

Internal Quality Assurance Cell (IQAC)
Rungta College of Pharmaceutical Sciences and Research,
Kohka-kurud road, Bhilai, Chhattisgarh

MINUTES OF IQAC COMMITTEE MEETING

A meeting of the IQAC Committee of Rungta College of Pharmaceutical Sciences and Research (RCPSR), Bhilai, Chhattisgarh was convened on 2/04/2015 at 3:00 PM in the Chairman's Office, Santosh Rungta Group of Institutions (SRGI).

Meeting was chaired by the Principal, Dr. D. K. Tripathi and attended by the following members.

S.No.	Internal Members	Designation
1.	Prof. Dr. D. K. Tripathi	Chairperson
2.	Dr. Ajazuddin	Associate Prof., Dept. of Pharmaceutics
3.	Mr. Mahendra Shrivastav	Director, HR
4.	Dr. Kartik Nakhate (HOD, Pharmacology)	Assistant Prof., Dept. of Pharmacology
5.	Mr. Hemant Badwaik (HOD, Ph ⁷ Chemistry)	Assistant Prof., Dept. of Med. Chemistry
6.	Mr. Dhansay Dewangan	Assistant Prof., Dept. of Med. Chemistry
7.	Mr. Kushagra Nagori	Assistant Prof., Dept. of Med. Chemistry
8.	Mr. Mukesh Sharma (HOD)	Assistant Prof., Dept. of Pharmacognosy
9.	Dr. S. M. Prasanna Kumar	Director, Rungta College of Engineering and Technology
10.	Mr. Kapil Nagwanshi	Assistant Prof., (RCET)
11.	Mr. Ajay Singh	Assistant Prof., (GDRCSST)
12.	Mr. Mukesh Sharma (HOD, Pharmacognosy)	Assistant Prof., Dept. of Pharmacognosy
13.	Mr. Sonal Rungta	Director, F&A
S.No.	External Members	Designation
1.	Mr. Sandeep Rathore (Alumni)	PSR, Dr. Reddy's Laboratory, Ltd
2.	Mr. Shailendra Naik (Alumni)	Research Scholar, All India Institute of Medical Sciences Bhubaneswar
3.	Mr. Sourabh Gupta (Employer)	Senior Scientist, Workhardt, Aurangabad, M.H.
4.	Dr. Tekeshwar Verma	Principal, M.J. College of Pharmacy, Junwani, C.G.
S.No.	IQAC	Designation
1.	Dr. Amit Alexander (HOD, Pharmaceutics)	Coordinator, IQAC-Member Secretary

The meeting began with a key note speech by Chairperson, Prof. D. k. Tripathi, followed by an introduction of those present.

Ms. Sonam Soni could not attend meeting and informed about it in advance.

The agenda was as follows:

1. Formation of Internal Quality Assurance Cell (IQAC)

2. **Review of activities pertaining to the NBA accreditation.**
3. **Placement strategy for Mega Job Fair**
4. **Review of research activities in the college.**
5. **Review of feedback and suggestion from alumni and employer**
6. **Review of important academic activities since the last meeting.**
7. **Review of institutional planning and strategies for quality improvements.**
8. **Any other activity with permission of the Chair.**

Prof. D. K. Tripathi introduced Mr. Sandeep Rathore, Mr. Shailendra Naik, Mr. Sourabh Gupta and Dr. S. M. Prasanna Kumar giving a detailed background of their illustrious career. Prof. D. K. Tripathi kindly introduced himself and gave a short personal account. All other members present in the meeting introduced themselves. Dr. Ajazuddin informed the external members about the establishment of IQAC in College and then highlighted the seven criteria of the NAAC self-study report.

After these introductory remarks the agenda was presented by Dr. Ajazuddin.

1. Formation of Internal Quality Assurance Cell (IQAC)

Resolution:

- Prof. D. K. Tripathi shared his invaluable suggestions, emphasizing the approach the college should take in going for its first accreditation for NAAC. He said that this evaluation exercise should be taken as an opportunity to place the college in the global arena. He further mentioned that already the accreditation work is going on in the institute for NBA.
- Prof. D. K. Tripathi in the meeting appointed Dr. Amit Alexander, Coordinator, IQAC, for the maintenance of internalization and institutionalization of quality enhancement initiatives. All the members in the meeting congratulated Dr. Amit Alexander for the same.
- Dr. Amit Alexander presented the Vision and Mission of the NAAC before the members to clarify the framework of the NAAC.

VISION

To make quality the defining element of higher education in India through a combination of self and external quality evaluation, promotion and sustenance initiatives.

MISSION

- ❧ *To arrange for periodic assessment and accreditation of institutions of higher education or units thereof, or specific academic programmes or projects;*
- ❧ *To stimulate the academic environment for promotion of quality of teaching-learning and research in higher education institutions;*
- ❧ *To encourage self-evaluation, accountability, autonomy and innovations in higher education;*
- ❧ *To undertake quality-related research studies, consultancy and training programmes, and*
- ❧ *To collaborate with other stakeholders of higher education for quality evaluation, promotion and sustenance.*

- Dr. Amit Alexander, explained the function of IQAC and put the objective of the IQAC before the members which was

The primary aim of IQAC is

- *To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.*
 - *To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.*
- Dr. Amit Alexander also highlighted the strategies, functions and benefits of IQAC before the members under following headings.

Strategies

IQAC shall evolve mechanisms and procedures for

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Functions

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

Benefits

IQAC will facilitate / contribute

- a) Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement;
 - b) Ensure internalization of the quality culture;
 - b) Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices;
 - c) Provide a sound basis for decision-making to improve institutional functioning;
 - d) Act as a dynamic system for quality changes in HEIs;
 - e) Build an organised methodology of documentation and internal communication.
- Dr. Amit Alexander in the meeting explains the process of internal quality audit mechanism which in the institute. This requires maintaining and submitting yearly report in the form of

Annual Quality Assurance Report (AQAR) to NAAC. He further explained all the seven criteria to the committee members

- In this regard, Dr. S. M. Prasanna Kumar suggested that criteria wise documents is need to be prepared and the audit of the same will be conducted for underlining the gaps in the system. Dr. S. M. Prasanna Kumar also suggested constituting an **Academic Administrative Audit** for the assessment of the criteria towards the preparation of AQAR. Further, with respect to the NAAC template, Prof. D. K. Tripathi encouraged faculty members to think out of the box.
- Going for accreditation has presented before us, an excellent opportunity to write the history of the Institution. Mr. Sonal Rungta said that many institutions decline because nobody maintains records and as a result the good practices are forgotten and eventually they die. He advised that we dig up the Annual Reports of the past years and filter out the good practices which may have been discontinued for some reason or the other.

2. Review of activities pertaining to the NBA accreditation.

Resolution:

- Dr. Ajazuddin informed the committee that the preparation of NBA related activities are going on smoothly and various improvements have been made in the teaching-learning processes accordingly.

3. Placement strategy for Mega Job Fair

Resolution:

- It was resolved that the students of B. Pharm final year would be prepared for the Mega Job Fair based on the profile and requirement of the participating pharmaceutical companies. Dr. D. K. Tripathi informed that he will direct Dr. Kartik Nakhate and Mr. Mukesh Sharma to prepare the students for the same.

4. Review of research activities in the college.

Resolution:

- Dr. D. K. Tripathi informed that vide letter received on 20.11.2014, CSVTU, Bhilai approved the institute as a Ph.D. Research Centre.
- Dr. Ajazuddin informed the committee that few articles have been published in the peer reviewed international journals.
- Dr. D. K. Tripathi informed the committee that he has directed Dr. Amit Alexander and Mrs. Madhullika Pradhan to prepare and submit the research proposals to SERB, DST, New Delhi under the start-up research grant scheme.
- Dr. Ajazuddin informed the committee that Dr. Kartik Nakhate assisted in writing manuscript for Akumentis Healthcare Ltd., Mumbai [Article: 'Efficacy and safety of ferrous asparto glycinate in the management of iron deficiency anaemia in pregnant women' by Kamdi SP, Palkar PJ (Journal of Obstetrics & Gynaecology)].
- Dr. D.K. Tripathi informed the committee that research project proposal of Dr. Kartik Nakhate has been accepted by SERB, DST, New Delhi. The fund for the project has been received by RCPSR for the first year of the project.
- Dr. Ajzuddin has submitted the audit documents and progress report pertaining to his research project to SERB, DST, New Delhi.
- Dr. Ajazuddin informed the committee that he has submitted the proposal for organization of conference to CGCOST, Raipur.
- Dr. D.K. Tripathi informed the committee that few research articles have been published in the peer reviewed international journals.

5. Review of feedback and suggestion from alumni and employer

Resolution:

- Mr. Sandeep Rathore in the meeting suggested that we should have a strong network of our alumni who can contribute hugely in presenting an impressive face of the institution.
- At the beginning of the academic year, we should set up the Almanac for the year with a repository of interesting events including research projects and study tours/field trips/excursions suggested by Dr. Kartik Nakhate.

6. Review of important academic activities since the last meeting.

Resolution:

- Reward of Rs. 10,000/- was given to Dr. Ajazuddin for his review publication in “Fitoterapia” (impact factor 2.2) as per journal publication policy.
- Mr. Mukesh Kumar Singh received reimbursement of Rs. 3,000/- for his registration expenses towards the participation in Asian Plant Science Conference, Nepal 2015 as per the HR policy.
- Assessment committee evaluated the performance of teachers based on the students feedback and found satisfactory.
- Dr. Ajazuddin informed the committee that the activities like organization of blood donation camp and celebration of national pharmacy week was conducted during the month of November 2014 by the RCPSR, Bhilai. The health awareness rally was also organized by the students during this period.
- Dr. Kartik Nakhate was awarded with Outstanding Teacher Award by Santosh Rungta Group of Institution for the academic sessions 2013-14 on the occasion of Teachers day celebration.
- Ms. Minakshi Pradhan, Mrs. Kalyani Sakure and Ms. Omeshwari Sahu have been appointed as faculty. They have joined their duties from 22/09/2014.
- Final year student Ms. Himanshi Dilliwar won first prize for oral presentation at National Conference, CSVTU, Bhilai.
- Final year student Ms. Khushboo Sheikh won second prize for oral presentation at National Conference, IOP, Pt. R.S.S.U. Raipur.
- RCPSR student Ms. Azra Qureshi won first prize for poster presentation at National Conference, held at CEC, Bilaspur.
- Final year student Ms. Pooja Yadav won first prize for poster presentation at National Seminar, Apollo College of Pharmacy, Anjora, Durg.
- The NSS Unit of RCPSR, Bhilai has been formed for the session 2014-15. Dr. Kartik Nakhate has been assigned as a teacher-in-charge of the NSS team.

7. Review of institutional planning and strategies for quality improvements.

Resolution:

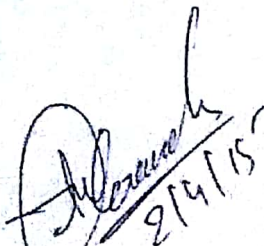
- Dr. Ajazuddin urged that the focus should be on 3 main aspects (a) Teaching (b) Research (c) Outreach Programmes. Dr. Amit Alexander further put a point in the meeting upon publication of a proper reference Journal of papers by the Faculty should be brought out. In this regard, students should also be encouraged to get their work publish in the journals with the help of faculty members.
- Mr. Hemant Badwaik, emphasized that education should be job-oriented and it should also meet the demands of students coming from lower income sections of society. He said further, that Language labs set up or Soft skill classes will help the linguistically backward/challenged students.
- Dr. Ajazuddin informed the members about the initiative taken by Government of India offering many schemes through which funding can be availed to accelerate the research activity in the College.
- Dr. D. K. Tripathi, informed the committee about the submission of the DCF to **Higher Education (AISHE)**.
- Dr. Ajazuddin informed the committee about the upcoming important submission for approvals and affiliation like, NBA SAR, NIRF, CSVTU affiliation and initiation of submission for 2f.

8. Any other activity with permission of the Chair.

Resolution:

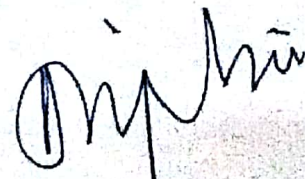
- Hon'ble Chair and committee members congratulate Dr. Ajazuddin for the successful organization of the CGCOST sponsored seminar.
- Dr. Amit Alexander the entire faculty of RCPSR should be divided into seven groups headed by criterion in-charge who will then work on the seven criteria of the self-study report. Criterion 1: Dr. Kartik Nakhate; Criterion 2 : Mr. Vinay Sagar Verma; Criterion 3 : Mr. Kushagra Nagori; Criterion 4 : Dr. Dhansay Dewangan; Criterion 5 : Mr. Mukesh Sharma; Criterion 6 : Dr. Amit Alexander and Criterion 7 will be headed by Mr. Hemant Badwaik.

The meeting ended with a vote of thanks to the Chair and the members.



Dr. Amit Alexander
(IQAC Co-ordinator)

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Dr. D.K. Tripathi
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