



Internal Quality Assurance cell

Minutes of 4th IQAC Meeting held on 03/04/2023

Venue: Conference Room

Time 10.00 Am - 12.30 PM

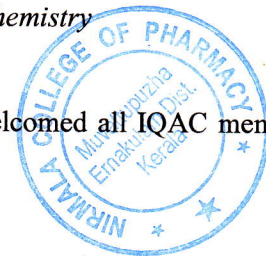
Agenda:

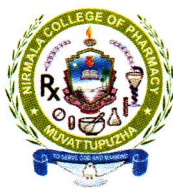
1. Review and confirmation of the previous meeting
2. NAAC Assessment
3. Approval of syllabus for skill development program.
4. Facilitate the students to enrol for MOOC
5. Academic and administrative audit
6. Software For OBE
7. Start zumba training for all students
8. Organize national conference NILA 14
9. Interview for freshers and add on course for communicative english

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. Dr. Manju maria Mathews, *Professor, Department of Pharmaceutics*
6. Mrs. Lins Mary Joy, *Associate Professor, Department of Pharmacognosy*
7. Dr. Suja Abraham, *Professor, Department of Pharmacy practice*
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. Mr. Manu Jose, *Assistant professor Department of Pharmaceutical Chemistry*

The meeting started at 10.00Am with prayer. The IQAC coordinator welcomed all IQAC members for the meeting and presented the agenda.





NCP - A **2950**

Discussions and Decisions

1. Review and confirmation of the previous meeting

The minutes of the previous meetings along with the action taken also presented in the meeting by the IQAC coordinator. The chairman appreciated the initiatives of IQAC followed by The minutes of the meeting was confirmed by all the members.

2. NAAC Assessment

The cell members discussed the NAAC assessment requirement for the academic year 22-23, as informed by the IQAC coordinator. They also shared their progress on the SSR preparation and identified the areas of improvement. The cell agreed to submit the IQA by the end of September 2023 and to expedite the process. The chairman urged the members to work efficiently and diligently.

3. Approval of syllabus for skill development program.

Based on the decisions of II IQAC meeting held on 15/10/2022, the training and placement cell has framed the following syllabuses for skill development program and to provide training for every batch of students every year. The syllabus was presented by Dr. Prasanth B. Pillai, Head of the training and placement cell. After necessary change the IQAC has approved the syllabus. The details of the syllabus is attached as Annexure -1

4. Facilitate the students to enrol for MOOC

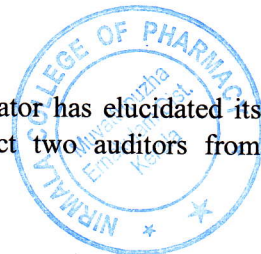
The institution assure that the MOOC courses are one of the ways to enhance the learning outcomes of students. By enrolling for MOOCs, students can access high-quality content, and help them develop new skills, explore new interests, and enrich their academic experience. Considering the outcome the cell has decided to make the students more aware about the MOOC courses and encourage them to enroll in the courses. The administrator has recommended the principal to channelize the action through mentors.

5. Academic and administrative audit

The cell has decided to undergo the AAA, as the IQAC coordinator has elucidated its process, requisites, and benefits. The cell has also suggested to select two auditors from institutions that have received NAAC A+ or higher accreditation.

6. Software For OBE

The institution has been using OBE for a long time, but the outcome calculation was done manually. The IQAC coordinator suggested a new software "deQ" from IPSR that can automate the calculation. The IQAC agreed to seek approval from the institution governing council for this software.





NCP - A

2951

The committee for staff and student welfare has proposed to start a Zumba training program for the campus community. The proposal has been approved and the committee is tasked with finding a qualified trainer and consulting with the interested participants.

8. Organize national conference NILA 14

The fifth IQAC meeting decided to Organize one day national conference on anon-based drug delivery system, named NILA 14. The conference will include paper presentation sessions and publication of conference proceedings. The chairperson suggested to seek financial support from various state and national level funding agencies for the conference.

9. Entry-level test for freshers and add on course for communicative English

The forum of the IQAC noticed that the students who enrolled in the latest academic year have poor language and communication skills. To address this issue at the earliest, the forum decided to conduct an entry-level test for the students for the upcoming academic year onwards and to evaluate their English language proficiency. Based on the test results, the students who need improvement will have to take an add-on course on communication skill.

The meeting was concluded by 12.30Pm with a concluding message by the administrator and vote of thanks by the IQAC coordinator.

Dr. Dhanish Joseph

IQAC coordinator

Coordinator

Internal Quality Assurance Cell

Nirmala College of Pharmacy

Muvattupuzha, Kerala 686661

Prof. Dr. Badmanaban. R,

Principal & chairperson

PRINCIPAL

**Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist)
Kerala-686 661**

Rev. Fr. Jose Pulloppillil

Administrator - Senior administrative officer





NCP - A

2961

4th - Internal Quality Assurance cell Meeting

Date: 03/04/2023

Venue: Conference Room

Time 10.00 Am - 12.30 PM

Sl.No	Name	Signature
1	Prof.Dr. Badmanaban. R, <i>Principal- Chairperson</i>	
2	Rev. Fr. Jose Pulloppillil , <i>Administrator - Senior administrative officer</i>	
3	Dr. Dhanish Joseph, <i>Associate Professor, Department of Pharmaceutics-IQAC coordinator</i>	
4	Dr. Deepa Jose, <i>Professor, Department of Pharmaceutical Chemistry</i>	
5	Dr.Manju maria Mathews, <i>Professor, Department of Pharmaceutics</i>	
6	Mrs. Lins Mary Joy, <i>Associate Professor, Department of Pharmacognosy</i>	
7	Dr. Suja Abraham, <i>Professor, Department of Pharmacy practice</i>	
8	Dr. Prasanth B. Pillai, <i>Associate Professor, Department of Pharmacognosy</i>	
9	Dr. Karthikeyan, <i>Associate Professor, Department of Pharmacology</i>	Absent.
10	Dr. Fels Saju, <i>Associate Professor, Department of Pharmaceutics</i>	
11	Mr. Manu Jose, <i>Assistant professor Department of Pharmaceutical Chemistry</i>	

