



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/IQAC5

CIRCULAR

24.05.2019

I hope that all the members of IQAC and staff are safe and staying at home. As you all knew that we are passing through a terrible phase. It's been almost 4 months we met in the college campus and now I feel inevitable to break work from home schedule, at least for few days. Therefore, all are informed to gather in the college campus on 27.05.2019 following covid precautions. Those members who are unable to gather due to health (covid symptoms) or transportation issues are exempted, if informed in advance.

A formal gathering and 5th IQAC meet is scheduled on 27.05.2019, 10.00 AM at our campus and I assure you a well sanitized area and other covid precautions. The agenda of the meeting is given below.

S.No	Points of interest	Discussed by
1.	To confirm the minutes of previous meeting	Principal and staff
2.	Review of covid pandemic, precautions and safety measures and future action plan	Principal and staff
3.	Review on progress of accreditation process	Principal and staff
4.	Review on new course material for R19 Bpharmacy and to arrange course material for M Pharmacy, pharm D.	Co-ordinator and HODs of concerned department
5.	Review of JNTUA guidelines on online project viva voce examinations for B.Pharm and M.Pharm, Pharm D courses.	Principal, Co-ordinator, Examination branch, HODs and concerned guides.
6.	Review of Online platforms CISCO webex, MS Teams, and training sessions and future requirements.	Co-ordinator and HODs of concerned department
7.	Review of Online classes, COVID awareness program and NSS activities	Principal and co-ordinator
8.	Confirmation of schedule for webinars/ online guest lectures	Principal and placement and training cell
9.	Plan of physical examinations, practicals and classes	Co-ordinator of student affairs
10.	Any other points with the permission of the chair.	IQAC co-ordinator

Copy to:

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

PRINCIPAL

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

Principal

PRINCIPAL
Sri Padmavathi School of Pharmacy
TIRUCHANCOOR
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SPSP/NF/IQAC5

Requisition from IQAC

27.05.2019

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 5th Internal Quality Assurance Committee (IQAC) meeting-
Reg.

As per the circular dated 24.05.2019 regarding IQAC, I bring to your kind notice that we are planning to conduct 5th IQAC meeting on 27-05-2019 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 5th IQAC meeting.

Thanking you sir

Yours faithfully

Dr Y.Prasanna raju.
Coordinator.IQAC.

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



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SPS/NF/IQACS

AGENDA FOR 5th IQAC MEETING

Date 27.05.2019

Time 10.30 AM

S.No	Points of interest	Discussed by
1.	The minutes of 4 th IQAC meeting were confirmed	
2.	Review of covid pandemic, precautions and safety measures and future action plan	Principal and staff
3.	Review on progress of accreditation process	Principal and staff
3.	Review of JNTUA guidelines on online project viva voce examinations.	Principal, Co-ordinator, Examination branch, HODs and concerned guides.
4.	Review of Online platforms CISCO webex, MS Teams, and training sessions and future requirements.	Co-ordinator and HODs of concerned department
5.	Review of Online classes, COVID awareness program and NSS activities	Principal and co-ordinator
6.	Confirmation of schedule for webinars/ online guest lectures	Principal and placement and training cell
6.	Plan of physical examinations, practical and classes.	Co-ordinator of student affairs
7.	Any other points with the permission of the chair.	IQAC co-ordinator

Co-ordinator of IQAC

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

Principal
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Sri Padmavathi School of Pharmacy
TIRUCHANOOR
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Meeting attended:

2019-2020

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.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	

PRINCIPAL

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

Principal

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RESOLUTION MINUTES OF THE 5th IQAC MEETING

27.05.2019

Meeting with the available members of IQAC and staff was held on 27-05-2019 at 08.30 AM in the principal's office (sanitized area). The following minutes were noted in the meeting.

1. The chairman and coordinator of IQAC briefed the reasons for undeclared postponement of annual day celebration, alumni meet and other events discussed in previous IQAC meet.
2. The chairman, coordinator and members of IQAC reviewed the covid pandemic, precautions and safety measures to be followed in the college premises.
3. The new course material for the R19 Bpharmacy implemented followed by M Pharmacy, Pharm D.
4. The chairman of IQAC briefed the JNTUA guidelines to conduct project viva voce online of the courses B pharmacy, M pharmacy, Pharm D. Examination branch and teachers are instructed to train the project students accordingly for online viva voce.
5. The members of IQAC reviewed the online platform CISCO sWebx used earlier for online class work.
6. The chairman of IQAC proposed other online platforms like Zoom, Google Meet, MS Teams, Streamyard and etc. The chairman of IQAC proposed to celebrate the World Pharmacist's Day online with live talk by eminent personalities in pharmacy. All the members felt happy and agreed to pursue the possibility of making it a grand online celebration.
7. The proposed list of speakers and schedule of national and international webinars was approved by the Principal.
8. The Committee decided to collect feedback as online format after reviewing all the above, the following feedback of Institution had been articulated.

PRINCIPAL

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

Co-ordinator of IQAC



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Annual Action taken report:

Key initiatives taken by IQAC are as follows:

INITIATIVE 1:

All the course material and lab manuals of 2nd B.Pharmacy 1st semester were scrutinized and shared online to R19 students.

INITIATIVE 2:

The college campus was sanitized and essential personal protection requirements were purchased. All the staff and stakeholders are instructed to strictly follow the safety guidelines and precautionary steps issued by state and central governments whenever they visit college. They are advised to cooperate with college security personnel during thermal screening and other precautionary measures.

INITIATIVE 3:

The final B.Pharm students were trained to operate the MS Teams online platform which is going to be used for their project viva voce examination. All of the final B.Pharm students and staff expressed their wish to use the same platform in future for online class work and related academic works.

INITIATIVE 4:

The list of speakers/resource persons was approved by Principal. The organizing secretaries and coordinators for webinars were directed to negotiate with speakers and finalize the schedule as discussed in IQAC.

INITIATIVE 5:

The management was decided to provide the sports accessories to the students and also implementing of certain programs for GAP committees to cover few drawbacks.

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.


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SPSP/NF/IQAC6

CIRCULAR

15.11.2019

A formal gathering and 6th IQAC meet is scheduled on 22.11.2019, 10.00 AM at our campus and I assure you a well sanitized area and other covid precautions. The agenda of the meeting is given below.

S.No	Points of interest	Discussed by
1.	To confirm the minutes of previous meeting	Principal and staff
2.	Review of covid pandemic, precautions and safety measures and future action plan	Principal and staff
3.	Review on progress of accreditation process	Principal and staff
4.	Review on new course material for R19 Bpharmacy and to arrange course material for M Pharmacy, pharm D.	Co-ordinator and HODs of concerned department
5.	Review of JNTUA guidelines on online project viva voce examinations for B.Pharm and M.Pharm, Pharm D courses.	Principal, Co-ordinator, Examination branch, HODs and concerned guides.
6.	Review of Online platforms CISCO webex, MS Teams, and training sessions and future requirements.	Co-ordinator and HODs of concerned department
7.	Review of Online classes, COVID awareness program and NSS activities	Principal and co-ordinator
8.	Confirmation of schedule for webinars/ online guest lectures	Principal and placement and training cell
9.	Plan of physical examinations, practicals and classes	Co-ordinator of student affairs
10.	Any other points with the permission of the chair.	IQAC co-ordinator
11.	Review on the feedback analysis of the academic year 2018-19	IQAC Co-ordinator

Copy to:

- To the members of IQAC.
- IQAC File

PRINCIPAL

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Requisition from IQAC

22.11.2019

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 6th Internal Quality Assurance Committee (IQAC) meeting-
Reg.

As per the circular dated 15.11.2019 regarding IQAC, I bring to your kind notice that we are planning to conduct 6th IQAC meeting on 22-11-2019 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 6th IQAC meeting.

Thanking you sir

Yours faithfully

Dr Y.Prasanna raju,
Coordinator,IQAC.

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MINUTES OF THE 6th IQAC MEETING

22.11.2019

Meeting with the members of IQAC was held on 22-11-2019 at 10.30 AM in the Seminar Hall. The following minutes were noted in the meeting.

1. To confirm minutes of previous meeting.
2. To verify the documentation and all departmental activities along with CO's and PO's.
3. To have regular meeting with all faculty members to bring awareness on NBA.
4. To continue COVID guidelines .
5. To continue faculty refresher programme.
6. To continue up gradation of laboratory with equipment for research.
7. To encourage all department guest lecturer.
8. To arrange extra curricular activity on international women's organization.
9. To have minutes of meeting with company.
10. To collect the feedback for present academic year.

Co-ordinator of IQAC

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Meeting attended:

S.No	Name	Designation	Department	Signature/Date
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2	Mr P. Praneeth	Management member	Director, SPEI.	
3	Dr Y.Prasanna raj	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	
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SPSP/NF/IQAC6 RESOLUTION OF THE 6th IQAC MEETING 23.11.2019

1. The minutes of 6th IQAC were confirmed.
2. It is resolved by verifying documentation of all departmental activities along with CO's and PO's.
3. It is resolved by conducting regular meeting with all faculty members to bring awareness on NBA.
4. It is resolved by maintaining COVID guidelines.
5. It is resolved by organizing faculty refresher programme.
6. It is resolved by up gradation of laboratory equipment for research.
7. It is resolved by organizing department guest lecturer.
8. It is resolved by arranging extra-curricular activity on international women's organization.
9. It is resolved by organizing feedback analysis of academic year.

Co-ordinator of IQAC

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Sri Padmavathi School of Pharmacy
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Principal

PRINCIPAL

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