

Date: 24-04-2025

Minutes of meeting VIP/IQAC- 04/24-25

1. The Internal Quality Assurance Cell (IQAC) committee meeting was held on 24-04-2025

At 3.00 pm.

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. | Dr.Vaishali Kundalia |
| 9. | Mrs.Neha Laxane |
| 10. | Ms.Tanvi Pingale |
| 11. | Mrs. Pallavi Duse |
| 12. | Ms. Vishakha Mithari |
| 13. | Ms. Nimisha Raut |
| 14. | Mr.Aditya Wable |
| 15. | Ms.Nikita Mewada |
| 16. | Mrs.Sujata Wable |
| 17. | Mr.Mishrilal Mewada |

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

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 21.01.2025. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held.

Action taken on Previous Meeting Agenda:

- 1) **Agenda 1:** Sessional examination for first year B.Pharm and M.Pharm, Second year Third year and final year got conducted on following dates.

Action taken:

| Year/Semester | Theory | Practical |
|----------------------------|-----------------------|-----------------------|
| First year B.Pharm Sem I | 11.02.2025-13.02.2025 | 03.02.2025-07.02.2025 |
| Second year B.Pharm Sem IV | 25.02.2025-28.02.2025 | 10.02.2025-13.02.2025 |
| Third year B.Pharm Sem VI | 25.02.2025-28.02.2025 | 10.02.2025-14.02.2025 |
| Final Year B.Pharm Sem VII | 11.02.2025-12.02.2025 | - |
| First year M.Pharm Sem I | 12.02.2025-13.02.2025 | 11.02.2025 |

2. **Agenda 2:** Industrial visit planning

Action taken: Industrial visit for third year got completed on 23.01.2025-25.01.2025.

3. **Agenda 3:** Hitaishi annual day event planning.

Action taken: Hitaishi event successfully completed from 6th-10th January 2025.

4. **Agenda 4:** National seminar

Action taken: National seminar was held on "Optimizing the Pharmaceutical Research: Leveraging the Design of Experiment for Enhanced Quality" on 8th February 2025.

5. **Agenda 5:** NSS Planning:

Action taken: NSS activities got conducted from 15.02.2025- 21.02.2025

6. **Agenda 6:** Avishkar planning and meeting

Action taken: Third-year students have started planning their project work.

7. Surprise visit by police officers from the Virar police station was done on 07.02.2025.

They interacted with the staff and students.

8. Second sessional for theory got conducted from 1.04.25 to 5.04.25 for second and third year, and for first and Final year 10.03.2025 to 13.03.2025.

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

First year practical second sessional got conducted from 17.03.2025-21.03.2025 and for second and third year 24.3.2025 to 28.03.2025

9. IQAC coordinator outlined the agenda for the IQAC meeting held on 24.04.2025 and the **action plan** for each point was identified. The meeting held discussion regarding upcoming activities.

Agenda 1: Result Analysis (AY 2024-25)

Action plan: It was discussed with exam committee that result analysis to be prepared for all the semesters.

Agenda 2: To conduct National seminar by pharmaceutical chemistry department

Action plan: It was discussed that pharmaceutical chemistry department to organize and plan National seminar for academic year 2025-26. Date for national seminar was tentatively planned in September-October 2025.

Agenda 3: To arrange degree distribution ceremony and alumni meet in month of June/July 2025.

Action plan: It was decided that convocation and alumni meet to be held in month of June/July 2025. The respective committee is in charge of initiating the planning of the event.

Agenda 4: Commencement of sessions

Action plan: The Following dates for the commencement sessions have been tentatively decided as:

- **First year B.Pharm Sem II** from 28.04.2025
- **Third year B.Pharm Sem V** from 01.07.2025
- **Final year B.Pharm Sem VI** from 23.06.2025
- **M.Pharm Sem II** from 21.04.2025

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

11. Meeting ended with a vote of thanks to the chair.



Committee Coordinator



Chairperson

