



ASPM's

K. T. PATIL COLLEGE OF PHARMACY, OSMANABAD.

NAAC Accredited 'B' Grade

An ISO 9001:2015 Certified Institute

Date- 23.01.2020

NOTICE

All faculty and IQAC members are hereby informed that the IQAC meeting is scheduled on 26th January 2020 at 11:00 a.m. in the IQAC room. The committee members are requested to attend the meeting.

Mr. Sudhir S. Pange

IQAC Coordinator

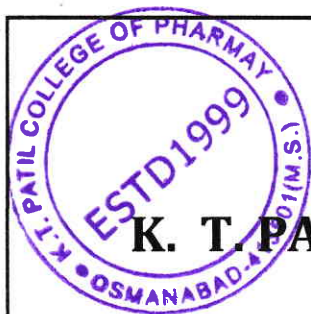
ASPM'S K.T. Patil College of Pharmacy,

Osmanabad-413501

Dr. Joshi A. A

Principal
K.T. Patil College of Pharmacy,
Osmanabad-413501

Sr. No.	Name of Faculty	Position	Signature
01	Dr. Amol A. Joshi	Chairman	
02	Mr. Aditya S. Patil	Member	
03	Mrs. Shobha B. Tole	Member	
04	Miss. Geeta N. Sapkale	Member	
05	Mr. Ramraja P. Umbare	Member	
06	Miss. Chitra B. Hangargekar	Member	
07	Miss. Rubiya S. Quazi	Member	
08	Mr. Mahesh U. Shinde	Member	
09	Mr. Sandip B. Gavandi	Member	
10	Mr. Suresh G. Choudhari	Member	
11	Mr. Ganesh S. Yadav	Member	
12	Mr. Sudhir S. Pange	Coordinator	



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INTERNAL QUALITY ASSURANCE CELL

Minutes of the Meeting

A.Y. 2019-20

IQAC Meeting NO.-02/2019-20

Date of IQAC Meeting- 26/01/2020

The IQAC meeting was held on 26th January 2020 at 12.00 p.m. in IQAC room. The following members were invited to the meeting.

Sr. No.	Name of Faculty	Designation	Position	Signature
1.	Dr. Amol A. Joshi	Principal	Chairman	
2.	Mr. Aditya S. Patil	Management Representative	Member	
3.	Mrs. Shobha B. Tole	Internal Examination Officer	Member	
4.	Miss. Geeta N. Sapkale	Vice-Principal	Member	
5.	Mr. Ramraja P. Umbare	Assistant Professor	Member	
6.	Miss. Hangargekar C. B.	Assistant Professor	Member	
7.	Miss. Rubiya S. Quazi	Assistant Professor	Member	
8.	Mr. Mahesh U. Shinde	Assistant Professor	Member	
9.	Mr. Sandip B. Gavandi	Alumni Representative	Member	
10.	Mr. Suresh G. Chaudhari	Parents Representative	Member	
11.	Mr. Ganesh S. Yadav	Students Representative	Member	
12.	Mr. Sudhir S. Pange	Co-ordinator IQAC	Coordinator	

The minutes of the meeting are as follows:

Mr. Pange S. S., IQAC Coordinator, began the proceedings by outlining the key agenda points for the internal quality assurance cell (IQAC) meeting. The main focus of the meeting was to discuss and implement measures to prevent the spread of COVID-19 within the institution while ensuring the continuity of academic and administrative operations.

1. Review of COVID-19 Situation and Institutional Response:

The meeting commenced with a review of the ongoing COVID-19 situation. Dr. Joshi A. A. emphasized the importance of adhering to the government's health guidelines and stressed that the safety and health of students, faculty, and staff remain the institution's top priority. The need for flexibility and adaptability in academic processes, given the uncertain nature of the pandemic, was also highlighted.

2. Health and Safety Measures Taken:

The institution implemented a set of strict health and safety protocols to minimize the risk of COVID-19 transmission on campus:

- **Mandatory Mask-Wearing and Social Distancing:** All individuals on campus, including students, faculty, and staff, were required to wear masks at all times, and social distancing was enforced in all common areas, classrooms, and laboratories.
- **Thermal Screening:** Thermal screening was conducted at the entrance of the college for all students, faculty, staff, and visitors to monitor for potential COVID-19 symptoms.
- **Hand Sanitizer Stations:** Hand sanitizers were placed at strategic locations throughout the campus, including entryways, classrooms, corridors, laboratories, and offices.
- **Contact Tracing:** A contact tracing mechanism was implemented, ensuring that in the event of a suspected COVID-19 case, quick action could be taken to notify and quarantine potentially exposed individuals.

3. Transition to Online Learning and Assessment:

- The institution swiftly moved towards an online teaching model to ensure continuity in academic delivery while minimizing physical contact:

- **Online Classes:** Faculty members were encouraged and equipped to conduct online classes through various digital platforms such as Zoom, Google Meet, and Microsoft Teams. Students were provided access to necessary online resources for effective learning.
- **Online Examination System:** A structured system for online examinations was established, ensuring the integrity and fairness of assessments. Specific guidelines were set for maintaining academic honesty during these exams.
- **Faculty Training on Digital Tools:** Training sessions were organized for faculty members to familiarize them with various digital tools and teaching methodologies. These sessions aimed to enhance their ability to effectively engage with students in an online environment.

4. Laboratory and Library Operations during COVID-19:

- **Laboratory Sessions:** Given the hands-on nature of laboratory work, sessions were conducted in small batches to ensure proper social distancing and minimize the number of students present in the lab at any given time. Rigorous sanitization procedures were followed before and after each session, with equipment and lab spaces regularly disinfected.
- **Library Services:** The library was restructured to operate at reduced capacity to comply with social distancing protocols. To minimize physical contact, the institution emphasized the use of online resources and digital library services. Students were encouraged to access e-books, journals, and academic papers through the library's online portal.

5. Student Support Systems:

- **Regular Communication with Students:** The institution maintained constant communication with students through email, WhatsApp, and the student portal to keep them informed about the latest academic schedules, health advisories, and institutional measures.
- **Counseling Services:** Recognizing the emotional toll that the pandemic could take on students, the college provided counseling services to help students manage stress, anxiety, and any mental health concerns. Online counseling sessions were made available to all students who required assistance.

Concluding Remarks: Dr. Joshi A. A. concluded the meeting by reaffirming the importance of vigilance and adaptability in the face of the ongoing pandemic. He stressed that collective responsibility and proactive measures were crucial for ensuring the health and safety of everyone on campus. The IQAC will continue to monitor the situation and remain flexible in adjusting protocols as the situation evolves, prioritizing both academic continuity and the well-being of all members of the institution.

- Online Teaching Training: Faculty members were tasked with completing training on various online teaching and assessment platforms to enhance digital teaching effectiveness.
- Sanitization Supplies: The procurement and distribution of adequate sanitization supplies (masks, sanitizers, disinfectants) were ensured for all staff and students across campus.
- Monitoring Protocols: The implementation of COVID-19 safety protocols, including thermal screening, mask-wearing, and social distancing, was closely monitored. Any violations or areas of improvement were addressed promptly.
- Student Communication: Students were regularly updated with information regarding the academic calendar, new guidelines, and available resources. Regular virtual meetings with student representatives were scheduled to address concerns.
- Review of Online Exam Mechanism: The online exam process was reviewed to identify areas for improvement in terms of fairness, accessibility, and technical functionality.

The IQAC will continue to evaluate the effectiveness of these measures and make necessary adjustments based on evolving guidelines and feedback from students, faculty, and staff.

Mr. Pange S. S. thanked all the members for attending the meeting and informed all the members that the next IQAC meeting will be held in January 2020


Mr. Pange S. S.

Coordinator, IQAC

IQAC Co-ordinator

**ASPM'S K.T. Patil College of Pharmacy,
Osmanabad-413501**





Dr. Joshi A. A.

Chairmen, IQAC

PRINCIPAL

**K.T. Patil College of Pharmacy,
Osmanabad-413501**