Supporting Documents for Metric No. 6.5.1

6.5.1 Q₁M *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities*

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Sr	Document Title	Year	Page No./ Link
01	Minutes of IQAC Meetings	2022-23	https://yashpharmacy.org/wp-content/uploads/2023/02/11_IQAC_July-to-Dec-2022_MOM.pdf
		2021-22	https://yashpharmacy.org/wp-content/uploads/2023/02/10_IQAC_Jan-to-June-2022_MOM.pdf
		2021-22	https://yashpharmacy.org/wp-content/uploads/2023/02/9_IQAC_July-to-Dec-2021_MOM.pdf
		2020-21	https://yashpharmacy.org/wp-content/uploads/2023/02/8_IQAC_Jan-to-June-2021_MOM.pdf
		2020-21	https://yashpharmacy.org/wp-content/uploads/2023/02/7_IQAC_July-to-Dec-2020_MOM.pdf
		2019-20	https://yashpharmacy.org/wp-content/uploads/2023/02/6_IQAC_Jan-to-June-2020_MOM.pdf
		2019-20	https://yashpharmacy.org/wp-content/uploads/2023/02/5_IQAC_July-to-Dec-2019_MOM.pdf
		2018-19	https://yashpharmacy.org/wp-content/uploads/2023/02/4_IQAC_Jan-to-June-2019_MOM.pdf
		2018-19	https://yashpharmacy.org/wp-content/uploads/2023/02/3_IQAC_July-to-Dec-2018_MoM.pdf
		2017-18	https://yashpharmacy.org/wp-content/uploads/2023/02/2_IQAC_Jan-to-June-2018_MOM.pdf
		2017-18	https://yashpharmacy.org/wp-content/uploads/2023/02/1_IQAC_July-to-Dec-2017_MoM.pdf

Format No. : ADMIN/DI/OFF/L5/LTR00/R01

Smt. Taisaheb Kadam Sevabhavi Foundation & Research Center, Sonai
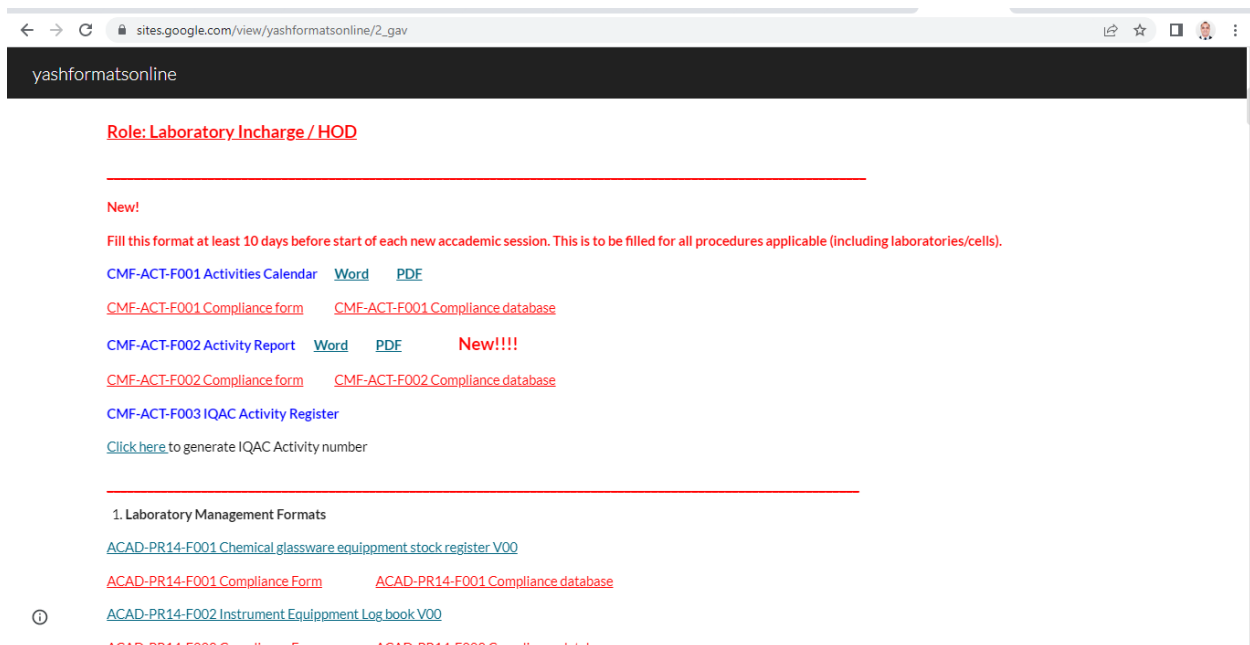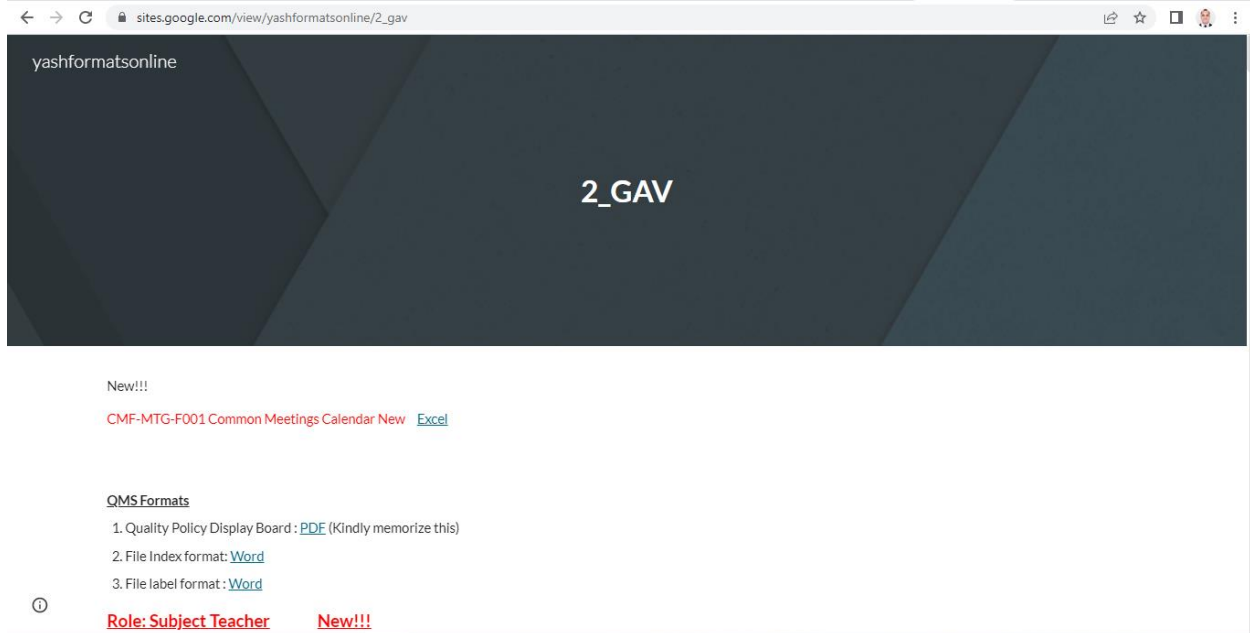
YASH INSTITUTE OF PHARMACY

AN ISO 9001:2015 Certified Organization
Approved by Pharmacy Council of India, (PCI), New Delhi
And Permanently affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad

DTE code : PH2153

02	Screenshots of ISO compliance dashboards for staff	--	03 to 04
03	Screenshots of ISO procedure wise compliance dashboards	--	05 to 06
04	Academic Audit System Institutionalized by IQAC	--	07 to 11
05	Staff training initiative institutionalized by IQAC	--	12 to 16
06	List of IQAC initiatives	2021-22	https://yashpharmacy.org/wp-content/uploads/2023/02/6.5.1_List_of_IQAC_Initiatives-21-22.pdf
		2020-21	https://yashpharmacy.org/wp-content/uploads/2023/02/6.5.1_List_of_IQAC_Initiatives-20-21.pdf
		2019-20	https://yashpharmacy.org/wp-content/uploads/2023/02/6.5.1_List_of_IQAC_Initiatives-19-20.pdf
		2018-19	https://yashpharmacy.org/wp-content/uploads/2023/02/6.5.1_List_of_IQAC_Initiatives-18-19.pdf
		2017-18	https://yashpharmacy.org/wp-content/uploads/2023/02/6.5.1_List_of_IQAC_Initiatives-17-18.pdf

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Screenshots of ISO Compliance Dashboards for the Staff

← → C 🔒 sites.google.com/view/yashformatsonline/2_gav   ☑ ☆ ▢ 👤 ⋮

yashformatsonline

2_GAV

New!!!

CMF-MTG-F001 Common Meetings Calendar New   Excel

QMS Formats

1. Quality Policy Display Board : PDF (Kindly memorize this)
2. File Index format: Word
3. File label format : Word

ⓘ

Role: Subject Teacher   New!!!

← → C 🔒 sites.google.com/view/yashformatsonline/2_gav   ☑ ☆ ▢ 👤 ⋮

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Role: Laboratory Incharge / HOD

_____

New!

Fill this format at least 10 days before start of each new accademic session. This is to be filled for all procedures applicable (including laboratories/cells).

CMF-ACT-F001 Activities Calendar   Word   PDF

CMF-ACT-F001 Compliance form   CMF-ACT-F001 Compliance database

CMF-ACT-F002 Activity Report   Word   PDF   **New!!!!**

CMF-ACT-F002 Compliance form   CMF-ACT-F002 Compliance database

CMF-ACT-F003 IQAC Activity Register

Click here to generate IQAC Activity number

_____

1. **Laboratory Management Formats**

ACAD-PR14-F001 Chemical glassware equippment stock register V00

ACAD-PR14-F001 Compliance Form   ACAD-PR14-F001 Compliance database

ACAD-PR14-F002 Instrument Equippment Log book V00

ⓘ

ACAD-PR14-F002 Compliance Form   ACAD-PR14-F002 Compliance database

Role: As Portfolio Cell In charge / Committee Coordinator

_____

New!

Fill this format at least 10 days before start of each new accademic session. This is to be filled for all procedures applicable (including laboratories/cells).

CMF-ACT-F001 Activities Calendar   Word   PDF

CMF-ACT-F001 Compliance form   CMF-ACT-F001 Compliance database

_____

   1. **Common Meeting formats: (For all meetings. Plan and conduct at least one meeting for each portfolio cell / Committee per semester)**

CMF-MTG-F001 Common meetings calendar   Click to plan and book your meeting here

MTG-F001 Compliance form   MTG-F001 Compliance database

CMF-MTG-F002 Notice of meeting register   Word PDF

MTG-F002 Compliance form   MTG-F002 Compliance database

CMF-MTG-F003 Meeting attendance register   Word PDF

MTG-F003 Compliance form   MTG-F003 Compliance database

CMF-MTG-F004 Meeting minute book   Word PDF

Role ACAD-PR12 Staff Training Cell Process I/c

Formats under ACAD-PR12 Staff Training Cell

ACAD-PR12-F001 Job description matrix V00

PR12-F001 Compliance form   PR12-F001 Compliance database

ACAD-PR12-F002 List of personnel V00

PR12-F002 Compliance form   PR12-F002 Compliance database

ACAD-PR12-F003 Competence evaluation record

PR12-F003 Compliance form   PR12-F003 Compliance database

ACAD-PR12-F004 Training request memo V00

PR12-F004 Compliance form   PR12-F004 Compliance database

ACAD-PR12-F005 In house training attendance record V00

PR12-F005 Compliance form   PR12-F005 Compliance database

ACAD-PR12-F006 Training history sheet V00

PR12-F006 Compliance form   PR12-F006 Compliance database

ACAD-PR12-F007 Staff Training Calendar   Word   PDF

6.5.1 Q₁M *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities*

<u>**Screenshots of ISO Procedure wise Compliance Dashboards**</u>

yashisocomplianceonline

All changes saved in Drive   Publish   Y

Insert   **Pages**   Themes

Filter pages

ADMIN Process Manual Co...

PR01 Marketing and A...

PR02 Eligibility

PR03 Issue of certifica...

PR04 Continuation of a...

PR05 Parent communi...

PR06 Scholarships

PR07 Control of admis...

PR08 Staff recruitment...

PR09 ... of custor...

PR10 Time office and l...

yashisocomplianceon...   Home   QMS Compliance   Formats for committees and portf...   More

PR03 Issue of certificates

Formats under ADMN-PR03 Issue of Certificates

ADMN-PR03-F001 No Dues Form   Word   PDF

PR03-F001 Compliance form   PR03-F001 Compliance database

ADMN-PR03-ED001Student Application for Certificates File (External Document)

PR03-ED001 Compliance form   PR03-ED001 Compliance database

ADMN-PR03-F002 Leaving/ Transfer Certificate   PDF

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yashisocomplianceonline

All changes saved in Drive   Publish   Y

Insert   **Pages**   Themes

Filter pages

PR04 Continuation of a...

PR05 Parent communi...

PR06 Scholarships

PR07 Control of admis...

PR08 Staff recruitment...

PR09 Control of custor...

PR10 Time office and l...

PR11 Stores managem...

PR12 Accounts: Budge...

PR1... ts: Purch...

PR14 Accounts: Payrol...

yashisocomplianceon...   Home   QMS Compliance   Formats for committees and portf...   More

PR10 Time office and leave management

Formats under ADMN-PR10 Time office and leave management

ADMN-PR10-F001 Daily Staff Attendance Muster   Word   PDF

PR10-F001 Compliance form   PR10-F001 Compliance database

ADMN-PR10-F002 Monthly biometric report (Attendance Clock Table) (Machine Generated)   Word   PDF

PR10-F002 Compliance form   PR10-F002 Compliance database

ADMN-PR10-F003 Monthly Biometric Late Mark report   Word   PDF

PR10-F003 Compliance form   PR10-F003 Compliance database

6.5.1 Q₁M *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities*

Academic Process Monitoring System Institutionalized by IQAC

YASH INSTITUTE OF PHARMACY, AURANGABAD
SYLLABUS COMPLETION REPORT

ACAD-PR03-F002/V00/W.e.f.: 01-January-2020

Date:_____

Session:_____   **Class: B. Pharm** ____ **Year** _____ **Semester**

Sr.	Name of the Teacher	Subject and Batches Handling	Theory lectures		Practicals		% Completion	Signature of Subject I/c	Remark
			Planned	Actual	Planned	Actual			

Academic I/c   **PRINCIPAL**

YASH INSTITUTE OF PHARMACY, AURANGABAD
MONTHLY ACADEMIC REVIEW

ACAD-PR03-F003/V00/W.e.f.: 01-January-2020

Session :_____Review Month: _____   Class:_____Semester: _____

Date: _____   Date of start of session: _____

Sr	Name of the		No. of lectures/ Practical available from the start of the term till the date of review	No. of lectures/ practical actually engaged	Cumulative % of curriculum covered as per L1P1	Continuous Assessment			LMS / Lab Manual Complete?	Course File complete ?	Teacher Sign	Remark
	Subject	Teacher				Assignment	Quiz	OBT				

Note: To be verified from L1P1, Attendance Register and Continuous evaluation sheets etc

Academic I/C   **PRINCIPAL**

QMS-PR03-F001/V00/W.e.f.: 01-January-2020

Procedure No.: **ACAD-PR03**	Procedure Title: **Academic procedure**
Procedure owner: Dr. V. P. Patil	Date of Monitoring: August – April 2020-21

Sr	Parameter monitored	Indicator	Method of calculation	Frequency of monitoring	Responsibility	Target	Status as on date of monitoring
01	Percentage of lectures and practicals completed as per faculty teaching plan.	Number of lectures and practicals	Number of lectures and practicals conducted	Monthly	Dr. V. P. Patil	80-100% number of lectures and practicals conducted	Target is achieved
02	Percentage of syllabus completed as per faculty teaching plan.	Syllabus completed as per faculty teaching plan.	Actual number of lecturesd practicals conducted/ Planned Number of lectures and practicals	Six Months	Dr. V. P. Patil	90-100 % syllabus completed	Target is achieved

Prepared by:	Authorized by	Issued by
Signature:	Signature:	Signature:
Name: Dr. V. P. Patil	Name: Dr. S. S. Angadi	Name: Dr. G. A. Vaishnav
Portfolio Cell I/c	PRINCIPAL	ISO Coordinator

Date: 30/04/2021	Dept.: ACAD-PR05 under Academic Process

Statement of Nonconformity:
Nil

Disposition Action: (Action initiated to rectify the observed nonconformity)
Nil

Root Cause:
Nil

Corrective Action: (Action initiated to avoid the recurrence of nonconformity)
Nil

Verification of disposition action for implementation: (Write the description of sample checked)
Nil

Verified By: Dr. G. A. Vaishnav	Date of verification:30/04/2021

Verification of corrective action for implementation: (Write the description of sample checked)
Nil

Verified By: Dr. G. A. Vaishnav	Date of verification: 30/04/2021

Verification of effectiveness of corrective action : (Write the description of sample checked)
Nil

6.5.1 Q₁M *Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities*

Staff Professional and Administrative Training System Institutionalized by IQAC

YASH INSTITUTE OF PHARMACY, AURANGABAD
COMPETANCE EVALUATION AND TRAINING NEEDS ANALYSIS FORM

ACAD-PR12-F003/V-001/W.e.f.: 01-January-2020

(To be filled in by every superior for each person reporting to him/her after completion of every semester and submitted to Staff Training Cell at least seven days before start of academic session.

Evaluation Period : From (date) _____ to (date) _____

Employee Code:	
Employee Name:	
Position/ Title:	
Department:	

	Competence Level (On a scale of A to D where A= Excellent, B= Good, C= Acceptable, D= Poor)			
	Job Execution Skills	*Management Skills*	*Computer Skills*	*Communication Skills*
Evaluation score by superior:				

Major tasks for the position	Training / Skills development required?		If yes, identify what training needs exist	How will this be achieved?
	Yes	No		

Signature of the employee

Signature of the Superior   **Signature of Staff Training Cell I/c**   **PRINCIPAL**

YASH INSTITUTE OF PHARMACY, AURANGABAD

TRAINING REQUEST MEMO

ACAD-PR12-F004/V-00/W.e.f.: 01-January-2020

From:

To

The Staff Training Cell I/c

Kindly arrange for suitable training for the following personnel on the identified training needs.

Personnel ID	Name	Identified Training Need(s)	Urgency of Training	Remarks of Staff Training Cell I/c

Signature : ---

Date   : ---

YASH INSTITUTE OF PHARMACY, AURANGABAD

IN-HOUSE TRAINING ATTENDANCE RECORD

ACAD-PR12-F005/V-00/W.e.f.: 01-January-2020

Programme Title : …………………………………………………………………………………….

Training Venue : …………………………………………………………………………………….

Name of Faculty : ……………………………… Organisation : …………………………………

Date of training :   /   /   .   Time : ……………   No. of participants : …………………..

SI. No	Name of participant	Personnel ID	*Participant's Feedback	**Participant's Signature	Test Score
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
				Average Test Score:	

 * Participant to evaluate the training programme as Good / Satisfactory / Not Good
** Participant's signature to be taken by the Staff Training Cell I/c immediately after training.

Signature of Faculty : ………………………………………
Date   : ………………………………………….

Remarks of Staff Training Cell I/c: ………………………………………………………………………………………

Signature of Staff Training Cell I/c: : ……………………………..
Date   : ……………………………..

YASH INSTITUTE OF PHARMACY, AURANGABAD

TRAINING HISTORY SHEET

ACAD-PR12-F006/V-00/W.e.f.: 01-January-2020

Personnel ID: …………………. Date of joining: ………………

Name : ……………………………………………. Designation: ……………………………………………. As on ………………..

Sl. No	Training Imparted	Date of Training	Trained By	Score Obtained	*Participant's Feedback	**Superior's Feedback	Superior's Signature	Principal's Signature
1								
2								
3								
4								
5								
6								
7								
8								

 * Participant's feedback to be copied from training attendance sheet (in case of in-house training) / taken by interview.
** Superior's feedback and signature to be taken by the Staff Training Cell I/c within 30 days of training.

Page No: