

Vishnu Waman Thakur Charitable Trust's  
**VIVA INSTITUTE OF PHARMACY**  
At: Shirgaon, Veer Sawarkar Road, Virar (E),  
Taluka: Vasal, Dist. Palghar-401305, Maharashtra

Date: 18/09/23

**Minutes of meeting VIP/IQAC- 02/23-24**

IQAC Meeting was held on 18<sup>th</sup> September 2023 at 1.00 pm in Room Number 003.

1. Following members were present for the meeting.

SR.NO.	NAME OF THE MEMBER
1.	Dr. Sunita Ogale
2.	Dr. Archana Bele
3.	Ms. Aparna Thakur
4.	Shri Sanjeev Patil
5.	Shri Bharat Sharma
6.	Mrs. Mugdna Phatak
7.	Shri Sanjay Pingulkar
8.	Shri S.N. Padhye
9.	Shri V.S.Patil
10.	Dr.Vaishali Shah
11.	Ms.Neha Laxane
12.	Ms.Tanvi Pingale
13.	Ms. Pallavi Duse
14.	Ms. Vishakha Thakur
15.	Ms. Nimisha Raut
16.	Mr. Kumar Raut

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- 2.\* Leave of absence was granted to absent members.
3. Dr. Sunita Ogale, Chairperson welcome all members of the IQAC committee.
4. Confirmation of minutes of the meeting held on 20<sup>th</sup> July 2023. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held.

Action taken on Previous Meeting Agenda:

- a. Functions of NAAC committee.

**Action Taken:** NAAC coordinator and committee members have distributed the tasks to various criteria heads under NAAC and also initiate the documentation required as per the NAAC format.

- b. Two-wheeler road safety education training session.

**Action Taken:** A seminar was conducted on 25<sup>th</sup> July 2023 in association with United way Mumbai, a non-profit organization working in rural and urban community to identify and provide impactful solutions to community problems. The speaker explained the importance of wearing helmet and safety points to be followed on the road through audio-video content.

- c. Meri mati mera desh Abhiyan

**Action Taken:** Various events were planned and executed under Azadi ka Amrut Mahotsav from 9<sup>th</sup> August-15<sup>th</sup> August 2023, like the Punch Pran pledge, tree plantation, veero ka vandan and flag hosting. Students with great enthusiasm, participated under various intra college competitions

- d. IQAC coordinator outlined the agenda for the IQAC meeting held on 18<sup>th</sup> September 2023 and the action plan for each point was identified.

The meeting held a discussion regarding the upcoming training programs, seminars, and workshops. It was decided to organize various events to enhance the knowledge and skills of the students. The following programs were highlighted:

**Agenda 1**

- ✓ Updating website

**Action Plan:** As per requirement of NAAC, have informed website committee for updating the website.

**Agenda 2**

- ✓ Pharmacy week

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**Action Plan:** It was agreed to celebrate Pharmacy week to recognize the crucial role of pharmacists in healthcare. The events should be planned to bring in awareness about the pharmacy profession and its impact on patient care.

✓ **Agenda 3: Submission of IIQA for NAAC**

**Action plan:** Criteria heads and committee members have maintained the documents as per the formats required by NAAC. Form of Institutional Information for Quality Assessment was filled and submitted in first week of October.

5. Members have agreed to convene next meeting for upcoming sector.

6. Meeting was concluded with vote of thanks by IQAC Coordinator.



**Committee Coordinator**



**Chairperson**