

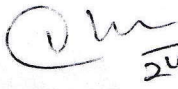
# SMT. VIDYAWATI COLLEGE OF PHARMACY

Gora Machhiya, Kanpur Road Jhansi Pin 284121

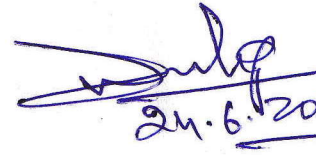
## NOTICE

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**

ate :

S.No	Distribution NAAC	Team Members	Work Discription	Reporting	Signature
1	Admission/ Enrollment / PCI / BTE/NIRF/ ISO /Circular	Mr. Jitendra Chaudhary, Mr. Kuldeep Savita, Mr. Milind Sanjay	Seat Matrix*, Enrollment*, PCI*, BTE*, all Circular(monthly wised and course wise separated)*	<del>all work done</del>	
2	Finance/Faculty Empowerment Data	Mr. Rajeev Richhariya, Mr.Gaurav Nayak, Mr. Abdul	Maintain All Pharmacy bill, Salary sheet, balance sheet, Students Fee (yearly wise)/ Empowerment Receipt*	all work done	
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*	Suggestion for some valuable value added course for all batches of pharmacy are already.	
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	Completed.	
5	Class & Lab Register /Lesson Plan/ Time Table Calender	Ms. Deepika Shakya, 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	B Pharm. III <sup>rd</sup> , IV <sup>th</sup> year Attendance registers submitted	
6	Cultural activity	Mrs. Ritu Bharti, Ms. 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 &	Report ready for the recent webinar.	
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*	Report ready for the recent placement drive	
9	Sports Team /National/ International Level Preparation	Mr.Vivek Pal, Mr.Manoj Pal	Report*/All photo in geo-tag*/ Paper news*/Certificate*	Whole Year Programme steady. and Report also steady. Annual sports	
10	r&D Proposal/Grants/ M.pharm Project/ Scholarship /J&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	Updation/ Advertisement/ Feedback of students, Faculty, Stakeholders/ Maintain all software Bill* / Computer Lab data*(maintance bill)	Website work is running	
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- svgipharmacy.iqac@gmail.com**

Sign IQAC Head

Sign HOD

Sign Director