



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to Q.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

IQAC 2018-2019



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

IQAC COMPOSITION 2018-2019

S. No	Nature of Membership	Name(s)
1.	Chairperson	Dr. Khaza Pasha
2.	Convener / Coordinator of the IQAC	Mr. T. Ramchander
3.	Management Representative	Mr. P. Somasekhar
4.	Administrative Officer	Mr. G. Vijay Kumar
Members		
5.	Faculty Members	Dr. G. Lakshmi Narayan Reddy
		Mr. D. Rajkumar
		Mr. B. Raghuvier
		Mrs. P. Prapulla
6.	Nominees From Local Society, Students and Alumni	Mr. T. Ravikiran.
		K. Rohit
		A. Balraj
7.	Nominees From Employers / Industrialists / Stakeholders	B. Shashidhar



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

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. Khaza Pasha	
2.	Convener / Coordinator of the IQAC	Mr. T. Ramchander	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Dr. G. Lakshmi Narayan Reddy	
		Mr. D. Rajkumar	
		Mr. B. Raghuvveer	
		Mrs. P. Prapulla	
6.	Nominees From Local Society, Students and Alumni	Mr. T. Ravikiran	
		K. Rohit	
		A. Balraj	
7.	Nominees From Employers / Industrialists / Stakeholders	B. Shashidhar	



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

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 Preformat 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 analyze.
 - 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

Copy to:

Chairman,
Director,
Principal,
IQAC Cell and All HODs



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

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. Khaza Pasha	
2.	Convener / Coordinator of the IQAC	Mr. T. Ramchander	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Dr. G. Lakshmi Narayan Reddy	
		Mr. D. Rajkumar	
		Mr. B. Raghuvveer	
		Mrs. P. Prapulla	
6.	Nominees From Local Society, Students and Alumni	Mr. T. Ravikiran	
		K. Rohit	
		A. Balraj	
7.	Nominees From Employers / Industrialists / Stakeholders	B. Shashidhar	



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

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 OU 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-coordinator proposed that he would facilitate the calculation of Impact factor and H-Index by providing appropriate links Performa



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

- 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

Copy to:

Chairman

Director

Principal

IQAC Cell and All HODs



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

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. Khaza Pasha	
2.	Convener / Coordinator of the IQAC	Mr. T. Ranchander	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Dr. G. Lakshmi Narayan Reddy	
		Mr. D. Rajkumar	
		Mr. B. Raghuveer	
		Mrs. P. Prapulla	
6.	Nominees From Local Society, Students and Alumni	Mr. T. Ravikiran	
		K. Rohit	
		A. Balraj	
7.	Nominees From Employers / Industrialists / Stakeholders	B. Shashidhar	



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghalakesar, Medchal Dist. T.S.

Agenda:

- To conducting Annual day and Alumni Meet.
- Review of University Results.
- To discuss about the projects and placement drives.
- On line 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. The minutes of the last meeting were reviewed.
3. Heads were instructed to conduct the College annual day program and asked to suggest the date of the celebration.
4. Members reviewed the evaluation of final Major Project has been conducted for all the department of IV Year students.
5. It was decided to conduct Alumni meeting on 10-06-2019.
6. Instruction given to the placement office to conduct more placement training to the students.
7. The IQAC with the help of members has provided the feedback of the students to all the members of faculty. The teacher appraisal has been labeled as Faculty Achievements.
8. The first three meetings of IQAC had included in their agendas the matter pertaining to Online Feedback Systems for different stakeholders. The Online Feedback from all the students was sought by placing the feedback form. Further, it was thought that let the students provide feedback voluntarily first, later, it will be made compulsorily for all.
9. 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



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghalkesar, Medchal Dist. T.S.

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. Satish Puttachari	
2.	Convener / Coordinator of the IQAC	Mr. T. Ramchander	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Dr. G. Laxmi Narayan Reddy	
		Mr. D. Rajkumar	
		Mr. B. Raghuveer	
		Mrs. P. Prapulla	
6.	Nominees From Local Society, Students and Alumni	Mr. T. Ravikiran	
		K. Rohit	
		A. Balraj	
7.	Nominees From Employers / Industrialists / Stakeholders	B. Shashidhar	



MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

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 visits to Industry and student's 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.