


**AZAD COLLEGE OF PHARMACY**  
(Affiliated by JNTUH Approved by PCI)  
Adm. Off: Opp Andhra Bank, UDITH Chambers, Ashoknagar, Hyderabad.

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**Internal Quality Assurance Cell (IQAC)**

**Minutes of the Meeting - IQAC - 2017-18**

<b>S.NO</b>	<b>ITEMS</b>	<b>DATE</b>
1	Meeting No:1	08/07/2017
2	Meeting No:2	10/10/2017
3	Meeting No:3	08/01/2018
4	Meeting No:4	24/05/2018

  
**PRINCIPAL**  
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Moinabad, R. R. Dist.

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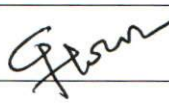
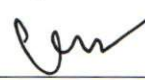


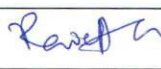



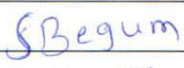





**Internal Quality Assurance Cell (IQAC)**


**MINUTES OF THE MEETING**

**Date: 08.07.2017**

The First IQAC meeting for the academic year 2017-18 has been held on 08.07.2017 in the Board Room at 2.30 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	Dr KHAJA PASHA , Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
<b>Members</b>			
5.	Faculty Members	RAO ARCHANA, Assistant Professor	
		ARSHIYA JABEEN, Assistant Professor	
		MOHAMMAD KHAN, Assistant Professor	
		F AHMED , Assistant Professor	
6.	Nominees From Local Society, Students and Alumni	Alumni: SUMAIYA BEGUM	
		Student: MOHD. AFFAN	
		Local Society: PEDDAMANGALARAM, MOINABAD	
7.	Nominees From Employers / Industrialists / Stakeholders	Employer: Jeevan Scientifics and Technology Ltd.	
		Industrialists: Leo-Bio care	
		Stakeholder: JSL Health Sciences Pvt Ltd	

  
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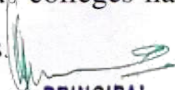
**Agenda:**

- i. To improve the academic results and the graduation rate.
- ii. To motivate the students to take part in co-curricular activities and extra-curricular activities.
- iii. To motivate the faculty members to do research.
- iv. To discuss about the impact of parents teachers meet that was conducted for all disciplines.
- v. To discuss about applying proposal for AICTE, CSIR and DST.
- vi. Feed back and action taken report

**The Minutes of the meeting are as follows:**

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all the members for the first Internal Quality Assurance Cell meeting.
2. All the IQAC members introduced themselves to others.
3. Discussed about the academic results and the graduation rate of the students and campus placement.
4. It was decided that Research and Development need to be strengthened and all the departments are instructed to establish Centre of Excellence.
5. Result analysis meeting for April/May 2017 Examinations was conducted to discuss about the merits and demerits of the result.
6. The Parents Teacher Meet conducted for all disciplines was analyzed. It was decided to felicitate the toppers of university examination.
7. To conduct administrative and academic audit during every year to ensure the quality functioning of the institution.
8. All the members were requested to accelerate the research, consultancy and publication activities of their respective department.
9. All the departments conducted the club activities and insisted the Professional body membership to develop the student's individual personality.
10. All the members and respective in charges were requested to provide the relevant data in a complete form as per the format.
11. Heads were advised to visit various colleges having Research Centre to acquire knowledge in order to improve research activities.

  
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12. Placement Officer was advised to accelerate the employability skills by conducting value added courses, implant training and internship to meet the industry needs.
13. NSS Coordinator was instructed to motivate the students to take part in social activities through NSS.
14. Heads of all the departments were instructed to apply for various projects through AICTE, CSIR and DST.
15. In respect of feedbacks of alumni and parents, it is resolved that they must be attached to the University Convocation application form, which shall necessarily be filled.  
With regard to feedback of industrialist/employer, it is resolved that industrialists/employers be made part of statutory bodies like, Board of Studies, School Boards etc. This shall facilitate receiving feedback from them and help the University develop its curricular aspects. Additionally, University Placement Cell is assigned the task of providing and collecting feedback from this category of stakeholders.
16. IQAC coordinator proposed the vote of thanks and the meeting came to an end.



**Coordinator / IQAC**



**Chairperson / IQAC**

Copy to :

Chairman

Director

Principal

IQAC Cell and All HODs

  
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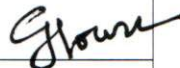







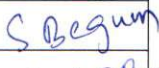





**Internal Quality Assurance Cell (IQAC)**


**MINUTES OF THE MEETING**

**Date: 10. 10.2017**

The First IQAC meeting for the academic year 2017-18 has been held on 10. 10.2017 in the board Room at 2.30 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	Dr KHAJA PASHA , Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
<b>Members</b>			
5.	Faculty Members	RAO ARCHANA, Assistant Professor	
		ARSHIYA JABEEN, Assistant Professor	
		MOHAMMAD KHAN, Assistant Professor	
		F AHMED , Assistant Professor	
6.	Nominees From Local Society, Students and Alumni	Alumni: SUMAIYA BEGUM	
		Student: MOHD. AFFAN	
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**Agenda:**

- To form Guidelines for students Mentoring
- To conduct awareness program on outcome based education
- Article publication in the International Conference and Journal
- Entrepreneurship and start-ups
- Feedback on facilities

**The Minutes of the meeting are as follows:**

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all the members for the first Internal Quality Assurance Cell meeting.
2. All the IQAC members introduced themselves to others.
3. A student mentoring is being done as per the set guidelines; performance improvement of students is being proof.
4. A two-day workshop on Outcome based Education have been organized. The Faculty members are benefitted by the expert take on Outcome based education.
5. Heads are instructed to motivate the faculty to publish papers in reputed conference and journals.
6. Members instructed to the heads as a Students benefitted by expert talks on Entrepreneurship and start-ups being arranged.
7. Feedback on facilities is taken and the analysis report has been submitted to the management for improvement. Management fulfilled the facilities requirement.
8. Heads are instructed to conduct Parents- teachers meeting as per JNTUH instruction on 14.10.2017
9. The Dean IQAC suggested that if the 'Academic Profile of the Faculty' includes the fields that gather information, according to the Academic Performance Indicator (API) categories, it shall help and facilitate IQAC's task of verification of applications of Career Advancement Schemes (CAS) etc.

  
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10. The R&D Co-ordinator proposed that he would facilitate the calculation of Impact factor and H-Index by providing appropriate links which help in calculate academic Profile of the Faculty.

11. IQAC coordinator proposed the vote of thanks and the meeting came to an end.



**Coordinator / IQAC**



**Chairperson / IQAC**

Copy to:

Chairman  
Director  
Principal  
IQAC Cell and All HODs



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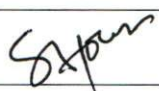







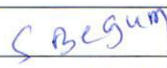
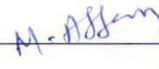


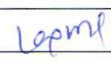

**Internal Quality Assurance Cell (IQAC)**

**MINUTES OF THE MEETING**

**Date: 08.01.2018**

The minutes of meeting for the academic year 2017-18 held on 08.01.2018 in the Board Room at 11.00 a.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	Dr KHAJA PASHA , Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
<b>Members</b>			
5.	Faculty Members	RAO ARCHANA, Assistant Professor	
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6.	Nominees From Local Society, Students and Alumni	Alumni: SUMAIYA BEGUM	
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**Agenda:**

- To Monitor the mentoring system
- Remedial classes
- To conduct alumni and parents meet
- To conduct college Technical fest
- Discussion on Feedback analysis

**The Minutes of the meeting are as follows:**

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all the members for the third Internal Quality Assurance Cell meeting.
2. A Committee is constituted to review the effectiveness of the counselling. Many students' attitude and performance is being improved.
3. The team suggested with the permission of chair to conduct the alumni meets and parents meet within a couple of months.
4. Planned to organize the first international conference on advanced machine learning and soft computing in June 2018.
5. Heads are instructed to prepare the arrangements for the technical fest for the students.
6. The IQAC with the help of members has provided the feedback of the students to all the members of faculty on their Vmedulife dashboard. The teacher appraisal has been labeled as Faculty Achievements.
7. The Online Feedback from all the students was sought by placing the feedback form on every student's Vmedulife portal. Further, it was thought that let the students provide feedback voluntarily first, later, it will be made compulsory for all.
8. IQAC coordinator proposed the vote of thanks and the meeting came to an end.

  
**Coordinator / IQAC**


  
**Chairperson / IQAC**

Copy to:

Chairman

Director

Principal, IQAC Cell and All HODs

  
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**Internal Quality Assurance Cell (IQAC)**

**MINUTES OF THE MEETING**

**Date: 24.05.2018**

The minutes of meeting for the academic year 2017-18 held on 24.05.2018 in the Board Room at 02.30 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	DR.MOHD GHOUSE MOHIUDDIN, Professor	
2.	Convener / Coordinator of the IQAC	Dr MUTTAVARAPU VENKATA RAMANA, Professor	
3.	Management Representative	Dr KHAJA PASHA , Associate Professor	
4.	Administrative Officer	SAHEEL QURESHI, Assistant Professor	
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5.	Faculty Members	RAO ARCHANA, Assistant Professor	
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**Agenda:**

- Reviewing the quality improvement activities.
- Reviewing the academic activity
- Student internship and Industrial visit
- Any other matter

**The Minutes of the meeting are as follows:**

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.


1. The IQAC coordinator welcomed all the members for the fourth Internal Quality Assurance Cell meeting.
2. The minutes of the last meeting were reviewed.
3. Reviewed the Workshops, Seminars and Guest lecture were conducted by all departments
4. Academic classes and its related activities to be followed as per the schedule.
5. Planned to conduct R&D activities for the students who secured more than 7.0 CGPA during first hour from the next semester.
6. Discussed the subject's allotment for odd semester 2018-2019.
7. Reviewed the outcome of the students and faculty member's visit to Industry and students internship.
8. Informed to conduct Professional Body activities, Department Association and Club activities to be conducted as per strategic plan.
9. It was decided to focus on students having Mathematics I arrears and make arrangements for clearing arrears by mentoring them closely. S&H/ HOD were instructed about the same.
10. The outcome of these audits will be discussed in next IQAC meeting for necessary corrective actions and remedial steps.
11. IQAC coordinator proposed the vote of thanks and the meeting came to an end.

  
**Coordinator / IQAC**

  
**Chairperson / IQAC**

Copy to:

Chairman  
Director  
Principal  
IQAC Cell and All HODs

  
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