



## 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/CIR/2022-23/3

10/07/2023

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

### CIRCULAR

The third Internal Quality Assurance Cell meeting for the academic year 2022-2023 will be convened on 19/07/2023 at 10:30 AM in the IQAC Office. All IQAC members are hereby informed to attend the meeting without fail.

#### Agenda

1. Overall Progress of NAAC accreditation
2. Exam related matters
3. Project work completion and evaluation for eighth semester
4. Project work publications
5. Program committee meetings

**IQAC CORDINATOR**

**PRINCIPAL**

Copy to:

1. Chairperson
2. All IQAC members
3. File



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



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SJCP/IQAC/MOM/2022-23/3

19/07/2023

### INTERNAL QUALITY ASSURANCE CELL (IQAC) MINUTES OF THE MEETING

The meeting started at 10:30 am on 19/07/2023. The IQAC coordinator formally welcomed the gathering and briefed the meeting agenda. The following points were discussed during the meeting.

- The overall Progress of NAAC accreditation process was briefed by Dr. Bobby Johns G, IQAC Coordinator.
- The coordinator detailed about documentation completed so far and discussed the target and time limits.
- Exam related matters of all present batches were discussed in detail and fixed a time table.
- Project work completion and evaluation for eighth semester were discussed and a time plan were given by the principal.
- The concerned HODs and subject in charges were entrusted with publication of eighth semester Project works.
- The Principal and IQAC coordinator urged all the HODs to conduct the Program committee meetings of semesters urgently to aid students in their study.
- The meeting ended at 11:45 pm with the principal's concluding remarks and vote of thanks.

**IQAC CORDINATOR**



**PRINCIPAL**

**Dr. Sr. Daisy. P.A, M. Pharm,PhD**  
**Principal**  
**St. Joseph's College of Pharmacy**  
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19/07/2023

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

S.No.	NAME	NAAC DESIGNATION	OFFICIAL DESIGNATION	SIGNATURE
1	Dr. Sr. Daisy PA	Chairperson	Principal	
2	Dr. Sr. Betty Carla	Member-Management representative	Director	
3	Dr. Boby Johns G	IQAC Coordinator	Professor & HOD-Pharmaceutics	
4	Dr. Vinod B	Member-Teachers	Professor & Head-Ph. Chemistry	
	Mr. Thahimon PA		Professor & Head-Pharmacology	
	Mr. R Praveenraj		Assoc. Professor	
	Dr. Raju A		Professor	
	Dr. Jeny Samuel		Assoc. Professor	
	Ms. Neena Rajan		Asst. Professor	
5	Mr. Shanoj VV	Member-Senior Administrative Officer	Personnel Relation Officer	
6	Ms. Neha Joshi	Member-Student	Student	
	Mr. Unnikrishnan TT	Member-Alumni	Alumni	
7	Mr. Jackson	Member-Local Society	Councilor, Cherthala Municipality	
8	Sr. Miriam	Member-Employer	Provincial Superior	
9	Ms. Arathi T	Member-Industrialist	Head- R & D and Technical Division, Bipha Drug Laboratories Pvt. Limited, Kottayam	



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SJCP/IQAC/ATR/2022-23/3

20/07/2023

### INTERNAL QUALITY ASSURANCE CELL (IQAC)

### IQAC FEEDBACK AND ACTION TAKEN REPORT

The following action has been taken for the IQAC meeting conducted on 19/07/2023 in the IQAC Office.

Points Discussed	Action Taken
Overall Progress of NAAC Accreditation Process	IQAC coordinator Dr. Bobby Johns G explained the progress of the work and target to achieve before uploading documents. Time deadlines were fixed.
Exam related matters	Principal briefed about the sessional and end semester exams. A complete time table for this purpose was made.
Project work completion and evaluation	The completion of Pharm eighth semester Project work and their evaluations were discussed and timetable fixed. Dr. Bobby was entrusted as the Project work coordinator.
Project work publications	The meeting entrusted subject in charges with publication of Eighth semester project works
Program committee meetings	UG and PG program committee meetings were conducted for the ongoing semesters.

IQAC CORDINATOR



PRINCIPAL

Dr. Sr. Daisy. P.A, M. Pharm, PhD  
Principal  
St. Joseph's College of Pharmacy  
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