

AL SHIFA COLLEGE OF PHARMACY

NAAC IQAC – CRITERIA HEAD MEETING DAY 1

Meeting Date : 11/04/2023
Meeting Location : Conference Hall, Al Shifa College of Pharmacy
Date of Approval : 20/03/2023
Recorded By : Prof. Junise V -IQAC Coordinator
: Mrs. Afnan KV – IQAC Member

ATTENDANCE

SI No	Name	Designation	Present
1.	Dr. Prasanth S S	Criteria.1 head	Present
2.	Dr. Arun Rasheed	Criteria.2 head	Present
3.	Dr. Christopher P Varghese	Criteria.3 head	Present
4.	Dr. Linu Mohan	Criteria.4 head	Present

MEETING STARTED AT: 11.00 AM

AGENDA:

1. Document verification and status updates
2. AQAR updates

DECISIONS MADE:

SL NO	ACTION	ASSIGNED TO	DEADLINE
1.	Academic Calendar Documentation	Criteria 1	30/04/2023
2.	Curriculum Committee Meeting Minutes	Criteria 1	30/04/2023
3.	Feedback Analysis	Criteria 1	30/04/2023

SL NO	ACTION	ASSIGNED TO	DEADLINE
4	Number of full time teachers against sanctioned post during the year	Criteria 2	30/04/2023
5	Experience of teachers	Criteria 2	30/04/2023
6	Number of full time teachers with ph.d./ d.m/ m.ch. / d.n.c super speciality/ d.sc./ d.litt. during the year	Criteria 2	30/04/2023
7	Number of workshop / seminars conducted on research methodology, intellectual property rights (ipr) and entrepreneurship year wise during the year	Criteria 3	30/04/2023
8	Update MoU File	Criteria 3	30/04/2023
9	Update the Infrastructural Facilities	Criteria 4	30/04/2023
10	Update the list of computers and bandwidth of internet connection in the institution	Criteria 4	30/04/2023



AL SHIFA COLLEGE OF PHARMACY

NAAC IQAC – CRITERIA HEAD MEETING DAY 2

Meeting Date : 12/04/2023
Meeting Location : Conference Hall, Al Shifa College of Pharmacy
Date of Approval : 20/03/2023
Recorded By : Prof. Junise V -IQAC Coordinator
: Mrs. Afnan KV – IQAC Member

ATTENDANCE

Sl No	Name	Designation	Present
1.	Mrs. Smitha Rani	Criteria.5 head	Present
2.	Dr. Jai Ganesh	Criteria.6 head	Present
3.	Mrs. Neethu Varghese	Criteria.7 head	Present

MEETING STARTED AT: 11.00 AM

AGENDA:

1. Document verification and status updates
2. AQAR updates

DECISIONS MADE:

SL NO	ACTION	ASSIGNED TO	DEADLINE
1.	Institutional Organization Structure updating	Criteria 6	30/04/2023
2.	Strategic Plan documentation	Criteria 6	30/04/2023
3.	Create Faculty Welfare Policy	Criteria 6	30/04/2023
4.	Conduct professional skill	Criteria 6	30/04/2023

	development programmes		
5.	FDP- at least one faculty from each department should attend	All Department Criteria 6- Documentation	-
6.	KUHS QAS- process and details should be updated in AQAR	Criteria 6	30/04/2023
7.	Organize Self Defense Programme for students	Criteria 5	30/04/2023
8.	Organize GPAT class	Criteria 5	30/04/2023
9.	Updates Placement file	Training and placement cell Criteria 5	Placement file
10.	Organize sports and arts	Criteria 5	15/05/2023
11.	Updates Students Union file	Criteria 5	30/04/2023
12.	Planning to conduct a Gender equity programme	Criteria 7	30/04/2023
13.	Updates report of Republic Day, Iftar 2023	Criteria 7	30/04/2023
14.	Updates details of the Lift facility provided for disabled persons	Criteria 7	30/04/2023

15.	Hazardous chemical waste management follow up	Criteria 7	-
16.	Bore well construction follow up	Criteria 7	-



M. H. H. H.

Principal

11/02/23

PRINCIPAL
AL SHIFA COLLEGE OF PHARMACY
KIZHATTUR, POOZHAYANANGI POST,
MALAPPURAM DISTRICT, KERALA



AL SHIFA COLLEGE OF PHARMACY

Minutes of NAAC IQAC CRITERIA MEETING

Meeting number : Criteria Meeting/01/November/2023 Date / Day : 22/11/2023
Time : 2.00 pm onwards Venue : Conference room

CRITERIA 1

Members Present:

No.	Name		Present
1	Prof. Junise V	Vice Principal & IQAC Coordinator	Present
2	Dr. Prasanth S S	Criteria Head	Present
3	Dr. Remya	Criteria Member	Present
4	Mr. Sujith Unnikrishnan	Criteria Member	Present
5	Ms. Sreelekha P P	Criteria Member	Present
6	Ms. Swathi	Criteria Member	Present
7	Ms. Rashida V P	Criteria Member	Present
8	Mr. Shafin P	Criteria Member	Present

TOPIC DISCUSSED

Metric No	Metrics	Responsible staff	To be documented
1.1.1	The institution ensures effective curriculum delivery through a well-planned and documented process	Dr. Prasanth S S	Updation is processing
1.1.2	The institution adheres to the academic calender including for the conduct of continuous internal evaluation (CIE)	Dr. Prasanth S S	Updation is processing
1.1.3	Teachers of the institution participate in following activities related to the curriculum development and assessment of the affiliating university and/are represented on the following academic bodies during the year.	Mrs. Rashida	Updation is processing

1.2.1	Number of programmes in which choice based credit system (CBCS) / elective course system has been implemented	Mr. Sujith Unnikrishnan	Updated
1.2.2	Number of add on / certificate programmes offered during the year	Mrs. Swathi	Updation is processing
1.2.3	Number of students enrolled in certificate / add - on programmes as against the total number of students during the year	Mrs. Swathi	Updation is processing
1.3.1	Institution integrates cross – cutting issues relevant to professional ethics, gender, human values, environment and sustainability in to the curriculum	Mrs. Sreelekha	Updated
1.3.2	Number of courses that include experimental learning through project work /field work/internship during the year	Mr. Shafin	Updation is processing
1.3.3	Number of students undertaking project work/field work /internship	Mr. Shafin	Updation is processing
1.4.1	Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders, students, teachers, employers, alumni	Dr. Remya	Updated
1.4.2	Feedback process	Dr. Remya	Updated



AL SHIFA COLLEGE OF PHARMACY

Minutes of NAAC IQAC CRITERIA MEETING

Meeting number : Criteria Meeting/01/November/2023 Date / Day : 21/11/2023
Time : 2.00 pm onwards Venue : Conference room

CRITERIA 2

Members Present:

No.	Name		Present
1	Prof. Junise V	Vice Principal & IQAC Coordinator	Present
2	Dr. Arun Rasheed	Criteria Head	Present
3	Dr. Shebina P Rasheed	Criteria Member	Present
4	Dr. Sanal Dev	Criteria Member	Present
5	Ms. Krishnapriya Anil	Criteria Member	Present
6	Ms. Ananya	Criteria Member	Present
7	Ms. Deepika Dinesh	Criteria Member	Present

TOPIC DISCUSSED

Metric No	Metrics	Responsible staff	To be documented
2.1.1	Enrolment number of students admitted during the year	Dr. Arun Rasheed	Current batch list waiting for university approval
2.1.2	Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. As per applicable reservation policy during the year (exclusive of supernumerary seats)	Dr. Arun Rasheed	Current batch list waiting for university approval
2.2.1	The institution assesses the learning levels of the students and organizes special programmes for advanced learners and slow learners	Ms. Krishnapriya	Updation of one programme
2.2.2	Student- full time teacher ratio (data for the latest completed academic year)	Ms. Krishnapriya	Updated

2.3.1	Student centric methods , such as experimental learning , participative learning and problem solving methodologies are used for enhancing learning experiences	Ms. Ananya	Updated
2.3.2	Teachers use ICT enabled tools for effective teaching – learning process. Write description	Ms. Ananya	Updated
2.3.3	Ratio of mentor to students for academic and other related issues (data for the latest completed academic year)	Ms. Ananya	To be updated with current list
2.4.1	Number of full time teachers against sanctioned posts during the year	Dr. Shebina P Rasheed	Updated
2.4.2	Number of full time teachers with Ph.D./ D.M/ M.Ch. / D.N.B SUPER SPECIALITY/ D.Sc./ D.Litt. During the year	Dr. Shebina P Rasheed	To be updated
2.4.3	Number of years of teaching experience of fulltime teachers in the same institution (data for the latest completed academic year)	Dr. Shebina P Rasheed	Updated
2.5.1	Mechanism of internal assessment is transparent and robust in terms of frequency and mode.	Dr. Sanal Dev	Updated
2.5.2	Mechanism to deal with internal examination related grievances is transparent, time – bound and efficient	Dr. Sanal Dev	Updated



AL SHIFA COLLEGE OF PHARMACY

Minutes of NAAC IQAC CRITERIA MEETING

Meeting number : Criteria Meeting/01/November/2023 Date / Day : 20/11/2023
Time : 2.00 pm onwards Venue : Conference room

CRITERIA 3

Members Present:

No.	Name		Present
1	Prof. Junise V	Vice Principal & IQAC Coordinator	Present
2	Dr. Preetha S Panicker	Criteria Head	Present
3	Mrs. Danisha P	Criteria Member	Present
4	Mr. Suhail P T	Criteria Member	Present
5	Ms. Sreelakshmi S S	Criteria Member	Present
6	Ms. Jiya Thomas	Criteria Member	Present
7	Ms. Shibla	Criteria Member	Present
8	Ms. Nishida	Criteria Member	Present

TOPIC DISCUSSED

Metric No	Metrics	Responsible staff	To be documented
3.1.1	Grants received from government and non governmental agencies for research projects / endowments in the institution during the year	Mr. Suhail	Institutional Research Facilities to be documented
3.1.2	Number of teachers recognised as research guides	Mr. Suhail	Documented
3.1.3	Number of departments having research projects funded by government and non-government agencies during the year	Ms. Nishida	Documented
3.2.1	Institution has created an eco-system for innovations and has initiatives for creation and transfer of knowledge	Ms. Sreelakshmi	Documented
3.2.2	Number of workshop / seminars conducted on research methodology, intellectual property rights (ipr) and entrepreneurship year wise during the year	Ms. Sreelakshmi	Documented
3.3.1	Number of ph.ds registered per eligible teacher during the year	Ms. Sreelakshmi	Documented

3.3.2	Number of research papers per teachers in the journals notified on UGC website during the year	Ms. Jiya Thomas	Complete publication should be documented. Deadline – Dece 10
3.3.3	Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year	Ms. Jiya Thomas	Complete publication should be documented. Deadline – Dece 10
3.4.1	Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year	Ms. Shibla	Completed
3.4.2	Number of awards and recognitions received for extension activities from government / government recognized bodies during the year	Ms. Shibla	All documents completed except 7 days NSS camp in November
3.4.3	Number of extension and outreach programs conducted by the institution through nss/ncc/red cross/ycr etc., (including the programmes such as swachh bharath, aids awareness, gender issues etc.	Ms. Danisha	Matrix completed. Final calculation pending
3.4.4	Number of students participating in extension activities at 3.4.3. Above	Ms. Danisha	Matrix completed. Final calculation pending
3.5.1	Number of collaborative activities for research , faculty exchange, student exchange/ internship during the year	Dr. Preetha S Panicker	QUEST University PENDING
3.5.2	Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year	Dr. Preetha S Panicker	Completed



AL SHIFA COLLEGE OF PHARMACY

Minutes of NAAC IQAC CRITERIA MEETING

Meeting number : Criteria Meeting/01/November/2023 Date / Day : 15/11/2023
Time : 2.00 pm onwards Venue : Conference room

CRITERIA 4

Members Present:

No.	Name		Present
1	Prof. Junise V	Vice Principal & IQAC Coordinator	Present
2	Dr. Linu Mohan	Criteria Head	Present
3	Dr. Shinu C	Criteria Member	Present
4	Mr. Binai K Sankar	Criteria Member	Present
5	Dr. Saikeerthana	Criteria Member	Present
6	Ms. Naseema	Criteria Member	Present
7	Mr. Abdul Rsaheed	Criteria Member	Present
8	Mr. Arifudheen	Criteria Member	Present

TOPIC DISCUSSED

Metric No	Metrics	To be documented
4.1.1	The institution has adequate infrastructure and physical facilities for teaching-learning	<ul style="list-style-type: none">To update photos of infrastructure (new pharmacognosy, pharmacology, analysis lab)To update total no: of computers
4.1.2	The institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, and yoga centre etc.	<ul style="list-style-type: none">To update gym, sports facilities in 500 wordsTo update cultural activities (onam, ifthar, freshers day, hostel day) and sports with photosAdditional information: site identified for kho-kho court in ladies hostel
4.1.3	Number of classrooms and seminar halls with ICT-enabled facilities such as SMART CLASS, LMS, ETC.	To update no: of ICT enabled classrooms (Projectors, TV) with photos

4.1.4	Expenditure, excluding salary for infrastructure augmentation during the year (INR IN LAKHS)	Expenditure augmentation- audited
4.2.1	Library is automated using integrated library management system (ILMS)	To update e- resources subscription details for last 5 years To update expenditure auditing of library for last 5 years To update e-gate register To update details of inflibnet, KOHA, D space Additional information: update details in I campus
4.2.2	The institution has subscriptions for the following e-resources e-journals e-shodhsindhu shodhganga membership e-books databases remote access toe-resources	
4.2.3	Expenditure for purchase of books/e-books and subscription to journals/e-journals during the year	
4.2.4	Number per day usage of library by teachers and students (foot falls and login data for online access) (data for the latest completed academic year)	
4.3.1	Institution frequently updates its it facilities including wi-fi	To update IT details in 500 words To update bandwidth, no of computers, no of students, student computer ratio, computer usage, computers in working mode Additional information: website
4.3.2	Number of computers	
4.3.3	Bandwidth of internet connection in the institution	
4.4.1	Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR IN LAKHS)	To update maintenance of campus infrastructure To update with bills board room maintenance, electric and solar maintenance, reception, classrooms etc To update audited statement of expenditure excluding salary To update budget maintenance. To prepare a Maintenance Policy in 1000 words and update in website
4.4.2	There are established systems and procedures for maintaining and utilizing physical, academic and support facilities – laboratory, library, sports complex, computers, classrooms etc	



AL SHIFA COLLEGE OF PHARMACY

Minutes of NAAC IQAC CRITERIA MEETING

Meeting number : Criteria Meeting/01/November/2023 Date / Day : 20/11/2023
Time : 3.00 pm onwards Venue : Conference room

CRITERIA 5

Members Present:

No.	Name		Present
1	Prof. Junise V	Vice Principal & IQAC Coordinator	Present
2	Dr. Smitha Rani	Criteria Head	Present
3	Mrs. Nikhila	Criteria Member	Present
4	Mrs. Raheena	Criteria Member	Present
5	Mrs. Lameesa	Criteria Member	Present
6	Dr. Aditya	Criteria Member	Present
7	Mrs. Aswathy C	Criteria Member	Present
8	Mrs. Afnan	Criteria Member	Present

TOPIC DISCUSSED

Metric No	Key indicator	Documentation	In charge
5.1.1	Number of students benefited by scholarship. A) Types b) List of students c)Sanctioning letter	Documented	Mrs. Nikhila
5.1.2	Capability enhancement scheme	Documented Further updation is going on	Mrs. Nikhila
5.1.3	Number of students provided training and guidance for competitive exam and carrier counselling.	Documented Further updation is going on	Mrs. Lameesa
5.1.4	Grievance's Redressal and Antiragging cell	Documented	Mrs. Raheena
5.2.1	Number of students qualifying in state/national/international level exams	Updation is processing	Mrs. Lameesa
5.2.2	Students' placement cell activities	Documented Updation is processing	Mrs. Raheena
5.2.3	Number of students progressed for higher studies	Updation is processing	Mrs. Lameesa
5.3.1	Number of awards/medals for outstanding performance in cultural and sports	Documented	Dr. Adithya
5.3.2	Student council activities	Documented	Dr. Adithya
	UG/PG Student council details	Updation is processing	
5.3.3	Sports and Cultural activities	Updation is processing	Mrs. Aswathy.C
5.4.1	Alumni	Updation is processing	Mrs. Afnan



AL SHIFA COLLEGE OF PHARMACY

Minutes of NAAC IQAC CRITERIA MEETING

Meeting number : Criteria Meeting/01/November/2023 Date / Day : 29/11/2023
Time : 2.00 pm onwards Venue : Conference room

CRITERIA 6

Members Present:

No.	Name		Present
1	Prof. Junise V	Vice Principal & IQAC Coordinator	Present
2	Dr. K P Jaiganesh	Criteria Head	Present
3	Dr. Vimal Kumar	Criteria Member	Present
4	Dr. Thangathirupathi	Criteria Member	Present
5	Mr. Jibin Joy	Criteria Member	Present
6	Mrs. Bency Baby	Criteria Member	Present
7	Mr. Ajith Chandran	Criteria Member	Present

TOPIC DISCUSSED

Metric No	Key indicator	Documentation	In charge
6.1.1	Vision, Mission 500 words about governance, perspective plan & participation of teachers	Documented	Dr. Jaiganesh
6.1.2	Decentralization and participative management 500 words description	Documented	
6.2.1	Deployment of Strategic plan / perspective plan- 500 words description	Documented Further updation is going on	Dr. Vimal kumar
6.2.2	Functioning of institutional bodies- organogram	Documented	
6.2.3	Implementation of e-governance	Documented	Dr. Jaiganesh
6.3.1	Welfare measures- Description (include the health check up	Documented	Dr. Thangathirupathi & Dr. Jaiganesh
6.3.2	Financial support for participating conference/ workshop & professional body membership	Updation is processing	Mr. Jibin Joy

6.3.3	Professional/administrative training programs organized	Documented	Ms. Bency Baby T
6.3.4	FDP, refresher course, orientation/ induction program/ short term course	Updation is processing	Mr. Jibin Joy
6.3.5	Institutional Appraisal System	Documented	Ms. Bency Baby T
6.4.1	Internal and external financial audit	Documented	Mr. Ajith Chandran
6.4.2	Funds/grants received from non-government bodies	Updation is processing	
6.4.3	Mobilization of funds & optimal utilization of resources	Documented	Dr. Jaiganesh
6.5.1	IQAC –quality assurance strategies	Updation is processing	Dr. Thangathirupathi
6.5.2	Review of teaching learning process	Updation is processing	Dr. Arun sir report (JSS, Ooty)
6.5.3	Quality assurance initiatives of the institution- QAS, NIRF, KIRF, 2f UGC; MOUs, Meeting minutes	Updation is processing	Dr. Jaiganesh



AL SHIFA COLLEGE OF PHARMACY

Minutes of NAAC IQAC CRITERIA MEETING

Meeting number : Criteria Meeting/01/November/2023 Date / Day : 21/11/2023
Time : 3.00 pm onwards Venue : Conference room

CRITERIA 7

Members Present:

No.	Name		Present
1	Prof. Junise V	Vice Principal & IQAC Coordinator	Present
2	Mrs Neethu Varghese	Criteria Head	Present
3	Mrs.Fathima Sahla	Criteria Member	Present
4	Dr. Pallavi	Criteria Member	Present
5	Mrs Raihan A Abdu	Criteria Member	Present
6	Mrs Naseena Aboobacker U	Criteria Member	Present
7	Mrs. Steffy Mary Chandy	Criteria Member	Present
8	Ms. Sethu	Criteria Member	Present

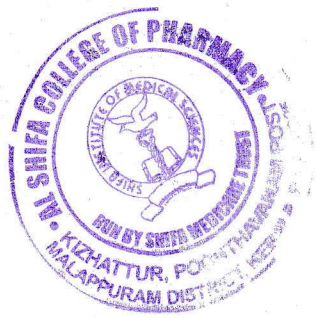
TOPIC DISCUSSED


Metric No	Metrics	Responsible staff	To be documented
7.1.1	Gender equity promotion programs organized by the institution and measures initiated by the Institution for the promotion of gender equity	Raihan/ Sethu	Women congress Sogie- Journal club
7.1.2	Facilities for alternate sources of energy and energy conservation devices	Fathima Sahla	Solar Biogas Wheeling to grid
7.1.3	Facilities in the Institution for degradable and non-degradable waste management	Neethu Varghese/ Sethu	500 words update Monthly report on Harithakarma sena Chemical waste management
7.1.4	Water conservation facilities available in the Institution	Neethu Varghese	Waste water recycling Cleanliness drive

7.1.5	Green campus initiatives of the institution	Fathima Sahla	Pedestrian friendly pathway update- Hostel road, MD road side -new photos with geo tag
7.1.6	Quality audits		Ban on use of plastic - circular and stickers Waste water recycling ,Vegetable garden
7.1.7	The Institution has a disabled-friendly, barrier-free environment	Neethu Varghese	New ramp
7.1.8	Cultural celebrations and Social activities	Naseena U	Onam, Ifthar Pattikkad railway station painting 500 words update
7.1.9	Sensitization to the constitutional obligations: values, rights, duties and responsibilities of citizens	Steffy Mary Chandy/ Raihan	Antiragging class to be conducted in collaboration with SSGP Child trafficking from - SSGP
7.1.10	Code of conduct for students and staff and periodic programmes in this regard	Naseena U	Documented
7.1.11	Observance of National and International days	Steffy Mary Chandy/ Dr.Pallavi	Documented
7.2.1	BP1 Accreditations	Raihan/ Sethu	Accreditations
7.2.1	BP2- Prescription adalath	Dr.Pallavi	Prescription adalath
7.3	Institutional Distinctiveness “ Green Campus”	Fathima Sahla/ Steffy Mary Chandy	Waste water recycling Vegetable garden


IQAC Coordinator

Coordinator - IQAC
AL SHIFA COLLEGE OF PHARMACY
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Email: iqacalshifacollegeofpharmacy@gmail.com




20/1/2024
Principal

PRINCIPAL
AL SHIFA COLLEGE OF PHARMACY
KIZHATTUR, POONTHAVANAM
MALAPPURAM DISTRICT, KERALA



