

**HI TECH COLLEGE OF PHARMACY CHANDRAPUR**  
**INTERNAL QUALITY ASSURANCE CELL**  
**COMPOSITION OF IQAC**  
**2019-20**

Date: 23/12/2019

SN	NAME	DESIGNATION	POSITION
1	Dr. S. B. Kosalge	Principal	Chairman
2	Smt. Kalpana P. Morey	Member STSVSSS Kothari, from management:	Member
3	Dr. Sushil S. Burle	Associate Professor	Coordinator -IQAC
4	Dr. P. M. Pimpalshende	Associate Professor	Member
5	Dr. N. A. Sheikh	Associate Professor	Member
6	Prof. U. B. Telrandhe	Assistant Professor	Member
7	Prof. S. N. Lade	Assistant Professor	Member
8	Prof. P. S. Chaware	Assistant Professor	Member
9	Mr. V. V. Chincholkar	Office Superintendent	Member
9	Mr. J. M. Urkude	Lab. Technician	Member
10	Mr. Sanket Meshram	Student	Member
11	Mr. Nikhil S. Lohe	Alumni	Member
12	Mr. Aditya Gorantiwar	Industry Member	Member



# INTERNAL QUALITY ASSURANCE CELL

## IQAC

[Academic Year 2019-20]

Date: 23/12/2019

### NOTICE

The meeting of committee members related to Internal Quality Assurance Cell is scheduled on 27/12/2019, **Time:** 1.00 pm **Venue:** Principal Office

The agenda of the meeting is enclosed herewith


#### Agenda of Meeting

1. Welcome and introduction of members
2. To brief the functions and objectives of IQAC as per NAAC guidelines.
3. To brief the roles and responsibilities of IQAC members.
4. To discuss quality improvement initiatives this can be undertaken by IQAC.
5. Any other matter with the permission of the chair.

The IQAC members are requested to make it convenient to attend the same.


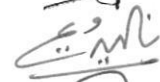

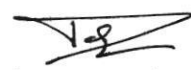
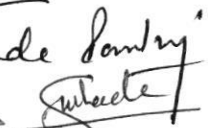



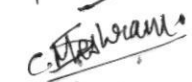
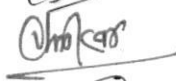

  
Dr. Sushil S. Burle  
IQAC Coordinator



  
Dr. Satish B. Kosalge  
Principal

Copy to:

1. Principal, HTCOP Chandrapur.
2. All members of IQAC for Information and Necessary action.

1. Prof. Umesh B. Telrandhe 
- 2) Dr. N. A. Sheikh 
- 3) Prof. Nikhil S. Lohar 
- 4) Prof. P. S. Chavare 
- 5) Dr. Ranjay M. Limpatshende Sandry 
- 6) Prof. Swati N. Lade 
- 7) Mr. J. M. Utkude 
- 8) Kalpana P. Morey 
- 9) Sanket Meshram 
- 10) V. V. Chincholkar 
- 11) Aditya V. Gorantwar 




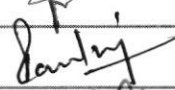
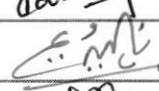
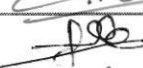
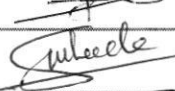
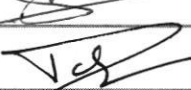
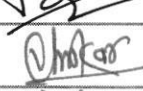

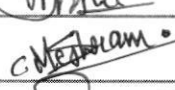
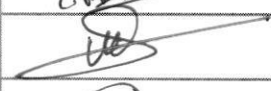

# INTERNALQUALITY ASSURANCE CELL

## Minutes of Meeting

**Date:**27/12/2019

**Time:**1.00 pm **Venue:** Principal Office

Following members were present

SN	Name	Designation	Signature
1	Dr. S. B. Kosalge	Principal	
2	Smt. Kalpana P. Morey	Member STSVSSS Kothari, from management:	
3	Dr. Sushil S. Burle	Associate Professor	
4	Dr.P. M. Pimpalshende	Associate Professor	
5	Dr. N. A. Sheikh	Associate Professor	
6	Prof. U. B. Telrandhe	Assistant Professor	
7	Prof. S. N. Lade	Assistant Professor	
8	Prof. P. S. Chware	Assistant Professor	
9	Mr. V. V. Chincholkar	Office Superintendent	
9	Mr. J. M. Urkude	Lab. Technician	
10	Mr. Sanket Meshram	Student	
11	Mr. Nikhil S. Lohe	Alumni	
12	Mr. Aditya Gorantiwar	Industry Member	

## ***The following points were discussed during the meeting:***

### **Welcome and introduction of members**

Dr. S.B.Kosalge, Principal and chairman of the IQAC read the names of IQAC committee members. Firstly he welcomes all the IQAC members. He gives an introduction to IQAC. Sir said that NAAC proposes that every college should establish IQAC as a post accreditation quality sustenance measures. He said that the work of IQAC is the first step towards internalization and institutionalization of quality enhancement of the institute.

### **Objective and strategies of IQAC**

He gave the objectives of IQAC that to promote measures for the institutional functions towards quality enhancement of the institute. Apart from this, sir also focused on IQAC is a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.

### **Functions and Benefits of IQAC**

IQAC is a nodal agency that will suggest a local management committee (LMC) for any kind of matter for providing quality education to students, staff for the overall growth of students and colleagues. He explained the mechanism of IQAC.

The IQAC works for the development of systems to improve the academics and administrative performances of the institute. The regular meeting of IQAC is held. Decisions are taken for the staff, students, and college's overall development which are conveyed to a respective committee for further execution. In the meeting, a portfolio is distributed to all staff members for carrying out different activities throughout the year. The different academics and administrative committees ensure the effective implementation of quality initiatives in different areas like students/ faculty training, academic planning, and conduct, examination; R and D, etc. are finalized. The outcomes of the initiatives taken are reviewed in the last meeting of IQAC for the academic session.

The academic monitoring committee prepares the academic calendar at the beginning of the academic session which is displayed on the notice board for the students and circulated to all staff members. Workload distribution and thereafter preparation of time table encourage timely and efficient academic activities in college through the session. All the activities in the college are taken as per the schedule mentioned in the academic calendar. The college internal examinations are conducted and in the given period only. Policies are prepared for slow learners through IQAC and they are coached for improvement of his/her result.

IQAC promotes student development in curricular and extracurricular activities. Teaching staff members are encouraged for writing books, publishing articles in both review and research articles in the good impact factor journals. IQAC regularly organizes conferences, seminars,

workshops, guest lecturers, etc. for teaching, non-teaching staff members and also students for their overall improvement.

Extension activities for the contribution to the society are performed through NSS cell, organizing health camps, rally, performing street plays, blood donation, and tree plantation camps are organized regularly.

IQAC inculcates discipline, regularity in the staff and students. Mentor mentee scheme makes a healthy relationship between teacher and students, Irrespective of linguistic, financial differences healthy, learning quality environment in the college.

Dr. S. B. Kosalge sir suggested that the development of quality benchmarks for academic and administrative activities must be overlooked and emphasis should be given to the creation of a student-centric environment with a proper feedback mechanism.

Dr. S. B. Kosalge asked the teaching faculty for any kind of requirement.

The meeting was concluded with a vote of thanks to the chair and member presented by the IQAC coordinator.

### **Decisions Made:**

- Dr. Sushil S. Burle has assigned the responsibility of NAAC Co-ordinator and suggested to appoint the criterion wise coordinators and members.
- It is agreed by all members of IQAC that the IQAC cell will act as a nodal cell of the institute for coordinating quality-related activities, including and dissemination of good practices
- It was also decided to organize expert lecturer on the NAAC process and quality enhancement.



Dr. Sushil S. Burle  
**IQAC Coordinator**



Dr. Satish B. Kosalge  
**Principal**

Date: 27/12/2019

## Action Taken Report

Internal Quality Assurance Cell 1<sup>st</sup> Meeting held on 27/12/2019

SN	Decision of Meeting	Action Taken For Implementation & Outcomes
1	Dr. S. B. Kosalge has assigned the responsibility of NAAC coordinator and ask to constitute criterion wise coordinator and members	Institute level NAAC steering committee is formed on 30/12/2019 and it is brought into function immediately from the date of initiation.
2	It is agreed by all members of IQAC that IQAc Cell will act as a nodal cell of the institute for conducting quality-related activities, including adoption and dissemination of good practices.	Circular regarding IQAC Cell Composition, objective, function, benefits, the role of coordinator, operational features and monitoring mechanisms is passed to faculty and staff members through principal
3	It was decided to organize an expert lecture on NAAC Process and quality enhancement.	Dr. P. M. Pimpalshende, has accepted the responsibility of identifying a resource person to organized an expert lecture on the NAAC process and quality enhancement through office order.



Dr. Sushil S. Burle  
IQAC Coordinator



Dr. Satish B. Kosalge  
Principal


**OFFICE ORDER**

The following NAAC steering Committee is constituted in the academic year 2019-20 to work towards NAAC documentation, Self Study Report (SSR) to NAAC, and clarifying the quires raised by NAAC DVV Centre

**NAAC Steering Committee**

SN	Name	Designation	Position
1	Dr. S. B. Kosalge	Principal	Chairman
2	Smt. Kalpana P. Morey	Management Representative	Member
3	Dr. Sushil S. Burle	Associate Professor	Coordinator
4	Dr.P. M. Pimpalshende	Associate Professor	Member
5	Dr. N. A. Sheikh	Associate Professor	Member
6	Prof. U. B. Telrandhe	Assistant Professor	Member
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Dr. Satish B. Kosalge  
Principal  
Hi-Tech College of Pharmacy  
CHANDRAPUR.