Date : 17/08/24.

Circular

13th Internal Quality Assurance Cell (IQAC) Meeting

Date : 23.08.24 [Friday]
Time : 3 PM onwards
Venue : IQAC Cell - SJCOPS

In Connection with quality initiatives by SJCOPS-IQAC, Internal Quality Assurance Cell (IQAC) Meeting has been scheduled on 23.08.24 [Friday] at 3PM onwards in the IQAC cell SJCOPS, Chalakudy.

Agenda :-

13.1. Action Taken Report on 12th IQAC meeting held on 08.02.24
13.2. KUHS-QAS Accreditation Anspection.
13.3. IQAC activity calender 24-25
13.4. Student Induction Program 2024 Batch.
13.5. Faculty Development Unit
13.6. Revision of Feedback system.
13.7. Add-on-Courses and value-Added courses 2024-2025
13.8. Any other matters.

All the members are requested to attend the IQAC meeting without fail.

Coordinator
Internal Quality Assurance Cell
St. James' College of Pharmaceutical Science
Chalakudy

ST. JAMES COLLEGE OF PHARMACEUTICAL SCIENCES
RIVER BANK
CHALAKUDY
680 307

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

13th Internal Quality Assurance Cell (IQAC) Meeting

Attendance sheet 23.08.24.

MEMBERS

1. Rev. Fr. Manoj Mekkadath
2.
2. Dr. k. Krishnakumar 23/08/24
3. Dr. k. Kannan
4. Dr. Vincy George 23/8/24
5. Mrs. Meena Chandeen for 23/8/2024
6. Mrs. Rosmin Jacob 23/8/24
7. Mrs. Rinku Jayaprakash For 23/8/24
8. Mrs. Asa samuel 23/8/24
9. Mrs. Aji Varghese
10. Dr. Sathishkumar M 23/8/24
11. Mrs. Smitha P.V
12. Mrs. Tesmy Jaiju
13. Mrs. Tom Diaz
14. Mr. Raphel Mathew
15. Mr. Dawid Palyoor
16. Mr. Babu Moothedan
17. Mr. Joji V.J
18. Dr. Dinesh kumar B. B. D. 23/8/24
19. Kasthika Rajendran Kasthika.
20. GIFTY. N. SHAH 23/8/24 23/8/24.

ST. JAMES COLLEGE OF PHARMACEUTICAL SCIENCES
RIVER BANK
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680 307

13th Internal Quality Assurance cell meeting

Date : 23.08.24 Time : 2 pm Venue : IQAC Cell, Office

Minutes of Meeting :-

~~Date~~ Motivation

The IQAC coordinator welcomed all the members of IQAC to the meeting. All members except Mr. David Pahyar [the industry expert] and Mr. Raphel Mathew [entrepreneurship representative] were present for the meeting.

Then the IQAC Chairperson proposed the following agenda to the members for detailed discussion and approval

13.1 Action taken report on 12th IQAC meeting held on 08.02.2024 and confirmation of minutes.

The action taken report on 12th IQAC meeting was presented to all the members. Since there were no changes in the minutes of the last meeting, all the members unanimously ~~egg~~ agreed to confirm the minutes of the previous meeting.

Sl No	12th IQAC Resolutions	Action Taken
12.2	KUHS-OBS Mock Inspection: Proposed date: 20.03.24	The OBS mock inspection was conducted on 08.05.2024 [wednesday] and a report obtained from external experts, and necessary actions were taken. It was resolved that use of same reports as Academic Administrative Audit [AAA]-

S.No	12th IQAC Resolutions	Action Taken
		- external audit report 2023-24
12.3	KUHS-QAS application submission: Proposed date 27.03.24.	KUHS-QAS application was submitted on 19.08.24 [Monday]
12.4	KUHS-QAS proposed date of inspection 17.04.24 24.04.24 02.05.24	KUHS QAS Team visit in the QAS application. 03.10.24 [Thursday] 08.10.24 [Tuesday] 15.10.24 [Tuesday]
12.5	IQAC activity calender 2024	IQAC activity calender 2024 was prepared with proposed date.
12.6	NAAC Benchmark Review	Benchmark report prepared and submitted for IQAC review
12.7	Strengthening the activity of reconstituted committee's	Various statutory and non-statutory committees were reconstituted and meeting was conducted.
12.8	Faar Certificate for each graduate Student.	The proposed budget and topic for Add-on, value-added, skill enhancement, and ability enhancement courses were prepared by IQAC and submitted for approval.
12.9	Revision of course outcome for all programme.	The course outcome for all programs was revised and is currently under review with IQAC.
12.10	Designing template and forms for documentation.	Template was designed to document the college activities. Feedback forms were revised and collected through the

No	12th IQAC Resolutions.	Action Taken.
		Google forms for academic year 2023-24 documentation.
o.11	Newsletters.	Pharmacy practice newsletter [issue No.15] 2024 was published The college newsletter, IQAC newsletter, NSS newsletter, alumni newsletter, PTA newsletter, LLC newsletter, and training and placement newsletter are under progress for the academic year 2023-24.
2.12	Any other matters.	
	a) Best Library utilization award.	Criteria for the best Library utilisation Award were prepared and submitted for college council approval.
	b) Entrepreneurship training for graduate students.	Entrepreneurship training for graduate students. conducted on 15.03.24 - 16.03.24.
	c) Sports and cultural activities	Sports activity was conducted on 18.04.24. Cultural activity was conducted on 23.05.24.
	d) PTA fund collection:	A PTA account was started in South Indian Bank on 06.08.24 [Tuesday] and funds were collected. Criteria for utilisation of PTA funds to be finalised by PTA

S.No	12th IQAC Resolutions.	Action Taken.
		executive committee meeting.
	c) Research incentives	ISRC committee received the application from faculty. It will be ~~submitted~~ reviewed and report will be submitted to management for approval.

13.2. KUHS-QAS Accreditation Registration form along with a fee of Rs 1 lakh was submitted on 19.8.2024. It was resolved to conduct mock QAS inspection along with external academic and administrative audit with external experts before KUHS-QAS Handholding visit.

13.3 IQAC activity calender 24-25 with proposed dates of completion and level of activity. It was resolved to approve the proposal.

3.4. It was resolved to conduct the student induction programme for B.Pharm and Pharm D 2024 Batch Students in the last week of September 2024.

3.5 It was resolved to establish the Faculty Development unit as per the UGC and KUHS geridelines. It was further recommended to conduct 3 days faculty development programme as per KUHS guidelines on or before February 2025.

.6 It was resolved to revise the feedback form template for different stakeholders and activities and submit it for IQAC review and approval on or before December 2025.

13.7 It was resolved to approve the add on courses, value added courses 2024-2025. Suggestions on the topic of these courses by the IQAC members was considered and finalised.

13.8 Any other matters:

1. It was resolved to publish PTA Newsletter annually.
2. It was resolved to review and submit AQAR 2023-2024 on or befor 31st october.
3. It was resolved to prepare and publish a bidecennial magazine to celebrate 20 years of SJCOPS.
4. It was resolved to establish Pharmacology simulation lab along with Digital library/computer lab.

B. D 24/08/24
Coordinator
Internal Quality Assurance Cell
St. James' College of Pharmaceutical Science
Chalakudy

24.8.24
Dr.K.KRISHNAKUMAR Sec., M.pharm., Ph.D
Principal
St. James College of Pharmaceutical Sciences
St. James Medical Academy, GH Road
River Bank, Chalakudy - 680 307

DS part of Kuts QAS inspection
21/11/24
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21/11/24

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