



# SS INSTITUTE OF PHARMACY

(A unit of VS Educational & Charitable Trust)

Approved by Tamilnadu Government & Pharmacy Council of India, New Delhi.  
Affiliated to the Tamilnadu Dr. M.G.R. Medical University,  
and The Directorate of Medical Education, Chennai.

## 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:

s.no	Name of the members	Designation	Signature
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. 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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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.
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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## 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	Reconstitution of IQAC Committee: The members of SSIP IQAC were reconstituted as per the NAAC guidelines.	The IQAC Committee was reconstituted on April 5, 2023, with the consideration of a few new measures. The IQAC Committee was as follows:
2	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.
3	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.
4	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).
5	The Tamilnadu Dr MGR Medical University Examination Result Analysis: There was discussion about the The Tamilnadu Dr MGR Medical University	All semester results for the academic year 2023-2024 (EVEN semester) were reviewed and analyzed by the Principal. The Principal insisted all the faculties



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	Examination Results Analysis for the Even Semester of the academic year 2023-2024.	follow the new strategy to improve the subjects overall pass percentage.
6	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, faculties were instructed to conduct workshops and seminars for the academic year 2023-2024 (ODD Semester).
7	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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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Minutes of IQAC Meeting

Meeting Number: 03	Document ID: 2023-2024/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:

s.no	Name of the members	Designation	Signature
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. 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



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## 7. NSS/NCC/YRC activities

### 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.



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