

Ref. No.:

Date: 24/01/2022

To,
All members,
Internal Quality Assurance Cell (IQAC)
LADCMIP, Masur.

NOTICE

Internal Quality Assurance Cell Meeting No. 01/2021-23

Notice is hereby given to all members of Internal Quality Assurance Cell of this institute that first meeting (No. – 01/2021-23) is arranged on **Day – Monday, date – Jan. 24, 2022, at time -11.00 am.** Internal Quality Assurance Cell's first meeting will be conducted in the board room of institute. Agenda of the meeting will be as follows

Agenda

1. Welcome by the Chairman and Member secretary
2. To aware stake holders (committee Members) about vision, mission and PEO statement of the institute.
3. To discuss about redefining of vision, mission and PEOs statement of the institute
4. To prepare questionnaires for new statement
5. To discuss about criteria of NAAC and NBA
6. To finalize Code of conduct for institute
7. To summarize the content of academic course file for D. Pharm and B. Pharm
8. To finalize performance appraisal booklet for staff members
9. To discuss about role of parent teacher/ mentor
10. Any other issues during a meeting with the permission of the chair.

Thanking you.

Regards,
Mr. V. R. Shinde



Shri Dhanlaxmi Foundation Karad's
LATE ADV. DADASAHEB CHAVAN
MEMORIAL INSTITUTE OF PHARMACY
(D. Pharmacy And B. Pharmacy)

Minutes of IQAC Meeting

No. 01/2021-23

Day & Date: Monday, Jan. 24, 2021 Time: 02:00 pm

Minutes of faculty meeting No. 01/2021-23 under the chairmanship of Principal Mr. V. R. Shinde at Board Room, Late Adv. Dadasahebe Chavan Memorial Institute of Pharmacy, Masur on the

Day & Date: Monday, Jan. 24, 2021 Time: 02:00 pm.

Following members were present for meeting.

Sr. No	Name of Member	Designation
1	Mr. Vikram R. Shinde	Principal
2	Mr. Amit D. Chavan	Secretary
3	Mr. Sagar Patil	Proprietor
4	Mr. Yogeshkumar N. Gavhane	Assistant Professor
5	Dr. Amol Shete	Associate Professor
6	Mr. Kundan Bhong	Medical Manager
7	Mr. Digvijay More	Alumni
8	Miss. Sarojini B. Jadhav	Administrative Officer
9	Mr. Amit Y. Shirke	Accountant
10	Randive Shridhar Gokul	Student
11	Miss. Nilima N. Khakal	Lecturer
12	Ms. Sandyarani R. Sagavkar	Assistant Professor
13	Mr. Pratik B. Jadhav	Lecturer
14	Mr. Suraj B. Kumbhar	Lecturer
15	Mr. Arjun R. Jadhav	Assistant Professor
16	Mr. Sachin P. Gorad	Lecturer
17	Mr. Sangita V. Shelar	Lecturer
18	Mr. Ishwar S. Chavan	Lecturer
19	Mr. Atul S. Gurav	Assistant Professor



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1. To welcome all members by the Chairman and Member secretary.

All members of IQAC present in meeting held on 24/01/2022 (Meeting No. 01) were welcomed by the Chairman and member secretary.

2. To aware stake holders (committee Members) about vision, mission and PEO statement of the institute

Chairperson read and discussed the relevant significance of currently present vision, mission and PEOs statement. All members were aware about new syllabus designed by Pharmacy council of India (ER20 and New PCI syllabus for B. Pharm course regulation 2014) for diploma and degree pharmacy program.

3. To discuss about redefining of vision, mission and PEOs statement of the institute

Resolution: The need of vision, mission and PEOs in the academic, professional and holistic development of different program were discussed by chairperson. All program outcomes for D. Pharm and B. Pharm were discussed for compatibility with vision and mission. Committee was confirmed the need of redefining statement of vision, mission and PEOs.

Actionable points: All members will study the statements of various NAAC and NBA approved institutes for finding key words and procedures.

4. To prepare questionnaires for new statement

Resolution: Chairman raised the question related to the procedure for changing statements. There was long discussion regarding required procedure for redefining Vision and mission statements. It was concluded that various activities, sections and operational methodology would be defined, implemented and supervised continuously to upgrade the whole process. Need and preparation of questionnaires including key words of statements related to futuristic position of institute was discussed.

Actionable points: Finding key words and questionnaires pattern for the survey within academic, administration and stake holders.



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5. To discuss about criteria of NAAC and NBA

Resolution: Criteria of NAAC and NBA were discussed by coordinator for improving quality towards development of students and institute. Marking system and evaluation criteria were also discussed.

Actionable points: Distribution of criteria within staff and preparation for individual criteria

6. To finalize Code of conduct for institute

Resolution: Code of conduct for students, teaching and non-teaching staff in campus and institute was read and discussed by chairperson to the needful changes. Committee was finalize the prepared code of conduct for institute.

Actionable points: Discussed changes in code of conduct and reviewed by IQAC and approved by principal.

7. To summarize the content of academic course file for D. Pharm and B. Pharm

Resolution: Academic course file contents prepared by IQAC was discussed and confirmed by committee.

Actionable points: Contents of course file should distribute in teaching faculty to maintain academic time to time

8. To finalize performance appraisal booklet for staff members

Resolution: Chairman explained the contents present in performance appraisal booklet for appraisal of all faculty in institute. It includes evaluation through academic, professional and campus performance of faculty in academic year.

Actionable points: Committee will circulate the performance appraisal booklet to each staff for fulfilment.

9. To discuss about role of parent teacher/ mentor



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Resolution: Chairman discussed with all faculty members about the need of mentor mentee interaction for D. Pharm and B. Pharm students. He also discussed the role of parent teacher or mentor in the development of students.

Actionable points: Chairman directed to mentor faculties to perform as per the given role on regular basis.

10. Any other issues during the meeting with permission of the chair.

Resolution: Nil.

Actionable points: Nil.

Place: Malwadi (Masur)

Date: 24/01/2022

Minutes prepared by

Mr. A. S. Gurav
Assistant Professor
LADCMIP, Masur

Minutes approved by

Principal
LADCMIP, Masur



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**IQAC MEETING
ACTION TAKEN REPORT**

Meeting No- 01/2021-23

Meeting date – 24/01/2022

Action taken report on the decisions of the meeting No. **01/2021-23** of IQAC meeting held on Monday, Jan. 24, 2021 Time: 02:00 pm under the chairmanship of Mr. V. R. Shinde.

Item No. and Title	Actionable Points	Action Taken
1. Welcome by the Chairman and Member secretary	All members of IQAC present in meeting held on 24/01/2022 (Meeting No. 01) were welcomed by the Chairman and member secretary.	Noted & filed.
2. To aware stake holders (committee Members) about vision, mission and PEO statement of the institute.	Chairperson read and discussed the relevant significance of currently present vision, mission and PEOs statement.	Noted & filed.
3. To discuss about redefining of vision, mission and PEOs statement of the institute	All members will study the statements of various NAAC and NBA approved institutes for finding key words and procedures.	All members are studying statements & preparing for presentation
4. To prepare questionnaires for new statement	Finding key words and questionnaires pattern for the survey within academic, administration and stake holders.	In process
5. To discuss about criteria of NAAC and NBA	Distribution of criteria within staff and preparation for individual criteria	Criteria are distributed within staff as per their portfolio.



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6. To finalize Code of conduct for institute	Discussed changes in code of conduct and reviewed by IQAC and approved by principal.	Code of conduct is finalized and recorded with discussed changes.
7. To summarize the content of academic course file for D. Pharm and B. Pharm	Contents of course file should distribute in teaching faculty to maintain academic time to time	Course file is distributed to teaching faculty.
8. To finalize performance appraisal booklet for staff members	Committee will circulate the performance appraisal booklet to each staff for fulfilment.	Performance appraisal booklet is circulated to each staff members.
9. To discuss about role of parent teacher/ mentor	Chairman directed to mentor faculties to perform as per the given role on regular basis.	Document regarding role of parent teacher is prepared and circulated within staff.
10. Any other issues during a meeting with the permission of the chair.	Nil	Nil

Place : Malwadi (Masur)

Date : 28/01/2022

ATR Prepared by

Mr. A. S. Gurav
Assistant Professor
LADCMIP, Masur

ATR Approved by

Mr. V. R. Shinde
Principal
LADCMIP, Masur