



# SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA

College for Women (Sponsored by the Exhibition Society, Tarnaka, Secunderabad)

Affiliated to Osmania University, Approved by AICTE & PCI

ISO : 9001:2015 Certified Institution

NBA Accredited B.Pharmacy Course

Ref.: SNVPMV/

Date :

15/02/2021

## ORDER

### Establishment of Internal Quality Assurance Cell (IQAC)

To ensure effective planning, guidance and monitoring of quality assurance and quality enhancement activities within our college. We have planned an Internal Quality assurance mechanism.

To establish an **Internal Quality assurance Cell (IQAC)** within our college, the following composition and structure can be considered.

S. No	Name	Designation	Signature
1	Dr. N. Srinivas, Director	Chairperson	<i>N Srinivas</i>
2	Dr. A.V. Srikanth, Vice Chairman	Member	<i>A V Srikanth</i>
3	Sri V. Pradyumna, GB Member	Member	<i>V Pradyumna</i>
4	Mrs. A. Sushma, GB Member	Member	<i>A Sushma</i>
5	Dr. V. Jyothi, Principal	Member	<i>V Jyothi</i>
6	Dr. S. Hemalatha, Associate Professor	Member	<i>S Hemalatha</i>
7	Dr. T. Saritha Jyostna, Professor & HOD	Member	<i>T Saritha</i>
8	Dr. B. Haarika, Associate Professor & HOD	Member	<i>B Haarika</i>
9	Dr. S. Anuradha, Associate Professor	Member	<i>S Anuradha</i>
10	Dr. K. Neelima, Associate Professor	Member	<i>K Neelima</i>
11	Mrs. S. Muni Sireesha, Assistant Professor	Member	<i>S Muni Sireesha</i>
12	Mrs. P.M. Sameera, Assistant Professor	Member	<i>P M Sameera</i>
13	Mrs. Navaneetha, AAO	Member	<i>Navaneetha</i>
14	Dr. T. Venu, Professor & HOD	Co-Ordinator	<i>T Venu</i>

The duration of the cell shall be for Two (2) years from the date of issue of these orders

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S. Lalaguda, Tarnaka,  
Secunderabad - 500 017, Telangana, INDIA.

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28/11/2022

## Circular

The Internal Quality Assurance Cell (IQAC) within our college was reconstituted on 15/02/2021. After the reconstitution of the committee, it is proposed to conduct a meeting on **30/11/2022, Thursday at 11 AM** on the college premises to discuss the academic planning and other issues about the administration and examinations in the college

S.No	Name	Designation	Signature
1	Dr. N. Srinivas, Director	Chairperson	
2	Dr. A.V. Srikanth, Vice Chairman	Member	
3	Sri V. Pradyumna, GB Member	Member	
4	Mrs. A. Sushma, GB Member	Member	
5	Dr. V. Jyothi, Principal	Member	
6	Dr.S. Hemalatha, Associate Professor	Member	
7	Dr. T. Saritha Jyostna, Professor & HOD	Member	
8	Dr. B. Haarika, Associate Professor & HOD	Member	
9	Dr. S. Anuradha, Associate Professor	Member	
10	Dr. K. Neelima, Assistant Professor	Member	
11.	Mrs. S. Muni Sireesha, Assistant Professor	Member	
12.	Mrs. P.M. Sameera, Assistant Professor	Member	
13	Mrs. S. Navaneetha, AAO	Member	
14	Dr.T. Venu, Professor & HOD	Co-Ordinator	



PRINCIPAL

Sarojini Naidu Vanita Pharmacy Maha Vidyalaya  
Vijayapuri Colony, S.Lalaguda, Tarnaka,  
Secunderabad-500 017.



**SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA**

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## **Internal Quality Assurance Committee**

### **Minutes of NAAC IQAC Committee Meeting.**

**Date: 30th November 2022**

### **Conduct of the Meeting:**

**IQAC Committee Meeting held on dated 30th November 2022 at 11:00. AM.**

### **AGENDA**

1. To discuss the status of actionable points from the previous meeting.
2. Discussion on points raised by the NBA inspection team and action to be taken against queries.
3. Discussion on conducting projects for M Pharmacy students by using HPLC and UV spectroscopy in the laboratory.
4. Discussion on celebrations of Freshers Day for the newly joined students.
5. Discussion on whether all the committees like Anti-ragging, Grievance cell, Academic cell, etc. are functioning efficiently or not and enquired about what the actions taken by them when a query came from students.





### **Points discussed**

#### **Agenda 1: To discuss the status of actionable points from the previous meeting.**

Dr. N. Srinivas, Chairperson of IQAC committee started the meeting and discussed the status of the previous meeting's actionable points:

1. Conducted various certificate and add-on courses from each department which benefitted the students. So many students participated and did the course.
2. Faculty from different departments were appointed to conduct counseling services, career guidance, and academic support for the benefit of students. Various counseling sessions were conducted for the students who needed them.
3. Faculty from other colleges were appointed to conduct mock inspections related to NBA and verified the documents and suggested the changes wherever it is required. The criteria in charge noted down the points told by them and made the corrections.

#### **Agenda 2: Discussion on points raised by the NBA inspection team and action to be taken against queries.**

Dr. T. Venu, Co-Ordinator of IQAC proposed to discuss the points raised by the NBA team during an inspection in August 2022. Regarding mentoring, suggestions were made for improvement. The faculty was suggested to attend the FDP program with a minimum duration of 7 days and not less than that which did not have any weightage.





**Agenda 3: Discussion on conducting projects for M Pharmacy students by using HPLC and UV spectroscopy in the laboratory.**

Dr. A.V. Srikanth, Vice chairman, and IQAC Member proposed to utilize the HPLC and UV instruments present in the laboratory to the maximum extent by the M. Pharmacy students. All the members discussed designing of quality experiments to be performed on HPLC which can be further proceeded with publication in a reputed journal with a good impact factor.

**Agenda 4: Discussion on celebrations of Freshers Day for the newly joined students.**

Dr. K. Anuradha Associate Professor, IQAC Member proposed to discuss conducting Freshers Day celebrations in a grand way to welcome our lovely freshers into the SNVPMV family. The planning required to conduct the event. All the members agreed to frame the teams for the smooth conducting of the event.

**Agenda 5: Discussion on whether all the committees like Anti-ragging, Grievance cell, Academic cell, etc. are functioning efficiently or not and enquired about what the actions were taken by them when a query came from students.**

Dr. B. Haarika, Associate Professor & HOD, IQAC member proposed to have a discussion on the various committees functioning and update on regular meetings and the action taken by them whenever any query came from the students. The IQAC members decided to meet the individual committee Chairpersons and take the update on their committee.



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### Actionable Points:


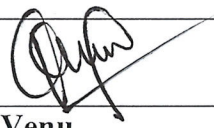
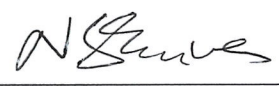
1. Decided to implement the uniform method in mentoring and also give counseling sessions for the students who need counseling and carrier point of view can also give guidance to the students.

Decided to encourage the faculty members to attend 1 week/more than 1-week FDP programs as a part of their continuous learning.

2. Decided to utilize HPLC and UV to the maximum extent by conducting project works for the PG students and publishing them in quality journals.

3. Decided to conduct freshers' day celebrations for the newly admitted students of 1<sup>st</sup> year.

4. Decided to conduct meetings with various cells and know about their functioning and how responsible towards the complaints.

Prepared by	Checked by	Approved by
		
Dr. S. Hemalatha IQAC Member	Dr. T. Venu, IQAC Co-Ordinator	Dr. N. Srinivas, IQAC Chairperson





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27/10/2021

## Circular

The Internal Quality Assurance Cell (IQAC) within our college was reconstituted on 15/02/2021. After the reconstitution of the committee, it is proposed to conduct a meeting on **30/10/2021, Saturday at 2PM** on the college premises to discuss the academic planning and other issues about the administration and examinations in the college

S.No	Name	Designation	Signature
1	Dr. N. Srinivas, Director	Chairperson	
2	Dr. A.V. Srikanth, Vice Chairman	Member	
3	Sri. V. Pradyumna, GB Member	Member	
4	Mrs. A. Sushma, GB Member	Member	
5	Dr. V. Jyothi, Principal	Member	
6	Dr. S. Hemalatha, Associate Professor	Member	
7	Dr. T. Saritha Jyostna, Professor & HOD	Member	
8	Dr. B. Haarika, Associate Professor & HOD	Member	
9	Dr. S. Anuradha, Associate Professor	Member	
10	Dr. K. Neelima, Assistant Professor	Member	
11.	Mrs. S. Muni Sireesha, Assistant Professor	Member	
12.	Mrs. P.M. Sameera, Assistant Professor	Member	
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## **Internal Quality Assurance Committee**

### **Minutes of NAAC IQAC Committee Meeting.**

**Date: 30th October 2021**

### **Conduct of the Meeting:**

**IQAC Committee Meeting held on dated 30th October 2021 at 02:00. PM.**

### **AGENDA**

1. To discuss the status of actionable points from the previous meeting.
2. To discuss the implementation of patient counseling sessions for junior students by senior students on specific diseases to improve subject knowledge along with communication skills.
3. To discuss the formation of teams for aligning the required documents from various departments for undergoing university and NBA accreditations.
4. Discussion on making MOU with industries to fill the gap between industry and college.
5. To discuss on the introduction of club activities in the timetable to improve the overall personality of the students.



## **Points discussed**

### **Agenda 1: To discuss the status of actionable points from the previous meeting.**

Dr. N. Srinivas, Chairperson of the IQAC committee started the meeting and discussed the status of the previous meeting's actionable points:

1. The timings of the library are extended for the sake of students
2. The college registered with the TASK program and made the students enroll in this program.
3. Planning was done to conduct seminars and workshops and also the speakers for the conference were also arranged.
4. Faculty are taking regular feedback from the students related to academic activities as a part of the continuous learning process.

### **Agenda 2: To discuss the implementation of patient counseling sessions for junior students by senior students on specific diseases to improve subject knowledge along with communication skills.**

Mrs. A. Sushma, G.B. Member proposed to conduct counseling sessions for the junior students by the senior on some topics in the academic curriculum which enhances the subject knowledge as well as the communication skills of the patient. The proposal is completely accepted by all the members of the IQAC committee and also proposed to be implemented for the knowledge and interpersonal skills among the students.



**Agenda 3: To discuss the formation of teams for aligning the required documents from various departments for undergoing NBA accreditation.**

Dr. V. Jyothi, Principal and IQAC member proposed to form teams for aligning the required documents from various departments as a process of undergoing a renewal of NBA accreditation process. The proposal was completely accepted by all the members of the IQAC and it was resolved to form different in-charges for the collection of documentation for renewal of NBA accreditation.

**Agenda 4: Discussion on executing MOU with industries to fill the gap between industry and college.**

Dr. T. Venu, Co-ordinator of IQAC proposed to make MOU with industries to fill the gap between industry and college. It not only facilitates internships, Industrial visits, campus placements for the students. The proposal was completely accepted by all the members of the IQAC committee and decided to implement it as per the five-year academic planning.

**Agenda 5: To discuss on the introduction of club activities in the timetable to improve the overall personality of the students.**

Dr. N. Srinivas, Chairperson of IQAC committee proposed to introduce club activities in the regular timetable which improves the overall personality of the students by organizing clubs every week. The proposal was completely accepted by all the members of the IQAC committee and decided to implement it as per the five-year academic planning.





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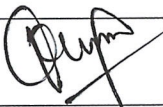

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### Views/ Suggestions:

All Members have given valuable suggestions in each of the agenda.

### Actionable Points:

1. Conducting patient counseling sessions for the students
2. Formation of teams among the faculty members to procure documentation required for accreditation of the various bodies.
3. Identify the industries and make MOU with the industries
4. Introduction of clubactivities and encourage the students to organize on their own.

Prepared by	Checked by	Approved by
		
Dr. K. Neelima, IQAC Member	Dr.T.Venu, IQAC Co-Ordinator	Dr. N. Srinivas, IQAC Chairperson





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14/02/2022

## Circular

The Internal Quality Assurance Cell (IQAC) within our college was reconstituted on 15/02/2021. After the reconstitution of the committee, it is proposed to conduct a meeting on **16/02/2022, Wednesday at 3PM** on the college premises to discuss the academic planning and other issues about the administration and examinations in the college.

S.No	Name	Designation	Signature
1	Dr. N. Srinivas, Director	Chairperson	
2	Dr. A.V. Srikanth, Vice Chairman	Member	
3	Sri. V. Pradyumna, GB Member	Member	
4	Mrs. A. Sushma, GB Member	Member	
5	Dr. V. Jyothi, Principal	Member	
6	Dr. S. Hemalatha, Associate Professor	Member	
7	Dr. T. Saritha Jyostna, Professor & HOD	Member	
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10	Dr. K. Neelima, Assistant Professor	Member	
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### **Points discussed**

#### **Agenda 1: To discuss the status of actionable points from the previous meeting.**

Dr. N. Srinivas, Chairperson of IQAC committee started the meeting and discussed the status of the previous meeting's actionable points:

1. Conducted patient counseling sessions for the students as a part of continuous learning. It will continue as a regular student club activity.
2. The Principal of the college made teams among faculty members to procure the required documentation for accreditation processes.
3. Identified a few industries for making MOU with them and the process initiated from the college side
4. Introduced club activities on a regular timetable and framed clubs and encouraged the students to enroll in the different clubs as per their interest.

#### **Agenda 2: Discussion on academic status and activities of newly admitted students of the academic year 2021-2022.**

Dr. T. Saritha Jyostna, Principal and IQAC member proposed to discuss the status of academic activities for the newly admitted students. She also proposed to take feedback from both the faculty as well as and analyze the feedback to take necessary action. Even other members of the IQAC also suggested taking the regular feedback and analyzing them and taking the necessary action based on the feedback.

#### **Agenda 3: Discussion on Encouraging research and innovation among faculty and students. They can contribute to the advancement of knowledge and the improvement of teaching methods.**

Dr. B. Haarika, Associate Professor and IQAC member proposed to discuss the innovation and research among faculty and students which further helps in





the advancement of knowledge and the improvement of teaching methods. Other IQAC members also proposed to encourage the students to write reviews and research articles. The faculty members are also encouraged to write proposals and submit them to different bodies to get approval.

**Agenda 4: Discussion on encouraging students to enroll in internshala and NPTL programs.**

Dr. S. Hemalatha, Associate Professor and IQAC member proposed to discuss the enrollment of programs like Internshala and NPTL programs by both the students and faculty members which helps to update their knowledge in the subject as well as the topic of their interest. Other IQAC members also agreed with the proposal and decided to encourage the students for their enrollment.

**Agenda 5: To discuss the establishment of an R&D cell and formation committee to see the relevant activities.**

Dr. T. Venu, Co-Ordinator of IQAC proposed to form an R&D cell and formation of a committee to see the research activities conducted at college. Other IQAC members also proposed to put one in charge faculty to monitor and update all the research activities conducted at the college regularly.

**Views/ Suggestions:**

All Members have given valuable suggestions in each of the agenda.



## SAROJINI NAIDU VANITA PHARMACY MAHA VIDYALAYA


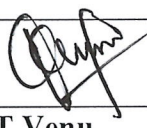
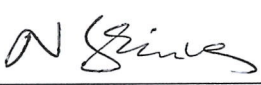
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### Actionable Points:

1. Decided to collect the feedback from the students and analyze them to take the necessary action.
2. Decided by the members to encourage the faculty members to carry out research activities and update their knowledge.
3. Decided to enroll the faculty and students in courses in NPTEL and Internshala programs.
4. Decided to establish an R& D cell and appoint one Incharge faculty member to monitor the regular activities.

Prepared by	Checked by	Approved by
		
Mrs. S. Muni Sireesha IQAC Member	Dr. T. Venu, IQAC Co-Ordinator	Dr. N. Srinivas, IQAC Chairperson

