



# SMT. VIDYAWATI COLLEGE OF PHARMACY

(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 20 August, 2022

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: 20 August, 2022  
Time: 01:00- 3:00 PM  
Venue: Principal's Office  
Meeting called by: Dr. Vaibhav Srivastava

### Agenda of the meeting to discuss:

1. Introduction of the committee members .
2. Discussion on functions and benefits of IQAC.
3. Review of teaching learning activities.
4. Focus on co-curricular and extracurricular activities for holistic development of students.

The following committee members were present in the meeting:

S.No.	Committee Member	Name of Committee Member	Signature
1	Chairman	Dr. Vaibhav Srivastava	
2	Administrative Officer	Mr. Akshay Mishra	
3	Teachers	Mr. Jitendra Chaudhary	
		Mr. Kuldeep Kumar	
		Mrs. Ritu Bharti	
4	Member of Management Committee	Shri. Hari Om pathak	
5	Nominee from student and Alumini	Ms. Anshika Kumari Ms. Palak Srivastava Mr. Raj Sharma Mr. Ashutosh Sengar	
6	Nominee from Industrialist	Dr. Praveen Gupta	
7	Co-ordinator	Dr. Akhilesh Kumar Mishra	

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S.No.	Agenda point	Action	Responsible person
1.	Introduction of the committee members	Convener introduced the new members of the committee and stated the objectives of the committee.	
2.	Discussion on functions and benefits of IQAC.	A detail discussion was held on the functions and benefits of IQAC. Dr. Vaibhav Srivastava quoted the functions of IQAC as development and application of innovative practices in various activities, designing and implementing annual plans for institution, ensuring timely, efficient and progressive performance of academic, administrative and financial tasks, optimization and integration of modern methods of teaching and learning, develop and maintain Institutional database through MIS etc. He added saying that with attainment of above said functions institute can ensure heightened level of clarity and focus in institutional functioning towards quality enhancement and provide sound basis for decision-making to improve institutional functioning.	
3.	Review of teaching learning activities.	A brief review was taken on the teaching learning activities and the syllabus completion status. Dr.Akhilesh Kumar Mishra discussed the initiatives taken for the implementation of outcome based education system wherein the focus was on the overall development of students. Mr.Kuldeep Kumar briefed the meeting about expert sessions taken during the period Jan – July 2022. Mr.Jitendra Chaudhary suggested crucial analysis of mentor mentee meeting through which we can identify the opportunities and challenges in the coaching of candidate. Mr.Kuldeep Kumar tabled the result analysis of internal examinations, continuous assessment and the schedule of semester examinations for all years.	
4.	Focus on co-curricular and extracurricular activities for holistic development	Dr.Akhilesh Kumar Mishra informed the members about add on course wherein faculty members contributed in design of the syllabus,	

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	of students.	course outcomes and mode of examination. Dr.Akhilesh Kumar Mishra asked about the procedure adopted for the design of course curriculum and mode of examination. In response Mr.Kuldeep Kumar mentioned the steps followed which include discussion on the possible topics or syllabus of add on course in HOD coordinator meeting followed by briefing to faculty about those discussions in Staff meeting. Mrs.Ritu Bharti has briefed about the expert sessions, training session and industrial visit arranged in passing semester. She has also discussed about the future plan for overall development of students. Mr.Jitendra Chaudhary has suggested arranging offline mock interviews for the final year students so that they can be prepared about the dos and don'ts in interview. Mr. Akshay Mishra asked T & P team to plan the activity in coming period.	
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**Minutes Approved By:** Dr. Vaibhav Srivastava, Principal

**Minutes Prepared By:** Mrs.Ritu Bharti, Associate Professor

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