

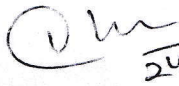
SMT. VIDYAWATI COLLEGE OF PHARMACY

Gora Machhiya, Kanpur Road Jhansi Pin 284121

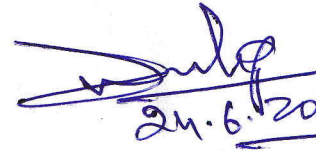
NOTICE

Date: 24-06-2024

All the Teaching and Non Teaching Staff are hereby informed that IQAC meeting constituted by IQAC Committee on 28-06-2024 at conference hall. So please all members ready with your report in hard copy as well as soft copy.


24/6/24

IQAC HEAD Sign.


24.6.2024

H.O.D/Director Sign.

DATE = 28/06/2024

Time - 2:30 to 3:30 PM

**SMT. VIDYAWATI COLLEGE OF PHARMACY, JHANSI
IQAC MANAGEMENT TEAM FOR SESSION 2024-25**

Date: _____

| S.No | Distribution NAAC | Team Members | Work Description | Reporting | Signature |
|------|--|--|--|---|-----------|
| 1 | Admission/ Enrollment / PCI / BTE/NIRF/ ISO /Circular | Mr. Jitendra Chaudhary, Mr. Milind Sanjay, Mr. Millind Sanjay, Kuldip Savta, | Seat Matrix*, Enrollment*, PCI*, BTE*, all Circular(monthly wise and course wise separated)* | | |
| 2 | Finance/Faculty Empowerment Data | Mr. Rajeev Richharia, Mr. Gaurav Nayak, Mr. Abdul | Maintain All Pharmacy bill, Salary sheet, balance sheet, Students Fee (yearly wise)/ Empowerment Receipt* | | |
| 3 | Value Added Course | Mrs. Vaishali Pandey, Mrs. Laxmi Devi | Design at least 7 value added course for both (B.pharm/ M.pharm), conducted and maintain it's all documents/ Certificate*/ All photo in geo-tag* | <i>Suggesting for some valuable value added course for all batches of pharmacy are already.</i> | |
| 4 | Exam Cell/Internal /External | Dr. Khushboo Mishra, Ms. Roopam Kushwaha | Maintain all circular*/internal paper*/results*/internal copy (sem wise)/ also maintain a file how to conduct internal and external exam*/ All photo in | <i>Completed.</i> | |
| 5 | Class & Lab Register /Lesson Plan/ Time Table | Ms. Deepika Shukla, Ms. Dolly Khair | All register and lesson plan check during submission (if incompleated then informed faculty in written), Time Table maintain sem wise* and Calendar year | <i>B.Pharm. III & IV year Attendance register submitted.</i> | |
| 6 | Cultural activity | Mrs. Ritu Bharti, Mrs. Preeti Yadav | Design all activity Schudle (tentative)/Report*/All photo in geo-tag*/ Paper news*/Certificate* | | |
| 7 | Seminar/ F.D.P/ Webinar /Publication | Ms. Muskan Jain, Mr. Anuj Kumar | Proposal for national seminar at least twice in one year and 1 international seminar/ Promote faculty for publication at least twice in one year / Conduct FDP & | <i>Report ready for the next webinar</i> | |
| 8 | Placement /Alumni/Mou | Mrs. Meenal Soni, Ms. Jyoti Verma | Contact to company/ industry/college for placement and Mou. Alumni meet conduct at least one in 5 year. Maintain all file documents* / All photo in geo-tag* | <i>Report ready for the recent placement drive</i> | |
| 9 | Sports Team /National/ International Level Preparation | Mr. Vivek Pal, Mr. Manoj Pal | Report*/All photo in geo-tag*/ Paper news*/Certificate* | <i>Whole Year and Report along with Program Steady.</i> | |
| 10 | R&D Proposal/Grants/ M.pharm Project/ Scholarship /I&K Scholarship | Dr. Manish Gupta, Mr. Rajesh Kumar | Each year try to come one research work from govt. or non- govt. agency/at least send proposal) / Try to send proposal for Grant any seminar or project(like incubation centre) / maintain data of | | |
| 11 | Website Work / Software Work | Mr. Atul Soni, Devendra Verma | Update/ Advertisement/ Feedback of students, Faculty, Stakeholders/ Maintain all software Bill*/ Computer Lab data*(maintenance bill) | <i>Website work is running</i> | |
| 12 | Library /E-Book /E-Resources | Mrs. Shradha Agarwal, Mr. Vinod Tiwari, Ms. Ekta Singh | Maintain all documents* | | |

NOTE - * = ALL DOCUMENTS SAVE IN BOTH MODE HARD COPY & SOFT COPY

NOTE - IQAC MEETING CONDUCT LAST SATURDAY ON EACH MONTH, ALL OF MEMBERS ARE READY WITH YOUR REPORT

NOTE - COMPUTER LAB USED FOR WORKING AND MAINTAIN ALL HARD COPY DOCUMENT IN SERIAL WISE TAKING PRINT FROM IQAC OFFICE

PRINTING DOCUMENT SEND ON E-MAIL- svgrpharmacy.iqac@gmail.com

Sign IQAC Head

Sign HOD

Sign Director