



NCP - A 1735

## Internal Quality Assurance cell

### Minutes of IQAC Meeting held on 15/10/2022

**Venue:** Conference Room

**Time** 01.30 Pm - 04.30 PM

#### Agenda:

1. Review and confirmation of the previous meeting
2. Ways and methods to improve the skills, among the students
3. Ways and means for conductance of seminar by students and introduction of rubrics for seminars and assignments
4. Student Satisfaction Survey and analysis
5. Discussion on Students requirements
6. Conductance of induction for newly hired staff
7. Skill up gradation of Non-teaching staff
8. Registration of Alumni Association
9. Any other mater with the permission of chair

#### Attendance:

1. Prof. Dr. Badmanaban. R, *Principal- Chairperson*
2. Rev. Fr. Jose Pulloppillil , *Administrator - Senior administrative officer*
3. Dr. Dhanish Joseph, *Associate Professor, Department of Pharmaceutics- IQAC coordinator*
4. Dr. Deepa Jose, *Professor, Department of Pharmaceutical Chemistry*
5. Mrs. Lins Mary Joy, *Associate Professor, Department of Pharmacognosy*
6. Dr. Suja Abraham, *Professor, Department of Pharmacy practice*
7. Dr. Preeja G.Pillai, *Professor, Department of Pharmacology*
8. Dr. Prasanth B. Pillai, *Associate Professor, Department of Pharmacognosy*
9. Dr. Karthikeyan, *Associate Professor, Department of Pharmacology*
10. Dr. Fels Saju, *Associate Professor, Department of Pharmaceutics*
11. Ms. Alka Rose, *student Nominee I Year B Pharm Assisi*
12. Sreelakshmi Sreekumar, *student Nominee IV Year Pharm D*

The meeting started at 01.30Pm with prayer. The IQAC coordinator welcomed all IQAC members for the meeting and presented the agenda.





## **Discussions and Decisions** NCP - A 1736

### **1. Review and confirmation of the previous meeting**

The IQAC coordinator presented the minutes of previous meeting conducted on 16/7/22. The members has confirmed the minutes.

### **2. Ways and methods to improve the skills among the students**

The meeting discussed the need for and mode of implementation of a skill development programme for the students. Based on the discussion, a syllabus consisting of various programmes for each year has been framed and decided to be conducted throughout the year to ensure continuity.

### **3. Ways and means for the conduct of seminars by students and the introduction of rubrics for seminars and assignments**

The cell proposed to schedule the seminars conducted by B. Pharm. students in a more systematic manner to ensure at least one seminar will be conducted by each student in every semester. Based on the discussion, the B-Pharm students can be equally divided corresponding to the number of subjects in the particular semester and allot each group of students any one subject. The respective subject instructor can engage those students in a seminar. For the assessment of seminar and assignment, the rubrics need to be followed, which must be discussed by the teacher well in advance in the classroom and the same need to be shared in Campus 7.

### **4. Student satisfaction survey and analysis**

The report of the student satisfaction survey conducted was presented in the meeting. Based on the analysis, it was decided to strengthen the mentoring system and add more club activities on campus.

### **5. Discussion on student requirements**

The student representatives have presented various requirements that need improvement in academic as well as nonacademic activities. Based on the discussion, the cell has decided to meet the possible requirements.





## NCP - A 17367 The conduct of induction for newly hired staff

The IQAC Coordinator has presented the need for induction for all newly introduced staff members. The cell has unanimously approved the need and decided to start the induction on institutional policy, outcome-based education, campus 7, etc. for new staff joining from time to time.

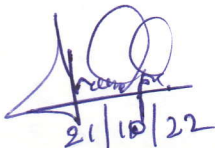
### 7. Skill upgradation of non-teaching staff

The skill upgradation of non-teaching staff is identified as one of the current needs, and the cell has approved the same and decided to conduct various trainings on ICT skills.

### 8. Registration of the Alumni Association

The cell has decided to register the existing alumni association as a society. Dr. Fels Saju has given the charge for the same and as to initiating the activity.

The meeting concluded at 4.30 p.m. The chair presented the concluding speech. The meeting concluded with a vote of thanks by the IQAC coordinator.

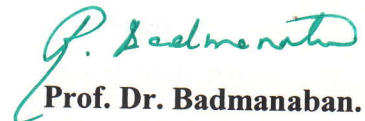


21/10/22

**Dr. Dhanish Joseph**

*IQAC coordinator*

**Coordinator**  
**Internal Quality Assurance Cell**  
**Nirmala College of Pharmacy**  
**Muvattupuzha, Kerala 686661**



**Prof. Dr. Badmanaban. R,**

*Principal & chairperson*

**Dr. BADMANABAN. R**  
**PRINCIPAL**  
**Nirmala College of Pharmacy**  
**Muvattupuzha, Ernakulam (Dist.)**  
**Kerala - 686 661**



**Rev. Fr. Jose Pulloppillil**

*Administrator - Senior administrative officer*

