



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

EMAIL: principal.9n@jntua.ac.in; director@swathicolleges.ac.in

Contact: +91-8008 100003; +91-73308 50606

Website: <https://pharmacy.swathicolleges.ac.in>

CIRCULAR

SCP/IQAC/2024-25/Meeting 14

Date: 19-12-2024

This is to inform all the members IQAC committee that a meeting will be scheduled in board room on 30-12-2024 at 3.00 p.m., to discuss the following points.

Agenda:

Preparedness for Peer Team Visit

Infrastructure development

Any other point by the permission of the chair


Chairperson

Copy to,

1. The Principal
2. All HOD
3. IQAC Members
4. All College academic committee members
5. File



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Minutes of Meeting – IQAC Meeting No. 14

Following member were present for the IQAC meeting in the board room of Swathi College of Pharmacy on 30.12.2024 at 3.00 p.m. under the chairmanship of Prof. Dr. M. Gobinath.

Sl.No.	Name	Signature
1	Dr. M. Gobinath	
2	Dr. S. Nivedhitha	
3	Dr. T. Sri Krishna	
4	Shri. K. Sassidhar Reddy	
5	Dr. B. Kumar	
6	Mr. CH. Venku Reddy	
7	Dr. K. Surendra	
8	Mr. C. Pradeep Kumar	
9	Mr. K. Sunil Kumar	
10	Mr. V.V. Krishna Reddy	
11	Mr. R. Narayana	
12	Mr. N. Gunasekhar	
13	Ms. SK. Sheerin	
14	Dr. Sravan Reddy	
15	Ms. M. Keerthi Reddy	
16	Dr. N. Muthurani	
17	Mrs. R. Anandhalakshmi	

Dr. T Sri Krishna welcomes the chairperson and all other Hon'ble IQAC members.

Agenda: Preparedness for Peer Team Visit

- Swathi College of Pharmacy will ensure that all necessary documentation, reports, and evidence of activities are prepared and readily available for the Peer Team's review.



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- A task force or committee will be established to oversee the preparation and organization of required materials, ensuring that they meet the standards set by the Peer Team's guidelines.
- A pre-visit meeting will be held with relevant staff and stakeholders to brief them on the expectations, roles, and responsibilities during the visit.
- A mock review will be conducted prior to the actual Peer Team Visit to identify any gaps and ensure the readiness of all materials and personnel.
- Any areas identified as needing improvement or further preparation will be addressed promptly and thoroughly.
- All staff members will be informed about the visit timeline, expectations, and the importance of their cooperation and participation in making the Peer Team Visit a success.
- A final review and checklist will be implemented one week prior to the visit to ensure everything is in order and no key details have been overlooked.

Agenda: Infrastructure development

The Chairman requests all Heads of Departments (HoDs) to submit their requirement for development of infrastructure.

Agenda: Any other point by the permission of the chair

Committee to be formed for NAAC Peer Team Visit meeting was adjourned with vote of thanks proposed by Dr.T.Sri Krishna

Prepared by


IQAC Coordinator

Verified by


Principal

Approved by


Chairperson