

# AL SHIFA COLLEGE OF PHARMACY

## Internal Quality Assurance Cell (IQAC)

### MINUTES OF MEETING

**Date** : 05.12.2019

**Time** : 02.00 pm – 03.00 pm

**Venue** : Conference Hall, Al Shifa College of Pharmacy

The IQAC meeting was convened on 05.12.2019 at 02.00 pm 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 11.10.2019
2. Progress of documentation process for NAAC
3. Submission of Self Study Report (SSR)

Sl. No:	Point of Discussion	Assigned to	Target Date
1	<b>Review of previous IQAC meeting held on 11.10.2019</b> Discussed the minutes of the previous IQAC meeting held on 11.10.2019.	<b>IQAC Coordinator</b>	<b>08.11.2019</b>
2	<b>Progress of documentation process for NAAC</b> Principal informed that NAAC approved the Institutional Information for Quality Assessment (IIQA) on 06.11.2019. Chairman of each criteria explained the progress of documentation process under their criteria. Principal informed that preparing/gathering all the required data, documents and responses for online submission of Self Study Report (SSR) should be completed before 15.12.2019. He instructed all criteria Chairmen to complete the process	<b>All HODs &amp; IQAC Coordinator</b>	<b>15.12.2019</b>

	within time.		
3	<b>Submission of Self Study Report (SSR)</b> Principal informed that the institution should fill the SSR with the required documents and upload in the portal of NAAC website within 45 days after the acceptance of IIQA. Submission of our SSR should be done on or before 21.12.2019. He requested the wholehearted support and cooperation from all the members for the timely submission of SSR.	Principal/ IQAC Coordinator	21.12.2019

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

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

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