



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

Internal Quality Assurance Cell (IQAC)

Minutes of the Meeting - IQAC 2021-2022

S.NO	ITEMS	DATE
1	Meeting No:1	08/07/2021
2	Meeting No:2	05/10/2021
3	Meeting No:3	08/01/2022
4	Meeting No:4	29/04/2022



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

IQAC COMPOSITION 2021-2022

S.No	Nature of Membership	Name(s)
1.	Chairperson	Dr. V. Kiran Kumar
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby
3.	Management Representative	Mr. P. Somasekhar
4.	Administrative Officer	Mr. G. Vijay Kumar
Members		
5.	Faculty Members	Mrs. V. Lavanya
		Mr. M. Santosh
		Ms. Umanjali
		Mr. B. Dinesh
6.	Nominees From Local Society, Students and Alumni	Mr. Shravan
		A. Rahul
		Sonali Yadav
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran



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Date: 08.07.2021

MINUTES OF THE MEETING

The First IQAC meeting for the academic year 2021-2022 has been held on 08.07.2021 in the Board Room at 2.00 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Mrs. V. Lavanya	
		Mr. M. Santosh	
		Ms. Umanjali	
		Mr. B. Dineesh	
6.	Nominees From Local Society, Students and Alumni	Mr. Shravan	
		A. Rahul	
		Sonali Yadav	
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	



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Agenda:

- I. To improve academic performance and graduation rates.
- ii. To encourage pupils to participate in co-curricular and extra-curricular activities.
- iii. To encourage faculty members to conduct research.
- iii. Make a decision on the International Circuit Branch Conference.
- v. Report on feedback and actions taken

The Minutes of the meeting are as follows:

The meeting began with the principal's introductory remarks about the importance of the 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. All IQAC members introduced themselves to one another.
3. Discussed academic performance, graduation rate, and student campus placement.
4. It was agreed that Research and Development should be strengthened, and all departments were given the task of establishing a Center of Excellence.
5. A conference was held to discuss the virtues and demerits of the results for the April/May 2021 examinations.
6. The Parent-Teacher Meetings for all disciplines were examined. It was chosen to honor the best university exam scorers.
7. Conduct administrative and academic audits throughout the year to ensure the institution's quality of operation.
8. All members were asked to speed up their department's research, consulting, and publication activities.



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9. All departments organized club activities and required professional body membership to help students develop their individual personalities.
10. All members and respective in-charges were asked to furnish the relevant data in its entirety according to the format.
11. Heads were instructed to tour several universities with Research Centers in order to get information and strengthen research operations.
12. The Placement Officer was encouraged to expedite employability skills by providing value-added courses, implant training, and internships to fulfil the needs of the industry.
13. The NSS Coordinator was advised to encourage students to participate in NSS-sponsored social activities.
14. Department heads were instructed to apply for various projects through AICTE, CSIR, and DST.
15. It is decided that input from alumni and parents must be added to the University Convocation application form, which must be completed. In response to industrialist/employer comments, it is resolved that industrialists/employers be appointed to statutory bodies such as Boards of Studies, School Boards, and so on. This will make it easier to receive input from them and will aid the University in developing its curricular aspects. Furthermore, the University Placement Unit is tasked with delivering and collecting input from this group of stakeholders.

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

Date: 05.10.2021

MINUTES OF THE MEETING

The second IQAC meeting for the academic year 2021-2022 has been held on 05.10.2021 in the board Room at 2.00 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Mrs. V. Lavanya	
		Mr. M. Santosh	
		Ms. Umanjali	
		Mr. B. Dinesh	
6.	Nominees From Local Society, Students and Alumni	Mr. Sharan	
		A. Rahul	
		Sonali Yadav	
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	



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

Agenda:

- Creating guidelines for student mentoring
- Conducting an awareness programme on outcome-based education
- Publishing an article in an international conference and journal
- Entrepreneurship and start-ups Provide feedback on facilities.

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 greeted all members present at the 2nd Internal Quality Assurance Cell meeting.
2. All IQAC members introduced themselves to one another.
3. Student mentoring is carried out in accordance with the established parameters; evidence of student performance improvement is provided.
4. A two-day Outcome-Based Education workshop has been planned. The expert on outcome-based education benefits the faculty members.
5. Heads are instructed to encourage faculty members to write papers at reputable conferences and journals.
6. Members were directed to the heads as students benefited from expert speeches on entrepreneurship and start-ups.
7. Facility feedback has been collected, and the analysis report has been submitted to management for improvement. Management provided the necessary facilities.
8. Heads are directed to hold a Parent-Teacher meeting on October 10, 2021, in accordance with OU guidelines.
9. The Dean IQAC indicated that if the 'Academic Profile of the Faculty' incorporates information-gathering fields based on Academic Performance Indicator (API) categories, it will



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aid and expedite IQAC's duty of verifying applications for Career Advancement Schemes (CAS), etc.

10. The R&D Co-ordinator proposed that he would make it easier to calculate the Impact factor and H-Index by include relevant links in the Faculty's Academic Profile Proforma.

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

Date: 08.01.2022

MINUTES OF THE MEETING

The minutes of meeting for the academic year 2021-2022 held on 08.01.2022 in the Board Room at 11.30 a.m. The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Mrs. V. Lavanya	
		Mr. M. Santosh	
		Ms. Umanjali	
		Mr. B. Dinesh	
6.	Nominees From Local Society, Students and Alumni	Mr. Shrovan	
		A. Rahul	
		Sonali Yadav	
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	



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

Agenda:

- To Monitor the mentoring system
- Remedial classes
- To conduct alumni and parents meet
- Discussion 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 IQAC coordinator welcomed all members to the third meeting of the Internal Quality Assurance Cell.

2. A committee is formed to evaluate the success of the counselling.

Many pupils' attitudes and academic performance are improving.

3. With the chair's agreement, the team proposed holding alumni and parent meetings in a couple of months.

4. Heads are directed to make preparations for the students' technical fest.

5. The IQAC, with the assistance of members, presented student feedback to all faculty members. The teacher evaluation is named Faculty Achievements.

6. Online input from all students was solicited by embedding a Google feedback form on each student's Google link.

Furthermore, it was proposed that students offer feedback willingly at first, and thereafter make it mandatory for everybody.

7. The meeting was adjourned when the IQAC coordinator moved a vote of thanks.


Coordinator / IQAC


Chairperson / IQAC

Copy to:

Chairman

Director

Principal, IQAC Cell and All HODs



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Date: 29.04.2022

MINUTES OF THE MEETING

The minutes of meeting for the academic year 2021-2022 held on 29.04.2022 in the Board Room at 01.30 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Leenath Ruby	
3.	Management Representative	Mr. P. Somasekhara	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Mrs. V. Lavanya	
		Mr. M. Santosh	
		Ms. Umangali	
		Mr. B. Dinesh	
6.	Nominees From Local Society, Students and Alumni	Mr. Shravan	
		Shreya Kiran	
		Shiva	
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	



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Agenda:

- Students & Faculty Achievements
- Students feed Back Analysis
- Reviewing the academic activity
- Student internship and Industrial visit

The Minutes of the meeting are as follows:

The meeting began with the principal's introductory remarks about the importance of the Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all members to the fourth meeting of the Internal Quality Assurance Cell.
2. The minutes from the previous meeting were examined.
3. Examined the Workshops, Seminars, and Guest Lectures held by all departments
4. Academic classes and related activities must be completed according to the schedule.
5. It is planned to conduct R&D activities for students with CGPAs higher than 7.0.
6. Discussed the outcomes of the students' and faculty members' visits to industry, as well as the students' internships.
7. Told that Professional Body, Department Association, and Club activities will be carried out in accordance with the strategic plan.
8. It was determined to focus on students who were behind in Mathematics I and make plans to help them catch up by mentoring them closely. HOD was informed of the situation.
9. The Academic Administrative Audit is scheduled from May 15 through May 25, 2022.
10. The results of these audits will be addressed at the next IQAC meeting in order to determine the appropriate corrective actions and remedial steps.
11. IQAC coordinator proposed the vote of thanks and the meeting came to an end.

Coordinator / IQAC

Copy to:

Chairman
Director
Principal
IQAC Cell and All HODs

Chairperson / IQAC