

THE OXFORD COLLEGE OF PHARMACY

Certified true copy of IQAC minutes of
meeting maintained in IQAC Office

P Padma

PRINCIPAL

The Oxford College Of Pharmacy
No 6/9, 1st Cross, Begur Road, Hongasandra
Bangalore - 560 068

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members, Deans, HODs and staff on 07/12/12.

Agenda:

- 1) Ongoing projects
- 2) Recent developments

Venue: Board Room

Time: 3 PM

MMC members:

- 1) Mr Rajesh
- 2) Mrs P. Lohitha
- 3) Mrs R Jasmin
- 4) Dr V Sivajothi
- 5) Mrs Divya S Kumar
- 6) Mrs Rekha Parmesh
- 7) Mrs Anjali Nayak
- 8) Dr Nagapavani
- 9) Mrs Geethalakshmi
- 10) Mrs.Sayani Bhattacharya

Copy to:

- 1) Principal / Chairman IQAC
- 2) Mission Monitoring Cell

Minutes of first meeting

Time: 3 PM

Date: 07/12/12

Agenda Discussed.

- 1) Chairman Dr Padmaa M. Paarakh, welcomed all the members.
- 2) Chairman discussed the recent developments taken place in all the departments.
- 3) Chairman appreciated the staff members for their involvement in the departmental work and enquired about the ongoing projects of the staff members.
- 4) Chairman also discussed the problem faced with each department and gave valuable advice.
- 5) Chairman discussed about the importance of student project and told all HODs to inform the respective department staff members to start the student project..
- 6) Chairman thanked all members for participation and meeting adjourned till further notice.

Members attended

- 1) Mrs R Jasmin
- 2) Mrs Anjali
- 3) Mrs Lohitha P
- 4) Dr Sivajothi
- 5) Mrs Rekha Parmesh
- 6) Ms.Nagapavani
- 7) Mrs Divya
- 8) Mrs Geethalakshmi
- 9) Mrs Sayani Bhattacharya

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members / Deans/ HODs and staff members on 20/03/13

Agenda:

- 1) Research publication
- 2) Enrichment and problem based learning
- 3) Core committee
- 4) Submission of feedback form

Venue: Board room

Time: 3 PM

MMC members

- 1) Mr Rajesh
- 2) Mrs R Jasmin
- 3) Mrs Lohitha
- 4) Mrs Anjali
- 5) Mrs Rekha Parmesh
- 6) Dr Sivajothi
- 7) Ms. Nagapavani
- 8) Mrs Divya
- 9) Mr Mahalingan
- 10) Mrs Geethalakshmi
- 11) Mrs.Sayani Bhattacharya

Chairman IQAC

Minutes of second meeting

Time: 3 PM

Date: 20/03/13

Agenda Discussed:

- 1) Chairman Dr Padmaa M. Paarakh, welcomed all the members.
- 2) Chairman asked the department HODs to collect the hard copies of publications and papers presented in the national and international conferences by the department staff members.
- 3) Chairman also discussed the recent research paper which was published and she congratulated the staff members who presented the paper in the International conferences.
- 4) Dr. Sivajothi discussed progression of the enrichment course, problem based learning and specialty topics in the chemistry department.
- 5) Chairman discussed the submission of infrastructure feedback, student course evaluation feedback, central library feedback, evaluation of teachers by students, self approval, course feedback from the students.
- 6) Chairman along with the core committee members draft a timetable with specification of work to be distributed among all the faculty members.
- 7) Chairman thanked all members for participation and meeting adjourned till further notice.

Members attended

- 1) Mrs R Jasmin
- 2) Mrs Geethalakshmi
- 3) Mrs Lohitha
- 4) Dr Sivajothi
- 5) Mrs Anjali
- 6) Mrs Rekha Parmesh
- 7) Ms.Nagapavani
- 8) Mr Mahalingan
- 9) Mrs Divya

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members, Deans, HODs and staffs on 03/07/13.

Agenda:

- 1) Examination
- 2) Departmental library
- 3) Preparation of document

Venue: Board room

Time: 3 PM

MMC members

Chairman IQAC

- 1) Mr Rajesh
- 2) Mrs Lohitha
- 3) Mrs Anjali
- 4) Mrs Jasmin
- 5) Dr Sivajothi
- 6) Mrs Rekha Parmesh
- 7) Ms.Nagapavani
- 8) Mr Mahalingan
- 9) Mrs Geethalakshmi
- 10) Mrs Rejitha Thomas
- 11) Mrs.Sayani Bhattacharya

Minutes of second meeting

Time: 3 PM

Date: 03/07/13

Agenda Discussed:

- 1) Chairman Dr Padmaa M. Paarakh, welcomed all the members.
- 2) Chairman discussed about the forthcoming RGUHS examinations and enquired about the tutorial classes conducted for the underperformed students.
- 3) All HODs discussed about the list of books to be kept in the department library and asked the list of required books.
- 4) Chairman of IQAC discussed about the format for the plan of study and lesson plan for the next academic year.
- 5) Chairman pointed out specifically that there shall not be any delay in the submission of data/ files/ proposals.
- 6) Chairman thanked all members for participation and meeting adjourned till further notice.

Members attended

- 1) Mrs Jasmin
- 2) Mrs Anjali
- 3) Mrs Lohitha
- 4) Dr Sivajothi
- 5) Mrs Rekha
- 6) Ms.Nagapavani
- 7) Mr Mahalingan
- 8) Mrs Geethalakshmi
- 9) Mrs Rejitha Thomas
- 10) Mrs.Sayani Bhattacharya

CIRCULAR

This is to inform that there will be staff meeting in the board room on 21/10/13, 3 PM regarding formation of committee in the NAAC and submission AQAR. All HODs and staff members have to attend the meeting without fail.

Dr Padmaa M Paarakh
Chairman IQAC

- 1) Mrs Surinder Kaur
- 2) Mrs Lohitha
- 3) Mrs Anjali
- 4) Mr Rajesh
- 5) Mrs Satrupa Pan
- 6) Mr Ekambaram
- 7) Dr Chitra Shenoy
- 8) Mrs Kusu susan
- 9) Dr Sivajothi
- 10) Mrs Rekha
- 11) Ms.Nagapavani
- 12) Mrs Divya
- 13) Mrs Geethalakshmi
- 14) Mrs Rejitha
- 15) Mr Mahalingan

Minutes of First Meeting

Time: 3 PM

Date: 21/10/13

Agenda discussed:

- 1) Chairman Dr Padmaa M. Paarakh, welcomed all the members.
- 2) Chairman discussed about the formation of committee and include new members in the committee in the next academic year 2013-14.
- 3) Coordinator asked all HODs and Deans to submit the important documents and photographs which were taken during the conference and workshops to the MMC.
- 4) Chairman discussed about the importance and submission of AQAR report to NAAC.
- 5) Chairman enquired about the recent development which was taken place in all the departments.
- 6) Chairman insisted on the active participation of all HODs and staff members in the IQAC.
- 7) Chairman appoint Mrs Anjali as the coordinator of Pupil Pod in which all details of the students, plan of study and lesson plan has to be uploaded online.
- 8) Chairman also discussed about the industry tie-up with the institution.
- 9) Chairman discussed about the organizing seminar and workshop for the current academic year and also insisted on the submission of protocol to various funding organization.

Dr Padmaa M. Paarakh

Staff's signature

- 1) Mrs.A Geethalakshmi
- 2) Ms.Satarupa Pam
- 3) Ms.Banasri Das
- 4) Mr.Mahalingam K.
- 5) Dr.V.Sivajyothi
- 6) Mrs. Deepti Verma
- 7) Mrs. Rekha Parmesh
- 8) Ms.K. Sheethal VP
- 9) Mrs. Divya S. Kumar
- 10) Mrs.R. Jasmine Sajani
- 11) Mrs.P. Lohitha
- 12) Mrs.Anjali Nayak
- 13) Dr. Chitra Shenoy
- 14) Mr Rajesh R.
- 15) Mrs.Rejitha Thomas

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members, Deans, HODs and staff on 23/01/14 at 12 PM regarding ongoing project and recent developments.

Chairman IQAC

- 1) Mrs Deepti Verma
- 2) Mrs Divya
- 3) Mrs Geethalakshmi
- 4) Mr Mahalingan
- 5) Mrs Anjali
- 6) Mrs Rihana
- 7) Banasri Das
- 8) Mrs Rekha Parmesh
- 9) Mrs Kavitha C
- 10) Mrs Sheetal
- 11) Mrs Rejitha
- 12) Dr Sivajothi
- 13) Mrs kusu susan
- 14) Mrs Aparna
- 15) Dr CM Setty

Minutes of meeting

Time: 12 PM

Date: 23/01/14

- 1) Chairman Dr Padmaa M. Paarakh, welcomed all the members.
- 2) Chairman discussed the recent developments taken place in all the departments.
- 3) Chairman appreciated the staff members for their involvement in department work and enquired about the ongoing projects of the staff members and she asked the concerned staff members to give presentation for their work.
- 4) Chairman also discussed the problem faced by each dept and gave valuable advice.
- 5) Chairman thanked all members for their active participation and meeting adjourned till further notice.

Dr Padmaa M. Paarakh

Members attended

- 1) Mrs Deepti Verma
- 2) Mrs Divya S kumar
- 3) Mrs Geethalakshmi
- 4) Mr Mahalingan
- 5) Mrs Anjali
- 6) Mrs Rehana
- 7) Ms Banasri Das
- 8) Mrs Rekha
- 9) Mrs Kavitha
- 10) Dr Sivajothi
- 11) Ms Sheetal
- 12) Mrs Rejitha
- 13) Mrs kusu susan
- 14) Mrs Aparna
- 15) Dr CM Setty

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members and Deans on 23/04/14 at 3 PM in Board room

Agenda:

- 1) Research publications
- 2) Enrichment and problem based learning
- 3) Discussion with Deans regarding their committees

Chairman IQAC
Dr Padmaa M Paarakh

- 1) Mrs Deepti Verma
- 2) Mrs Divya
- 3) Mrs Geethalakshmi
- 4) Dr Sivajothi
- 5) Mrs Kusu susan

Minutes of third meeting

Time : 3PM

Date : 23/04/14

- 1) Chairman welcomed all the committee members and deans.
- 2) Chairman asked the department HODs to collect the hard copies of publications and papers presented in the national and international conference by the Department staff members.
- 3) Chairman also discussed the recent research paper which was published and she congratulated the staff members who presented the paper in conferences.
- 4) Chairman discussed about the committees with the concerned Dean and she gave more emphasis on research work.
- 5) Chairman thanked all the committee members and Deans.

Dr Padmaa M. Paarakh

Members attended

- 1) Mrs Deepti
- 2) Mrs Divya
- 3) Mrs Geethalakshmi
- 4) Dr Sivajothi
- 5) Mrs Kusu susan

CIRCULAR

This is to inform that IQAC meeting is scheduled for the committee members, Deans, HODs and staff on 09/06/14 at 3 PM in smart room.

Agenda:

- 1) Work load for next academic year
- 2) Pupil pod uploading
- 3) Time table for next academic year
- 4) Appointment of new staff

Chairman IQAC
Dr. Padmaa M Paarakh

- 1) Mrs Deepti
- 2) Mrs Divya
- 3) Mrs Geethalakshmi
- 4) Mr Mahalingan
- 5) Ms.CH Sudha Bargavi
- 6) Mrs Anjali
- 7) Mrs Rihana
- 8) Ms.Banasri Das
- 9) Mrs Rekha
- 10) Mrs Kavitha
- 11) Mrs Sheetal
- 12) Mrs Rejitha
- 13) Dr Sivajothi
- 14) Mrs kusu susan
- 15) Mrs Aparna
- 16) Dr CM Setty

Minutes of fourth meeting

Time: 3 PM

Date: 09/06/14

- 1) Chairman welcomed all the committee members.
- 2) Chairman asked all HODs for their dept work load for 2014-15 academic year; as she told the tentative date for commencement for next academic year classes; ie; Aug 2014.
- 3) Chairman asked all HODs to give work load to time table committee for making timetable of next academic year.
- 4) Some of HODs asked for new recruitment. So chairman asked HODs to fix date for demo classes and she instructed that selection has to be done by next week.
- 5) Chairman asked all staff members to finish their pupil pod uploading and submission of PBL and enrichment course conducted for last academic year.
- 6) Chairman thanked all members for their participation and meeting adjourned till further notice.

Dr Padmaa M. Paarakh

Members present:

- 1) Mrs Deepti
- 2) Mrs Divya
- 3) Mrs Geethalakshmi
- 4) Mr Mahalingan
- 5) Ms.CH Sudha
- 6) Mrs Anjali
- 7) Mrs Rihana
- 8) Ms. Banasri Das
- 9) Mrs Rekha
- 10) Mrs Kavitha
- 11) Mrs Sheetal
- 12) Mrs Rejitha
- 13) Dr Sivajothi
- 14) Mr Narender
- 15) Mrs Kusu susan
- 16) Mrs Aparna
- 17) Dr CM Setty

CIRCULAR

This is to inform all the staff, HODs and Deans that IQAC meeting is scheduled on 26/07/14 at 10:00 AM in seminar room.

Dr. Padma M Paarakh
Chairman IQAC

- 1) Dr. Chitra Shenoy
- 2) Mrs.Divya S Kumar
- 3) Mrs.A Geethalakshmi
- 4) Mr.K Mahalingan
- 5) Ms.CH. Sudha Bhargavi
- 6) Mrs.Anjali Nayak
- 7) Mrs.Rihana
- 8) Ms.Banasri Das
- 9) Mrs.Rekha Parmesh
- 10) Mrs.C Kavitha
- 11) Ms.Sheethal
- 12) Mrs.Rejitha
- 13) Dr.V. Sivajothi
- 14) Mr.Narendra B
- 15) Mrs.Kusu Susan
- 16) Mrs.I Aparna Lakshmi
- 17) Dr.CM Setty
- 18) Mrs.Deepti Verma
- 19) Ms.Satarupa Pan

Minutes of fifth meeting

Time: 10 AM

Date: 26/07/14

- 1) Chairman welcomed all the committee members.
- 2) Chairman discussed about the formation of committee and include new members in the committee for the next academic year 2014-15.
- 3) Chairman also discussed about the formation of new NAAC coordinators and Deans.
- 4) Chairman also discussed about organizing seminar and workshops for the next academic year and also insisted on submission of tentative schedule and protocol.
- 5) Coordinator asked all the HODs and deans to submit the documents and minutes of the meeting books to the MMC.

Dr. Padmaa M. Paarakh
Chairman IQAC

Members present:

- 1) Dr. Chitra Shenoy
- 2) Mrs.Divya S Kumar
- 3) Mrs.A Geethalakshmi
- 4) Mr.K Mahalingan
- 5) Ms.CH. Sudha Bhargavi
- 6) Mrs.Anjali Nayak
- 7) Mrs.Rihana
- 8) Ms.Banasri Das
- 9) Mrs.Rekha Parmesh
- 10) Mrs.C Kavitha
- 11) Ms.Sheethal
- 12) Mrs.Rejitha
- 13) Dr.V. Sivajothi
- 14) Mr.Narendra B
- 15) Mrs.Kusu Susan
- 16) Mrs.I Aparna Lakshmi
- 17) Dr.CM Setty
- 18) Mrs.Deepti Verma
- 19) Ms.Satarupa Pan

CIRCULAR

This is to inform all the staff, HODs and Deans that IQAC meeting is scheduled on 01/08/14 at 10:00 AM in board room.

Agenda:

Discussion about inauguration function of first year of D.Pharm, B.Pharm, M.Pharm, Pharm.D, Pharm.D (PB)

Dr. Padmaa M Paarakh
Chairman IQAC

- 1) Dr CM Setty
- 2) Mr Mahalingan
- 3) Mrs S. Kaur
- 4) Mrs A Geethalakshmi
- 5) Mrs. Divya S Kumar
- 6) Dr Chira Shenoy
- 7) Mrs C Kavitha
- 8) Ms Banasri Das
- 9) Mrs Rihana Begum
- 10) Mrs Rejitha Thomas
- 11) Ms Sheethal
- 12) Dr V Sivajothi
- 13) Mrs Jasmin Sajini
- 14) Mrs Rekha Parmesh
- 15) Mrs Anjali Nayak
- 16) Mrs Lohitha P
- 17) Mrs Deepti Verma
- 18) Mr. Narendar B
- 19) Mrs Kusususan
- 20) Mrs Priyanka
- 21) Mrs Arpana
- 22) Mrs Satrupa
- 23) Ms Sudha

Minutes of first meeting

Time: 10 AM

Date: 01/08/14

- 1) Chairman welcomed Major Mudde Gowda, HODs, Staff members and students of second M.Pharm.
- 2) Major Mudde Gowda started the meeting with the proposal on the invocation song by Nursing students.
- 3) Chairman discussed about the welcome speech and vote of thanks by Mrs Rekha Parmesh and Mrs Anjali Nayak respectively and also finalized Mrs Divya S Kumar for compering.
- 4) Major sir enquired about incentives to first rank holders per class and Mrs Rekha Parmesh replied with the list of names of toppers.
- 5) Chairman finalized with the function schedule and the committees to-do list. Chairman mentioned to submit the budget proposal for the function.
- 6) Major sir scheduled rehearsal on mon, 4/8/14 at 2 PM and thanked all the members.

Dr. Padmaa M Paarakh
Chairman IQAC

- 1) Dr CM Setty
- 2) Mr Mahalingan
- 3) Mrs S. Kaur
- 4) Mrs A Geethalakshmi
- 5) Mrs. Divya S Kumar
- 6) Dr Chira Shenoy
- 7) Mrs C Kavitha
- 8) Ms Banasri Das
- 9) Mrs Rihana Begum
- 10) Mrs Rengitha Thomas
- 11) Mrs Aparna
- 12) Ms Sheetal
- 13) Dr V Sivajothi
- 14) Mrs Jasmin Sajini
- 15) Mrs Rekha Parmesh
- 16) Mrs Anjali Nayak
- 17) Mrs Lohitha
- 18) Mrs Deepti Verma
- 19) Mr Narendar B
- 20) Mrs Kusususan
- 21) Mrs Priyanka
- 22) Mrs Satrupa
- 23) Ms Sudha

CIRCULAR

This is to inform all the Deans and IQAC members that IQAC meeting is scheduled on 28/08/14 at 12:00 PM in board room

Dr. Padmaa M Paarakh
Chairman IQAC

- 1) Ms. Deepti Verma
- 2) Mrs P. Lohitha
- 3) Dr. CM Setty
- 4) Dr. V Sivajothi
- 5) Mrs S Kaur
- 6) Mrs kususuan
- 7) Mrs C Kavitha
- 8) Dr Chitra Shenoy
- 9) Mrs.R Jasmin Sajini
- 10) Mr Mahalingan
- 11) Mrs Satarupa Pan
- 12) Mrs Rihana Begum

Minutes of meeting

Time: 12:00 noon

Date: 28/08/14

- 1) Chairman welcomed all NAAC coordinators and Deans.
- 2) Chairman discussed about the circulars and meeting conducted for the last academic year and informed all Deans to check the minutes of meeting of various committees.
- 3) Chairman instructed all HOD's to fill AQA form & the last date was given on 30/10/14.
- 4) Principal suggested all staffs to do minor projects & if the staff need financial support for the project , requisition letter has to be submitted to the principal and the same will be forwarded to management.
- 5) Chairman instructed Mr. Mahalingan to release college magazine for this academic year.
- 6) Chairman also informed Mrs. Jasmin to circulate annual calendar of events for this academic year to all HOD's.

Dr. Padmaa M Paarakh
Chairman IQAC

Members present

- 1) Mrs. Kusu Susan
- 2) Mrs. Satarupa
- 3) Dr. Sivjothi
- 4) Mrs. Jasmin
- 5) Mrs. Lohitha
- 6) Mrs. Deepti Verma
- 7) Mrs. Kavitha
- 8) Dr. Chithra
- 9) Mr. Mahalingan
- 10) Mrs. Kaur

CIRCULAR

This is to inform all the Deans and IQAC members that IQAC meeting is scheduled on 10/11/14 at 03:00 PM in board room

Agenda: Discussion regarding AQAR submission and documentation.

Dr. Padmaa M Paarakh
Chairman IQAC

- 1) Dr.Chitra Shenoy
- 2) Dr CM Setty
- 3) Mr. Mahalingan
- 4) Mrs. Kavitha
- 5) Mrs. Jasmin
- 6) Mrs. Deepti
- 7) Mrs. Satarupa
- 8) Mrs. Surinder Kaur

Minutes of Meeting

Time: 3:00 pm

Date: 10/11/14

- 1) Chairman welcomed all the Deans & IQAC members.
- 2) Chairman discussed and asked about the documents updation.
- 3) Chairman allotted Mrs. Surender Kaur & Mrs. Jasmin for documentation of infrastructure details and extension activity details respectively to update for AQAR submission.
- 4) Chairman instructed all the HOD's to check their departmental file and asked them to attach new faculty documents.
- 5) Chairman also asked Dr. Chitra to collect all result analysis.
- 6) Chairman instructed all the co-ordinator to collect the documents from all the departments.

Dr. Padmaa M Paarakh
Chairman IQAC

Members present

- 1) Dr.Chitra Shenoy
- 2) Dr CM Setty
- 3) Mr. Mahalingan
- 4) Mrs. Kavitha
- 5) Mrs. Jasmin
- 6) Mrs. Deepti
- 7) Mrs. Satarupa
- 8) Mrs. Surinder Kaur

CIRCULAR

This is to inform all the Deans and IQAC members that IQAC meeting is scheduled on 27/12/14 at 03:00 PM in board room

Agenda: Finalization of AQAR document.

Dr. Padmaa M Paarakh
Chairman IQAC

Deans & Members

- 1) Dr CM Setty
- 2) Dr. V. SivaJothi
- 3) Mrs. Jasmin Sajini
- 4) Mrs. Surender Kaur
- 5) Dr.Chitra Shenoy
- 6) Mr. Mahalingan.K.
- 7) Mrs. Kavitha.C
- 8) Mrs. Rihana Begum
- 9) Mrs. Lohitha.P
- 10) Mrs. Satarupa Pan

Minutes of Fourth Meeting

Time: 3:00 pm

Date: 27/12/14

- 1) Chairman welcomed all the Deans & IQAC members for the meeting.
- 2) Chairman discussed about the final correction in the AQAR document.
- 3) Deans & Members suggested the necessary changes in the document.
- 4) All deans & members of IQAC approved the final AQAR document and kept forth to be uploaded in the NAAC website by the earliest i.e; by 30/12/14.
- 5) Chairman has instructed website committee to host AQAR document in the college website.

Dr. Padmaa M Paarakh
Chairman IQAC

Deans & Members

- 1) Dr CM Setty
- 2) Dr. V. SivaJothi
- 3) Mrs. Jasmin Sajini
- 4) Mrs. Surender Kaur
- 5) Dr.Chitra Shenoy
- 6) Mr. K. Mahalingan
- 7) Mrs. C. Kavitha
- 8) Mrs. Rihana Begum
- 9) Mrs. Lohitha.P
- 10) Mrs. Satarupa Pan

CIRCULAR

This is to inform all the Deans and IQAC members that a meeting is scheduled on 12/01/15 at 11:30 AM in board room

Agenda:

- 1) Revision of the committee members for the year 2015-16.
- 2) Status of the Minutes of Meeting of all the committees.

Dr. Padmaa M Paarakh
Chairman IQAC

Deans & Members

- 1) Dr CM Setty
- 2) Dr. V. SivaJothi
- 3) Mrs. Jasmin Sajini
- 4) Mrs. Surender Kaur
- 5) Dr.Chitra Shenoy
- 6) Mr. Mahalingan.K.
- 7) Mrs. Kavitha.C
- 8) Mrs. Rihana Begum
- 9) Mrs. Lohitha.P
- 10) Mrs. Satarupa Pan

Minutes of First Meeting

Time: 11:30 am

Date: 12/01/15

- 1) Chairman welcomed all the Deans & IQAC committee members for the first meeting.
- 2) Chairman proposed the revision of the committees for the year 2015-16.
- 3) Dean Academics presented the revised committee members which is approved by the chairman.
- 4) Like wise Dean HR, Dean examination and Dean administration has proposed the revised list which is been approved by all the members and the chairman.
- 5) Chairman enquired about the status of the committees Minutes of Meeting for the past academic year 14-15 with the respective deans.
- 6) All deans presented their status of Minutes of Meeting. Chairman thanked all.
- 7) The meeting is adjourned till further notice.

Dr. Padmaa M Paarakh
Chairman IQAC

Deans & Members

- 1) Dr CM Setty
- 2) Dr. V. SivaJothi
- 3) Mrs. Jasmin Sajini
- 4) Mrs. Surender Kaur
- 5) Dr.Chitra Shenoy
- 6) Mr. Mahalingan.K.
- 7) Mrs. Kavitha.C
- 8) Mrs. Rihana Begum
- 9) Mrs. Lohitha.P
- 10) Mrs. Satarupa Pan

CIRCULAR

This is to inform all the Deans and IQAC members that a meeting is scheduled on 14/02/2015 at 11 AM in the smart room (I floor).

Agenda:

To discuss regarding the status of the Minutes of Meeting of all the committees for the past academic year.

To monitor the updation in the policies and procedures of respective committees.

Dr. Padmaa M Paarakh
Chairman IQAC

Deans & Members

- 1) Dr CM Setty
- 2) Dr. V. SivaJothi
- 3) Mrs. Jasmin Sajini
- 4) Mrs. Surinder Kaur
- 5) Dr.Chitra Shenoy
- 6) Mr. Mahalingan.K.
- 7) Mrs. Kavitha.C
- 8) Mrs. Lohitha Putha
- 9) Mrs. Satarupa Pan

Minutes of second meeting

Time: 11 AM

14/02/15

Venue: Smart room

- 1) Chairman welcomed all the Deans and members of IQAC committee for the meeting.
- 2) Chairman enquired about the present status of all the committees minutes of meeting with the respective deans.
- 3) In regard, all the deans submitted the status report, which is approved by the chairman.
- 4) Dean HR proposed regarding the upgradation of the committees policies, procedures and mechanism, which was taken into consideration by all the committee members including the chairman.
- 5) Chairman thanked all and the meeting is adjourned till further notice.

Dr. Padmaa M Paarakh
Chairman IQAC

Members present

- 1) Dr. CM Setty
- 2) Dr V Sivajothi
- 3) Mrs Jasmin Sajini
- 4) Mrs Surinder Kaur
- 5) Dr Chitra Shenoy
- 6) Mr. C Kavitha
- 7) Mrs Lohitha Putha
- 8) Mrs Satarupa Pan
- 9) Mr Mahalingan

CIRCULAR

This is to inform all the Deans and IQAC members that a meeting is scheduled on 02/07/15 Thursday at 11 AM in the board room

Agenda:

Submission of the updated minutes of meeting by the respective Deans to the IQAC
Discussion regarding the plan of work by the respective committee chairman

Dr. Padmaa M Paarakh
Chairman IQAC

Deans and members:

- 1) Dr CM Setty
- 2) Dr V Sivajothi
- 3) Mrs Jasmin Sajini
- 4) Mrs Surinder Kaur
- 5) Dr Chitra Shenoy
- 6) Mr K Mahalingan
- 7) Mrs Lohitha Putha
- 8) Mrs Satarupa Pan

Minutes of Third meeting

Time: 12 PM
Venue: Board room

02/07/15

- 1) Chairman welcomed all the Deans and the NAAC Coordinators of the individual department for the meeting.
- 2) Chairman announced that Department of Pharmacy Practice is going to launch a newsletter quarterly. And invited budget proposal to maintain and publish college magazine.
- 3) Chairman encouraged the members to apply for APIT awards.
- 4) Dean Administration Mrs Surinder Kaur enquired about mechanism of student Grievance cell committee.
- 5) Chairman invited to prepare a proposal to organize Research Methodology workshop sponsored by DST. She also encouraged the faculty for Inhouse small projects and wished to strengthen Research Consultancy Services through Institution-Industry collaboration.
- 6) Chairman encouraged Extention activities committee to organize special camp under NSS program.
- 7) Achievement plan for the upcoming academic year by all four Deans was the assignment given by the chairman and she thanked all the attendees.

Dr. Padmaa M Paarakh
Chairman IQAC

Members present:

- 1) Dr CM Setty
- 2) Dr V Sivajothi
- 3) Mrs Jasmin Sajini
- 4) Mrs Surinder Kaur
- 5) Mr Mahalingan
- 6) Mrs Lohitha Putha

CIRCULAR

This is to inform all the Deans, HODs and IQAC members that a meeting is scheduled on 28/10/15 Wednesday at 11:30 AM in the board room.

Agenda:

- 1) Status of AQAR
- 2) Discussion on action plan for the upcoming academic year
- 3) Submission of the minutes of meeting
- 4) Appointment of Dean Examination
- 5) Status on SSR submission

Dr. Padmaa M Paarakh
Chairman IQAC

Deans, HODs and members

- 1) Dr CM Setty
- 2) Dr V Sivajothi
- 3) Dr S Kambhoja
- 4) Dr Basavaraj Nanjwade
- 5) Mrs Jasmin Sajini
- 6) Mr Mahalingan
- 7) Mr Rupesh Kumar M
- 8) Mrs Surinder Kaur
- 9) Mrs Lohitha P

Minutes of forth meeting

Time: 12:00 PM
Venue: Board room

28/10/15

- 1) Chairman welcomed all the Deans, HODs and the other members for the meeting.
- 2) Chairman started the meeting on the first point of Agenda. She instructed all the deans and HODs to fill the AQAR document dept wise and submit to the IQAC by 30 nov 2015.
- 3) Chairman enquired on the status of the minutes of meeting with respective Deans.
- 4) Chairman invited suggestion to nominate and appoint Dean Examination.
- 5) The members suggested Mrs Geethalakshmi and Rekha Parmesh for the position and finally appointed Mrs Geethalakshmi as Dean Examination after the approval by all the members.
- 6) Chairman instructed all the HODs to update the individual staff profiles, department brochure and manuals.
- 7) Finally the information regarding the submission of SSR by next year is discussed and the meeting got adjourned after thanking note by the chairman.

Dr. Padmaa M Paarakh
Chairman IQAC

Members present:

- 1) Dr CM Setty
- 2) Dr V Sivajothi
- 3) Dr S Kambhoja
- 4) Mrs Jasmin Sajini
- 5) Mr Mahalingan
- 6) Mrs Surinder Kaur
- 7) Mr Rupesh Kumar M
- 8) Mrs Lohitha P

CIRCULAR

This is to inform all the Deans, HODs and IQAC members that a meeting is scheduled on 16 March 2016 Wednesday at 11 AM in the board room

Agenda:

- 1) All Deans have to present last year report and action plan for the current year
- 2) HODs have to present powerpoint presentation on the previous year achievements and the department calendar of events for the year 2016-17
- 3) Revision of the committee members for the year 2016-17

Dr. Padmaa M Paarakh
Chairman IQAC

Deans, HODs and members

- 1) Dr CM Setty
- 2) Dr S Kambhoja
- 3) Dr Basavaraj Nanjwade
- 4) Dr V Sivajothi
- 5) Dr Rupesh Kumar
- 6) Dr Geethalakshmi
- 7) Mrs Surinder Kaur
- 8) Mrs Jasmin Sajini
- 9) Mrs Lohitha Putha
- 10) Mr Mahalingan

Minutes of the first meeting

Time: 11 AM
Venue: Board room

16/03/16

- 1) Chairman welcomed all the deans, HOD's and the other members for the meeting.
- 2) The meeting is continued with powerpoint presentation of the previous year achievement and the 2016-17 departmental calendar of events by the individual HOD's.
- 3) Chairman received the dean's report of last year and current year action plan.
- 4) As few committee members left the college, respective chairman's nominated the new faculty in place of them.
- 5) Chairman approved the nominations.
- 6) Chairman encouraged the Deans and HODs to monitor the up-to-date progress and effective functioning of the committees.
- 7) Chairman thanked all.

Dr. Padmaa M Paarakh
Chairman

Deans, HODs and members present

- 1) Dr CM Setty
- 2) Dr S Kambhoja
- 3) Dr Basavaraj Nanjwade
- 4) Dr V Sivajothi
- 5) Mr Rupesh Kumar
- 6) Dr Geethalakshmi
- 7) Mrs Surinder Kaur
- 8) Mrs Jasmin Sajini
- 9) Mrs Lohitha Putha
- 10) Mr Mahalingan

CIRCULAR

This is to inform all the Deans, HODs nad IQAC members that there is a meeting scheduled on 20th June 2016 Monday at 11:00 AM in the board room

Agenda:

- 1) Status of minutes of meeting
- 2) Powerpoint presentation of all the HODs on the progress of Departmental achievement for the current year till date
- 3) Appointment of Departmental NAAC Coordinators

Dr. Padmaa M Paarakh
Chairman

Deans, HODs and members

- 1) Dr CM Setty
- 2) Dr S Kambhoja
- 3) Dr Basavaraj Nanjwade
- 4) Dr V Sivajothi
- 5) Mr Rupesh Kumar
- 6) Dr Geethalakshmi
- 7) Mrs Surinder Kaur
- 8) Mrs Jasmin Sajini
- 9) Mrs Lohitha P
- 10) Mr Mahalingan

Minutes of second meeting

Time: 11 AM
Venue: Smart room

20/06/16

- 1) Chairman welcomed all the Deans, HODs for the meeting.
- 2) HODs submitted previous meeting PPT hard copy. Chairman appointed Departmental NAAC Coordinators.
- 3) Meeting started with the departmental progress PPT by the respective HODs for the current year.
- 4) Chairman suggested all the HODs to collect all the documents like staff profile, publication, projects, conferences yearwise since 2012 NAAC inspection.
- 5) Chairman encouraged the Departmental HODs to prepare brochures and manuals and maintain the library record.
- 6) Chairman instructed all the Deans to collect all the committees minutes of meeting and motivated and meeting adjourned.

Dr. Padmaa M Paarakh
Chairman

- 1) Dr CM Setty
- 2) Dr S Kambhoja
- 3) Dr Basavaraj Nanjwade
- 4) Dr V Sivajothi
- 5) Mr Rupesh Kumar
- 6) Dr Geethalakshmi
- 7) Mrs Surinder Kaur
- 8) Mrs Jasmin Sajini
- 9) Mrs Lohitha P
- 10) Mr Mahalingan
- 11) Dr Sureka
- 12) Mrs Prathyusha
- 13) Mrs Aparna Lakshmi

CIRCULAR

This is to inform all the Deans, HODs and IQAC member that there is a meeting scheduled on 15/10/2016 at 12:00 AM in the board room

Agenda:

- 1) Discussion on action plan for the academic year
- 2) Submission of minutes of meeting
- 3) Submission of AQAR and documentation

Dr. Padmaa M Paarakh
Chairman IQAC

- 1) Dr. CM Setty
- 2) Mrs R Jasmin
- 3) Mrs Anjali Nayak
- 4) Dr S Kambhoja
- 5) Dr V Sivajothi
- 6) Mr Rupesh Kumar
- 7) Mrs Surinder Kaur
- 8) Dr Geethalakshmi
- 9) Mr Mahalingan
- 10) Mrs Pratyusha
- 11) Mrs Sheena

Minutes of Third meeting

Time: 12 AM
Venue: Board room

15/10/2016

- 1) Chairman welcome all the Deans, HODs and members for the meeting.
- 2) Chairman discussed and asked to submit hard and soft copy of AQAR details from all HODs and Deans within 21st Nov 2016.
- 3) Chairman instructed all the HODs to check departmental file and update staff profile for new staff joined in respective department.
- 4) Chairman instructed all the Deans to update documents required to submit for AQAR and informed to check status of the minutes of meeting for year 2015-16.
- 5) Chairman told NAAC coordinator to update committee member list.
- 6) Meeting adjourned after thanking note by the chairman.

Dr. Padmaa M Paarakh
Chairman IQAC

Members present:

- 1) Mrs Jasmin
- 2) Mrs Anjali
- 3) Dr Sivajothi
- 4) Dr CM Setty
- 5) Dr S Kambhoja
- 6) Mrs Surinder Kaur
- 7) Dr Geethalakshmi
- 8) Mr Mahalingan

CIRCULAR

This is to inform all the Deans and IQAC members that IQAC meeting is scheduled on 31/12/16 at 11:30 AM in board room

Agenda: Finalization of AQAR document

Dr. Padmaa M Paarakh
Chairman IQAC

Deans, IQAC members:

- 1) Dr CM Setty
- 2) Mrs.R Jasmin
- 3) Mrs.Anjali Nayak
- 4) Dr S Kambhoja
- 5) Dr V Sivajothi
- 6) Mrs Swati Kansara
- 7) Mrs Surinder Kaur
- 8) Dr Geethalakshmi
- 9) Mr Mahalingan
- 10) Mrs Pratyusha
- 11) Mrs Sheena

Minutes of fourth meeting

Time: 11:30 AM
Venue: Board room

31/12/16

- 1) Chairman welcome all the Deans and IQAC members for meeting.
- 2) Chairman discussed about final submission and connections in AQAR document.
- 3) Chairman implemented necessary changes in the document.
- 4) All Deans and members of IQAC approved the final AQAR document to upload online.
- 5) Chairman discussed and inform the members regarding submission of SSR by next year.
- 6) Chairman thanked all the members, meeting adjourned.

Dr. Padmaa M Paarakh
Chairman IQAC

Members Present

- 1) Dr CM Setty
- 2) Dr Geethalakshmi
- 3) Mr Mahalingan
- 4) Mrs Surinder Kaur
- 5) Mrs Jasmin
- 6) Mrs Anjali
- 7) Dr Sivajothi
- 8) Dr S Kambhoja

CIRCULAR

This is to inform all the Deans, HODs and IQAC members that IQAC meeting is scheduled on 22/02/2017 at 11:30 AM in smart room.

Agenda:

- 1) Discussion on SSR submission
- 2) Revision of the committee members for the year 2017-18

Dr. Padmaa M Paarakh
Chairman IQAC

Deans, HODs, members

1. Mrs Anjali
2. Mrs S Kaur
3. Mrs Sheena
4. Mrs Pratyusha
5. Mrs Kesha
6. Mrs Supriya
7. Ms Hyma
8. Mrs Swetha
9. Mrs Geethalakshmi
10. Mrs Falguni
11. Mrs Monica
12. Mrs Sheela
13. Dr CM Setty
14. Dr S Kambhoja
15. Dr.Nagalakshmi
16. Mrs.Jasmin
17. Mrs.Rini

Minutes of first meeting

Time: 11:45 AM
Venue: Smart room

22/02/2017

- 1) Chairman welcome all the Deans and IQAC members for meeting.
- 2) Chairman started meeting with discussion regarding SSR submission at the end of Dec 2017.
- 3) Chairman discussed regarding filling of SSR format and given guidance.
- 4) Chairman discussed and decided to finish rough format by Oct 2017.
- 5) Chairman instructed all HODs of various department to prepare manual and brochure by August 2017.
- 6) NAAC coordinator – Mrs Anjali updated NAAC committee members and informed all the members.
- 7) Chairman instructed system Admin and librarian to be read with AQAR document for 2017-18.
- 8) Chairman decided Dr Keeneth N – as Dean Academic for year 2017-18 and remain Deans are as usual same for year 2016-17.
- 9) Chairman allotted SSR format compilation, SSR final printing to Dr CM Setty and Mrs Anjali.
- 10) Chairman praised Deans and IQAC members for their active effort and congrats on their work, asked to continue the same.
- 11) Chairman thanked all the members and meeting adjourned.

Dr. Padmaa M Paarakh
Chairman IQAC

IQAC members

1. Mrs Anjali
2. Mrs S Kaur
3. Mrs Sheena
4. Mrs Pratyusha
5. Mrs Kesha
6. Mrs Supriya
7. Ms Hyma
8. Mrs Swetha
9. Mrs Geethalakshmi
10. Mrs Falguni
11. Mrs Monica
12. Mrs Sheela
13. Dr CM Setty
14. Dr S Kambhoja
15. Dr.Nagalakshmi
16. Mrs.Jasmin
17. Mrs.Rini

CIRCULAR

This is to inform all the Deans, HODs and IQAC members that IQAC meeting is scheduled on 16/06/2017 at 02:30 PM in smart room.

Agenda:

Submission of SSR by November 2017

Dr. Padmaa M Paarakh
Chairman IQAC

IQAC members

- 1) Mrs.Anjali Nayak
- 2) Dr.G Nagalakshmi
- 3) Dr.Monica Arora
- 4) Ms.Bhagyasree JM
- 5) Dr CM Setty
- 6) Dr. Kenneth N
- 7) Dr Geethalakshmi
- 8) Mrs.Sheena Marin Thomas
- 9) Dr S Kambhoja
- 10) Mrs.Prathyusha
- 11) Mrs.Priyanka Gupta
- 12) Mrs.Kesha
- 13) Ms.Hyma
- 14) Mrs.Saritha
- 15) Mrs.Anju
- 16) Mrs.Falguni Das
- 17) Mrs Sheela

Minutes of second meeting

Date: 16/06/2017

Time: 2:30 PM

- 1) 2:40 PM :- NAAC Coordinator Mrs Anjali started meeting and welcome all Deans, IQAC members.
- 2) 02:45 PM:- Mrs Anjali discussed regarding submission of SSR at November 2017 end. She discussed about updation of minutes of meeting and conduct the same in future and any change in committee members discussed with chairman and inform to NAAC coordinator.
- 3) 2:55 PM:- coordinator informed to collect all necessary documents regarding SSR format and compile to prepare department manual and brochure.
- 4) 3:00 PM:- Chairman briefed further information regarding departmental brochure and manual, staff profile updation, publication project work updation. Chairman given last date for submission of minutes of meeting book by July 2017 and brochure & manual by mid of September 2017 to NAAC coordinator and Dr. CM Setty.
- 5) 3:15 PM:- Chairman asked Dr CM Setty to compile and submit rough SSR format, application form to chairman by mid of November 2017.
- 6) 3:30 PM:- Chairman adjourned meeting and thanked all members.

Dr. Padmaa M Paarakh
Chairman IQAC

- 1) Mrs.Anjali Nayak
- 2) Dr.G Nagalakshmi
- 3) Dr.Monica Arora
- 4) Ms.Bhagyasree JM
- 5) Dr CM Setty
- 6) Dr. Kenneth N
- 7) Dr Geethalakshmi
- 8) Mrs.Sheena Marin Thomas
- 9) Dr S Kambhoja
- 10) Mrs.Prathyusha
- 11) Mrs.Priyanka Gupta
- 12) Mrs.Kesha
- 13) Ms.Hyma
- 14) Mrs.Saritha
- 15) Mrs.Anju
- 16) Mrs.Falguni Das
- 17) Mrs Sheela

CIRCULAR

This is to inform all the Deans, coordinators and members that IQAC meeting is scheduled on 11/08/2017 at 4:00 PM in smart room

Agenda:

- 1) Discussion regarding departmental manual and brochure for NAAC
- 2) Submission of minutes of meeting book

Dr. Padmaa M Paarakh
Chairman IQAC

Dean and Coordinator signature

1. Dr CM Setty
2. Mrs Surinder Kaur
3. Dr A Geethalakshmi
4. Dr Keeneth
5. Mr Karthikeyan
6. Mr Mahalingan
7. Mrs Pratyusha
8. Mrs Sheena
9. Mrs Anjali
10. Mr Ekambaram
11. Mr Ramesh
12. Ms Hyma
13. Mrs Sheela
14. Mrs Priyanka

Minutes of third meeting

Date: 11/08/2017

- 1) 4:05 PM:- Chairman welcomed all Deans, NAAC coordinators and IQAC members.
- 2) 4:10 PM:- Chairman discussed and done following changes and appointed Dean HR – Dr Karthikeyan (dept of Ph. Chemistry), NAAC coordinators: Mrs Sheela R, Mrs Priyanka Gupta, Mrs Hyma from dept. of ph.chemistry, Dept. of Pharmacognosy & dept. of Pharmacology respectively.
Chairman appointed Head NAAC coordinator as Mrs. Pratyusha Segu, Dept. of Pharmacognosy.
- 3) 4:20PM:- Chairman instructed Mrs. Anjali to collect minutes of meeting books from chairman & Dean's of committees & submit on 12/08/2017.
- 4) 4:30PM:- Chairman instructed Dr.CM Setty, to prepare & circulate among IQAC members format for Departmental manual & brochure.
- 5) 4:40PM:- Chairman given deadline for submission of departmental manual & brochure by 15th September 2017 to Dr.C.M.Setty.
- 6) 4:45PM:-Chairman discussed with Mr. Ramesh (librarian) to prepare & submit library pamphlet, brochure & manual.Chairman instructed to compile data from Jan 2013 to till date for any NAAC documents.
- 7) 4:50PM:-Chairman discussed regarding new format for submission of self study report which need to e submitted & filing up by Jan 2018. Chairman instructed Mr. Ekambaram for updation of computer system with anti virus & relevant software required to prepare NAAC documents.
- 8) 4:55PM:-Chairman instructed for active participation by all committee members for smooth function of committee work.
- 9) 5:00PM:-Chairman thanked all members & meeting adjourned.

Dr. Padmaa M Paarakh
Chairman IQAC

Dean and Coordinator signature

1. Dr CM Setty
2. Mrs Surinder Kaur
3. Dr Kenneth
4. Mr Karthikeyan
5. Mrs Pratyusha
6. Mrs Sheena
7. Mrs Anjali
8. Mr Ekambaram
9. Mr Ramesh
10. Ms Hyma
11. Mrs Sheela
12. Mrs Priyanka

CIRCULAR

This is to inform all the Dean's, HOD'S, IQAC members that IQAC meeting is scheduled on 17/10/2017 at 10:00 AM in Board room.

Agenda:

- 1) Submission of SSR
- 2) Submission of AQAR
- 3) Submission of department evaluation report.
- 4) Internal Audit

Dr. Padmaa M Paarakh
Chairman IQAC

Dean,HOD and Coordinators signature

1. Dr. CM Setty
2. Dr. Karthikeyan
3. Dr. Kambhoja
4. Dr. Parthasarathy
5. Mr. Ramaswamy
6. Mrs Pratyusha
7. Mrs Lavanya
8. Ms Hyma
9. Mrs Priyanka
10. Mr Mahalingan
11. Mrs Sheena
12. Dr. Jyoti Shrivastava

Minutes of fourth meeting

Date: 17/10/2017

- 1) Chairman welcomed all Dean's, HOD's, NAAC coordinators and IQAC members.
- 2) Chairman started meeting with discussion regarding submission of SSR and to be completed before 'November 2017'.
- 3) Chairman discussed, departments are told to submit the details of AQAR by 'October 30 2017'.
- 4) Chairman instructed all HOD's of various departments to prepare department evaluation report by 'October 31st 2017' with all necessary documents.
- 5) Chairman instructed to all HOD's to do internal audit before 'October 30 2017'.
- 6) Chairman decided Dr. C.M. Setty appointed as internal auditor for Department of Pharmacognosy, Dr. Kambhoja appointed as internal auditor for Dept. of pharmacology, Dr. Parthasarathy appointed as internal auditor for Dept. of Pharmaceutical chemistry, Mr. Ramaswamy appointed as internal auditor for Department of Pharmacy Practice & Dr. Karthikeyan appointed as internal auditor for Department of Pharmaceutics.
- 7) Chairman instructed for active participation by all committee members for smooth function of committee work.
- 8) Chairman adjourned meeting & thanked all members.

Dr. Padmaa M Paarakh
Chairman IQAC

Dean, HOD and Coordinators signature

1. Dr. CM Setty
2. Dr. Karthikeyan
3. Dr. Kambhoja
4. Dr. Parthasarathy
5. Mr. Ramaswamy
6. Mrs Pratyusha
7. Mrs Lavanya
8. Ms Hyma
9. Mrs Priyanka
10. Mr Mahalingan
11. Mrs Sheena
12. Dr. Jyoti Shrivastava