



SMT. VIDYAWATI COLLEGE OF PHARMACY

GORA MACHHIYA, KANPUR ROAD, JHANSI (U.P) 284121

(Approved by: PCI, AICTE New Delhi ,Affiliated to DR A.P.J. Abdul Kalam Technical University ,Lucknow Board of Technical Education Lucknow)

ISO 9001:2015 Certified

MINUTES OF MEETING OF INTERNAL QUALITY ASSURANCE CELL

Minutes of the meeting held on 29 June, 2024

The meeting related to Internal Quality Assurance Cell. Convener welcomed and greeted all the members for the presence and valuable suggestion and support in the previous meeting.

The meeting was held as per the following schedule:

Date: 29 June, 2024

Time: 02:30-03:00 PM

Venue: Conference Hall

Meeting called by: Mr. Kuldeep Kumar Savita

Agenda of the meeting to discuss:


1. Meeting regarding to maintain the documents and describe the work according to IQAC for session 2024-25.
2. Over view on exam cell, training, placement and students feedback.
3. Design schedule of cultural activity for session 2024-25 according to academic calendar.
4. Design value added course for session 2024-25 according to academic calendar.
5. Updation feedback form, IQAC Data on website.
6. Review of teaching learning activities.
7. Generation of grant for R & D session 2024-25.
8. Conduction for carrier counselling.
9. Discuss about outreach programme.

S.No	Committee Member	Name of Committee Member	Signature
1	Chairman	Mr. Kuldeep Kumar Savita	
2	Administrative Officer	Mr. Bhupendra Singh Senger	
3	Teachers	Dr. Manish Kumar Gupta	
		Dr. Khushboo Mishra	
		Mrs. Vaishali Pandey	
4	Member of Management	Shri. Hari Om Pathak	
5	Nominee from student and Alumni	Mr. Shivendra Kumar	
		Km. Deeksha Mishra	
		Mr. Ram Manohar	
		Km. Rishika Gupta	
6	Nominee from Industrialist	Dr. Praveen Gupta	
7	Co-ordinator	Mr. Vivek Pal	

S.No	Agenda Point	Action	Responsible person
1	Admission/ Circular/PCI/AKTU/BTE/NIRF	B.Pharm / M.Pharm admission on running after CUET result. All circular maintain in hard copy as well as soft copy/ All admission data maintain in admission cell/ Preparation of PCI inspection almost completed. Inspection of AKTU completed.	Dr. Jitendra Singh Chauhan and Mr. Kuldeep Kumar Savita
2	Finance	Last 3 month bill scan.	Mr. Rajeev Richhariya
3	Value added Course	Design 10 value added course for B.Pharm and M.Pharm Students	Mrs. Laxmi Devi, Mrs. Vaishali Pandey
4	Seminar/workshop/FDP/Publication etc.	A webinar on Smart Inverter Awareness Program organized by BSE and webinar report submitted.	Ms. Muskan Jain, Mr. Anuj Kumar
5	Exam Cell/Internal/External	Ongoing regular work , some write up part remaining also in process	Dr. Khushboo Mishra Ms. Roopam Maam
6	Class & Lab Register	B.Pharm 3 rd & 4 th year completed register submit in I.Q.A.C Cell /Lesson plan Pended.	Ms. Deepika Shakya , Ms. Dolly Khair
7	Cultural activity	World Environment day report submitted, Yoga day report also submitted	Mrs Ritu Bharti, Ms. Preeti Yadav
8.	Placement/ Alumni/ MoU	NIPER 2024 Student Achievement Report submitted in I.Q.A.C Cell. Alumni proposal ready, Regarding MoU meet to concern person and try to sign MoU with different colleges.	Mrs. Meenal Soni, Ms. Jyoti Verma
9.	Sports	Proposal is ready & submitted in I.Q.A.C Cell.	Mr. Vivek Pal
10.	R&D Proposal /Grants	Proposal for R&D submitted. Grant proposal in pending.	Dr. Manish Gupta, Mr. Rajesh Kumar
11.	Website Work/Software work	Website work on progress (20%).	Mr. Atul Soni, Mr. Devendra Verma
12.	Library/E-Book/E-Resources	The bill for the book purchased for the month of May was scanned.	Mrs. Shradha Agarwal, Mr. Vinod Tiwari, Ms. Ekta Singh

Minutes Approved By: Mr. Kuldeep Kumar Savita, H.O.D

Minutes Prepared By: Mr. Vivek Pal, Associate Professor


 01/07/2024,
 Director
 Smt. Vidyawati College of Pharmacy
 Goramachhiya, JHANSI