



ADITYA COLLEGE OF PHARMACY

(Affiliated to JNTUK, Approved by AICTE)



(ADITYA NAGAR, ADB ROAD, SURAMPALEM 533 437, E.G.Dt, Ph.9949876664, 08852
200005)

Website: www.acop.edu.in Email: office@acop.edu.in

ACOP//IQAC/A.Y-2021-22

CIRCULAR

All the members of IQAC are informed to attend a meeting on 01-06-2022 at 11:00AM, Principal chamber. All are requested to attend the meeting without fail.

The agenda of the meeting is:

- 1) Conducting audit of academic files viz.,
 - A) Course files
 - B) Personal files
 - C) Lab files
 - D) Project files
- 2) Identification of IQAC representatives to audit the files

Heaven Chaver

PRINCIPAL & CHAIRMAN IQAC

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437





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Date:01-06-2022

Minutes of Meeting

The chairman of IQAC has addressed the members and discussed the following points:

1. The functions to be performed by the members.
2. Identification of IQAC representatives to conduct audit of various academic files
3. The IQAC representatives are 1.Mrs.N.Divya 2.Mrs.P.Vineela 3.Dr.K.Ramakrishna and the remaining members will assist in auditing.
4. Dates of Audit-14th & 15th of June

The meeting is ended with Vote Of Thanks.

Members who have attended the meeting are:

S.No	Member	Name of the person	Designation
1.	Chairperson	Dr. K .Ravi shankar	Professor, Principal
2.	IQAC coordinator	Mr.K.Venkateswarlu	Associate Professor
3.	Senior administrative officer	Mrs.K.Vedavati	Administrative officer
4.	Member from staff	Mrs.N.Divya	Associate Professor
5.	Member from staff	Dr.K.Rama krishna	Associate Professor
6.	Member from staff	Mrs.B.N.B.Vaidehi	Associate Professor
7.	Member from staff	Mrs.P.Vineela	Assistant Professor
8.	Member from student	B.Sudheer	B.pharmacy B. Prudhviraj

K. Venkateswarlu
Coordinator

CO-ORDINATOR
Internal Quality Assurance Cell



K. Venkateswarlu

PRINCIPAL & CHAIRMAN IQAC
PRINCIPAL

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Website: www.acop.edu.in Email: office@acop.edu.in

ACOP//IQAC/A.Y-2021-22

Date:17-6-2022

To

The Principal,

Respected sir,

Sub: Audit conclusion report

The audit was conducted by audit members on 14-6-22 & 15-6-22. It is recommended to chairman of the committee to implement the following.

S.No	Content	Observation
1.	Course file audit	Question banks of some subjects do not have answers. It will be good if separate keys are provided.
2	Lab file audit	Possible alternative experiments can be included in records at the last
3.	Personal file audit	Enrolment of faculty members in number of professional bodies is low. Individual time tables are not present.
4.	Project file audit	Project review committee list is not included

Signature of the members of audit team:

P. Venkatesh
N. Divya
P. Geetha
K. Venkatesh

K. Venkatesh

IQAC Coordinator

CO-ORDINATOR
Internal Quality Assurance Cell
Aditya College of Pharmacy



Suman Chandra

PRINCIPAL

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437