

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting - IQAC - 2018-19

S.NO	ITEMS	DATE
1	Meeting No:1	18/07/2018
2	Meeting No:2	08/10/2018
3	Meeting No:3	04/01/2019
4	Meeting No:4	20/05/2019

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

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Date: 18.07.2018

The minutes of meeting for the academic year 2018-19 held on 18.07.2018 in the Board Room at 12.00 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	
Members			
5.	Faculty Members	F AHMED, Assistant Professor	
		ARSHIYA JABEEN, Assistant Professor	
		PITTALA GIRIJA, Assistant Professor	
		MAHESH GAJJELA, Assistant Professor	
6.	Nominees From Local Society, Students and Alumni	Alumni: MARIYA FATIMA	
		Student: MUJAHID ALI	
		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:

- Awareness program related to outcome based education and blooms taxonomy level
- To make decision about International Conference for Circuit branches.
- To discuss about the proposal for AICTE AQIS
- To analyze about the other institution visit for research activity improvement.
- To discuss about conduct of Hackathon
- 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 first Internal Quality Assurance Cell meeting.
2. The minutes of the last meeting were reviewed and confirmed.
3. All Professors were instructed to submit quality proposal for the AICTE AQIS to get funding.
4. Heads are instructed to conduct Outcome based education seminars to the faculty.
5. Instruction given to heads to reach the course outcome and program outcome for the concern department students.


8. Discussion with all heads regarding feedback analysis:
 - a. The Proforma for all the feedbacks shall be developed by the Dean IQAC with the help of other members of IQAC or University teachers. It is also recommended that the feedback must be simple and easily analyzable.
 - b. It is also resolved that the Learning Management System shall help IQAC in all the aspects of developing, uploading, receiving and providing the feedback to IQAC for analysis.
6. 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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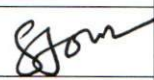
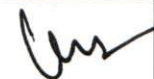
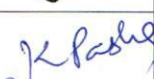


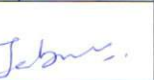
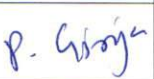
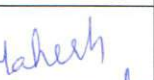
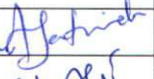
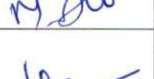

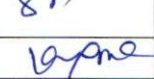


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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Date: 08.10.2018

The minutes of meeting for the academic year 2018-19 held on 08.10.2018 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	
Members			
5.	Faculty Members	F AHMED, Assistant Professor	
		ARSHIYA JABEEN, Assistant Professor	
		PITTALA GIRIJA, Assistant Professor	
		MAHESH GAJJELA, Assistant Professor	
6.	Nominees From Local Society, Students and Alumni	Alumni: MARIYA FATIMA	
		Student: MUJAHID ALI	
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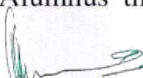
Agenda:

- Discuss about to conduct Parent – Teachers meeting
- To conducting Annual day and Alumni Meet.
- Review of University Results.
- To discuss about the projects and placement drives.
- Faculty appraisal and marks based 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 minutes of the last meeting were reviewed.
2. Members reviewed the evaluation of final major project that has been conducted for the entire department.
3. Members were instructing to the heads to conduct Parents teachers meeting on 13.10.2018 as per JNTUH allotted slot.
4. Reviewed the university results and suggestion given for improvement of pass percentage for forthcoming semester.
5. It was decided to conduct Alumni meet.
6. Reviewed the Department Association and Club activities.
7. Principal has instructed to the placement officer to bring the reputed MNC Company to place our students.
8. Discussion regarding feedback
 - The IQAC noted and resolved when discussing the student feedback about teachers, that not more than two teachers must teach or share any course.
 - The Dean, HODs 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.
 - The R&D Co-ordinator proposed that he would facilitate the calculation of Impact factor and H-Index by providing appropriate links Performa of Academic Profile of the Faculty.
 - On the observation of the member Alumnus that not enough questions have been


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allotted in Alumni's Feedback, the Principal asked the Alumnus to provide the relevant questions to IQAC and Dean IQAC to include them in the Feedback.

- The suggestions made by the members in respect of Feedbacks and Appraisal format have been noted down to be included before they become operational.
 - The Dean IQAC proposed that appraisal forms must also be developed for Non-teaching section and their heads to assess the quality of their work. The members accepted the proposal and approved the same.
9. 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: 04/01/2019

The minutes of meeting for the academic year 2018-19 held on 04/01/2019 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	
Members			
5.	Faculty Members	F AHMED, Assistant Professor	
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Agenda:

- To conducting Annual day and Alumni Meet.
- Review of University Results.
- To discuss about the projects and placement drives.
- On line 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. The minutes of the last meeting were reviewed.
3. Heads were instructed to conduct the College annual day program and asked to suggest the date of the celebration.
4. Members reviewed the evaluation of final Major Project has been conducted for all the department of IV Year students.
5. It was decided to conduct Alumni meeting on 10-06-2019.
6. Instruction given to the placement office to conduct more placement training to the students to take part in JNTUH pooled campus drive to attend TCS, HCL and Infosys placement drive.
7. 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.
8. The first three meetings of IQAC had included in their agendas the matter pertaining to Online Feedback Systems for different stakeholders. The Online Feedback from all the students was sought by placing the feedback form on every students Vmedulife portal. Further, it was thought that let the students provide feedback voluntarily first, later, it will be made compulsorily for all.
9. IQAC coordinator proposed the vote of thanks and the meeting came to an end.


Coordinator / IQAC


Chairperson / IQAC

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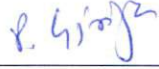

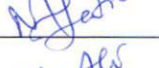
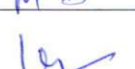
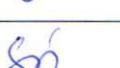

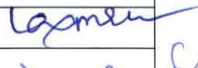

Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Date: 20.05.2019

The minutes of meeting for the academic year 2018-19 held on 20.05.2019 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	
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Agenda:

- Discussion about Academic Administrative Audit
- 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. Academic Administrative Audit is scheduled from 23.05.2019 to 03.06.2019, all department heads and administrative in charges are instructed to keep ready the document for audit.
4. Reviewed the Workshops, Seminars and Guest lecture were conducted by all departments
5. Members were reviewed Academic classes and its related activities to be followed as per the schedule.
6. Planned to conduct R&D activities for the students who secured more than 7.0 CGPA during first hour from the next semester.
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 as per strategic plan.
8. It was decided to focus on students having Mathematics I arrears and make arrangements for Clearing arrears by mentoring them closely. HOD was instructed about the same.
9. The outcome of these audits will be discussed in next IQAC meeting for necessary corrective Actions and remedial steps.
10. IQAC coordinator proposed the vote of thanks and the meeting came to an end.


Coordinator / IQAC


Chairperson / IQAC

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Principal, IQAC Cell and All HODs.


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