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## **PRINCETON COLLEGE OF PHARMACY**

(Affiliated to JNTUH & Approved by AICTE, PCI, New Delhi)

Chowdaryguda, Korremula (V), Ghatkesar (M), Medchal (Dist.)-500 088

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

2017-2018



**PRINCETON COLLEGE OF PHARMACY**

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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	12/10/2017
3	Meeting No:3	06/01/2018
4	Meeting No:4	21/05/2018

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Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
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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.K.Satyanarayana	
2.	Convener / Coordinator of the IQAC	K.Sundeep	
3.	Management Representative	Mrs.Vijaya Nirmala	
4.	Administrative Officer	K.KamalaChowdary	
Members			
5.	Faculty Members	Miss.Hema	
		Hemanth Kumar Katua	
		Vaishnavi M	
		B. Pravallika	
6.	Nominees From Local Society, Students and Alumni	Sarpanch	
		P.Anusha	
		R.Sarang Raj	
7.	Nominees From Employers / Industrialists / Stakeholders	Dr.K.Someshwar	



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### Agenda:

- i. To improve academic performance and graduation rates.
- ii. To encourage pupils to participate in co-curricular and extra-curricular activities.
- iii. To encourage faculty members to conduct research.
- iv. To discuss the impact of the parents-teachers meeting, which was held for all disciplines.
- v. To talk about submitting a proposal to AICTE, CSIR, and DST.
- vi. Report on feedback and actions taken

### 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 invited 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. It is decided that input from alumni and parents must be added to the University Convocation application form, which must be completed. With regard to industrialist/employer feedback, it is resolved that industrialists/employers be included in statutory bodies such as Boards of Studies, School Boards, and so on. This will make it easier to receive input from them and will aid the University in developing its curricular aspects. Furthermore, the University Placement Unit is tasked with delivering and collecting input from this group of stakeholders.
16. The conference was adjourned when the IQAC coordinator presented a vote of gratitude.

Coordinator / IQAC

Chairperson / IQAC

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Princeton College of Pharmacy,  
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Ghatkesar Mdl, Medchal Dist, Telangana.

Copy to :

Chairman

Director

Principal

IQAC Cell and All HODs





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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF THE MEETING

Date: 12. 10.2017

The First IQAC meeting for the academic year 2017-18 has been held on 12. 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.K.SATYANARAYANA	
2.	Convener / Coordinator of the IQAC	K.SUNDEEP	
3.	Management Representative	Mrs. VIAJYA NIRMALA	
4.	Administrative Officer	Mrs. K.KAMALA CHOWDARY	
Members			
5.	Faculty Members	Ms. HEMA	
		HEMANTH KUMAR KATUA	
		VAISHNAVI M	
		B.PRAVALLIKA	
6.	Nominees From Local Society, Students and Alumni	SARPANCH	
		G SRUJANA	
		R.SARANG RAJ	
7.	Nominees From Employers / Industrialists / Stakeholders	Dr.K. SOMESHWAR	



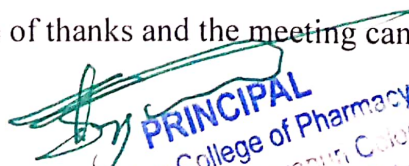
### Agenda:

- 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.
10. 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.
11. IQAC coordinator proposed the vote of thanks and the meeting came to an end.

  
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Coordinator / IQAC

Chairperson / IQAC

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Chairman  
Director  
Principal  
IQAC Cell and All HODs







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Internal Quality Assurance Cell (IQAC)

MINUTES OF THE MEETING

Date: 06.01.2018

The minutes of meeting for the academic year 2017-18 held on 06.01.2018 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.K.Satyanarayana	
2.	Convener / Coordinator of the IQAC	K. Sundeep	
3.	Management Representative	Mrs. Vijaya Nirmala	
4.	Administrative Officer	Mrs.K.KamalaChowdary	
Members			
5.	Faculty Members	Ms Hema	
		Hemanth Kumar Katua	
		Mrs. Vaishnavi M	
		Mrs. B. Pravallika	
6.	Nominees From Local Society, Students and Alumni	Sarpanch	
		P.Anusha	
		R.Sarang Raj	
7.	Nominees From Employers / Industrialists / Stakeholders	Dr.K.Someshwar	



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- 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 July 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 V medulife 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 V medulife portal. Further, it was thought that let the students provide feedback voluntarily first, later, it will be made compulsorily for all.
8. 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: 21.05.2018

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.K.Satyanarayana	
2.	Convener / Coordinator of the IQAC	K. Sundeep	
3.	Management Representative	Mrs. Vijaya Nirmala	
4.	Administrative Officer	Mrs.K.Kamalachowdary	
Members			
5.	Faculty Members	Ms.Hema	
		Hemanth Kumar katua	
		Mrs. Vaishnavi M	
		Mrs. B. Pravallika	
6.	Nominees From Local Society, Students and Alumni	Sarpanch	
		P.Anusha	
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### Agenda:

- A review of the quality improvement efforts is on the agenda.
- Examining academic performance

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

The meeting began with the principal making an introductory statement regarding the importance of the Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all members to the fourth Internal Quality Assurance Cell meeting.
2. The minutes of the previous meeting were examined.
3. Examined the Workshops, Seminars, and Guest Lectures that were held by all departments
4. Academic classes and related activities must be completed in accordance with the schedule.
5. It is planned to undertake R&D activities for students with a CGPA of more than 7.0 during the first hour of the next semester.
6. Discussed the subject allocation for the odd semester 2018-2019.
7. Reviewed the outcomes of the students' and faculty members' visits to industry, as well as the students' internships.
8. Told that Professional Body activities, Department Association activities, and Club activities will be carried out in accordance with the strategic plan.
9. It was determined to focus on students who were behind in Mathematics I and establish plans to help them catch up by closely mentoring them. S&H/HOD were informed of the situation.
10. The results of these audits will be addressed at the next IQAC meeting to determine the appropriate corrective actions and remedial steps.
11. The meeting was adjourned when the IQAC coordinator moved a vote of thanks.

  
Coordinator / IQAC

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Chairman  
Director  
Principal  
IQAC Cell and All HODs

  
Chairperson / IQAC

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