



Dr. Rafiq Zakaria Campus
Maulana Azad Educational Trust's
Y. B. CHAVAN COLLEGE OF PHARMACY
(B. Pharm, M. Pharm & Research Centre)

ISO 21001:2018 & ISO 14001:2015 CERTIFIED | NIRF-2022 ALL INDIA RANK 65TH

NAAC ACCREDITATION "A" GRADE WITH 3.23 CGPA SCORE

Internal Quality Assurance Cell Meeting

Minutes of IQAC meeting held on 05.01.2024 at 4pm in the IQAC meeting room. Following signed members below were present.

SN	Name of Member	Position in IQAC	Signature
1	Dr. M. H. Dehghan (Principal)	Chairperson	
2	Dr. M. N. Farooqui	Management Representative	
3	Mr. Shaikh Insaan	Stake Holder (Parent) member	
4	Mr. Anand Nagapurkar	Industrial Expert member	Absent
5	Dr. S. R. Lahoti	Member	
6	Dr. S. N. Mokale	Member	
7	Dr. H. D. Une	Member	
8	Dr. Syed Ayaz Ali	Member	
9	Dr. J. N. Sangshetti	Member	
10	Dr. Mrs. Maria Saifee	Member	
11	Dr. Mrs. Rana Zainuddin	Member	
12	Dr. Ismail Mouzam	Member	
13	Mrs. Reshma Toshniwal	Member	
14	Dr. Abubakar Salam Bawazir	Administrative Office	
15	Mr. Mohd. Sadiq Shaikh	Administrative Office	
16	Mr. Shaikh Kaleemuddin	Administrative Office	
17	Mr. Yash Aitwade	Student Representative	
18	Dr. K. G. Baheti	IQAC Coordinator	



As per the agenda of meeting following points were discussed and resolved

Agenda No. 1: Confirmation of minutes of last meeting and approval to the action taken report (ATR) of meeting held on 08.09.2023

Resolution No. 1: The minutes of last meeting dated **08.09.2023** were approved by all the members. The action taken report (ATR) was reviewed and approved by all the members.

RESOLVED THAT ATR of meeting dated **08.09.2023** is accepted and approved

Proposed By: Dr. K G Baheti

Seconded By: Dr. M. N Farooqui

Agenda No. 2: Regarding submission of applications and faculty details on PCI portal

Resolution No. 2: PCI has updated the details to be submitted on the PCI portal for college and faculty members. It is required to submit the result of the students passed during the year. Faculty should update their credential on the website. After discussion it was decided to submit the details on PCI portal and for any query the mail should be dropped to PCI office for further clarification.

RESOLVED THAT the application for approval (2024-25) should be uploaded on PCI website before due date.

Proposed By: Dr. H. D. Une

Seconded By: Dr. S N. Mokale

Agenda No. 3: Regarding submission of reaccreditation SSR

Resolution No. 3: The IIQA was submitted on 30.12.2023 with requisite fee. Once the IIQA is approved by NAAC, the submission of R-SSR need to complete in 45 days. All the criteria in-charges are informed to prepare the R-SSR (second cycles) for submission. IQAC coordinator should assured that after acceptance of IIQA by NAAC, R-SSR will be submitted in 45 days

RESOLVED THAT R-SSR shall be prepared and submitted to NAAC with 45 days after IIQA approved.

Proposed By: Dr. Syed Ayaz Ali

Seconded By: Dr. S. R Lahoti

Agenda No. 4: Submission of application for NIRF ranking

Resolution No. 4: It was discussed about the NIRF metrics to be submitted. There are five metrics teaching, learning, and resources, research and professional practice, graduation outcomes, outreach and inclusivity and perception. The last date for submission is 19th January 2024. Dr. S. R Lahoti will be coordinating the activity for submission of application

RESOLVED THAT NIRF application should be submitted before cut of date.

Proposed By: Dr. S. R Lahoti

Seconded By: Dr. M N Farooqui

Agenda 5. Regarding institute innovation council activities

Resolution No. 5: As a part of quality initiative, the IIC activities as per the calendar are conducted in the college regularly. Further the in-charges were appointed for each activity of IIC to encourage the faculty to participate and add their creative and innovative ideas. Dr. Furquan Khan (convener of IIC) instructed to prepare the calendar for 3rd and 4th quarter

RESOLVED THAT IIC activity calendar for 3rd and 4th quarter was approved for implementation.

Proposed By: Dr. H. D. Une

Seconded By: Dr. Ismail Mouzam

Agenda No. 6: Any other point

With the permission of chair following pointer taken for discussion

Agenda No. 6a: Internal audit- academic and administrative audit (AAA)

Resolution No. 6a: Internal audit of various department and sections is one of the good practices conducted by college regularly. It helps in strengthening the quality of education in the institute. Hence it was decided to conduct the audit of department and section in the month of March 2024. The schedule of the audit will be notified to all the concern.

RESOLVED THAT internal audit of department and section shall be conducted

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. Maria Saifee

Agenda No. 6b: Regarding gender audit report

Resolution No. 6b: It is good practice to conduct the gender audit to assess and check the institutionalization of gender equality into institute which encompasses policies, provision of services, infrastructure facilities, program. The gender audit report 2023 was presented by Dr. Mrs. Rana Zainuddin Co-curricular activity In-charge. The students provided satisfactory answers to all the questionnaire of gender audit and made one suggestion to make a separate queue in the office window. It was discussed that the awareness regarding gender equality and sensitization shall be spread by organizing the programs and online survey periodically.

RESSOLVED THAT gender audit report was accepted and prepare the schedule of activities to spread the gender equality and sensitization concepts to student

Proposed by: Dr. Mrs. Rana Zainuddin

Seconded by : Mrs. Reshma Toshniwal

Agenda No. 6c: Organizing the Alumni meet

Resolution No. 6c: Alumni association of Y B Chavan College of Pharmacy is registered body. Dr. H. D. Une has informed to the IQAC members that the association is organizing Alumni meet-



2024 on Saturday 6.1.2024 at our college. He shared the program of meet. It was further discussed that eminent alumni shall be invited to college for felicitation during the meet.

RESOLVED THAT Alumni meet will be organized on 6.1.24 and eminent alumni shall be invited to college for felicitation

Proposed by: Dr. H D Une

Seconded by: Mrs. Dr. Maria Saifee

Agenda No. 6d: Organizing the National level article writing competition

Resolution No. 6d: Article writing competitions is one of the best ways to enhance the writing skills of the participants. It helps to get insight and know-how on the topic of article writing competition. Hence it was discussed to organize the National level article writing competition in collaboration with academic Decipher. Dr. Rana Zainuddin co-curricular activity In-charge instructed to conduct the competition with academic Decipher by 15.03.2024.

Proposed By: Dr. Mrs. Rana Zainuddin

Seconded By: Dr. S. R Lahoti

RESOLVED THAT National level article writing competition shall be organized by 15th March 2024 in collaboration with academic Decipher.

Agenda No. 6e: To organize the program on about life and employability skill

Resolution No. 6e: It was discuss about life and employability skill, their importance to students. Dr. S R Lahoti proposed that we can organize a part of thirty hours certificate course on interview skills and personality development (ISPD) in collaboration with Rubicon Skill Development Pvt Ltd supported by Barclays for B. Pharm final year and M. Pharm students. It was informed to IIC committee to make necessary correspondence to organize the activity in the second week of February 2024.

RESOLVED THAT Two days certificate course on interview skills and personality development (ISPD) shall be organized in the second week of February

Proposed By: Dr. S. R. Lahoti

Seconded By: Dr. H D Une

Agenda No. 6f: Regarding Pharmacy Education Unit (PEU) for teachers training

Resolution No. 6f: The IQAC coordinator informed the members that during the CDC meeting on 7th Nov 2023, PUE unit was established with the objective to provide training to the teachers through seminars, webinars, and is promoting teachers to attended Faculty development programs. The resource person from various field will be invited share their expertise. The PEU will also identify, assign and promote teachers to engage online and blended mode training as resource persons at conference seminar, training program, FDP and Guest lectures at government/professional

training programs. The Pharmacy Education Unit will be chaired by the Principal and the unit comprise of the following members;

SN.	Committee Members	Designation	Department
1.	Dr. S N Mokale	Professor	Pharmaceutical Chemistry
2.	Dr. S R Lahoti	Professor	Pharmaceutics
3.	Dr. H D Une	Professor	Pharmacology
4.	Dr. J N Sangshetti	Professor	Quality Assurance
5.	Dr. K G Baheti	Professor & IQAC Coordinator	Pharmaceutical Chemistry

The activity calendar for the Second Half of 2023-24 was place for discussion and approved by all members for its implementation

RESOLVED THAT PEU activities calendar for the Second half of 2023-24 was placed in the meeting and approved by all members.

Proposed By: Dr. S. R. Lahoti

Secoded By: Dr. K G Baheti

Agenda No. 6g: To organize campus interview

Resolution No. 6g: It was discussed to organize pool campus interview with Ataraxia Life, Mumbai for graduate and post graduates student in the month of February 2024. Necessary correspondence with the company shall be made to organize the interview.

RESOLVED THAT pool campus interview will be organized in the month of February 2024

Proposed By: Dr. S. R. Lahoti

Secoded By: Dr. K. G. Baheti

The meeting was concluded with thanks to chair





Dr. M. H. Dehghan
Chairman and Principal

Principal

Maulana Azad Educational Trust's
Y. B. Chavan College of Pharmacy
Aurangabad



Maulana Azad Educational Trust's

Y. B. Chavan College of Pharmacy**(B. Pharm., M. Pharm. & Research Centre)**ISO 21001:2018 & 14001:2015 | NIRF 2023 AIR 80th

NAAC ACCREDITATION "A" GRADE (CGPA SCORE 3.23)

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Ref: YBCCP/IQAC-ATR-21/2022-23/

Date: 05.03.2024

Action Taken Report (ATR) (2023-24)
(For 25th IQAC meeting held on 05.01.2024)

SN	Particulars of agenda	Recommendations	Action taken
1	Confirmation of last meeting minutes and ATR	NIL	ATR report confirmed and uploaded on college website
2	Submission of applications and faculty details on PCI portal	All the desired information shall be filled as the website modified and shall be submitted to PCI before due date	The application for approval (2024-25) was uploaded on PCI portal on 18.01.2024
3	Submission of reaccreditation SSR	The IIQA was submitted on 30.12.2023 with requisite fee. Once the IIQA is approved by NAAC, the submission of R-SSR need to complete in 45 days.	IQAC coordinator assured that, after acceptance of IIQA by NAAC, R-SSR will be submitted in 45 days
4	Application for NIRF ranking	All the five metrics viz. teaching, learning, and resources, research and professional practice, graduation outcomes, outreach and inclusivity and perception shall be filled & submitted on or before 19.01.2024	NIRF application was uploaded on portal on 19.01.2024.
5	Institute Innovation council activities	The IIC shall prepare the 3 rd and 4 th quarter activities calendar for conducting the activities. Dr. Furquan Khan is the convener of IIC	IIC activity calendar for 3 rd and 4 th quarter was approved for implementation.
6	Internal audit –academic administrative audit(AAA)	Internal audit of various department and sections is one of the good practices conducted by college regularly. Conduct the audit of department and section in third week of month.	Notice issued with committee details for academic administrative audit(AAA) and schedule from 18 to 23 March 2024
7	Regarding gender audit report	To conduct the gender audit to assess and check the institutionalization of gender equality which encompasses policies, provision of services, infrastructure facilities, program. The awareness regarding gender equality & sensitization shall be spread by organizing the programs & online survey periodically.	Gender audit 2023 was approved and posted on college website. Dr. Rana Zainuddin shall prepare the schedule of activities to spread the gender equality and sensitization concepts to student

8	Organizing the Alumni meet	Alumni association shall organize the Alumni meet-2024 on Saturday 6.1.2024.	Alumni meet was organized at college on 6.1.24. Eminent alumni were invited and felicitated during meet
9	Organizing the National level article writing competition	Article writing competitions is one of the best ways to enhance the writing skills of the participants. It helps to get insight and know-how on the topic of article writing competition. Hence it was discussed to organize the National level article writing competition sponsored by academic Decipher.	Dr. Rana Zainuddin co-curricular activity In-charge instructed to conduct the competition with academic Decipher by 15.03.2024.
10	Organize the program on life and employability skill	Life and employability skill, are very important for good placement. A part of thirty hours certificate course on Interview Skills and Personality Development (ISPD) will be organized in collaboration with Rubicon skill development pvt ltd supported by Barclays.	The certificate course on Interview Skills and Personality Development (ISPD) was organized for B. Pharm final year and M. Pharm student on 13 th & 14 th February 2024
11	Regarding Pharmacy Education Unit (PEU) for teachers training	The IQAC coordinator informed to members that during the CDC meeting on 7 th Nov 2023, PEU was established with the objective to provide continual education program/training to the teachers through seminars, webinars, and is promoting teachers to attended Faculty development programs. The resource person from various field will be invited to share their expertise. The PEU will also identify, assign and promote teachers to engage online and blended mode training as resource persons at conference seminar, training program, FDP and Guest lectures at government/professional training programs. The activity calendar for the Second Half of 2023-24 was shared with the IQAC members	Following activities were conducted and proposed under PEU from Dec-2023 to May 2024. <ol style="list-style-type: none"> 1. FDP on NAAC 2. FDP NEP-2020 in HEI 3. Seminar on Practical aspect of NMR spectroscopy 4. One day training program on Flash Chromatography 5. One day program on Teaching pedagogy 6. FDP on Drug discovery and Development

12	Organize campus interview	Organize pool campus interview with Ataraxia Life, Mumbai for graduate & post graduates student in February 2024. Correspondence with the company shall be made to organize the interview.	Pool campus interview of Ataraxia Life, Mumbai was organized in college on 16.02.2024 for B. Pharm & M. Pharm students.
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ATR was presented at IQAC meeting on 05.03.2024



Dr. K. G. Baheti
IQAC coordinator

Dr. K. G. Baheti (Professor)
Dept. of Pharmaceutical Chemistry
Y B Chavan College of Pharmacy
Aurangabad - 431001



Dr. M. H. Dehghan
Principal

Principal
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