

**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 2019-20**

<b>S.NO</b>	<b>ITEMS</b>	<b>DATE</b>
1	Meeting No:1	17/07/2019
2	Meeting No:2	03/10/2019
3	Meeting No:3	09/01/2020
4	Meeting No:4	30/05/2020



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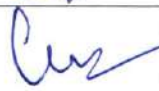






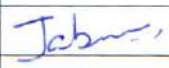





**Internal Quality Assurance Cell (IQAC)**


**MINUTES OF THE MEETING**

**Date: 17.07.2019**

The First IQAC meeting for the academic year 2019-20 has been held on 17.07.2019 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 , Professor	
4.	Administrative Officer	Mr. MOHAMMED KHAN	
<b>Members</b>			
5.	Faculty Members	PRAKASH CHANDRA DASH, Assistant Professor	
		SHAIK GOUSIA TAYABA, Assistant Professor	
		BEGUM SABIHA, Assistant Professor	
		NAGENDRA BABU MOKARA, Assistant Professor	
6.	Nominees From Local Society, Students and Alumni	Alumni: AFSHAN JABEEN	
		Student: BASHEERA BEGUM	
		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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**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 Internal Quality Assurance Cell meeting.
2. All the IQAC members introduced themselves to others.
3. HODs were instructed about the Course outcome to be discussed by all subjects handling faculty. Students must be aware of their current semester Cos that should be ensured by the class in-charges.
4. Result analysis meeting for April/May 2019 examinations was conducted to discuss about the merits and demerits of the results.
5. Instructed the Heads to conduct Technical Symposium and Effective seminar and Workshop.
6. Planned to conduct International Level Conference in March 2020 by the all the circuit branches.
7. The IQAC chairperson informed the NBA visit to all the IQAC members and insisted all departments to keep ready to face NBA committee visit.
8. Intellectual property Rights registration is to be improved which leads to novel ideas to promote research and this innovation idea into patents and those patents could be used for technology transfer to industries in order to generate revenue to the institution.
9. IQAC coordinator proposed the vote of thanks and the meeting came to an end.
10. Feedback Process in the Institution & Action Taken Report
  - a. Appropriate feedback mechanism in respect of all the stakeholders must be developed. In this regard it is resolved that the feedback form for students must be displayed on the Student UMS, and each student who takes any semester or otherwise examination must give the feedback on all the courses/subjects, then only his/her hall ticket shall be generated.
  - b. 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.

  
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- c.
- d. 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.
- e. The proforma for all the feedbacks shall be developed by the Co-ordinator 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.
- f. It is also resolved that the Centre for Information Technology (CIT) shall help IQAC in all the aspects of developing, uploading, receiving and providing the feedback to IQAC for analysis.



**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: 03.10.2019**

The second IQAC meeting for the academic year 2019-20 has been held on 03.10.2019 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 , Professor	
4.	Administrative Officer	Mr. MOHAMMED KHAN	
<b>Members</b>			
5.	Faculty Members	PRAKASH CHANDRA DASH, Assistant Professor	
		SHAIK GOUSIA TAYABA, Assistant Professor	
		BEGUM SABIHA, Assistant Professor	
		NAGENDRA BABU MOKARA, Assistant Professor	
6.	Nominees From Local Society, Students and Alumni	Alumni: AFSHAN JABEEN	
		Student: BASHEERA BEGUM	
		Local Society: PEDDAMANGALARAM, MOINABAD	
7.	Nominees From Employers / Industrialists / Stakeholders	Employer: Jeevan Scientifics and Technology Ltd.	
		Industrialists: Leo-Bio care	
		Stakeholder: SL Health Sciences Pvt Ltd	

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**Agenda:**

- Students & Faculty Achievements
- Students feed Back Analysis
- Suggestion to improve alumni network
- Improve ICT mode teaching methodology

**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 Internal Quality Assurance Cell meeting.
2. Members Advised Alumni Coordinator and HOD's to strengthen Alumni Network by inviting them to deliver Motivational Lectures, Technical Talks, carrier opportunities and to mentor our students in latest technologies.
3. Members appreciated the efforts of all the stake holders for getting recognition's and advised to continue the same
4. The following guidelines were discussed on the basis of which the academic audit would be conducted
  - Mentorship data , weekly remedial classes schedule ,Academic Calendar
  - FDP/Seminars convened and attended
  - Teaching innovative method, Teachers Publications,Workload allocation
5. Some of the parameters are added in student feedback like Regularity of Lectures, Tutorials, use of ICT mode for teaching learning process.
6. IQAC coordinator proposed the vote of thanks and the meeting came to an end.
7. TheFeedbacksandAppraisalsareas follows:
  - 1) Student's feedback
  - 2) Parent's feedback
  - 3) Alumni's feedback

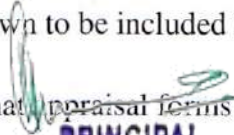
  
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- 4) Employer's feedback
  - 5) Teacher's feedback
  - 6) Student's Satisfaction Survey
- The Principal & member IQAC has been requested to refine and upgrade the technical aspects of the feedbacks and appraisals, and develop or adapt them into an in-house module.
  - In respect of teacher's feedback and their academic profile, the Principal observed that the appraisal must have teacher's contribution to real teaching in the classroom, and the innovative methods they use in the classroom for teaching and imparting knowledge. Therefore, it has been resolved by IQAC to include such fields in the feedback and appraisal formats.
  - 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-coordinator 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.
  - On the observation of the member Alumnus that not enough questions have been devised in Alumni's Feedback, the Principal asked the Alumnus to provide the relevant questions to IQAC and directed IQAC to include them in the Feedback.
  - The suggestions made by the members in respect of Feedbacks and Appraisal formats have been noted down to be included before they become operational.
  - The Dean IQAC proposed that appraisal forms must also be developed for

  
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- Non-teaching section and their heads to assess the quality of their work. The member's accepted the proposal and approved the same.



**Coordinator / IQAC**



**Chairperson / IQAC**

**Copy to :**

Chairman

Director

Principal

IQAC Cell and All HODs



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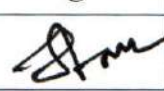
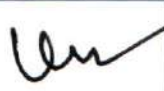

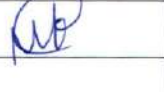
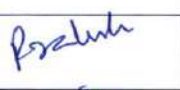

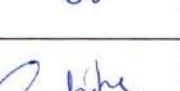
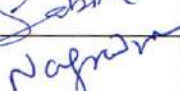
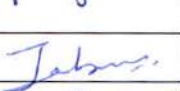
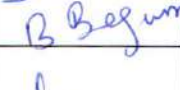

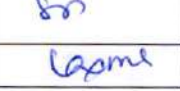


**Internal Quality Assurance Cell (IQAC)**

**MINUTES OF THE MEETING**

**Date: 09.01.2020**

The IQAC meeting for the academic year 2019-20 has been held on 09.01.2020 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 , Professor	
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<b>Members</b>			
5.	Faculty Members	PRAKASH CHANDRA DASH, Assistant Professor	
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**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 Internal Quality Assurance Cell meeting.
2. Discussion about NBA results and weakness and deficiency submitted by the Expert team visited on 27.09.2019 to 29.09.2019.
3. HODs were instructed about the consistency between PEOs and Mission statements are not well correlated and justified
4. Discussed with the HODs and suggestion given for improving COs and POs, and attainment evaluation of COs, POs and PSO improvement.
5. Instructed to the Research coordinator to improve the Innovation and publications research project as per NBA team indications.
6. Advised to all the head of the department to concentrate on professional society/chapter for the student's activity.
7. Utilization of the library by the students was weak, instruct to the librarian to open library Sunday also timing 10:00 Am to 4:00 Pm then students can use the library other than the class hours.
8. Discussion about Feedback question and online conduction with all the head of the departments and co-ordinators.

  
**Coordinator / IQAC**

  
**Chairperson / IQAC**

**Copy to :**

**Chairman**  
**Director**  
**Principal**  
**IQAC Cell and All HODs**

  
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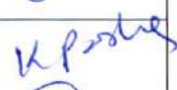

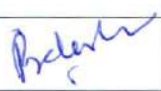


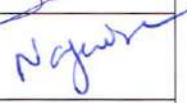

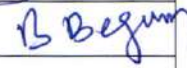




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**Internal Quality Assurance Cell (IQAC)**

**MINUTES OF THE MEETING**

**Date: 30.05.2020**

The IQAC meeting for the academic year 2019-20 has been held on 30.05.2020 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 , Professor	
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5.	Faculty Members	PRAKASH CHANDRA DASH, Assistant Professor	
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		BEGUM SABIHA, Assistant Professor	
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		Student: BASHEERA BEGUM	
		Local Society: PEDDAMANGALARAM, MOINABAD	
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**Internal Quality Assurance Cell (IQAC)**

**MINUTES OF THE MEETING**

Date : 30.05.2020

Time : 11.00 AM

The IQAC Cell Committee meeting was held on 30.05.2020 at 11.00 AM., Principal, Dean IQAC & Committee Members are attended for the academic year 2019-20.

**AGENDA**

- Online student Classes and Exams.
- The creation of various student clubs in the Institution.
- Consider organizing more seminars and industrial visits.
- NAAC Accreditation
- Alumni Interaction
- Research Activities.
- Student Activities.

**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. The Dean IQAC welcomed all the members to meeting, Discussing above agenda, the following decisions were made.

**The committee had discussed the following activities:**

- Reviewed the Strategic plan & website updation to be followed due to COVID -19, conducted online FDPs, Workshops, Webinars, and Value added courses to our faculty, students and also for outside colleges submitted by the heads.
- Proposed to create various student clubs in the institution for improving their inter and intra personal skills.

  
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- IQAC suggested for encouraging the students by organizing more seminars and industrial visits as a part of curriculum for acquiring practical exposure.
- Instructed to the heads of all departments, Faculty members and students have to attend various online courses such as FDPs, Workshops, and Webinars in reputed Colleges.
- All the heads are instructed to convey to their department faculty members are informed to publish their papers in SCI/SCIE/Scopus Indexed journals.
- Reviewed the online classes and Mid exams conducted by the faculty to the students. Analyzed the difficulties to learn from online classes and provide the suggestion for the same. IQAC Coordinator proposed the vote of thanks and the meeting came to an end.

  
**Coordinator / IQAC**

**Copy to :**  
**Chairman**  
**Director**  
**Principal**  
**IQAC Cell and All HODs**

  
**Chairperson / IQAC**

  
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