



NCP - A

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Internal Quality Assurance cell

Minutes of 6th IQAC Meeting held on 14/08/2023

Venue: Conference Room

Time 09.30 Am - 01.30 Pm

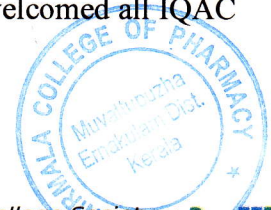
Agenda:

1. Opening remarks by the chair
2. Review and confirmation of the previous meeting
3. Academic Planner Presentation
4. Audit report Presentation and action plan preparation
5. Preparation of SSR
6. Discussion on best practices and distinctiveness
7. Feedback assessment
8. Auditors for AAA
9. Discussion of Annual Report

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. Fels Saju, *Associate Professor, Department of Pharmaceutics*
9. Mr. Manu Jose, *Assistant professor, Department of Pharmaceutical Chemistry*
10. Dr. Gifty M Jojo, *Assistant professor, Department of Pharmaceutics*
11. Mr Jithin K. Mathew, *Assistant professor, Department of Pharmaceutics*

The meeting started at 09.30Am with prayer. The IQAC coordinator welcomed all IQAC members for the meeting and presented the agenda.





Discussions and Decisions

1. Opening remarks by the chair

The chairperson has given the opening remarks and welcomed the new members Dr. Gifty M Jojo and Mr. Jithin Mathew officially to the IQAC

2. Review and confirmation of the previous meeting

The IQAC coordinator presented the minutes of the previous meetings along with the action taken. The status of entry level exam and Audit were presented. The minutes of the meeting was confirmed by all the members.

3. Academic Planner Presentation

Each committee heads presented the proposal for next academic year in IQAC meeting. The cell has thoroughly discussed the proposal and finally prepared the action plan. The main proposals include, Conduct of seminar, conference, Skill development Program, Career development programs, Add on course, Research guides, research plan, seed grant for new AY, Instrument requirement for each department, Budget required, Exam calendar, maintenance activity, Extracurricular events, Day celebrations, New recruitment etc. Based on the action plan it is decided to prepare the calendar for the academic year 2023-2024.

4. Audit report Presentation and action plan preparation

Based on the decision of 5th IQAC meeting various sustainable audit practices like Green Audit and energy audit, clean audit were conducted in the institution. Coordinator has presented the Dr. Gifty M Jojo

5. Preparation of SSR

The criterion heads presented the status of SSR preparation and expressed area that required more time to complete. The form analyzed the status and expected to complete the work by September.



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6. Discussion on best practices and distinctiveness

As part of the NAAC criteria 7 the form discussed the 2 best practice and one area of distinctiveness to be presented.

7. Feedback assessment

The feedback committee has presented the feedback report collected and suggested suitable recommendations. The cell has decided to forward the feedback collected to the Institutional governing council for further action.

8. Auditors for AAA

The fourth IQAC meeting has decided to conduct an academic and administrative audit with external auditors. The IQAC coordinator has presented the biodata of few members from various institutes. Based on the experience and other credentials the cell has Recommended Dr. Sony kuriakose, IQAC coordinator from Nirmala college muvattupuzga and Dr.Arul B, IQAC coordinator from Vinayaka Mission college of Pharmacy, Salem as two external auditors for AAA. The forum decided to Conduct the AAA and to do the necessary arrangements for the same.

The meeting was concluded by 01.30Pm 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

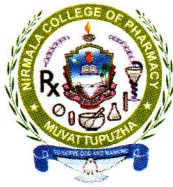
Muvattupuzha, Ernakulam (Dist)

Kerala-686 661

Rev. Fr. Jose Pulloppillil

Administrator - Senior administrative officer





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6th - Internal Quality Assurance cell Meeting

Date: 14/08/2023

Venue: Conference Room

Time 9.30 Am - 01.30 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>	Absent
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>	



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