



## SRI PADMAVATHI SCHOOL OF PHARMACY

Mohan Gardens, Vaishnavi Nagar, Tiruchanoor (PO), Chittoor (Dist.), AP - 517503  
(Approved by AICTE, New Delhi, Approved by PCI, New Delhi, Affiliated to JNTUA, Ananthapuramu,  
Recognized Under 2(f) & 12(B) of UGC Act.)

SPSP/NF/IQAC1

CIRCULAR

06.05.2017

The entire faculty are here by informed that “Internal Quality Assurance Cell (IQAC)” is constituted with the following faculty members, experts from other fields of interest and Alumni. This committee will meet twice in a year to address the issues and will act to solve the issues. Honourable member from the Management will attend the IQAC meeting, if required, based on the relevancy. Hence, all the faculty are instructed to support and follow the IQAC guidelines. All the HODs are requested to coordinate with Dr.Y. Prasanna Raju, Coordinator IQAC for further information.

S.No	Name	Designation	Department
1	Dr D.Ranganayakulu	Chairman of IQAC	Principal
2	Mr P. Praneeth	Management member	Director, SPEI.
3	Dr Y.Prasanna raju	Co-ordinator	Pharmaceutics
4	Mr M.Sunil Bhaskar	Nominee from local society	Lions society
5	Mr G.Viswaraiah	Nominee from Industry	Malladi Drugs
6	Mr S.Reddeppa	Nominee from Hospital	Indian Railways Hospital Pharmacist
7	Dr D.Sujatha	Alumni representative	SPMVV
8	Mr Vamsikrishna	Student representative	SPSP
9	Ms Sasikala	Student representative	SPSP
10	Dr C. Sridhar	Teacher representative	Pharmaceutical Chemistry
11	Dr K.K.Rajasekhar	Teacher representative	Pharmaceutical Chemistry
12	Dr V.Shanmugham	Teacher representative	Pharmaceutics
13	Mrs P. Keerthisikha	Teacher representative	Pharmaceutical Analysis
14	Mrs C. Sireesha	Teacher representative	Pharmacology
15	Mr Shobanbabu	Administrative representative	Student affairs
16	Mr Sridharraju	Technician representative	Stores and labs
17	Mrs Lakshmi	Hostel representative	Warden

Copy to:

1. To circulate among all faculty and students.
2. IQAC File.

  
Principal

Sri Padmavathi School of Pharmacy  
TIRUCHANOOR  
TIRUPATI (A.P)

  
PRINCIPAL

Sri Padmavathi School of Pharmacy  
TIRUCHANOOR  
TIRUPATI (A.P)



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SPSP/NF/IQAC1

Requisition from IQAC

06 .05.2017

From

Dr Y.Prasanna raju,  
Coordinator,IQAC,  
Sri Padmavathi school of Pharmacy,  
Tiruchanoor.

To

The Principal,  
Sri Padmavathi school of Pharmacy,  
Tiruchanoor  
Respected Sir,

Sub: Request for permission to conduct 1<sup>st</sup> Internal Quality Assurance Committee (IQAC) meeting-  
Reg.

As per the circular dated 06.05.2017 regarding IQAC, I bring to your kind notice that we are planning to conduct 1<sup>st</sup> IQAC meeting on 11-05-2017 at Seminar Hall by 10:30 AM. Therefore, I request you to permit us to conduct the meeting with all the members of IQAC. Furthermore, I request you to attend the 1st IQAC meeting and to regarding of feedback forms.

Thanking you sir

Yours faithfully

Dr Y.Prasanna raju,  
Coordinator,IQAC.

**PRINCIPAL**  
Sri Padmavathi School of Pharmacy  
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### MINUTES OF THE 1<sup>st</sup> IQAC MEETING

Date 11.05.2017

To constitute the composition of IQAC


To implement dynamic system for quality enhancement in institution

To implement methodology in documentation

S.No	Points of interest	Discussed by
1.	Review of R17 JNTUA guidelines for academic year 2017.	Principal, HODs and Examination branch
2.	Preparation of new course material R17 for Pharm D.	Co-ordinator and HODs of concerned department
3.	Preparation of update course materials for 1 <sup>st</sup> B.Pharmacy	Co-ordinator and HODs of concerned department
4.	Preparation of update laboratory manuals for 1 <sup>st</sup> B.Pharmacy	Co-ordinator and HODs of concerned department
5.	Schedule of conferences/webinars/guest lectures/industrial visit for next academic year	Principal and placement and training cell
6.	Planning alumni meet and stake holders interaction	Co-ordinator of student affairs
7.	Review of academic results (internals and externals)	Principal and examination branch
8.	Review of existing facilities and future requirements	Co-ordinator of stores and labs
9.	Review of NSS Swachh Pakkhwda, DAM, SAG and etc	Concerned co-ordinators
10.	Any other points with the permission of the chair.	IQAC co-ordinator
11.	Preparation of new course materials for R17 1 <sup>st</sup> M.Pharmacy	Co-ordinator and HODs of concerned department
12.	Preparation of new laboratory manuals for R17 1 <sup>st</sup> M.Pharmacy	Co-ordinator and HODs of concerned department

  
Co-ordinator of IQAC

  
**PRINCIPAL**  
Sri Padmavathi School of Pharmacy  
TIRUCHANOOR  
TIRUPATI (A.P)

  
Principal  
PRINCIPAL  
Sri Padmavathi School of Pharmacy  
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14. All members actively participated in discussion and came up with samples for Feedback on Facilities by students, Alumni, Parents and Hostellers.
15. The Committee decided to collect feedback after reviewing all the above, the following curriculum feedback of Institution had been articulated.

  
Co-ordinator of IQAC

  
PRINCIPAL  
Sri Padmavathi School of Pharmac,  
TIRUCHANOOR  
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Members attended:

2017-2018

S.No	Name	Designation	Department	Signature/Date
1	Dr D.Ranganayakulu	Chairman of IQAC	Principal	
2	Mr P. Praneeth	Management member	Director, SPEL	
3	Dr Y.Prasanna raju	Co-ordinator	Pharmaceutics	
4	Mr M.Sunil Bhaskar	Nominee from local society	Lions society	
5	Mr G.Viswaraiiah	Nominee from Industry	Malladi Drugs	
6	Mr S.Reddeppa	Nominee from Hospital	Indian Railways Hospital Pharmacist	
7	Dr D.Sujatha	Alumni representative	SPMVV	
8	Mr Vamsikrishna	Student representative	SPSP	
9	Ms Sasikala	Student representative	SPSP	
10	Dr C. Sridhar	Teacher representative	Pharmaceutical Chemistry	
11	Dr K.K.Rajasekhar	Teacher representative	Pharmaceutical Chemistry	
12	Dr V.Shanmugham	Teacher representative	Pharmaceutics	
13	Mrs P. Keerthisikha	Teacher representative	Pharmaceutical Analysis	
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15	Mr Shobanbabu	Administrative representative	Student affairs	
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17	Mrs Lakshmi	Hostel representative	Warden	

  
**PRINCIPAL**  
Sri Padmavathi School of Pharmacy  
TIRUCHANOOR  
TIRUPATI (A.P)

PRINCIPAL  
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RESOLUTION OF 1<sup>st</sup> IQAC MEETING

17.06.2017

Meeting with the members of IQAC was held on 11-05-2017 at 10.30 AM in the Seminar Hall. The following minutes were resolved in the meeting.

1. The members of IQAC were introduced to each other by the coordinator.
2. A copy of agenda was distributed to the members of IQAC.
3. Subject to the enhancement of the student of the institution in the context of outcome based education, Dr.D.Ranganayakulu, Principal of sri padmavathi school of pharmacy, proposed the preparation of feedback forms to monitor and improve the process of teaching-learning process of the institution and the following senior faculties of the department were nominated as members.
4. All the HODs agreed to guide respective department members to prepare new course materials and lab manuals as per the guidelines.
5. The chairman and coordinator of IQAC proposed to conduct periodical seminars/webinars/workshops and assigned the responsibility to training and placements cell.
6. The chairman of IQAC proposed to conduct alumni meet and instructed the students affairs coordinator for necessary action.
7. The IQAC members also discussed about the existing facilities and future requirements to furnish batch students for both B Pharmacy, M Pharmacy and Pharm D R17.
8. The members discussed about the review of R17 JNTUA guidelines.
9. It is resolved by organizing NSS programme.
10. Review of new JNTUA 2017 guidelines for the academic year
11. Preparation of new course material and lab manuals for R17 Pharm D, M Pharmacy completed.
12. Preparation of course materials for 1<sup>st</sup> B.Pharmacy, M Pharmacy, Pharm D.
13. Feedback committee members started the meeting by the discussion of different feedback samples. Then the Meeting was open for discussion.

PRINCIPAL

Sri Padmavathi School of Pharmacy  
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PRINCIPAL

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### MINUTES OF IQAC MEETING FEEDBACK

1. Feedback committee members started the meeting by the discussion of different feedback samples
2. Then the Meeting was open for discussion
3. All members actively participated in discussion and came up with samples for Feedback on Facilities by students, Alumni, Parents and-Hostelers.
4. The Committee decided to collect feedbacks after reviewing all the above, the following curriculum feedbacks of Institution had been articulated.
5. The collected feedbacks was reviewed and finalized in the below samples.

The finalized feedbacks are collected by the students from next month.

#### **Finalized samples for Feedback forms format:**

- Feedback on curriculum from students: sample-2
- Feedback on curriculum from alumni: sample-1
- Student feedback form faculty: sample-2
- Feedback from Hostelers : sample-2
- Feedback on Facilities : sample-1
- Feedback from Parents: sample-2
- Feedbacks for course end survey: sample-2
- Feedbacks for Graduate exit survey: sample-2

  
Co-ordinator of IQAC

  
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Sri Padmavathi School of Pharmacy  
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### IQAC ANNUAL ACTION TAKEN REPORT 2017-18

The IQAC in Sri Padmavathi School of Pharmacy, Tiruchanur, Tirupati started functioning in 2017, since then it has been operating effectively. The contribution of IQAC for the maintenance and enhancement of quality in Academic and Administration of the Institute is evidently noticeable.

#### Resolution:

- I) Minutes of 1<sup>st</sup> IQAC meeting were conducted successfully and approved.
- II) It resolved & the composition of IQAC were established as per year 2017 NAAC guidelines.

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### 2<sup>nd</sup> Internal Quality Assurance Cell Meeting

SPSP/NF/IQAC2

Circular

13.11.2017

All the members of IQAC and HODs are hereby informed that a meeting will be organized on 16-11-2017 at Seminar Hall by 10:30 AM.

S.No	Name	Designation	Department
1	Dr D.Ranganayakulu	Chairman of IQAC	Principal
2	Mr P. Praneeth	Management member	Director, SPEI.
3	Dr Y.Prasanna raju	Co-ordinator	Pharmaceutics
4	Mr M.Sunil Bhaskar	Nominee from local society	Lions society
5	Mr G.Viswaraiah	Nominee from Industry	Malladi Drugs
6	Mr S.Reddeppa	Nominee from Hospital	Indian Railways Hospital Pharmacist
7	Dr D.Sujatha	Alumni representative	SPMVV
8	Mr Vamsikrishna	Student representative	SPSP
9	Ms Sasikala	Student representative	SPSP
10	Dr C. Sridhar	Teacher representative	Pharmaceutical Chemistry
11	Dr K.K.Rajasekhar	Teacher representative	Pharmaceutical Chemistry
12	Dr V.Shanmugham	Teacher representative	Pharmaceutics
13	Mrs P. Keerthisikha	Teacher representative	Pharmaceutical Analysis
14	Mrs C. Sireesha	Teacher representative	Pharmacology
15	Mr Shobanbabu	Administrative representative	Student affairs
16	Mr Sridharraju	Technician representative	Stores and labs
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SPSP/NF/IQAC2

Requisition from IQAC

13.11.2017

From

Dr Y.Prasanna raju,  
Coordinator,IQAC,  
Sri Padmavathi school of Pharmacy,  
Tiruchanoor.

To


The Principal,  
Sri Padmavathi school of Pharmacy,  
Tiruchanoor  
Respected Sir,


Sub: Request for permission to conduct 2<sup>nd</sup> Internal Quality Assurance Committee (IQAC) meeting-  
Reg.

As per the circular dated 13.11.2017 regarding IQAC, I bring to your kind notice that we are planning to conduct 2<sup>th</sup> IQAC meeting on 16-11-2017 at Seminar Hall by 10:30 AM. Therefore, I request you to permit us to conduct the meeting with all the members of IQAC. Furthermore, I request you to attend the 2<sup>nd</sup> IQAC meeting and to regarding of feedback forms.

Thanking you sir

Yours faithfully

  
Dr Y.Prasanna raju,  
Coordinator,IQAC.

  
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SPSP/NF/IQAC2


MINUTES OF THE 2<sup>nd</sup> IQAC MEETING

16.11.2017

S.No	Points of interest
1	To confirm the minutes of previous meeting
2	To organize awareness programme for students on competitive examinations.
3	Preparation of new laboratory manuals for B.Pharmacy, M.Pharmacy, Pharm-D.
4	Schedule of conferences/webinars/guest lectures/industrial visit for next academic year
5	Planning alumni meet and stake holders interaction
6	To encourage all departments to organize guest lectures,
7	Review of existing facilities and future requirements
8	Review of NSS, DAM, SAG and etc
9	Any other points with the permission of the chair.

**Copy to:**

1. To the members of IQAC.
2. IQAC File

  
**PRINCIPAL**  
Sri Padmavathi School of Pharmacy  
TIRUCHANOOR  
TIRUPATI (A.P)

  
**Principal**

**PRINCIPAL**  
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SPSP/NF/IQAC2

Meeting attended:

2017-2018

S.No	Name	Designation	Department	Signature/Date
1	Dr D.Ranganayakulu	Chairman of IQAC	Principal	
2	Mr P. Praneeth	Management member	Director, SPEI.	
3	Dr Y.Prasanna raju	Co-ordinator	Pharmaceutics	
4	Mr M.Sunil Bhaskar	Nominee from local society	Lions society	M. Sunil Bhaskar
5	Mr G.Viswaraiah	Nominee from Industry	Malladi Drugs	G. Viswaraiah
6	Mr S.Reddeppa	Nominee from Hospital	Indian Railways Hospital Pharmacist	S.Reddeppa
7	Dr D.Sujatha	Alumni representative	SPMVV	D. Sujatha
8	Mr Vamsikrishna	Student representative	SPSP	Vamsikrishna
9	Ms Sasikala	Student representative	SPSP	Sasikala
10	Dr C. Sridhar	Teacher representative	Pharmaceutical Chemistry	C. Sridhar
11	Dr K.K.Rajasekhar	Teacher representative	Pharmaceutical Chemistry	K. Rajasekhar
12	Dr V.Shanmugham	Teacher representative	Pharmaceutics	V. Shanmugham
13	Mrs P. Keerthisikha	Teacher representative	Pharmaceutical Analysis	P. Keerthisikha
14	Mrs C. Sireesha	Teacher representative	Pharmacology	C. Sireesha
15	Mr Shobanbabu	Administrative representative	Student affairs	S. Shobanbabu
16	Mr Sridharraju	Technician representative	Stores and labs	S. Sridharraju
17	Mrs Lakshmi	Hostel representative	Warden	M. Lakshmi

PRINCIPAL

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PRINCIPAL

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principal



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SPSP/NF/IQAC2


### RESOLUTION OF THE 2<sup>st</sup> IQAC MEETING

04.12.2017

Meeting with the members of IQAC was held on 04-12-2017 at 10.30 AM in the Seminar Hall. The following minutes were noted in the meeting.

1. The minutes of 1<sup>st</sup> IQAC meeting were confirmed.
2. It is resolved by organizing awareness programme for competitive examination.
3. The members discussed about the JNTUA guidelines.
4. All the HODs agreed to guide respective department members to prepare new course materials and lab manuals as per R17 guidelines.
5. The chairman and coordinator of IQAC proposed to conduct periodical seminars/webinars/workshops and assigned the responsibility to training and placements cell.
6. The chairman of IQAC proposed to conduct alumni meet and instructed the students affairs coordinator for necessary action.
7. All the extracurricular activities of students and staff were also discussed with a plan to celebrate college annual day in the month of March/April 2017.
8. The IQAC members also discussed about the existing facilities and future requirements to furnish new batches.

  
Co-ordinator of IQAC

  
PRINCIPAL  
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### **Annual action taken report :**

#### **Key initiatives taken by IQAC are as follows:**

##### **INITIATIVE 1:**

New regulations and guidelines issued by JNTUA for B.Pharmacy and Pharm D, R17 batch were reviewed and understood.

A committee comprising of Principal, IQAC co-ordinator, HODs and examination branch were constituted for the preparation of laboratory manuals, course materials and time tables for 2017 B.Pharmacy, M Pharmacy, Pharm D.

##### **INITIATIVE 2:**

Scheduled seminars, conference, industrial visits were planned to meet out the gap in the syllabus of all courses. Placement and training cell was directed to fix the facilities and schedule for the next academic year.

##### **INITIATIVE 3:**

Central government's idea of "Swachh Bharat-Swasth Bharath" the scheme introduced for the implementation of 4Cs - clean mind, clean body, clean environment and clean society was implemented. The activities of this scheme are monitored by institute's green army and department of pharmacognosy.

##### **INITIATIVE 4:**

Honoured the participants and winners of SPSP Annual day festival, 2017. The IQAC honoured the students who had set an exemplary humanitarian lead by donating blood to the SVRRGH Blood Bank.

##### **INITIATIVE 5:**

Promoted the execution of MoU with various industries, clinics and institutes by accepting the terms and conditions in collaboration, technology transfer, training and placement.

##### **INITIATIVE 6:**

The principal of the institute and IQAC initiated feedback collection for the current academic year. Faculty members were assigned to collect feedbacks from all courses. Coordinators are designated for smooth functioning of feedback collection.

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### **Future Plans:**

1. To convene the meetings of IQAC twice in a year to promote and monitor various activities necessary for enhancing quality.
2. To design the various activities of IQAC after the post accreditation and to constitute a committee in this regard to monitor the activities.
3. To strengthen the IQAC by including more faculty from various Departments of Pharmacy.
4. To collect the soft copy of all the events conducted by the Departments/sections and store.
5. To introduce the Massive Online Open Courses (MOOCs) programme.
6. To update the list of alumni members in the Institute's website.

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