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VASANTIDEVI PATIL
INSTITUTE OF PHARMACY

Shree Yashwant Shikshan Prasarak Mandal's

Vasantidevi Patil Institute of Pharmacy

Kodoli, Tal. Panhala, Dist. Kolhapur – 416 114 (M.S.).

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DTE Code: 6491

Shree Yashwant Shikshan Prasarak Mandal's

MSBTE Code: 06-0

Proceedings of 12th Meeting
Internal Quality Assurance Cell (IQAC)

Date: 03/03/2023



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Shivaji University Code: 669

MSBTE Code: 0610

Date: 03/03/2023

12th Meeting- Minutes of Meeting

Quality Assurance Cell (IQAC)

The IQAC meeting for the month of March is scheduled at 04:00 p.m. on March 03, 2023, in the boardroom. The agenda of the meeting is as follows.

Item. no.	Date of last meeting	Action taken
2	18/11/2022	Prepared the Institutional Development Plan (IDP) for HEI
3		Prepared the VPIP (Institutional) Brochure approved by IQAC and uploaded it to the website
4		Revised the editorial board for the Institutional magazine (FASCIA)
5		The provision in the form of new labs, conference, and tutorial rooms allocated for Pharm. D and PG Program
6		All the Herbal Plants in Medicinal Garden were Geo-tagged.

1. Confirmation of minutes of the last meeting.
2. To review and discuss ICT tools.
3. To review and discuss documentation of Laboratory
4. Faculty promotion scheme
5. Reconstitution of IQAC
6. Any other Issues with the special permission of the chair

The following committee members were present in the meeting.

S. No	Name of Representative	Background / Designation of Representative	Signature
1	Dr. A. S. Manjappa	Chairperson	
2	Dr. K. Gouri Sankar	Coordinator	
3	Mr. Atul A. Deshmukh	Member	
4	Dr. Sanjeevani R. Desai	Member	
5	Dr. P. Shyam Sundar	Member	
6	Mr. Sunil Galantage	Member	
7	Ms. Vaishali R. Powar	Member	
8	Mr. R. B. Nakhate	Member	
9	Mrs. Kavita A. Nangare	Member	
10	Mr. D. G. Gune	Industrialist	





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Item No: 1 Confirmation of minutes of the last meeting.

Minutes of the meeting held on 18/11/2022 were confirmed unanimously.

Item No: 2 To review and discuss on ICT tools.

Resolution:

All teachers were given instructions to conduct the comprehensive class exam to determine whether students were slow, fast and advance. The responsibility of creating the guidelines and proformas for summative, formative, and diagnostic assessment has been given to Mr. Atul A. Deshmukh, Mrs. Supriya C. Patil, and Mrs. Supriya Kekare respectively. Members of the house advised counseling slow learners and offering them notes, specialized instruction, and individual attention. Encourage advanced learners to participate in debates, essay competitions, poster creation, GPAT classes, and conferences in order to increase their technical and scientific knowledge.

Proposed by: Dr. A. S. Manjappa

Seconded by: Dr. K.Gouri Sankar

Item No: 3 To review and discuss the documentation of Laboratory

Resolution:

The house members were specifically addressed by Chairperson IQAC on keeping track of lab documents.

It was determined to save and arrange the necessary records, tools, and glassware in every lab. All HODs and the laboratory in charge will be given instructions concerning how to manage things and oversee lab assistants as they set up all the necessary glassware, logbooks, stock registers, etc.

Proposed by: Dr. A. S. Manjappa

Seconded by: Dr. K.Gouri Sankar

Item No: 4 Faculty promotion scheme

Resolution:

Chairperson IQAC addressed the issue in particular with the members of the house regarding the faculty promotion scheme. Chairperson briefed on overall development and its team of hard-working staff. The Institution gives due value to every contribution of all its Teaching and Non-Teaching staff in the form of incentives and promotions. As evaluation is essential to recognize the efforts made towards the



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betterment of academic and non-academic contributions, the IQAC is functional in supervising a channelized periodic Performance Based Appraisal System (PBAS) of its entire working faculty.

Coordinator IQAC suggested that all faculties who have completed a minimum of one year of service within the Institute are only evaluated for appraisal. Based on the overall assessment of the performance, feedback, and due credit is awarded to the faculty. This enables the faculty to have a clear idea of their strengths and weakness thus giving them an opportunity to work on their weakness. This ultimately in turn would improve the quality of the standard of services provided to the stakeholders thus reinforcing a culture of excellence that falls in line with the Goals of the Institute.

Members of the house suggested that all staff members will be promoted on the basis of:

1. Qualification
2. Length of service
3. Performance
4. Result-oriented study
5. Scientific (publication, patents, projects)

Proposed by: Dr. A. S. Manjappa

Seconded by: Dr. K.Gouri Sankar

Item No: 5 Reconstitution of IQAC

Resolution:

Members of the house approved the reconstitution of IQAC

Proposed by: Dr. A. S. Manjappa

Seconded by: Dr. K.Gouri Sankar

Item No: 6 Any other Issues with the special permission of the chair: Nil

Resolution:

The last week of March 2023 was selected by unanimous vote as the recommended date for the subsequent meeting by Dr. K.Gouri Sankar, IQAC Coordinator.


Coordinator
IQAC Coordinator
Vasantidevi Patil Institute of Pharmacy
Kodoli, Tal. Panhala, Dist. Kolhapur




Principal
Principal
Vasantidevi Patil Institute of Pharmacy
Kodoli, Tal. Panhala, Dist. Kolhapur

NOTICE

Date: 25-03-2023

Dear Staff,

This is to inform you that the Internal Quality Assurance Cell (IQAC) meeting is scheduled on 27/03/2023 at 04:00 PM in board room. Your attendance is crucial as we will be discussing important matters related to quality assurance and improvement in our Organization.

AGENDA OF THE MEETING

1. Confirmation of minutes of the last meeting
2. To review and reconstitute the IQAC
3. Submission of IIQA
4. Review of the IQAC Charter
5. Review of the Institutional Vision, Mission, and Objectives
6. Review and revision of the Institutional Policies and Procedures
7. Any other Issues with the special permission of the chair

Please come prepared to share updates from your respective areas and be ready to actively participate in the discussions. Your valuable input is essential for the continuous enhancement of our institutional quality.

Thank you for your cooperation, and I look forward to a productive and engaging meeting.

Best regards,

IQAC

Coordinator

IQAC Coordinator
Vasantidevi Patil Institute of Pharmacy
Kodoli, Tal. Panhala, Dist. Kolhapur




Principal
Principal

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