



**DEVAKI AMMA MEMORIAL
COLLEGE OF PHARMACY**



Chelembra, PO. Pulliparamba, Malappuram Dt., Kerala - 673634.

Phone: 0483-2891623, Fax: 2891623, E mail: devakiammapharmacycollege@gmail.com

Approved by Pharmacy Council of India, New Delhi and Affiliated to Kerala University of Health Sciences, Thrissur

11.09.2021

CIRCULAR

To

All the members of IQAC

This is to inform everyone that our first meeting of Internal Quality Assurance Cell for the academic year 2021-22 will be held on 15.09.2021 at 11.00 AM at Board Room. All are hereby informed to attend the meeting.

Principal

Copy to:

All H.O.D S

IQAC Members

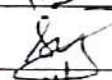



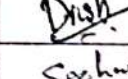
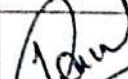
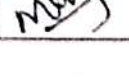


Dr. G. Babu, M. Pharm., Ph.D.
Principal

Devaki Amma Memorial College of Pharmacy
Chelembra, Pulliparamba P.O
Malappuram Dt Kerala 673634

MINUTES OF THE INTERNAL QUALITY ASSURANCE CELL MEETING

The first internal quality assurance cell meeting for the academic year 2021 -2022 was conducted on 15.09.2021 at 11:00 AM in the board room. The IQAC members attended the meeting was signed below.

| Sl. No. | Name | Designation of IQAC | Official designation | Signature |
|---------|-----------------------|----------------------------------|---|---|
| 01 | Dr. G. Babu | Chairperson | Principal |  |
| 02 | Mr. V. Suresh | Member Management Representative | Assistant Manager |  |
| 03 | Dr. Biju C. R | IQAC Coordinator | Vice -Principal |  |
| 04 | Dr. Siraj Sundaran | Member Teacher | Professor |  |
| 05 | Mr. Arunlal V. B. | Member Teacher | Assistant Professor |  |
| 06 | Dr. Anilasree B. P. | Member Teacher | Assistant Professor |  |
| 07 | Mrs. Athira A. | Member Teacher | Assistant Professor |  |
| 08 | Mr. Mridhul Mohan P. | Member Teacher | Assistant Professor |  |
| 09 | Mrs. Neethu K. | Member Teacher | Assistant Professor |  |
| 10 | Mr. Krishna Prasad K. | Member Teacher | Lecturer |  |
| 11 | Mrs. Drisya. N | Member Teacher | Lecturer |  |
| 12 | Mr. Sreehari K. R. | Member Senior Admin officer | Assistant Manager |  |
| 13 | Mr. Arjun Anand | Member student | Student |  |
| 14 | Mr. Vivek M. C | Member student | Alumni |  |
| 15 | Mr. K. P. Devadas | Member local society | Vice-president, Chelembra Grama Panchayath. |  |
| 16 | Dr. Jaikish Jayaraj | Member | M D. PVS hospital Pvt at Kozhikode. |  |
| 17 | Ms. Manjula | Member industrialist | Assistant Manager KSDP |  |




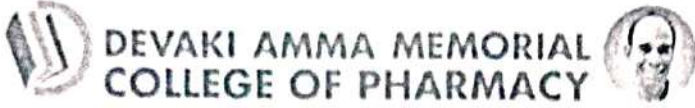
Agenda of the meeting

1. Welcome address.
2. Academic council meeting.
3. Academic calendar
4. Contact Class
5. Conduct of exam
6. Attendance portal
7. Feedback Mechanism
8. Revision Classes
9. End semester project work
10. Orientation program for first years
11. Add on courses for students

- ◆ The IQAC coordinator welcomed the gathering & briefed the meeting agenda.
- ◆ Academic Council Meeting is scheduled to be conducted before the commencement of the semester to ensure smooth conduct of the academic activities.
- ◆ IQAC coordinator presented the tentative calendar for the upcoming semester and the members of the committee reviewed the same.
- ◆ Discussion was made on various aspects of contact classes. Committee insisted to ensure Covid protocols are followed properly. Committee members advised to have proper disinfection procedure before starting contact classes.
- ◆ Committee discussed the plan to be executed while conducting exams by maintaining proper social distancing.
- ◆ Committee suggested to consolidate monthly attendance in order monitor proper attendance in the class.




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- ◆ The committee instructed to take the student feedback periodically because many students are feeling difficulty after lockdown.
- ◆ IQAC coordinator instructed to conduct revision classes before exams and suggested remedial classes to be conducted for weak students in the evening time or morning time.
- ◆ The committee instructed the Guides to encourage students to complete their project work on time.
- ◆ The committee decided to conduct orientation program for the first-year students of all courses.
- ◆ The chairperson instructed the HOD's to arrange add on courses for the students

IQAC Coordinator

Principal

Dr. G. Babu, M. Pharm., Ph.D.
Principal

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DAMCOP/IQAC/ATR 2021-2022

17.12.2021

INTERNAL QUALITY ASSURANCE CELL

FEED BACK AND ACTION TAKEN REPORT

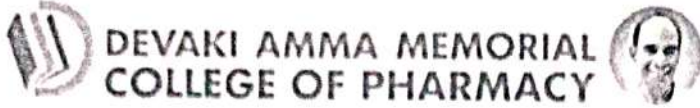
| PLAN OF ACTION | ACTION TAKEN |
|-------------------------------------|--|
| Academic council meeting | Academic council meeting of every semester has been conducted and the minutes of the meeting were recorded. |
| Academic Calendar | Academic calendar has published |
| Contact Class | Contact classes were conducted following all the Covid protocols |
| Conduct of exam | Exams were conducted with minimum number of students in each class room, Separate halls were arranged for Covid positive candidates. |
| Attendance portal | Attendance was monitored properly by the class advisors with the help of subject in charges. |
| Feedback Mechanism | Feedback was taken periodically for each course for each semester for betterment of the academics. |
| Revision Classes | Revision classes and remedial classes are conducted effectively |
| End semester project work | End semester project work was completed within in the stipulated time. |
| Orientation program for first years | Orientation program for first years of all course were conducted in a grand manner |
| Add on courses for students | Different add on courses for students were arranged. |

IQAC Coordinator



S. Babu
Dr. G. Babu, M. Pharm., Ph.D.
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22.04.2022

CIRCULAR

To

All the members of IQAC

This is to inform everyone that the second meeting of our Internal Quality Assurance Cell for the academic year 2021-22 will be held on 26.04.2022 at 02.00 PM in our Board Room. All are hereby informed to attend the meeting

E. Babu

Principal

Copy to:

All H.O.D S

IQAC Members



E. Babu

Dr. G. Babu, M. Pharm., Ph.D.

Principal

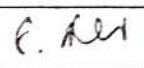

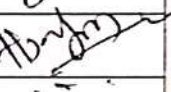


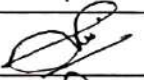

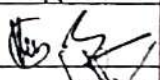


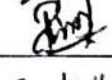
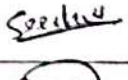
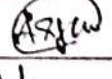



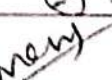
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Agenda of the meeting

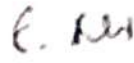
1. Welcome address
2. Review of previous minutes of meeting
3. Library activities
4. Internal assessment and question paper setting
5. Research and development
6. Revision Classes
7. Internal mark finalization
8. Faculty activities
9. Add on courses for students

- ◆ The IQAC coordinator welcomed the gathering & briefed the meeting agenda.
- ◆ The chairperson reviewed the previous minutes of meeting
- ◆ The committee insisted to upgrade of the library books and other data books.
- ◆ Coordinator instructed sessional board to conduct internal exam in a well, disciplined manner.
- ◆ IQAC Coordinator instructed all the faculties to involve in more research work and paper publications.
- ◆ All the subject in charges should conduct revision classes before exam and remedial classes for weak students in the evening time or morning
- ◆ Internal marks should be finalized and send to academic and IQAC committee before uploading in the university portal.
- ◆ Senior faculty members proposed organizing national seminars and workshop to provide practical knowledge to students from all departments.
- ◆ Committee instructed to conduct different add on courses for students


IQAC Coordinator




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DAMCOP/IQAC/ATR 2021-2022

10.09.2022

INTERNAL QUALITY ASSURANCE CELL

FEED BACK AND ACTION TAKEN REPORT

| PLAN OF ACTION | ACTION TAKEN |
|--|---|
| Library activities | library books and other data books are upgraded |
| Internal assessment and question paper setting | Sessional board conducted the internal exam in a well fare manner |
| Research and development | Many of the faculties are published their research article in highly indexed journals |
| Revision Classes | All the subject in charges had conducted revision classes before exam and remedial classes for weak students. |
| Internal mark finalization | Internal marks of all batches were send to academic and IQAC committee before their final exams. |
| Faculty activities | All departments are scheduled to conduct national seminars |
| Add on courses for students | Add on courses were conducted for students |

IQAC Coordinator



Principal

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