

AL SHIFA COLLEGE OF PHARMACY

Internal Quality Assurance Cell (IQAC)

MINUTES OF MEETING

Date : 08.01.2021

Time : 10.30am

Venue : Conference Hall, Al Shifa College of Pharmacy

The IQAC meeting was convened on 08.01.2021 at 10.30am in the Conference Hall. Meeting was chaired by Prof. (Dr).T.N.K.Suriyaprakash, Principal, ACP.


Agenda:

1. Review of previous IQAC meeting held on 09.06.2020
2. NAAC – First Mock Visit
3. Progress of documentation / preparation under each criterion
4. NAAC Peer Team Visit

Sl. No:	Point of Discussion	Assigned to	Target Date
1	Review of previous IQAC meeting held on 09.06.2020 Discussed the minutes of the previous IQAC meeting held on 09.06.2020.		
2	NAAC – First Mock Peer Team Visit IQAC coordinator informed that we are planning to conduct two mock inspections before the NAAC peer team visit. It was decided to conduct the first mock visit on 2 nd Feb 2021. The Second mock visit by an external expert will be done 10 days prior to the NAAC peer team visit. Principal informed that Mock Peer Team will visit all departments and functional area/central facilities. IQAC Coordinator should prepare a detailed schedule for the	IQAC Coordinator	

	mock visits.		
3	<p>Progress of documentation / preparation under each criterion</p> <p>Principal enquired about the progress of the preparation for NAAC. Criteria heads presented the progress of the documentation and preparation for NAAC pertaining to their criteria. It was evident that more than 90% of the work has already been completed.</p> <p>All NAAC related work should be completed before the first mock visit.</p> <p>It was also decided that all criteria heads should hand over all the files to IQAC on or before third week of January, 2021.</p>	All HODs & IQAC Coordinator	23.01.2021
4	<p>NAAC Peer Team Visit</p> <p>Principal informed that the NAAC peer team visit is scheduled on 22nd & 23rd Feb 2021. The detailed plan of their visit will be confirmed only 3 days before the visit.</p> <p>IQAC Coordinator elaborated the following points about the NAAC peer team visit scheduled on 22nd & 23rd Feb 2021.</p> <p>a) Tentative Schedule of the peer team visit</p> <p>b) Preparation of visit by all the departments.</p> <p>c) Informed all stake holders about the peer team visit</p>	All HODs & IQAC Coordinator	

Dr.K.P.Mohammed Haneefa, Coordinator, IQAC concluded the meeting by expressing gratitude towards all the members for their active participation.


Prof.(Dr.) Mohammed Haneefa
 Coordinator , IQAC


Prof. (Dr.) T.N.K.Suriyaprakash
 Principal

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