

The IQAC meeting was held at 25<sup>TH</sup> June 2024 at 2:30 am in the principal cabin. The Minutes for the same is as under, according to the meeting agenda.

**Agenda of the meeting for discussion were as follows:**

1. Formal welcome of newly constituted IQAC members for 2024–2025
2. Updates related to implementation of suggestion and decision of last minutes of meetings
3. Academic Activities and Enhancements Discussion
4. Planning quality enhancement initiatives for 2024–2025
5. Strengthening feedback collection mechanisms
6. Discussion on upcoming NAAC / accreditation-related activities
7. Any other matter with the permission of the chairperson

**Following points were discussed :**

**1. Welcome of New IQAC Member**

The Chair person, Dr. Sachin Narkhede and IQAC Co-ordinator Dr. Dulendra Damahe, formally welcomed the newly constituted IQAC team member for the academic year 2024–2025. The Chair person expressed confidence in the committee's ability to continue the mission of quality assurance and enhancement.

Each new member briefly introduced themselves and shared their interest in contributing to the institution's quality initiatives.

**2. Academics Activities and Enhancements Discussion**

- i) Review of syllabus completion status and academic progress.
- ii) Appreciation for faculty involvement in organizing value-added programs like seminars and workshops.
- iii) Integration of National Education Policy (NEP) aspects
- iv) Preparation of Academic calendar and Activity Planner

**3. Presentation of previous year's (2023–2024) action taken report & review**

The IQAC Co-ordinator presented the key points from the ATR for the year 2023–2024, highlighting:

- i) Organization of workshops on research methodology and soft skills
- ii) Student development programs and guest lectures conducted

- iii) Improvement in online student feedback system
- iv) Faculty participation in FDPs and conferences

Members noted the positive impact and suggested continuing similar initiatives.

#### **4. Planning Quality Enhancement Initiatives for 2024–2025**

- i) Members discussed and proposed the following for the current academic year:
- ii) Organizing at least one national-level seminars / conferences
- iii) Workshops on recent advancements in pharmacy and research
- iv) Mentoring sessions for slow learners and advanced learners
- v) Encouraging faculty publications and patent filing
- vi) Strengthening industry-institute collaboration

It was agreed to draft a tentative annual calendar of events and finalize it in the next meeting.

#### **5. Quality Improvement through Institutional Events:**

- i) The successful organization of World Environment Day (June 5, 2024) and International Yoga Day (June 21, 2024) reflected strong student and faculty participation.
- ii) These events were linked to broader goals of health, well-being, and environmental responsibility under the IQAC.
- iii) Emphasis on aligning future events with institutional vision and mission.

##### **Action Items:**

- i) Plan theme-based activities for every month under IQAC and NSS.
- ii) Introduce reflection sheets post-events for students and faculty to track learning outcomes.

#### **6. Documentation and Best Practices**

- i) Dr. Sachin Narkhede informed the members about the need to keep updated documentation for upcoming accreditation cycles. All departments were advised to:
- ii) Maintain proper records of departmental activities.
- iii) Need for structured documentation of best practices, including event outcomes, student feedback, and academic interventions.

**7. Any Other Matter**

- i) Dr. Shailesh Luhar suggested inviting successful alumni to share experiences with current students.
- ii) Dr. Neha Desai proposed outreach activities and community engagement under social responsibility.

These suggestions were appreciated and noted for future planning.

**List of Attendees:**

The Internal Quality Assurance Cell (IQAC) is revised from 2024-2025. Please find below the composition of Internal Quality Assurance Cell.

Sr. No.	Name	Designation	Role in IQAC
1	Dr. Sachin B. Narkhede	Principal	Chairperson
2	Purani Kapil Swamiji	Managing Trustee	Member-Management
3	Dr. Shailesh V. Luhar	Section Officer	Member- Administrative Office
4	Mr. Hiten Upadhyay	Section Officer	Member-Administrative Office
5	Dr. Dulendra P. Damahe	Professor	IQAC Coordinator
6	Dr. Kantilal B.Narkhede	Professor	Member- Teacher
7	Dr. Anuradha Prajapati	Professor	Member-Teacher
8.	Dr. Neha Desai	Associate Professor	Member-Teacher
9.	Mrs. Shetal Desai	Associate Professor	Member-Teacher
10.	Ms. Vidhi Patel	Assistant Professor	Member-Teacher
11.	Ms. Dhruvi Vyas	Assitant Professor	Member-Teacher

IQAC- Coordinator

Chairman

The IQAC meeting was held at 23<sup>rd</sup> October 2024 at 2:30 am in the principal cabin. The Minutes for the same is as under, according to the meeting agenda.

### **Agendas for the meeting**

- i) Presentation and discussion of academic activities (October 2024)
- ii) Review of co-curricular and extra-curricular activities
- iii) Sharing of innovative practices and research initiatives
- iv) Planning quality enhancement initiatives for 2024–2025
- v) Strengthening feedback collection & documentation
- vi) Any other matter with the permission of the chairperson

### **The following agendas were discussed below:**

#### **1) Academic Activities: October 2024 Review**

In October 2024, academic activities focused on student induction, health education, and applied learning. An orientation program was conducted to guide newly admitted students on academic structure and expectations. Seminars and expert talks, including CPR training and awareness on arthritis management, enhanced practical knowledge and health literacy. These initiatives supported the overall academic and professional development of students while aligning with institutional quality goals.

#### **2) Review of Conducted IQAC activities**

##### **Extra-Curricular:**

- i) Expert talk on “*Regulatory Affairs in Pharmaceutical Innovation*” by Mrs. Shetal Desai on Institution Innovation Day.
- ii) Navratri celebration, with competitions for Best Action/Steps & Best Dress.
- iii) WDC awareness talk on “*Women Development Cell & Women Empowerment*” for first-year B.Pharm & M.Pharm.
- iv) Diwali celebration with Diya making, Lantern making, and Rangoli competitions.

##### **Co-Curricular:**

- i) Seminar & training on “*CPR Essentials: Life Saving Techniques and Health Management*” by Dr. Kavita Agarwal.
- ii) *World Arthritis Day* expert talk by Mr. Harsh Lad on diet & nutrition in arthritis management.
- iii) Orientation Programme for 1st Year B.Pharm & M.Pharm students, with guests Mr. Shailesh Vasava & Mr. Manish Upadhyay.

Members acknowledged these events as valuable in promoting student engagement and holistic development.

### **3) Innovative Practices & Research Initiatives**

**a. Research Article Publication:** Impact: Contributes to understanding marine-derived anti-cancer therapies.

**b. CPR Essentials Seminar & Training:**

Coordinated by Prof. (Dr.) Anuradha Prajapati. Trained over 100 students & faculty in CPR techniques.

Members appreciated the integration of research and practical training into student learning.

### **4) Planning for 2024–2025**

Key decisions:

- i) Organize national seminars & workshops on emerging pharmacy topics.
- ii) Continue industry-institute collaborations & alumni engagement.
- iii) Strengthen mentoring systems for slow & advanced learners.
- iv) Conduct faculty development programmes (FDPs).
- v) To integrate with PDCA cycle align with IQAC's quality assurance

### **5) Feedback & Documentation**

- i) Agreed to improve student, alumni & employer feedback systems.
- ii) Departments to maintain proper records for upcoming NAAC processes.
- iii) Training session on documentation to be scheduled.

### **6) Any Other Matter with the permission of chairperson**

Suggestion to include more social outreach initiatives and guest lectures by successful alumni. Members agreed to plan these in the next meeting.

### List of attendees

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IQAC- Coordinator

Chairperson

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 28th February 2025 to review the academic and co-curricular activities conducted from June to February and to discuss strategic actions for continual quality enhancement in teaching-learning, research, student engagement, and institutional development.

**Agendas for the meeting were discussed:**

- 1. Academic and Quality Enhancement Initiatives**
- 2. Review of Conducted IQAC Activities**
- 3. Research and Publications**
- 4. Student- Centric Activities & Holistic development**
- 5. Plan of Action for 2025**
- 6. Any Other Matter with the permission of chairperson**

**Following agendas were discussed in the meetings :**

**1) Academic and Quality Enhancement Initiatives**

- i) Orientation programs were organized for new batches of B.Pharm and M.Pharm students.
- ii) Workshops on LinkedIn profile building, CV writing, and interview techniques were held under skill-building initiatives.
- iii) Continued efforts toward aligning curriculum delivery with NEP 2020 principles and Outcome-Based Education (OBE).
- iv) Implementation of feedback mechanisms from students on faculty and institutional facilities was initiated.

**2) Review of Conducted IQAC Activities**

- i) Various academic seminars, health awareness programs, model-making competitions, and professional skill development workshops were conducted.
- ii) Activities promoting student entrepreneurship, innovation, scientific temperament, and gender sensitization were successfully organized.
- iii) Social outreach initiatives such as food drives, donation campaigns, and health check-up camps were appreciated for instilling social responsibility among students.

**3) Research and Publications**

- i) Faculty and students have participated in **national conferences** (e.g., NCIP at Nirma University) and poster presentations.
- ii) Multiple **MOU collaborations** have been signed with industries and institutes to boost research, internship, and project-based learning.
- iii) IQAC acknowledged the efforts toward **increased publication output** in indexed journals and suggested maintaining a consolidated database.



**4) Student- Centric Activities & Holistic development**

- i) Participation in sports (BNB Khelotsav), cultural celebrations, festivals, and national days was reviewed positively.
- ii) Emphasis on emotional wellness through seminars like *Arthritis Awareness*, *AIDS Day awareness*, and gender-sensitive program

**5) Plan of action for 2025**

- i) Conduct internal academic audit for both UG and PG departments.
- ii) Prepare academic calendar for 2025-26 with an IQAC planning workshop.
- iii) Finalize industry-institute interaction sessions and increase the number of internships.
- iv) Launch faculty development programs on research methodology and pedagogy.
- v) Implement structured alumni feedback and tracer study.
- vi) Begin groundwork for quality documentation and data compilation for future accreditations.

**6) Any Other Matter with the permission of chairperson**

Suggestion to include more social outreach initiatives and guest lectures by successful alumni. Student feedback mechanisms were initiated to gather insights on teaching quality and Campus facilities.

### List of attendees

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IQAC- Coordinator

Chairperson

The Internal Quality Assurance Cell (IQAC) of Smt. B.N.B. Swaminarayan Pharmacy College, Salvav, Vapi functions as a central mechanism for planning, implementing, and sustaining quality enhancement initiatives across all academic and administrative areas. The primary objective of the IQAC is to develop a system for conscious, consistent, and catalytic improvement in the performance of the institution.

To ensure a structured and continuous improvement process, the IQAC adopts the PDCA (Plan–Do–Check–Act) Cycle, which serves as a quality management model to evaluate institutional practices, set targets, implement actions, monitor outcomes, and introduce necessary corrective measures. This document outlines the PDCA cycle as implemented by the IQAC for improving academic processes, promoting research culture, strengthening student engagement, and supporting institutional development in alignment with the college's vision and mission.

## **PDCA CYCLE FOR QUALITY ENHANCEMENT**

### **1) PLAN**

To enhance the quality of academic processes, strengthen student and faculty development, and promote holistic institutional growth.

<b>Focus Area</b>	<b>Planned Initiatives</b>
Curriculum Delivery	Strengthen outcome-based teaching with practical and industry-aligned content.
Faculty Development	Organize Faculty Development Programs (FDPs) and research workshops.
Student Skill Development	Conduct training on soft skills, career guidance, and interview techniques.
Research & Innovation	Promote participation in conferences, publications, and academic competitions.
Social Outreach & Extension	Plan health awareness, environmental, and community support activities.
Documentation & Accreditation	Maintain systematic records for quality audits and accreditation readiness.

### **2) DO**

#### **Implementation of Activities:**

- Orientation Program for new B.Pharm and M.Pharm batches.
- Expert talks and seminars on CPR training, arthritis management, and NEP 2020.
- Student competitions in science modeling, debates, poster presentations, and innovation.

- iv) National-level seminar in collaboration with GSBTM.
- v) Social activities like food donation drives, tribal welfare outreach, and awareness campaigns.
- vi) Workshops on resume building, LinkedIn optimization, and interview skills.
- vii) Initial feedback collection conducted manually for classroom delivery review.

### **3) CHECK**

#### **Monitoring & Evaluation:**

- i) Strong student participation in academic and co-curricular programs observed.
- ii) Increased faculty engagement in research and external presentations.
- iii) Positive feedback from students on training sessions and hands-on seminars.
- iv) Orientation and skill development sessions contributed to improved student preparedness.
- v) Areas for improvement noted in feedback collection system and data tracking.

### **4) ACT**

#### **Corrective Measures & Next Steps:**

- i) Digitalize feedback collection and analysis for better documentation.
- ii) Schedule internal academic and administrative audits.
- iii) Organize additional FDPs on outcome-based education and research tools.
- iv) Enhance alumni engagement for mentoring and placement support.
- v) Prepare quality metrics dashboard to monitor institutional performance indicators.
- vi) Compile complete academic documentation for the upcoming academic year.

#### **Report prepared by:**

IQAC Co-ordinator

Dr. Dulendra Damahe

Smt. B.N.B. Swaminarayan Pharmacy College, Salvav, vapi

