

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

Date: 30-07-2026

Minutes of meeting VIP/IQAC- 01/26-27

1. The Internal Quality Assurance Cell (IQAC) committee meeting was held on 30-07-2026 at 11.00 am at Board room, VIVA institute of Pharmacy. Following members were 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.	Dr.Tanvi Pingale Shendge
10.	Mrs. Vishakha Mithari
11.	Mr.Prashant Dalvi
12.	Mrs.Shraddha Dhamapurkar
13.	Ms. Nimisha Raut
14.	Ms.Nikita Mewada
15.	Mr.Mishrilal Mewada
16.	Mr. Raj Pawar
17.	Mr. Dnyaneshwar Pawar

Leave of absence was granted to absent members.

Agenda wise points were discussed as follows:

Resolutions:

2. **Confirmation of minutes of last meeting:** Dr. Archana Bele, IQAC Coordinator welcome all members of the IQAC committee and with their consent, read the minutes of the last meeting held on 04.05.2026.

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Action taken from Previous Meeting Agenda:

- **Agenda 1:** PCI Syllabus discussion meeting.

Action taken:

1. Faculty members from all departments discussed the revised syllabus as per NEP 2020.
2. Faculty members have submitted the requirements for chemicals, glassware, and instruments as per the revised PCI syllabus.
3. Faculty members submitted the requirements for reference books for the theory and practical courses of Semester I.

- **Agenda 2:** To plan Degree distribution ceremony and alumni meet in month of July 2026.

Action taken: It was decided that Degree distribution and alumni meet to be conducted in last week of July 2026.

- **Agenda 3:** Commencement of sessions

Action taken: After discussing with Principal, AMC and Exam committee, commencement dates were decided as follows and circular for staff and students was released.

- **First year B.Pharm Sem I** from 10.08.2026
- **Second year B.Pharm Sem III** from 10.08.2026
- **Third year B.Pharm Sem V** from 06.07.2026
- **Final year B.Pharm Sem VII** from 06.07.2026
- **M.Pharm Sem I** from 10.08.2026

- **Agenda 4: Matters arising from last meeting:**

IQAC coordinator discussed about pending matters

- a) To plan Degree distribution ceremony and alumni meet in month of July 2026.
- b) Commencement of sessions: The commencement of the First Year B.Pharm and First Year M.Pharm sessions is pending, as the admission process has not yet started.
- c) IQAC coordinator outlined the agenda for the IQAC meeting held on 30.07.2026 and the **action plan** for each point was identified. The meeting held discussion regarding upcoming activities.

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- **Agenda 1:** Approval of new members to the IQAC committee.

Action plan: The committee constitution was reframed since two faculties have resigned from the institution.

Sr.No	Faculties who left the institute	New Members
1	Dr.Pallavi Duse	Mr. Prashant Dalvi
2	Dr.Neha Laxane	Dr. Tanvi Pingale

Third Year student Raj Pawar and His father Dnyaneshwar Pawar were added in the Constitution.

All the members present at the meeting confirmed and resolved it to be accepted and confirmed the same unanimously.

- **Agenda 2:** Approval for Orientation Program

Action plan: 1. It was discuss that the tentative dates for Orientation program of first year B.Pharm, Direct SY, and First year M.Pharm students will be in month of September 2026. It was also discussed to prepare budget by First year class teachers for orientation program.

IQAC members approved the same and suggested to give the details before conduction of any program.

- **Agenda 3:** To plan and arrange Guest lectures for B.Pharm and M.Pharm

Action plan: It was discuss that Subject teachers should identify any gaps in the syllabus and prepare a plan for guest lectures well in advance, based on the B.Pharm and M.Pharm syllabi. All faculty members should suggest relevant academic topics and submit them to the Guest Lecture Coordinators for planning and implementation.

The topic was proposed and information was accepted unanimously by IQAC members.

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- **Agenda 4:** To plan and organize Pharmacy week celebration 21st September to 25 September 2026.

Action plan: 1. It was decided to plan all the activities as per the theme by International Pharmaceutical Federation (FIP). Activities like seminars, poster presentations, rally, quiz, debate, blood donation etc to be arranged.

2. It was discussed to arrange National seminar by Pharmacognosy and Pharmacology department under Pharmacy week and to plan Pharmacovigilance week by NSS department.

IQAC members approved the same and suggested to give the details before conduction of any program.

Agenda 5: To plan and organize National Seminar on the topic "Next-Generation Healthcare: AI and Digital Therapeutics for personalized medicines."

Action plan: It was discussed and decided to arrange National seminar by Pharmacognosy and Pharmacology department with Pharmacy week celebration and prepare budget for the national seminar by the coordinators.

The topic was proposed and information was accepted unanimously by IQAC members.

Agenda 6: To Discuss and plan FDP for teaching and SDP for Non-teaching staff

Action plan: It was discussed that HODs of all department to take a lead for planning of FDP for all teaching and SDP for Non-teaching staff. For non-teaching staff, SDP can be conducted on following topics:

1. Lab safety
2. Animal handling
3. Sophisticated instrument training.
4. Workshop for office staff on good administration practices.

IQAC members acknowledged the same.

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- Any other matter with permission of chair:
 - It was discussed that all Class teachers should organize Parent teacher Meeting for SY, TY and Final Year B.Pharm and M.Pharm tentatively in month of September.
The topic was proposed and information was accepted unanimously by IQAC members
 - It was discussed that faculties to guide the students about the projects for Avishkar competition.
The topic was proposed and information was accepted unanimously by IQAC members
- d) Members have agreed to convene next meeting for upcoming sector.
- e) Meeting ended with a vote of thanks to the chair and other members present in the meeting.

Dr. Archana Bele

Dr. Archana Bele
Committee Coordinator



Dr. Sunita Ogale

Dr. Sunita Ogale
Chairperson

