



ADITYA COLLEGE OF PHARMACY



(Affiliated to JNTUK, Approved by AICTE)

Approved by PCI, Accredited by NAAC A grade with 3.24

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

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

Ref : ACOP/IQAC/2023-24/1 /Circular

Date: 08-06-2023

CIRCULAR

All the members of IQAC are hereby informed that a meeting will be held on 12th June, 2023 at 2.00 PM in the principal chamber with the following agenda:

1. Discussion on outcomes of previous meeting
2. Tentative schedules
3. Conduction of webinars
4. Conduction of IQAC programs and monitoring committee works
5. Faculty development programs
6. Conduction of Audit
7. Conduction of student satisfaction survey
8. Proposal for initiation of two days conference
9. Preparation for FFC inspection and Autonomous process.
10. Proposal of forming electoral committee

Cc to: All members of IQAC

PRINCIPAL

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Aditya College of Pharmacy
SURAMPALEM-533 437





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Ref:ACOP/IQAC/2023-24/1 /Minutes

MINUTES OF IQAC AY 2023-24

12-06-2023

Time: 2:00 P.M

Venue: Principal chamber

The Chairman-IQAC welcomed all the members to the meeting.

The Coordinator presented the agenda and requested the Chairman-IQAC to start the meeting with the points of the agenda for discussion and the resolutions made are presented.

The meeting of IQAC of Aditya College of pharmacy held on 12th June, 2023 with the following agenda :

1. Discussion on outcomes of previous meeting
2. Tentative schedules
3. Conduction of webinars
4. Conduction of IQAC programs and monitoring committee works
5. Faculty development programs
6. Conduction of Audit
7. Conduction of student satisfaction survey
8. Proposal for initiation of two days conference
9. Preparation for FFC inspection and Autonomous process.
10. Proposal of forming electoral committee

Resolutions:

- ✓ In accordance with the previous meeting's discussion, quotations were acquired, and the institution, with management's assistance, bought the following equipment.
FTIR, Rotary evaporator and a deep freezer. Chairperson advised to conduct training sessions on the instrumentation.
The staff's enrolment in the pharmacy teachers' trust was also acknowledged by the chairperson, who noted that this had increased faculty membership in the professional bodies as previously highlighted.
- ✓ It was decided to obtain tentative schedules from the committees.
- ✓ Chairperson advised members of IQAC to initiate webinars. The decision to host webinars was made by the relevant departments.
- ✓ It was resolved to conduct programs in accordance with the schedule provided by IQAC and other schedules to be observed accordingly.

- ✓ For the 2022-23 AY, it was decided to perform a library audit and a project file audit. So, the chairperson suggested forming a team to carry out the audit. The members all concurred.
- ✓ It was decided to conduct a student satisfaction survey on all general areas for AY 22-23 in response to the NAAC team's suggestions.
- ✓ Chairperson proposed initiation for the conduction of a two day conference in the institution.
- ✓ As the institution going for autonomous status, FFC inspection will be permanent affiliation.
- ✓ It was decided to form electoral committee in the institution.

K. Keerthi Sai
IQAC COORDINATOR

[Signature]
PRINCIPAL

CO-ORDINATOR
Internal Quality Assurance Cell
Aditya College of Pharmacy
SURAMPALEM

PRINCIPAL
Aditya College of Pharmacy
SURAMPALEM-533 437



MEMBERS ATTENDED THE MEETING

Dph

P.

K. Vedanatha

Xuanan

N. Dhye

A. Siretha

Desi

JD

Tadur

Sruthi

halithya

ADITYA COLLEGE OF PHARMACY (A)
(An autonomous institution)

Approved by PCI, New Delhi, *permanently affiliated to JNTUK, Kakinada
Accredited by NAAC A grade and CGPA of 3.24

Recognised by UGC Under Sections 2(f) of the UGC Act, 1956
Aditya Nagar, ADB road, Surampalem, Gandepalli Mandal, Kakinada Dt-533437, A.P
Ph.9949876664,

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



Ref : ACOP/IQAC/2023-24/2 /Circular

Date: 20-11-2023

CIRCULAR

All the members of IQAC are hereby informed that a meeting will be held on 21st November, 2023 at 11:00 AM in Principal chamber with the following agenda:

1. Previous meeting outcomes
2. Review of committee works
3. Follow up for report given by audit team
4. Discussion on works related to Autonomous institution, constitution and meetings
5. Preparation of annual report
6. Conduction of IQAC programs.

Cc to: All members of IQAC


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Ref:ACOP/IQAC/2023-24/1 /Minutes

MINUTES OF IQAC

AY 2023-24

21-11-2023

Time: 11:00 A.M

Venue: Principal chamber

The Chairman-IQAC welcomed all the members to the meeting.

The Coordinator presented the agenda and requested the Chairman-IQAC to start the meeting with the points of the agenda for discussion and the resolutions made are presented.

The meeting of IQAC of Aditya College of pharmacy held on 21st November, 2023 with the following agenda :

1. Previous meeting outcomes
2. Review of committee works
3. Follow up on report given by audit team
4. constitution of councils faculty members for autonomous institute
5. Preparation of annual report
6. Conduction of IQAC programs.

Resolutions:

- ✓ The chairperson expressed his gratitude to all staff members who actively participated and members of IQAC for a successful conference. In addition, he said that the organization had gained autonomous status.
- ✓ As previously discussed, webinars are held on a regular basis with the department's senior academics selecting the most qualified resource persons. Additionally, lab personnel and academic members received training on the purchased equipment.
- ✓ It was decided to review all the committee works as per schedule and reschedule the programs after discussion with committee coordinators if necessary.
- ✓ Reminder emails should be sent to the editors of subscription journals, together with follow-up, in order to avoid the discrepancies that the audit team reported
- ✓ Selected faculty members must receive acceptance letters to constitute.
- ✓ It was decided to gather information from all the key areas to prepare annual report
- ✓ IQAC programs should be conducted as per schedule

K. Keertui Sai
IQAC COORDINATOR

CO-ORDINATOR
Internal Quality Assurance Cell
Aditya College of Pharmacy
SURAMPALAM



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PRINCIPAL

PRINCIPAL

Aditya College of Pharmacy
SURAMPALAM-533 437

MEMBERS ATTENDED THE MEETING

Dph

P.

K. Vedavathi

Kanaka

N. Pragas

A. Siretha

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