



## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of meeting**

Date -19/12/18

The internal quality assurance cell meeting was conducted on 19/12/18 at 10.00am in the conference hall.

### Agenda

- Preparation of NAAC annual quality assurance report
- Research monitoring committee
- Library requirements
- Funded projects
- International seminar
- Faculty development programme

The following was discussed during the meeting

- Committee members were instructed for preparation of annual quality assurance documents and all the relevant information should be collected and updated.

- A research committee was set up to organize/supervise research related activities in the college involving and benefiting both students and faculty.
- Members discussed about the requirements of books as per the need from each department and updation of the books and journals in the library.
- Committee insisted that more research projects and proposal should be submitted by faculty to various funding agencies and more funded project and initiatives has to be taken by faculty.
- Committee also decided to form various committees and requirements needed to organize international seminar.
- The members were asked to actively participate in IQAC activities and submit the documents to prepare Annual Quality Assurance Report.
- Committee decided to conduct various awareness programme on world diabetic day and also to organize national pharmacy week celebration.
- Committee decided to conduct faculty development programme for the overall development of faculty.

The following members were present

**Committee Members:**

| No.  | Designation       | Name                        |
|--|-------------------|-----------------------------|
| <b>Employer</b>                                    |                   |                             |
| 1.   | CEO               | Rev. Fr. Jose kallumalickal |
| <b>Management Representatives</b>                  |                   |                             |
| 2.   | Medicity Director | Fr. AbyVadakkumthala        |
| <b>Members</b>                                     |                   |                             |
| 3.   | IQAC Chairperson  | Prof. Dr. Mathew George     |
| 4.   | IQAC Co-ordinator | Prof. Dr. Lincy Joseph      |
| 5.   | Member            | Dr. Sujith K                |
| 6.   | Member            | Mrs. Leena P N              |
| 7.   | Member            | Mrs. Christy K Jose         |
| 8.   | Member            | Mrs. Bincy K Chacko         |
| 9.   | Member            | Mrs. Mincy Mathew           |
| <b>Administrative/Technical Staff</b>              |                   |                             |
| 10.  | Member            | Mrs. ShijiJibu              |
| 11.  | Member            | Mr. SangeethSadanandan      |
| 12.  | Member            | Mrs. SollyBabu              |
| <b>Students</b>                                    |                   |                             |
| 13.  | Student nominee   | Ms. Sneha Ann George        |
| <b>Alumni</b>                                      |                   |                             |
| 14.  | Alumni nominee    | Mr. GladystonNetto          |
| <b>Stakeholder &amp; Community Representatives</b> |                   |                             |
| 15.  | Member            | Mr. Biju K Jacob            |
| <b>External Expert</b>                             |                   |                             |
| 16.  | Member            | Adv. RohitChethikadu        |
| 17.  | Member            | Mr. Shibu Itty Mathew       |



## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

### **Minutes of meeting**

Date -09/05/19

The internal quality assurance cell meeting was conducted on 09/05/19 at 10.00am in the conference hall.

#### Agenda

- Campus placement
- Academic plan
- Journal publication
- Scholarship for students.
- International seminar
- Medical camps

The following was discussed during the meeting

- Committee decided to coordinate various pharma industries and hospitals to conduct campus placement drive in the institution.

- IQAC instructed various committee member as assigned to prepare action plan for next year and also the achievements that they have made during this academic year.
- Committee decided to make awareness among post graduate students and faculty the importance of journal publication and organize class for bringing ethics in publication by faculty and postgraduate students.
- Committee also decided to form various committees and insisted the committee to frame the needs to organize national seminar.
- Committee members decided to provide information and awareness to students about different scholarship scheme available for students from state and central government.
- Discussed about submission of tentative schedule and protocol on organizing seminar and workshops for the next academic year.
- Committee decided to organize various medical camps and awareness programme by students and faculty in surrounding community during the important health days observed in the academic year.

The following members were present

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| <b>Management Representatives</b>                  |                   |                            |
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| <b>Members</b>                                     |                   |                            |
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| 4.   | IQAC Co-ordinator | Prof. Dr. Lincy Joseph     |
| 5.   | Member            | Dr. Sujith K               |
| 6.   | Member            | Mrs. Leena P N             |
| 7.   | Member            | Mrs. Christy K Jose        |
| 8.   | Member            | Mrs. Bincy K Chacko        |
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