



Anandi Shikshan Prasarak Mandal Sanchalit
ANANDI B. PHARMACY COLLEGE,
Kalambe Tarf Kale, Tal: Karveer, Dist: Kolhapur-416205 (M. S.) India
Approved by PCI New Delhi, Recognized by DTE, Mumbai,
Govt. of Maharashtra, Affiliated to Shivaji University, Kolhapur
Email: anandipharmacycollege@gmail.com



Date: 03/09/2018

Notice

This is to inform you that the **Internal Quality Assurance Cell (IQAC)** meeting is scheduled on 09/09/2018 at 2 p.m. in the meeting room.


Your attendance is crucial as we will be discussing important matters related to formation and duties of IQAC cell.

AGENDA OF THE MEETING

1. Welcome of all members
2. Discuss and approve the composition of the Internal Quality Assurance Cell (IQAC)
3. Discuss Duties and responsibilities of IQAC
4. Any other matter with the permission of the chair


IQAC Coordinator




Principal
Principal
Anandi Pharmacy College
Kalambe Tarf Kale,
Tal. Karveer, Dist. Kolhapur.



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Date: 09/09/2018

Internal Quality Assurance Cell (IQAC)

1st Meeting

Minutes of Meeting

The IQAC meeting for the month of September is scheduled on 09th September 2018 at 2 p.m. in the meeting hall. The agenda of the meeting is as follows:

1. Discuss and approve the composition of the Internal Quality Assurance Cell (IQAC)
2. Discuss Duties and responsibilities of IQAC
3. Any other matter with the permission of the chair

The following committee members were present for the meeting

Sr. No.	Name of the Representative	Designation	Signature
1.	Dr. Rahul Shivaji Adnaik	Chairperson	
2.	Mrs. Pratibha Rahul Adnaik	Co-ordinator	
3.	Mr. Prashant Sadashiv Kumbhar	Member	
4.	Ms. Swapnali Keraba Davari	Member	
5.	Dr. D. G. Gune	Industrialist	

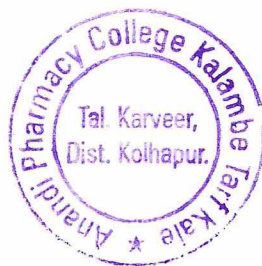
Item No.1: Approve the composition of the Internal Quality Assurance Cell (IQAC)

Resolution:

The above issue was thought about and it has been given approval for the IQAC composition.

Proposed by: Mr. Prashant Sadashiv Kumbhar

Seconded by: Ms. Swapnali Keraba Davari





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Item No.2: Discuss Duties and responsibilities of IQAC

Resolution:

Principal Dr. Rahul Shivaji Adnaik addressed on the formation of new guidelines and policies for the IQAC.

Also, The Principal provided a briefing on the interlinking needs presented by several departments.

The Internal Quality Assurance Cell (IQAC) is responsible for ensuring and promoting quality assurance in higher education institutions. The following set of duties and responsibilities are typically assigned to the IQAC:

1. Developing and implementing quality benchmarks/parameters for the various academic and administrative activities of the institution.
2. Creating and maintaining an institutional database through which information on quality indicators can be collected, analyzed, and reported.
3. Develop mechanisms for feedback collection from students, parents, alumni and other stakeholders to assess the effectiveness of the institution's programs and services.
4. Organizing and coordinating internal and external quality assurance reviews, including accreditation and assessment visits.
5. Facilitating the development of academic and administrative audit processes to ensure compliance with established quality standards.
6. Developing and implementing strategies for continuous improvement in the quality of teaching, learning, research, and administrative processes.
7. Providing, training and professional development opportunities for faculty and staff on quality assurance principles and practices.
8. Facilitating the adoption and implementation of best practices in higher education.
9. Disseminating information and creating awareness about quality assurance and its importance among faculty, staff, students, and other stakeholders.





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10. Preparing and submitting reports to the higher education regulatory bodies on the institution's quality assurance activities and outcomes.

Overall, the IQAC is responsible for ensuring that the institute operates at the highest level of quality and that continuous improvement is a key part of its culture.

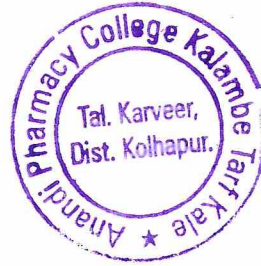
Proposed by: Dr. Rahul Shivaji Adnaik


Seconded by: Mrs. Pratibha Rahul Adnaik.

Item No.3: Any other matter with the permission of the chair: Nil

The formal vote of gratitude given by IQAC Coordinator Mrs. Pratibha Rahul Adnaik to conclude the meeting.


IQAC Coordinator




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ACTION TAKEN REPORT

Item, no.	Date of iast meeting	Action taken
2	09/09/2018	Approved the composition of the Internal Quality Assurance Cell (IQAC)
3		Discussed the Duties and responsibilities of IQAC


IQAC Coordinator




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