

No. UCPB/IQAC/Committee/2017-18

Date: 01-8-2017

Attention: IQAC members

The 1<sup>st</sup> meeting of the Internal Quality Assurances Cell (IQAC) is scheduled at 3.00 pm on 4/8/2017 at the College premises, Venue: Principal's Chamber, you are requested to attend the same without fail.

ITEM No	Agenda Agenda Point
1	Introduction of IQAC members by Chairperson
2	Opening words by Chairperson
3	Introduction speech by Mr. P.Goverdhan Reddy IQAC Coordinator
4	Welcoming members and self-introduction of the members
5	IQAC Role, Objectives and Functions demonstrated by Coordinator
6	IQAC Contribution to Teaching-Learning Process
7	Any suggestion/ ideas
8	Any other matter with the permission of the chair.



Mr.P.Goverdhan Reddy

IQAC Co-Ordinator



Dr..Kiran Kumar

Principal and Chairman of IQAC  
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**UNITY COLLEGE OF PHARMACY**  
**RAIGIRI (V), BHONGIR (M),**  
**YADADRI BHONGIR (DT)**

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1. Circulation among IQAC members
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Principal  
**PRINCIPAL**  
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**YADADRI BHONGIR (DT)**

## IQAC Meeting 1:

The meeting of IQAC members of Unity College of Pharmacy, Raigir is held on 4/8/2017 in the principal's chamber at 3.00 pm to discuss the agenda given in the circular. The following members are present. Minutes of Meeting of first IQAC

With reference to item No.1: The committee was constituted as per the 12th plan guidelines for establishment and monitoring of the IQAC in college.

S.No	Name of the member	Actual Designation	Designation in the Committee	Mobile number
1	Dr.V.Kiran Kumar	Principal	Chairman	9032832111
2	Mr.P.Goverdhan Reddy	Director	Co-Ordinator	9866111190
3	Dr.M.Paul Richards	Associate Professor	Member	8142127244
4	Dr.Y.Ganesh	Associate Professor	Member	9949142411
5	Mr.S.Raghuraman	Associate Professor	Member	9959585745
6	Mr.B.Sudhakar	Associate Professor	Member	9989304484
7	Dr.K.Someshwar	Managing Director KP Labs Ltd, Hyderabad	Member	8885111163
8	N.Karunasree	Student	Member	9989589772
9	N.Mamatha	Alumni	Member	9640493454
10	G Syamsuder Reddy	Parent	Member	8328289026

  
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**With reference to item No.2:** Opening words by Chairperson Chairman discussed on the formation of IQAC cell at UCPB and responsibilities. The committee was constituted as per the 12<sup>th</sup> plan guidelines for establishment and monitoring of the IQAC in college (2012-17).

**With reference to item No.3:** Introduction Speech by Mr. P.Goverdhan Reddy, IQAC Coordinator. IQAC coordinator discussed on the goals of IQAC, functions of IQAC, and benefits of IQAC.

**With reference to item No.4:** Self introduction of the members  
All the members constituted above introduced them self.

**With reference to item No.5:** About IQAC

In the meeting the following items are discussed in detailed. All the members agreed to follow the IQAC functions.

**The functions of IQAC were discussed and informed the committee members.**

### **1. Goals**

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance of the College
- To promote measures for institutional functioning towards quality enhancement through internationalization of quality culture and institutionalization of best practices

### **2. The IQAC functions**

- Development and application of quality benchmarks
  - Parameters for various academic and administrative activities of the institution
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters to all stakeholders
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles

  
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- Documentation of the various programs/activities leading to quality improvement
- The Institution for coordinating quality-related activities, including adoption and dissemination of best practices

- Periodical conduct of Academic and Administrative Audit and its follow-up

### 3. Benefits of IQAC

- Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement
- Ensure internalization of the quality culture
- Ensure enhancement and coordination among various activities of the institution and institutionalize all good practices
- Provide a sound basis for decision-making to improve institutional functioning
- Act as a dynamic system for quality changes
- Build an organized methodology of documentation and internal communication

**With reference to item No. 6:** IQAC Contribution to Teaching - Learning process. Measures taken to improve Teaching-Learning process are discussed and summarized.

A) IQAC monitors the teaching abilities of faculty and take necessary measures to improve teaching skills.

B) Implementation of Teaching/ Learning process using Multimedia Lectures, CBT lectures, NPTEL video lectures, webinars etc.

C) Faculty Orientation Programmes are organized in the beginning of every Academic year in basic pedagogy.

D) Guest lectures in various domains by eminent academicians, Technologists, Researchers etc.

E) Science, Technology and Engineering & Mathematics based training to meet global needs.

F) Appraisal done at the end of every academic year.

G) Incentives to faculty for research, research publications and qualification up gradation.

H) IQAC monitors the faculty to use latest teaching methodologies in the class room.




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- I) IQAC encourages staff members to publish papers in reputed journals.
- J) Development of Quality Benchmark/ parameters for various academic and administrative activities of the institute.
- K) Organization of workshops, seminars and quality related themes.
- L) Conduction internal quality, academic quality audit periodically.
- M) Student's feedback is collected and analyzed to improve the quality of teaching and necessary action taken on the faculty with low feedback.

**With reference item No. 7:** Any suggestion/ideas.

**With reference item No. 8:** Any other matter with the permission of the chair.

**End of the minutes**

  
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