



**NASHIK GRAMIN SHIKSHAN PRASARAK MANDAL'S**

## **College of Pharmacy**

**BRAHMA VALLEY EDUCATIONAL CAMPUS**

**Anjaneri, Nashik – 422 213**

**Phone No. : (02594) 220146, 220147**

Established in 2006-07

**6.5.1. Internal Quality Assurance Cell (IQAC) Has Contributed Significantly For Institutionalizing The Quality Assurance Strategies And Processes.**



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Trimbak Road, Anjaneri, Nashik-422 213



**Officer Order**

**Internal Quality Assurance Cell (IQAC)**

The following members are appointed as a part of Internal Quality Assurance Cell (IQAC) from 7 January 2021. The objectives functions and mechanism are mentioned below. The committee will responsible to perform functions as per direction of chairman and meeting will be held at least once in a quarter.

**Objective of IQAC:**

- To develop a system for conscious, consistent and catalytic action to improve the academic and administration performance of the institution.
- To promote measure for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practice.

**Functions of IQAC:**

- a) Development and application of quality benchmarks/parameter for various academic and administrative activities of the institution
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional process
- d) Dissemination of information on various quality parameters of higher education
- e) Organization of inter and intra institutional workshops, seminar and conference
- f) Documentation of various programme/ activities leading to quality improvement
- g) Acting as a nodal agency of the institution for coordinating quality-related activities including adoption and dissemination of best practices
- h) Development and maintenance of institutional database for the purpose of maintaining/enhancing the institutional quality
- i) Development of Quality Culture in the institution.
- j) Preparation of the annual report as per guidelines.

**Mechanism of IQAC**

A: Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

B: The relevance and quality of academic and research programmes.



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C: Equitable access to and affordability of academic programmes for various sections of society.

D: Optimization and integration of modern methods of teaching and learning.

E: The credibility of evaluation procedures

F: Ensuring the adequacy, maintenance and proper allocation of support structure and services.

G: Sharing of research findings and networking with other institutions in India and abroad.



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NGSPM/COP/ 586-A/2021-22

Date: 07-01-2021

**IQAC Office Order**

**Subject:** Regarding Constitution of Internal Quality Assurance Cell of the institute.

In pursuance of its Action plan for performance evaluation, assessment and accreditation and quality up-gradation of institution of higher education the National Assessment and Accreditation Council (NAAC) Bangalore proposes that every accredited institution should establish an internal quality assurance cell (IQAC) as a post-accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will be a part of the institution system and work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

I am pleased to inform you that for the conscious and consistent quality improvement of NGSPMs College of Pharmacy, Anjaneri, Nashik. 422213, an IQAC has been constituted.

Therefore all the stakeholders of the IQAC are hereby requested to make it convenient to attend the meeting of the said committee and give your valuable suggestion. The constitution role and function of this committee is attached herewith for your perusal.

Thanking you.



Principal

**Enclosure:**

1. The constitution of IQAC.
2. Roles and Responsibilities of IQAC.

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Ref:NGSPM'S/COP/586/2021


Date: 07-01-2021

**Office Order**

The following members are appointed as a part of internal Quality Assurance cell (IQAC) from 7<sup>th</sup> JAN 2021. The objective functions and mechanism are mentioned below. The committee will responsible to perform function as per direction of Chairman and meeting will be held at least once in a quart

Sr. no.	Name of Member	Designation	Position
1.	Dr. Vijay D. Wagh	Principal	Chairperson
2.	Ms. Sarika S. Malode	Faculty Member	Member
3.	Mr. Rohit P. Mali	Faculty Member	Member
4.	Mr. Pradip T. Deshmukh	Faculty Member	Member
5.	Ms. Harshada S. Ishi	Faculty Member	Member
6.	Mr. Saurabh D. Bhandare	Faculty Member	Member
7.	Ms. Shilpa P. Sahane	Faculty Member	Member
8.	Ms. Divyata S. Patil	Faculty Member	Member
9.	Mr. Samadhan Pagar	Stakeholder (Management representative)	Member
10.	Ms. Kalpana	Stakeholder – Arpan Blood bank	Member
11.	Mr. Lokesh Shukla	Stakeholder- Employer	Member
12.	Mr. Nilesh U. Garje	Stakeholder- Industry	Member
13.	Mr. Shubham G. Chaure	Stakeholder- Alumnus	Member
14.	Ms. Chakuli Todkar	Student member	Member
15.	Mr. Prathemesh Pathade	Student member	Member
16.	Dr. Vijay D. Wagh	Principal	Coordinator



  
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**IQAC MINUTES OF MEETINGS**

**Held on 11/01/2021**

IQAC Coordinator welcomes and briefed the committee members about agenda. The meeting started at 12.30 hrs. On 11<sup>th</sup> January 2021. With the exhaustive of IQADC members on the following agenda:-

1. To present reform in the Composition of the IQAC Committee (As per NAAC)
2. To discuss on Curricular planning and schedule like Academics. Examination.
3. To work out the plan for Co-curricular activities like conducting like conducting lecture for Competitive examination and other personality and skill development Program
4. To discuss on preparation of schedule for Extra-curricular activities like celebration of National Day's Cultural. NSS, Social and sport activities.
5. To discuss on quality initiative for collaboration, research and extension activity.
6. To discuss on NAAC preparation.

The IQAC meeting was started with keen attention on agenda of meeting include points prepared just to give spectrum of important subject discussed. Agenda are only for general reference and not critically checked for corrections.

Agenda of Meeting included points prepared just to give spectrum of important subjects discussed. Agenda are only for general reference and not critically checked for corrections.

**Agenda 1:- To present reform in the committee to members of IQAC**

As per discussion on meeting present change in the composition of the IQAC committee as per NAAC to the members of IUQAC includes Principal as a Chairperson, teaching faculty members, Management Reprehensive, Socially Aware person, Stakeholder-Employer Representative, Stakeholder-Industry, Representative, parent Representative, Alumnus, Student Representatives Senior Administrative staff and IQAC Co-coordinator. This discussion was for newly constituted members for given point of spectrum of importance, functions and mechanism of IQAC. Also discuss role and benefits of reformed IQAC Composition as per NAAC for the all Stakeholders include students and institute. These important points were discussed for general reference of IQAC. To presence of new members of IQAC is noted and consider while discussion. In presence of Chairperson of IQAC and IQAC Co-coordinator agreed to Proceed for the further discussion.



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**Agenda 2: To discuss on Curricular planning and schedule like Academics, Examination**

As per discussion it was noted to prepare curricular planning and schedule for Academics as per directives of program Committee and it needs to represent in the Next meeting of IQAC. IQAC members were also discussed on examination planning. A view of members was noted that examination planning will be prepared as per schedule and guidelines given by SavitirbaiPuule Pune University (SPPU) for conduction of examination, Continuous assessment examination. Examination schedule as per SPPU guidelines should complete and approved from Institutional Examination Committee. The schedule will be reviewed in the next meeting.

As per discussion it was decided that teaching plan should be prepared by concern respective teaching faculty and after verification need to be stick to implement as per schedule. All members are agreed and have noted their views for proper planning of academic and internal assessments.

**Agenda 3 :- To work out the plan for Co-curricular activities like conducting lecture for competitive Examination and other personality and skill development program.**

As per discussion on the Agenda, Institute have need to prepare lecture series for final Year B. Pharm. Students especially for competitive examination such as GPAT ,entrance examination for B. Pharm. Admission in renewed institutes such ICT, NIPER etc. After discussion it was Noted that institute study circle department always type examination for students. IQCA Members suggested for arranging lectures for student on personality and skill development .Teachers should encourage to student for participation into such co-curricular activities like Guest lecture, Seminar Conference, Symposium, Workshop, training. Students also need to participate in quiz and research poster presentation competitions for their co-curricular development. Institute always provides support for getting such opportunity to the students. All members were agreed on the same.

**Agenda 4: To discuss on preparation of schedule for Extra-curricular activities like celebration of National Days, Cultural. NSS, Social and Sport activities**

In meeting discussion, members are discussed on participation of such extra-curricular activities which will be organized by institute. For more participation of the students in such activity, institute cultural department should take initiative to prepare plan for celebration of Independence Day, Teachers Day, Ganesha Festival, MEDHA Cultural fest and notice issue of the same to students for awareness. Teachers should encourage to students for participation such programs.

Committee suggested organizing NSS Camp and Social activity program, Due to Covid-19 pandemic situation, institute not organized NSS Camp last two year. Now this academic year. Institute NSS department should prepare plan for NSS and Social activities and develop interest of students toward extra-curricular activities and participation in social and health awareness program for society.

Members were also discussed on conduction of sport activities such as Cricket, Holly ball, Hockey at institute plying ground by sport department for students. Also needed to organize various indoor games such as Carom, Chess arranged with all facilities. Institute should take initiative for conducting such inter-institutional in- door and out-door games competition for developing extra curriculum and day by day



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progress as well as well as achievement of students. For sport achievement of students, institute provides number of facility and requirement related to games.

All members were agreed to proceed further.

**Agenda 5: To discuss on quality initiative for collaboration, research and extension activity.**

In meeting discussion, member reviewed the list Memorandum of Understandings (MoU) signed in the last year. Members were also noted to integrate such collaborative activities especially with those institute and industries with institute already signed MoU. For this academic year, institute training and placement department should take initiative for signed MoU for integration of collaborative activity includes training, research project, activity, consultancy and industrial visits. This extension activity helps to licentiate student centric activity which will be beneficial for the future while students' entre into the research or industry sectors for doing job. Teachers should promote to students for participation in collaborative research and training program. All members were agreed for the same.

**Agenda 6: To discuss on NAAC preparation.**

IQAC have developed futuristic planning for implementing in the whole year for incremental development of institute by-

1. Focusing on heightened level of clarity
2. Integrate institutional functioning towards quality enhancement
3. Developing internal quality culture
4. Development of coordination among various activities of the institution.

As a prim step for preparation of NAAC compile review of periodic performance, feedback collected from stakeholders and IQAC ATR and its analysis were discussed.

(Dr. V. D. Wagh)  
IQAC Coordinator



IQAC Chairman & Principal

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Dr. V.D. Wagh

**IOAC In-charge & Principal**

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Internal Quality Assurance Cell (IQAC)  
Action Taken Report (ATR)

Sr. No.	Agenda	Action Taken
1.	To discuss on curricular activities like academics examination	<p><b>Academics:</b> Regular Theory and Practical were implemented as per commencement date issued by savitribai phule Pune university (SPPU). The academic performance is record at the end of each semester.</p> <p><b>Examination:</b> Examination planning will be prepared is per schedule and guidelines given by Savitribai Phule Pune University (SPPU)</p> <p>Internal examination planning discussed and prepared in the Institutional Examination Committee and approved. Examination planning for conduction of internal continuous assessment examination was decided by co-ordination of respective teacher and class teacher and implemented. Sessional Theory and Practical Examination is conducted as per time table. University examination conducted as per SPPU time table. The entire subject Internal marks entered in tabulation register and Internal Online Marks entry SPPU portal, SPPU. Theory and Practical Examination Nov/Dee-2021 for all Year and NON-SPPU examination have been conducted by online mode.</p>
2.	To discuss on Co-Curricular activities like conducting Guest lecture, Seminar and other personality and skill development program.	Co-curricular activities like conducting lecture on competitive examination preparation, providing Question Bank and organizing MCQs Exam series for Third Year and Final Year B. Pharm.



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3.	To discuss on Extra-curricular activities like Days celebration, cultural and Social activities	Extra-curricular activities like Cultural, Personality Development and Sports events was conducted.
4	To discuss on collaborative initiative and extension activity	Collaborative initiative and extension activity includes collaboration with industry and institutes for training, placement and research activity. 1.
5.	To discuss on NAAC preparation	As a step for preparation of NAAC and its initiative 1. Review of Academic Administration Audit report/Quality Audit report. 2. Review of periodic performance 3. Stakeholders feedback collected and analyzed



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## REVIEW OF PROGRESSIVE PERFORMANCE

The institution revise the curricular, co-curricular and extra-curricular activities and structures and methodologies of operations related committee and its outcomes at period intervals through IQAC

Sr.No.	Particulates	Description
I	Curricular	
	Method of delivery	Teaching Learning Process and Reformation
1	Lecture	The conventional teaching method of chalk and board is shifted to LCD-based classroom teaching. This allowed more scope and time for interaction with students, rather than developing the concepts on the black board.
2	ICT Tool	The teaching faculty is also using new ICT tools of teaching such as recorded lecture on YOU Tube channel, e-note on Google classroom, animated video, screen cast video that makes the student more updated with recent trends also enhances their interest towards learning.
3	Experiments and Laboratory work	Demonstrates how theory can be verified by experiments though interpretation of result. Animal experimentation though simulation of Pharmacology that restricted the use of animals for undergraduate course also increases understanding of concepts of experimentation.
4	Continuous Assessment	Tutorials are Made more interactive and student-centric which Facilitates the learning process. Continuous assessment of student through different academic activities like open book test, short presentation, group discussion increases student communication & interest.
5	Assignments	Assignments on subject topics are being introduced and are self-learning exercises for the students, where in the teachers acts as a facilitator.
6	Visiting Guest lecture	Academic department avail some visiting guest lecture for complete the bridge and gaps into the curricular aspects of prescribed syllabus. Students have keen attention on curricular schedules and also attending the visiting guest lecture organized by academic department.



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7.	Academic Software	Pharmacology experiments
8.	Review of Curricular activities by Program committee	Program committee review academic calendar and periodic evolution of teaching plan, daily attendance record, timely completion of syllabus for ensuring the effective academic implementation & timely completion.
9.	Examination and Assessment	Institute have attentive for preparation of examination schedule before one week and it is displayed to notice. Board. Continuous assessment/In-semester examination, Assignments, Seminars and Project Work as per the guidelines of examination authority conducted by examination department.
10.	Examination Institutional Committee	Institute have Examination Institutional Committee to review Examination and assessment process.
<b>II</b>	<b>Co-curricular</b>	
11.	Study Circle (Competitive exams like GPAT)	The faculty encourages the students to get experience in answering MCQ type of questions. Faculty conduct GPAT ORIENTATION LECTURE, This is beyond the curriculum and being implemented, so as to train the students for competitive exams
12.	Student competitions	The communication skill development for students is fully employed by taking extra lectures, arranging competitions of student on different topics on several occasions.
13.	In-house training	In-house training of advanced equipment and instruments for students is also carried out by teaching faculty to handle the sophisticated instrument with comfort and confidence.
14.	Industrial visit	Industrial visit of students to understand the practical aspect of formulation on tablets capsules and semisolid dosage forms makes easy to understand and long-lasting impact than the theoretical Knowledge also helps to understand practical problems associated with material handling and formulations, Environmental visit to nearby forest and herbarium to make students understand the practical approach of identification cultivation and pharmaceutical application of various herbs.



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15.	Mentor Mentee System	All faculty member assign average 25 student as mentee personal & professional counselling of student for overall development.
<b>III.</b>	<b>Extra-curricular</b>	
16.	Cultural	Institute organized various cultural and sports events to inoculate self development in the students. Student have willing participation of various events such as National Festivals and socio-cultural activities.
17.	NSS & Social activities	Institute organized various activities under NSS includes AIDS Awareness rally, Hb count, Blood Group detection, Blood Donation Camp, Residential NSS Camp
18.	Women Empowerment Program	Institute have prime initiative to organize Women Empowerment Program every year for development and encouragement in women students and faculty
19.	Educational visits	To understand the practical aspect of theory concept and pharmaceutical application of different subjects is covered by visiting to pharmaceutical industry, Processing units and institutes, medicinal plants gardens etc



( Dr. V.D. Wagh )

Principal

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**Internal Quality Assurance Cell (IQAC)  
ACADEMIC ADMINISTRATIVE AUDIT (AAA) REPORT**

Academic year 2021-2022

**IQAC as a liaisoning and body review the progressive performance of all department and its quality measures for the Academic year 2021-2022.**

**I. Curricular**

**Teaching and Learning Process:**

It includes curricular activities like Academics, Examination

**Academics:**

Regular Theory and Practical were implemented as per commencement date issued by Savitribai Phule Pune University (SPPU). The academic performance is recorded at the end of each semester. Program committee approved the academic performance of this year.

**Examination:**

Examination planning will be prepared as per schedule and guidelines given by Savitribai Phule Pune University (SPPU).

Internal examination planning discussed and prepared in the Internal continuous assessment examination committee and approved.

Examination planning for conduction of internal continuous assessment examination was decided by co-ordination of respective teacher and class teacher and implemented.

Sessional Theory and Practical Examination is conducted as per time table.

University Examination conducted as per SPPU time table. The entire subject Internal marks entered in tabulation register and Internal Online Marks entry SPPU portal.

SPPU Theory and Practical Examination Nov/Dec-2021 for all Year and NON-SPPU Examination have been conducted by online mode.

**II. Co- Curricular**

It includes activities like conducting Guest lecture, Seminar and other personality and skill development program.

Co- Curricular activities like conducting lecture on competitive Examination preparation, providing Question Bank and organizing MCQs Exam Series for Third Year and Final Year B. Pharm.


**The list of program organized on competitive Examination as below:-**

1. Education Opportunities Abroad seminar conducted on 23/01/2020
2. Competitive (Civil services) Examination preparation guest lecture conducted on 06/10/2021
3. Competitive and GPAT Examination preparation guest lecture conducted on 09/12/2021
4. GPAT and NIPER competitive Examination preparation conducted on 07/02/2022

**Workshop/Seminar and other personality and skill development program-**

1. Workshop on Hands on training for HPLC AND FTIR had arranged on 07/02/2020



  
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2. SAP Workshop: Data handling in Pharma Industry was had arranged on 19/03/2022
3. Seminar on Pharmacovigilance and ICSR Data Analysis had arranged on 24/03/2022
4. Guest lecture on Career Opportunities in Management Studies had arranged on 12/04/2022
5. Guest lecture on Soft skill (Problem solving) had arranged on 05/09/2022
6. Guest lecture on Cyber crime and security had arranged on 06/09/2022

### III. Extra- Curricular

Extra- Curricular activities like cultural, personality and skill development events was conducted as below-

*Cultural and Personality and development activities:*

1. International Yoga Day 2021 conducted on 21/06/2021
2. Independence Day activity 2021 conducted on 15/08/2021
3. Teachers Day activity 2021 conducted on 05/09/2021
4. Ganesh Festival activity 2021 conducted on 10/09/2021 to 14/09/2021
5. World Pharmacist Day 2021 conducted on 25/09/2021
6. Annual Day 2021 celebrated on 18/04/2022 to 23/04/2022

*NSS and Social activity program-*

1. Tree plantation program was conducted on 07/01/2021
2. COVID Vaccination conducted on 18/01/2022
3. Blood Donation on 26/11/2022
4. NSS camp conducted on 13/01/2023 to 19/01/2023

### IV. Collaborative initiative and extension activities

*Memorandum of Understanding (MoU) signed in A.Y. 2021-22 as below-*

It includes Collaboration with industry and institutes for training, placement and research activity.

1. Herbal cosmetics and Entrepreneurship Development with Purebiotic Nature Pvt. Ltd. on 07/10/2022 to 08/10/2022
1. Vivekanand Kendra, Kanyakumari for Social welfare, tree plantation, food distribution
2. Feel It Enterprizes Pvt. Ltd. For on job training, Internship, Industrial visit

*Educational visit organized:*

1. Hospital Visit organized at Ayurved Seva Sangh, Ayurvedic Hospital, Ganeshwadi, Nashik on 25.11.2022
2. Industrial Visit organized on 25.11.2022 at Ayurved Seva Sangh, Ayurvedic Aushadhi Nirman Vibhag, Ganeshwadi, Nashik



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3. Visit to Reserch & Development Department at Ayurved Seva Sangh, Ayurvedic Aushadhi Shodh Sanshodhan Vibhag, Ayurvedic Mahavidyalaya, Ganeshwadi, Nashik on dated 25.11.2022.

4. Medicinal Garden Visit organized on 25.11.2022 at Ayurved Seva Sangh, Van Aushadhi Udyan Ganeshwadi, Nashik

5. Industrial Visit organised the Ayurvedic & cosmetic Industry Visit at Insto Cosmetics Private Limited, Nice, Satpur Colony, Nashik, Maharashtra on Sunday 27<sup>th</sup> November 2022.

***Research and development cell report:***

Being B. Pharmacy College, various projects oriented to research development under Practice school are performed by students under the guidance of subject teachers.



Dr Vijay D. Wagh

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