

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

Date: 11-11-2024

Minutes of meeting VIP/IQAC- 02/24-25

1. The Internal Quality Assurance Cell (IQAC) committee meeting was held on 11-11-2024
At 10.00 am.

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

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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 31st May 2024. 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: Convocation and Alumni meet**
Action taken: Convocation and Alumni got conducted on 01.06.24 from 10:00am onwards.
2. Commencement dates (A.Y.24-25).
Action taken: Third year and final year SH 24-25 got commence from 20th June 2024.
3. **Agenda 3: Approval for Orientation Program (A.Y. 24-25).**
Action taken: Planning of First year B.Pharm and M.Pharm orientation program was prepared by Mrs Varsha Patil and Mrs.Hitakshi Makasare
4. **Agenda 4: Guest lectures for B.Pharm and M.Pharm**
Action taken: Subject teachers have found gaps in syllabus and have arranged guest lectures.
5. **Agenda 5: Examination conduction (A.Y. 24-25).**
Action taken: Exam department have conducted second sessional for third year and final year B.Pharm examinations in the month of October.
6. **Agenda 6: Approval for Pharmacy Week Celebration (September 2024).**
Action taken: Pharmacy week got conducted from 24.9.24-27.9.24
7. **Agenda 7: National seminar**
Action taken: National seminar was held on 29th June 2024 for academic year 2023-24 on the topic "Pharma Packaging : Revolution Towards Sustainable Innovations".
8. **Agenda 8: Avishkar planning and meeting**
Action taken: Teachers have planned out projects for Avishkar and guided the students for the same.
9. other matters with action taken:

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- a) Examination department: List of defaulter students who are having less than 80% attendance were considered on medical ground basis.
 - b) Reconstitution of IQAC: Reframing of IQAC constitution was done as per the NAAC Requirements.
 - c) NAAC inspection: NAAC inspection got conducted in 11th and 12th July 2024.
4. IQAC coordinator outlined the agenda for the IQAC meeting held on 11.11.2024 and the **action plan** for each point was identified. The meeting held discussion regarding upcoming activities.
- 1) **Agenda 1:** Commencement dates of first year B.Pharm and M.Pharm(A.Y.24-25).
Third year and final year sem VI,VIII.
Action plan: It was decided that first year B.Pharm and M.Pharm SH 24-25 will commence from 21.11.2024 and Commencement dates of Third year and final year was discussed as tentatively from third week of December.
 - 2) **Agenda 2:** Industrial visit planning
Action plan: It was decided that industrial visit for third year to be planned on 3rd week of January.
 - 3) Hitaishi annual day event planning.
Action plan: It was decided that Hitaishi event to be planned from 6th-10th January 2025.
 - 4) Examination conduction.
Action plan: Exam committee told ATKKT and Semester exams of sem VII will start from 18.11.2024- 8.12.2024
 - 5) Orientation day planning for first year B.Pharm and M.Pharm.
Action plan: It was decided that orientation for first year B.Pharm and M.Pharm will be tentatively held in first week of December.
 - 6) National seminar
Action plan: It was decided that HOD of Pharmaceutics department to take a meeting and decide the topic for National Seminar.
 - 7) Avishkar planning and meeting
Action plan: It was decided that presentation to be conducted for the students participating in Avishkar by respective faculty.

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- 8) Any other matter with permission of chair:
Dr. Vaishali Kundalia told faculties to be keep their statutory committee and criteria files ready for AQR Filing.
- 9) Members have agreed to convene next meeting for upcoming sector.
- 10) Meeting ended with a vote of thanks to the chair.

Abele

Committee Coordinator

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Chairperson



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