



**DEVAKI AMMA MEMORIAL
COLLEGE OF PHARMACY**



Chelembra, P.O. 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

23.11.2022

CIRCULAR

To

All the members of IQAC

This is to inform everyone that the first meeting of our Internal Quality Assurance Cell for the academic year 2022-23 will be held on 27.11.2022 at 03.30 PM in our Board Room. All are hereby informed to attend the meeting

E. A. Babu

Principal

Copy to:

All H.O.D S

IQAC Members

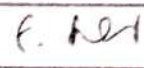

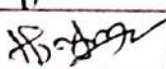



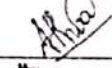
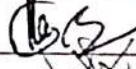


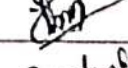
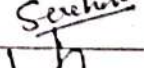



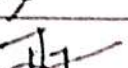
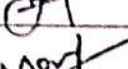


G. Babu

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 2022 -2023 was conducted on 27.11.2022 at 03:30 PM 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	Associate Professor	
06	Dr. Anilasree B. P.	Member Teacher	Associate 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. Princy C.	Member Teacher	Lecturer	
12	Mr. Sreehari K. R.	Member Senior Admin officer	Assistant Manager	
13	Mr. Haseeb K.	Member student	Student	
14	Mr. Arjun Anand	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 ltd Kozhikode.	
17	Ms. Manju T. N	Member industrialist	Assistant NSDP Manager	





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Agenda of the meeting

1. Welcome address
2. Review of previous minutes of meeting
3. Review of academic calendar for 2022-2023
4. NAAC - Accreditation process
5. Faculty activities and achievements.
6. Class committee meeting & students feedback.
7. GPAT Training
8. College events
9. Orientation programme
10. Mentoring system

- ◆ The IQAC coordinator welcomed the gathering & briefed the meeting agenda.
- ◆ The chairperson reviewed the previous minutes of meeting
- ◆ IQAC coordinator reviewed academic calendar for the academic year 2022-2023
- ◆ Chairperson informed that our institution is engaged in getting the accreditation from the national Agency, NAAC. As a part of initiation of this process the faculties are grouped under different criteria to carry out and complete the assigned works. All are requested to render their fullest cooperation in getting it
- ◆ Staff from all department are informed to attend FDP's and workshops in different college.
- ◆ Coordinator informed to all faculties to conduct class committee meeting and to collect student's feedback.
- ◆ Alumni suggested to conduct trainings for making the students to crack various competitive examinations for higher education along with the other sessions already being provided by the institution



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- ◆ Committee instructed to students to conduct different college events, that is after lockdown there is lack of extra-curricular activities.
- ◆ Chairperson informed that new batch of first year of all courses are coming soon and want to arrange an orientation programme.
- ◆ Chairperson instructed that to monitor the first-year students mentoring system should be more active.



IQAC Coordinator



Principal





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DAMCOP/IQAC/ATR 2022-2023

15.05.2023

INTERNAL QUALITY ASSURANCE CELL

FEED BACK AND ACTION TAKEN REPORT

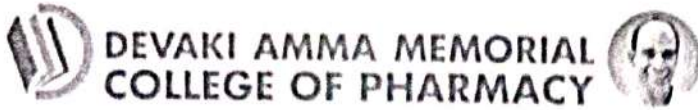
PLAN OF ACTION	ACTION TAKEN
Academic calendar	Academic calendar was released
NAAC accreditation	NAAC accreditation, as a part of initiation of this process the faculties are grouped under different criteria to carry out and complete the assigned works.
Faculty activities and achievements.	Staff from all department attended FDP's and workshops in different college.
Class committee meeting & students feedback.	Previous feedback was discussed and new strategies were planned to rectify the issues raised
GPAT Training	Expert talk was conducted for the final year students.
College events	College union has scheduled different events like food fest, Christmas, Arts, sports etc. and conducted food fest in a very grand manner.
Orientation programme	A grand orientation programme for three days has been conducted for the first years of all courses.
Mentoring system	Mentors actively involved in the activities of mentees.

IQAC Coordinator

Principal



S. Babu
Dr. G. Babu, M. Pharm., Ph.D.
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10.03.2023

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 2022-23 will be held on 17.03.2023 at 11.00 AM in our Board Room. All are hereby informed to attend the meeting.

Principal

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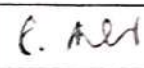

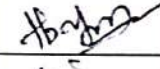


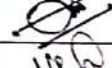



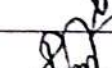
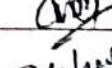
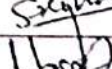
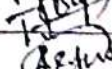


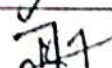
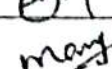


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16	Dr. Jaikish Jayaraj	Member	M D, PVS hospital Pvt ltd Kozhikode.	
17	Ms. Manju T. M	Member industrialist	Assistant Manager KSDP	




Agenda of the meeting

1. Welcome address
2. Review of previous minutes of meeting
3. Staff journal and patent publication
4. Attendance statement
5. Academic plan
6. Course coordinators
7. Library and laboratory requirements
8. Result analysis
9. Feedback Mechanism

- ◆ The IQAC coordinator welcomed the gathering & briefed the meeting agenda.
- ◆ The chairperson reviewed the previous minutes of meeting
- ◆ The chairperson insists all the faculties to publish their work in Scopus index journal
- ◆ Chairperson instructed to monitor attendance very strictly and send consolidated attendance and exam details of every ward to their home.
- ◆ Committee has proposed the academic year plan and discussed in detail about it
- ◆ Course coordinators should be selected and regular meetings to be conducted by the department for the improvement of results.
- ◆ HODs are instructed to produce the library and laboratory requirements for the upcoming year.
- ◆ Review of academic results.
- ◆ Feedback from the students and faculties were reviewed and issues raised by them were discussed.


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DAMCOP/IQAC/ATR 2022-2023

05.12.2023

INTERNAL QUALITY ASSURANCE CELL

FEED BACK AND ACTION TAKEN REPORT

PLAN OF ACTION	ACTION TAKEN
Publications	Above 20 staffs were published their work in Scopus index journals
Attendance statement	All class in charges were send the consolidated attendance with their internal mark's details, university results details to their home.
Academic plan	All the activities have occurred as per the academic plan
Course coordinators	Coordinators were selected, and the first meeting was conducted.
Library and laboratory requirements	Indent for library books were forwarded to the librarian by the departments for further processing. Lab Requirements were intimated to the office
Result analysis	Previous semester result analysis was conducted.
Feedback Mechanism	Feedback Mechanism Previous feedback was discussed and new strategies were planned to rectify the issues raised

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