



St. Joseph's College of Pharmacy

Approved by Pharmacy Council of India and affiliated to Kerala University of Health Sciences
Approved by Govt. of Kerala
Dharmagiri College Campus, Naipunnya Road, Cherthala-688524, Kerala, India
Tel : +91 478 2821546, +91 478 2821547, E-mail : principal@sjpharmacycollege.org



SJCP/IQAC/CIR/2024-25/6

06/01/2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

The Sixth Internal Quality Assurance Cell (IQAC) meeting (Academic year 2024–2025) will be convened on **17/01/2025 at 10:30 AM** in the IQAC Office. All IQAC members are requested to attend the meeting without fail.

Agenda:

1. Post Peer Team Visit review and recommendations – second visit analysis
2. Submission of AQAR 2024–2025 to NAAC
3. Academic planning and quality enhancement for B.Pharm, M.Pharm, and Pharm.D programmes
4. Research and publication strategies for faculty and students
5. Calendar finalization for co-curricular and extra-curricular activities

IQAC Coordinator

Dr. Bobby Johns G

IQAC Coordinator

**St. Joseph's College of Pharmacy,
Cherthala-688 524,
Kerala, India**

Copy to:

1. Chairperson
2. All IQAC members
3. File

Principal

Dr. Sr. Daisy P.A., M.Pharm, Ph.D

Principal

**St. Joseph's College of Pharmacy
Dharmagiri College Campus
Cherthala-688 524**





St. Joseph's College of Pharmacy

Approved by Pharmacy Council of India and affiliated to Kerala University of Health Sciences
Approved by Govt. of Kerala
Dharmagiri College Campus, Naipunnya Road, Cherthala-688524, Kerala, India
Tel : +91 478 2821546, +91 478 2821547, E-mail : principal@sjpharmacycollege.org



SJCP/IQAC/MOM/2024-25/6

17/01/2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE MEETING

The meeting of the Internal Quality Assurance Cell (IQAC) was held on 17/01/2025 at 10:30 AM in the IQAC Office. The meeting was chaired by the Principal and coordinated by the IQAC Coordinator. The Coordinator welcomed all members and presented the agenda items.

Proceedings and Discussions:

- Post NAAC accreditation and second Peer Team Visit (PTV) analysis were discussed in detail, with a focus on areas for improvement. The Principal and IQAC Coordinator congratulated all members for their efforts in achieving a B++ grade in NAAC, following two rigorous visits
- Criteria coordinators presented reflections and received feedback on the Peer Team's second visit. Action points were identified for quality enhancement and documentation improvement.
- Submission of AQAR 2024-2025 were discussed and time frame was set. (February-2025) Coordinators were asked to verify criterion-wise data.
- Academic Planning – B. Pharm, M. Pharm, and Pharm.D were discussed.
- Detailed discussions were held on academic improvements, syllabus completion, internal assessments, in all programs. HODs were instructed to monitor and report monthly academic progress.
- Discussion held on Research and Publications, YiP programs, IEDC and IIC activities.
- Faculty members were encouraged to publish at least one article in UGC-listed journals before the end of the academic year. A research committee was asked to identify funding opportunities.
- Co-curricular and Extra-curricular Activities were planned for the academic year.
- It is decided to update the College calendar with cultural, sports, and academic events. Each department was asked to plan at least one student-centered event per semester.
- The meeting concluded at 12:00 PM with a vote of thanks by the Principal.

IQAC Coordinator

Dr. Bobby Johns G
IQAC Coordinator

Copy to: **St. Joseph's College of Pharmacy,**

1. Chairperson **Cherthala-688 524,**
Kerala, India

2. All IQAC members

3. File



Principal

Dr. Sr. Daisy P.A., M.Pharm, Ph.D
Principal
St. Joseph's College of Pharmacy
Dharmagiri College Campus
Cherthala-688 524

[Accredited by NAAC & KUHS – Quality Assurance System]



St. Joseph's College of Pharmacy

Approved by Pharmacy Council of India and affiliated to Kerala University of Health Sciences
Approved by Govt. of Kerala
Dharmagiri College Campus, Naipunnaya Road, Cherthala-688524, Kerala, India
Tel : +91 478 2821546, +91 478 2821547, E-mail : principal@sjpharmacycollege.org

17/01/2025

INTERNAL QUALITY ASSURANCE CELL MEMBERS

S.No.	NAME	NAAC DESIGNATION	OFFICIAL DESIGNATION	SIGNATURE
1	Dr. Sr. Daisy PA	Chairperson	Principal	<i>Dr. Tesmi</i>
2	Dr. Sr. Betty Carla	Member-Management representative	Director	<i>Annadab</i>
3	Dr. Bobby Johns G	IQAC Coordinator	Professor & HOD-Pharmaceutics	<i>Bobby Johns</i>
4	Dr. Vinod B	Member-Teachers	Professor & HOD-Ph. Chemistry	<i>Vinod B</i>
	Dr. Thahimon PA		Professor & HOD-Pharmacology	<i>Thahimon</i>
	Dr. Praveen Raj R		Professor, Pharmaceutics	<i>Praveen</i>
	Dr. Kavitha Vasudevan		Professor & HOD-Pharmacognosy	<i>Kavitha</i>
	Dr. Jeny Samuel		Professor, Pharmacy Practice	<i>Jeny</i>
	Ms. Neena Rajan		Asst. Professor, Pharm.Chemistry	<i>Neena</i>
5	Mr. Shanoj VV	Member-Senior Administrative Officer	Personnel Relation Officer	<i>Shanoj</i>
6	Ms. Fasma Nargees	Member-Student	Student	<i>Fasma</i>
	Ms. Neha Joshi	Member-Alumni	Alumni	<i>Neha</i>
7	Adv. Jackson Mathew	Member-Local Society	Councilor, Cherthala Municipality	<i>Jackson Mathew</i>
8	Sr. Miriam	Member-Employer	Provincial Superior	<i>Miriam</i>
9	Ms. Arathi TS	Member-Industrialist	Head- R & D, Bipha Drug Laboratories Pvt. LTd, Kottayam	<i>Arathi</i>

Bobby Johns
IQAC Coordinator **Bobby Johns G**
IQAC Coordinator
St. Joseph's College of Pharmacy,
Cherthala-688 524,
Kerala, India



Dr. Tesmi
Principal
Dr. Sr. Daisy P.A., M.Pharm, Ph.D
Principal
St. Joseph's College of Pharmacy
Dharmagiri College Campus
Cherthala-688 524

[Accredited by NAAC & KUHS – Quality Assurance System]



St. Joseph's College of Pharmacy

Approved by Pharmacy Council of India and affiliated to Kerala University of Health Sciences

Approved by Govt. of Kerala

Dharmagiri College Campus, Naipunnaya Road, Cherthala-688524, Kerala, India

Tel : +91 478 2821546, +91 478 2821547, E-mail : principal@sjpharmacycollege.org



SJCP/IQAC/ATR/2024-25/6

Date: 31/01/2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK AND ACTION TAKEN REPORT

Following actions have been taken based on the decisions made during the IQAC meeting conducted on 17/01/2025:

Points Discussed	Action Taken
Post Peer Team Visit – Second Visit Analysis	Criteria Coordinators submitted department-wise feedback. A consolidated report was prepared and circulated among all departments for implementation of improvement measures.
Submission of AQAR 2024–2025 to NAAC	AQAR documentation nearly completed. The final draft was reviewed by the Principal & IQAC Coordinator and kept ready for submission to NAAC portal upon opening of AQAR submission window.
Academic Planning – B. Pharm, M. Pharm, and Pharm.D	Academic calendars for all three programs were updated. Monthly reporting of academic progress and student performance initiated.
Research and Publications	Research monitoring committee shared guidelines for UGC listed publications. Also enrolled B. Pharm eighth semester and Pharm.D final year students in YiP-7.0 program.
Co-curricular and Extra-curricular Activities	Events for each department were approved. College Union began preparations for the annual sports and cultural fest scheduled for June-July 2025.

Pr. Bobby Johns G
IQAC Coordinator
St. Joseph's College of Pharmacy,
Cherthala-688 524,
Kerala, India



Dr. Sr. Daisy P.A., M.Pharm, Ph.D
Principal
St. Joseph's College of Pharmacy
Dharmagiri College Campus
Cherthala-688 524

Copy to:

1. Chairperson
2. All IQAC members
3. File

[Accredited by NAAC & KUHS – Quality Assurance System]