



Dr. Rafiq Zakaria Campus
Maulana Azad Educational Trust's

Y. B. CHAVAN COLLEGE OF PHARMACY

(H. Pharm. M. Pharm. & Research Centre)

ISO 21001:2018 & ISO 14001:2015 CERTIFIED | NIPF 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 05.06.2023 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	Dr. Shaikh Imran	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	Mrs. Reshma Toshniwal	Member	
12	Dr. Mrs. Rana Zainuddin	Member	
13	Dr. Ismail Mouzam	Member	
14	Dr. Abubakar Salam Bawazir	Administrative Officer	
15	Mr. Sadiq Shaikh	Administrative Officer	
16	Mr. Shaikh Kaleemuddin	Administrative Officer	
17	Ms. Manal Bin Hawaii	Student Representative	
18	Dr. K. G. Baheti	IQAC Coordinator	



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

Agenda No. 1: Confirmation of minutes of last meeting and approval to action taken report (ATR) of meeting held on 24.12.2022

Resolution No. 1: The minutes of last meeting dated 24.12.2022 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 24.12.2022 is accepted and approved

Proposed By: Dr. Syed Ayaz Ali

Seconded By: Mrs. Dr. Maria Saifee

Agenda No. 2: Regarding feedback report of 2022-23

Resolution No. 2: The feedback report of second half of 2022-23 session was taken online through Google form. The feedback submitted by students was analyzed and comprehensive feedback report was prepared and shall be posted on college website

RESOLVED THAT feedback report was reviewed and approved

Proposed By: Dr. Mrs. Maria Saifee

Seconded By: Dr. S N. Mokale

Agenda No. 3: Internal audit report

Resolution No. 3: The internal audit of department and section was shall be carried out in the month of July for the year 2022-23. After receipt of the reports, a compiled internal audit reports shall be placed in the next IQAC meeting for review.

RESOLVED THAT internal audit of department and section shall be carried out in the month of July 2023

Proposed By: Dr. Abubakar Salam Bawazir

Seconded By: Dr. Syed Ayaz Ali

Agenda No. 4: Institution development plan (IDP)

Resolution No. 4: For the preparedness of IDP, the committee was formed comprising of All HODs, Academic In-charge, and Examination In-charge. The work of preparation of IDP is in progress.

RESOLVED THAT Institution development plan work is in progress and satisfactory

Proposed By: Dr. Reshma Toshniwal

Seconded By: Dr. J N Sangshetti



Agenda No. 5: Annual Planner and committee meeting calendar

Resolution No. 5: The annual planner and meeting calendar for the year 2023-24 was prepared by taking into consideration of Dr. BAMU calendar, dates of examination and Govt notifications.

RESOLVED THAT annual planner and meeting calendar were reviewed and approved

Proposed By: Dr. Syed Ayaz Ali
Seconded By: Dr. J N Sangshetti

Agenda No. 6: Regarding 4th AQAR submission

Resolution No. 6: The 4th AQAR was uploaded and submitted on NAAC web site on 30/05/2023. All the required information as per the criteria was uploaded through In-charges and Head of the criteria.

RESOLVED THAT AQAR submitted was approved

Proposed By: Dr. S N Mokale
Seconded By: Dr. Syed Ayaz Ali

Agenda No. 7: MoU with Academia and Industry

Resolution No. 7: The MoU with college(s)/industries/NGO shall be signed for the purpose of educational exchanges, training to student & value-added education. After discussion it was decided to sign MoU with Deogiri College Aurangabad & Shri Educational Career Academy(NGO) for financial literacy program is finalized

RESOLVED THAT MoU should be signed with Deogiri College Aurangabad and Shri Educational Career Academy(NGO)

Proposed By: Dr. S R Lahoti
Seconded By: Dr. J N Sanghsetti

Agenda No. 8: QR code for plants and pharmacognosy lab crude drugs

Resolution No. 8: QR code for plants and crude drug is a good practice. All the members discussed that this practice should be extended to view some important policy documents as well as SOP.

RESOLVED THAT QR code practice should be implemented for plants and pharmacognosy lab crude drugs, policy and SOP

Proposed By: Mrs. Reshma Toshniwal
Seconded By: Dr. Abubakar Salam Bawazir

Agenda No. 9: Biowaste management

Resolution No. 8: Biowaste management agreement need to be continued by signing the agreement with approved agency

RESOLVED THAT the agreement for the biowaste shall be continued.

Proposed By: Dr. Syed Ayaz Ali
Seconded By: Dr. H D Une



Agenda No.10: Quality initiatives (organizing seminar, conference, guest lecture, certificate courses and training program)

Resolution No. 10: After a discussion and suggestion from the members following quality initiatives were decided to be undertaken during the academic year.

1. Life skill program by Rubicon and GTT
2. STTP course on HPLC
3. Certificate course on Interview skills and personality development
4. Kona Kona Shiksha Abhiyan (Financial Literacy program by National Institute of Security Market (A SEBI initiative)
5. Proposal for financial assistant to organize the seminar/conference shall be submitted to Dr. BAMU

RESOLVED THAT the IQAC initiative should be shall be planned and executed

Proposed By: Dr. J N Sanghsetti

Seconded By: Dr. S R Lahoti

Agenda No. 11 Regarding Privilege leave and leave for Haj pilgrimage

Resolution No. 11: It was discussed about, how the staff can use their accumulated medical leaves as Privilege leave and leave for Haj pilgrimage and Vipassana. As per the Govt circular staff is entitled for 1 privilege leave, leaves for Haj pilgrimage and Vipassana against two accumulated leave.

RESOLVED THAT Staff is entitled to avail the benefit of 1 privilege leave, leaves for Haj pilgrimage and Vipassana against two accumulated leave from this academic year

Agenda No. 12: Any other point.

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

Agenda 12A. Regarding review of annual report of activities

Resolution No12A: The report were submitted by In- charges of committee and activities conducted during the academic year 2022-23 include admission report, IIC reports, Commemorate days report, Co-curricular activity report, Cultural activity and other activity, EVS report, GPAT and other exam qualified report, ICT report, NSS report, Research and IPR Report, Sport activity, Student progression report, University result, e-Governance report, IQAC report, Annual report

All the reports were reviewed and approved

RESOLVED THAT all the reports are accepted and approved

Proposed By: Dr. S R Lahoti

Seconded By: Dr. Mrs. Maria Saiffee



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Agenda 12B. Nomination of Student Member on IQAC

Resolution No12A: The Ms. Manal Bin Hawaii, Student member in IQAC has passed the program this year. So, new student should be nominated IQAC. All the members unanimously nominated Mr. Yash Aitwade who is General secretary of student council.

RESOLVED THAT Mr. Yash Aitwade shall be student member for the IQAC committee

Proposed By: Dr. Mrs. Maria Saifce

Seconded By: Dr. S R Lahoti

Meeting was concluded with thanks to chair



Principal
Manana Azad Educational Trust's
Y. B. Chavan College of Pharmacy
Aurangabad

Action Taken Report (ATR) (2022-23)
(For 23rd IQAC meeting held on 05 June 2023)

SN	Particulars of agenda	Recommendations	Action taken
1	Confirmation of ATR of last meeting dated 05.06.2022	----	ATR report confirmed and uploaded on college website
2	Regarding feedback report of 2022-23	The feedback report of second half of 2022-23 session shall be analyzed and posted on college website	The feedback report was compiled, analyzed, communicated and uploaded on college website
3	Internal audit report	Internal audit shall be carried in the month of July for all department and sections	Comprehensive internal audit report for all the departments and section was reviewed and approved
4	Institution development plan (IDP)	By considering the vision documents and NEP 2020 policy documents the IDP shall be prepared	The IDP was prepared and approved in the IQAC meeting
5	Annual Calendar (Planner) and committee meeting calendar	By considering Dr. BAMU calendar, internal examination dates, extracurricular and cocurricular dates, annual calendar for 2023-24 shall be prepared. Meeting calendar 2023-24 shall be prepared as per guidelines of committee	Annual calendar and meeting for 2023-24 was prepared and calendar was posted on our college website
6	Regarding 4 th AQAR submission	4 th AQAR on NACC website uploaded through criteria in-charge and IQAC coordinator	AQAR was uploaded and submitted on NAAC website on 30.05.2023 and same was also uploaded on college website
7	MoU with Academia and Industry	The MoU with college(s)/industries/NGO shall be signed for the purpose of educational exchanges, training to student and value-added education	MoU were signed with Deogiri College Aurangabad and MoU of Shri Educational Career Academy (NGO) for financial literacy program is finalized
8	QR code for plants and pharmacognosy lab crude drugs	QR code for plants and crude drug is a good practice. The practice should be extended to view some important policy documents as well as SOP	QR code for plants, crude drug, SOP and policy document was implemented
9	Biowaste management	Biowaste management agreement need to be continued by signing the agreement with approved agency	The agreement of Biowaste management process was continued

10	Quality initiatives	<p>Following initiatives are recommended under quality initiatives</p> <ol style="list-style-type: none"> 1. Life skill program by Rubicon and GTT 2. STTP course on HPLC 3. Certificate course on Interview skills and personality development 4. Kona Kona Shiksha Abhiyan (Financial Literacy program by National Institute of Security Market (A SEBI initiative) 5. Proposal for financial assistant to organize the seminar/conference shall be submitted to Dr. BAMU 	<p>STTP course on HPLC is scheduled on second week of September</p> <p>Life skill program by Rubicon is scheduled in first week of October 2023 and GTT life skill program in second week of January 2024.</p> <p>Ninety students were registered for certificate course on Interview skills and personality development and the program is in progress.</p> <p>A program on financial literacy is scheduled in the third week of October.</p> <p>Proposals for financial assistant to organize the seminar/conference were submitted to Dr. BAMU</p>
11	Regarding Privilege leave and leave for Haj pilgrimage	Accumulated medical leaves of the staff can be used as privilege leave, leaves for Haj pilgrimage and Vipassana. Staff is entitled for 1 privilege leave, leaves for Haj pilgrimage and Vipassana against two accumulated leave.	Staff is entitled to avail the benefit of 1 privilege leave, leaves for Haj pilgrimage and Vipassana against every two accumulated leave
12	Regarding review of annual report of activities	The various college reports and committees reports were reviewed and approved	All the reports Viz. IIC report, Annual reports, IQAC reports and various committee reports were approved
13	Regarding nomination of student on IQAC	Ms. Manal Bin Hawail, Student member in IQAC has passed the program this year. Hence the new members should be nominated and included in IQAC.	Mr. Yash Aitwade was nominated for the post of student member in IQAC

ATR was presented at IQAC meeting on 08.09.2023


Dr. K. G. Baheti
IQAC coordinator




Dr. M. H. Dehghan
Principal