

**BLDEA SSM College of Pharmacy and Research Centre, Vijayapur 586103**

**(College Affiliated to RGUHS Bengaluru, Karnataka)**

Minutes of the First meeting regarding IQAC on 02/09/2016

Agenda: Constitution of IQAC

Principal of the college Dr. N.V.Kalyane called a meeting regarding constitution of IQAC to initiate quality practice in the college in connection with NAAC Accreditation in the seminar hall of the college in presence of all the criterion heads of NAAC committee. NAAC Co-coordinator Mr.C.C.Simpi briefed about the proceedings

In view of the above facts, it was proposed to create an Internal Quality Assurance Cell (IQAC) to meet the following objectives:

- 1) To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- 2) To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

The following persons were included as representatives of IQAC, BLDEA SSM College of Pharmacy and Research Centre, Vijayapur.

1	Dr. N.V.Kalyane, Principal	Chairperson
2	Dr. R.V.Kulkarni, Professor and Vice Principal	Member, Administrative Officer
3	Dr. B.Shivakumar, Professor and Head, Dept. of Pharm.Chemistry	Member, HOD
4.	Dr. C.C.Patil, Professor and Head, Dept. of Pharmaceutics	Member,HOD
5.	Dr. H.Shivakumar, Professor and Head, Dept. of Pharmacology	Member,HOD
6.	Dr. R.B.Kotnal, Professor and Head, Dept. of Quality Assurance	Member,HOD
7.	Dr. S.R.Karajgi, Associate Professor, Dept. of Quality Assurance	Member, Teacher

8.	Mr. C.C.Simpi, Associate Professor, Dept. of Pharmacognosy	Member, Teacher
9.	Mr. B.S.Hunasagi, Assistant Professor, Dept. of Pharmacognosy	Member, Teacher
10.	Shri G.K.Patil, General Secretary, BLDE Association	Member, Management
11.	Dr. Pranesh Jahagirdar, Veterinary Surgeon	Member, Local Society
12.	Dr. Yelikar	Member, Nominee from Employer
13.	Mr. Prabhash Mishra	Member, PG Student
14.	Miss Jinisha	Member, UG (B.Pharm) student and ladies representative
15.	Mr. Shantanu Londe	Member UG (Pharm D) student
16.	Mr. Ravi Angadi	Member, Alumni
17.	Dr. Gaviraj E.N. Professor and Head, Dept. of Pharmacognosy	Member Coordinator

Dr.E.N.Gaviraj, Coordinator, IQAC made a brief presentation on the functions expected of IQAC, mechanisms and procedures to be adopted and strategies to institutionalise quality initiatives.

In the discussions that followed, the following unanimous decisions were taken:

1. The Coordinator, IQAC was asked to prepare a draft plan of action to be implemented by the IQAC in the beginning of the year towards quality enhancement and the outcome to be achieved by the end of the year. The draft plan of action covering all the parameters prescribed by NAAC to be placed before the IQAC Committee in its next meeting for its consideration.

2. The members opined that IQAC shall prepare a self-reviewed progress report illustrating the results achieved based on the action plan for the period October 1, 2016 to September 30, 2017.

*S. R. K.*

(Co-ordinator IQAC)



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(Chairman IQAC)

**BLDEA SSM College of Pharmacy and Research Centre, Vijayapur 586103**

**(College Affiliated to RGUHS Bengaluru, Karnataka)**

Minutes of the Second meeting regarding IQAC on 05/10/2016

Agenda: 1) Approval of draft plan of IQAC

2) Initiatives of IQAC for institutionalizing quality assurance strategies and processes

Principal of the college and IQAC Chairman Dr. N.V.Kalyane called a meeting regarding constitution of IQAC to initiate quality practice in the college in connection with NAAC Accreditation in the seminar hall of the college in presence of all the criterion heads of NAAC committee. IQAC Co-coordinator Dr.E.N.Gaviraj briefed about the proceedings.

With reference to the subject of agenda it was unanimously decided

- 1) To implement Standard Operating Procedure (SOP) for the smooth functioning and working of quality practices.

Regarding the point, it was decided to implement Standard Operating Procedures (SOP) through Association Level Coordination Committee headed by management representative and chief coordinators from the college. Further, it was decided to constitute four committees

1. Administrative affairs committee
2. Academic affairs committee
3. Research affairs committee
4. Student Experience and Placement affairs committee

The guidelines are defined by the Association Management for the effective implementation of quality practices through IQAC to achieve the highest rating from standard accreditation bodies. Target benchmarks will be set and individual annual review is carried out by quantitative and qualitative measures. The evaluation will be based on a scale of Poor, Sub Average, Average, Above Average and Excellent.

As per the SOP, the overall activities of both teaching and non teaching staff will be reviewed with respect to roles and responsibilities, annual performance and targets to ensure the best practices in the interest of students, the institution and the regulatory bodies that govern education. The following staff is included in the various committees. Chief coordinators and committee members are as following:



Administrative Affairs	Academic Affairs	Research Affairs	Student Experience and Placement Affairs
Dr. B.Shivakumar	Dr. C.C.Patil	Dr. E.N.Gaviraj	Dr. H.Shivakumar
Dr. R.B.Kotnal	Dr. S.R.Karajgi	Dr. R.V.Kulkarni	Mr. C.C.Simpi
Mr. C.V.Nagathan	Mr. S.M.Metri	Mr. S.C.Marapur	Dr. S.M.Biradar
Mr. R.G.Patil	Mr. V.P.Patil	Mr. Vinod Reddy M.	Mr. B.S.Hunasagi
Mr. A.B.Walikal	Mr. S.Z.Inamdar	Mr. S.S.Potadar	Mr. S.S.Biradar
Mr. M.S.Bidari	Dr. Naresh Kusuma	Mr.Ravindra Birajdar	Mr. Nanjappaiah H.M.
Mr. V.M.Yaranal	Mr. M.R.Aski	Mrs. P.C.Kajagar	Mrs. V.D.Banaki
Miss G.C.Hireholi	Mrs. M.C.Kundaragi	Mr. M.J.Swami	Mr. S.B.Mangond
Mr. S.S.Balagali	Mrs. Arati Kulkarni	Mr. B.S.Ankalagi	Mr. R.K.Shinde
Mr. D.R.Muddebihal	Mr. M.M.Shettar	Mr. Vinod Rathod	Mr. I.S.Janashetty
Mr. M.S.Patil	Mr. M.B.Keshatti	Mr. R.B.Nala	Mr. M.A.Darga
Mr. S.B.Biradar	Mr. S.M.Ramagirimath		
Mr. L.D.Gundakanal	Mr. S.M.Devakate		
Mr. N.M.Bisanal			
Mr. R.C.Athani			

*S. M. R. K.*

(Co-ordinator IQAC)



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(Chairman IQAC)

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(College Affiliated to RGUHS Bengaluru, Karnataka)

Minutes of the third meeting regarding IQAC on 02/01/2017

Agenda:

1) Initiatives of IQAC for institutionalizing quality assurance strategies and processes

Principal of the college and IQAC Chairman Dr. N.V.Kalyane called a meeting regarding constitution of IQAC to initiate quality practice in the college in connection with NAAC Accreditation in the seminar hall of the college in presence of all the criterion heads of NAAC committee. IQAC Co-coordinator Dr.E.N.Gaviraj briefed about the proceedings.

With reference to the subject of agenda it was unanimously decided

1) To conduct Academic and Administrative audit (AAA) of the institution.

Regarding the agenda, it was decided to communicate Dr. D.Chamundeswari, Principal, Sri Ram University, Chennai and Dr. K.Laxmi, Principal, Shri Venkateshwara College of Pharmacy, Chittoor, A.P., both eminent from NAAC Accredited Colleges for Academic and Administrative Audit. NAAC Coordinator, Mr. C.C.Simpi was asked to communicate with the professors and decide the suitable dates to conduct the inspection.



(Co-ordinator IQAC)





(Chairman IQAC)

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Minutes of the Fourth meeting regarding IQAC on 20/02/2017

Agenda: Initiation and Institutionalization of Best Practices

Principal of the college and IQAC Chairman Dr. N.V.Kalyane called a meeting regarding constitution of IQAC to initiate quality practice in the college in connection with NAAC Accreditation in the seminar hall of the college in presence of all the criterion heads of NAAC committee. IQAC Co-coordinator Dr.E.N.Gaviraj briefed about the proceedings post AAA reports.

With reference to the subject of agenda it was unanimously decided

- 1) To initiate Best practices in the institution

All the criteria heads for NAAC Accreditation committees proposed best practices of respective criterion.

- 1) Head of Curricular Aspects criteria, Dr.B.Shivakumar proposed Involvement of faculty members in university related activities like curriculum design, syllabus revision, question bank preparation and BOS etc.
- 2) Head of Teaching learning Evaluation criteria Dr. R.B.Kotnal proposed Inoculating research value among students through problem based learning.
- 3) Head of Research, innovations and Extension criteria, Dr. Raghavendra Kulkarni proposed Involvement of faculty towards Research Grants, Publication and Presentations.
- 4) Head of Infrastructure and Learning Resources, Dr. C.CPatil proposed Utilization of College Infrastructure for Social, Educational and Economical causes.
- 5) Head of Student support and Progression, Mr. B.S.Hunasagi proposed Maintenance of Student History Card.
- 6) Head of Governance, Leadership and Management criteria, Dr. S.R.Karajgi proposed complete e-governance through software systems.
- 7) Criteria Head for Institutional Values and Best Practices Dr. H.Shivakumar proposed Extension of Community Services by village adaptation as the best practice.

After meticulous discussion, it was decided to prioritize the improvement and institutionalization of the following proposals as best practices:

- 1) Inoculating Research Value among students through problem based learning at UG Level, because of shortage of PG admissions in the institution, which may help to improve the PG admissions. Mr. C.C.Simpi, appointed as the coordinator for this program.
- 2) Extension of Community Services by village adaptation, because some activities like awareness camps, swach bhara abhiyan, health checking camps etc. already in practice through NSS division of the institution in Siddapur Village of Vijaypur taluk, Vijayapur district. It was unanimously decided to adapt the same village for Extension activities. Dr. S.M.Biradar and Dr.S.Z.Inamdar were appointed as coordinators for the program and asked to draft the procedures and guidelines for extension activities.

*S.M.Biradar*

(Coordinator IQAC)



*C.C.Simpi*

(Chairman, IQAC)



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Minutes of the Fifth meeting regarding IQAC on 21/08/2017

Agenda:

- 1) Application for Assessment and Accreditation for NAAC
- 2) Reconstitution of IQAC and Nomination of New members to IQAC

With reference to the above points Chairman Dr.N.V.Kalyane called a meeting of all criterion heads to discuss application for NAAC. In regards with above agenda, it was unanimously decided:

- 1) As the last date for application for IIQA in the inaugural window is 31<sup>st</sup> August 2017 and SSR is to be uploaded before 30<sup>th</sup> September 2017, all the criteria heads are asked to submit their filled SSR Criterion.

As the criterion heads have completed the filling of SSR, it was decided that Chairman, NAAC coordinator and IQAC Co-coordinator to seek the permission of management of BLDE Association for registration and uploading of SSR in the inaugural window.

- 2) It was decided to reconstitute the IQAC with the inclusion of new members. Dr. S.R.Karaji to replace Dr. E.N.Gaviraj, current IQAC Coordinator. Some new members joined the institution; Dr. Channamma Majage was nominated as a member IQAC. Some passed out students were replaced by new student members. The structure of reconstituted IQAC is as following:

1	Dr. N.V.Kalyane, Principal	Chairperson
2	Dr. R.V.Kulkarni, Professor and Vice Principal	Member, Administrative Officer
3	Dr. B.Shivakumar, Professor and Head, Dept. of Pharm.Chemistry	Member, HOD
4.	Dr. C.C.Patil, Professor and Head, Dept. of Pharmaceutics	Member,HOD
5.	Dr. H.Shivakumar, Professor and Head, Dept. of Pharmacology	Member,HOD
6.	Dr. R.B.Kotnal, Professor and Head, Dept. of Quality Assurance	Member,HOD
7.	Dr. Channamma Majage, Assistant Professor, Dept. of Pharmaceutical Chemistry	Member,Teacher



8.	Mr. B.S.Hunasagi, Assistant Professor, Dept. of Pharmacognosy	Member, Teacher
9.	Shri G.K.Patil, General Secretary, BLDE Association	Member, Management
10.	Dr. Pranesh Jahagirdar, Veterinary Surgeon	Member, Local Society
11.	Dr. Yelikar	Member, Nominee from Employer
12.	Mr. Kuldeep	Member, PG Student
13.	Miss Sweety Gupta	Member, UG (B.Pharm) student and ladies representative
14.	Mr. Shantanu Londe	Member UG (Pharm D) student
15.	Mr. Ravi Angadi	Member, Alumni
16.	Mr. Shridhar Parwatikar	Member, Industry
17.	Dr. S.R.Karajgi, Associate Professor, Dept. of Quality Assurance	Member, Teacher

*S.M.R.K.*

(Co-ordinator, IQAC)



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(Chairman, IQAC)