



Children's Education Society (Regd.)

The Oxford College of Pharmacy

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Science, Karnataka;

Approved by Pharmacy Council of India, New Delhi)

Accredited by NAAC and International Accreditation Organization (IAO)

Ref No: TOCP/14/IQAC/2018-19

18th July 2018.

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 14th Internal Quality Assurance Cell (IQAC) meeting is scheduled on 22nd July 2018 at 4:00 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

AGENDA

1. Review of 13th IQAC MOM and action taken report for 2017-18.
2. Approval of Department wise timetables and plans for ensuring quality curriculum delivery.
3. Reconstitution of IQAC committee.
4. IQAC plan of actions for the academic year 2019-2020
5. Review of Add-On courses for year 2017-18.
6. Innovative teaching and learning adoption.

P. Padma

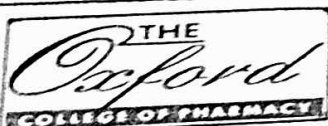
Chairperson

PRINCIPAL

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

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs



No.6/9, 1st Cross, Begur Road, Hongasandra, Bengaluru -560 068

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IQAC MINUTES OF THE MEETING 2018-2019

Date: 22nd July 2018

Time: 04:00 PM

AGENDA

1. Review of 13th IQAC MOM and action taken report for 2017-18.
2. Approval of Department wise timetables and plans for ensuring quality curriculum delivery.
3. Reconstitution of IQAC committee.
4. IQAC plan of actions for the academic year 2019-2020
5. Review of Add-On courses for year 2017-18.
6. Innovative teaching and learning adoption.

COMMITTEE MEMBERS:

S.NO	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	DR. PADMAA M. PAARAKH	PRINCIPAL	CHAIRPERSON	P. Padma
2	DR. C. MALLIKARJUNA SETTY	PROF. & HOD	MEMBER	Mallikarjuna Setty
3	DR. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jai Kumar
4	DR G. PARTHASARATHY	PROF. & HOD	MEMBER	G. Parthasarathy
5	DR. E. KARTHIKEYAN	ASSO. PROF. & HOD	MEMBER	Karthikeyan
6	MRS. LAVANYA N.	ASST. PROFESSOR	MEMBER	Lavanya N.
7	MRS.SONA MARIUM P.	ASST. PROFESSOR	MEMBER	Sona Marium P.
8	DR. SHEBA BABY JOHN	ASST. PROFESSOR	MEMBER	Sheba
9	DR. JYOTI SHRIVASTAVA	ASSOC. PROFESSOR	MEMBER	Jyoti
10	MRS. HYMA SARA VARGHESE	ASST. PROFESSOR	MEMBER	Hyma Sara Varghese
11	MR. RAMESH J.	LIBRARIAN	MEMBER	R. J.
12	MRS. JAYANTHI BAI	OFFICE ASSISTANT	MEMBER	Jayanthi Bai
13	DR. NAGARAJ R.	MANAGEMENT REPRESENTATIVE	MEMBER	Nagaraj R.
14	MR. MANIKANTH B. N.	STUDENT	MEMBER	Manikant B. N.
15	MR. RAGHAVENDRA S	ALUMNI	MEMBER	Raghu
16	MR. P. AJITH KUMAR	STAKEHOLDER	MEMBER	P. Ajith Kumar
17	DR. M.D. KARVEKAR	EXTERNAL EXPERT	MEMBER	Karvekar



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The IQAC Chairperson welcomed all members to the meeting.

Agenda 1: Review of 13th IQAC MOM & ATR

- IQAC Committee members discussed and analysed the MOM and action taken report of previous IQAC 2017-18.
- Committee members suggested that all the ongoing activities should be completed in the defined timelines.

Resolution:

The committee members approved the MOM and action taken report of previous IQAC 2017-18.

Agenda 2: Approval of Department wise timetables and plans for ensuring quality curriculum delivery.

- Department heads and Dean academics presented timetables and plans, aligning with curriculum and resource availability.
- After discussion and optimization suggestions, all department-specific plans were unanimously approved.

Resolution:

The department-specific timetables and plans presented by department heads have been thoroughly reviewed and unanimously approved for implementation, ensuring quality curriculum delivery.

Agenda 3: Reconstitution of IQAC committee.

- Discussion was done for selecting the IQAC members, emphasizing representation from various departments and expertise in quality assurance processes.
- Explored the optimal composition of the committee, considering inclusion of faculty, administration, students, alumni, and external stakeholders.

Resolution:

Finalized IQAC member selection across departments, and confirm committee composition with faculty, administration, students, alumni, and external stakeholders.



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Agenda 4: IQAC plan of actions for the academic year 2019-2020

- Discussion is done about workshops, seminars, and training programs to be conducted for the next academic year to enhance the teaching skills, pedagogical techniques, and subject expertise of faculty members.
- Instructed to the department HODs to identify slow-learners & at-risk students, methods to implement for improving their academic performance.
- Discussed about how to encourage faculty and students to engage in research activities like RGUHS and other agencies to establish a research friendly environment.
- IQAC chairperson and members discussed to implement the periodic reviews, and evaluations to assess the effectiveness of IQAC initiatives.

Resolution:

Decision has been taken to enhance teaching-learning process to support at-risk students and conduct periodic evaluations for continuous improvement. IQAC decided to conduct the awareness sessions and capacity-building workshops to promote research literacy among faculty and students.

Agenda 5: Review of Add-On courses for year 2017-18.

- The IQAC chairperson stressed on status of Add-On courses like completion of courses as per the session plan, student satisfaction survey on courses, and learning outcomes.
- Discussion also done regarding to assess the quality and relevance of the curriculum content, learning materials, and instructional methods used in Add-On courses.

Resolution:

Completion of Add-On courses as per session plan, conduct of student satisfaction surveys, curriculum quality, relevance, and instructional methods to be assessed.

Agenda 6: Innovative teaching and learning adoption.

- Discussion has been done to introduce various digital tools to facilitate the development of understanding and learning capacity of student.
- Discussed to implement the interactive classroom activities using multimedia and visual aids to increase student participation and engagement.



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Resolution:

The IQAC resolved to introduce various digital tools to enhance students' understanding and learning capacity. Additionally, it was decided to implement interactive classroom activities using multimedia and visual aids to boost student participation and engagement.

P. Padua

Chairperson

PRINCIPAL

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ACTION TAKEN REPORT

Date	Minutes of Meetings	Resolution	Action taken
26/07/2018	IQAC team of TOCP has presented the action taken report of 13 th IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.	The committee members approved the MOM and action taken report of 13 th IQAC minutes.	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	Department heads and the Dean of Academics presented timetables and plans aligned with the curriculum and resource availability, which, after discussion and optimization suggestions, were unanimously approved.	The department-specific timetables and plans presented by department heads have been thoroughly reviewed and unanimously approved for implementation, ensuring quality curriculum delivery.	Department-wise Time tables and plan of actions were thoroughly reviewed and approved by IQAC Team.
	Discussed about IQAC members selection based on expertise in quality assurance and representation from different departments, including faculty, administration, students, alumni, and external stakeholders.	Finalized IQAC member selection across departments, and confirm committee composition with faculty, administration, students, alumni, and external stakeholders.	New IQAC members has been selected and included in the committee as members.
	Discussed about organizing workshops to improve teaching skills, and asked department heads to help struggling students, also discussed ways to encourage research to improve the quality.	Decision has been taken to enhance teaching-learning process to support at-risk students and conduct periodic evaluations for continuous improvement. IQAC decided to conduct the awareness sessions and capacity-building workshops to promote research literacy among	Decisions have been made to improve the teaching-learning process to support at-risk students and to conduct periodic evaluations for continuous improvement, along with plans to conduct awareness sessions and capacity-building workshops to promote research literacy



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		faculty and students.	among faculty and students as per IQAC directives.
	The IQAC Chairperson emphasized the completion status, student satisfaction, and learning outcomes of Add-On courses, and discussions assessed the quality and relevance of their curriculum content, learning materials, and instructional methods.	Completion of Add-On courses as per session plan, conduct of student satisfaction surveys, curriculum quality, relevance, and instructional methods to be assessed.	Ensured that all Add-On courses were completed as per the session plan by the course coordinators and initiated for student satisfaction survey which would help for the improvement of next academic year planning.
	Discussions were held on introducing digital tools to enhance students' understanding and learning capacity and on implementing interactive classroom activities using multimedia and visual aids to increase student participation and engagement	The IQAC resolved to introduce various digital tools to enhance students' understanding and learning capacity. Additionally, it was decided to implement interactive classroom activities using multimedia and visual aids to boost student participation and engagement.	ICT enabled classrooms using multimedia and visual aids to boost student participation was recommended by IQAC team.

P. Padua
Chairperson

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Ref No: TOCP/15/IQAC/2018-19

10th October 2018.

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 15th Internal Quality Assurance Cell (IQAC) meeting is scheduled on 15th October 2018 at 3:30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

AGENDA

1. Review of 14th IQAC MOM and ATR.
2. Discussion on implementation of proposed plans of actions.
3. Planning for FDP and conferences for the academic year.
4. Discussion on CIA methodologies adoption.
5. Any other discussion with the permission of chair.

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

P. Padma
Chairperson

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IQAC MINUTES OF THE MEETING 2018-2019

Date: 15th October 2018

Time: 3.30 PM

AGENDA

1. Review of 14th IQAC MOM and ATR.
2. Discussion on implementation of proposed plans of actions.
3. Planning for FDP and conferences for the academic year.
4. Discussion on CIA methodologies adoption.
5. Any other discussion with the permission of chair.

COMMITTEE MEMBERS:

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3	DR. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jaikp
4	DR G. PARTHASARATHY	PROF. & HOD	MEMBER	
5	DR. E. KARTHIKEYAN	ASSO. PROF. & HOD	MEMBER	Karthikeyan
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The IQAC Chairperson welcomed all members to the meeting.

Agenda 1: Review of 14th IQAC MOM and ATR.

- IQAC team of TOCP has presented the action taken report of 14th IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.

Resolution:

The committee members approved the MOM and action taken report of 14th IQAC minutes.

Agenda 2: Discussion on implementation of proposed plans of actions.

- IQAC Chairperson advised HODs to ensure the preparedness of the plan of actions to be implemented in the academic year 19-20. It has been informed HODs to concentrate on slow learners and also motivate the advanced learners to aim for better results and university ranks.
- Chairperson advised HOD's to get involved in all placement activities and motivate the students to actively participate in placements.
- Discussed on plan of action to improve research interest in students and to aim the research grants.

Resolution:

The IQAC Chairperson advised HODs to prepare action plans for the academic year 2019-2020, emphasizing attention to both slow learners and advanced students for better results and university ranks. Additionally, HODs were encouraged to actively engage in placement activities and research interest.

Agenda 3: Planning for FDP and conferences for the academic year.

- Discussion has been done about focus on ensuring alignment of the schedule and timeline of FDPs and conferences in the academic year calendar to avoid clashes with important events such as examinations, and other academic commitments.
- Discussion emphasised on the need for early planning and announcement of FDPs to allow faculty members and participants sufficient time for preparation, registration, and participation, thereby maximizing attendance and engagement.



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Resolution:

The discussion emphasized aligning FDPs and conferences with the academic calendar to prevent conflicts and stressed early planning for better participation and engagement.

Agenda 4: Discussion on CIA methodologies adoption.

- Discussed on assessment techniques suitable for CIA, such as assignments, projects, class tests, and viva to ensure comprehensive evaluation of students' progress and understanding throughout the academic term.
- Explored the ways to integrate CIA methodologies seamlessly into the curriculum to promote a continuous learning process and provide timely feedback to students, thus facilitating their academic growth and improvement.

Resolution:

Decision has been taken to implement assessing techniques like assignments, projects, class tests, and viva for CIA to ensure comprehensive evaluation, while exploring seamless curriculum integration to promote continuous learning and timely feedback for students' academic growth.

Agenda 5: Any other discussion with the permission of chair.

- RGUHS affiliation and PCI affiliation to be completed on time.
- IQAC chairperson instructed and also motivated HODs and Faculty about Shiksha Awards.

Resolution:

Resolved to ensure timely completion of RGUHS and PCI affiliations and faculty members to actively participate in the Shiksha Awards.

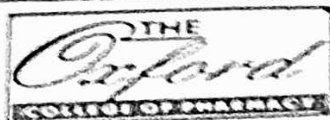
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Chairperson

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ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
20/10/2018	<p>IQAC team of TOCP has presented the action taken report of 14th IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.</p>	<p>The committee members approved the MOM and action taken report of 14th IQAC minutes.</p>	<p>The committee members approved the minutes of the meeting (MOM) and the action taken report.</p>
	<p>The IQAC Chairperson advised HODs to prepare action plans for the 2019-2020 academic year by supporting both slow and advanced learners, participating in placement activities, and fostering student research interest and grant applications.</p>	<p>The IQAC Chairperson resolute that HODs has to prepare action plans for the academic year 2019-2020, motivate the slow and advanced learners for improved results and university ranks. Additionally, HODs were encouraged to active involvement in placement activities and research interest.</p>	<p>Actions initiated to encourage students for better results and improve research interest and placement activities.</p>
	<p>The discussion emphasized aligning FDP and conference schedules with the academic calendar to avoid conflicts with key events and highlighted the importance of early planning and announcements to ensure faculty participation.</p>	<p>The discussion emphasized aligning FDPs and conferences with the academic calendar to prevent conflicts and stressed early planning for better participation and engagement.</p>	<p>Decided No of FDPs to be organised for the faculty individual growth and planning initiated to prevent the academic clashes.</p>



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	The discussion covered suitable CIA assessment techniques, integrating these methods into the curriculum for continuous learning and timely feedback.	Decision has been taken to implement assessing techniques like assignments, projects, class tests, and viva for CIA to ensure comprehensive evaluation, while exploring seamless curriculum integration to promote continuous learning and timely feedback for students' academic growth.	A decision was made to implement assessment techniques such as assignments, projects, class tests, and viva for CIA to ensure comprehensive evaluation.
	The completion of RGUHS and PCI affiliations on time was discussed, and the IQAC chairperson motivated HODs and faculty about the Shiksha Awards	Resolved to ensure timely completion of RGUHS and PCI affiliations and faculty members to actively participate in the Shiksha Awards.	The timely completion of RGUHS and PCI affiliations was ensured, and the IQAC chairperson motivated HODs and faculty about the Shiksha Awards.

P. Padma
Chairperson

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Ref No: TOCP/16/IQAC/2018-19

8th December, 2018

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 16th Internal Quality Assurance Cell (IQAC) meeting is scheduled on 14th December 2018 at 3.30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

AGENDA

1. Review of 15th IQAC MOM and ATR.
2. Review of Stakeholder Feedback on curriculum.
3. Discussion on Research Grants and Publications.
4. Student satisfaction survey and proposing corrective and preventive actions.

P. Padma
Chairperson

Copy to:

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IQAC MINUTES OF THE MEETING 2018-2019

Date: 14th December 2018

Time: 3.30 PM

AGENDA

1. Review of 15th IQAC MOM and ATR.
2. Review of Stakeholder Feedback on curriculum.
3. Discussion on Research Grants and Publications.
4. Student satisfaction survey and proposing corrective and preventive actions.

COMMITTEE MEMBERS:

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4	DR G. PARTHASARATHY	PROF. & HOD	MEMBER	Partasarathy
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IQAC Chairperson and the coordinators welcomed all members to the meeting

Agenda 1: Review of 15th MOM and action taken report.

- IQAC team of TOCP has presented the action taken report of previous external IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.

Resolution:

The committee members approved the MOM and action taken report of previous IQAC minutes.

Agenda 2: Review of Stakeholder Feedback on Curriculum.

- IQAC members were briefed an overview of the feedback from students, faculty, alumni, employers.
- The analysed stake holder feedback was presented to the member whereas stakeholder wise points were discussed where feedback is found satisfactory and scope for improvement.

Resolution:

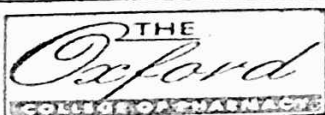
It was further resolved that the committee appreciated the efforts and suggested to continue the same. Also, the committee stressed that the areas identified for scope for improvement should be addressed immediately, and the action taken to be presented in the subsequent meetings and same to be forwarded to the Governing Council and same will be brought to the notice of RGUHS authorities during respective BOS meeting.

Agenda 3: Discussion on Research Grants and Publications.

- Discussed to implement initiatives to enhance faculty interest and motivation in pursuing research grants and publishing scholarly works.
- IQAC chairperson addressed on importance of conducting research methodology workshops to stimulate student interest in research and publication opportunities.
- Discussed methodologies and approaches for effective alignment and achievement of research and publication objectives.

Resolution:

Resolute to Implement initiatives to boost faculty interest in research grants and publishing, emphasize conducting research methodology workshops for student engagement, and ensure research and publication objectives.



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Agenda 4: Student satisfaction survey and proposing corrective and preventive actions.

- Discussed to review the results of the student satisfaction survey, highlighting key findings and areas of concern.
- IQAC chairperson stressed to identify the concerns such as teaching quality, facilities, support services, or campus environment.
- Discussed to establish a timeline for implementing the proposed actions and monitoring progress.

Resolution:

It was resolved to review the results of the student satisfaction survey, focusing on key findings and areas of concern, including teaching quality, facilities, support services, and campus environment. Additionally, a timeline will be established for implementing proposed actions and monitoring progress to address the identified issues effectively.

P. Padma
Chairperson

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2. Member Secretary, IQAC
3. All HODs



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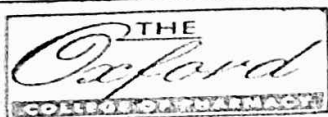
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ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
20/12/2018	The IQAC team of TOCP presented the action taken report from the 15 th IQAC meeting to the committee members, who emphasized completing all ongoing activities within defined timelines.	The committee members approved the MOM and action taken report 15 th IQAC minutes.	The IQAC team of TOCP will ensure that all ongoing activities are executed according to the defined timelines as suggested by the committee members.
	IQAC members presented stakeholder feedback, highlighted curriculum strengths and areas for improvement, and discussed assigning responsibilities for executing the necessary improvements.	It was resolved to compile stakeholder feedback and create actionable plans based on identified strengths and areas for improvement. Responsibilities were assigned to relevant departments or individuals to implement changes, with continuous monitoring and feedback for ongoing curriculum enhancement, the same will be forwarded to GC and RGUHS.	Stakeholder feedback was compiled, actionable plans were developed, responsibilities were assigned, and a system for continuous monitoring and also forwarded to GC and RGUHS.
	The committee discussed initiatives to enhance faculty interest in research grants and publications, emphasized the importance of research methodology workshops for students, and explored effective methodologies for achieving research and publication objectives.	Resolute to Implement initiatives to boost faculty interest in research grants and publishing, emphasize conducting research methodology workshops for student engagement, and ensure research and publication objectives.	Initiatives taken to boost faculty interest in research grants and publishing were implemented, research methodology workshops for student engagement were conducted.



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	<p>The committee reviewed student satisfaction survey results, identified key concerns in teaching quality, facilities, support services, and campus environment, and discussed establishing a timeline for implementing actions and monitoring progress.</p>	<p>It was resolved to review the student satisfaction survey results, focusing on key concerns such as teaching quality, facilities, support services, and campus environment. A timeline will be established to implement proposed actions and monitor progress effectively.</p>	<p>The student satisfaction survey results were reviewed, key concerns were identified, and a timeline was established to implement proposed actions and monitor progress effectively.</p>
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P. Padma
Chairperson

PRINCIPAL

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RefNo: TOCP/17/IQAC/2018-19

20th March 2019

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 17th Internal Quality Assurance Cell (IQAC) meeting is scheduled on 26th March 2019 at 3:30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

AGENDA

1. Review of 16th IQAC MOM and action taken report
2. Discussion on progress on proposed academic initiatives.
3. Discussion on NAAC related works.
4. Conduction of academic and administrative audits.
5. Any other discussion with the permission of chair.

P. Padma
Chairperson

PRINCIPAL

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Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs



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IQAC MINUTES OF THE MEETING 2018-2019

Date: 26th March 2019

Time: 3:30 PM

AGENDA

1. Review of 16th IQAC MOM and action taken report
2. Discussion on progress on proposed academic initiatives.
3. Discussion on NAAC related works.
4. Conduction of academic and administrative audits.
5. Any other discussion with the permission of chair.

COMMITTEE MEMBERS:

S.NO	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	DR. PADMAA M. PAARAKH	PRINCIPAL	CHAIRPERSON	P. Padma
2	DR. C. MALLIKARJUNA SETTY	PROF. & HOD	MEMBER	C.M. Setty
3	DR. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jai Kumar
4	DR. G. PARTHASARATHY	PROF. & HOD	MEMBER	G. Parthasarathy
5	DR. E. KARTHIKEYAN	ASSO. PROF. & HOD	MEMBER	E. Karthikeyan
6	MRS. LAVANYA N.	ASST. PROFESSOR	MEMBER	Lavanya N.
7	MRS. SONA MARIUM P.	ASST. PROFESSOR	MEMBER	Sona Marium P.
8	DR. SHEBA BABY JOHN	ASST. PROFESSOR	MEMBER	Sheba Baby John
9	DR. JYOTI SHRIVASTAVA	ASSOC. PROFESSOR	MEMBER	Jyoti Shrivastava
10	MRS. HYMA SARA VARGHESE	ASST. PROFESSOR	MEMBER	Hyma Sara Varghese
11	MR. RAMESH J.	LIBRARIAN	MEMBER	R. J.
12	MRS. JAYANTHI BAI	OFFICE ASSISTANT	MEMBER	Jayanthi Bai
13	DR. NAGARAJ R.	MANAGEMENT REPRESENTATIVE	MEMBER	Nagaraj R.
14	MR. MANIKANTH B. N.	STUDENT	MEMBER	Manikanth B. N.
15	MR. RAGHAVENDRA S	ALUMNI	MEMBER	Raghu S.
16	MR. P. AJITH KUMAR	STAKEHOLDER	MEMBER	P. Ajith Kumar
17	DR. M.D. KARVEKAR	EXTERNAL EXPERT	MEMBER	M.D. Karvekar



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IQAC Chairperson and the coordinators welcomed all members to the meeting

Agenda 1: Review of 16th IQAC MOM and ATR

- IQAC team of TOCP has presented the MOM and action taken report of 16th IQAC meeting to the committee members.

Resolution:

The committee members approved the MOM and ATR of 16th IQAC.

Agenda 2: Discussion on progress on proposed academic initiatives.

- HODs have prepared action plans for the academic year 19-20, to support slow learners' remedial classes have been implemented.
- HODs have also actively engaged to improve research interest among students. Seminars and workshops have been conducted to boost the students towards research.

Resolution:

HODs have prepared action plans for the academic year 19-20, incorporating remedial classes for slow learners and conducting seminars and workshops to enhance research interest among students.

Agenda 3: Discussion on NAAC related works

- Discussed about the key indicators of each criterion, capacity building, document preparation and also the stakeholder's involvement for the upcoming cycle.
- Decided conduct the Mock evaluation to check the preparedness of the AQAR.
- Discussion has been done on extension activities and other workshops & FDPs.

Resolution

Decided to prioritize understanding key indicators, capacity building, document preparation, and stakeholder involvement, workshop, FDP for the upcoming cycle. Additionally, agreed to conduct a Mock evaluation to ensure AQAR readiness.

Agenda 4: Conduction of Academic and Administrative Audits.

- IQAC discussed on the conduction of academic and administrative audits for quality improvement.
- The Committee discussed on formation of team which is responsible for conducting the audits and guidelines were provided to ensure a thorough and efficient audit process.



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Agenda 5: Any other discussion with the permission of chair.

- IQAC team discussed about the website updation and important events and faculty details to be updated in the college website.
- HODs instructed about the sessional examinations and Co-curricular activities should be conducted as per the schedule by the allotted faculty.

Resolution:

Recommended for updation of the college website with events and faculty information. Also, directed HODs to ensure sessional examination conduction and Co-curricular activities run on schedule.

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

P. Padua
Chairperson

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ACTION TAKEN REPORT

Date of the Meeting	Minutes of Meeting	Resolution	Action Taken Report
01/04/2019	IQAC team of TOCP has presented the MOM and action taken report of 16 th IQAC meeting to the committee members.	The committee members approved the MOM and ATR of 16 th IQAC.	The IQAC team of TOCP will ensure that all ongoing activities are executed according to the defined timelines as suggested by the committee members.
	HODs have prepared action plans for the academic year 19-20, implementing remedial classes for slow learners and conducting seminars and workshops to enhance students' research interest.	HODs have prepared action plans for the academic year 19-20, incorporating remedial classes for slow learners and conducting seminars and workshops to enhance research interest among students.	HODs have implemented the prepared action plans for the academic year 19-20, including the conduction of remedial classes for slow learners and organizing seminars and workshops to enrich the research interest among students.
	Discussion covered defining key indicators, capacity building, document preparation, and stakeholder involvement for the upcoming cycle. Additionally, a Mock evaluation was scheduled to assess AQAR readiness, and extension activities, workshops, and FDPs were discussed.	HODs have prepared action plans for the academic year 19-20, incorporating remedial classes for slow learners and conducting seminars and workshops to enhance research interest among students.	Key indicators for criteria, capacity building, document preparation, and stakeholder involvement were defined. A Mock evaluation assessed AQAR readiness. Extension activities, workshops, and FDPs were scheduled and executed as planned.



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	The IQAC team discussed on formation of team for of Academic and Administrative Audits for quality improvement.	Agreed to form a team for conduction of Academic and Administrative Audit.	Initiated to form a college team for Academic and Administrative Audit.
	The IQAC team discussed updating the college website with important events and faculty details, and HODs were instructed to ensure sessional examinations and co-curricular activities are conducted as per the schedule by the allotted faculty.	Recommended for updation of the college website with events and faculty information. Also, directed HODs to ensure sessional examination conduction and Co-curricular activities run on schedule.	Examination committee finalizes the sessional exam timetable and Co-curricular activities are also initiated by the respective committee.

P. Padma
Chairperson
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