

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 - IQAC 2021-2022

| S.NO | ITEMS | DATE |
|------|--------------|------------|
| 1 | Meeting No:1 | 06/07/2021 |
| 2 | Meeting No:2 | 03/10/2021 |
| 3 | Meeting No:3 | 06/01/2022 |
| 4 | Meeting No:4 | 27/04/2022 |



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Date: 06.07.2021

MINUTES OF THE MEETING

The First IQAC meeting for the academic year 2021-2022 has been held on 06.07.2021 in the Board Room at 2.00 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 | SUMIA FATIMA, Associate Professor | |
| 4. | Administrative Officer | SAHEEL QURESHI, Assistant Professor | |
| Members | | | |
| 5. | Faculty Members | MUBEENA SALAAR, Assistant Professor | |
| | | MAHESH GOTTIPATI, Assistant Professor | |
| | | MOHAMMAD TABASSU TANVEER HAYATH, Assistant Professor | |
| | | IKRAM SARMAD MOHAMMAD ARSALAN, Assistant Professor | |
| 6. | Nominees From Local Society, Students and Alumni | Alumni: Neha Unnisa | |
| | | Student: Amal Muskan Khan | |
| | | 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 make decision about International Conference for Circuit branches.
- 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, graduation rate, and the students 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 2021 Examinations was conducted to discuss about the merits and demerits of the result.
6. The Parent-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.


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11. Heads were advised to visit various colleges having Research Centre to acquire knowledge in order to improve research activities.
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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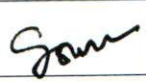

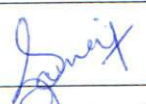

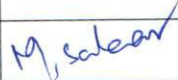
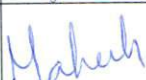
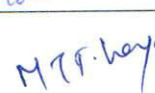


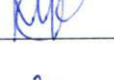




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Date: 03. 10.2021

MINUTES OF THE MEETING

The second IQAC meeting for the academic year 2021-2022 has been held on 03.10.2021 in the board Room at 2.00 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 | SUMIA FATIMA, Associate Professor |  |
| 4. | Administrative Officer | SAHEEL QURESHI, Assistant Professor |  |
| Members | | | |
| 5. | Faculty Members | MUBEENA SALAAR, Assistant Professor |  |
| | | MAHESH GOTTIPATI, Assistant Professor |  |
| | | MOHAMMAD TABASSU TANVEER HAYATH, Assistant Professor |  |
| | | IKRAM SARMAD MOHAMMAD ARSALAN, Assistant Professor |  |
| 6. | Nominees From Local Society, Students and Alumni | Alumni: Neha Unnisa |  |
| | | Student: Amal Muskan Khan |  |
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| 7. | Nominees From Employers / Industrialists / Stakeholders | Employer: Jeevan Scientifics and Technology Ltd. |  |
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Agenda:

- To form Guide lines for students Mentoring
- To conduct awareness program on outcome based education
- Article publication in the International Conference and Journal
- Entrepreneurship and start-ups
- Feed back 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 2nd 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 has been organized. The Faculty members are benefitted by the expert 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 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 required.
8. Heads are instructed to conduct Parent- Teachers meeting as per JNTUH instruction on 10.10.2021



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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.
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 doing so, in the Proforma of 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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Date: 06.01.2022

MINUTES OF THE MEETING

The minutes of meeting for the academic year 2021-2022 held on 06.01.2022 in the Board Room at 11.30 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 | SUMIA FATIMA, Associate Professor | |
| 4. | Administrative Officer | SAHEEL QURESHI, Assistant Professor | |
| Members | | | |
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| | | Student: Amal Muskan Khan | |
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| 7. | Nominees From Employers / Industrialists / Stakeholders | Employer: Jeevan Scientifics and Technology Ltd. | |
| | | Industrialists: Leo-Bio care | |
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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 counseling. 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 with in a couple of months.
4. Heads are instructed to prepare the arrangements for the technical fest for the students.
5. The IQAC with the help of members has provided the feedback of the students to all the members of faculty. The teacher appraisal has been labeled as Faculty Achievements.
6. The Online Feedback from all the students was sought by placing the Google feedback form on every students by the google link. Further, it was thought that let the students provide feedback voluntarily first, later, it will be made compulsorily for all.
7. 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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Date: 27.04.2022

MINUTES OF THE MEETING

The minutes of meeting for the academic year 2021-2022 held on 27.04.2022 in the Board Room at 01.30 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 | SUMIA FATIMA, Associate Professor | |
| 4. | Administrative Officer | SAHEEL QURESHI, Assistant Professor | |
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Agenda:

- Students & Faculty Achievements
- Students feed Back Analysis
- Reviewing the academic activity
- Student internship and Industrial visit

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
6. Discussed the subject's allotment for odd semester 2021-2022.
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. HOD was instructed about the same.
10. Academic Administrative Audit is scheduled on 15.05.2022 to 25.05.2022.
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

Copy to:

Chairman
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Principal
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Chairperson / IQAC


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