



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](mailto:anandipharmacycollege@gmail.com)



Date: 10-08-2020

**NOTICE**

Dear Staff,

This is to inform you that the Internal Quality Assurance Cell (IQAC) meeting is scheduled on 14/08/2020 at 2.30 PM in Principal room. Your attendance is crucial as we will be discussing important matters related to quality assurance and improvement in our organization.

**AGENDA OF THE MEETING**

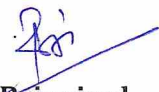
1. Confirmation of minutes of the last meeting.
2. Staff appraisals and faculty promotions.
3. Review of institutional planning and strategies for quality improvements.
4. Any other Issues with the special permission of the chair

Please come prepared to share updates from your respective areas and be ready to actively participate in the discussions. Your valuable input is essential for the continuous enhancement of our institutional quality.

Thank you for your cooperation, and I look forward to a productive and engaging meeting.

  
IQAC Coobrdinator



  
**Principal**  
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Date: 14/08/2020

### Internal Quality Assurance Cell (IQAC)

#### 5<sup>th</sup> Meeting

#### Minutes of Meeting

The IQAC meeting for the month of August is scheduled at 3.30 p.m. on 14/08/2020 in the boardroom.

The agenda of the meeting is as follows.

1. Confirmation of minutes of the last meeting.
2. Staff appraisals and faculty promotions
3. Review of institutional planning and strategies for quality improvements.
4. Any other Issues with the special permission of the chair

The following committee members were present in the meeting.

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

#### Item No: 1 Confirmation of minutes of the last meeting.

Minutes of the meeting held on 11/01/2020 were confirmed unanimously.





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## **Item No 2: Staff appraisals and faculty promotions**

### **Resolution:**

Chairperson, Dr. Rahul Shivaji Adnaik suggested that the betterment of academic and non-academic contributions, the IQAC should be functional in supervising a channelized periodic Performance Based Appraisal system (PBAS) of its entire working faculty.

Ms. Rutuja Rajendra Shah, Coordinator-IQAC briefed on that the all faculties who have completed minimum one year of service within the Institute are only evaluated for appraisal. Based on the overall assessment of the performance, feedback and due credit is awarded to the faculty. This enables the faculty to have a clear idea of their strengths and weakness thus giving them an opportunity to work on their weakness. This ultimately in turn would improve the quality of standard of services provided to the stakeholders thus reinforcing a Culture of excellence which falls in line with Goals of the Institute.

Appraisal Process Teachers are evaluated annually through structured appraisal system, and non-teaching staff by using a Confidential Report.

**Proposed by:** Mr. Prashant Sadashiv Kumbhar

**Seconded by:** Mrs. Pratibha Rahul Adnaik

## **Item No 3: Review of institutional planning and strategies for quality improvements.**

### **Resolution:**

Chairperson, Dr. Rahul Shivaji Adnaik urged that the focus should be on 3 main aspects (a) Teaching (b) Research (c) Outreach Programmes. Mrs. Pratibha Rahul Adnaik & Mr. Prashant Sadashiv Kumbhar further put a point in the meeting upon publication of a proper reference Journal of papers by the faculty should be brought out. In this regard, students should also be encouraged to get their work publish in the journals with the help of faculty members.

Ms. Safina Ismail Mulla, emphasized that education should be job-oriented and it should also meet the demands of students coming from lower income sections of society. She said further, that Language labs set up or Soft skill classes will help the linguistically





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backward/challenged students. Mr. Prashant Sadashiv Kumbhar informed the members about the initiative taken by Government of India offering many schemes through which funding can be avail research activities in the college.

**Proposed by:** Mr. Prashant Sadashiv Kumbhar

**Seconded by:** Ms. Swapnali Keraba Davari


**Item No 4: Any other Issues with the special permission of the chair: NIL**

**Resolution:**

The second week of January 2021 was chosen by unanimous vote as the new meeting date, which was recommended by Ms. Rutuja Rajendra Shah, the IQAC Coordinator. The IQAC Coordinator, Ms. Rutuja Rajendra Shah gave a formal vote of gratitude to conclude the meeting.

  
IQAC Coordinator



  
**Principal**  
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### ACTION TAKEN REPORT

Item.	Date of last meeting	Action taken
2	14/08/2020	Staff appraisals proformas prepared and approved by IQAC for teaching and non-teaching staff.
3		Institutional planning and strategies were reviewed and discussed in the house and implemented the strategies of quality improvements

  
IQAC Coordinator



  
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