



INNOVATIVE COLLEGE OF PHARMACY

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CIRCULAR

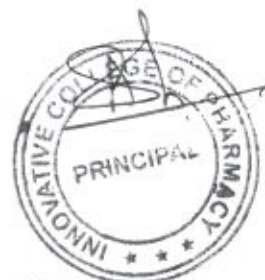
Dated- 7th October, 2023

This is to inform all the members of IQAC cell that the 9th meeting of IQAC for the academic year 2023-24 is scheduled on **11th October, 2023** at 3:00 p.m. in the Board Room. All are requested to attend the meeting.

Agendas of the Meeting

- Approval of the previous proceeding.
- Review of even semester results and improving it
- Report of Student Feedback Form.
- Requirement of chemical for next session
- Different activities for Teaching and Non- teaching staff
- Committee wise planning of Academic year 2023-24
- Any other matter with the permission of chair.

IQAC Coordinator



Principal

Copy to:

1. Chairman
2. All IQAC Members





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9th Meeting, Minutes of Meetings of IQAC

S. No.	Agenda	Discussion
1	Approval of the previous proceeding.	The previous IQAC meeting was held on 17th March 2023 , in the meeting hall. Asst. Prof. Qumre Alam read the last proceedings and proposed a motion for their approval, which was supported by the cell members.
2	Review of odd semester results and improving it	The previous results were discussed, and it was decided to focus on improving them. Responsibilities were assigned to the Heads of Departments (HoDs).
3.	Report of Student Feedback Form.	Mrs. Chanda Ray presented the issue. This topic was addressed during the meeting. She informed that students' feedback forms were completed according to the provided guidelines and samples. The feedback was analyzed, and its percentage was calculated. The performance of teachers and potential areas for improvement were discussed in detail.
4	Requirement of chemical for next session	The discussion covered the requirement for chemicals for the upcoming session. The needs were assessed, and procurement plans were outlined to ensure adequate supplies are available.
5	Different activities for Teaching and Non-teaching staff	Mrs. Chanda Ray raised the issue, emphasizing the need for both teaching and non-teaching staff to enhance their knowledge by attending conferences, workshops, and seminars.
6	Committee wise planning of Academic year 2023-24	A detailed discussion took place on committee-wise planning for the academic year 2023-24. It was also decided to gather feedback on the plans. It was unanimously agreed that with the forthcoming NAAC assessment 1.5 years away,





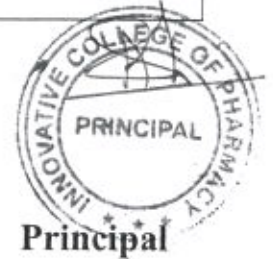
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		highly effective measures should be planned and implemented for quality improvement.
7	Any other matter with the permission of chair.	No other issues were raised by the members. With the chair's permission, the meeting concluded with a vote of thanks to the chair..

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

IQAC Coordinator



Principal





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Attendance

S. No.	Name	Designation	Signature
1.	Dr. Amarjeet Singh	Chairperson	
2.	Mr. Qumre Alam	IQAC Coordinator	
2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
4.	Mrs. Chanda ray	Teacher Representatives	
5	Mr. Akash Johri	Teacher Representatives	
6.	Ms. Nida Hafiz	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.	Mr. Arun Antony	Educationist	
12.	Mohit Pathak	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



Principal





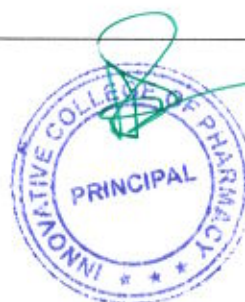
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Action taken report of IQAC committee meeting held on 11/10/2023

S. No.	Agenda	Action Taken
1	Approval of the previous proceeding.	It was resolved that the previous proceedings are accurate and should be accepted.
2	Review of even semester results and improving it	It was decided that the results of the upcoming session will be improved
3	Report of Student Feedback Form.	The report on the student feedback forms is to be accepted.
4	Requirement of chemical for next session	The report on the student feedback forms was accepted, and action plans for addressing the feedback were developed and implemented promptly.
5	Different activities for Teaching and Non-teaching staff	Faculty members have been authorized to participate in various activities such as conferences, seminars, and workshops.
6	Committee wise planning of Academic year 2023-24	It was decided that planning for the academic year 2023-24 should be done on a committee-wise basis.

IQAC Coordinator





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Dated- 06/02/2024

This is to inform all the members of IQAC cell that 10th meeting of IQAC for the academic year 2023-24 is scheduled on **09/02/2024** at 3: 00 p.m. in the Board Room. All are requested to attend the meeting.

Agendas of the Meeting

- To review minutes of the earlier meeting dated **11/10/2023**
- Review of even semester results and improving it
- Allotment of Mentors and mentee groups
- Approval of course contents/ syllabus of existing value Added/ Add on programs
- Report of Student Feedback Form
- Any other matter with the permission of chair.

IQAC Coordinator



Principal

Copy to:

1. Chairman
2. All IQAC Members





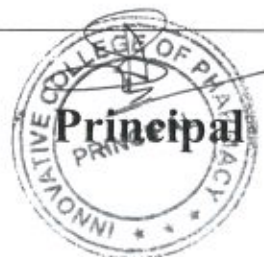
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10th Meeting, Minutes of Meetings of IQAC

S. No.	Agenda	Discussion
1	To review minutes of the earlier meeting dated 11/10/2023	The minutes of the previous meeting held on 11/10/2023 , were reviewed and approved.
2	Review of even semester results and improving it	The results were reviewed, and shortcomings in the teaching methods were discussed. Suggestions for new methods were also considered.
3.	Allotment of Mentors and mentee groups	The role of the mentor-mentee system in addressing student grievances was discussed. It was decided to assign a mentor to each class.
4	Approval of course contents/ syllabus of existing value Added/ Add on programs	It was decided to approve several new courses and continue offering the existing certificate course, as well as the value-added course .
5	Report of Student Feedback Form	It was resolved that the feedback system should be taken seriously by the faculty members.
6	Any other matter with the permission of chair.	No additional issues were raised by the members. With the chair's consent, the meeting concluded with a vote of thanks to the chair.


IQAC Coordinator





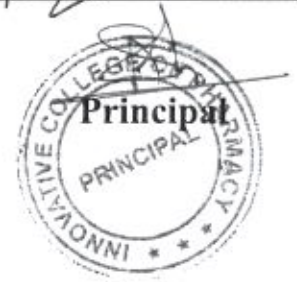
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2.	Dr. K.R. Sharma	Management Nominee	
3.	Mr. Devashish Gaur	Management Nominee	
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IQAC Coordinator





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Action taken report of IQAC committee meeting was held on 09/02/24

S. No.	Agenda	Action Taken
1	Review of even semester results and improving it	The results were reviewed, and improvements will be made.
2	Allotment of Mentors and mentee groups	Mentor-mentee groups have been assigned.
3	Approval of course contents/ syllabus of existing value Added/ Add on programs	Value-added and add-on programs have been approved.
4	To review the stationary to conduct Pre university Examination	Stationery is available according to the recommendations of the Heads of Departments (HoDs).
5	Report of Student Feedback Form	The student feedback form has been analyzed.

IQAC Coordinator

