



**Content**

**6.5.1**

**Internal Quality Assurance System**

*Content*

*6.5.1*

*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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Kasegaon

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### Meeting 1



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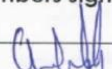
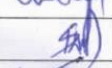


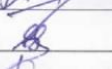

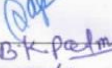
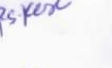

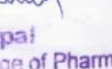
Notice-RCP/IAQC/Feedback/17-18/01 Date - 02/12/2017


Notice 

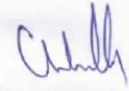
The meeting of the internal quality assurance committee is scheduled to be held on 05/12/2017 at the Meeting room.

**Agenda for the meeting**

1. Review of feedback for teaching from students for current semester of 2017-18.
2. Appreciation and recognition of teachers.
3. Initiation of corrective actions.

Sr. no	Name of staff	Designation	Members signature
1.	Dr. C S Magdum	Principal	
2.	Dr. S K Mohite	Vice principal	
3.	Dr. V R Salunkhe	HOD Pharmacognosy	
4.	Dr. M A Bhatkar	HOD Pharmaceutics and Academic In-charge	
5.	Dr. A R Chopade	HOD Pharmacology	
6.	Mr. S S Todkar	Assistant Professor	
7.	Mr. P A Patil	Assistant Professor	
8.	Dr. S R Kane	Exam In-charge	
9.	BK. PT Ghail		
10.	M.P.S Kore	Assistant professor	



  
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







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Ref.-RCP/IAQC/Feedback/17-18/01 Dated- 02/12/2017.


**Minutes of meeting**

The following members were present for the meeting of internal quality assurance committee held on **05/12/2017** at the Meeting room.

Sr. no	Name of staff	Designation	Signature
1.	Dr. C S Magdum	Principal	
2.	Dr. S K Mohite	Vice principal	
3.	Dr. V R Salunkhe	HOD Pharmacognosy	
4.	Dr. M A Bhutkar	HOD Pharmaceutics and Academic In-charge	
5.	Dr. A R Chopade	HOD Pharmacology	
6.	Mr. S S Todkar	Assistant Professor	
7.	Mr. P A Patil	Assistant Professor	
8.	Dr. S R Kane	Exam In-charge	


**Points discussed for the meeting, resolution and initiation of further actions.**

- 1. Review of feedback for teaching from students for current semester.**  
The review of feedback for current semester [I, III, V & VII] for teaching faculty from students was taken with help of Vmedulife online portal for current academic year 2017-18. The summarized data obtained from digital feedback was reviewed and analyzed by the committee and was observed to be consistent.
- 2. Appreciation and recognition of Department wise teachers.**  
The listed teachers namely, Dr. V R Salunkhe, Smt. P S Gawarkar, Smt. I D Raut, Dr. R S Adnaik and Shri. Pramod A. Patil, recived highest percentage of excellent feedback after scrutiny by the committee. It was decided to give them certificate of appreciation.
- 3. Initiation of corrective actions for faculty with poor feedback from students.**  
It was observed that following teacher's viz. Smt. Archana Dhole and Smt T D Dudhgaonkar received high percentage of poor feedback regarding their teaching methods. These teachers will be issued letters for their improvements and corrections need to be made in their teaching abilities for improving highest attainment of program outcomes.

  
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**Action taken report of Meeting no 8**

- 1. Review of feedback for teaching from students for current semester.**  
The review of feedback for current semester [I, III, V & VII] for teaching faculty from students was taken with help of Vmedulife online portal for current academic year 2017-18. The summarized data obtained from digital feedback was reviewed and analyzed by the committee and was observed to be consistent.
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Secretary

  
Vice-Principal  
**Prof. Dr. S. K. Mohite**  
Vice-Principal  
Rajarambapu College of  
Pharmacy, Kasegaon


  
Principal



  
**PRINCIPAL**  
Rajarambapu College of Pharmacy  
Kasegaon

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## Meeting 2



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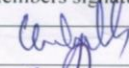







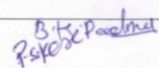
(17) (23)  
02/07/2018  
Date -

Notice- RCP/  
Notice

The meeting of the internal quality assurance committee is scheduled to be held on \_\_\_\_\_ at the principal's cabin.

**Agenda for the meeting**

1. Review of academic performance of the student previous year
2. New strategies to improve academic performance of current academic year.
3. Review on faculty performance in last academic year and strategies to improve the faculty performance.
4. Discussion regarding advances in teaching methodologies and implement of the same.

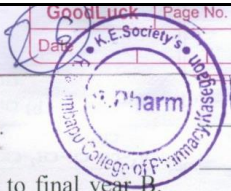
Sr.no	Name of staff	Designation	Members signature
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3.	Dr.V R Salunkhe	HOD Pharmacognosy	
4.	Dr.M A Bhutkar	HOD Pharmaceutics and Academic Incharge	
5.	Dr.A R Chopade	HOD Pharmacology	
6.	Mr.S S Todkar	Assistant Professor	
7.	Mr.P A Patil	Assistant Professor	
8.	Dr.S R Kane	Assistant Professor	
9.	Smt.P A Patil	Assistant Professor	
10.	Bk. P. Ghai		
11.	Mr. P. K. Kore	Assistant Professor	



  
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Kasegaon

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Date \_\_\_\_\_



**Subject 1** – Reviewer of academic performance of the students previous year.

**Resolution** – Reviewed academic performance of the students of first year to final year B. Pharmacy, performance of First Year B. Pharmacy is observed weak members decided to tress out problem faced by the students after discussion among the member, it is decided that, allotment of senior teachers to First year for improvement of the subject knowledge.

**Subject 2** – New strategies to improved academic performance.

**Resolution** – 1. Additional care for weaker students. 2. Increase in numbers of assignment and class tests. 3. Skills development program design your answer and mind map for students to implement for all the years.

**Subject 3** – Review of faculty performance.

**Resolution** – 1. Easy access for the facilities required to conduct Research and development 2. Implementations of AICTE initiatives for faculty development. 3. Maximum attainment of FDP

**Subject 4** – Advances in teaching methodologies

**Resolutions** – 1. Implementations of advanced teaching methodologies like a) Group Discussion b) Presentations of students c) collaborative learnings

**Subject 5** – Passing of some format and policies was kept in the meeting with prior permission from chairman sir.

a) Updated Appraisal format b) Research Policy c) Code of Ethics for Research d) R and D Policy for organizing workshops/seminars/Conferences e) SOP for Teachers f) Examination Reforms and feedbacks forms g) Revised Guideline and format for Mentoring system h) Revised policy Mentorship i) Online format system for mentorship.

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**Resolution** – The above mentioned formats and policies were presented by the Shri. P. A. Patil sir in front of committee. The all policy was thoroughly discussed and some changes have suggested by committee members. Finally all members were passed the policies and format for smooth running of the college. Principal Sir directed to the IQAC coordinator to implement the said policies and format from next academic year. The above resolution were unanimously passed by committee members.

**Subject 6** – Functioning of the MoU.


**Resolution** – The above mentioned subject was taken for the discussion with prior permission from chairman of the meeting. Sir has informed to all HOD's about the functioning of the signed MoUs. Also, he has urged to all HOD's to sign the much more number of MoUs for the exploring the research, academics, extra- curricular and co-curricular corners of the RCP.

The above resolutions was unanimously passed by the committee members and meeting was concluded by Shri. P. A. Patil.

  
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Kasegaon Education Society's  
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Action taken report of Meeting no 11

Actions taken.

1. Reviewed academic performance of the student previous year
2. New strategies to improve academic performance of current academic year.  
Strict academic monitoring and use advanced teaching methodologies were implemented.
3. Reviewed faculty performance in last academic year and strategies to improve the faculty performance.  
Faculty performance was found satisfactory.
4. Advances teaching methodologies was implemented .


  
Secretary

  
Vice-Principal  
**Prof.Dr.S.K.Mohite**  
Vice-Principal  
Rajarambapu College of  
Pharmacy, Kasegaon

  
Principal  
Rajarambapu College of Phar  
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### Meeting 3



**Kasegaon Education Society's  
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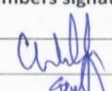
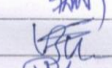

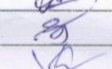
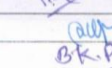
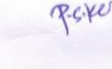
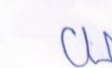
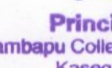
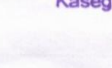
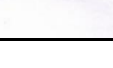
Notice-RCP/IAQC/Feedback/18-19/01 Date - 18/01/2018


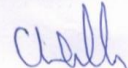
**Notice**

The meeting of the internal quality assurance committee is scheduled to be held on 21/11/2018 at the Meeting room.

**Agenda for the meeting**

1. Review of feedback for teaching from students for current semester of 2018-19.
2. Appreciation and recognition of teachers Department wise.
3. Initiation of corrective actions for faculty with poor feedback from students.

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3.	Dr. V R Salunkhe	HOD Pharmacognosy	
4.	Dr. M A Bhutkar	HOD Pharmaceutics and Academic In-charge	
5.	Dr. A R Chopade	HOD Pharmacology	
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9.	B.K. P.T Ghail	Assistant Professor	
10.	Mr. P S Kore	Assistant Professor	


  

  
**Principal**  
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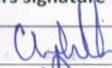


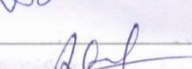
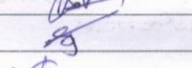



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Kasegaon Education Society's  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.

Ref.-RCP/IAQC/Feedback/18-19 Dated- 21/11/2018.

**Minutes of meeting**

The following members were present for the meeting of internal quality assurance committee held on 21/11/2018 at the Meeting room.

Sr. no	Name of staff	Designation	Members signature
1.	Dr. C S Magdum	Principal	
2.	Dr. S K Mohite	Vice principal	
3.	Dr. V R Salunkhe	HOD Pharmacognosy	
4.	Dr. M A Bhutkar	HOD Pharmaceutics and Academic In-charge	
5.	Dr. A R Chopade	HOD Pharmacology	
6.	Mr. S S Todkar	Assistant Professor	
7.	Mr. P A Patil	Assistant Professor	
8.	Dr. S R Kane	Exam In-charge	

**Points discussed for the meeting, resolution and initiation of further actions.**

**1. Review of feedback for teaching from students for current semester.**

The review of feedback for current semester [I, III, V & VII] for teaching faculty from students was taken with help of Vmedulife online portal for current academic year 2018-19. The summarized data obtained from digital feedback was reviewed and analyzed by the committee and was observed to be satisfactory.

**2. Appreciation and recognition of Department wise teachers.**


The committee after scrutiny of the feedback decided to give certificate of appreciation to following teachers, viz Dr. Atul R. Chopade, Shri. J. A. Tamboli, Shri. Pramod A. Patil, Shri. Pankaj K. Kore and Smt. T. D. Dudhgaonkar.

**3. Initiation of corrective actions for faculty with poor feedback from students.**

It was observed that following teacher's viz. Shri Rohit Todkar and Smt. Sajida D. Dhage received high percentage of poor feedback regarding their teaching methods. These teachers are being issued letters for improving their teaching abilities and necessary corrections need to be made in their teaching abilities.

  
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



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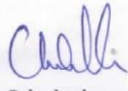
Action taken report of Meeting no 12

**Actions taken.**

- 1. Review of feedback for teaching from students for current semester.**  
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Secretary

  
Vice-Principal  
**Prof. Dr. S. K. Mohite**  
Vice-Principal  
Rajarambapu College of  
Pharmacy, Kasegaon

  
Principal  
**Principal**  
Rajarambapu College of  
Pharmacy, Kasegaon

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## Meeting 4



**Kasegaon Education Society's**  
**RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.**

(29)  
 (13)

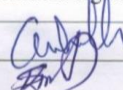
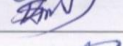







Notice- RCP/ Date -  
20/12/18

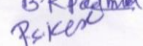
Notice

The meeting of the internal quality assurance committee is scheduled to be held on \_\_\_\_\_ at the principal's cabin.

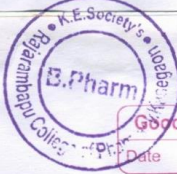
**Agenda for the meeting**

1. Review and continuation of challenging questions in the internal semester examination.
2. Discussion on circular from university Shivaji university/examiner allotment/chavan/158 dated 24 oct 2018
3. Review of challenging questions framed in the question papers of internal examination previous year.

Sr.no	Name of staff	Designation	Members signature
1.	Dr.C S Magdum	Principal	
2.	Dr.S K Mohite	Vice principal	
3.	Dr.V R Salunkhe	HOD Pharmacognosy	
4.	Dr.M A Bhutkar	HOD Pharmaceutics and Academic Incharge	
5	Dr.A R Chopade	HOD Pharmacology	
6	Mr.S S Todkar	Assistant Professor	
7	Mr.P A Patil	Assistant Professor	
8	Dr.S R Kane	Assistant Professor	
9	Smt.P A Patil	Assistant Professor	

BK. P T Ghai  
 M. P S Kore  
 Assistant Professor  
  
 B.K. Padman  
 P.K. Kere

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Date \_\_\_\_\_

Subject - ① Review and continuation of challenging questions in the sessional examination.


Resolution - After discussion among members it was decided that, 30% challenging questions in sessional examination will be continued. The members of committee decided that for this year sessional examination use of bloom taxonomy will be mandatory for all the paper setters along a high bloom level, instructions were given to all paper setters accordingly.

Subject - ② Discussion on University circulars

Resolution - Circulars from Shivaji University were received on 24 Oct 2018 to IQAC Cell of college. All the suggestions given by University faculty discussed by committee members then decided to implement it the same. All the guideline were also notified to staff members.

Subject - ③ Review of challenging question framed previous year.

Resolution - Challenging questions framed by paper setters were reviewed by committee members after review some paper setters were given instructions for improvement in quality of question paper, asked them to give more focus on application oriented questions.

  
**PRINCIPAL**  
Rajarambapu College of Pharmacy  
Kasegaon

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Kasegaon Education Society's  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.

Action taken report of Meeting no 13

**Actions taken.**

1. Reviewed challenging questions in the internal semester examination.

Suggestions were given to faculties regarding improvement in quality of question papers


2. Discussion were conducted on circular from university Shivaji university/examiner allotment/chavan/158 dated 24 oct 2018

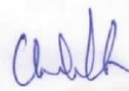
Implemented suggestion of university and circular forwarded to teaching staff.

3. Reviewed challenging questions framed in the question papers of internal examination previous year.


Suggestions were given to faculties regarding improvement in quality of question papers with seminar.

  
Secretary

  
Vice-Principal  
**Prof. Dr. S.K. Mohite**  
Vice-Principal  
Rajarambapu College of  
Pharmacy, Kasegaon

  
Principal  
Principal  
Rajarambapu College of Pharmacy  
Kasegaon

## Meeting 5



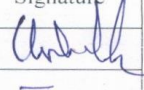
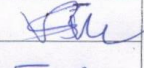


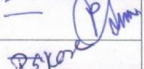
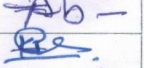
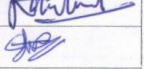
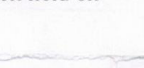
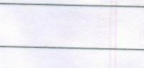



**Kasegaon Education Society's**  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.

Date - 22/08/2019

The meeting of the internal quality assurance committee is scheduled to be held on 22/08/2019 at the principal's cabin.

**Agenda for the meeting**

1. Review and discussion on AQIS (AICTE quality improvement schemes)
2. Training for faculty with poor feedback from students.
3. Strategies to develop soft skills among the faculties.
4. Review of NBA inspection to comply the various lacunas recommended by NBA inspectors.

Sr.no	Name of staff	Designation	Signature
1.	Dr.C S Magdum	Chairman	
2.	Dr.S K Mohite	Member	—
3.	Dr.V R Salunkhe	Member	
4.	Dr.M A Bhutkar	Secretary	—
5.	Dr.A R Chopade	Member	
6.	Mr.S S Todkar	Member	
7.	Dr.S R Kane	Member	
8.	Mr. P A Patil	Co-ordinator	
9.	Mr.P S Chavan	Member	
10.	Mr. P S Kore	Member	
11.	Mr. Sagar Shah	Member	
12.	Mr.Kuber tarkasband	Member	
13.	Mr.Milind Khadke	Member	
14.	Mr.Sameer Jadhav	Member	

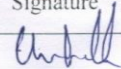


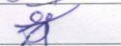
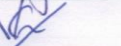

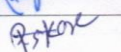
The following members were present for meeting of internal quality assurance cell held on 22/08/2019 at principles cabin.

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**Kasegaon Education Society's  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.**

Date - 22/08/2019

Sr.no	Name of staff	Designation	Signature
1.	Dr.C S Magdum	Chairman	
2	Dr.V R Salunkhe	Member	
3	Dr.A R Chopade	Member	
4	Mr.S S Todkar	Member	
5	Mr.P A Patil	Member	
6	Dr.S R Kane	Member	
7	Mr. P S Kore	Member	

Points discussed for the meeting, resolution and initiation for further actions.

**1. Review and discussion on AQIS (AICTE quality improvement schemes)**

The review of AQIS schemes, all scheme documents was deeply studied and various faculties assigned to prepare projects and fill up the same in the AICTE online portal.


**2. Training for faculty with poor feedback from students.**

After review of feedback using VMedulife online portal following faculties viz Smt.Sajida D Dhage, Mr.Sangram Patil, Mr.Rohit Todkar, Smt T D Dudhgaokar,Smt.A R Dhole received high percentage of poor feedback regarding their teaching. These teachers needs training programme for improvement.

**3. Strategies to develop soft skills among the faculties.**

Various suggestions suggested by committee members like workshop, seminars, training to develop soft skills like communication skills among the faculty members. All suggestion was discussed to find out best possible method.



  
**PRINCIPAL**  
Rajarambapu College of Pharmacy  
Kasegaon

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**Kasegaon Education Society's  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.**

Date - 22/08/2019

Action taken report

**1. Review and discussion on AQIS (AICTE quality improvement schemes)**

Faculty allotted for each scheme of AQIS based on their interest and expertise. Implemented the same with staff meeting and notification.

**2. Training for faculty with poor feedback from students.**

A committee of senior faculties were prepared to train the poor performing faculties as follow,

1. Dr.C S Magdum
2. Dr.V R Salunkhe
3. Dr.M A Bhutkar
4. Mr.G H Wadkar

The training of poor performing faculties were conducted at the principle cabin at 12:30 PM on the same day.

**3. Strategies to develop soft skills among the faculties.**

After discussion on various strategies, it was decided that college will arrange a programme programme design for faculty motivation and communication skills program .College will appoint academic confident conversion in English and soft skills Ltd.Sangli as expert to conduct training program

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(26) classmate  
Date \_\_\_\_\_  
Page \_\_\_\_\_

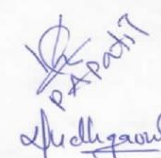
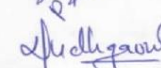

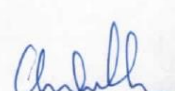
Kasegaon Education Society's  
Rajarambapu College of Pharmacy, Kasegaon

**NOTICE**

22/08/2019

All the staffs are hereby informed that list of staff and allotted proposal under AQIS (AICTE quality improvement scheme). Appointed staffs are requested to kindly do the needful as soon as possible.

Sr.No	Scheme	Appointed staff name
1	QIP (FOREIGN UNIVERSITY) ✓	PAPS,SAT,TDD,VRD
2	SEMINAR GRANT (SG) ✓	ARD ✓
3	FACULTY DEVELOPMENT PROGRAMME (FDP) ✓	MMN
4	ADJUNCT FACULTY ✗	SRK
5	SCHEME OF TRAVEL GRANTS (TG)	Those who are interested
6	AICTE – ISTE ORIENTATION/ REFRESHER PROGRAMME ✗	MAB,TDD,MMM
7	SHORT TERM TRAINING PROGRAMME (STTP) ✓	IDR,DSG,SDB ✓ ✓
8	PG SCHOLARSHIP ✗	Vikas Patil
9	PRERANA – SCHEME FOR PREPARING SC/ST STUDENTS FOR HIGHER EDUCATION 1-15 ✗	ARC,TDD
10	SAMRIDDIHI – SCHEME FOR SC/ST STUDENTS FOR SETTING START-UPS 1-15 ✗	ARC,TDD
11	NATIONAL DOCTORAL FELLOWSHIP (NDF) ✗	TDD
12	SMART INDIA HACKATHON 2019 ✓	VRD,RRV
13	MODERNISATION AND REMOVAL OF OBSOLESCENCE (MODROB) ✓	DIPLOMA-AMP DEGREE-MAB,VND,SJS PG-SRK
14	MARGADARSHAK ✓	DIPLOMA-AMP PG-MMN,ARD
15	MARGADARSHAN NE ✗	JAT
16	SKILL AND PERSONALITY DEVELOPMENT PROGRAMME CENTRE FOR SC/ST STUDENTS (1-15) ✗	VRD,HSK
17	RESEARCH PROMOTION SCHEME (RPS) ✓	SDB,GHW,SSD,VRS &ARD ,MAB ✓
18	E-SHODH SINDHU(SUBSCRIPTION TO E-JOURNALS) NE ✗	SG KAMBLE,SJS
19	GRANT FOR ORGANISING CONFERENCE ✗	PSK,ARD
20	PRADHAN MANTRI KAUSHAL VIKAS YOJNA (PMKVY) ✗	TDD,DSR
21	SAANSAD AADARSH GRAM YOJNA ✗	PSK,PPH

  
  
  
  
**Principal**  
 Rajarambapu College of Pharmacy  
 Kasegaon

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## Meeting 6

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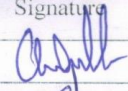


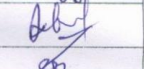




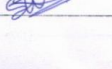
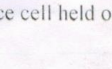

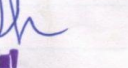
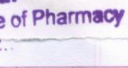

**Kasegaon Education Society's**  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.

Date - 20/06/2020



The meeting of the internal quality assurance cell is scheduled to be held on \_\_\_\_\_ via \_\_\_\_\_ online platform

**Agenda for the meeting**


1. Review of best possible online platforms for conducting lectures and practicals.
1. Review of best online platforms for conducting online examination.

Sr.no	Name of staff	Category	Signature
1.	Dr.C S Magdum	Principal	
2.	Dr.S K Mohite	Vice principal and HOD Pharmaceutical chemistry	
3.	Dr.V R Salunkhe	HOD pharmacognosy	
4.	Dr.M A Bhutkar	HOD Pharmaceutics	
5.	Dr.A R Chopade	HOD Pharmacology	
6.	Mr.S S Todkar	Teacher	
7.	Dr.S R Kane	Teacher	
8.	Mr. P A Patil	Teacher	
9.	Mr.P S Chavan	Nominee from administration	
10.	Mr. P S Kore	Nominee from alumni	
11.	Mr. Sagar Shah	Nominee from industry	
12.	Mr.Kuber tarkasband	Nominee from industry	
13.	Mr.Milind Khadke	Nominee from industry	
14.	Mr.Sameer Jadhav	Nominee from industry	

The following members were present for the online meeting of internal quality assurance cell held on \_\_\_\_\_ via online platform.

  
  
**Principal**  
 Rajarambapu College of Pharmacy  
 Kasegaon

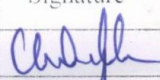
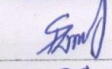

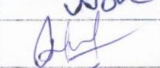




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**Kasegaon Education Society's**  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.

Date - 20/06/2020

The following members were present for the online meeting of internal quality assurance cell held on via online platform.

Sr.no	Name of staff	Category	Signature
1.	Dr.C S Magdum	Principal	
2.	Dr.S K Mohite	Vice principal and HOD Pharmaceutical chemistry	
3.	Dr.V R Salunkhe	HOD pharmacognosy	
4.	Dr.M A Bhutkar	HOD Pharmaceutics	
5.	Dr.A R Chopade	HOD Pharmacology	
6.	Mr.S S Todkar	Teacher	
7.	Dr.S R Kane	Teacher	
8.	Mr. P A Patil	Teacher	

Points discussed in the online meeting as follow,

**1. Online platform for teaching and learning –**

The committee members reviewed various platforms available for conducting online lectures due covid 19 pandemic situation as Zoom, Google meet, class plus, teach mint etc. are available. After detail analysis of all the possible online platforms the Zoom meeting was observed as reliable platform to smoothly conduct the teaching and learning process.

**2. Online platforms for conducting online examination –**

The committee members reviewed various platforms available for conducting online examination due covid 19 pandemic situation as Google form, VMedulife etc. available. After detail analysis of all the possible online platforms the Zoom meeting was observed as reliable platform to smoothly conduct the online examination and assessment. To maintain dignity and security of online examination it was decided that to use secured and trusted online platform. After the detail analysis it was concluded that the VMedulife is best possible online platform to conduct the online examination and to be use for smooth and secure conduction of online assessment.

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**Kasegaon Education Society's**  
**RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.**

Date - 20/06/2023

**Action taken report of meeting no.15**


**1. Online platform for teaching and learning –**

It was decided to use Zoom mobile application to conduct the online lectures and all the faculty were notified to implement the same.

**2. Online platforms for conducting online examination –**

It was decided to use VM edulife application for conducting the online examination analysis.


  
**Principal**  
Rajarambapu College of Pharm  
Kasegaon



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Meeting No 7

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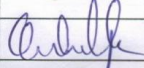















**Kasegaon Education Society's**  
**RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.** Date - **13/12/2021**

The meeting of the internal quality assurance cell is scheduled to be held on \_\_\_\_\_ via \_\_\_\_\_ online platform

**Agenda for the meeting**

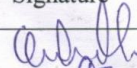


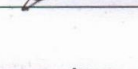
1. Printed and standardize formats of meeting records of statutory and non-statutory committees of institution to bring uniformity in the content and improve the outcomes of the meetings.
2. Review of restructuring and changes in the various committees of the institute.
3. Discussion on in-house gym and fitness center in the existing campus.
4. Review on the status of the pilot plant in existing campus.
5. Review on the improvement suggested by NBA, New Delhi and current status.

Sr.no	Name of staff	Category	Signature
1.	Dr.C S Magdum	Principal	
2.	Dr.S K Mohite	Vice principal and HOD Pharmaceutical chemistry	
3.	Dr.V R Salunkhe	HOD pharmacognosy	
4.	Dr.M A Bhutkar	Secretary IQAC	
5.	Dr.A R Chopade	HOD Pharmacology	
6.	Mr.S S Todkar	Teacher	
7.	Dr.S D bhinge	Teacher	
8.	Mr. P A Patil	Coordinator	
9.	Mr.P S Chavan	Nominee from administration	
10.	Mr. Sangram patil	Nominee from alumni	
11.	Mr. Sagar Shah	Nominee from industry	
12.	Mr.Kuber tarkasband	Nominee from industry	
13.	Mr.Milind Khadke	Nominee from industry	
14.	Mr.Sameer Jadhav	Nominee from industry	

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**Kasegaon Education Society's**  
**RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON.** Date - 13/12/2021

The following members were present for the online meeting of internal quality assurance cell held on via online platform.

Sr.no	Name of staff	Category	Signature
1.	Dr.C S Magdum	Principal	
2.	Dr.S D Bhinge	Teacher	
3.	Dr.M A Bhutkar	Secretary IQAC	
4.	Mr. P A Patil	Coordinator	

Points discussed in the online meeting as follow,

**1. Printed and standardize formats of meeting records of statutory and non-statutory committees of institution to bring uniformity in the content and improve the outcomes of the meetings.**

The committee members discussed best practices and design and formats of meeting records to bring uniformity in the content. After discussion it was decided that the institute will use printed ledger for writing the details of meeting records for both statutory and non-statutory committees.

**2. Review of restructuring and changes in the various committees of the institute.**

The committee members discussed about restructuring of various committees, the work interest of staff was considered as a base before restructuring. The suitability and best fit was also discussed while restructuring the committees.


**3. Discussion on in-house gym and fitness center in the existing campus.**

Discussion was held among the committee members on the issue of need of gym and fitness centre in existing campus. All the members come to conclusion that the under fit India campaign of the government of India we can propose the gym and fitness centre.

**4. Review on the improvement suggested by NBA, New Delhi and current status.**

Discussion was held among the committee members on various improvement suggested by the NBA, New Delhi and its current status. The review on improvement in the various criterias and various areas of the improvement were identified. The committee members suggested proper action plan to fulfill the improvement and work direction.



  
**PRINCIPAL**  
 Rajarambapu College of Pharmacy  
 Kasegaon

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**Kasegaon Education Society's**  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON. Date - 13/12/2021

**Action taken report**

**1. Printed and standardize formats of meeting records of statutory and non-statutory committees of institution to bring uniformity in the content and improve the outcomes of the meetings.**

It was decided to use standardize and preprinted meeting record books for all the statutory and non-statutory committees of institution.

**2. Review of restructuring and changes in the various committees of the institute.**

All the committees restructured and notified with staff notice.

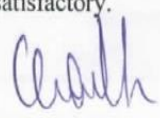
**3. Discussion on in-house gym and fitness center in the existing campus.**

It was decided that gym and fitness centre is the needed in the campus after discussion among the members and the demand will be placed in front of the management for further approval and budget allocation.

**4. Review on the improvement suggested by NBA, New Delhi and current status.**

After discussion with the NBA coordinators it was concluded that the Improvement suggested by the NBA is implemented and documented. The overall progress was found to be satisfactory.




  
**Principal**  
Rajarambapu College of Pharmacy  
Kasegaon

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## Meeting 8

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











  
**Kasegaon Education Society's**  
**RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON**  
**IQAC Committee**


Date – 22<sup>nd</sup> February 2022

The meeting of the internal quality assurance cell is scheduled to be held on 23/02/2022 at the principal's cabin.

**Agenda for the meeting**






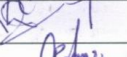



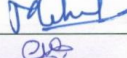

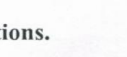

1. Confirmation of last minutes of the meeting
2. Action plan for the improvement of training and placement cell.
3. Discussion about departmental activity under seminar committee
4. Any other topics with prior permission of Hon. Principal

Sr.no	Name of staff	Designation	Signature
1.	Dr. C S Magdum	Chairman	
2.	Dr. S K Mohite	Member	
3.	Dr. V R Salunkhe	HOD Pharmacognosy	
4.	Dr. M A Bhutkar	Secretary & HOD Pharmaceutics	
5.	Dr. A R Chopade	HOD Pharmacology	
6.	Mr. S D Bhinge	Member	
8.	Mr. P A Patil	Co-ordinator	
9.	Mr. P S Chavan	Office Representative	
10.	Mr. Sangram Patil	Alumni Representative	
11.	Mr. Sagar Shah	Member	
12.	Mr. Kuber tarkasband	Member	
13.	Mr. Milind Khadke	Member	
14.	Mr. Sameer Jadhav	Member	



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The following members were present for meeting of internal quality assurance cell held on 23/02/2022 at principles cabin.

Sr.no	Name of staff	Designation	Signature
1.	Dr. C S Magdum	Chairman	
2.	Dr. S K Mohite	Member	
3.	Dr. V R Salunkhe	HOD Pharmacognosy	
4.	Dr. M A Bhutkar	Secretary & HOD Pharmaceutics	
5.	Dr. A R Chopade	HOD Pharmacology	
6.	Mr. S D Bhinge	Member	
8.	Mr. P A Patil	Co-ordinator	
9.	Mr. P S Chavan	Office Representative	
10.	Mr. Sangram Patil	Alumni Representative	
11.	Mr. Sagar Shah	Member	
12.	Mr. Kuber tarkasband	Member	
13.	Mr. Milind Khadke	Member	
14.	Mr. Sameer Jadhav	Member	

**Points discussed for the meeting, resolution and initiation for further actions.**

**Subject 1 – Confirmation of last minutes of the meeting**

The minutes of previous meeting held was read by Shri. Pramod Patil

**Resolution:** - The minutes of meeting were found to be correct and hence confirmed and passed by all committee members.

**Subject 2 - Action plan for the improvement of training and placement cell.**

Shri. Patil sir presented an action plan for the improvement of final-year students. He has also described the new topic, which is My Career. My research was designed by members of the IQAC committee for final year students in Sem VII as a part of the curriculum to help them advance in their careers. Furthermore, he has emphasised how the topic would assist final-year students in securing employment soon after the end of their degree. The following are the specifics.



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Sr. No.	Plan	Execution	Action
1.	Make available sufficient literature about career in pharmacy.	Check latest and advance literature available in the market.	Make it available in the library and notify it to all the students.
2.	“My career my research” It is exclusive campaign designed by the IQAC which is based on students should do deep research and analysis of various sectors and opportunities in the industry and will decide their sector of interest.	To check whether it can be included in the curriculum parts with proper weight age and marks.	Notify it to all the students.
3.	“Student interest form” It is exclusive form designed by the IQAC to segregate the students based on the choices made by the students.	Design the form and circulate to the students of target group.	Interpret the data

**Resolution:** - The above resolution was passed by all the members for the development of students in choosing their careers.

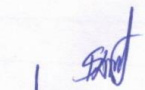
**Subject 2 - Discussion about departmental activity under seminar committee**

Patil sir has also submitted a thorough plan for organizing seminars as a department activity for the betterment of students and teachers. The specific plan was thoroughly discussed, and it was decided to have two seminars under each department, in March. However, the Principal sir has informed the IQAC committee to convey the detailed plan to the concern committees in order to implement the actions outlined at the meeting.

**Resolution:** - The above resolution was passed by all the members.

The above resolutions were passed unanimously by all members and meeting was concluded with the permission from Chairman Dr. C. S. Magdum.



  
**PRINCIPAL**  
 Rajarambapu College of Pharmacy  
 Kasegaon

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## FEEDBACK SYSTEM

### Feedback by Students: Parameters:

The feedback parameters were analysed for five level of satisfaction (Not Satisfactory, Satisfactory, Good, Very Good, and Excellent, i.e. 1 to 5).

### The following parameters were assessed

Sr.No	Parameter/Statement for feedback of student on syllabus
<b>1</b>	<b>Content Completeness</b>
1.1	Presentation includes all the relevant key information needed.
1.2	Presentation includes information but less relevant
1.3	Presentation lack of information
<b>2</b>	<b>Organization of Presentation</b>
2.1	Information is in logical, interesting sequence with illustrations which audience can follow
2.2	Information is in logical, sequence which audience can follow but lack of illustration
2.3	Cannot understand presentation because there is no sequence of information
<b>3</b>	<b>Clarity of Delivery</b>
3.1	Presentation audible to all and communication is effective
3.2	Presentation mostly audible and communication is not effective
3.3	Presentation is not audible
<b>4</b>	<b>Responsiveness to Audience</b>
<b>4.1</b>	Response to queries(core and peripheral level) of audience with clarity and confidence
<b>4.2</b>	Response to queries(core and not peripheral level) of audience with less clarity and confidence
<b>4.3</b>	Response to queries is poor

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### Feedback by Teachers: Parameters:

The feedback parameters, as listed below, were examined for five levels of satisfaction (e, Not Satisfactory, Satisfactory, Good, Very good, and Excellent i.e.(1 to 5). The average sample size for B.Pharm & M.Pharm Teacher feedback for academic year 2017-2022 on syllabus was **20&4** respectively.


### The following parameters were assessed

S.N	Teachers: Satisfaction of syllabi with respect to parameter
1	The aim and objectives of syllabi are well distinct and obvious.
2	The course/syllabus is well-balanced in terms of theory and its applications.
3	How would you rate the academic ambience of the institute?
4	The curriculum and syllabus are well-organized and intelligible to both teachers and students.
5	The institute allows for the adaptation of new techniques for student assessment.
6	The university curriculum provides adequate and consistent support for project and research facilities.
7	Rate the current curriculum in terms of bridging the gap between the institute and the industry
8	The subject's syllabus expanded my knowledge and perspective on the subject.
9	allocation of time for syllabus completion
10	Are you satisfied with management policies?
11	Overall rating

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Sample Format (feedback by Teachers)




**KE'S,  
RAJARAMBAPU COLLEGE OF PHARMACY, KASEGAON  
FACULTY FEEDBACK FORM 2021-22**

**Name of the teacher:**  
**Designation:**  
**Department:**  
**Course:**  
**Class:**  
**Subject taught:**

Specifications	A Excellent (5)	B Very good (4)	C Good (3)	D Satisfactory (2)	E Not Satisfactory (1)
The aim and objectives of syllabi are well distinct and obvious.					
The course/syllabus is well-balanced in terms of theory and its applications.					
How would you rate the academic ambience of the institute?					
The curriculum and syllabus are well-organized and intelligible to both teachers and students.					
The institute allows for the adaptation of new techniques for student assessment.					
The university curriculum provides adequate and consistent support for project and research facilities.					
Rate the current curriculum in terms of bridging the gap between the institute and the industry					
The subject's syllabus expanded my knowledge and perspective on the subject.					
Allocation of time for syllabus completion					
Are you satisfied with management policies?					
Overall rating					



**Principal**  
Rajarambapu College of Pharmacy  
Kasegaon



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**Employer feedback: Parameters:**

The Employer feedback's parameters, which are listed below, were examined for each of the five satisfaction levels (Not Satisfactory, Satisfactory, Good, Very Good, and Excellent, or 1 to 5), in order of importance. Employer feedbacks were taken from google form platform.

The sample size for the Employer feedback was **6**.

The parameters were:

Sr No	Satisfaction of syllabi with respect to parameter
1	How will you rate the candidates?
2	Employability is provided in curriculum design
3	How will rate current syllabus is sufficient to get place in Industry?
4	Involvement in social activities

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## Sample Format (Employer's Feedback)

4/10/23, 11:00 AM EMPLOYER FEEDBACK FORM RCP Alumnus *Bornant*

## EMPLOYER FEEDBACK FORM RCP Alumnus

Rajarambapu college of pharmacy, Kasegaon (NBA Accredited )

\* Required

1. Name of RCP Alumnus (Surname first) \*  
\_\_\_\_\_
2. Email ID (Principal/Director/Manager ) \*  
\_\_\_\_\_
3. Name of company/institute/organization: \*  
\_\_\_\_\_
4. Name of the person who is permitted to provide feedback \*  
\_\_\_\_\_
5. Designation of authority  
\_\_\_\_\_
6. Contact number of Principal/ Director/Authority (Whatsapp)  
\_\_\_\_\_

*[Signature]*  
Principal  
Rajarambapu College of Pharmacy  
Kasegaon

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4/10/23, 11:00 AM

EMPLOYER FEEDBACK FORM RCP Alumnus

## 7. How will you rate the candidate? \*

Mark only one oval per row.

	Excellent (5)	Very good(4)	Good(3)	Satisfactory(2)	Not Satisfactory(1)
<b>Overall performance</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Technical knowledge</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Leadership skill</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Communication skill</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Decision making ability</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Team spirit</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
<b>Initiative and Plan execution</b>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

## 8. Is employability provided in curriculum design? \*

Mark only one oval.

- Excellent (5)  
 Very good(4)  
 Good(3)  
 Satisfactory(2)  
 Not Satisfactory(1)

  
**Principal**  
 Rajarambapu College of Pharmacy  
 Kasegaon

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4/10/23, 11:00 AM

EMPLOYER FEEDBACK FORM RCP Alumnus

9. How will rate current syllabus is sufficient to get place in Industry? \*

Mark only one oval.

- Excellent (5)  
 Very good (4)  
 Good (3)  
 Satisfactory (2)  
 Not Satisfactory (1)

10. Involvement in social activities

Mark only one oval.

- Excellent (5)  
 Very good (4)  
 Good (3)  
 Satisfactory (2)  
 Not Satisfactory (1)

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**Principal**  
Rajarambapu College of Pharmacy  
Kasegaon

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### Feedback by Alumni: Parameters

The feedback's parameters, listed below, were assessed for five levels of satisfaction (Not Satisfactory, Satisfactory, Good, Very Good, and Excellent, or 1 to 5). Alumni feedbacks were taken from google form platform.

Following parameters were assessed

Sr.No	Satisfaction of syllabi with respect to parameter
1	How will you rate your alma matter?
2	Is the curriculum relevant to industry needs?
3	How will you rate college in extracurricular activities?
4	Rate the seminar/ workshop/ webinar hosted by the institute to improve teaching quality and student technical skills
5	Rate the efforts taken by the institute for bridging gaps between industry and academics

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## Sample Format (Alumni Feedback)

4/10/23, 10:59 AM Alumnus Feedback Form format

## Alumnus Feedback Form

\* Required

1. Name of the Alumnus (Surname First) \*  
\_\_\_\_\_
2. Course \*  
\_\_\_\_\_
3. Batch (Mention Passing Year) \*  
\_\_\_\_\_
4. Email ID \*  
\_\_\_\_\_
5. Contact No \*  
\_\_\_\_\_

  
**Principal**  
Rajarambapu College of Pharmacy  
Kasegaon

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4/10/23, 10:59 AM

Alumnus Feedback Form

6. How will you rate your alma matter? \*

Mark only one oval.

- Excellent  
 Very Good  
 Good  
 Satisfactory  
 Not Satisfactory

7. Is the curriculum relevant to industry needs? \*


Mark only one oval.

- Excellent  
 Very Good  
 Good  
 Satisfactory  
 Not Satisfactory

8. How will you rate college in extracurricular activities? \*

Mark only one oval.

- Excellent  
 Very Good  
 Good  
 Satisfactory  
 Not Satisfactory

  
**Principal**  
Rajarambapu College of Pharmacy  
Kasegaon

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4/10/23, 10:59 AM Alumnus Feedback Form

9. Rate the seminar/ workshop/ webinar hosted by the institute to improve teaching quality and student technical skills \*

Mark only one oval.

Excellent

Very Good

Good

Satisfactory

Not Satisfactory

10. Rate the efforts taken by the institute for bridging gaps between industry and academics \*

Mark only one oval.

Excellent

Very Good

Good


Satisfactory

Not Satisfactory


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**Google Forms**



**B. Pharm**  
Rajarambapu College of Pharmacy



**Principal**  
Rajarambapu College of Pharmacy  
Kasegaon

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Link to

[FEEDBACK ANALYSIS AND REPORT](#)

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Conference /Seminar/Workshop conducted

Link to

[Conference and Seminars](#)

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SOP for Teacher



Kasegaon Education Society  
**Rajarambapu College of Pharmacy,  
Kasegaon**  
Internal Quality Assurance Cell

**STANDARD  
OPERATING  
PROCEDURE FOR  
THE TEACHERS**



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Policy for Standard Operating Procedure for the Teachers

### STANDARD OPERATING PROCEDURE FOR THE TEACHERS

#### Objective:

1. To define the process of curriculum planning and delivery to the students.
2. To define the process of framing the question papers of internal examinations.

#### Scope:

1. This procedure is applicable to B. Pharmacy and M. Pharmacy programmes at Rajarambapu College of Pharmacy, Kasegaon.
2. Any provision prescribed by examination department will override the provisions of this document pertaining to internal examinations, in case of ambiguity.

#### Curriculum Planning

1. Obtain the details of course(s) allotted to you from timetable.
2. Get a copy of the syllabus.
3. Prepare a teaching plan in the LMS considering the prescribed teaching hours in curriculum and academic calendar.
4. Find out the resources for the content delivery which may include:
  - a. Reference books
  - b. Official books like Pharmacopoeias
  - c. Text books
  - d. Notes (prepared by the teacher)
  - e. Videos or animations available on internet or created by the teacher
  - f. Websites that may provide the relevant contents
  - g. MOOCs relevant to the course content
5. Demarcate the curriculum for two sessional examinations.
6. Prepare a question bank. (Optional)

#### Before Every Class:

1. Prepare the presentation, well in advance, if you are using PowerPoint presentations.
2. Be well prepared for the lecture by having a keen read through the contents planned for the lecture.
3. Carry along with you the resources required for the lecture.
4. Be on time for every session so as to prevent loss of time.

#### During the Class:

1. Grab the attention of the students to you and the topic that you are going to discuss in the lecture.
2. If you are carrying forward the discussions from the last lecture, shortly summarize the proceedings of earlier lecture.
3. Deliver the lecture with zeal and confidence.
4. Keep the students engaged in the lecture by having interactions with them, by asking the questions, etc.
5. Discuss the real life implications of the contents by quoting the examples from the industry, case studies, etc.

IQAC RCP, Kasegaon



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## Policy for Standard Operating Procedure for the Teachers

6. Encourage the students to ask the queries and satisfy them. You can alternatively cite the reference books where the students can have their doubts clarified.
7. In no case, the doubts of the students should be left unattended.
8. Encourage the students to use reference books instead of text books.
9. The teacher can employ participatory teaching methodologies like
  - a. Flipped Class room
  - b. Jig Saw Technique
  - c. Any other suitable method
10. Record the attendance of the students and update in LMS.
11. Make the learning material available to the students using Whatsapp, LMS, etc.
12. Finish off session on time.

**Sessional Examination:**

1. Demarcate and declare the syllabus for the Sessional examination well in advance.
2. Follow the pattern of questions as prescribed by Pharmacy Council of India, New Delhi.
3. 30% of the questions should be based on application part of the contents and should test the knowledge of the students at the Analytical and Application levels in Bloom's taxonomy.
4. The questions should be specific and unambiguous.
5. A marking scheme may be prepared and discussed with students after the examination is over.
6. The fair evaluation of the answersheets has to be carried out without carrying any biases towards students.
7. Identify the students performing less in examinations; assign them the works in order to improve the learning and their performance in successive Sessional examination.
8. Special attention has to be given to such students and any suitable measures should be taken to improve the same.
9. Continuous Internal Assessment of students shall be done in accordance with pattern prescribed by Pharmacy Council of India, New Delhi.
  - a. Online tests
  - b. Graded Assignments
  - c. Viva

**Practical Courses:**

1. Obtain the details of course(s) allotted to you from timetable.
2. Get a copy of the syllabus.
3. Prepare a practical plan in the LMS considering the prescribed teaching hours in curriculum and academic calendar.
4. Prepare a lab manual of the subject.
5. List the requirements for all the experiments. Hand it over to laboratory assistant. Ensure availability of all the requirements before the start of semester.
6. In case of unavailability of any of the requirements, communicate the requirements to store and ensure its timely procurement.
7. Discuss the aim, principle behind the experiments, procedure of the experiment and its application with the students.

## Policy for Standard Operating Procedure for the Teachers

8. Demonstrate the stepwise procedure of the experiments and discuss logical reasoning behind every step.
9. Explain essential Do's and Don'ts of the experiment.
10. Ask the students to perform practical. Observe the practical skills of every student and correct them, if required.
11. Check the observations, calculations and the results.
12. A teacher should evaluate each experiment on following criteria. However, the weightage to each criterion is flexible and can be varied at the discretion of teacher depending on the experiments.

Criterion	Practical skills	Theoretical Aspects	Calculations	Inferring Ability / Applications	Record writing	Total
Marks	2	2	2	2	2	10

13. This table is not expected to be written in the journal. The teacher should assign the marks to every experiment performed by the student out of 10 and the same can be used in continuous evaluation.

**At the end of the semester:**

1. Any pending details in the LMS shall be recorded.
2. After completing these details, subject file in online format will be generated in the LMS. Verify it.

  
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