

Minutes of Meeting

The first meeting was convened on 20.08.2019 at 11:00 am in the principal cabin. Meeting was chaired by Dr. Talele G.S., Principal, Matoshri college of Pharmacy. The members were welcome and the agenda was taken up for discussion.

- **Agenda Item 1: To discuss about the constitution of IQAC for proceeding with NAAC Accreditation**

Resolution:

- ✓ The Chairperson Dr. Talele G.S. informed that this year the Management has decided to proceed for accreditation of the Institution through National Assessment and Accreditation Council (NAAC). In view of this, the institution has constituted the Internal Quality Assurance Cell (IQAC). He has disclosed the names of the IQAC members constituted for assurance of quality in the institution.
- ✓ Further, resolved that the committee shall meet at least two times in an academic year. However, the progress of implementation of the recommendations made by IQAC be monitored by the steering committee by conducting meetings periodically as required time to time.

- **Agenda Item 2: To discuss the role, functioning and frequency of meeting IQAC**

Resolution: The role of IQAC discussed by IQAC coordinator Mrs. Shinde P.R., it would be:

- a) To improve feedback system to provide suitable interface for stakeholders.
- b) To propose quality initiatives and focus on quality sustenance/quality enhancement.
- c) To participate in quality assessment by various bodies including NIRF, NAAC etc.
- d) To conduct an academic and administrative audit of college.
- e) To prepare Annual Quality Assurance Report (AQAR) and submit to the University and NAAC.

- **Agenda Item 3: To decide the responsibilities of the members of the IQAC.**

The responsibilities of all members were elaborated in the meeting. The role of stakeholders in enhancing quality of teaching-learning process, research & extensions activities at Matoshri College of pharmacy was discussed. It was also discussed further strengthen relations with alumni is desirable, alumni co-ordinator be planning activities in association with industry alumni for academic linkage.

“Resolved that the responsibilities of each member be accepted”.

The resolution was passed unanimously.

- **Agenda Item 4: To discuss about the quality improvement measures to be undertaken for increasing the academic excellence.**

To review the academic activities of preceding academic year and propose suitable measures to sustain and enhance the quality in academic administration.

- ✓ The previous Annual Performance Report of the college was presented by the Principal and discussed by the house.
- ✓ After reviewing the activities of 2018-19 through the annual report, strengths and weaknesses were identified. Task committees for smooth conduct of all curricular, co-curricular and extra- curricular for the next academic year were noted.

Following Recommendations for the improvement of academic monitoring were made:-

I. The attendance record revealed that the accountability of students and their participation in attendance monitoring has been nominal so it was thought necessary to propose and following new measures:

- a) Monitoring attendance in theory classes
- b) Accounting the laboratory experiments performed in each of the laboratories

II. Recommendations for the improvement of faculty student interaction for classroom teaching: It was pointed out that, the learners come from diverse areas with different levels of learning. So, the learner needs to be attended promptly by suitable system:

- a) The teachers may allot a common hour for solving the difficulties in the college premises, which will be referred as Difficulty Solving Period (DSP).
- b) Improvement in Academic Calendar – The Academic Calendar of 2018-19 was carefully discussed with respect to the deviations and lacunae in the contents and accordingly following recommendations are made to be considered while preparing 2019-20 Academic Calendar:
 - ✓ It is recommended that the schedule of Continuous Internal Evaluation (CIE) be included in academic calendar.

- ✓ Schedule of various activities and its impact on academics be evaluated carefully before announcement.
- ✓ The academic calendar shall be prepared well in advance according to term schedule of the University and it should be displayed on website in time.

III. Recommendations regarding participation of students and stakeholders in Student Development Program:

- a) The committee observed that the participation of students and stakeholders plays a key role in development of institute. Therefore, various feedback forms may be revised on VM Edulife dashboard making it more inclusive and obvious. This form may be displayed on the website.
- b) As the procedure for the election of student council members is yet to be defined by University. It is recommended that till the procedure is finalized, the student council be constituted by nomination. The student council shall be replaced by the elected student council in due course of time. The interim student council may be constituted as per earlier act.

IV. Recommendations regarding core values:

The five core values outlined by NAAC in its revised Assessment and Accreditation framework 2019 forms the basis of quality parameters. Those core values stand valid for Quality Assurance agencies across the world.

The core values of NAAC are:

- Contributing to National Development
- Fostering Global Competencies among Students
- Inculcating a Value System among Students
- Promoting the Use of Technology
- Quest for Excellence.

After having discussed the various aspects of the core values, it was resolved as follows: "Resolved that the core values, specified in NAAC manual (2019) are in conformity with the set of goals and mission of the college, the same core values be accepted and approved to be published on the website of institute."

V. Recommendation of Guardian- teacher Scheme/ mentoring scheme:

Guardian teacher scheme which is implemented from current year. The individual guardian teacher shall monitor the student's attendance, their performance in theory and practical classes in case of less attendance. Mentor shall inform the students as well as their parents.

VI. Recommendation of internal Assessment parameters:

As the credit based evaluation system was introduced by SPPU university from 2015-16, the review of internal assessment parameters were taken up in the meeting. It was decided that, from current year slow and advanced learners be identified and appropriate measures to be taken for slow learners.

Agenda Item 5: Any other items with the permission of the Chair

The meeting was concluded with vote of thanks by Mrs. Shinde P.R. IQAC coordinator to Honorable President and all the members for their valuable contribution in first meeting of IQAC.



Mrs. Shinde P.R.
IQAC Coordinator



Dr. Talele G.S.
IQAC Chairperson & Principal

