

# GOKULA KRISHNA COLLEGE OF PHARMACY

HEI CODE: C-26844

NAAC DVV

CYCLE I



## 6 : GOVERNANCE, LEADERSHIP AND MANAGEMENT

**6.5 Internal Quality Assurance System**

**6.5.2 Quality Assurance Initiatives of the Institute**

### 6.5.2(1) Minutes of IQAC



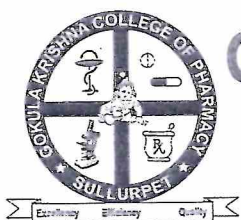
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## Minutes of IQAC Meeting held on 28-12-2022 at 11.30AM in IQAC Chamber

The IQAC coordinator, in the presence of chairperson, welcomed the members for IQAC second meeting, following points were discussed in the meeting.

### **Agenda of the Meeting**

Item 1: To review and confirm the 1<sup>st</sup> IQAC meeting minutes held on 4<sup>th</sup> of July 2022.

Item 2: To discuss on career development programs for final years.

Item 3: Guide allotment for project and research work of final year students.

Item 4: To increase the number of students: computer ratio.

Item 5: To increase the number of participants in FDP programs.

Item 6: To strengthen the T&P cell and organizing activities for career guidance.

Item 7: To discuss the Institutional strategic plan for 10 years.

Item 8: To discuss non-PhD staffs to register in recognized institutes.

Item 9: To develop feedback mechanism from students regarding faculty members.

### **Resolutions:**


**Item 1: To review and confirm the 1<sup>st</sup> IQAC meeting minutes held on 4<sup>th</sup> of July 2022.**

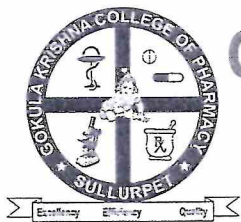
- IQAC coordinator read the 1<sup>st</sup> IQAC minutes held on 4<sup>th</sup> of July 2022.
- The IQAC team confirmed the minutes of 1<sup>st</sup> IQAC meeting held on 4<sup>th</sup> July 2022.

**Item 2: To discuss on career development programs for final years.**

- IQAC team discussed to conduct a career counseling program for 4<sup>th</sup> year B. Pharmacy students to make them be able to build a suitable career and succeed in it.
- The committee decides to conduct the program within the specified time.



  
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**Item 3: Guide allotment for project and research work of final year students.**

- Chairperson discussed with the IQAC team and department wise elected and allotted the guides to the final year students.
- All are decided to guide the students to complete the work as per university project schedule.

**Item 4: To increase the number of students: computer ratio**

- The IQAC team was proposed that a few computers are available to carry out the research and project work, thereby committee requested the chairperson to increase the student: computer ratio.
- The chairperson assured for approval of increment of student: computer ratio.


**Item 5: To increase the number of participants in FDP programs.**

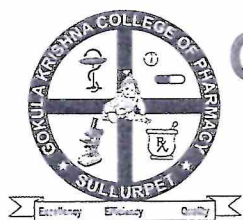
- Coordinator requested Ms. A.R.Sridevi to increase the number of participants in the FDP programs to equip with various strategies and tools to actively engage students in the learning process.
- The IQAC team agreed with the discussion.

**Item 6: To strengthen the T&P cell and organizing activities for career guidance.**

- IQAC coordinator requested the committee members to organize more Training and Placement activities for the graduating students and she also included that, how T&P cell is showing direct impact in admissions.
- Committee decided to implement the request.



  
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**Item 7: Review on Institutional strategic plan for 10 years.**

- IQAC coordinator has given a view on how successfully processing the collection and compilation of organized program documents for the 1<sup>st</sup> cycle for NAAC accreditation.
- She requested management member and IQAC committee members to work with conscious, consistent and catalytic action for success of proposed strategic plan.
- Committee members unanimously decided to work continuously, as per the plan proposed by chairperson in the IQAC 1<sup>st</sup> meeting.

**Item 8: To discuss non-PhD staffs to register in recognized institutes.**

- Chairperson discussed that the registration for PhD were going in various recognized universities and so far, only few staffs had honored with doctorate. He requested the members to look out for PhD admission in the recognized institutes.
- Team members were shown positive sign towards chairperson request.

**Item 9: To develop feedback mechanism from students regarding faculty members.**

- IQAC coordinator said that, all the student feedbacks were to be collected before the semester and exams. And she suggested to the team about initiation of online feedback from the students.
- IQAC team was decided to collect the feedback from students and they decided to overview the proposed online feedback mechanism.

**The meeting was ended with formal vote of thanks by IQAC coordinator.**



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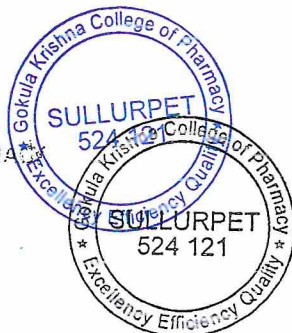
**Members Present:**

S.No	Name	IQAC Designation	Academic Designation	Signature
1	Dr. B. Pavan Kumar	Chairperson	Principal & Professor	
2	Mrs. P.K. DeviBala	IQAC coordinator	Assoc. Professor	
3	Dr. P. Kishor	Member	Professor	
4	Mr. P. Sivakumar	Member	Assoc. Professor	
5	Mrs. P. Kavitha	Member	Assoc. Professor	
6	Mrs. N. Sukanya	Member	Assoc. Professor	
7	Mrs. D Kalyani	Member	Assoc. Professor	
8	Ms. A.R. Sridevi	Member	Assoc. Professor	
9	Mrs. B Swathi	Member	Asst. Professor	
10	Mrs. T. Swathi	Member	Assoc. Professor	
11.	G. Brahmaiah	Member	Governing Body Member	
12.	G. Manohar	Member	Sr. Admin Officer	
13.	A. Kishore	Member	Sr.Accounts Officer	
14.	B. Nagur	Member	Sr. Assistant - Exam cell	



**IQAC COORDINATOR**

COORDINATOR - IQAC

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**PRINCIPAL / CHAIR PERSON IQAC**

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## Minutes of IQAC Meeting held on 04-07-2022 at 11.30AM in IQAC Chamber

The IQAC 1st meeting was held in IQAC Chamber, GKCP. The meeting was started with a welcome address by the principal as chairperson to the management members, teaching and non-teaching faculties, and others over there.

### **Agenda of the Meeting:**

Item 1: Review of the importance of NAAC by the Principal.

Item 2: Review of the new initiation of NAAC.

Item 3: Composition of the IQAC team, headed by the coordinator and criteria in-charges.

Item 4: Discussion regarding various criteria by the principal.

Item 5: Collection and compilation of documents of central and departmental programs and activities of the institution for NAAC accreditation 1st cycle.

Item 6: Resources and infrastructure requirements for the institution.

Item 7: To discuss the institutional strategic plan for 10 years.

Item 8: Any other matter related to IQAC by the principal.

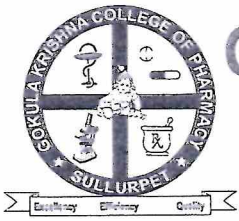
### **Resolutions:**

#### **Item 1: Review of the importance of NAAC by the Principal.**

The principal as chairperson discussed the importance of NACC by explaining the impact of NACC accreditation in promoting and improving the quality of higher education, and he summarized as follows:



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- An institution comes to know its strengths, weaknesses, and opportunities through an informed review process.
- Enhancement of institutional reputation
- Increases student enrollment
- Eligibility for government funding
- Promotes Internationalization
- Encourages research and development
- Facilitates collaboration
- Improves the employability of graduates
- Promotes continuous improvement
- Encourages institutional autonomy

Faculty members and attendees agreed with the words given by the chairperson.

### Item 2: Review of the new initiation of NAAC.

- The chairperson informed the attendees about the initiation of the NAAC committee to enhance the quality of higher education.
- Faculties agreed to frame a committee for the smooth improvement of the quality of education at the institution.

### Item 3: Composition of the IQAC team, headed by the coordinator and criteria in-charges.

- The chairperson elected and allocated an IQAC team with an IQAC coordinator who is diligent and experienced enough to carry out the task.



  
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- The chairperson announced that the IQAC coordinator will be Mrs. P.K. Devibala, and other senior faculties will serve as NAAC criteria in-charges.

#### Details of criterion-wise in-charges:

Criteria 1: Ms. P. Kavitha

Criteria 2: Mr. P. Sivakumar

Criteria 3: Mrs. B. Swathi and Mrs. N. Sukanya

Criteria 4: Mr. B. Nagur

Criteria 5: Mrs. D. Kalyani and Mrs. T. Swathi

Criteria 6: Mrs. A.R. Sridevi

Criteria 7: Dr. P. Kishor

- The chairperson's decision has been accepted by the housemates.

#### **Item 4: Discussion regarding various criteria's by the principal.**

- In order to achieve standards and conditions based on various criteria's, the chairperson described the QLM's and QNM's to the housemates with their metrics.

Criteria 1: Curricular aspects

Criteria 2: Teaching and Learning Evaluation

Criteria 3: Research, innovation, and extension


Criteria 4: Infrastructure and learning resources

Criteria 5: Student Support and Progression

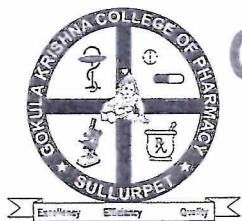
Criteria 6: Governance, leadership, and management

Criteria 7: Institutional validation and best practices



  
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- A presentation was made by Chairperson Dr. Balagani Pavan Kumar about QLM and QNM metrics. In the presentation, the chair highlighted the importance of QLM and QNM in SSR submission.

## **Item 5: To streamline and file documents about the central and departmental programs and activities of the institution for NAAC accreditation in the 1st cycle.**

- Even though a lot has been achieved by the institution, these could not be highlighted for lack of proper documentation. Hence, the chairperson instructed the IQAC team to prepare and maintain an annual report of every activity of the institution and also said that it will provide information to visiting teams like NAAC and that retrieval of information on each activity will become easier in the future.
- All the members present in the meeting agreed to file documents according to the academic year.

## **Item 6: Resources and infrastructure requirements for the institution.**

- The chairperson requested the management members install CCTV cameras in the institution to improve the security of students, staff, and property. It is also used to monitor student behavior and provide evidence in the event of an accident.
- Regarding the resources and infrastructure requirements of the institution, management members showed a positive response to the chairperson.

## **Item 7: To discuss the institutional strategic plan for 10 years.**



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- With the vision and mission of the GKCP, the IQAC team has prepared and proposed a 10-year strategic plan for the step-wise progress of the institution and the wellbeing of students. The chairperson described the upcoming strategic plan of the institution.
- The plan is as follows:
  - ✓ Planning for NAAC accreditation.
  - ✓ Achievement of autonomous status.
  - ✓ Permanent Affiliation.
  - ✓ Institute accreditation from the NBA.
  - ✓ Reinforcement of research publications, inventions, and patents.
  - ✓ To avail research funding from government and non-government organizations.
  - ✓ Strengthen the R&D cell.
  - ✓ Establishment of an incubation center.
  - ✓ Obtain the best NIRF ranking.
  - ✓ Strengthen the Entrepreneurship Cell.
- All the members have agreed to develop a quality benchmark for the successful progress of the institution.

## Item 8: Any other matter related to IQAC by the principal.

The chairperson discussed and finalized the following matters:

- More students should be motivated to participate in certificate programs, seminars, workshops, NSS, and co-curricular activities.
- Should increase the collaborative activities with other institutes and industries.



  
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- Teaching faculties should prepare the annual teaching plan.
- Faculties should engage in the upcoming FDP's with great interest.
- Maintenance of RO water facilities for the students.
- IQAC review meetings should be conducted twice every academic year.

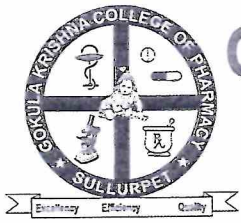
The IQAC coordinator and all the in-charges of criteria's decided to follow and do the same as directed by the chairperson.

The meeting was ended with formal vote of thanks by IQAC coordinator.

Members Present:			
S.No	Name	Designation	Signature
<b>Teaching Staff Members</b>			
1	Dr. Balagani Pavan Kumar	Principal & Professor	
2	Dr. P. Kishor	Professor & Head	
3	Mrs. P.K. DeviBala	Assoc. Professor	
4	Mr. P. Sivakumar	Assoc. Professor	
5	Mrs. P. Kavitha	Assoc. Professor	
6	Mrs. P. Madhavi	Assoc. Professor	
7	Mr. M. Kalyan Babu	Asst. Professor	



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8	Mr. N. Praveen Kumar	Asst. Professor	P. Kuy
9	Mrs. N Sukanya	Assoc. Professor	N. Sukanya
10	Mrs. CH Harika	Asst. Professor	ch. harika
11	Mrs. D Kalyani	Assoc. Professor	D. Kalyani
12	Ms. A.R. Sridevi	Assoc. Professor	A.R. Sridevi
13	Mrs. T Swathi	Asst. Professor	T. Swathi
14	Ms. SK. Zoofi Shaan	Asst. Professor	SK. Zoofi Shaan.
15	Mrs. B Swathi	Asst. Professor	B. Swathi
<b>Student members</b>			
16	P.Mounika	Student Representative	P. Mounika
17	B. Harikrishna Naik	Student Representative	B. Harikrishna Naik
<b>Management Representative</b>			
18	G. Brahmaiah	Governing Council Member	G. Brahmaiah
<b>Administrative members</b>			
19	G. Manohar	Senior Administrative Officer	G. Manohar



Sri Krishna Educational Society's

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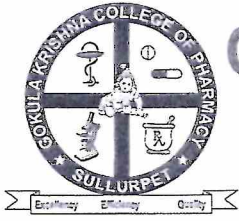
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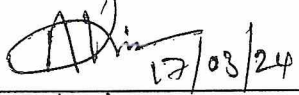

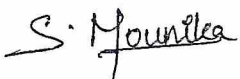
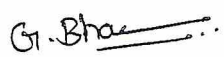
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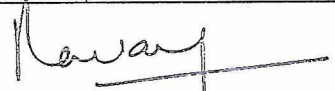
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20	A. Kishore	Senior Accounts Officer	 17/08/24
21	B. Nagur	Sr. Assistant - Exam cell	
<b>Others</b>			
22	S. Mounika	Alumni	
23	G. Bhaskar	Parent	

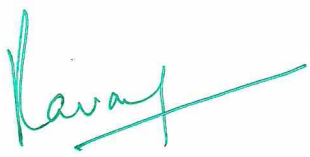
  
D. U. Srinivas  
IQAC COORDINATOR  
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