

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

**Date: 12-01-2024**

**Minutes of meeting VIP/IQAC- 03/23-24**

1. The Internal Quality Assurance Cell (IQAC) committee meeting was held on 12-01-2024 at 11.00 pm in IQAC Cell.

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. Mugdha 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.

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3. Dr. Archana Bele, IQAC Coordinator welcome all members of the IQAC committee.
4. **Confirmation of minutes of the meeting** held on 18<sup>th</sup> September 2023. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held.

Action taken on Previous Meeting Agenda:

- a. Updating website

**Action taken:** Website committee updated the college website.

- b. Pharmacy week

**Action taken:** Pharmacy week was successfully completed from 25<sup>th</sup> September to 29<sup>th</sup> September.

- c. IIQA for NAAC

**Action taken:** IIQA got submitted on 3<sup>rd</sup> October followed by SSR on 8<sup>th</sup> December 2023.

5. IQAC coordinator outlined the agenda for the IQAC meeting held on 12<sup>th</sup> September 2023 and the **action plan** for each point was identified. The meeting held discussion regarding upcoming activities.

Agenda 1: Commencement of first half of the session

Action plan: Commencement of First half of the session and timetable for respective semester was discussed in the meeting.

Agenda 2: Examination

Action plan:

- Assessment of sessional and semester papers were discussed and decided that assessment should be submitted to the exam department on or before the 10th day of sessional and 15th day of semester examination.
- Discussed about internal marks entry in exam department register and it has been decided to complete entry on or before 10th day after sessional II examination.

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- Commencement dates of sessional I and II Exam were discussed and decided for FH 2024. Sessional I theory of Sem II, IV, VI, VIII tentatively on 20.2.24 and practical on 12.02.24. Sessional II theory of Sem II, IV, VI, VIII tentatively on 01.04.24 and practical on 26.03.24

Agenda 3: Academic monitoring

Action plan:

- Theory classes and practical sessions should be conducted timely.
- Teaching plans should be prepared in advance.
- Course file to be prepared for odd and even semester and need to submit in hard copy.
- Submit Chemicals, glasswares and marketed preparations requirements to store department (if pending)

Agenda 4: NAAC

Action plan: It was discussed that all course files and criteria files for NAAC be updated.

6. It was decided in the meeting that students' attendance will be strictly monitored by the subject teachers and a list of defaulters will be made.
7. Members have agreed to convene next meeting for upcoming sector.
8. Meeting ended with a vote of thanks to the chair.

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*Abele*

Committee Coordinator



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Chairperson