



Agnihotri College of Pharmacy

Bapuji Wadi, Ram Nagar, Wardha 442001

Date Of Meeting Held: 09/01/2024

Place: Conference Hall

Meeting Reference No: ACP/IQAC/03/2023-2024

Proceedings: Meeting started on time at 01:00 pm on 09/01/2024 at Conference Hall. Chairperson chair the meeting. IQAC members were present for the meeting and chairperson addressed the meeting to formally inaugurate the discussion. Chairperson directed coordinator to proceed for meeting and record the discussion.

Sr. no	Agenda	Discussion	Timeline	Responsibility
1	Review of last meeting minutes.	Minutes of the last meeting (ref.no ACP/IQAC/02/2023/2024) were presented before committee members for discussion.	NA	Coordinator presented the minutes of the meeting.
2	To plan activities related to NAAC, its payment for inspection of peer team, NIRF submission, LEC submission and PCI inspection	Committee members review preparation for NAAC, committee members were satisfied with the preparation.	-	Coordinator
3	To review academic progress reports and execution of academic activities.	Academic in-charge presented academic progress of institution. Discussion on academic activities held.	Academic year 2023-2024	Respective Coordinator
4	To discuss about the upcoming Vidarbha level dance competition for Diploma in Pharmacy.	It was decided to organized state level dance competition on 12/02/2024 for the diploma students and to make arrangements for the same.	Academic year 2023-2024	Respective Coordinator
5	To discuss about the annual gathering Sparsh 2k 24	Discussion regarding the Sparsh 2k 24 annual gathering is done and it is decided to have annual gathering on 13/02/2024.	Academic year 2023-2024	Respective Coordinator



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06	To plan for conferences, workshops trainings, seminar and FDP for this academic year.	It was decided to plan for conference /workshop/ seminar training for the academic year 2023-2024. Responsibility was given to Principal to delegate the work.	Academic year 2023-2024	Respective Coordinator
7	To discuss and initiate actions on the feedback and grievances.	Feedback analysis report was discussed committee members directed principal for action on feedback including appreciation of performers counselling of staff members purchase of books infrastructure development guest lecturers etc.	Academic year 2023-2024	Respective Coordinator
8	To plan and review execution of Innovation & Incubation Cell (IIC) activities including facilitation of start-up and incubation.	IIC convener presented plans and activities of IIC for academic year 2023-2024. Committee members suggested to encourage students and faculty members for start-up and incubation.	Academic year 2023-2024	Respective Coordinator
9	To review and discuss budget and expenditure allotted for the academic year.	Expenditure pattern as per sectioned budget was presented. Reviewed budget, expenditure in internal and external audit. committee members permitted extra expenditure for academic support.	Academic year 2023-2024	Respective Coordinator

Meeting was formally concluded after vote of thanks proposed by Coordinator.


Coordinator

Co-ordinator
Internal Quality Assurance Cell (IQAC)
Agnihotri College of Pharmacy, Wardha


Chairperson
Officiating
Agnihotri College of Pharmacy
Bapuji Wadi, SINDI (Megha)
WARDHA.