



AL SHIFA COLLEGE OF PHARMACY

Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/01/May/2024 Date / Day : 10/05/2024
 Time : 9.30 am Venue : Conference room

- Agenda** :
1. Previous Meeting Review
 2. IQAC Adalath
 3. IQAC Programmes
 4. Documentation

Members Present:

No.	Name	Designation	Signature
1	Prof. Junise V	Vice Principal & IQAC Coordinator	
2	Prof (Dr). Vimal Kumar	IQAC Assistant Coordinator	
3	Mrs. Raheena K A	IQAC Assistant Coordinator	
4	Ms. Aswathi V	IQAC Technical Support	

Discussions made on

1. **Previous Meeting Review:** The team reviewed the outcomes and action points from the previous meeting. It was decided that IQAC Review meetings will be held at the end of every month, between the 25th and 30th. During these sessions, updates on past programs will be discussed, and plans for upcoming events will be made.
2. **IQAC Adalath:** It was emphasized that the multifunctioning of IQAC programs should be cross-checked. IQAC Adalath, a forum for addressing concerns and resolving issues related to conducted programs, will be prepared promptly. The composition meeting for IQAC is scheduled for the first week of June.
3. **IQAC Programmes:** Progress on the PowerPoint presentation for the IQAC Composition meeting was noted. It was agreed that necessary updates to the presentation will be made on a monthly basis to ensure its relevance and accuracy.

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Principal 10/5/24
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AL SHIFA COLLEGE OF PHARMACY

Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/01/August/2024 Date / Day : 31-08-2024
Time : 2.00 pm Venue : Conference room

Agenda : 1. Previous Meeting Review
2. Criteria Hand Overing
3. IQAC Programmes
4. Documentation

Members Present:

No.	Name	Designation
1	Dr. Dilip	Principal
2	Prof. Junise V	Vice Principal & IQAC Coordinator
3	Prof (Dr). Vimal Kumar	IQAC Assistant Coordinator
4	Mrs. Raheena K A	IQAC Assistant Coordinator
5	Ms. Swathi H	IQAC Assistant Coordinator
6	Mr. Binai K Sankar	Criteria 1 Head
7	Ms. Krishnapriya Anil	Criteria 2 Member
8	Ms. Sreelakshmi S S	Criteria 3 Member
9	Dr. Shinu C & Dr. Linu Mohan	Criteria 4
10	Ms. Afnan & Dr. Smitha Rani	Criteria 5
11	Ms. Fathima Farsha	Criteria 6 Member
12	Ms. Aswathi V	IQAC Technical Support

Discussions made on

1. Dr. Dilip C Chaired meeting and Prof. Junise V (IQAC Head) briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs.
4. External Consultants should be visiting on September to give suggestions and modifications to our collected documents.
5. Team IQAC revamped all the clubs and criteria members for the smooth functioning and documentation. All clubs have coordinators who are responsible for the documentation.


IQAC Coordinator

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Agenda : 1. Previous Meeting Review
2. Criteria Hand Overing
3. IQAC Programmes
4. Documentation

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2	Prof. Junise V	Vice Principal & IQAC Coordinator
3	Prof (Dr). Vimal Kumar	IQAC Assistant Coordinator
4	Mrs. Raheena K A	IQAC Assistant Coordinator
5	Ms. Swathi H	IQAC Assistant Coordinator
6	Mr. Binai K Sunkar	Criteria 1 Head
7	Ms. Krishnapriya Anil	Criteria 2 Member
8	Ms. Sreelakshmi S S	Criteria 3 Member
9	Dr. Shinu C & Dr. Linu Mohan	Criteria 4
10	Ms. Afnan & Dr. Smitha Rani	Criteria 5
11	Ms. Fathima Farsha	Criteria 6 Member
12	Ms. Aswathi V	IQAC Technical Support

Discussions made on

1. Dr. Dilip C Chaired meeting and Prof. Junise V (IQAC Head) briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
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4. External Consultants should be visiting on September to give suggestions and modifications to our collected documents.
5. Team IQAC revamped all the clubs and criteria members for the smooth functioning and documentation. All clubs have coordinators who are responsible for the documentation.


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/01/Sep/2024 Date / Day : 03-09-2024
Time : 3.00 pm Venue : Conference room

Agenda : 1. Criteria Hand Overing
2. Criteria Discussion

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Ms. Afnan & Dr. Smitha Rani	Criteria 5 Heads
5	Ms. Lameesa Banu V P	Criteria 5 Member
6	Ms. Abeesha Jumana	Criteria 5 Member
7	Ms. Asna Fathima	Criteria 5 Member
8	Ms. Nikhila	Criteria 5 Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs.
4. IQAC suggested revamping SQAC committee
5. IQAC suggested to increase the number of beneficiaries in students benefited scholarship (under SIMS) by decreasing the eligibility criteria 80% to 75 %.
6. IQAC suggested to prepare a google form for alumni and circulate among them.
7. Pending works are : Updation of Alumni File, Need to increase contributions using alumni fund


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/02/Sep/2024 Date / Day : 03-09-2024
Time : 3.30 pm Venue : Conference room

Agenda : 3. Criteria Hand Overing
4. Criteria Discussion

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Dr. Arun Rasheed & Dr. Shebina P Rasheed	Criteria 2 Heads
5	Ms. Krishnapriya Anil	Criteria 2 Member
6	Ms. Ananya V M	Criteria 2 Member
7	Ms. Greeshma Paul	Criteria 2 Member
8	Ms. Deepika Dinesh	Criteria 2 Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs.
4. New Criteria Head suggested to IQAC to add one more member to the criteria since it has more subject lines compared to others.
5. IQAC suggested to have detailed discussion on subject line 2.1.2 (Number seats reserved for various categories ; SC, ST, OBC, Divyangjan)
6. Pending works are:
 - a) 2023 Mentor – Mentee details are not updated. IQAC recommended it with in October 15
 - b) Updation of new faculty profile is pending, since appointment letter and appointment order are not received on time.
 - c) Updation of Academic Calender
 - d) Updation of Result Analysis. IQAC suggested all HoD's to update result analysis (with Bar and Pie Diagram) as soon as possible


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/03/Sep/2024 Date / Day : 04-09-2024
Time : 11.30 AM Venue : Conference room

Agenda : 1. Criteria Hand Overing
2. Criteria Discussion

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Ms. Bency Baby	Criteria 6 Heads
5	Dr. Thangathirupathi A	Criteria 6 Member
6	Mr. Jibin Joy	Criteria 6 Member
7	Ms. Sruthi H	Criteria 6 Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs
4. Updation of Institutions Vision and Mission according to NEP-2024.
5. STRATEGIC PLAN for IQAC must be updated. IQAC assigned IQAC asst coordinator Dr. Vimal kumar to assist the Criteria member.
6. E-Governance in examination fee payment (towards ERP)
7. To emphasize decentralization and financial freedom.
8. Need to update Health insurance, ESI related data's of staff
9. Welfare measure for the staff need to be uplifted. (Health checkup, festival allowance, loans, Maternity leave, Free transportation etc), IQAC Kept for further discussion.
10. New Performance Appraisal System must be implemented as per UGC.
11. Need to update details of Professional Development Programmes for teaching and Non-teaching Staff. IQAC suggested to conduct more Programmes and made a suggestion to keep it mandatory that every faculty should attend at least one FDP each year and details must be furnished within December.

12. Inter financial Audit must be completed by November, IQAC suggested the Criteria Head to give requisition Letter for auditing to the SIMS.
13. IQAC suggested for a detailed discussion on Criteria 6.4.2. (Need to increase the NGO funds/grants.
14. Need to add IQAC conducted Programmes.

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Meeting number : IQAC meetings/04/Sep/2024 Date / Day : 04-09-2024
Time : 2.30 pm Venue : Conference room

Agenda : 1. Criteria Hand Overing
2. Criteria Discussion

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Mr. Binai K Sankar	Criteria I Heads
5	Mr. Sujith Unnikrishnan	Criteria I Member
6	Ms. Sreelekha	Criteria I Member
7	Ms. Rashida V P	Criteria I Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs
4. Updation of Academic Calendar
5. Updation regarding curriculum development (1.1.3)
6. IQAC suggested that all departments must conduct Add on course (25 hrs) with a prescribed syllabus.
7. IQAC also took initiative to conduct add on course along with SQAC. The details must be updated with in December.
8. Updation of Criteria 1.3.2


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/05/Sep/2024 Date / Day : 05-09-2024
Time : 11.30 AM Venue : Conference room

Agenda : 1. Criteria Hand Overing
2. Criteria Discussion

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Ms. Neethu Varghese & Mr. Suhail P T	Criteria 7 Heads
5	Ms. Naseena U	Criteria 7 Member
6	Ms. Raihan A Abdu	Criteria 7 Member
7	Ms. Sethu	Criteria 7 Member
8	Ms. Fathima Sahla	Criteria 7 Member
9	Ms. Pallavi	Criteria 7 Member

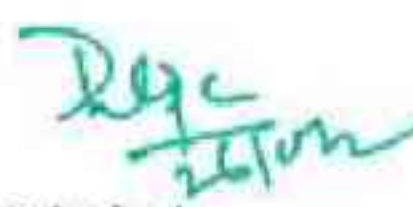
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2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs.
4. Updation of Criteria 7.1.1, 7.1.2, 7.1.4, 7.1.10, 7.1.11
5. IQAC suggested to install an electric incinerator in association with NSS as an immediate requirement.
6. Criteria head suggested renovation of washrooms in the old block.
7. IQAC suggested new compost pit for hostel.
8. Criteria head suggested establishment of charging port for electronic vehicles in the campus along with promotion of usage of e vehicles and CNG Vehicles.
9. IQAC suggested to implement criteria 7.1.7 by installing screen reading software or any other alternatives.
10. IQAC Suggested to change the institutional Distinctiveness from green campus to innovation related titles.


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/06/Sep/2024 Date / Day : 06-09-2024
Time : 11.30 AM Venue : Conference room

Agenda : 1. Criteria Hand Overing
2. Criteria Discussion

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Dr. Preetha S Panicker	Criteria 3 Head
5	Ms. Rabin	Criteria 3 Member
6	Ms. Danisha	Criteria 3 Member
7	Ms. Sreelakshmi	Criteria 3 Member
8	Ms. Shibla Nasrin	Criteria 3 Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs.
4. No grants and no applications given until date in 2024, IQAC suggested to submit at least applications with in December.
5. Criteria head suggested to conduct a workshop on "Grants and how to identify and research potential funding sources"
6. Criteria head suggested to establish Incubation centre in association with IQAC
7. Criteria 3.3.3 was kept for further discussion by IQAC.
8. Need to update Plagarism checker software.
9. Collection of purchase bill of Plagarism checker software is pending.
10. IQAC suggested to identifying potential partners/ Institutions for collaboration. (Criteria 3.5.2 MoU)

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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/07/Sep/2024 Date / Day : 07-09-2024
Time : 3.00 PM Venue : Conference room

Agenda : 1. Discussion with Club Members
2. Activity Planning

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Ms. Krishnapriya Anil	President
5	Dr. Fathima Farsha	Club Member
6	Dr. Sradha	Club Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes.
2. IQAC suggested to revamp the policies of Nature Club during the year 2024.
3. IQAC suggested for collaboration with Govt/Non Govt/ Environmental conservation societies and to increase the number of programmes related.
4. IQAC suggested to conduct membership campaign 2024.
5. IQAC suggested to establish a butterfly garden in the campus in association with NSS.
6. IQAC suggested to conduct a Nature Walk to Kodukuthimala, to raise awareness about the importance of nature conservation.
7. Pending works are: To conduct field visit to silent valley


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/08/Sep/2024 Date / Day : 09-09-2024
Time : 3.00 PM Venue : Conference room

Agenda : 1. Discussion with Club Members
2. Activity Planning

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Ms. Aswathy C	President
5	Ms. Abeesha Jumana	Club Member
6	Ms. Rabin M J	Club Member
7	Mr. Binai K Sankar	Club Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes.
2. IQAC suggested to revamp the policies of Club of Letters during the year 2024.
3. IQAC suggested to conduct membership campaign 2024.
4. IQAC suggested to conduct creative writing workshop (English, Malayalam & Hindi)
5. IQAC suggested to conduct Hindi Sahithyolsavam.
6. IQAC suggested to make active participation by our students in Poonthanam Sahithyolsavam which is conducted annually at Poonthanam Illam.


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/08/Sep/2024 Date / Day : 09-09-2024
Time : 2.00 PM Venue : Conference room

Agenda : 1. Criteria Hand Overing
2. Criteria Discussion

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Dr. Linu Mohan & Dr. Shinu	Criteria 4 Heads
5	Mr. Padmaraj C P	Criteria 4 Member
6	Mr. Niyas	Criteria 4 Member
7	Mr. Arifudheen	Criteria 4 Member
8	Ms. Naseema	Criteria 4 Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes and should be done immediately to complete the AQAR.
2. AQAR completion should be done before December 2024.
3. All the subject line in charges in the criteria should be vigilant about the programmes and should document the same as per their needs.
4. Criteria suggested to activate "SWAYAM" Portal under the name of a senior faculty. Kept for further discussion.
5. Criteria suggested to increase Bandwidth to 250 Bw


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/10/Sep/2024 Date / Day : 10-09-2024
Time : 3.00 PM Venue : Conference room

Agenda : 1. Discussion with Grievance Redressal Committee Members
2. Activity Planning

Members Present:

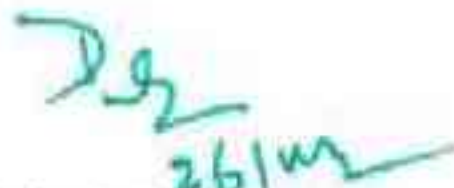
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3	Mrs. Raheena K A	IQAC Assistant Coordinator
4	Ms. Swathi H	IQAC Assistant Coordinator
5	Mrs. Neethu Varghese	Convenor
6	Mrs. Afnan K. V	Members
7	Mr. Binai Sankar	Members
8	Mrs. Aswathy	Members
9	Mrs. Abeesha Jumana V A	Coordinator

1. Prof. Junise V Chaired meeting and briefed the completed activities.
2. IQAC suggested to revamp the policies.
3. IQAC suggested to incorporate new tools or platforms to collect the grievances from the students.
(eg; Google forms, QR codes etc)
4. The grievance filing process should be straightforward, with prompt review and action upon receipt of a complaint, followed by feedback collection and the complete procedure must be confidential.


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/11/Sep/2024 Date / Day : 11-09-2024
Time : 3.30 PM Venue : Conference room

Agenda : 1. Discussion with Internal Complaint Committee Members
2. Activity Planning

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Dr. Vimal Kumar S	IQAC Assistant Coordinator
3	Mrs. Raheena K A	IQAC Assistant Coordinator
4	Ms. Swathi H	IQAC Assistant Coordinator
5	Dr Shebina P Rasheed	Convenor
6	Dr Linu Mohan P	Members
7	Mr Ajith Chandran	Members
8	Mrs Rabin M J	Members

1. Prof. Junise V Chaired meeting and briefed the completed activities.
2. IQAC suggested to revamp the policies.
3. Internal Complaint Committee includes Sexual Harassment, Gender Identity/ Discrimination, Workplace Harassment etc.
4. The Complaint filing process should be straightforward, with prompt review and action upon receipt of a complaint, followed by feedback collection and the complete procedure must be confidential.
5. ICC suggested to conduct an awareness class on sexual harassment for the students & staff in association with IQAC.


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Minutes of Internal Quality Assurance Cell Meeting

Meeting number : IQAC meetings/09/Sep/2024 Date / Day : 11-09-2024
Time : 3.00 PM Venue : Conference room

Agenda : 1. Discussion with Club Members
2. Activity Planning

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Dr. Vimal Kumar S	IQAC Assistant Coordinator
3	Mrs. Raheena K A	IQAC Assistant Coordinator
4	Ms. Swathi H	IQAC Assistant Coordinator
5	Ms. Bency Baby	President
6	Ms. Lameesa Banu	Club Member

1. Prof. Junise V Chaired meeting and briefed the completed activities during the last six months. He also pointed out the pending programmes.
2. IQAC suggested to revamp the policies of Vidya (Journal Club & News Letter) Committee during the year 2024.
3. IQAC suggested to conduct membership campaign 2024.
4. IQAC suggested to add club of letters into Vidya Committee.


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Minutes of Internal Quality Assurance Cell Meeting

Meeting n : IQAC meetings/01/Oct/2024 Date / Day : 14-10-2024
Time : 1.00 PM Venue : Conference room

Agenda : 1. Discussion with Minority, SC/ST & OBC Committee Members
2. Activity Planning.

Members Present:

No.	Name	Designation
1	Prof. Junise V	Vice Principal & IQAC Coordinator
2	Mrs. Raheena K A	IQAC Assistant Coordinator
3	Ms. Swathi H	IQAC Assistant Coordinator
4	Mr. Suhail P T	Convenor (Minority Cell)
5	Mr. Jibin Joy	Convenor SC/ST Cell
6	Ms. Ananya	Coordinator (SC/ST Cell)
7	Ms. Shibli Nasrin	Coordinator (Minority Cell)
8	Ms. Deepika Dinesh	Member (SC/ST Cell)
9	Ms. Sethu	Coordinator (OBC Cell)

1. Prof. Junise V Chaired meeting and briefed the completed activities.
2. IQAC suggested to revamp the policies.
3. IQAC suggested the Committee coordinators to collect the latest information from respective state minority cell periodically and coordinate activities for the enhancement of students.
4. IQAC suggested to update the scholarship details of new academic batch and also to provide assistance.


IQAC Coordinator

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