



St.Peter's

Institute of Pharmaceutical Sciences

Sponsored by St. Peter's Educational Association, Reg.No.777/1980

Vidyanagar, Warangal Urban-506 001, Telangana, India

Ph: Off: 0870-2567303, Mobile: 9000001196

(Approved by AICTE, PCI, New Delhi, Govt. of TS and Affil. to Kakatiya University, Warangal)

Website: www.stpeters.co.in, Email: spipswgl@gmail.com

Internal Quality Assurance Cell (IQAC)

Annual Report

Academic Year: 2020-2021

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**INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021
COMPOSITION OF THE IQAC**

S.No	Nature of Membership	Name(s)
1.	Chairperson	Dr. Rajeshri Dhurke
2.	Convener / Coordinator of the IQAC	Dr. Praveen Devanandan
3.	Management Representative	Mrs. Y. Sridevi
4.	Administrative Officer	Mr. P. Vivekananda Prasad
Members		
5.	Faculty Members	Dr. P. Ranadheer Chowdary
		Ms. Manusri Naredla
		Mr. G. Sandeep 
		Mrs. P. Anusha
6.	Nominees From Local Society, Students and Alumni	Mr. S. Sandesh Kumar
		Mr. Rohan Rayabaram
		Sri. N. Prashanth Reddy
7.	Nominees From Employers / Industrialists / Stakeholders	Dr. N. VijayKumar

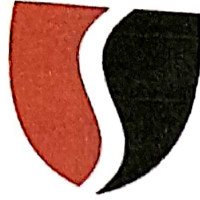

Coordinator / IQAC

Chairperson / IQAC

Copy to:

- Chairman
- Principal
- IQAC Cell and All HODs





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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021
MINUTES OF MEETING

Venue: BOARD ROOM

Date: 09/03/2020

Time: 03:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. Rajeshri Dhurke	
2.	Convener / Coordinator of the IQAC	Dr. Praveen Devanandan	
3.	Management Representative	Mrs. Y. Sridevi	
4.	Administrative Officer	Mr. P. Vivekananda Prasad	
Members			
5.	Faculty Members	Dr. P. Ranadheer Chowdary	
		Ms. Manusri Naredla	
		Mr. G. Sandeep	
		Mrs. P. Anusha	
6.	Nominees From Local Society, Students and Alumni	Mr. S. Sandesh Kumar	
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Agenda:

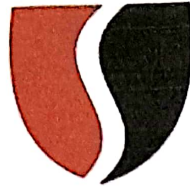
- Academic Planning
- Online activities
- Perspective plan
- Activity Planning
- Technical Skill Training
- Co-curricular Activity for Faculty
- Implementing new Mentor mentee system
- Procure of Lab Equipment

Proceedings of the Meeting:

IQAC coordinator invited all the members of IQAC to this meeting. The agenda points were Discussed details and the action is taken accordingly.

Agenda Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	Review of previous IQAC meeting.	-	13.08.20	Department Members	Members noted the Action taken on the previous meeting and noted the tasks still pending.
2	Online classes and activities as per Instruction	IQAC chairperson explained the procedure to conduct Online class activities and how to improve the student interest during online classes.		Department Members	HODs need to collect all the Recording link of respective classes and submit to IQAC at the End of the semester.
3	Academic Planning for the 2020-21 Odd semester and CAC Meeting tentative dates.	Academic calendar should submit with entire planning of the each department activities.	20.08.20	Department	Department Academic calendar should verified and give the recommendation if required.
4	To conduct extracurricular and co-curricular activities in this AY: 2020-21 like Workshops/Guest Lectures/FDPs/Confe	Tentative Event list for the AY:2021 Odd Semester should submit by Department	03.09.20	With respect to the event. Report sent by the Department to IQAC cell	Decision taken to conduct Engineering Workshops/Guest Lectures/FDPs/Conferences/Sports Activities





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	rences/Sports Activities				
5	Technical Skill Trainings to Students for Placements	Tentative placement activities list for the AY:2021 Odd Semester should submit by the Placement Director	03.09.20	Placement Director	Decision taken to initiate and conduct the technical skill trainings to students for placements
6	To implement New Mentor Mentee System	Mentor Mentee Minutes signed by every week and submit to Principal Monthly once for verification	Now onwards	Department Members and respective class in-charges.	It is decided to implement the mentor mentee system in all the departments of the institution
7	Improve the ICT based activities	To conduct workshop on how to create ICT lectures	12.10.20	NAAC Coordinator.	It decided to conduct SWAYAM/MOOCs awareness workshop on how to create ICT lectures and the same has been approved
8	Step to improve the skill set for the students	To conduct skills training based workshops for students	19.10.20	Department	Decision taken to conduct soft skills training for all the UG students
9	Laboratory equipment's and Library procurements	Lab maintenance and Equipment/ Consumable/ Library books purchase as per change of syllabus	10.09.20	Department	It is decided to take laboratory equipment's and library procurements from all the laboratories & library and approved the same


Coordinator / IQAC


Chairperson / IQAC

Copy to:

Chairman
Director
Principal
IQAC Cell and All HODs





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MINUTES OF MEETING

Venue: BOARD ROOM

Date: 19/07/2020

Time: 10:00AM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. Rajeshri Dhurke	
2.	Convener / Coordinator of the IQAC	Dr. Praveen Devanandan	
3.	Management Representative	Mrs. Y. Sridevi	
4.	Administrative Officer	Mr. P. Vivekananda Prasad	
Members			
5.	Faculty Members	Dr. P. Ranadheer Chowdary	
		Ms. Manusri Naredla	
		Mr. G. Sandeep	
		Mrs. P. Anusha	
6.	Nominees From Local Society, Students and Alumni	Mr. S. Sandesh Kumar	
		Mr. Rohan Rayabaram	
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Agenda:

- Induction Program
- Virtual Lab
- Orientation Program
- CO's and PO's
- Signing of MOAs/MOUs
- National/International Conferences

Proceedings of the Meeting:

DEAN IQAC invited all the members of IQAC to this meeting. The agenda points were discussed in details and the action is taken accordingly.

Item No.	Points Discussed	Resolution	Target Date	Responsibility	Action Plan
1.	Induction Program for the faculty	To conduct induction Programme to the newly joined faculty.	24.07.20	NAAC coordinator	It has been decided and approved to conduct Induction programmes for the newly joined faculty
2.	Virtual lab classes and online class status	Heads are instructed to take theory classes and send the recording link to the students for the reference. Lab course also instructed to conduct using VLab	Monthly Report	HODs	HODs need to collect all the Recording link of respective V-Lab details and submit to IQAC at the End of the semester.
3.	Orientation Program Report	Orientation Programme has scheduled on 01.07.2020 to 15.07.2020 for the first year students.	03.08.20	HODs	Report was analyzed and remedial steps to be instructed based on the student feedback.
4.	Cos, Pos and attainment	Co and Po mapping and attainment calculation, Guidelines to prepare and implement course files with attainment.	-	HODs	Attainment level analysis in every course and Instruction given to improvement for forthcoming





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					semesters
5.	Signing of MOUs with Industries/Research Institutions	Each Department Hods should get MoU with reputed Industry related to student skill development basis	11.08.20	HODs	Decision taken to make Memorandum of Understanding with various Industries/NGOs/Research organizations.
6.	To conduct International Conferences	International Conference	17.08.20	Conference Convener	Conference Organizing Committee members and strategic plan was discussed and confirmed.
7.	To Organize the various FDP/Guest Lecture/Workshops/awareness programme for the AY 2020-21	Tentative dates should be submit by the HODs , R&D Co-ordinator	28.07.20	HODs , R&D Co-ordinator, Club Co-ordinator,	Event coordinator, guest of the event has panned and approval got from Principal.


Coordinator / IQAC


Chairperson / IQAC

Copy to:

Chairman

Director

Principal

IQAC Cell and All HODs





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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021
MINUTES OF MEETING

Venue: BOARD ROOM

Date: 09/11/2020

Time: 03:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. Rajeshri Dhurke	
2.	Convener / Coordinator of the IQAC	Dr. Praveen Devanandan	
3.	Management Representative	Mrs. Y. Sridevi	
4.	Administrative Officer	Mr. P. Vivekananda Prasad	
Members			
5.	Faculty Members	Dr. P. Ranadheer Chowdary	
		Ms. Manusri Naredla	
		Mr. G. Sandeep	
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Agenda:

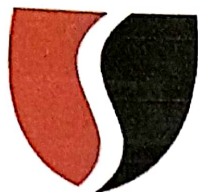
- CAC Meetings
- Review of Academic activities
- Student Club activities
- Website updating and organizing more seminars and student activities
- NAAC Accreditation
- Research Activities and Consultancy activities

Proceedings of the Meeting:

The meeting began with the principal's introductory remarks about the importance of the Internal Quality Assurance Cell and its functions. The Dean IQAC welcomed all members to the meeting, and following discussion of the agenda, the following decisions were reached. HOD was informed of the situation.

S.No.	Points Discussed	Resolution	Target Date	Responsibility	Action Plan
1	Review of the Academic year 2020-21- Odd Semester activity and planning for 2020-21 even Semester.	-	-	IQAC Coordinator	Academic year 2020-21 odd semester file was verified. Reviewed the tentative
2	Academic Planning for the 2020-21 Even semester and CAC Meeting tentative dates.	Instructed the HoDs to Submit College Advisory Committee and Program Assessment Committee finalized dates and Panellmember's details for current semester.	16.11.2020	HODs	CAC Minutes were reviewed.
3	The creation of additional student	IQAC instructed to create various student cubs in the institution	18.11.2020	HODs	The committees and club's heads





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	clubs in the Institution.	for improving their inter and intra personality skills.			are Instructed to submit the activity plan for the semester.
4	Website updating and organizing more seminars and student activities	Strategic plan & website updating to be followed Due to COVID -19, all the departments have to conduct online FDPs, Workshops, Webinars, Value added courses to our faculty, students and also for outside colleges.	23.11.2020	Website In charge	Website In charge should verified and keep on monitoring and report to the changes required.
5	NAAC Accreditation	Review meeting will be conduct criteria wise	-	NAAC Coordinator	NAAC Mack audit is scheduled and all criteria in charge should be ready for the file submission.
6	Research Activities and Consultancy activities.	All the faculty members are informed to publish their papers in SCI/SCIE/Scopus Indexed journals. Consultancy Project status was discussed with the respective Principal Investigator and team members	30.11.2020	R & D Coordinator	Motivated the faculty through Faculty Incentive Policies R&D Coordinator are instructed to get the activity report from the various research activity coordinator





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		IPR cell, EDC cell report should be submit to IIC every semester end for review			
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Coordinator / IQAC


Chairperson / IQAC

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Chairman

Director

Principal, IQAC Cell and All HODs





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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2020-2021
MINUTES OF MEETING

Venue: BOARD ROOM

Date: 06/03/2021

Time: 02:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Dr. Rajeshri Dhurke	
2.	Convener / Coordinator of the IQAC	Dr. Praveen Devanandan	
3.	Management Representative	Mrs. Y. Sridevi	
4.	Administrative Officer	Mr. P. Vivekananda Prasad	
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5.	Faculty Members	Dr. P. Ranadheer Chowdary	
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Agenda:

- Academic calendar received from the KU
- NAAC- Committee review
- Safety measures against the Pandemic

Proceedings of the Meeting:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions. The Dean IQAC welcomed all the members to meeting, discussing above agenda, the following decisions were made.

The committee had discussed the following activities:

S.No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	Review of the Academic year 2020-21- Even Semester activity and planning for 2021-22 ODD Semester.	-	-	HODs	Academic year 2020-21 even semester file was reviewed.
2	Preparation of academic activity based on the revised academic calendar received from the KU for the AY:2021-22 odd semester	Teaching learning Methodology and collection of lesson plan from every Department	10.03.21	HODs	Academic planning done based on the academic calendar sent by KU. It is received from various departments and discussed in details and approved the same which is enclosed for AY: 2021-22 ODD semesters





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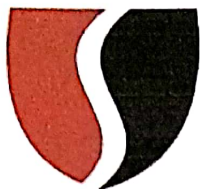
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3.	Various committee formed and reviewed for AY:2021-22	To create various Committees in the institution for improving the Academic and Administrative process.	10.03. 21	Research Coordinator	IQAC instructed to create various Committees in the institution for improving the Academic and Administrative process.
4.	NAAC- Committee review	NAAC Criteria in charges are asked to submit the details of the AY: 20-21.	12.03. 21	NAAC Coordinator	NAAC- Criteria in charges submitted files are reviewed.
5.	Academic Administration Audit	IQAC coordinator h has planned for Audit members list has been scheduled get approval from Principal	16.03.21 to 22.03.21	IQAC Coordinator	AA is planned on 22.03.21, The internal auditor and schedule will be announced.
	Safety measures against the Pandemic.	Academic year 2021-22 commenced on 06 th Sep 2021 onwards. Reopening the institution after the after the pandemic is a	31.03.21	Campus In charge	Inspected by the HODs, Dean and assure the cleanness was taken. The next semester class work is scheduled on 06.09.21





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		challenge. So an arranged setup has to be established when the students return to the college to take care of the safety of the all individuals.			
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Coordinator / IQAC


Chairperson / IQAC

Copy to:

Chairman

Director

Principal, IQAC Cell and All HODs

