



CAYM Education Trusts

## Siddhant College of Pharmacy

A/P Sudumbare, Talegaon - Chakan Road, Tal: Maval, Dist: Pune - 412109

Phone : 02114-661947, Email: siddhantcollegeofpharmacy@yahoo.in, Website: www.siddhantcop.in

### COMPOSITION OF IQAC

Academic Year: 2020-21

The undersigned is pleased to assign the I.Q.A.C (Internal Quality Assurance Cell) for monitoring the quality of the Academic & Administration activity of the Institute.

SR.NO	NAME OF THE MEMBER	DESIGNATION
1.	Mr. G. M. Deshmukh	Management Nominee
2.	Dr. R. K. Dumbre	Head of the Institution
3.	Dr. Swati Deshmukh	IQAC Coordinator
4.	Mrs Vanita Gade	IQAC Co-coordinator
5.	Mr. Navnath Gade	Administrative officer
6.	Mr. Amol. Devkule	
7.	Dr. Narendra Govekar.	Member
8.	Mr. Sagar Kore	Member
9.	Mrs. Pooja Jadhav	Member
10.	Mrs. Swati Jogdand	Member
11.	Mrs. Jyoti Kadam	Member
12.	Mrs. Rani Divekar	Member
13.	Mrs. Bhagyashri Warude	Member
1.	Mrs. Kanchan Bhalerao	Member
14.	Mr. Vighnesh Jadhav	Nominees from students
15.	Ms. Pragati Kad	
16.	Mr. Sagar Kore	Nominees from Alumni
17.	Ms. Swati Kale	
18.	Dr. Sheetal Zambad	Nominees from Employers
19.	Mr. Vikas Kandekar	Nominees Industrialist

**The responsibilities of the committee members are as follows:**

- 1) To conduct department wise internal audit to monitor academic and administrative activity.
- 2) To prepare MOM of above audit for improvement purpose
- 3) To suggest the corrective action for the excellence of academics and administrative aspects.
- 4) Feedback collection, analization and used it for improvement.
- 5) Participation in NIRF & other quality certification bodies like-ISO, NBA, or any other quality audits.
- 6) To prepare the criteria wise files, updating the files for filling AQAR.



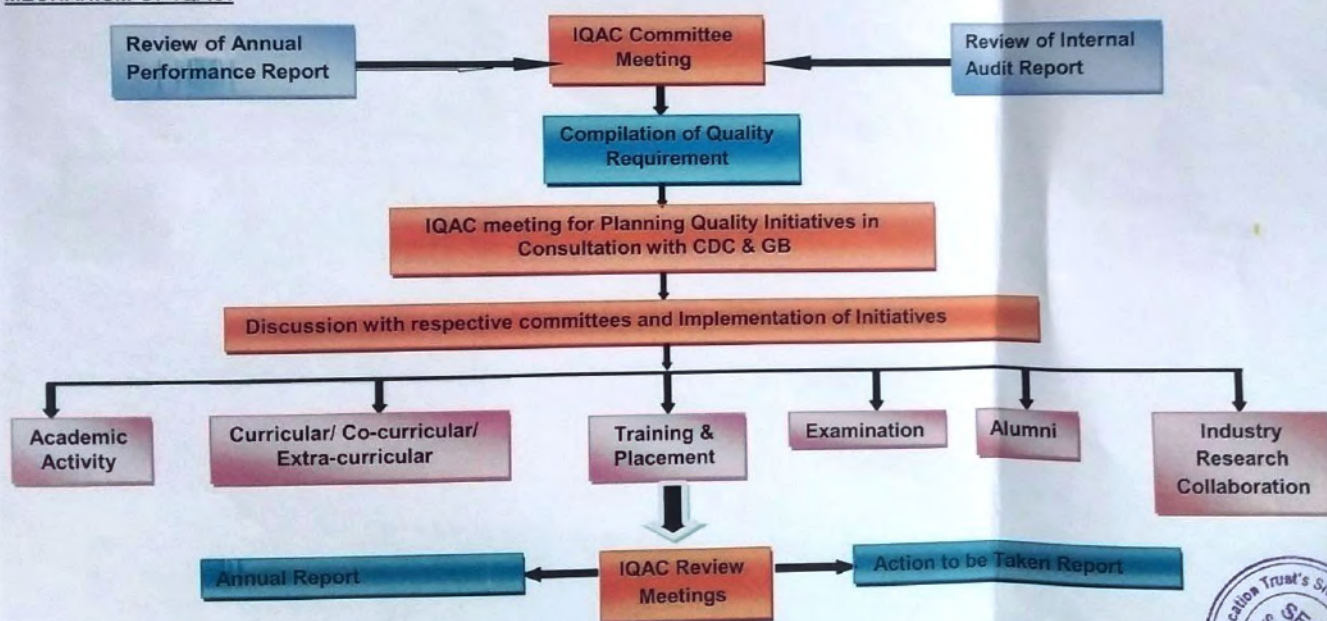




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**MECHANISM OF IQAC:**





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www.siddhantcop.in

Ref: SCOP / IQAC / 2020 / 31

Date: 27/08/2020

**NOTICE**

A formal meeting of IQAC is scheduled on date 28/08/2020 (Friday), time 11.00 am  
Venue: Online zoom

The agenda of the meeting is enclosed herewith.

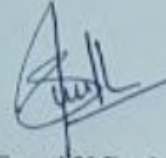
**AGENDA OF THE MEETING**

Sr.no	Agenda
1.	An overview about previous meeting
2.	Discussion on plan of action for preparation of NAAC-AQAR under IQAC and criteria wise allocation of work.
3.	Discussion on significance of IQAC and review of action taken given by NAAC peer team during first cycle.
4.	Discussion on Review of status of AQAR 2019-20
5.	Planning of AQAR 2020-21
6.	Review of Corona Covid-19 Government and University guidelines to the HEI Institutes
7.	Planning of Curricular and extracurricular activities
8.	Formation of working committees.
9.	Academic Calendar preparation with involvement of students core committee and Daily monitoring of classes (online ) as per SPPU guidelines.
10.	Encouraging staff and students to participate in conferences and workshops



11.	Encouraging staff and students to participate in research activities (like, MODROB, ASPIRE), publishing of books and review and research papers.
12.	Encourage Staff to organise Soft skill programs and value added courses in Institution.

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

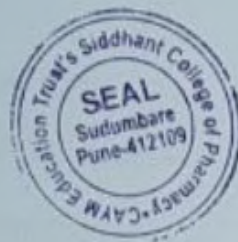


**Dr. Swati N. Deshmukh**

**IQAC Coordinator**

Copy to:

1. Principal Siddhant COP, Sudumbare.
2. Registrar, Siddhant COP, Sudumbare.
3. All members external and internal, IQAC for information and necessary action.







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Ref: SCOP /IQAC/2020/32

Date: 28/08/2020

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF MEETING**

Date : 28/08/2020

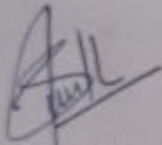
Time: 11:00 am, Venue : Principals Cabin.

Following are the points discussed during the meetings are mentioned below:

1. The minutes of last meeting were reviewed.
2. IQAC coordinator, explained review about the last academic year, attendance of the Students , academics and result analysis.
3. Dr. R. K. Dumbre, Principal of the institute discussed about overall development of the Institute. He also mentioned that this year, we are planning for the activities to be required for the AQAR.
4. It has been discussed about
  - a. Formation of working committees.
  - b. Review of the quotation of material required for Academics.
5. Discussion on online lecture status, syllabus of theory and mode of conduction of practical sessions.



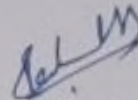
6. Discussion held on planning of AQAR 2020-21 criteria wise and formation of working Committee.
5. Committee members decided to motivate staff to participate in National and International Conferences and workshops.
6. Decision taken to arrange soft skill workshop and value-added courses for students.
7. Encouraged staff to apply for organization conferences and webinar in Institute.
8. Reviewed the participation of the faculties interested in research activity.
9. Number of publications were shared by committee member.
10. Members also discussed about encouraging the students to participate in curricular and extracurricular activities.
11. Meeting was concluded with permission of chairs and by vote of thanks.



**IQAC Coordinator.**

**Dr. Swati Deshmukh**

**Date: 28/08/2020**



**Principal**

**Dr. R. K. Dumbre**





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Ref: SCOP /IQAC/2020/ 33

Date:28/08/2020

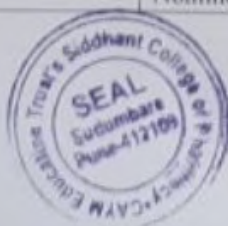
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date : 28/08/2020

Time: 11:00 am, Venue : Online mode.

**MEMBERS PRESENT IN MEETING:**

SR.NO	NAME OF THE MEMBER	DESIGNATION
1.	Mr.G.M.Deshmukh	Management Nominee
2.	Dr.R.K.Dumbre	Head of the Institution
3.	Dr.Swati Deshmukh	IQAC Coordinator
4.	Mrs Vanita Gade	IQAC Co-coordinator
5.	Mr.Navnath Gade	Administrative officer
6.	Mr.Amol.Devkule	
7.	Dr.Narendra Govekar.	Member
8.	Mr.Sagar Kore	Member
9.	Mr.Tushar Salunke	Member
10.	Mrs.Swati Jogdand	Member
11.	Mrs.Jyoti Kadam	Member
12.	Mrs.Rani Divekar	Member
13.	Mrs.Bhagyashri Warude	Member
14.	Mrs.Kanchan Bhalerao	Member
15.	Ms.Ujjwala Ramteke	Nominees from student
16.	Ms.Sonal Kengle	
17.	Mr.Sagar Kore	Nominees from Alumini
18.	Ms.Swati Kale	
19.	Dr.Sheetal Zambad	Nominees from Employers
20.	Mr.Vikas Kandekar	Nominees Industrialist







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Ref: Scop /IQAC/2020/34

Date:26/11/2020

**NOTICE**

A formal meeting of IQAC is scheduled on date 27/11/2020 (Friday), time 11.00 am

Venue: Online mode.

The agenda of the meeting is enclosed herewith.

**AGENDA OF THE MEETING**

Sr.no	Agenda
1.	An overview about previous meeting
2.	Analysis of previous semester results.
3.	Discussion for downloading Arogya Setu App, as per the direction /guideline given by Government of Maharashtra/SPPU.
4.	Over view about the academic activities. Special emphasis on slow and fast learners.
5.	Planning of Curricular and extracurricular and sports activities for next session
6.	Encouraging staff and students to participate in conferences and workshops
7.	Activities conducted and their documentation for AQAR.
8.	Updation of classroom , Participation in research grants, Review of participants in Scientific competition organised by University..
9.	Review of NSS , and SWO activities.
10.	Discussion on Alumni Meet/Institute level UG and PG Convocation ceremony, sports and cultural events.





11.	Discussion on compulsory wearing of mask/social distance. Thermal scanning/Sanitization of all visitors/staff entering in campus.
12.	Discussion on cleanliness /sanitization of all labs and department.

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

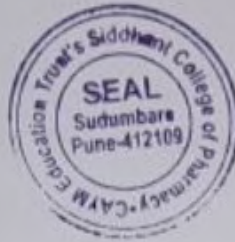


**Dr. Swati N. Deshmukh**

**IQAC Coordinator**

Copy to:

1. Principal, Siddhant COP, Sudumbare.
2. Registrar, Siddhant COP, Sudumbare.
3. All members external and internal, IQAC for information and necessary action.





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Ref: SCOP /IQAC/2020/35

Date: 27/11/2020

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**MINUTES OF MEETING**

Date 27/11/2020

Time: 11:00 am, Venue: Online mode

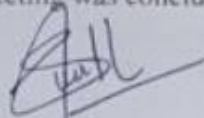
Following are the points discussed during the meetings are mentioned below:

1. The minutes of last meeting were confirmed.
2. IQAC coordinator, presented overview of the previous semester.
3. Dr. R. K. Dumbre Principal of the institute discussed about overview of academic development of the Institute.
4. It has been discussed about
  - a. Committee members shared the data of the number of students who are participated in competitions.
  - c. Review about the activities conducted under Academics.
  - d. Reviewed about the NSS and SWO activities.
5. Committee members decided to encourage students and staff to participate in National and International conferences.
6. Decision taken to arrange value added courses and sports activities for students.





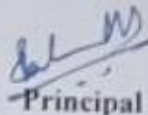
7. Encouraged staff to apply for the organizing conferences and seminar in Institute.
8. Number of publications conference and seminar attended were shared by committee member.
9. Discussed and decided all teaching and non-teaching, supporting staff and students should be download the Arogya Setu App and Bluetooth of mobile should be on and to run this application.
10. It has been decided that, all Teaching, Non-teaching and supporting staff should report the college alternate day/as per duty chart for student's online theory classes should be conducted as per the time table till further direction/guidelines of government of Maharashtra /SPPU and Management.
11. Every year institute should arrange the Alumni meet/Institute level UG/PG convocation ceremony, Sports and cultural events in the College campus during the month of February.
12. Discussed and decided, Head of the Department should take care of Cleanliness/Sanitization of all labs and Department.
13. Discussed and decided regular monitoring the Covid -19 guidelines such as Compulsory wearing of Mask/Social distancing/Termal Scanning/Sanitization of all Visitors/Staff entering in the campus.
14. Members also discussed about encouraging the students to participate in curricular and extracurricular activities.
15. Meeting was concluded with permission of chairs and by vote of thanks.



**IQAC Coordinator.**

**Dr. Swati Deshmukh**

Date: 27/11/2020



**Principal**

**Dr. R. K. Dumbre**





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Ref: SCOP /IQAC/2020/ 36

Date: 27/11/2020

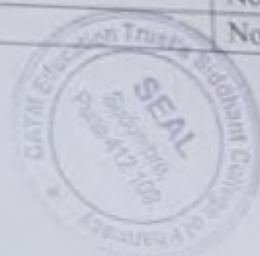
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date : 27/11/2020

Time: 11:00 am, Venue: Online zoom.

**MEMBERS PRESENT IN MEETING:**

SR.NO	NAME OF THE MEMBER	DESIGNATION
1.	Mr.G.M.Deshmukh	Management Nominee
2.	Dr.R.K.Dumbre	Head of the Institution
3.	Dr.Swati Deshmukh	IQAC Coordinator
4.	Mrs Vanita Gade	IQAC Co-coordinator
5.	Mr.Navnath Gade	Administrative officer
6.	Mr.Amol.Devkule	
7.	Dr.Narendra Govekar.	Member
8.	Mr.Sagar Kore	Member
9.	Mrs.Swapnali Girme	Member
10.	Mrs.Swati Jogdand	Member
11.	Ms.Pooja Jadhav	Member
12.	Mrs.Rani Divekar	Member
13.	Mrs.Bhagyashri Warude	Member
14.	Mrs.Kanchan Bhalerao	Member
15.	Ms.Ujjwala Ramteke	Nominees from student
16.	Ms.Sonal Kengle	
17.	Mr.Sagar Kore	Nominees from Alumini
18.	Ms.Swati Kale	
19.	Dr.Sheetal Zambad	Nominees from Employers
20.	Mr.Vikas Kandekar	Nominees Industrialists







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Ref: SCOP /IQAC/2020/37

Date: 22/04/2021

**NOTICE**

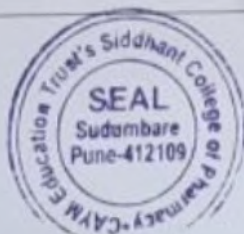
A formal meeting of IQAC is scheduled on date 23/04/2021 (Friday), time 11.00 am by online zoom app.

Mode: online

The agenda of the meeting is enclosed herewith.

**AGENDA OF THE MEETING**

Sr.no	Agenda
1.	An overview about previous meeting
2.	Over view about the academic activities.
3.	Discussion on conduction of online theory , practical with staff wise record,
4.	SPPU Insem, Sessional, and End Semester examination of UG ,PG students, Academic year 2020-21.
5.	During Covid -19 pandemic situation, it was suggested that all the concern committee heads will arrange, online quiz competitions, webinars, FDP, guest lectures with respect to their specialized area at state, national and international level and distribute the E-certificates to the participants and qualified candidates.
6.	Planning of semester examination.
7.	Review of documentation of Curricular and extracurricular activities.
8.	Discussion on GPAT sessions and Result.



9.	Discussion on online students' feedback and satisfactory survey from students of UG/PG.
10.	Over view about the research and social activities
11.	Discussion on Activities conducted and their documentation for AQAR.
12.	Over view of, value added courses. Soft skill and Innovation and research Webinar, by Alumni.

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

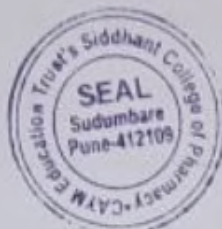


**Dr. Swati N. Deshmukh**

**IQAC Coordinator**

Copy to:

1. Principal, Siddhant COP, Sudumbare.
2. Registrar, Siddhant COP, Sudumbare.
3. All members external and internal, IQAC for information and necessary action.







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Ref: SCOP /IQAC/2020/38

Date: 23/04/2020

**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

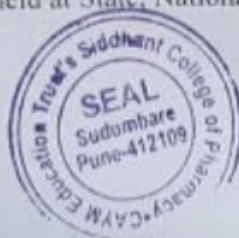
**MINUTES OF MEETING**

Date : 23/04/2020


Time: 11:00 am, Mode: Online via Zoom App

Following are the points discussed during the meetings are mentioned below:

1. The essential minutes of last meeting were confirmed.
2. IQAC coordinator, presented overview of the previous semester.
3. Dr. R. K. Dumbre, Principal of the institute discussed about overview of academic development of the institute.
4. During Covid -19 pandemic situation, it was discussed that all the concern committee heads will arrange, online quiz competitions, webinars, FDP, guest lectures with respect to their specialized area at state, national and international level and distribute the E-certificates to the participants and qualified candidates.
5. It has been discussed about
  - a. Committee members shared the data of the number of students who are participated in extracurricular competitions held at State, National level.



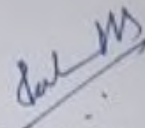
- b. During Covid-19, staff should submit the conduction of online theory lecture and practical records to Academic incharge.
- c. Review about the activities conducted under Academics.
- d. Discussed about as per SPPU guideline, for smooth conduction of all types of online examination during Covid 19 pandemic situation, institute should make necessary arrangement.
6. Committee members decided to encourage students and staff to participate in National and International conferences.
7. Discussed on conduction of Webinar by alumni committee.
8. Discussion held on GPAT session conducted online and their result.
9. Decision taken to arrange communication skill workshop, Research and Innovation , OIPR for students by TPC and Scientific committee.
10. Encouraged staff to apply for the organizing conferences and seminar in Institute.
11. Number of publications conference and seminar attended were shared by committee member.
12. Members also discussed about encouraging the students to participate in curricular and Extracurricular activities.
13. Meeting was concluded with permission of chairs and by vote of thanks.



**IQAC Coordinator.**

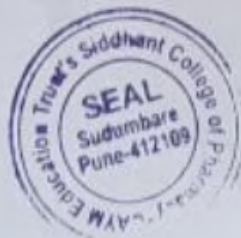
**Dr. Swati Deshmukh**

Date: 23/04/2020



**Principal**

**DR.R. K. Dumbre**





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Ref: Scop /IQAC/2021/38

Date:23/04/2021

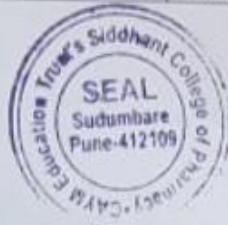
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

Date : 23/04/2021

Time:11:00 am, Venue :Principals Cabin.

**MEMBERS PRESENT IN MEETING:**

SR.NO	NAME OF THE MEMBER	DESIGNATION
1.	Mr.G.M.Deshmukh	Management Nominee
2.	Dr.R.K.Dumbre	Head of the Institution
3.	Dr.Swati Deshmukh	IQAC Coordinator
4.	Mrs Vanita Gade	IQAC Co-coordinator
5.	Mr.Navnath Gade	Administrative officer
6.	Mr.Amol.Devkule	
7.	Dr.Narendra Govekar.	
8.	Mr.Sagar Kore	Member
9.	Ms.Pooja Jadhav	Member
10.	Mrs.Swati Jogdand	Member
11.	Mrs.Swapnali Girme	Member
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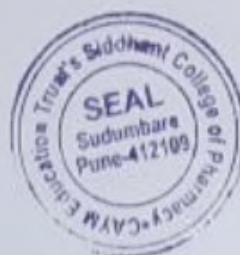
Ref: Scop /IQAC/2021/39

Date:28/05/2021

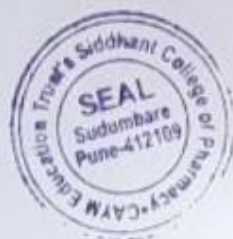
**INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**ACTION TAKEN**

- During Covid -19 pandemic, it has been decided that , all Lab assistant, Attendant, Sweeper should report the department head and take care of cleaning/sanitization of their allocated labs and departments.
- It has been decided that, for visitors/staff who has entering in the campus, security incharge should physical check all the safety measures of Covid-19.
- It has been decided that all Teaching and Non-teaching , supporting staff and students should be downloaded the Arogya Setu App and Blue tooth of mobile should be on to run this application.
- Induction program arranged for first year and direct second year students for A.Y 2020-21.
- By referring SPPU Academic calendar, Principal Sir, IQAC Coordinator, Academic Coordinator along with student coordinator finalized Academic calendar for the Institute by online mode.



- Timely feedback taken by Principal Sir and IQAC Coordinator for the completion of Syllabus for both theory and practical's of UG and PG students from Head of the departments and Academic In charge and informed them to arrange extra lectures for the same.
- Extra lectures has been scheduled and conducted for Slow and Advanced learner students by online mode.
- For daily monitoring of the Academic schedule, both UG and PG Academic coordinator monitored the students and staff and timely Feedback given to HODs, IQAC coordinators and Principal.
- CEO and Exam Incharge along with his team does the necessary arrangement for smooth conduction of all types of online examination during Covid-19 pandemic situation and shared necessary exam circular/information to the students as per the guideline of SPPU.
- Promoted students to participate in seminars and conferences and competitions.
- Seminars conducted for 12<sup>th</sup> standard students for guidance in higher education.
- Various Social activities like, Yoga day , Tree plantation, Nirmal Wari ,Harit wari, NPW week ,NSS Day ,Gandhi and Lal Bahadur Shashtri Jayanti, National Unity day ,constitution Day Shivaji Jayanti, Womens Day, Womens safety and Women Empowerment webinar. Save girl Child, Environment day, etc had been organised by Social Activity Committee.
- NSS Coordinator Mrs Rani Divekar with her team along with 100 students, taken the initiative for to conduct NSS activities.
- Staff attended various Seminar and conferences in A.Y 2020-21 on online mode.
- Staff participated in research activities and published various research and review articles , patents and books.



- Mr. Sagar Kore Coordinator Training and Placement planned and organised soft skill training programs by Rubicon "CONNECT WITH WORK" for the benefit of students Value added courses organised for students dated 17/08/2019.
- For quality related Institutional progress IQAC organised one day motivational Seminar for Teaching and non-teaching staff.
- Subject Teachers maintained their Course file and Personal file as per guideline by IQAC.(emphasised on CO-PO CC-CO mapping and Slow and Advanced learner data)
- Students of final year B.Pharm and M.Pharm got participated in out campus placements.
- Conducted various activities under cultural and sports committees. Principal Sir along with IQAC and Cultural committee for E- Sports and cultural events finalized the scheduled on second week of feb
- During Covid -19 pandemic situation, all the concern committees heads scheduled and arranged, online quiz competitions, webinars, FDP, guest lectures with respect to their specialized area at state ,national and international level and distributed the E-certificates to the participants and qualified candidates under the guidelines of IQAC.
- Mrs Vanita Gade coordinator Scientific committee and his team organised Workshop on Building Innovation and Research at Zoom app.
- Dr Swati Deshmukh IQAC Coordinator, Mrs Vanita Gade along with NSS unit SCOP organised Covid 19 awareness quiz, conducted online, using Google form. On 03<sup>rd</sup> May 2021. and distributed the E-certificates to the participants and qualified candidates under the guidelines of IQAC.
- Mr. Sagar Kore Coordinator Training and placement along with Alumni Committee of Siddhant college of Pharmacy had organised Indusrty Academia lecture series for staff and students of B.Pharm and M.Pharm on second week of feb 2021.





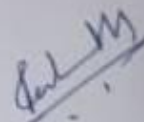
- Mrs. Swapnali Girme and her team had organised one week E-competition including Poster competition, whatsapp quote, Pharma detailing competitions for, UG, PG students on occasion of National Pharmacy Week. This activity was conducted on online mode via Google form, and distributed the E-certificates to the participants and qualified candidates under the guidelines of IQAC.
- Dr Swati Deshmukh IQAC Coordinator, SCOP organised NAAC awareness webinar conducted online using Google form, on 3<sup>rd</sup> May 2021.
- Mrs. Rani Divekar and her team had organised two day Slogan writing competition on Environment Awareness on the occasion of Environment day for intra college students. The activity has been conducted via online mode and distributed the E-certificates to the participants and qualified candidates under the guidelines of IQAC.
- Various promotional activities organised for the Pharma promotions.
- Conducted staff academy for the development of teachers.
- Conducted various necessary reforms for various institutional activities pertaining to academics, examination, Extracurricular and Co-curricular, Research and development, Training and placements, Regulatory requirements.
- Management and Principal and IQAC has felicitated students participated in various competition in state, national and international level competition for their achievements.
- Principal in coordination with IQAC conducted online faculty wise teaching feedback and satisfactory survey of Institute from students of UG/PG. E-feedback has been taken from different stakeholders.



**IQAC Coordinator,**

**Dr. Swati Deshmukh**

Date: 28/05/2021



**Principal**

**Dr. R. K. Dumbre**

