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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

2018-2019



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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting - IQAC - 2018-19

S.NO	ITEMS	DATE
1	Meeting No:1	16/07/2018
2	Meeting No:2	05/10/2018
3	Meeting No:3	02/01/2019
4	Meeting No:4	18/05/2019



**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijayapuri Colony,  
Ghatkesar Mdl, Medchal Dist, Telangana.



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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF THE MEETING

Date: 16.07.2018

The minutes of meeting for the academic year 2018-19 held on 16.07.2018 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.K. Satyanarayana	
2.	Convener / Coordinator of the IQAC	K. Sundeep	
3.	Management Representative	G. Vijaya Nirmala	
4.	Administrative Officer	K.Kamalachowdary	
Members			
5.	Faculty Members	Ms. Hema	
		Mrs. Hemanth Kumar Katua	
		Mrs. VaishnaviMunnangi	
		Mrs. B. Pravallika	
6.	Nominees From Local Society, Students and Alumni	Sarpanch	
		N. Mohan(Student)	
		R.Sarang Raj	
7.	Nominees From Employers / Industrialists / Stakeholders	Dr.K.Someshwar	



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## Agenda:

- Blooms taxonomy level and outcome-based education awareness programme
- To make a decision on the International Circuit Branch Conference.
- To talk about the AICTE AQIS plan.
- Analyze the other institution visit for research activity enhancement.
- Feedback analysis discussion.

## 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 participants to the first meeting of the Internal Quality Assurance Cell.
  2. The minutes of the previous meeting were examined and approved.
  3. All Professors were directed to submit a high-quality proposal for AICTE AQIS grant.
  4. Heads are directed to hold outcome-based education seminars for faculty.
  5. Heads are given instructions on how to achieve the course and programme outcomes for the students in the concerned department.
8. Discussion with all heads regarding feedback analysis:
- a. The Dean IQAC shall establish the Proforma for all feedbacks with the assistance of other IQAC members or University lecturers. It is also suggested that the comments be simple and easy to analyse.
  - b. It is also agreed that the Learning Management System will assist IQAC with all aspects of generating, uploading, receiving, and delivering feedback to IQAC for analysis.

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

Coordinator / IQAC

Chairperson / IQAC

**PRINCIPAL**  
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## Copy to:

Chairman,  
Director,  
Principal,  
IQAC Cell and All HODs





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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF THE MEETING

Date: 05.10.2018

The minutes of meeting for the academic year 2018-19 held on 05.10.2018 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.K.SATYANARAYANA	
2.	Convener / Coordinator of the IQAC	K. SUNDEEP	
3.	Management Representative	Mrs. VIJAYA NIRMALA	
4.	Administrative Officer	Mrs. KAMALA CHOWDARY	
Members			
5.	Faculty Members	Ms. HEMA	
		Mr. HEMANTH KUMAR KATUA	
		Mrs. VAISHNAVI MUNNANGI	
		Mrs. B. PRAVALLIKA	
6.	Nominees From Local Society, Students and Alumni	Sarpanch	
		NALLA MOHAN (Student)	
		R.SARANG RAJ	
7.	Nominees From Employers / Industrialists / Stakeholders	Dr.K.Someshwar	



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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

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Performa of Academic Profile of the Faculty.

- On the observation of the member Alumnus that not enough questions have been 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 formats 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

**PRINCIPAL**

Princeton College of Pharmacy,  
Korremula Vill, Vijaya-nagar Colony,  
Ghatkesar Md1, 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: 02/01/2019

The minutes of meeting for the academic year 2018-19 held on 02/01/2019 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.K. SATYANARAYANA	
2.	Convener / Coordinator of the IQAC	K SUNDEEP	
3.	Management Representative	Mrs. VIJAYA NIRMALA	
4.	Administrative Officer	Mrs. KAMALA CHOWDARY	
Members			
5.	Faculty Members	Ms. HEMA	
		Mr. HEAMNTH KUMAR KATUA	
		Mrs. VAISHNAVI MUNNANGI	
		Mrs. B. PRAVALLIKA	
Nominees From Local Society, Students and Alumni	Sarpanch		
	N. Mohan Reddy(Student)		
	R.SARANG RAJ		
Nominees From Employers / Industrialists / Stakeholders	Dr.K.Someshwar		



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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

Copy to:

Chairman  
Director  
Principal, IQAC Cell and All HODs.

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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF THE MEETING

Date: 18.05.2019

The minutes of meeting for the academic year 2018-19 held on 18.05.2019 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.K. SATYANARAYANA	
2.	Convener / Coordinator of the IQAC	K. SUNDEEP	
3.	Management Representative	Mrs. VIAJYA NIRMALA	
4.	Administrative Officer	Mrs. KAMALA CHOWDARY	
Members			
5.	Faculty Members	Ms. HEMA	
		Mr. HEMANTH KUMAR KATUA	
		Mrs. VAISHNAVI MUNANNGI	
		Mrs. B.PRAVALLIKA	
6.	Nominees From Local Society, Students and Alumni	Sarpanch	
		N.MOHAN REDDY(Student)	
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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.
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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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