

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

Date: 8-04-2024

Minutes of meeting VIP/IQAC- 04/23-24

1. The Internal Quality Assurance Cell (IQAC) committee meeting was held on 8-04-2024
At 3.30 pm in Room No 003.

Following members were present and notified 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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Leave of absence was granted to absent members.

2. Dr. Archana Bele, IQAC Coordinator welcome all members of the IQAC committee.
3. **Confirmation of minutes of the meeting** held on 12th January 2024. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held.
Action taken on Previous Meeting Agenda:
 - a. Commencement of first half of the session
Action taken: Sem II and Sem IV session commenced from 8th and 15th January, whereas Sem VI and Sem VIII have started from 2nd January 2024. M.Pharm Sem II got commenced from 15th January 2024.
 - b. Examination
Action taken: Examinations for theory and Practical's of First year to final year got conducted as per the time table.
 - c. Academic monitoring
Action taken: Course files were submitted to AMC
 - d. NAAC
Action taken: Criteria files were checked by NAAC Coordinator.
4. Seminars on Careers in Pharmaceutical Management, Presentation Skills and scientific writing skills, Industrial Visits, Medicinal Garden visits, Webinar on Patents, Parent teacher meeting and Tech crunch event got conducted in the month of Feb-March 2024.
5. IQAC coordinator outlined the agenda for the IQAC meeting held on 12th January 2024 and the **action plan** for each point was identified. The meeting held discussion regarding upcoming activities.

Agenda 1: NAAC

Action plan: Principal Dr. Sunita Ogale informed the staff about Prequalifying NAAC and told all criteria heads to update their criteria.

Agenda 2: Examination

Action plan: It was informed that Institute will be a center for VIII Sem examination. It was

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decided that First Year and Second Year sessional practical will be held from 15th April 2024 onwards. The deadline for submission of internal marks was given as 29th April for FY B.Pharm, 26th April for S.Y.B.Pharm, and 12th April for TY and Final Year B.Pharm.

Agenda 3: Planning of Chemicals, Glassware's and Journal Requirements for all Odd semesters

SH 24

Action plan: It was decided to submit chemical requirement. Deadline was given as 30th April 2024.

7. Members have agreed to convene next meeting for upcoming sector.
8. Meeting ended with a vote of thanks to the chair.


Committee Coordinator


Chairperson



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