



INNOVATIVE COLLEGE OF PHARMACY

Affiliated To Dr. A.P.J. Abdul Kalam Technical University, Lucknow, U.P. & Approved By PCI

CIRCULAR

Dated- 10th July, 2019

This is to inform all the members of IQAC cell that the 1st meeting of IQAC for the academic year 2019-20 is scheduled on **13th July, 2019** at 2:00 p.m. in the IQAC Cell. All the members are requested to attend the meeting.

Agenda of the Meeting

- Constitution of IQAC.
- Explain the Vision and Mission of IQAC.
- Discussion on Curriculum offered by AKTU University.
- Distribution of Faculty Load Chart.
- Review of the academic facilities of the college.
- Laboratory requirements.

IQAC Coordinator



Copy to:

1. Chairman
2. All IQAC Members





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1st Meeting, Minutes of Meetings of IQAC

Meeting Title: IQAC Meeting

Date: 13/07/2019

Time: 2:00 pm

Venue: IQAC Cell

IQAC Committee meeting was held on 13/07/2019. The meeting commenced at 02:00 pm with all the committee members. Chairperson welcomed all the committee members. The agenda and outcome of the meeting is as below:-

S. No.	Agenda	Discussion
1	Constitution of IQAC.	Dr. Hariom Sharma the Principal highlighted the necessity of establishing an Internal Quality Assurance Cell to enhance the academic and administrative performance of the institute. The Coordinator stressed that forming the IQAC is essential for the overall quality improvement of our institution of excellence. All members present at the meeting concurred with the Principal's and Coordinator's recommendations.
2	Explain the Vision and Mission of IQAC.	The vision of the Internal Quality Assurance Cell (IQAC) is to cultivate a





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		culture of quality as a primary focus for Higher Education Institutions. This includes institutionalizing and internalizing all initiatives, whether supported internally or externally.
3.	Discussion on Curriculum offered by AKTU University.	Dr. Hariom Sharma, urged the members to propose any additions or modifications to various laws, especially those with more apparent anomalies affecting the daily life of the common man, as well as issues frequently discussed in public forums and media reports.
4	Distribution of Faculty Load Chart.	Twenty one faculty members have been appointed in the Pharmacy Department according to university procedures and rules. The syllabus for one semester is covered in approximately 16 weeks, with each teacher conducting around 27 classes per semester.





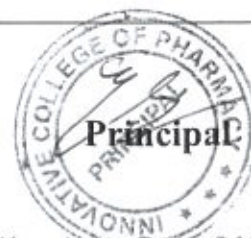
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5	Review of the academic facilities of the college.	Regular activities at the college include group discussions, guest lectures by eminent figures in the legal field, debates on current legal topics, and moot court competitions. The institute is also working towards creating a paperless office. In line with this goal, various facilities that can be made available online were discussed. It was decided that the website should be updated appropriately after consulting with the web designer.
6	Laboratory requirements	The inspection of laboratory equipment is a crucial agenda item in an IQAC meeting at a pharmacy institution. This process includes a comprehensive review and audit of all laboratory equipment to ensure they are functioning correctly. Discussions cover the maintenance and calibration of current equipment, addressing any issues or malfunctions, and ensuring that all equipment adheres to safety and quality standards. The meeting also involves discussions on the procurement of new equipment, evaluating the need for upgrades, and ensuring that the laboratories are sufficiently equipped to support the institution's educational and research activities.

The meeting ended with a vote of thanks to the chair.

IQAC Coordinator





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Attendance

S. No.	Name of Members	Designation	Signature
1.	Dr. Hariom Sharma	Chairperson	
2.	Dr. Amarjeet Singh	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
4.	Ms. Chanda ray	Teacher Representatives	
5	Mr. Rajnish	Teacher Representatives	
6.	Ms. Suman Lata	Teacher Representatives	
7.	Mr. Anjani Jha	Non Teaching Representative	
8	Mr. Ramesh	Non Teaching Representative	
9.	Mr. K. Balwinder	Legal Representative	
10.	Mr. G. D Kaushik	Social Worker Representative	
11.	Ms. Archita Katrolia	Educationist	
12.	Tanishka jawala	Student Representative	
13.	Iqra Rashid	Alumni Representative	
14.	Mr. Satendra	Local Society	
15.	Mr. H. Sahani	Employers Representatives	
16.	Ms. Vibha Thakur	Industrialists	
17.	Mr. Mukesh Sharma	Stakeholders Representatives	

IQAC Coordinator





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Action taken report of IQAC committee meeting held on 13/07/2019

S. No.	Agenda	Action Taken
1	Constitution of IQAC	To enhance the academic and administrative performance of the institute and achieve overall quality improvement, the Innovative College of Pharmacy has established an Internal Quality Assurance Cell. Dr. Hariom Sharma serves as the Chairman, and Dr. Amarjeet Singh is the Coordinator. The cell includes 15 other members, whose names are listed on the relevant attendance page.
2	Explain the Vision and Mission of IQAC.	The Principal and Coordinator outlined the Vision and Mission of the Internal Quality Assurance Cell to the members. They emphasized the need to cultivate a quality-driven culture at every level within Higher Education Institutions, ensuring that the quality of services and tasks is consistently maintained. Continuous quality enhancement should be pursued in all aspects of academic and administrative functions.
3	Discussion on Curriculum offered by AKTU University.	An engaging discussion took place among IQAC members regarding the curriculum of pharmacy subjects, focusing on various practical knowledge and training.





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4	Distribution of Faculty Load Chart.	The Institute has maintained a Faculty Load Chart to ensure compliance with PCI norms, which require 30 teaching hours. Each teacher conducts approximately 27 classes per semester.
5	Review of the academic facilities of the college.	At the Innovative College of Pharmacy B. Pharma, and M. Pharma courses are offered and overseen by a Principal and approximately 21 faculty members, all appointed in accordance with university procedures and eligibility criteria. The college regularly conducts group discussions and hosts guest lectures by distinguished experts in the legal field. Additionally, debates on current legal topics and moot court competitions are part of the college's routine activities. The institute is also working towards establishing a paperless office. To support this goal, various online facilities were discussed with the technical staff, and Mrs. Chanda ray was assigned the relevant responsibilities in this area.
6	Laboratory requirements	The agenda item focuses on the inspection of laboratory equipment. This involves a detailed review of all equipment to ensure it is operating correctly. Discussions will cover the maintenance and calibration status of current equipment, addressing any



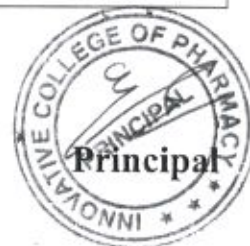


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	<p>malfunctions or issues, and verifying that all equipment meets safety and quality standards. The meeting will also assess the need for new equipment and potential upgrades, ensuring that the laboratories are well-equipped to support the institution's educational and research activities.</p>
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IQAC Coordinator





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CIRCULAR

Dated- 17th Feb, 2020

This is to inform all the members of IQAC cell that the 2nd meeting of IQAC for the academic year 2019-20 is scheduled on **20th Feb, 2020** at 3: 00 pm in the IQAC Cell. All are requested to attend the meeting.

Agenda of the Meeting

- Confirmation of the minutes of meeting held on 13th July, 2019.
- If any new member joined.
- Discussion on new value-added courses:
 - Health Education and Nutrition
 - Cyber security challenges
- Review of Syllabus Coverage.
- Discussion on Research Policy.
- Planning of Feedback System.

IQAC Coordinator



Copy to.....

1. Chairman
2. All IQAC Members





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2nd MINUTES OF MEETING OF IQAC

Meeting Title: IQAC Meeting

Date: 20thFeb, 2020

Time: 3:00 pm

Venue: IQAC Cell

IQAC Coordinator welcomed and briefed the committee members about the agenda. There were following members in the meeting. The Agenda of the meeting was discussed as under:

S. No.	Agenda	Discussion
1	Conformation of the minutes of meeting held on 13-7-2019.	Minutes of earlier meeting held on 13-07-2019 were read and approved.
2	If any new member joined.	No new member has joined the committee. All the members attending meeting were also present in last meeting held on 13-7-2019.
3.	Discussion on new value-added courses: <ul style="list-style-type: none"> ➤ Health Education and Nutrition ➤ Cyber security challenges 	The discussion will begin with an exploration of the benefits and practices of Health Education and Nutrition, focusing on their impact on mental and physical well-being. The conversation will highlight how incorporating these practices can enhance overall health and productivity. Following this, the meeting will shift to a critical examination of cyber security challenges. This will involve analyzing



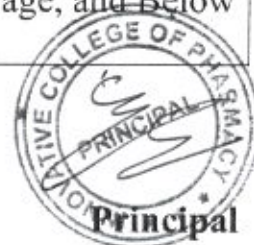


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		current threats and vulnerabilities, discussing strategies to mitigate risks, and exploring best practices for protecting sensitive information. Both topics aim to address important aspects of personal well-being and digital security.
4.	Review of Syllabus Coverage.	It was decided to approve the Academic Calendar for the 2019-20 academic year, which includes the complete syllabus, as prepared during the faculty meeting on July 13, 2019.
5	Discussion on Research Policy.	The Institute is prioritizing the development of a strong research culture. To support this goal, a committee will be formed under the leadership of the Principal. This committee will assist faculty members in pursuing research activities.
6	Planning of Feedback System.	The parameters for student feedback each semester were reviewed, and it was decided to implement a yearly feedback report. Student feedback will be assessed across various criteria, including clarity, audibility of lectures, and presentation effectiveness, using a scale of five categories: Excellent, Very Good, Good, Average, and Below Average.

IQAC Coordinator





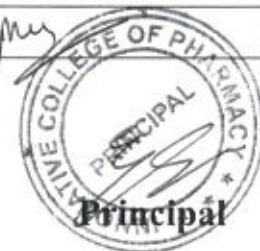
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Action taken report of IQAC committee meeting held on 20/ 02/2020

S. No.	Agenda	Action Taken
1	Conformation of the minutes of meeting held on 13.7 2019.	All points of agenda were approved and implemented.
2	If any new member joined	No new members joined the committee. All attendees of the current meeting were also present at the previous meeting held on July 13, 2019, and were thus familiar with the discussions from that session.
3.	Discussion on new value-added courses: <ul style="list-style-type: none"> ➤ Health Education and Nutrition ➤ Cyber security challenges 	The action taken includes the implementation of a structured program to integrate Health Education and Nutrition into the institute's routine, aiming to enhance the well-being of students and staff. This program will feature regular sessions and workshops to promote mental and physical health. Regarding cyber security challenges, a comprehensive review has been conducted to identify current threats and vulnerabilities. As a result, new protocols and best practices have been established to strengthen digital security measures and protect sensitive information across the institute.





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4.	Review of Syllabus Coverage.	It was decided to approve the Academic Calendar for the 2019-20 academic year, which includes the full syllabus, as prepared during the faculty meeting on July 13, 2019.
5.	Discussion on Research Policy.	A Research Committee has been formed with Dr. Hariom Sharma serving as the convener and Dr. Amarjeet Sing has the co-convener. The committee includes four additional members to support faculty research activities. An incentive award for publication has been established, ranging from INR 500 to 3000, based on the quality of the journal in which the article is published.
6.	Planning of Feedback System.	Student feedback is collected based on established parameters for class lectures, Practical and exams conducted. A yearly analysis of this feedback on various criteria is maintained on record.

IQAC Coordinator

