



Proceeding Book

Date :

044



Dr. Rafiq Zakaria Campus

Maulana Azad Educational Trust's

Y.B. CHAVAN COLLEGE OF PHARMACY

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

ISO 9001 : 2008 CERTIFIED BY DTE CODE : 21481 NRI - 2018 ALL INDIA (A) 100

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 11th November 2020 in the Administrative block board room. Following members signed below were present.

Agenda of meeting following points were discussed and resolved

| No. | Name | Position in IQAC | Signature |
|-----|----------------------------|---|-----------|
| 1 | Dr. Abubakar Salam Bawazir | Chairperson | |
| 2 | Dr. M.N. Farooqui | Management Representative | |
| 3 | Dr. Razaullah Khan | Stake holder (Parent) | |
| 4 | Mr. Anand Nagapurkar | Industrial Expert | |
| 5 | Dr. S. R. Lahoti | Administrative officer (Training and Placement Officer) | |
| 6 | Dr. S. N. Mokale | Member | |
| 7 | Dr. 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. Anees ur Rehman | Administrative officer | |
| 16 | Mr. Mohammed Sadiq | Administrative officer | |
| | Ajay Lonkar | Student Representative | |
| | Dr. M. H. Dehghan | IQAC coordinator | |



Agenda No. 1: Confirmation of Minutes of last meeting

The minutes of the meeting held on Friday, 13th March 2020 were read and confirmed.

Agenda No. 2: Quality Initiatives undertaken for a) Academic, b) Examination c) Administrative, d) Financial considering COVID-19 Pandemic Situation.

Considering the unprecedented COVID-19 Pandemic situation various quality initiatives were undertaken for the benefit of students, staff and other stake holders by the College through various committees constituted, few of the initiative undertaken were reviewed and discussed and some new initiatives proposed as mentioned below;

Academic:

- (i) Creation of Semester wise "Whatsup Groups" for students M.Pharm and B.Pharm by class teachers for dissemination of academic information.
- (ii) Conduction of Online classes using Zoom platform as a tool for teaching and learning.
- (iii) Use of Google forms and Testmoz for test generation and evaluation of formative student performances.
- (iv) Organization of Online Seminars. Workshops and Guest Lectures by the College.
- (v) Proactive participation of faculty members in various online seminars, workshops and FDP programs.
- (vi) Research scholars and PG students were permitted for laboratory research as per the Government of Maharashtra and Dr BAMU regulation/notification. The Government SOPs were strictly implemented.

Proposed Academic initiatives:

- (vii) Considering the success of online platform the Academic Incharge proposed that even after reopening of Onsite offline classes students should be engaged although partially using the online platforms. Use of Google forms and Testmoz for test generation (MCQs) after completion of each unit in a course may use for continuous evaluation of formative student performances along with subjective Sessional examination as per syllabus.

b) Examination

- (i) Formative Assessment: For objective assessment Google forms and Testmoz were used for test generation and evaluation of formative student performances. Whereas

for subjective questions (such as Short answer and Long answer questions) proctored online examinations were conducted using Google meet as a tool.

Links for online exam and dedicated email for receiving answer sheets were sent to students by respective subject teachers just prior to examination using the Class Whatsup groups.

(ii) Extensive SOP for examination to be conducted both using online as well as offline mode was developed by EPMC and displayed for the benefit of students, teachers, parents and all other stake holders.

(iii) Summative Assessment: The Semester (Year end examination) for the Second half of 2019-20 was held in the Month of October using online mode as per SOP and instructions of Dr BAMU.

e) Administrative:

(i) **Stores, Repair and Maintenance:** Dead stock, Furniture and Fixture, Computers renumbering (DSN) was initiated by the Trust to take stock of all assets pertaining to the College. Inventory Control measures and repair and maintenance were reviewed and initiated during lockdown period.

(ii) **Admissions:** Online admissions and payment initiatives (RTGS/NEFT) as also “cash free” Challan payments have been implemented for students.

(iii) **Placement/IIC:** Due to Covid 19 situation online career counseling program, Virtual in-plant training and online students’ interview for placement has been proposed.

d) Financial and Social Initiatives:

(i) **Advance Salary:** The staff which suffered with COVID-19 infections were given advanced salary on request.

(ii) **Fee payment via Installments:** Due to the pandemic situations three installments were provided to students for fee payment.

(iii) **Provision of Loan by the Management to College for Salary:** The management provided a loan to the tune of 1.87 crore for payment of salary to the non teaching and teaching staff.

Ref: YBCCP/IQAC-ATR-18/2020-21

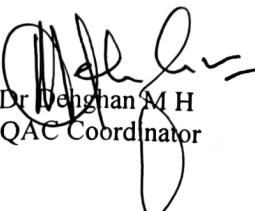
Date: 7th July 2021

Action Taken Report (ATR) 2020-21


(For 18th IQAC Meeting held on 11/09/2020at 4.00pm)

| Sr. No. | Particulars of Agenda | Recommendations | Action Taken |
|---------|---|--|--|
| 1. | Confirmation of Last Meeting | Nil | Minutes were Confirmed |
| 2. | Quality Initiatives undertaken for a) Academic, b) Examination c) Administrative, d) Financial considering COVID-19 Pandemic Situation. | Considering the unprecedented COVID-19 Pandemic situation various quality initiatives were undertaken for the benefit of students, staff and other stake holders by the College through various committees constituted, few of the initiative undertaken were reviewed and discussed and some new initiatives proposed | All the initiatives mentioned in the minutes of the meeting have been implemented which has helped to overcome the pandemic situation. |
| 3 | Regarding Submission of AQAR on NAAC portal; | IQAC coordinator informed the members that AQAR preparations have been initiated but results of 2019-20 are awaited | AQAR placed before the IQAC on 7 th July for final approval and submission. |
| 4. | Admission policy of 2020-21 | The Principal informed the members that for 2020-21 admissions (First Year B.Pharm and M.Pharm) the College has surrendered all seats to the Government for admissions through CAP. The admissions will be made on the seats permitted by PCI, Dr BAMU, DTE and PNS. | Admission process successfully completed for 2020-21. All seats of M.Pharm and B.Pharm programs filled. |
| 5. | Submission of proposal to FRA. | The proposal to FRA for the year 2020-21 will be submitted on receiving the final Audit statements Dr Dehghan M H was requested to oversee the process. | Proposal prepared and submitted to FRA within stipulated time. |

Presented at IQAC Meeting on 7th July 2021.


 Dr. Dehghan M H
 IQAC Coordinator




 Dr. Abubakar Salan Bawazir
 Incharge Principal
UC Principal
Y.B. Chavan College of Pharmacy
Aurangabad