



**Bhujbal Knowledge City**

**Met's Institute of D. Pharmacy adgaon, Nashik-422003**

**Dr. Babasaheb Ambedkar Technological University**

**INSTITUTE PCI CODE: 1364**



**Date:**18/04/2024

**Time:** 03.30 pm

**Venue:** Manthan meeting room

**The following agenda items shall be discussed in meeting related to IQAC**

**Agenda item 1:** Discussion on composition of Internal Quality Assurance Cell (IQAC)

**Agenda item 2:** Discussion on functions and benefits of IQAC

**Agenda item 3:** Any other point by the permission of the chair

**E-mails:** principal\_iodp@bkc.met.edu ,enquiries@bkc.met.edu

**Web** : <https://metbhujbalknowledgecity.ac.in/metdpharm/>



**:0253-2303515 / 9881100099**



## Bhujbal Knowledge City

Met's Institute of D. Pharmacy adgaon, Nashik-422003

Dr. Babasaheb Ambedkar Technological University

INSTITUTE PCI CODE: 1364

ATTENDANCE SHEET IQAC

Meeting No 1



Sr. No	Designation	Name of the Person	Signature
1.	Chairperson	Dr. Mohammad Rizwan Shaikh	
2.	One person from management	Dr. Shefali Bhujbal	
3.	A Few senior administrative officer's	Mr. Deepak Pardeshi Mr. Suhas Khaimar	
4.	Three to eight teacher's	1. Dr.Harshawardhan Mishal 2. Mrs.Vaishali Rawal 3. Mr. Latesh Patil 4. Mrs.Amruta Sonawane 5. Mr.Shivam Lale 6. Ms. Snehal Ukhade 7. Mr.Hemant Raut 8. Ms.Savita Jagtap	
5.	Nominees from student's	Mr.Sahil Kakuste	
6.	Nominees from alumni	-	
7.	Nominees from employer/Industrialist's	Mr.Hitesh Dhadhiwal Mr.Neeraj Badlani	
8.	Nominee from parent's	Mr.Sharad Dhumane	
9.	IQAC Co-coordinator	Ms.Snehal Ukhade	

E-mails: principal\_iodp@bkc.met.edu ,enquiries@bkc.met.edu

Web : <https://metbhujbalknowledgecity.ac.in/metdpharm/>



:0253-2303515 / 9881100099



## Bhujbal Knowledge City

Met's Institute of D. Pharmacy adgaon, Nashik-422003

Dr. Babasaheb Ambedkar Technological University

INSTITUTE PCI CODE: 1364



### Minutes of Meeting - IQAC Meeting No.01

Following members were present for the meeting in Manthan meeting room on 18/04/2024 at 03:30 pm under the chairmanship of Principal Dr.M.R.N. Shaikh

Sr. No	Name	Designation
1.	Dr. Mohammad Rizwan Shaikh	Principal
2.	Dr. Shefali Bhujbal	Chief administrator , MET, BKC
3.	Mr. Deepak Pardeshi	Head of HR department
4.	Dr.Harshawardhan Mishal	Professor (Pharmacognosy)
5.	Mrs.Vaishali Rawal	Assistant Professor (Pharmacology)
6.	Mr. Latesh Patil	Assistant Professor (Quality assurance)
7.	Mrs.Amruta Sonawane	Assistant Professor (Pharmacognocny)
8.	Mr.Shivam Lale	Assistant Professor (Quality assurance)
9.	Ms. Snehal Ukhade	Assistant Professor (Pharmaceutical Chemistry)
10.	Mr.Hemant Raut	Assistant Professor (Pharmacology)
11.	Ms.Savita Jagtap	Assistant Professor (Pharmaceutical Chemistry)
12.	Ms.Sonali Patil	Assistant Professor (Quality assurance)
13.	Ms.Priti Kothawade	Assistant Professor (Pharmacology)
14.	Mr.Amit Kakad	Assistant Professor (Pharmaceutics)
15.	Mr.Sahil Kakuste	Student Representative
16.	Mr.Sharad Dhumane	Parents Representative

**E-mails:** principal\_iodp@bkc.met.edu ,enquiries@bkc.met.edu

**Web** : <https://metbhujbalknowledgcity.ac.in/metdpharm/>



**:0253-2303515 / 9881100099**



## Bhujbal Knowledge City

Met's Institute of D. Pharmacy adgaon, Nashik-422003

Dr. Babasaheb Ambedkar Technological University

INSTITUTE PCI CODE: 1364



Dr. M.R.N. Shaikh welcomed all the Hon'ble members present in the meeting. He requested all members to provide inputs for betterment of the institute.

### Agenda item 1: Discussion on composition of Internal Quality Assurance Cell (IQAC)

Mrs. Vaishali rawal described the importance and benefits of IQAC. She said IQAC supports quality systems for academic and administrative performance of the college and to promote measures for institutional functioning towards quality enhancement college shall adopts a participatory approach in managing its provisions. Discussion was held on the composition of IQAC. Following members are nominated for respective designations in IQAC.

Sr. No	Designation	Name of the Person
1.	Chairperson	Dr. Mohammad Rizwan Shaikh
2.	One person from management	Dr.Jitendra Wagh
3.	A Few senior administrative officer's	Mr. Deepak Pardeshi Mr. Suhas Khaimar
4.	Three to eight teacher's	1. Dr.Harshawardhan Mishal 2. Mrs.Vaishali Rawal 3. Mr. Latesh Patil 4. Mrs.Amruta Sonawane 5. Mr.Shivam Lale 6. Ms. Snehal Ukhade 7. Mr.Hemant Raut 8. Ms.Savita Jagtap
5.	Nominees from student's	Mr.Sahil Kakuste
6.	Nominees from alumni	-
7.	Nominees from employer/ Industrialist's	Mr.Hitesh Dhadhiwal Mr.Neeraj Badlani
8.	Nominee from parent's	Mr.Sharad Dhumane
9.	IQAC Co-coordinator	Ms.Snehal Ukhade

Chairman proposed name of Ms.Snehal Ukhade (Assistant Professor) as IQAC coordinator and all the members anonymously raised their support for the allotment of said responsibility

**E-mails:** principal\_iodp@bkc.met.edu ,enquiries@bkc.met.edu

**Web** : <https://metbhujbalknowledgedcity.ac.in/metdpharm/>



:0253-2303515 / 9881100099



**Bhujbal Knowledge City**

**Met's Institute of D. Pharmacy adgaon, Nashik-422003**

**Dr. Babasaheb Ambedkar Technological University**

**INSTITUTE PCI CODE: 1364**



**Agenda item 2: Discussion on functions and benefits of IQAC**

A detail discussion was held on the functions and benefits of IQAC. Dr. M.R.N. Shaikh quoted the functions of IQAC as development and application of innovative practices in various activities, designing and implementing annual plans for institution, ensuring timely, efficient and progressive performance of academic, administrative and financial tasks, optimization and integration of modern methods of teaching and learning, develop and maintain Institutional database through ERP etc. He added saying that with attainment of above said functions institute can ensure heightened level of clarity and focus in institutional functioning towards quality enhancement and provide sound basis for decision-making to improve institutional functioning.

**Agenda item 3: Any other point by the permission of the chair**

Some faculty members have suggested arranging some additional activities like add on courses, training and industrial visit for the students for their overall growth Ms. Snehal ukhade has assured to take the suggestion on priority.

As there were no additional points meeting was adjourned with vote of thanks proposed by Ms. Snehal ukhade

**E-mails:** principal\_iodp@bkc.met.edu ,enquiries@bkc.met.edu

**Web** : <https://metbhujbalknowledgedgecity.ac.in/metdpharm/>



**:0253-2303515 / 9881100099**