



INNOVATIVE COLLEGE OF PHARMACY

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

CIRCULAR

Dated- 10th August, 2020

This is to inform all the members of IQAC cell that the 3rd meeting of IQAC for the academic year 2020-21 is scheduled on **13th August, 2020** at 3:00 pm in the Principal Room. All are requested to attend the meeting

Agenda of the Meeting

- Confirmation of minutes of meeting held on 20th Feb, 2020.
- Details of faculty members newly joined or left the IQAC.
- Planning of new add-on/ value added courses.
- Load Chart Distribution of the faculty members.
- Planning of faculty development programmes.
- Review the ICT- Enabled facilities in class room and laboratory.


IQAC Coordinator


Principal

Copy to:

1. Chairman
2. All IQAC Members


Principal



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3rd Meeting, Minutes of Meetings of IQAC

Meeting Title: IQAC Meeting

Date: 13th August, 2020

Time: 3:00 pm

Venue: Principal Office

The meeting commenced at 3:00 pm. Dr. K.R. Sharma & Dr. J. Joanofarc presided the meeting. The following points were discussed:

S. No.	Agenda	Discussion
1	Confirmation of minutes of meeting held on 20 th Feb, 2020.	The minutes of the prior IQAC meeting from 20 th Feb 2020, were assessed and sanctioned without any dissent.
2	Details of faculty members newly joined or left the IQAC.	There have been changes in committee membership, as Dr. J. Joanofarc joined at the post of Principal and new Chairperson of the Committee. And the student and Alumni representative also changed.
3	Planning of new add-on/ value added courses.	Enhancing writing skills is crucial for the future development of each students. To support this, it is suggested to provide courses in creative writing and presentation skills. The specifics of these courses were discussed. Furthermore, the meeting





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		also covered the proposal for a certificate course in Interview Vocabulary to assist students in excelling during interviews.
4	Load Chart Distribution of the faculty members.	The meeting covered a review of the Faculty Load Chart. It was agreed that the PCI standards, which mandate 30 teaching hours per week, must be followed. Teaching responsibilities should be allocated among faculty members in compliance with these standards.
5	Planning of faculty development programmes.	Faculty Development Programs are essential for integrating new faculty members, orienting them with teaching systems, and enhancing their grasp of student psychology. Emphasis is placed on ensuring high quality and effectiveness in communication throughout these programs.
6	Review the ICT- Enabled facilities in class room and moot court.	At present, projector systems are installed in the seminar and lecture hall. Given the growing need for technology-enhanced teaching, it is essential to equip all classrooms with projector systems.

IQAC Coordinator





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Attendance

S.No.	Name	Designation	Signature
1.	Dr. J. Joanofarc	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.	Harsh Adhikari	Student Representative	
13.	Saloni Manglik	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 13th August, 2020

S.No.	Agenda	Action Taken
1.	Conformation of minutes of meeting held on 20 th Feb 2020	The minutes from the IQAC meeting held on 20 th Feb 2020, were examined and approved without any dissent.
2.	Details of faculty members newly joined or left the IQAC.	There have been new additions to the committee. Everyone present at the current meeting.
3.	Planning of new add-on/ value added courses.	To enhance the ability to generate ideas for free writing with literary flair, a course in creative writing and presentation skills was provided in two 20-hour modules. Module 1 covered letter writing, essay writing, and application writing, while Module 2 focused on comprehension, news writing, and article writing. Additionally, a certificate course in Interview Vocabulary was held in June 20, featuring exercises on pronunciation, articulation, and vocabulary enhancement.





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5.	Planning of faculty development programmes.	Faculty Development Programs are crucial for training new faculty members, introducing them to the Institute's teaching methods, and deepening their understanding of student psychology. These programs focus on ensuring high-quality and effective communication. One such program is scheduled for October in the current academic year.
6.	Review the ICT- Enabled facilities in class rooms and moot court.	The Institute is in the process of upgrading its infrastructure to implement an ICT system. Although projector systems are already in place in the seminars and lecture hall, there are ongoing efforts to extend this technology to all classrooms to address the rising demand for technology-enhanced teaching and to improve overall quality.

IQAC Coordinator





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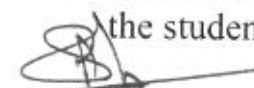
CIRCULAR

Dated- 6th April, 2021

This is to inform all the members of IQAC cell that the 4th meeting of IQAC for the academic year 2020-21 is scheduled on **9th April, 2021** at 2.00 p.m. in the Principal room. All are requested to attend the meeting.

Agendas of the Meeting

- Conformation of minutes of meeting held on 13th August, 2020.
- Motivate the faculty members to publish research paper in national/international conference/ UGC Care/Scopus Journals.
- As decided in previous meeting status of add-on courses and value added courses will be checked by IQAC.
- NOC should be given for hospital training to students.
- Industrial visit should be planned as per curriculum of each program
- If weak students need extra classes remedial classes should be planned in each program.
- Placement Officer should focus on giving more placement opportunities to the students.


IQAC Coordinator



Copy to:

1. Chairman
2. All IQAC Member





4th Meeting, Minutes of Meetings of IQAC

The agenda and outcome of the IQAC Committee meeting held on 9th April, 2021. The meeting commenced at 02:00 pm with all the committee members. Chairperson welcomed all the committee members.

S. No.	Agenda	Discussion
1	Conformation of the Minutes of the Previous Meeting.	The minutes from the IQAC meeting held on 13 th August, 2020, were examined and ratified by the committee.
2	Motivate the faculty members to publish research paper in national/international conference/ UGC Care/Scopus Journals.	A dedicated organizing committee, consisting of all faculty members and the Principal, has been established to foster a culture of research and publication. The Institute has developed a detailed research policy that includes incentives and awards for publishing papers in various journals, based on their quality and market reputation.
3.	As decided in previous meeting status of add-on courses and value added courses will be checked by IQAC.	Significant efforts were made to engage a broad range of the institute's community, including students and faculty, in add-on and value-added courses. Awareness campaigns using posters, social media, and direct communication were conducted to promote active participation.



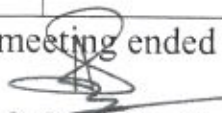


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4.	NOC should be given for hospital training to students	No Objection Certificates (NOCs) should be readily granted to students seeking hospital training to enhance their practical skills and knowledge in medical settings. This certification allows students to gain invaluable hands-on experience under professional supervision, which is crucial for their academic and professional development in healthcare
5	Industrial visit should be planned as per curriculum of each program.	Field visits are an essential complement to classroom learning, helping students gain practical insights into pharmaceutical world.
6.	If weak students need extra classes remedial classes should be planned in each program.	The Institute provides extra classes for students who are struggling academically. Additionally, doubt-clearing sessions are held at the college, where the relevant subject teachers offer targeted assistance.
7.	Placement Officer should focus on giving more placement opportunities to the students.	The placement officer should prioritize expanding and diversifying job opportunities for students by cultivating strong industry relationships, offering skill development programs, facilitating internships, organizing career events, leveraging alumni networks, providing personalized career guidance, and continuously improving placement strategies based on feedback.

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


IQAC Coordinator





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IQAC Coordinator





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Action taken report of IQAC meeting held on 9th April, 2021

S. No.	Agenda	Action Taken
1	Conformation of the Minutes of the Previous Meeting.	The minutes from the IQAC meeting on 13 th August, 2020, were reviewed and approved by the committee.
2	Motivate the faculty members to publish research paper in national/international conference/ UGC Care/Scopus Journals.	A specialized organizing committee, including all faculty members and the Principal, has been established to promote a culture of research and publication. The Institute has developed a thorough research policy that includes incentives and awards for publishing papers in various journals, based on their quality and reputation.
3	As decided in previous meeting status of add-on courses and value added courses will be checked by IQAC.	Significant efforts were made to engage a broad range of the institute's community, including both students and faculty, in add-on and value-added courses. Awareness campaigns utilizing posters, social media, and direct communication were conducted to foster active participation.
4	NOC should be given for hospital training to students	Issue NOC for students.
5	Industrial visit should be planned as per curriculum of each program.	Field visits are an essential complement to classroom learning, helping students gain practical insights into pharmaceutical world.





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6	If weak students need extra classes remedial classes should be planned in each program.	The Institute provides extra classes for students who are struggling academically. Additionally, doubt-clearing sessions are held at the college, where the relevant subject teachers offer targeted assistance..
7	Placement Officer should focus on giving more placement opportunities to the students.	The officer has organized career fairs, workshops, and networking events to connect students directly with potential employers. Continuous feedback mechanisms are also in place to tailor placement strategies according to student and employer needs, ensuring that students are well-prepared and matched for available job opportunities in the market.

IQAC Coordinator

