

St. James College of Pharmaceutical  
Sciences, Chalakudy

**IQAC**

This is to certify that this IQAC registers contain 1 to 120 pages.



*[Signature]*

**Dr. K. KRISHNAKUMAR BSc, M.Pharm, Ph.D.**  
Principal  
St. James College of Pharmaceutical Sciences  
St. James Medical Academy, GH road  
River Bank, Chalakudy - 680 307

The following members were present:

- Dr. K. Krishna Kumar - Principal, SJCOPS Chairperson
- Rev. Fr. Tijo Alappatt - Associate Director, SJCOPS
- Mrs. David Palayoor - Variety Pharmaceutical Store
- Mrs. Aji Varghese - Asst. Professor, SJCOPS
- Mrs. Lincy George - Asst. Professor, SJCOPS
- Dr. David Paul - Asst. Professor, SJCOPS
- Mrs. Rosmin Jacob - Asst. Professor, SJCOPS
- Mrs. Rinku Jayaprakash - Asst. Professor, SJCOPS
- Mrs. Asa Samuel - Asst. Professor, SJCOPS
- Mrs. Aravind R. - Asst. Professor, SJCOPS
- Ms. Domy Lonappan - Alumni Nominee
- Mr. Jeswin Davis C - College student
- Dr. Dineshkumar B - IQAC Coordinator

Leave of absence was received from the following members: NIL

MINUTES OF THE FIRST IQAC MEETING HELD ON  
10.10.2019 (THURSDAY) AT 9.30 AM IN THE BOARD  
ROOM OF ASSOCIATE DIRECTOR, SJOPS, CHALAKUDI

### The Agenda

1. Initiation of NAAC accreditation process
2. Strengthening of ICT tools for teaching.
3. Strengthening of mentor-mentee meeting
4. Faculty Development programme (FDP) / Training Programme for teaching staffs.
5. Awareness of NAAC Accreditation process among teaching and non-teaching staffs.
6. Introduction of add-on course for students.
7. Automation of library for students activities.

The IQAC meeting was started with salient prayers. The Chairperson welcomed all members to the first meeting of newly constituted IQAC of SJOPS. Chairperson briefly explained the composition, role and functioning of IQAC as per NAAC guidelines of 2019.

### Minutes

#### Minutes No: 1

Resolved to constitute seven committees one for each of Seven NAAC Criteria with committee members details as given in Annexure-1 to look after the planning, execution and documentation of activities to enhance the performance of the institution related to the criteria.

#### Minutes No: 2

Resolved to provide LCD projector and internet connectivity, to each class-room, for effective teaching.

ANNEXURE - 1

NAAC accreditation Committee members

Criteria - 1 : Curricular Aspects

- 1. Mrs. Ajivarughan (convenor)
- 2. Dr. Smitika K Nair
- 3. Mrs. Silvipriya
- 4. Ms. Domy Lohappan

Criteria - 2 : Teaching-Learning and evaluation

- 1. Mrs. Lincy George (convenor)
- 2. Mrs. Meena Chandran
- 3. Mrs. Anushim Paul
- 4. Dr. Kavitha M.P
- 5. Dr. Alifet Raju
- 6. Mrs. Kavitha UB
- 7. Mrs. Krishnapriya K.A.

Criteria - 3 : Research, Innovations and Extension

- 1. Dr. David Paul (convenor)
- 2. Ms. Rishmi C Varkkey
- 3. Dr. Grace Thomas
- 4. Dr. L. Panayappan
- 5. Dr. K. Jayaprakash

Criteria - 4 : Infra Structure and Learning Resources

- 1. Mrs. Rosmin Jacob (convenor)
- 2. Mrs. Gurnee Elias
- 3. Mrs. Happy Thomas
- 4. Mrs. Anena George

Criteria - 5 : Student Support and progression

- 1. Mrs. Rinky Jayaprakash (convenor)
- 2. Mrs. Maria George
- 3. Mrs. Amala Pety K.
- 4. Dr. Krishnaprabha C
- 5. Ms. Shrinu Thomas



Minutes No: 3

Resolved to strengthen the mentor-mentee programme by making the mentor-mentee meeting compulsory and minutes to be submitted to Head of the Department (HOD). HOD shall take steps for effective implementation of the programme.

Minutes No: 4

Resolved to advise all the staff members to attend Faculty Development Programme / Training programme either offline or online like NPTEL, SWAYAM etc.

Minutes No: 5

Resolved to insist the staff members to use ICT enabled teaching learning system like Moodle, Google form, Google Classroom and Zoom etc. apart from using audio visual aid in class room teaching.

Minutes No: 6

Resolved to sensitize the teaching staffs on NAAC accreditation programme through seminar on NAAC accreditation process using the service of (Rev Fr. Anil Konyoth, IQAC member St. Thomas College, Thrissur) and other experts.

Minutes No: 7

Resolved to introduce add-on courses, for students on recent development in the pharmaceutical field which are not part of curriculum.

Minutes No: 8

Resolved to computerize the library and students activities with following softwares.

1. Library Management System: To maintain the record of the library activities like availability

Criteria 6 : Governance, Leadership and Management

1. Mrs. Asa Samuel (convenor)
2. Mrs. Binny T Abraham
3. Mrs. Rizwana

Criteria 7 : Institutional Values and Best practices

1. Mr. Aravind R (convenor)
2. Mrs. Akhila Jophy
3. Mrs. Mariya Davis
4. Ms. Saleh Martin

of books in the library, issue, return or renewal of books etc.

2. College Management Software: To manage students enrollment admissions, students & faculty attendance, fees, scheduling, assignments, grades and details of the college library.

The chairperson thanked all members for their participation in the IQAC meeting. The meeting came end by 11.00am.

*K. Senthil*  
10/11/2019



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