



SS INSTITUTE OF PHARMACY

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Affiliated to the Tamilnadu Dr. MGR Medical University,
and The Directorate of Medical Education, Chennai.)

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting No: 01	Document ID: 2022-2023/EVEN/IQAC 01
Academic year: 2022-2023	Scheduled Date: 15.12.2022
Venue: Seminar hall, SSIP	Time: 10.00AM

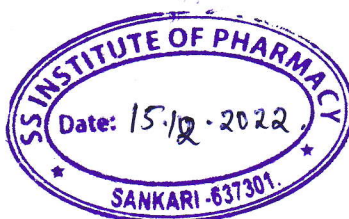
The first meeting of the IQAC was held on 15.12.2022 at 10.00 AM in the SSIP seminar hall. The following internal members were attended:


LIST OF MEMBERS ATTENDED:

1. Dr.C.Jothimanivannan - Principal
2. Mrs.C.Kalaiselvi – Professor
3. Mrs.M.Gomathi - Associate Professor
4. Mrs. M.Vanitha - Associate Professor
5. Mrs.K.Sowndarya - Assistant Professor
6. Mrs.S.Bhuvaneshwari - Assistant Professor
7. Mr.T.Sampathkumar - Assistant Professor
8. Mr.M.Praveenkumar - Assistant Professor
9. Mr. S.M.Syedyasin - IV B.Pharm
10. Mr. Vedhachalam – Alumni

Agenda of the Meeting

1. Constitution of IQAC members
2. Objectives and Functions of IQAC
3. Commencement of Even Semester (AY: 2022-2023) Classes
4. Budget proposal approval
5. Feedback from various stakeholders
6. Institute Website up-gradation
7. Signing MoUs
8. NAAC Accreditation work initiation
9. Alumni Association Registration




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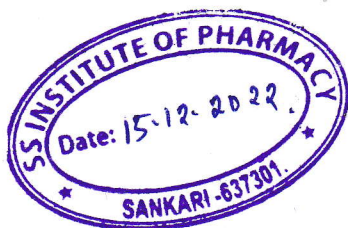
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Discussion and Action Taken Report

The Head of the institution, welcomed the members of the first IQAC meeting.

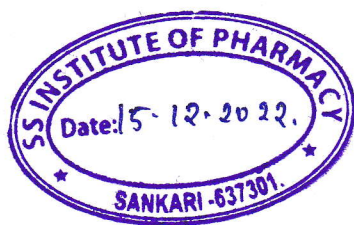
The following were the deliberations:


S.No.	Name of the item with Discussion	Responsibility and Action Taken
1	Constitution of SSIP IQAC members: The members were nominated for SSIPIQAC on August 24, 2022, as per the NAAC guidelines	The membership composition was as follows : 1. Dr.C.Jothimanivannan – Principal 2. Mrs.C.Kalaiselvi – Professor – Coordinator 3. Mrs.M.Vanitha – Asso.Prof – IQAC 4. Mrs.M.Gomathi - Associate Professor 5. Mrs.K.Sowndarya - Assistant Professor 6. Mrs.S.Bhuvaneshwari - Assistant Professor 7. Mr.T.Sampathkumar - Assistant Professor 8. Mr.M.Praveenkumar - Assistant Professor 9. Mr.S. Pravinkumar - Assistant Professor 10. Mrs.P.Nandhitha - Assistant Professor
	Objectives and Functions of IQAC: A discussion was held on setting up the objectives and functions of SSIPIQAC.	The objectives and functions of SSIPIQAC were decided.
3	Commencement of Even Semester (AY: 2022-2023) Classes: Academic schedule of the Even Semester (AY: 2022-2023) Classes of UG programmes were discussed based on guidelines given by The TN Dr MGR medical	The plans of action of all departments were reviewed and approved




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	University. Principal asked all faculty members to submit their course files, both theory and practical, to the Academic Development Cell for verification.	
4	Budget proposal submission: Discussion was made on the proposed budget for the AY: 2022-2023 (ODD Semester) by the faculties.	The proposed budget by various departments for the purchase of equipment, Chemicals, consumable items, conducting workshops, seminars, symposiums, and other items was approved.
5	Feedback from various stakeholders: Discussion was made on the preparation of the analysis report.	The analysis of feedback given by various stakeholders was reviewed. Actions taken by the department were also reviewed.
6	Institute Website up-gradation: A discussion was made to update the institutional website.	The website shall be updated continuously by Mr. Chakravarthy based on the requirements.
7	Signing MoUs: Discussion was made on signing MoUs with Pharmacy, Pharmaceutical industry and Healthcare software companies.	Principal and senior faculties were insisted on signing a minimum of one MoU with Pharmacy, Pharmaceutical industry and Healthcare software companies and conducting events.
8	NAAC Accreditation work initiation: There was a discussion about applying NAAC.	All faculties were accepted and decided to submit the NAAC work committee details, which include the NAAC coordinator and the criteria-wise coordinator, in the second IQAC meeting.

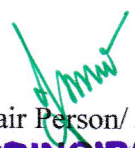



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9	<p>Alumni Association</p> <p>Registration:</p> <p>The principal asked all faculties to instruct their graduates to register with the Alumni Association of the institution via faculty members.</p>	<p>It was resolved that the proposal has been recommended by the members of the Alumni Association to all the students in the association and encouraged to undertake a membership with the association.</p>
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The meeting was concluded and thanked by the Principal at 11.50 AM.




 IQAC Chair Person/ Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 02	Document ID: 2022-2023/ODD/IQAC 02
Academic Year: 2022-2023	Scheduled Date: 09.06.2023
Venue: SSIP Seminar Hall	Time: 10:30 AM

The second meeting of the IQAC was held on June 09, 2022 at 10.30 AM in the SSIP seminar hall.

The following internal members attended:


LIST OF MEMBERS ATTENDED:

1. Dr.C.Jothimanivannan - Principal
2. Mrs.C.Kalaiselvi - Professor
3. Mrs. M.Vanitha - Associate Professor
4. Mrs.B.Anitha - Assistant Professor
5. Mr.S.Pravinkumar - Assistant Professor
6. Mr.T.Sampathkumar - Assistant Professor
7. Mrs.J.Priyadharshini - Assistant Professor
8. Mr.M.Praveenkumar - Assistant Professor
9. Mr. S.M.Syedyasin - IV B.Pharm
10. Mr. Vedhachalam – Alumni

Agenda of the Meeting

1. Review of the last meeting
2. Constitution of SSIP NAAC members
3. Curriculum gap identification
4. Content beyond syllabus activities
5. Skill Based Training
6. Conducting Value Added Course
7. Verification of Course files




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Discussion and Action Taken Report

The meeting started with a welcome address by the Chairperson of IQAC. She has extended a warm welcome to the IQAC members present for the meeting.

The following were the deliberations:

S.No.	Name of the item with Discussion	Responsibility and Action Taken
1	Review of the last meeting:	All the points were discussed in the first meeting, which was unanimously approved by the members, and the minutes were confirmed.
2	Constitution of SSIP NAAC members: The members were nominated criteria-wise for applying to NAAC to prepare documents for SSR preparation.	The membership composition was as follows: 1. Mrs.C.Kalaiselvi – Professor – NAAC Coordinator 2. Mrs.K.Sowndarya – AP – Criteria 1 3. Mr.M.Praveen kumar – AP – Criteria 2 4. Mrs.M.Vanitha – AP – Criteria 2 5. Ms.M.Abinaya – Lecturer - Criteria 2 6. Mr.T.Sampathkumar – AP – Criteria 3 7. Mr.S.Pravinkumar – AP – Criteria 4 8. Mr.S.Prakash – AP – Criteria 4 9. Mrs.P.Nandhitha -AP – Criteria 5 10. Ms.M.Manisha – AP – Criteria 5 11. Mr.S.Prakash – AP – Criteria 6 12. Mrs.V.Deepabarathi – AP – Criteria 7
3	Curriculum gap identification: The Principal asked all faculties to identify the curriculum gap for their department classes and plan to fill the gap by conducting or arranging	All the faculties identified the curriculum gap of their department classes and filled the gap with required activities, and the reports were reviewed.




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	guest lectures, field visits, workshops, implant training, etc.	
4	Content beyond syllabus activities: The Principal suggested preparing guidelines for content beyond the syllabus for every subject by the faculties with the coordination of their Class advisors.	All the faculties prepared the guidelines for content beyond the syllabus for their subjects after consulting with their Class advisors.
5	Skill Based Training :The Chairperson instructed the Senior faculties to arrange to conduct skill-based training for the students to enhance their soft and hard skills.	Senior faculties arranged and conducted skill-based training workshops and seminars for the students department-wise.
6	Conducting Value Added Course: The Principal reviewed the contents of the value-added course with all faculties and asked the faculties to conduct the VAC for their students with the help of internal and external experts.	Faculties followed the guidelines given by the Principal and conducted the value-added courses for their students successfully.
7	Verification of Course file : The Principal instruct their faculty members to submit their course file with all required documents for the audit to the ADC.	All faculty members submitted their course files to the ADC, and all the course files were audited by the coordinator and members of the ADC.

The meeting was concluded and thanked by the IQAC coordinator at 12.30 PM.




 IQAC Chair Person/ Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 03	Document ID: 2022-2023/EVEN/IQAC 03
Academic Year: 2023-2024	Scheduled Date: 06.12.2023
Venue: SSIP Seminar Hall	Time: 10:00 AM

The 3rd meeting of the IQAC was held on Dec 6, 2023 at 10.00 AM in the SSIP Seminar hall. The following internal members attended:


LIST OF MEMBERS ATTENDED:

1. Dr.C.Jothimanivannan - Principal
2. Mrs.C.Kalaiselvi - Professor
3. Mrs.M.Gomathi - Associate Professor
4. Mrs.K.Sowndarya - Assistant Professor
5. Mr.S.Pravinkumar - Assistant Professor
6. Mr.T.Sampathkumar - Assistant Professor
7. Mr.S.Sangamaheswaran - Assistant Professor
8. Mr.M.Praveenkumar - Assistant Professor
9. Mr. S.M.Syedyasin - IV B.Pharm
10. Mr. Vedhachalam - Alumni

Agenda of the Meeting

1. Commencement of AY: 2022-2023 - EVEN Semester Classes
2. Plan of Activities for EVEN Semester
3. Academic Activities
4. Faculty Quality Improvement
5. NAAC work progress
6. Value Added Courses Approval
7. NSS/NCC/YRC activities




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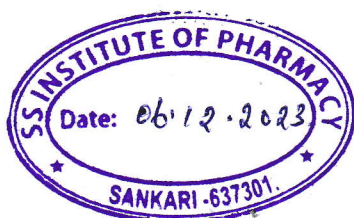
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Discussion and Action Taken Report

The IQAC Chairperson gave a welcome speech to kick off the meeting. She welcomed all of the IOAC members in attendance at the meeting. The discussions included the following points:

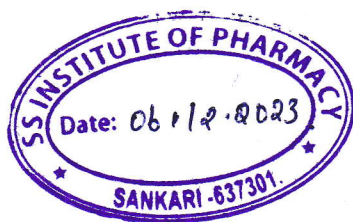
S.No	Name of the item with Discussion	Responsibility and Action Taken
1	Commencement of AY: 2022-2023 - EVEN Semester Classes: Discussion was made on the academic schedule and subject allotment.	The academic schedule for the B.Pharm was finalized and circulated to all the students, faculty members, and department heads. Also, course instructors were assigned to all the subjects for the AY 2022-2023 EVEN semester.
2	Plan of Activities for EVEN Semester: Principal were asked to submit the AY: 2022-2023—EVEN Semester Department Activities, including the budget.	Faculties submitted the department activities for the AY 2022-2023 EVEN Semester with budget details.
3	Academic Activities: Course File submission	All the faculty members were asked by the Principal to submit their course file with required materials to the ADC for the academic audit. Also, the Principal asked the question bank to the students within ten days of opening of the semester classes.
4	Faculty Quality Improvement: Attending FDP, Participating Online courses and Research Article Publishing	Faculty members were instructed to attend ATAL FDP and participate in online courses such as NPTEL, SWAYAM, Coursera, etc. Also, faculty members were directed to publish at least one research article in journals indexed in SCI/Scopus/UGC-CARE per semester.
5	NAAC work progress: Criteria-wise, work progressdiscussion	The NAAC coordinator arranged the meeting to present the criteria-wise work progress of the criteria coordinators. NAAC data templates and SSR preparation were discussed.

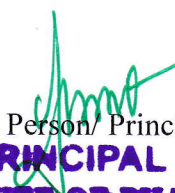


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6	Value Added Courses Approval: The approval of value-added course titles and contents	All departments got value-added course titles and contents approval for the AY 2022-2023 EVEN Semester from the Principal.
7	NSS/NCC/YRC activities:	Reports of activities conducted by the NSS, NCC, and YRC were reviewed.

At 11:45 AM, the IQAC coordinator adjourned the meeting and expressed gratitude.




 IQAC Chair Person/ Principal
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of IQAC Meeting

Meeting Number: 04	Document ID: 2023-2024/ODD/IQAC 04
Academic Year: 2023-2024	Scheduled Date: 24.06.2024
Venue: Seminar Hall, SSIP	Time: 10:30 AM

On June 24, 2024 at 10.30 AM, the IQAC had its fourth meeting in the Seminar hall, SSIP.

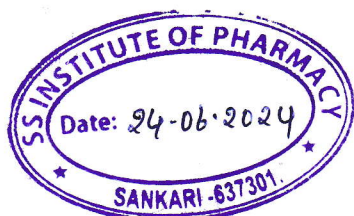
The following members were present:


LIST OF MEMBERS ATTENDED:

1. Dr.C.Jothimanivannan - Principal
2. Mrs.C.Kalaiselvi - Professor
3. Mrs. M.Vanitha - Associate Professor
4. Mrs.K.Sowndarya - Assistant Professor
5. Mr.S.Pravinkumar - Assistant Professor
6. Mrs.J.Vinodharashini - Assistant Professor
7. Mrs.V.Deepabharathi - Assistant Professor
8. Mrs.P.Nandhitha - Assistant Professor
9. Mr. S.M.Syedyasin - IV B.Pharm
10. Mr. Vedhachalam - Alumni

Agenda of the Meeting

1. Reconstitution of IQAC Committee
2. Academic Activities
3. Industrial & Field visit
4. Internship
5. Anna University Examination Result Analysis
6. Extra-curricular Activities
7. NAAC work Progress




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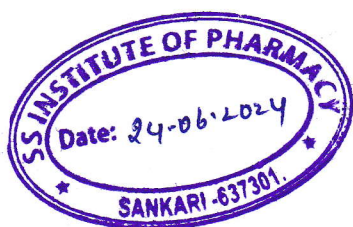
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Discussion and Action Taken Report

The Chairperson of IQAC welcomed the members who attended the meeting. The agenda of the meeting was taken for discussion one by one.

The discussion and action taken report details were as follows:

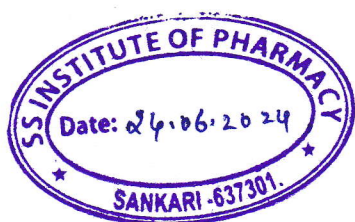
S.No.	Name of the item with Discussion	Responsibility and Action Taken
1	Academic Activities: Minutes of the class committee meetings and project reports.	The Principal reviewed both the class committee meeting minutes of all the departments and the final year project reports.
2	Industry & Field visits: Plans for industry and field visits	The Principal asked faculties to make industrial visit and field visit arrangements for students for the coming academic year 2023-2024 (ODD Semester) without fail.
3	Internship: There was conversation over the internship arrangement.	Necessary guidelines were given to Senior faculties to enrich the internship culture in the College. Faculties were insisted on identifying the companies that are ready to offer the internship to the students for the academic year 2023-2024 (ODD Semester).
4	The Tamilnadu Dr MGR Medical University Examination Result Analysis: There was discussion about the TheTamilnadu Dr MGR Medical University Examination Results Analysis for the Even Semester of the academic year 2023-2024.	All semester results for the academic year 2023-2024 (EVEN semester) were reviewed and analyzed by the Principal. The Principal insisted all the faculties follow the new strategy to improve the subjects overall pass percentage.
5	Extra-curricular Activities: There was a discussion about participating and organizing the FDP, workshop, and seminar.	Principal were asked to instruct their faculty members to attend FDP, workshops, seminars, and conferences to enrich their knowledge. Also,



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		faculties were instructed to conduct workshops and seminars for the academic year 2023-2024 (ODD Semester).
6	NAAC work Progress: Discussion made on NAAC work progress.	SSR preparation progress work was reviewed criteria-wise.

At 12:15 PM, the IQAC coordinator gave a vote of thanks and concluded the meeting.



IQAC Chair Person/ Principal

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