



Proceeding Book

057 Date :



Dr. Rafiq Zakaria Campus
Maulana Azad Educational Trust's
Y. B. CHAVAN COLLEGE OF PHARMACY
(B. Pharm, M. Pharm & Research Centre)

ISO 21001:2018 & ISO 14001:2015 CERTIFIED | NIRF-2022 ALL INDIA RANK 65TH

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

Internal Quality Assurance Cell Meeting

Minutes of meeting of IQAC scheduled and held on 24th December 2022 in the IQAC meeting room . Following members signed below were present .

SN	Name of Member	Position in IQAC	Signature
1	Dr. M. H. Dehghan (Principal)	Chairperson	
2	Dr. M. N. Farooqui	Management Representative	
3	Shaikh Abbas	Stake Holder (Parent)	
4	Mr. Anand Nagapurkar	Industrial Expert	
5	Dr. S. R. Lahoti	Administrative Office	
6	Dr. S. N. Mokale	Member	
7	Dr. H. D. Une	Member	
8	Dr. Syed Ayaz Ali	Member	
9	Dr. J. N. Sangshetti	Member	
10	Dr. Mrs. Maria Saifee	Member	
11	Dr. Mrs. Rana Zainuddin	Member	
12	Dr. Ismail Mouzam	Member	
13	Mr. Sadiq Shaikh	Administrative Office	
14	Mr. Shaikh Kaleemuddin	Administrative Office	
15	Ms. Manal Bin Hawail	Student Representative	
16	Dr. K. G. Baheti	IQAC Coordinator	

Agenda No. 1: Confirmation of minutes of last meeting and approval to action taken report (ATR) of meeting held on 10.6.23

Resolution No. 1: The minutes of last meeting dated 10.6.22 were approved by all the members. The action taken report (ATR) was reviewed and approved by all the members.
RESOLVED THAT ATR of meeting dated 10.06.2022 is accepted and approved

Agenda No. 2: Reconstitution of IQAC committee

Resolution No. 2: The IQAC committee was reconstituted due to changes in administrative posts in the college. The committee members welcomed Dr. M. H. Dehghan who appointed as Principal of the college from 14.12.2022 Reconstituted committee members below was unanimously accepted and approved by all the members

SN	Name of Member	Position in IQAC
1	Dr. M. H. Dehghan (Principal)	Chairperson
2	Dr. M. N. Farooqui	Management Representative
3	Dr. Imran Ramzan Shaikh	Stake Holder (Parent)
4	Mr. Anand Nagapurkar	Industrial Expert
5	Dr. S. R. Lahoti	Member
6	Dr. S. N. Mokale	Member
7	Dr. H. D. Une	Member
8	Dr. Syed Ayaz Ali	Member
9	Dr. J. N. Sangshetti	Member
10	Dr. Mrs. Maria Saifee	Member
11	Dr. Mrs. Rana Zainuddin	Member
12	Dr. Ismail Mouzam	Member
13	Mrs. Reshma Toshniwal	Member
14	Dr. Abubakar Salam Bawazir	Administrative Office
15	Mr. Mohd. Sadiq Shaikh	Administrative Office
16	Mr. Shaikh Kaleemuddin	Administrative Office
17	Ms. Bin Hawail Manal	Student Representative
18	Dr. K. G. Baheti	IQAC Coordinator

RESOLVED THAT IQAC committee has been reconstituted and approved.

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. S N. Mokale



Agenda No. 3: Internal audit report 2022.

Resolution No. 3: The compiled internal audit reports with score and grades of all the department and sections were presented to all the members. The internal audit of all section and dept was carried out in the first half of 2022. All the members appreciated and were satisfied with the outcome of audit report.

RESOLVED THAT internal audit report were approved and accepted

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. H. D. Une

Agenda No. 4: Preparedness for the NEP-2020

Resolution No. 4: For the preparedness of NEP-2020, following initiatives were discussed.

A. Registration of ELC club and preparation of ELC club activity plan by NSS and Student's council through their in-charges.

B. Seminar on Preparedness for the NEP-2020 to be sponsored from NAAC shall be organized by college.

C. DigiLocker(ABC) account shall be created by faculty and by student

D. Faculty shall be encouraged to attend and complete the self development courses/ skilled based/HUV courses/FDP for NEP-2020 Preparedness.

RESOLVED THAT preparedness for NEP-2020 shall be initiated through above mentioned initiatives

Proposed By: Dr. Syed Ayaz Ali

Seconded By: Dr. Ismail Mouzam

Agenda No. 5: Institutional Development plan

Resolution No. 5: In line with NEP-2020, Institutional Development Plan (IDP) was discussed. The plan should accommodate the creativity, Innovation ecosystem viz. IIC, ARIIA, YUKTI, KAPILA and various GOI initiatives, skill development program for student as well as a short term and long-term development plan keeping in mind the vision document of college should be prepared and placed before the management (CDC) for approval.

RESOLVED THAT Institutional Development Plan (IDP) should be prepared considering NEP 2020.

Proposed By: Dr. H. D. Une

Seconded By: Dr. Syed Ayaz Ali

Agenda No. 6: AQAR preparation for the year 2021-22

Resolution No. 6: The NAAC criteria in-charges shall prepare their criteria details and start uploading on the NAAC website for the year 2021-22 through login. The committee details are mentioned below.



Criteria	Committee In-charge, Head and member
1. Curricular Aspects	Dr. Syed Ayaz Ali, Dr. Abubakar Bawazir, Dr. Moizul Hasan, Ms. Afreen Begum
2: Teaching, Learning & Evaluation	Dr. Maria Saifee, Dr. Ismail Mouzam, Dr. Khan Dureshahwar, Dr. Syed Iftiqar Ahmed, Dr. Mohd. Sayeed Sk. Razaque, Mr. Altamash Ansari
3: Research, Innovation & Extensions	Dr. J. N. Sangshetti, Dr. Khan Furquan, Ms. Barrawaz Aateka, Ms. Chishti Nahid Anjum
4: Infrastructure & Learning Resources	Mrs. Reshma Toshniwal, Dr. Kazi Marzuka Shoeb, Mr. Sayad Imran Wahab, Mr. Syed Ashraf Hussain
5: Student Support & Progression	Dr. H. D. Unc, Dr. Mirza Shahed Baig, Mr. Mohammed Imran Anees, Mrs. Sabina Meraj
6: Governance, Leadership & Management	Dr. S. N. Mokale, Dr. Nikhil Sakle, Mr. Khan Sarfaraz, Mr. Shaikh Mohammed Shoeb,
7: Institutional Values & Best Practices	Dr. S. R. Lahoti, Dr. Mrs. Rana Zainuddin, Dr. Subur Khan, Mr. Mukhtar Khan, Mr. Yasar Qazi

RESOLVED THAT AQAR submission on NAAC website shall be uploaded through criteria in-charge and confirmed by NAAC coordinator before due date

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. Syed Ayaz Ali

Agenda No. 7: Any other point

With the permission of chair, following points were taken for discussion and resolution

Agenda No. 7a: Education Tour

Resolution No. 7b: The education tour to IPC Nagpur was proposed to be arranged for the TY, FY and M. Pharm. students between 19 to 21 January 2023. Dr. Mrs. Maria Saifee, Reshma Toshniwal, Dr. S. R Lahoti and Dr. Abubakar Salam Bawazir shall be coordinating all the activities related to tour.

RESOLVED THAT education tour to IPC Nagpur shall be planned &w will be executed by coordinators

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. Mrs. Maria Saifee

Agenda No. 7b: MoU with Industry and educational institutes

Resolution No. 7b: This agenda was discussed at length, some members have proposed to undertake the MoU with Industry and educational institute mentioned below.

1. Shreyash Institute of Pharmaceutical Education and Research, Aurangabad for educational exchanges such as faculty, training on instruments and analysis of samples.
2. R V Life Sciences, Aurangabad for Training and research collaborations
3. Orient College of Pharmacy, Navi Mumbai.

RESOLVED THAT MoU with Industry and educational institute shall be executed

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. Ismail Mouzam

Agenda No. 7c: Uploading college information for NIRF ranking

Resolution No. 7c: Dr. S. R. Lahoti will upload the information on NIRF website for NIRF ranking before due date

RESOLVED THAT the required college information shall be uploaded on NIRF website.

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. Mrs. Maria Saifce

Agenda No. 7d: Regarding online academic feedback

Resolution No. 7d: Academic feedback is important tool for assessing the teaching staff by student. Up till now, the college is conducting the academic feedback in offline mode. Due to pandemic, it was also not possible to take the feedback on offline mode. It was discussed about taking feedback on online mode by using Google form and other online platforms. Advantages are paperless work and less time for analysis. APMC will work out on taking feedback by online mode hence forth.

RESOLVED THAT the academic feedback for UG and PG shall be taken by using Google form or by any other online platform by academic planning and monitoring committee (APMC)

Proposed By: Dr. Mrs. Maria Saifce

Seconded By: Dr. H.D. Une

Meeting was concluded with thanks to chair



Principal
Mastana Azad Educational Trust's
Y. B. Chayan College of Pharmacy
Aurangabad

Action Taken Report (ATR) (2022-23)

(For 22nd IQAC meeting held on 24th December 2022)

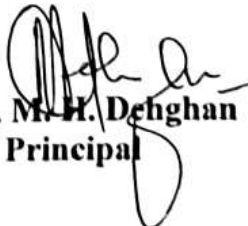
SN	Particulars of agenda	Recommendations	Action taken
1	Confirmation of Action taken report (ATR) of 10.06.2022	----	ATR report confirmed and uploaded on college website
	Reconstitution of IQAC committee	IQAC committee was reconstituted due to administrative changes, as Dr. M. H. Dehghan became Principal of the college. Reconstituted IQAC shall include Dr. M. H Dehghan(Chairman), Dr. K. G Baheti IQAC coordinator, Reshma Toshniwal (Member) and Dr. Abubakar Salam Bawazir (Administrative Officer).	IQAC was reconstituted
3	Internal audit report	Internal audit reports were reviewed and approved	Internal audit reports were approved
4	Preparedness for the NEP-2020	A. Registration of ELC club B. Seminar on Preparedness for the NEP-2020 C. DigiLocker (ABC) account creation for faculty and by student D. Encouraging the faculty to complete Skilled based courses/ UHV/ FDP/other courses for NEP-2020 Preparedness.	1. ELC club registration process undertaken and activities were started. 2. Two days NAAC sponsored Seminar on NEP-2020 was organized in the month of 16 th and 17 th March 2023. 3. Digilocker(ABC) account created and link was provided on college website. 4. Faculty members attended the FDP
5	Institutional Development plan	In line with NEP-2020, Institutional Development Plan (IDP) was discussed. And it should accommodate the creativity, Innovation ecosystem viz. IIC, ARIIA, YUKTI, KAPILA and various GOI initiatives, skill development program for student as well as a short term and long-term	Committee for the preparation of IDP was formed and its preparation of IPD is in progress.
6	AQAR preparation for the year 2021-22	AQAR on NACC website shall be uploaded through criteria in-charge	AQAR was uploaded on 30 th May 2023.

7	Education Tour	Education tour to IPC Nagpur shall be arranged for the student (9 to 21 January 2023). Dr. Mrs. Maria Saifee and Dr. S. R Lahoti shall be coordinator for tour.	IPC tour was organized successfully. 51 students were participated and 19 student and faculty members presented their research work in the conference.
8	MoU with Industry and educational institutes	The educational institute and Industry in the region shall be identified and MoU with them shall be undertaken.	Following MoU were signed 1. Shreyash Institute of Pharmaceutical Education and Research, Aurangabad for educational exchanges such as faculty, training on instruments and analysis of samples. 2. R V Life Sciences, Aurangabad for Training and research collaborations 3. Oriental College of Pharmacy, Navi Mumbai
9	Uploading college information for NIRF ranking	Dr. S. R. Lahoti will upload data/documents on the website for NIRF ranking before due date	The college ranked 80 position in NIRF ranking - 2023.
10	Regarding online academic feedback	Online academic feedback shall be taken from current semesters 2023	Online feedback was collected from student using Google form for second session of 2023. The feedback was analyzed, communicated.

Presented at IQAC meeting on 05.06.2023


Dr. K. G. Baheti
IQAC coordinator




Dr. M. H. Dehghan
Principal