



Shri Vile Parle Kelavani Mandal's **INSTITUTE OF PHARMACY, DHULE**

Approved by PCI, AICTE, DTE; Affiliated to DBATU, Lonere & MSBTE, Mumbai

Vision: To pursue excellence in pharmaceutical education and research to develop competent professionals.

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(02562) 297802, 297602

www.svkm-iop.ac.in

iopdhule@svkm.ac.in

Date: 31st August, 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

As per the guidelines of the National Assessment and Accreditation Council (NAAC) for creating the Internal Quality Assurance Cell (IQAC), the institute has formed a committee for the academic year 2022-23 as per the said guidelines.

The following is the composition of IQAC

SN	Name of the Member	Designation	Position
1	Dr. Sameer Goyal	Principal	Chairperson
2	Mr. Santosh Agrawal	Member LMC	Industrialist
3	Mr. Ajay Agrawal	Member LMC	Local society representative
4	Dr. Nilesh Salunke	Member LMC	Management representative
5	Mr. Anmol Suryavanshi	Assistant Registrar	Senior administrative officer
6	CA Atul Patwari	Accountant	Senior administrative officer
7	Dr. M. Raghu Prasad	Professor	Teacher
8	Dr. Yogeeta Goyal	Associate Professor	Teacher
9	Dr. Kartik Nakhate	Associate Professor	Teacher
10	Dr. Usman Siddique	Assistant Professor	Teacher
11	Dr. Kumar Pratyush	Assistant Professor	Teacher
12	Mr. Pradip Bawane	Assistant Professor	Teacher
13	Mr. Himanshu Girase	Alumni	Member
14	Mr. Harshal Khairnar	Student	Member
15	Dr. Nayan Gujarathi	Associate Professor	IQAC Coordinator



Sameer Goyal

Dr. Sameer N. Goyal

Principal

**Shri Vile Parle Kelavani Mandal's
Institute of Pharmacy, Dhule**
S.R.No.499, Plot No.03, Behind Gurudwara,
Mumbai Agra Highway, Dhule-424001.



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Date: 02nd September, 2022

NOTICE

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the meeting is scheduled on 10th September, 2022 at 2.00 pm in Board Room of SVKM's Institute of Pharmacy, Dhule. Kindly request you all to join the meeting for constructive deliberations on the specified consecutive points in the agenda.

Agenda of Meeting

1. Review of previous meeting and ATR.
2. Constitution of Research and Development cell as per UGC guidelines.
3. Celebration of National Pharmacy Week on the occasion of world pharmacist day.
4. Conduct the expert talk on the preparation of SSR documentation for NAAC.
5. Organize the professional training/workshop for non-teaching staff members.
6. Financial assistance to faculty members for attending the faculty development program and NITTT modules.
7. Promote students to actively participate in "Avishkar".
8. Conduct Parent -Teacher Meet.
9. Update Faculty Diary to meet the requirement of SSR guidelines and implement outcome based education.
10. Soft skill training program for undergrads and postgrads students.
11. Review of teaching-learning process and promote faculties to conduct student centric learning activities.
12. Status of documentation as per SSR guidelines of NAAC.
13. Activity planner for the AY 2022-23.
14. Any other with permission of chair.



Sameer N. Goyal

Dr. Sameer N. Goyal

Principal

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SN	Name of the Member	Sign
1	Dr. Sameer Goyal	
2	Mr. Santosh Agrawal	
3	Mr. Ajay Agrawal	
4	Dr. Nilesh Salunke	
5	Mr. Anmol Suryavanshi	
6	CA Atul Patwari	
7	Dr. M. Raghu Prasad	
8	Dr. Yogeeta Goyal	
9	Dr. Kartik Nakhate	
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Date: 10th September, 2022

Internal Quality Assurance Cell (IQAC)

The first meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2022-2023 was scheduled on **10 September, 2022**

The meeting of the Internal Quality Assurance Cell (IQAC) started at 2.00 pm.

Following members were present:

SN	Name of the Member	Signature
1	Dr. Sameer Goyal	
2	Mr. Santosh Agrawal	
3	Mr. Ajay Agrawal	
4	Dr. Nilesh Salunke	
5	Mr. Anmol Suryavanshi	
6	CA Atul Patwari	
7	Dr. M. Raghu Prasad	
8	Dr. Yogeeta Goyal	
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6. Financial assistance to faculty members for attending the faculty development program and NITTT modules.
7. Promote students to actively participate in "Avishkar".
8. Conduct Parent -Teacher Meet.
9. Update Faculty Diary to meet the requirement of SSR guidelines and implement outcome based education.
10. Soft skill training program for undergrads and postgrads students.
11. Review of teaching-learning process and promote faculties to conduct student centric learning activities.
12. Status of documentation as per SSR guidelines of NAAC.
13. Activity planner for the AY 2022-23.
14. Any other with permission of chair.

Minutes of Meeting

The following points were discussed:

- The Principal of the institute welcomes all the members of the IQAC committee.
- The meeting commenced with an overview of the previous academic year endeavors, and the committee gave positive feedback.
- The committee recommended to establish the Research and Development cell of the institute as per the norms of University Grant Commission, New Delhi.
- The primary mandate of a Research and Development (R&D) cell in an institute is to foster the culture of innovation, conducting cutting-edge research, and promoting collaboration between academia and industry.
- The R&D cell should proactively identify and disseminate information about funding opportunities, both from government agencies and private organizations, to support research initiatives.
- It should assist researchers in preparing grant proposals, managing research grants, and ensuring compliance with funding agency guidelines.





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- The R&D cell should provide guidance on intellectual property rights and assist researchers in protecting their inventions and discoveries through patents, copyrights, or other appropriate means.
- The R&D cell should ensure that all research activities adhere to ethical standards and comply with relevant regulations and guidelines.
- The committee suggested to conduct Inter-Institute "Logo & Slogan competition" in association with IPA local branch on the occasion of world pharmacist day on 25th September. The competition allows talented students to showcase their skills and receive recognition for their work.
- The logo & slogan competition also promotes creativity among the participants. It encourages them to think critically and come up with unique and visually appealing designs that represent the essence of pharmacy and the theme of World Pharmacist Day.
- NAAC coordinator and core committee members are instructed to conduct an expert talk on the preparation of SSR documentation for NAAC.
- The expert talk encourages all stakeholders to engage themselves in self-reflection and evaluation. It emphasizes the importance of critically analyzing the strengths and weaknesses of the institution and documenting them in the SSR. Stakeholders can gain insights into self-assessment methodologies and tools, enabling them to evaluate their institution objectively and identify areas that require further development.
- The training/workshop should be organized to support the professional growth and development of non-teaching staff members. It provides opportunities for them to learn new skills, expand their knowledge, and stay updated with recent trends and best practices.
- This helps to create a positive work environment and improves the overall productivity and synergy among staff members.
- Institutions demonstrate their commitment to the professional growth of their faculty by providing financial assistance. Financial assistance encourages faculty members to actively participate in FDP/Seminar/Workshop, facilitating knowledge exchange, and promoting networking opportunities.
- "Avishkar" is a platform that promotes research and innovation among students. IQAC committee recommends the active participation in this program which allows students to





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engage in research projects, explore new ideas, and apply their theoretical knowledge to practical problems.

Participating students also get the opportunity to present their work in front of an audience, which helps them develop their presentation and communication skills. They learn to analyze complex issues, develop and enhance their problem-solving skills, and draw meaningful conclusions.

The institute should conduct Parent-Teacher meet (PTM) to discuss and evaluate a student's progress in academics, behavior, and overall well-being. Teachers can provide feedback into a student's performance, share specific examples of their work, and discuss any concerns or areas that require attention.

Faculty diary serves as a central place to document the instructional plans and strategies. A faculty diary must be updated to set clear and measurable learning outcomes for each lesson or unit. These goals should align with the desired course outcomes defined for the curriculum.

By recording these learning outcomes in the diary, teachers can keep track of what they intend to achieve and ensure their teaching activities are aligned with the outcome based education.

The TPO cell was informed to organize soft skill training program essential for both undergraduate and postgraduate students as they provide numerous benefits that enhance their personal and professional development.

All faculty members should conduct the ICT-enabled Flipped classroom activity for respective subject assigned in AY 2022-2023 to improvise the teaching-learning process.

In accordance with the demands of core subjects and student engagement, the active learning pedagogical methods such as Think-Pair-Share, Educational games, Buzz sessions, inquiry-based learning, and/or project-based learning should be performed by all faculties in AY 2022-2023.

The status of documentation for NAAC as per guidelines of SSR is reviewed critically by committee members.





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- The principal sir made it clear to all faculty representatives that they should concentrate on the overall development of IOP students in terms of their capacity for critical and analytical thinking, as well as their problem-solving and leadership abilities.
- He also anticipated a real effort from each committee member to help the IQAC team implement all institute-wide policies on a periodic basis.

With the above discussion, the meeting was ended by a Vote of Thanks.



Dr. Sameer N. Goyal

Principal

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Date: 20 September, 2022

Action Taken Report

- The Research & Development cell is established by institute as per the guidelines of University Grant Commission, New Delhi. Dr. Kartik Nakhate was appointed as a convener of the R&D cell and assigned the responsibility of constituting the cell officially for the institute by October, 2022.
- The R&D cell further establish mechanisms to assess and monitor the performance and impact of research activities. This can involve tracking research publications, patents, funding success rates, collaborations, and other relevant metrics.
- The National Pharmacy Week will be held on the occasion of World Pharmacist Day from 25th September, 2022. "Pharmacy united in action for a healthier world" is the theme of the institution level logo & slogan competition hosted in collaboration with the local IPA branch. Dr. Kiran Patil will serve as coordinator to organize the event successfully.
- Expert talk of Prof. Peeyush Pahade (President IQAC Cluster, Pune) on "Basic Understanding of NAAC and Quality Documentation of Criterion as per SSR" will be schedule by the IQAC cell of the institute in the month of October, 2023.
- The financial assistance will be provided by the institute to faculty members registered for NITTT modules. The interested faculties were promoted to attend the FDP/workshop to enhance professional and technical skills for the betterment of the students.
- Mrs. Mrunali Patil is allocated the responsibility of "Avishkar 2022". Students should be motivated by individual faculty members to perform research activities and participate actively in Avishkar-2022.
- Principal Sir constituted a Q.C. committee including IQAC coordinator for scrutinization of individual criterion documents as per SSR and SOP guidelines published by NAAC authority. The coordinator submitted an action plan for AY 2022-23.





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- A committee is constituted in the leadership of Dr. Yogeeta Goyal for upgradation of faculty diary. All formats will be studied and critically analyzed for the successful implementation of Outcome Based Education. The process of assessment and attainment of course outcome is upgraded in faculty diary.
- Parent-Teacher meet facilitate alliance between parents and teachers to support the holistic development of students. Academic Incharge and academic monitoring committee was held responsible to organize the Parent-Teacher Meet.
- All faculty members are informed to conduct ICT based flipped classroom activity to encourage active learning as students engage with the course material before coming to class. They watch pre-recorded lectures or complete online activities, which allows them to grasp the foundational concepts at their own pace. This sets the stage for more meaningful and interactive discussions during in-person class time.
- Faculty members are informed to successfully design and implement one collaborative learning pedagogy for assigned course in AY 2022-2023 to advance the teaching-learning process and curriculum delivery.
- The TPO cell scheduled the Soft Skill Training Program for Final Year B.Pharm students in September, 2022.
- MOODLE platform was updated for all courses of the B. Pharm and D. Pharm program.
- The faculty members are encouraged to publish research or review articles in prestigious national and international publications.

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Date: 07.02.2023

Notice

All the members of the Internal Quality Assurance Cell (IQAC) are hereby informed that the meeting is scheduled on **11th February 2023** at 2:00 p.m. in the Board Room of SVKM's Institute of Pharmacy, Dhule.

Agenda of Meeting

1. Review and approval of the minutes from the last IQAC meeting.
2. Assess the documentation status of individual criterion and develop a clear action plan for the application of accreditation to NAAC.
3. Promote faculty members to apply research projects to SERB, ICMR and various funding agencies.
4. Invite the application for the SVKMs seed grant by faculty members.
5. Insist faculties for the execution of new initiatives in Teaching & Learning for AY 2022-2023.
6. Assessment & Attainment of course outcomes & program outcomes for AY 2022-2023.
7. Conduct the annual gathering event – FIESTA 2K23.
8. Coordinate the national-level conference on Advanced Drug Delivery Systems.
9. Discuss any improvements needed in counseling, career services, and academic advising.
10. Collect feedback from various stakeholders on academic performance and ambience.
11. To sign the functional MoU with the organization in the area of soft skill development and research.
12. Any other with the permission of the chair.





Dr. Sameer N. Goyal

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Date: 11th February 2023

Internal Quality Assurance Cell (IQAC)

The subsequent meeting of the Internal Quality Assurance Cell (IQAC) for the academic year 2022-2023 was scheduled on 11th February 2023 in the Board Room of SVKM's Institute of Pharmacy, Dhule.

The meeting of the Internal Quality Assurance Cell (IQAC) started at 2.00 p.m.

The following members were present:

Sr.No.	Name of the Member	Sign
1	Dr. Sameer Goyal	<i>Sameer Goyal</i>
2	Mr. Santosh Agrawal	<i>Santosh</i>
3	Mr. Ajay Agrawal	<i>Ajay</i>
4	Dr. Nilesh Salunke	<i>Nilesh Salunke</i>
5	Mr. Anmol Suryavanshi	<i>Anmol</i>
6	CA Atul Patwari	<i>Atul Patwari</i>
7	Dr. M. Raghu Prasad	<i>Raghu Prasad</i>
8	Dr. Yogeeta Goyal	<i>Yogeeta Goyal</i>
9	Dr. Kartik Nakhate	<i>Kartik Nakhate</i>
10	Dr. Usman Siddique	<i>Usman Siddique</i>
11	Dr. Kumar Pratyush	<i>Kumar Pratyush</i>
12	Mr. Pradip Bawane	<i>Pradip Bawane</i>
13	Mr. Himanshu Girase	<i>Himanshu Girase</i>
14	Mr. Harshal Khairnar	<i>Harshal Khairnar</i>
15	Dr. Nayan Gujarathi	<i>Nayan Gujarathi</i>





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9. Discuss any improvements needed in counseling, career services, and academic advising.
10. Collect feedback from various stakeholders on academic performance and ambience.
11. To sign the functional MoU with the organization in the area of soft skill development and research.
12. Any other with the permission of the chair.

Minutes of Meeting

The following points were discussed in the meeting of IQAC held on 11th February, 2023:

- The principal of the institute welcomes all the members of the IQAC committee.
- Meeting started with the review of the minutes and action taken report of the previous meeting. The committee passed satisfactory remarks.
- The committee recommended to create a robust action plan for NAAC accreditation. This plan should define specific tasks, responsibilities, timelines, and necessary resources for addressing deficiencies and maximizing strengths. By systematically addressing the documentation status, the institute can streamline the accreditation process and improve its overall educational quality.





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- The core QC committee and NAAC coordinator must meticulously evaluate each criterion's documentation. The committee also stated to review comprehensively the academic, administrative, and institutional aspects, *ensuring alignment with NAAC standards.*
- During the IQAC meeting, a pivotal recommendation emerged: the promotion of faculty members actively seeking research project grants from esteemed organizations like SERB, ICMR, and various funding agencies. To implement this, the institute should foster a research-oriented culture, offering workshops, mentoring, and financial incentives. By encouraging collaboration and providing support for grant proposal writing, the R&D cell can empower faculty to contribute meaningfully to the academic and scientific community. Recognizing these opportunities and acting upon the IQAC's recommendation will undoubtedly elevate the research landscape within the institution, advancing its academic excellence and reputation.
- The allocation of funds for seed grants was further discussed, and it was agreed that the applications for seed grants from internal faculty members for AY 2022-2023 are invited. The primary objective of offering seed grants is to stimulate research and innovation among our faculty members, thereby enhancing the overall research culture within the institution.
- It was decided that recipients of seed grants should provide periodic progress reports, and a mechanism for monitoring and accountability would be established by R&D cell of institute.
- There is a compelling need to motivate and engage faculty members in the implementation of new Teaching & Learning initiatives for academic session 2022-2023. Ultimately, the collective commitment to these endeavors will enrich the educational experience for students, ensuring that they receive the best opportunities for growth and learning in the upcoming academic year.
- The IQAC committee member approved that a systematic approach to evaluating the effectiveness of course outcome and program outcome is essential for continuous improvement. The academic department would establish clear assessment methodologies, data collection mechanisms, and periodic reviews to ensure that the desired learning outcomes (COs & POs) are achieved. This action aims to enhance the quality of education provided and further elevate the institution's educational standards in the upcoming academic year.
- In the IQAC meeting, a major confirmation was made to conduct the annual gathering event - FIESTA 2023. The proposed event will encompass a variety of activities, including cultural





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performances, sports competitions, and academic exhibitions. It will not only enhance our institution's vibrancy but also create a sense of unity among students, faculty, and staff.

- A key proposition emerged in the meeting of coordinating a national-level conference on advanced drug delivery systems. This event serves as a vital platform for researchers, students, and pharmaceutical experts to exchange groundbreaking insights and innovations in drug delivery. Successful organization of such a conference not only promotes knowledge dissemination but also strengthens the network of professionals.
 - In our ongoing commitment to providing students with holistic support, this meeting addresses potential enhancements in our counseling through the LG meet, career services by TPO cell, and academic advising programs. Our collective input and expertise will be invaluable in shaping a more comprehensive and student-centered approach.
 - Collecting feedback from various stakeholders on academic performance and the overall ambience of an educational institution is a critical aspect of institutional constant progress. The academic committee will identify the key stakeholders, which may include students, faculty, alumni, and even external partners such as employers. The committee was held responsible for the preparation of an analysis report on collected feedback and subsequent action taken report, accordingly.
 - The IQAC committee asked the research coordinator to sign a functional MoU with the organization in the area of Research, and IPR. The research coordinator should take steps in the direction of Industry-Institute linkage.
 - Principal Sir emphasized that the overall growth of IOP students in terms of critical thinking skills, ability to solve problems, and interpersonal skills is the accountability of all the faculty representatives.
 - He also anticipated a sincere effort from each committee member to help the IQAC team efficiently apply all institute policies on occasion.
- With the above discussion, the meeting ended with a Vote of Thanks.



Dr. Sameer Goyal
Principal

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Date: 18.02.2023

Action Taken Report

- A roadmap for application to the process of assessment and accreditation was prepared and the core QC committee for verification and validation of criterion-wise documents was constituted.
- The QC committee was held responsible for the scrutinization of documents as per SSR guidelines of NAAC. They will identify the gap and convey the measures to be executed for satisfying the benchmarks as per SOP.
- The promotion of faculty members to apply for research project grants underscores the importance of enhancing research pursuits within the institution. The R&D cell consistently updates all faculties regarding the new scheme of SERB, ICMR, and various funding agencies. The IQAC assigns mentors to guide faculty members through the application process for SERB and other funding agencies.
- A clear and transparent application process proposed for seed grants, including a standardized application form, submission deadline, and a review committee to evaluate the applications. The eligibility criteria for faculty members to apply for seed grants were outlined, including the need for a **research proposal and the potential impact** of the proposed research.
- All faculty members were informed to conduct at least one theory lecture utilizing the Active Learning Pedagogical Technique for AY 2022-2023.
- The course outcome assessment and attainment for the odd semester and even semester for AY 2022-2023 were calculated after the declaration of DBATU results by the course coordinator. Subsequently, the program outcome will be determined for the pass-out batch.
- The cultural committee was held responsible for conducting the annual gathering event - FIESTA 2023 in the last week of February 2023.



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www.svkm-iop.ac.in

iopdhule@svkm.ac.in

- The national-level conference on Innovations in Advanced Drug Delivery Systems through online mode will be organized by the Department of Pharmaceutics in June 2023. The detailed plan with the name of the resource person will be conveyed by the Head of the Pharmaceutics Department.
- The academic committee designed the format for feedback on academic performance and ambience for different stakeholders – Students, Teachers, Alumni, and Employers. The analysis report and action taken will be subsequently prepared after the collection of feedback for AY 2022-2023.
- The research coordinator communicated with the academic organization and pharmaceutical industry for functional MoUs in the field of IPR.



Dr. Sameer N. Goyal
Principal
Shri Vile Parle Kelavani Mandal's
Institute of Pharmacy, Dhule.