## AL SHIFA COLLEGE OF PHARMACY

## **Internal Quality Assurance Cell (IQAC)**

## **MINUTES OF MEETING**

Date

: 06.01.2020

Time

: 03.00 pm - 04.00 pm

Venue

: Conference Hall, Al Shifa College of Pharmacy

The IQAC meeting was convened on 06.01.2020 at 3.00pm 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 05.12..2019
- 2. Overview of NAAC Process
- 3. Review of preparation of Departments and central facilities for NAAC Peer Team Visit

| Sl.<br>No: | Point of Discussion  | Assigned to                           | Target<br>Date                 |
|------------|--|---------------------------------------|--------------------------------|
| 1          | Review of previous IQAC meeting held on 11.10.2019  Discussed the minutes of the previous IQAC meeting held on 05.12.2019.   | Jerusions La c                        | edd in esu                     |
| 2          | Overview of NAAC Process  Principal informed that we have successfully uploaded Self Study Report (SSR) in the NAAC portal on 19.12.2019.  He also informed that we can expect the peer team visit either in February or March.                  | O althought be<br>antition and ma<br> | rusa seki T.<br>19 seki Hariba |
| 3          | Review of preparation of Departments and central facilities for NAAC Peer Team Visit  a) All HODs detailed about the status of preparation of their department for NAAC Peer Team Visit.  b) All central facilities in-charges briefed about the | OAOI-                                 | Coordinator                    |

| preparation of concerned facilities.                                      | engleda or ili se gar |                     |
|---|-----------------------|---------------------|
| c) Principle pointed out that the college website should be               |                       |                     |
| updated with the latest achievements of all departments, key              | Dr.Dilip              | 10.02.2020          |
| achievements of individual faculty and other activities like              |                       |                     |
| Social outreach activities, research grants, publications, and            |                       |                     |
| NSS activities.   |                       | Let                 |
| d) Each criterion committee should prepare a check list of                | All HODs              | 1877 288            |
| supporting documents pertaining to that criterion. They should            | & IQAC<br>Coordinator |                     |
| start the process of preparing all the documents and should try           | DV000 REW DO          |                     |
| to complete the process at the earliest.                                  |                       | Doctor was a second |
| e) Principal informed that last date for NAAC data verification           | All HODs              |                     |
| is on 22.01.2020. He also instructed to motivate the students to          |                       |                     |
| responded for the online feedback process initiated by NAAC.              |                       |                     |
| f) NSS Coordinator briefed about the various activities                   |                       |                     |
| initiated for maintaining the Green Protocol within the                   |                       |                     |
| campus. He explained about SWEEP'20 (Safe Waste                           |                       |                     |
| Elimination & Eradication of Plastics), to make ACP a                     |                       |                     |
| plastic free zone. It was decided to install boards in suitable           |                       |                     |
| prominent locations to spread the message to discourage the               | VOI page in a         |                     |
| use of plastics.  | n saturan an          |                     |
| MEN LONG COT COT COT CONTROL 에 IN COT |                       |                     |

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

Coordinator - IQAC
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**Prof. (Dr).T.N.K.Suriyaprakash** Principal

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