



## Internal Quality Assurance Cell Meeting

Minutes of 13<sup>th</sup> meeting of the Internal Quality Assurance Cell held on Saturday, 3<sup>rd</sup> February 2018 at 4.00pm in the administrative block. Following members were present.

Sr. No.	Name	Designation	Signature
1	Dr. Zahid Zaheer	Principal and Chairperson	
2	Dr. M. M. Farooqui	Management representative	
3	Dr. A. G. Khan	Management representative	
4	Mr. Anand Nagapurkar	Industrial expert	
5	Dr. Satish Jayaram	Member from local Society	
6	Mr. Shaikh Dastagir	Member from local Society	
7	Dr. Wakte Pravin	Member of Alumni	
8	Dr. Razaullah Khan	Stakeholder(Parent)	
9	Dr. A. G. Nikalje	Faculty member	
10	Dr. M. H. Dehghan	Faculty member	
11	Dr. H. D. Une	Faculty member	
12	Dr. Syed Ayaz Ali	Faculty member	
13	Dr. J. N. Sangshetti	Faculty member	
14	Mrs. Maria Saifee	Faculty member	
15	Dr. Ms. Rana Zainuddin	Faculty member	
16	Dr. S. R. Lahoti	Faculty member	
17	Mr. Shaikh Kaleemuddin	Administrative officer	
18	Ms. Dhakne Renuka	Student representative M. Pharm.	
19	Dr. K. G. Baheti	Coordinator IQAC	

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

### Agenda No. 1: Confirmation of the minutes of last meeting:

The minutes of the last meeting dated 11.10.2017 and action taken report were reviewed and confirmed by all the members.

## Agenda No. 2: Reconstitutions of IQAC

The previous IQAC was formed on 23<sup>rd</sup> December 2015 for the period of two years. The tenure was completed. Hence, it was discussed about the reconstitution of IQAC for the period of two years 2018-2020. It was discussed to keep the IQAC coordinator post rotating. Hence it was unanimously resolved that Dr. M. H. Dehghan will be the IQAC coordinator for the period 2018-2020. Names of other members and stake holders were also discussed and will be finalized once their consent obtained.

## Agenda No. 3: Any other point

With the permission of the chair, following point were discussed and finalized

1. Dr. H. D. Une proposed to organize the alumni meet in the month of February 2018. It was seconded by Dr. Razaullah Khan. It was recommended to organize the guest lecturers from the eminent alumni for the student during alumni meet.
2. Dr. A. G. Nikalje proposed to conduct training program on Good Laboratory practices for the laboratory technical and supporting staff. It was seconded by Dr. Maria Saifee. It was discussed further and practical training on various aspects for good conduct in the laboratory activities will delivered during the training program.
3. It was proposed by Dr. M. H. Dehghan that as a part of co-curricular activity, one day seminar on Advances in Drug product development. It was seconded by Dr. Ms. Rana Zainuddin. It was further discussed to organize the activity by incorporating the topic from all the department regarding drug product development.
4. It was proposed by Dr. Syed Ayaz Ali to conduct the health check up camp for students and staff in March 2018. It was seconded by Dr. H. D. Une. It was further recommended to organize the one lecture on life style diseases and yoga training programs.

The members were also reviewed the activities conducted after submission of SSR.

The meeting was concluded with thanks to chair.



  
Principal and Chairperson

Ref: YBCCP/IQAC-ATR-13/2017-18

Date : 25 July 2018

**Action Taken Report (ATR) 2017-18**


(For 13<sup>th</sup> IQAC Meeting held on 3<sup>rd</sup> February 2018 4.00pm)

Sr. No	Particulars of Agenda	Recommendations	Action Taken
1.	Confirmation of minutes of last meeting	Nil	Minutes were confirmed and ATR reviewed
2.	Reconstitution of IQAC	Dr Dehghan M H be appointed as IQAC Coordinator.	Dr Dehghan M H was unanimously appointed as IQAC Coordinator
3.	Any other matter	i) Dr Une H.D proposed to organize alumni meet in month of February 2018 ii) Dr A.G Nikalje proposed GLP training program iii) Dr Dehghan M H proposed one day seminar iv) Dr Sayed Ayaz Ali proposed health check up camp.	i) Considering the NAAC per team visit scheduled on 9 <sup>th</sup> and 10 <sup>th</sup> April 2018 Alumni members were called for meet and discussion on dates coinciding with NAAC team visit. ii) GLP Training and Health check up camp were conducted on 17 <sup>th</sup> February 2018. iii) & iv) Proposed health check up camp and one day seminar were postponed.

Presented at the IQAC meeting on 25<sup>th</sup> July 2018 for perusal.

  
 Dr Dehghan M H  
 IQAC Coordinator



  
 Dr Zahid Zaheer  
 Principal