



# MOTHER TERESA COLLEGE OF PHARMACY

(Approved by AICTE & Affiliated to O.U. & Recognised by P.C.I.)

N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

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## Internal Quality Assurance Cell (IQAC)

### Minutes of the Meeting - IQAC - 2022-23

S.NO	ITEMS	DATE
1	Meeting No:1	08/07/2022
2	Meeting No:2	12/10/2022
3	Meeting No:3	06/01/2023
4	Meeting No:4	21/05/2023



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## IQAC COMPOSITION 2022-2023

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Mrs. V. Lavanya	
		Mr. M. Santosh	
		Ms. Umanjali	Uma.
		Mr. B. Dinesh	Bdinesh
6.	Nominees From Local Society, Students and Alumni	Mr. Sharan	SR
		Shreya Kiran	Shreya
		Shiva	Sh.
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	TKr.



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## Internal Quality Assurance Cell (IQAC)

### MINUTES OF THE MEETING

Date: 08.07.2022

The First IQAC meeting for the academic year 2022-2023 has been held on 08.07.2022 in the Board Room at 2.30 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Mr. G. Vijay Kumar	
Members			
5.	Faculty Members	Mrs. P. Prapulla	
		Mr. D. Rajkumar	
		Mr. M. Santosh	
		Ms. Umanjali	
6.	Nominees From Local Society, Students and Alumni	Mr. Nareen	
		Shreya Kiran	
		Shiva	
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	



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## Agenda:

- i. To improve academic performance and graduation rates.
- ii. To encourage pupils to participate in co-curricular and extra-curricular activities.
- iii. To encourage faculty members to conduct research.
- iv. To discuss the impact of the parents-teachers meeting, which was held for all disciplines.
- v. To talk about submitting a proposal to AICTE, CSIR, and DST.
- vi. Report on feedback and actions taken

## The Minutes of the meeting are as follows:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all the members for the first Internal Quality Assurance Cell meeting.
2. All the IQAC members introduced themselves to others.
3. Discussed about the academic results and the graduation rate of the students and campus placement.
4. It was decided that Research and Development need to be strengthened and all the departments are instructed to establish Centre of Excellence.
5. Result analysis meeting for April/May 2022 Examinations was conducted to discuss about the merits and demerits of the result.
6. The Parents Teacher Meet conducted for all disciplines was analyzed. It was decided to felicitate the toppers of university examination.
7. To conduct administrative and academic audit during every year to ensure the quality functioning of the institution.
8. All the members were requested to accelerate the research, consultancy and publication activities of their respective department.
9. All the departments conducted the club activities and insisted the Professional body membership to develop the student's individual personality.
10. All the members and respective in charges were requested to provide the relevant data in a complete form as per the format.
11. Heads were advised to visit various colleges having Research Centre to acquire knowledge in order to improve research activities.



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12. Placement Officer was advised to accelerate the employability skills by conducting value added courses, implant training and internship to meet the industry needs.
13. NSS Coordinator was instructed to motivate the students to take part in social activities through NSS.
14. Heads of all the departments were instructed to apply for various projects through AICTE, CSIR and DST.
15. It is decided that input from alumni and parents must be added to the University Convocation application form, which must be completed. With regard to industrialist/employer feedback, it is resolved that industrialists/employers be included in statutory bodies such as Boards of Studies, School Boards, and so on. This will make it easier to receive input from them and will aid the University in developing its curricular aspects. Furthermore, the University Placement Unit is tasked with delivering and collecting input from this group of stakeholders.
16. The conference was adjourned when the IQAC coordinator presented a vote of gratitude.

Coordinator / IQAC

Chairperson / IQAC

Copy to:

Chairman

Director

Principal

IQAC Cell and All HODs



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## MINUTES OF THE MEETING

Date: 12. 10.2022

The First IQAC meeting for the academic year 2022-2023 has been held on 12. 10.2022 in the board Room at 2.30 p.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr-V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby	
3.	Management Representative	Mr-P. Somasekhar	
4.	Administrative Officer	Mr-G. Vijay Kumar	
Members			
5.	Faculty Members	Mr-D. Rajkumar	
		Mrs-P. Prapulla	
		Mr-M. Santosh	
		Ms. Umanjali	
6.	Nominees From Local Society, Students and Alumni	Mr-Naveen	
		Shreya Kiran	
		Shiva	
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	



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## Agenda:

- To form Guidelines for students Mentoring
- To conduct awareness program on outcome based education
- Article publication in the International Conference and Journal
- Entrepreneurship and start-ups
- Feedback on facilities

## The Minutes of the meeting are as follows:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all the members for the first Internal Quality Assurance Cell meeting.
2. All the IQAC members introduced themselves to others.
3. A student mentoring is being done as per the set guidelines; performance improvement of students is being proof.
4. A two-day workshop on Outcome based Education have been organized. The Faculty members are benefitted by the expert take on Outcome based education.
5. Heads are instructed to motivate the faculty to publish papers in reputed conference and journals.
6. Members instructed to the heads as a Students benefitted by expert talks on Entrepreneurship and start-ups being arranged.
7. Feedback on facilities is taken and the analysis report has been submitted to the management for improvement. Management fulfilled the facilities requirement.
8. Heads are instructed to conduct Parents- teachers meeting as per OU instruction on 14.10.2022
9. The Dean IQAC suggested that if the 'Academic Profile of the Faculty' includes the fields that gather information, according to the Academic Performance Indicator (API) categories, it shall help and facilitate IQAC's task of verification of applications of Career Advancement Schemes (CAS) etc.
10. The R&D Co-ordinator proposed that he would facilitate the calculation of Impact factor and H-Index by providing appropriate links which help in calculate academic Profile of the Faculty.
11. IQAC coordinator proposed the vote of thanks and the meeting came to an end.



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N.F.C. Nagar, ~~Chotkover, Medchal~~ Dist. T.S.

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Coordinator / IQAC

Chairperson / IQAC

Copy to:

Chairman  
Director  
Principal  
IQAC Cell and All HODs





# MOTHER TERESA COLLEGE OF PHARMACY

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N.F.C. Nagar, Ghatkesar, Medchal Dist. T.S.

## Internal Quality Assurance Cell (IQAC)

### MINUTES OF THE MEETING

Date: 06.01.2023

The minutes of meeting for the academic year 2022-2023 held on 06.01.2023 in the Board Room at 11.00 a.m.

The Following members were present:

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. V. Kiran Kumar	
2.	Convener / Coordinator of the IQAC	Mrs. Zeenath Ruby	
3.	Management Representative	Mr. P. Somasekhar	
4.	Administrative Officer	Ms. G. Vijay Kumar	
Members			
5.	Faculty Members	Mr. D. Rajkumar	
		Mr. M. Santosh	
		Mrs. P. Prapulla	
		Ms. Umanjali	
6.	Nominees From Local Society, Students and Alumni	Mr. Naveen	
		Shreya Kiran	
		Shiva	
7.	Nominees From Employers / Industrialists / Stakeholders	Mr. T. Kiran	



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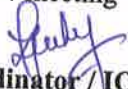
## Agenda:

- A review of the quality improvement efforts is on the agenda.
- Examining academic performance

## The Minutes of the meeting are as follows:

The meeting began with the principal making an introductory statement regarding the importance of the Internal Quality Assurance Cell and its functions.

1. The IQAC coordinator welcomed all members to the fourth Internal Quality Assurance Cell meeting.
2. The minutes of the previous meeting were examined.
3. Examined the Workshops, Seminars, and Guest Lectures that were held by all departments
4. Academic classes and related activities must be completed in accordance with the schedule.
5. It is planned to undertake R&D activities for students with a CGPA of more than 7.0 during the first hour of the next semester.
6. Discussed the subject allocation for the odd semester 2023-2019.
7. Reviewed the outcomes of the students' and faculty members' visits to industry, as well as the students' internships.
8. Told that Professional Body activities, Department Association activities, and Club activities will be carried out in accordance with the strategic plan.
9. It was determined to focus on students who were behind in Mathematics I and establish plans to help them catch up by closely mentoring them. S&H/HOD were informed of the situation.
10. The results of these audits will be addressed at the next IQAC meeting to determine the appropriate corrective actions and remedial steps.
11. The meeting was adjourned when the IQAC coordinator moved a vote of thanks.

  
Coordinator / IQAC

  
Chairperson / IQAC

## Copy to:

Chairman  
Director  
Principal  
IQAC Cell and All HODs