



**DEVAKI AMMA MEMORIAL  
COLLEGE OF PHARMACY**



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

Phone: 0483-2891623, Fax: 2891623, E mail: [devakiammapharmacycollege@gmail.com](mailto:devakiammapharmacycollege@gmail.com)

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

11.09.2023

**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 2023-24 will be held on 18.09.2023 at 10.00 AM in our Board Room. All are hereby informed to attend the meeting

Principal

Copy to:

All H.O.D S

IQAC Members

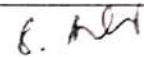





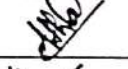
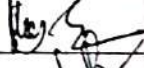


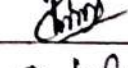
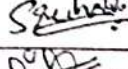




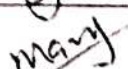


Dr. G. Babu, M. Pharm., Ph.D.  
Principal

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 2023 -2024 was conducted on 18.09.2023 at 10:00 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	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	Associate Professor	
09	Mrs. Neethu K.	Member Teacher	Associate Professor	
10	Mr. Krishna Prasad K.	Member Teacher	Assistant Professor	
11	Mrs. Princy C.	Member Teacher	Lecturer	
12	Mr. Sreehari K. R.	Member Senior Admin officer	Assistant Manager	
13	Ms. Shifa Sherin	Member student	Student	
14	Mr. Haseeb K.	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 Manager KSDR	



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### Agenda of the meeting

1. Welcome address
2. Review of previous minutes of meeting
3. Orientation program
4. Mentoring system
5. One day workshop
6. Industry institute interaction
7. Field visit
8. Course Feedback
9. Internal mark finalization
10. College arts fest

- ◆ The IQAC coordinator welcomed the gathering & briefed the meeting agenda.
- ◆ The chairperson reviewed the previous minutes of meeting & the institution academic calendar
- ◆ The coordinator suggested that the inaugural ceremony marks the beginning of a remarkable educational journey for the students, so it should be organized in a well manner.
- ◆ The committee instructed that different faculty members should be selected as mentor, who will continue to support and guide the mentees throughout the entire duration of the course.
- ◆ The chairperson instructed that organizing workshops will be helpful to the PG s and final year students to improve their practical knowledge.
- ◆ Committee agreed on sending students for internship trainings to the industry during their semester break.
- ◆ Committee discussed about field visit of different courses of students to botanical gardens, water treatment plants etc. for their enhancement of practical knowledge.
- ◆ Course Feedback should be taken from the students prior to the end semester examination



*G. Babu*

Dr. G. Babu, M. Pharm., Ph.D.  
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- ◆ Internal marks should be finalized and send to academic and IQAC committee for scrutiny before uploading in the university portal
- ◆ Committee suggested to conduct college arts fest without affecting university exams and academic activities.

IQAC Coordinator

Principal



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INTERNAL QUALITY ASSURANCE CELL,

**FEED BACK AND ACTION TAKEN REPORT**

PLAN OF ACTION	ACTION TAKEN
Orientation program	Orientation program for the first-year students was conducted in a good disciplined manner.
Mentoring system	The selected mentors are supporting and guiding the students in the right way
One day workshop	Pharmaceutics department had arranged one day workshop for final year students and PG s, and executed in a good manner
Industry institute interaction	Many of the students have undergone training in different pharmaceutical industries
Field visit	Different batches of students have gone for field visits.
Course Feedback	Course Feedback had been taken from the students prior to the end semester examination.
Internal mark finalization	Marks were finalized in the council meeting and uploaded in the university portal.
College arts fest	College union has conducted college arts fest DIIWAN in a wonderful manner



IQAC Coordinator





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

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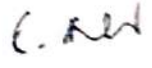
06.01.2024

**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 2023-24 will be held on 08.01.2024 at 10.00 AM in our Board Room. All are hereby informed to attend the meeting.

  
Principal

Copy to:

All H.O.D S

IQAC Members





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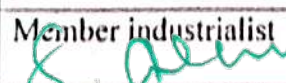
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16	Dr. Jaikish Jayaraj	Member	M D, PVS hospital Pvt Ltd Kozhikode.	
17	Ms. 	Member industrialist	Assistant Manager KSDP	



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### Agenda of the meeting

1. Welcome address.
2. Review of previous minutes of meeting
3. Academic council meeting
4. Review of university results
5. Conduct of international seminar
6. Placement activities
7. Sports day
8. Orientation session for young innovators

- ◆ The IQAC coordinator welcomed the gathering & briefed the meeting agenda.
- ◆ The chairperson reviewed the previous minutes of meeting
- ◆ Academic Council Meeting is scheduled to be conducted before the commencement of the semester to ensure smooth conduct of the academic activities.
- ◆ University results of different programmes were presented and discussed.
- ◆ Discussed about the two days international seminar going to be held at last week of January, organized by department of pharmacology.
- ◆ Placement activities for the academic year was presented by the placement cell coordinator
- ◆ Coordinator suggested that the sports day that is postponed due to bad weather conditions can be conducted.
- ◆ Alumini suggested to conduct an Orientation session for young innovators in our college.

*H. Babu*  
IQAC Coordinator



*S. Alen*  
Dr. G. Babu, M. Pharm., Ph.D.  
Principal  
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*C. M*  
Principal



**INTERNAL QUALITY ASSURANCE CELL**

**FEED BACK AND ACTION TAKEN REPORT**

PLAN OF ACTION	ACTION TAKEN
Academic Councilmeeting	Academic council meeting for all batches was conducted and the minutes of the meeting were recorded.
Review of university results	Previous results were discussed and new strategies were planned to rectify the problems.
Conduct of international seminar	International seminar has successfully conducted.
Placement activities	Various campus placement drive has arranged for our students
Sports day	Sports day was conducted in enormously.
Orientation session for young innovators	Orientation programme for young innovators was conducted by the Kerala Development and Innovation Strategic council.



**IQAC Coordinator**



**Principal**





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