



SWATHI COLLEGE OF PHARMACY

(Approved by A.I.C.T.E. & P.C.I., New Delhi, Govt. of A.P., Affiliated to J.N.T. University, Anantapur)

An ISO 9001:2015 Certified Institution

KANUPURU BIT – I, VENKATACHALAM (P&M), SPSR NELLORE DISTRICT, ANDHRA PRADESH, INDIA – 524 320

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Minutes of Meeting - IQAC Meeting No. 1

The Management of Swathi College of Pharmacy formed an Internal Quality assurance Cell (IQAC). The IQAC includes all stakeholders of the institute, i.e., students, alumni. All Department and Section Heads also including Library, Sports, Students Hostel, Examination and Evaluation, Co-Curricular and extra-curricular activities, members of the management and administration and members of local community and industry experts.

Agenda:

- Constitution of IQAC
- Roles and responsibilities of IQAC members
- Any other point by the permission of the chair

Agenda 1: Constitution of Internal Quality Assurance Cell (IQAC)

Dr. S. Nivedhitha described the importance and benefits of IQAC. She said IQAC supports quality systems for academic and administrative performance of the college and to promote measures for institutional functioning towards quality enhancement college shall adopts a participatory approach in managing its provisions. Discussion was held on the composition of IQAC. Following members are nominated for respective designations in IQAC. Chairperson proposed name of Dr Sk Shahul Hussain, Professor as IQAC coordinator and all the members anonymously raised their support for the allotment of said responsibility.

Constitution of Internal Quality Assurance Cell (IQAC)

S. No	Position	Name
1	Chairperson	Dr.S. Nivedhitha
2	One member from management	Sri. K Sassidhar Reddy
3	Three to eight teachers	Dr. C. Madhavi Latha
4		Mr. Ch. Venku Reddy
5		Dr. K. Murali Krishna
6		Mrs. MD. Mubarakunnisa
7		Mr A Mohanakrishna
8	A Senior Administrative officer	Mr.V.V. Krishna Reddy
9		Mr.R. Narayana
10	Parent Representative	Mr. N. Gunasekhar
11	Student Representative	Ms. S. Bhavani Bai
12	Member from Industry	Dr Shravan Reddy
13	Members from Alumni	Ms. M. Keerthi Reddy
14		Mr.N. Muneendra
15	IQAC Coordinator	Dr Sk Shahul Hussain
16	Member from Employer	Mrs R Anandhalakshmi

Dr. S. Nivedhitha, M.Pharm.,PHD.,MHRM.
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Agenda 2: Discussion on Roles and responsibilities of IQAC members

A detail discussion was held on the Roles and responsibilities of IQAC members. Dr. S. Nivedhitha quoted the prime task of the IQAC is to develop a system of conscious, consistent and catalytic improvement in the overall performance of institutions for this, during the post-accreditation period; it will channel all efforts and measures of the institution towards promoting its holistic academic excellence. A detail copy of the IQAC has been given to committee members for reference.

Agenda 3: Any other point by the permission of the chair

As there were no additional points meeting was adjourned with vote of thanks proposed by Dr Sk Shahul Hussain.


Introduction to IQAC:

In pursuance of its action plans for performance evaluation, assessment accreditation and quantity gradation of institutions of higher education, the National Assessment and Accreditation Council (NAAC), Bangalore proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post accreditation quality sustenance measure. Since quality enhancement is a continuous process, the IQAC will become a part of the institution's system and work towards the realization of the goals of quality enhancement and sustenance.

The prime task of the IQAC is to develop a system of conscious, consistent and catalytic improvement in the overall performance of institutions for this, during the post-accreditation period; it will channel all efforts and measures of the institution towards promoting its holistic academic excellence. The guidelines provided in the following pages will guide and facilitate the institutions in the creation and operation of the internal quality assurance (IQAC) cell. The work of the IQAC is the first step towards the internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation it can inculcate in all the constituents of the institution. It will not be yet another hierarchical structure or a record-keeping exercise in the institution. It will be another facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies to remove deficiencies and enhance quality like the 'Quality Circles' in industries.

In pursuance of its action plans for performance evaluation, assessment, accreditation, and quality gradation of higher education institutions, the National Assessment and Accreditation Council (NAAC), Bangalore, proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a post-accreditation quality sustenance measure.

Since quality enhancement is an ongoing process, the IQAC will become an integral part of the institution's system, striving to achieve the goals of continuous quality improvement and maintenance. The primary task of the IQAC is to develop a systematic, consistent, and catalytic


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approach to improving the overall performance of institutions. In the post-accreditation phase, the IQAC will direct all efforts and resources towards promoting comprehensive academic excellence.

The guidelines provided in the following pages are designed to assist and guide institutions in establishing and operating their Internal Quality Assurance Cell (IQAC). The IQAC's work represents the first step towards internalizing and institutionalizing quality enhancement initiatives. Its success relies on the sense of belonging and participation it fosters among all members of the institution.

The IQAC will not serve as another hierarchical structure or a mere record-keeping entity within the institution. Instead, it will act as a facilitative and participative voluntary system, akin to 'Quality Circles' in industries. This approach has the potential to drive quality enhancement by implementing planned strategic interventions to identify and rectify deficiencies and promote overall quality improvement.

Frequency of Meeting:

Whenever it is required the need arises as well as the beginning of each academic year.

Objectives of IQAC:

- To develop a quality system for conscious, consistent, and catalytic programmed action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies of IQAC:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks, Revised Guidelines of IQAC and submission of AQAR.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes of various section of society.
- Optimization and integration of modern methods of teaching and learning.
- The creditability of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

Functions of IQAC are:

- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the institution.
- Facilitating the creation of a learner centric environment conducive for quality education and faculty maturation to drop the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, alumni, faculty, professionals and other stakeholders on quality related institutional processes.

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- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and inter institutional workshops, seminars and quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the constitution, leading to quality improvement.
- Acting as nodal agency of the institution for coordinating quality related activities, including adoption and dissemination of good practices.
- Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of quality culture in institution.
- Preparation of the Annual Quality assurance report (AQAR) of the institution based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.
- Bi-annual development of quality radars (QR) and ranking of integral units of institutions based on the AQAR.
- Interaction with state quality assurance cells in the pre- and post-accreditation quality assessment, sustenance and enhancement endeavors.

Follow up:

- The AQAR shall be approved by the statutory bodies of the institutions (such as syndicate, governing board/council) for the follow up action for necessary quality enhancement measures.
- The colleges shall regularly submit their AQARs to the affiliating university, state level quality assurance bodies, NAAC/other accreditation bodies.
- Institution shall submit AQARs and for quality radars (QRs) and follow up reports of AQARs to the UGC as and when called for.
- The IQAC must create its exclusive window on its institutional website, to regularly report on its activities, as well as for hosting the AQAR.

Benefits of IQAC:

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement.
- Ensure internalization of the quality culture.
- Ensure enhancement and integration among the various activities of the institution and institutionalize good practices.
- Provide a sound basis for decision making to improve institutional functioning.

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- Act as a dynamic system for quality changes in the institution.
- Build an organized methodology of documentation and internal communication.

Composition of the IQAC:

IQAC may be constituted in every institution under the chairmanship of the Head of the institution with heads of important academic and administrative units and a few teachers and a few distinguished educationalists and representatives of local management and stakeholders. The composition of the IQAC may be as follows.

- Chairperson: Head of the institution
- A Few senior administrative officers.
- 3-8 teachers.
- One member from the Management.
- One/two nominees from local society, students and Alumina.
- One/two nominees from employers/stakeholders' industrialist.
- One of the senior teachers as the Co-ordinator/Director of the IQAC.

The composition of the IQAC will depend on the size and complexity of the institution. It helps the institutions in planning and monitoring. IQAC also gives stakeholders or beneficiaries a cross sectional participation in the institution's quality enhancement activities. The guidelines given here are only indicative and will help the institutions for quality sustenance activities. The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quainter.

Role of Co-ordinator/Member Secretary:

The Co-ordinator of IQAC plays a pre-eminent role in ensuring the effective function of all the members. The co-coordinator of the IQAC may be a senior person with exercise in quality aspects. She/he may be a full-time functionary or, to start with, she/he may be senior academic entrusted with the IQAC as an additional responsibility secretarial assistance may be facilitated by the administration. It is preferable that the co-coordinator may have a sound knowledge about the computer, its various function and usage for effective communication.

The management representations should be persons who are aware of the institution's objectives, limitation and strengths and are committed to improvement. The local society representatives should be of high standing and should have made significant contributions to society, in particular to education.

Teachers from various backgrounds who have earned respect for integrity and excellence in their teaching and research. Moreover, they should be aware of the ground realities of the institutional environment. They should be known for their commitment to improving the quality of teaching and

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learning. Senior administrators are in charge of institutional services such as library, computers, student welfare, administration, academic tasks, examination, planning and development.

Signatures of the Members:

S. No	Name	Signature
1	Dr.S. Nivedhitha	
2	Sri. K Sassidhar Reddy	
3	Dr.Sk. Shahul Hussain	
4	Dr. C. Madhavi Latha	
5	Mr. Ch. Venku Reddy	
6	Dr. K. Murali Krishna	
7	Mrs. MD. Mubarakunnisa	
8	Mr.V.V. Krishna Reddy	
9	Mr.R. Narayana	
10	Mr.N. Gunasekhar	
11	Ms. S. Bhavani Bai	
12	Dr Shravan Reddy	
13	Ms. M. Keerthi Reddy	
14	Mr.N. Muneendra	
15	Dr Sk Shahul Hussain	
16	Mrs. R. Anandhalaskhmi	

CHAIRPERSON

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