

## 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



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# 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	Mr. Deepak Pardeshi	
	officer's	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/	Mr.Hitesh Dhadhiwal	
	Industrialist's	Mr.Neeraj Badlani	
8.	Nominee from parent's	Mr.Sharad Dhumane	
9.	IQAC Co-coordinator	Ms.Snehal Ukhade	





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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 (Pharmacognocy)
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://metbhujbalknowledgecity.ac.in/metdpharm/





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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	Dr.Jitendra Wagh
	management	
3.	A Few senior administrative	Mr. Deepak Pardeshi
	officer's	Mr. Suhas Khaimar
4.	Three to eight teacher's	<ol> <li>Dr.Harshawardhan Mishal</li> </ol>
		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/	Mr.Hitesh Dhadhiwal
	Industrialist's	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

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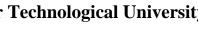




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#### Agenda item 2: Discussion on functions and benefits of IQAC

A detail discussion was held on the functions and benefits of IOAC. 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 modem 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

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