



JNCET'S  
**GRY INSTITUTE OF PHARMACY**  
(Approved by AICTE & PCI; Affiliated to RGPV; Recognized by Govt. of M.P.)  
Vidya Vihar, Borawan (Khargone) MP - 451 228  
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Ref.. JQAAC/2017/02

## Internal Quality Assurance Cell

Minutes of Meeting held on 08 July 2017

Venue: Conference Room

Time: 12:30 PM

### Meeting Agenda:

1. New admission students Induction plan
2. Previous semester Student, Alumni, Teacher feedback and analysis
3. Academic Audit plan
4. English and ICT based add on courses
5. Faculty Research Discussion
6. Workshops plan for students

Name	Designation composition	Signature
Dr. Sujit Pillai, Principal, GRY Institute of Pharmacy, Borawan	Chairperson	
Dr. Sunil Sugandhi, Dean JIT Borawan and Officer, JNCET	Management Representative	
Mr. Rampal Mandloi, Assistant Professor, GRY Institute of Pharmacy, Borawan	Coordinator	
Dr. Atul Upadhyay, Principal, JIT Borawan	External member	
Mr. Vijay Salvekar, Assistant Professor, GRY Institute of Pharmacy, Borawan	Alumni member	
Dr. Rakesh Punasiya, Professor, GRY Institute of Pharmacy, Borawan	Internal member	
Mr. Nikhilesh Birla, Assistant professor, GRY Institute of Pharmacy, Borawan	Internal member	
Mr. Nitin Deshmukh, Assistant Professor, GRY Institute of Pharmacy, Borawan	Internal member	



Principal,  
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1. The chairman said the Institute budget availability should be made known to all the faculties.
2. The IQAC coordinator asked internal members for the planning of the Induction program for new session and makes the coordinator for the same.
3. IQAC coordinator asked to hostel in charge for rooms and seats should be prepared well, before allotment to new students.
4. Chairperson also instructed to IQAC coordinator for internet/Wi-Fi connectivity in hostels.
5. The main focus of the meeting was on increase the ICT facility in Institute.
6. The coordinator also discussed that more quality research need to be done in indexed journals.
7. Previous semester feedback analysis also presented by IQAC In charge.
8. Audit report also discussed and presented.
9. The points related to effective class room teaching and learning was discussed.
10. Chairperson and External member suggested adding some courses for English improvement of students and putting the agenda in academic council.
11. Chairman instructed to plan for alumni and parents meet for coming session.
12. The coordinator saw the list of MoUs and instructed for more industry and academic collaboration.
13. Coordinator gave instruction to academic in charge for to motivate the students for participation in outside competitive events

The meeting ended with thanks to and from the Chairperson.

*Rampal*  
Coordinator, IQAC



*Deer*  
Chairman, IQAC

*Deer*  
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Ref no. .... 2017/01

**IQAC Meeting**  
**Minutes of Meeting held on 07 January 2017**

**Venue: Conference Room**

**Time: 12:40 PM**

**Meeting Agenda:**

1. Review of Previous IQAC meeting
2. Discussion on NAAC criterion in charge
3. Student, Alumni, Teacher feedback and analysis.
4. Academic Audit
5. Add on courses for students
6. Placement and training activity of students
7. Preparation of Lesson Plan and CO/PO attainment

Name	Designation composition	Signature
Dr. Sujit Pillai, Principal, GRY Institute of Pharmacy, Borawan	Chairperson	
Dr. Sunil Sugandhi, Dean JIT Borawan and Officer, JNCET	Management Representative	
Mr. Rampal Mandloi, Assistant Professor, GRY Institute of Pharmacy, Borawan	Coordinator	
Dr. Atul Upadhyay, Principal, JIT Borawan	External member	
Mr. Vijay Salvekar, Assistant Professor, GRY Institute of Pharmacy, Borawan	Alumni member	
Dr. Rakesh Punasiya, Professor, GRY Institute of Pharmacy, Borawan	Internal member	
Mr. Nikhilesh Birla, Assistant professor, GRY Institute of Pharmacy, Borawan	Internal member	
Mr. Nitin Deshmukh, Assistant Professor, GRY Institute of Pharmacy, Borawan	Internal member	



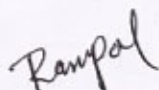
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1. Coordinator Mr. Rampal Mandloi, welcomed the members. He discussed the meeting agenda.
2. The pending work and previous agenda of previous meeting held in 2016 was discussed.
3. The IQAC chairman suggested steps should be taken to improve the quality of academics and also instructed all members to do all work as per NAAC guidelines so that the institute can apply for NAAC in next 3-4 years. He also appointed the Criterion in charge of NAAC.
4. Members discussed on Add-on courses. They decided to put the agenda in academic council for the same.
5. Coordinator instructed to all members for effective use of ICT in teaching-learning.
6. The placement and training activities of students also discussed.
7. The IQAC coordinator was instructed to show the progress report of the academic year in the next meeting.
8. The chairperson gave instruction to the academic in charge to make a proper system for collection, analysis and acting on feedback from stakeholders.
9. Coordinator discussed on lesson plan and CO/PO preparation and attainment. The format of same is finalized in the meeting.
10. Meeting focused on activity related to research publication, gender sensitivity, and value based education etc.
11. The coordinator gave instruction to academic in-charge to arrange Soft Skills training for students.
12. Coordinator discussed various teaching methodologies and implementation. He instructed to put the agenda in academic council.
13. Coordinator instructed to exam in-charge for internal and external marks. The assessment must be transparent and it should be clear to students. The list of marks must be displayed on notice board.
14. The chairman saw the register of marks/exam-related grievance. He also saw the result analysis format of students. Chairman instructed to please continue the same for further sessions.

The meeting ended with thanks.

  
IQAC, Coordinator



  
Chairman, IQAC

  
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Ref no: IQAC/2016/01

**Internal Quality Assurance Cell**  
**Minutes of Meeting held on 09 July 2016**

Venue: Conference Room

Time: 12:30 PM

**Meeting Agenda:**

1. Student Induction Program for newly admitted students
2. Academic Audit format reparation and finalization
3. Faculty development program/Workshop/STP Planning
4. Mentor/Teacher Guardian activities
5. Certificate/Add on/workshop for students
6. Academic calendar plan

The following members were present in the meeting:

Name	Designation composition	Signature
Dr. Sujit Pillai, Principal, GRY Institute of Pharmacy, Borawan	Chairperson	
Dr. Sunil Sugandhi, Dean JIT Borawan and Officer, JNCET	Management Representative	
Mr. Rampal Mandloi, Associate Professor, GRY Institute of Pharmacy, Borawan	Coordinator	
Dr. Atul Upadhyay, Principal, JIT Borawan	External member	
Mr. Anandi Mahajan, Principal MCA Collage Borawan	External Member	
Mr. Vijay Salvekar, Assistant Professor, GRY Institute of Pharmacy, Borawan	Alumni member	
Dr. Rakesh Punasiya, Professor, GRY Institute of Pharmacy, Borawan	Internal member	
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Mr. Nitin Deshmukh, Associate Professor, GRY Institute of Pharmacy, Borawan	Internal member	



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The following points discussed in the meeting:

1. Dr. Sujit Pillai, started the meeting as the Chairman.
2. Coordinator Quality cell Mr. Rampal Mandloi, welcomed the members and discuss the agenda of meeting.
3. The Chairman of meeting asked to IQAC coordinator to instruct all faculty members to organize and attend the STTP/FDP/workshop for the coming session.
4. Finalize the date of Student induction program for newly admitted students.
5. Decided the mentor list for coming session and prepare the register for daily login and logout of students.
7. Coordinator Instructed to academic in-charge to organize the meeting 02 times in each semester for Curriculum.
6. The members suggested the date of student feedback after final Sessional exam.
7. Students training, internship and placement data also shared and discussed in meeting.
8. The discussion held on faculty publications also.
9. Chairperson instructed internal members for organizing add-on/certificate program in semester break.
10. Quality Cell coordinator instructed the academic coordinator to make separate register for Missing, extra and remedial classes.
11. Coordinator instructed to academic in charge to identify the Weak students in the subject and those who are poor in English. After identification take the extra classes or assignments or quizzes for weak students and arrange an English learning program for weak in English. Format for the same also decided and distributed.
12. The meeting ended with the coordinator thanking the Chairman, and all the members.

*Rampal*

IQAC, Coordinator



*Devi*

Principal,

GRY. Institute of Pharmacy  
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*Devi*

Chairman, IQAC