

## Internal Quality Assurance cell

### Minutes of IQAC Meeting held on 23/02/2023

**Venue:** Conference Room

**Time** 02.00 Pm - 04.30 PM

#### **Agenda:**

1. Review and confirmation of the previous meeting
2. Assessment of Current teaching learning process
3. Student customization based on previous results (good, average, need improvement)
4. Methods to increase project undertaken/ internship
5. Signing of MOU with industry
6. Assessment of institutional policy for field visit/Student exchange, and Internship
7. Need of Goalsetting at the lower class for the students
8. Support provided by the Institution for extracurricular activity for university, inter university level etc.
9. Strengthening of mentoring system
10. NAAC SSR filing
11. Website modification.
12. 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. 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 02.00Pm with prayer. The IQAC coordinator welcomed all IQAC members for the meeting and presented the agenda.

## **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. Dr. Prasanth B. Pillai and Dr. Fels Saju also presented the status of proceeding of the second meeting. The minutes of the meeting was confirmed by all the members.

### **2. Assessment of Current teaching learning process**

The current teaching learning process was explained by Dr. Deepa Jose, *Professor*. According to that the meeting decided to continue the peer learning process and remedial class for students need improvement.

### **3. Student customization based on previous results (good, average, need improvement)**

The meeting decided to customize the students in the beginning of semester itself based on either the previous year sessional mark of the prerequisite subject or based on the first monthly test and give attention to the slow learners. As well as fast learners to be given opportunity for performing add on course, mini project etc.

### **4. Methods to increase project undertaken/ internship**

The meeting decided to consider the hospital training undergone by the 4<sup>th</sup> pharm D students as field work and get the certificate from the concerned authorities.

### **5. Signing of MOU with industry**

Many of the existing MOU was nearing to expiry. The meeting decided to have MOU with few more industry and nearby hospitals to ensure the smooth interaction between academia and industry.

### **6. Need of Goalsetting at the lower class for the students**

The meeting discussed regarding the need of goal setting for the students, and decided to provide the career orientation in all the field for all students and ensure the students are capable for goal setting at the beginning of 3<sup>rd</sup> year.

**7. Support provided by the Institution for extracurricular activity for university, inter university level etc.**

The meeting decided to encourage the students to participate in university and interuniversity level competitions and provide better training for them.

**8. Website modification.**

The meeting presented the problems in the current website and discussed the need of modification. Based on the requirements the cell has decided to modify the website in a professional manner.

The meeting was concluded by 4.30 with a concluding message by the administrator and vote of thanks by the IQAC coordinator.

**Dr. Dhanish Joseph**  
*IQAC coordinator*

**Prof. Dr. Badmanaban. R,**  
*Principal & chairperson*

**Rev. Fr. Jose Pulloppillil**  
*Administrator - Senior administrative officer*

## Internal Quality Assurance cell

### Minutes of IQAC 4<sup>th</sup> Meeting held on 03/04/2023

**Venue:** Conference Room

**Time** 02.00 Pm - 04.30 PM

#### **Agenda:**

1. Review and confirmation of the previous meeting
2. File NAAC SSR
3. ONLINE ADDON COURSE
4. AAA
5. SOFTWARE FOR OBE
6. ADD ON COURSE UNDER MOOC
7. Start zumbaa training for all students
8. Organize national conference NILA 14
9. Interview for freshers and add on course for communicative english
- 10.
11. 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. 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 02.00Pm with prayer. The IQAC coordinator welcomed all IQAC members for the meeting and presented the agenda.

## **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. Dr. Prasanth B. Pillai and Dr. Fels Saju also presented the status of proceeding of the second meeting. The minutes of the meeting was confirmed by all the members.

### **2. Assessment of Current teaching learning process**

The current teaching learning process was explained by Dr. Deepa Jose, *Professor*. According to that the meeting decided to continue the peer learning process and remedial class for students need improvement.

### **3. Student customization based on previous results (good, average, need improvement)**

The meeting decided to customize the students in the beginning of semester itself based on either the previous year sessional mark of the prerequisite subject or based on the first monthly test and give attention to the slow learners. As well as fast learners to be given opportunity for performing add on course, mini project etc.

### **4. Methods to increase project undertaken/ internship**

The meeting decided to consider the hospital training undergone by the 4<sup>th</sup> pharm D students as field work and get the certificate from the concerned authorities.

### **5. Signing of MOU with industry**

Many of the existing MOU was nearing to expiry. The meeting decided to have MOU with few more industry and nearby hospitals to ensure the smooth interaction between academia and industry.

### **6. Need of Goalsetting at the lower class for the students**

The meeting discussed regarding the need of goal setting for the students, and decided to provide the career orientation in all the field for all students and ensure the students are capable for goal setting at the beginning of 3<sup>rd</sup> year.

**7. Support provided by the Institution for extracurricular activity for university, inter university level etc.**

The meeting decided to encourage the students to participate in university and interuniversity level competitions and provide better training for them.

**8. Website modification.**

The meeting presented the problems in the current website and discussed the need of modification. Based on the requirements the cell has decided to modify the website in a professional manner.

The meeting was concluded by 4.30 with a concluding message by the administrator and vote of thanks by the IQAC coordinator.

**Dr. Dhanish Joseph**  
*IQAC coordinator*

**Prof. Dr. Badmanaban. R,**  
*Principal & chairperson*

**Rev. Fr. Jose Pulloppillil**  
*Administrator - Senior administrative officer*

## **Internal Quality Assurance cell**

### **Minutes of 5<sup>th</sup> IQAC Meeting held on 12/06/2023**

**Venue:** Conference Room

**Time** 10.00 Am - 12.30 Am

#### **Agenda:**

1. Review and confirmation of the previous meeting
2. NAAC assessment status
3. Green Audit and energy audit , clean audit
4. Assessment of NIRF result
5. Inclusion of new members to IQAC,
6. Preparation of draft plan for Next academic year
7. 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. Fels Saju, *Associate Professor, Department of Pharmaceutics*
9. 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.

#### **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 status of student enrolment in MOOC course, installation of OBE software, NILA Conference etc were discussed in detail, followed by The minutes of the meeting was confirmed by all the members.

## **2. NAAC assessment status**

The meeting discussed the current status in preparation for the NAAC assessment. The coordinators have presented the difficulties in the SSR preparation. The forum recommended suitable solutions. The coordinators expressed their expectation to finish the SSR preparation by September 2023.

## **3. Green Audit and energy audit , clean audit**

The cell reviewed the importance of different types of audits, such as Green Audit, energy audit and clean audit, to ensure the environmental sustainability and safety of the institution's students and staff. The coordinator suggested an ISO certified company that could conduct all these audits. The cell agreed to schedule the audit as soon as possible.

## **4. Assessment of NIRF result**

The National Institutional Ranking Framework (NIRF) is a methodology adopted by the Ministry of Education to rank institutions of higher education in India. Based on the latest NIRF results 2023, the forum analyzed the performance of our institution and discussed the factors that contributed to our lower rank. The outcomes of the meeting decided to take some measures to improve our research quality, infrastructure, and perception among stakeholders.

## **5. Inclusion of new members to IQAC,**

Due to the exit of Dr. Prasanth B. Pillai and Dr. Karthikeyan from the institute, two new faculty members are required to take charge of IQAC. The faculty has recommended Dr. Gifty M Jojo, Assistant professor, Department of pharmaceuticals and Mr. Jithin K. Mathew Assistant Professor, Department of pharmaceuticals for this role. The cell has endorsed their names unanimously.

## **6. Preparation of action plan for Next academic year**

The IQAC advises the IQAC sub committees and other statutory cells to draft the plan for various activities under each committee as the new academic year starts by September 2023. The proposal should be presented and approved in the next meeting.



## **7. 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*

**Prof. Dr. Badmanaban. R,**  
*Principal & chairperson*

**Rev. Fr. Jose Pulloppillil**  
*Administrator - Senior administrative officer*

## Internal Quality Assurance cell

### Minutes of 6<sup>th</sup> 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 5<sup>th</sup> 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.

### **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*

**Prof. Dr. Badmanaban. R,**  
*Principal & chairperson*

**Rev. Fr. Jose Pulloppillil**  
*Administrator - Senior administrative officer*

## Internal Quality Assurance cell

### Minutes of 6<sup>th</sup> IQAC Meeting held on 25/10/2023

**Venue:** Conference Room

**Time** 10.30 Am - 12.30 Pm

#### **Agenda:**

1. Opening remarks by the chair
2. Review and confirmation of the previous meeting
3. Assessment of AAA report and action plan preparation
4. Feedback assessment
5. Mock SSS Report presentation and analysis
6. 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 10.30Am 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 Everybody to the meeting

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

The IQAC coordinator presented the minuetts 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. Assessment of AAA report and action plan preparation**

### **4. 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.

### **5. Mock SSS Report presentation and analysis**

The IQAC has conducted a MOOC student satisfaction survey on teaching learning process. The forum analysed the survey report and suggested the following action plan

### **6. Discussion of Annual Report**

The principal has presented the annual report of the institution for the completed acadamic year 2022-2023. Cell has provided the additional data and and made relevant modification. The annual report has submitted to the administrator for further verification and approval.

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*

**Prof. Dr. Badmanaban. R,**  
*Principal & chairperson*

**Rev. Fr. Jose Pulloppillil**

*Administrator* - Senior administrative officer

## Internal Quality Assurance cell

### Minutes of IQAC Meeting held on 16/07/2022

**Venue:** Conference Room

**Time** 10.00 Am - 01.00 PM

#### **Agenda:**

1. Short term long term goals discussion and approval regarding same.
2. Constitution of BOS/ Academic council
3. Constitution of the Institutional advisory board.
4. Conduct of add on course and certificate program.
5. R & D facility creation
6. Development of water testing laboratory and services to community pharmacies
7. Ways and methods to identify the talented students (fast/ slow/ poor).
8. Registration of Alumni Association.
9. Skill up gradation of non-teaching staff.
10. Strengthening of Mentoring System
11. Any other agenda with the permission of chair

#### **Members Present:**

1. Prof. Dr. Badmanaban. R, *Principal*- Chairperson
2. Rev. Fr. Jose Pulloppillil , *Administrator* - Senior administrative officer
3. Rev. Msgr. Dr. Pius Malekandathil, *Manager* - Member from management
4. Dr. M.R. Pradeep, *Retired deputy Drug Controller, Drugs Control Department Kerala*.- Nominee from employer
5. Dr. Dhanish Joseph, *Associate Professor, Department of Pharmaceutics*- IQAC coordinator
6. Dr. Deepa Jose, *Professor, Department of Pharmaceutical Chemistry*
7. Mrs. Lins Mary Joy, *Associate Professor, Department of Pharmacognosy*
8. Dr. Suja Abraham, *Professor, Department of Pharmacy practice*
9. Dr. Preeja G.Pillai, *Professor, Department of Pharmacology*
10. Dr. Prasanth B. Pillai, *Associate Professor, Department of Pharmacognosy*
11. Dr. Karthikeyan, *Associate Professor, Department of Pharmacology*
12. Dr. Fels Saju, *Associate Professor, Department of Pharmaceutics*



The meeting started at 10.00am with prayer. The IQAC coordinator welcomed all IQAC members for the meeting. The chairperson gave the opening remarks. Since it was the first IQAC meeting after constitution the various functions of IQAC member is described by the IQAC coordinator and then meeting moved to the prescribed agenda.

## **Discussions and Decisions**

### **1. Short term long term goals discussion and approval regarding.**

The short term, medium and long term goals were prepared by the IQAC coordinator based on the vision and mission of the institution and was presented in the IQAC meeting for approval. Years 2022-2025, 2026-2030, 2031-2035 as per regular academic calendar were considered as short, medium and long term duration, the goals were attached as Annexure 1. The goals were approved with certain additions and decided to submit the same to the governing body for approval.

### **2. Constitution of BOS/ Academic council**

It was proposed to constitute an internal council to formulate and conduct add on courses in various pharmacy related technical aspects and skill development programs for students. The cell has decided to conduct add on course under academic regulatory committee.

### **3. Constitution of IAB**

The IQAC coordinator has recommended to constitute an Institutional Advisory Board (IAB) with new members from diversified areas of pharmacy like industry, academic, clinical pharmacist, and nominee to various government funding agencies, and research organization to uplift the institution towards its vision. The cell has unanimously approved the same and decided to constitute the IAB at the earliest.

### **4. Add on course, certificate program conductance and approval**

To uplift the theoretical and technical skills of the students certain add on courses are most necessary. Considering the need and demand the cell has decided to conduct add on courses in skill development and technological development for the students. For the skill development it was decided to conduct the skill development programs in association with National Skill Development Corporation (NSDC) or Additional Skill Acquisition Program (ASAP) Kerala, Life Sciences Sector Skill Development Council (LSSSDC) All other add on course regarding technological development can be conducted with the approval of academic regulatory committee under PAIC and approval from other universities too.

## **5. Development of water testing laboratory and community pharmacy**

A new proposal was brought forward by the IQAC external members to begin a water testing laboratory and community pharmacy as part of the institution to serve the community by utilizing the skills of faculty, technicians, and Pharm D students. The cell has decided to make a proposal incorporating the scope, regulatory requirements, and financial requirements at the earliest to the governing body for further approval.

## **6. Cultivation of medicinal plant regarding.**

During the meeting the cell has proposed to cultivate the medicinal plant on demand with the support of medicinal plant board Kerala. The cell observed it as an area of scope to serve the mankind and also to protect the rare specious of medicinal plants. Considering this the cell has decided to proceed with further action plan.

The meeting concluded at 1.00 Pm. The chair recommended to discuss the remaining agenda in the next meeting. The meeting concluded with a vote of thanks by the IQAC coordinator.

**Dr. Dhanish Joseph**  
*IQAC coordinator*

**Prof. Dr. Badmanaban. R,**  
*Principal & chairperson*