

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

Date: 01-06-2024

Minutes of meeting VIP/IQAC- 01/24-25

1. The Internal Quality Assurance Cell (IQAC) committee meeting was held on 31-05-2024
At 11.00 am 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

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 8th April 2024. IQAC coordinator explained the action taken report of the minutes of the previous IQAC meeting held.

Action taken on Previous Meeting Agenda:

a. NAAC

Action taken: Dr. Vaishali Kundalia, NAAC Coordinator have given a week timelines. All updated their criteria files and also told to prepare the supporting files required for qualitative and quantitative aspects.

b. Examination

Action taken: University allotted VIVA Institute of Pharmacy as center for Sem VIII examination and examination department conducted exam successfully. Submission of internal marks was done as per the deadline 29th April for FY B.Pharm, 26th April for S.Y.B.Pharm, and 12th April for TY and Final Year B.Pharm.

c. Planning of Chemicals, Glassware's and Journal Requirements for all Odd semesters SH 24. **Action taken:** All chemical requirements were submitted as per the deadline on 30th April 2024.

d. IQAC coordinator outlined the agenda for the IQAC meeting held on 31st May 2024 and the **action plan** for each point was identified. The meeting held discussion regarding upcoming activities.

1. **Agenda 1: Convocation and Alumni meet**

Action plan: It was decided that Convocation and Alumni meet to be held on 01.06.24 from 10:00am onwards.

2. **Agenda 2: Commencement dates (A.Y.24-25).**

Action plan: It was decided that Third year and final year SH 24-25 will commence from 20th June 24.

3. **Agenda 3: Approval for Orientation Program (A.Y. 24-25).**

Action plan: It was decided that Mrs Varsha Patil and Mrs Ahisha Kolapkar will take a lead for First year B.Pharm and M.Pharm orientation program.

4. **Agenda 4:** Guest lectures for B.Pharm and M.Pharm

Action plan: It was discussed that subject teachers to find out syllabus gap and give planning of guest lectures well in advance from B.Pharm and M.Pharm syllabus.

5. **Agenda 5:** Examination conduction (A.Y. 24-25).

Action plan: Exam department tentatively told first sessional and second sessional dates as 5th August 2024 and 16th September 2024 respectively for third year and final year B.Pharm examinations.

6. **Agenda 6:** Approval for Pharmacy Week Celebration (September 2024).

Action plan: It was decided that Dr.Archana Bele to prepare Pharmacy week budget in advance for smooth conduction of Pharmacy week to be held in month of September.

7. **Agenda 7:** National seminar

Action plan: Dr.Sunita Ogale,Principal told all the faculties and seminar committee to give planning for National seminar on the topics to be conducted and names of resource persons in contacts.

8. **Agenda 8:** Avishkar planning and meeting

Action plan: It was decided that teachers to plan out projects for Avishkar and guide their students' mentees to prepare projects for the same.

9. Any other matter with permission of chair:

1. Examination department: Subject teachers to monitor attendance of students and prepare list of defaulters who are having less than 80% attendance. Such students will not be allowed to appear for sessional examinations. Only medical ground basis students will be considered.

2. Reconstitution of IQAC: Reframing of IQAC constitution is required as per the NAAC requirements.

3. Admission process: For academic year 2024-25 continuous IT Assistant is required.

4. Prospectus for Approval.

5. Fees approval: Approved fees structure from FRA 2024-25 for B.Pharm and M.Pharm

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6. Visiting Faculty:

a) Communication skills-

- Mr. Pradnyakiran Waghmare, from Kai P.R. Patil Utkarsha Madhyamik Vidyalaya and Junior college, Virar(W)
- Mrs. S. Shivpriya Achari from VIVA College of Arts, Commerce and Science, Virar(w)

b) Maths- Mr. Jayesh Jain, VIT Technology, Virar (East)

c) Research methodology- Mr. Raj Pathak.

7. NAAC Coordinator Dr. Vaishali Kundalia told NAAC inspection tentatively between 2nd to 3rd week of July and all respective criteria heads to keep their files updated.

8. PCI Inspection: It was also decided that subject teachers, and all lab incharge should check their respective labs, classrooms to be verified with a given QR Code as per PCI Requirements and keep their lab updated with laboratory records.

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

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



Committee Coordinator



Chairperson

