EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES

(Run by Ezhuthachan National Academy)

An ISO 9001:2015 Certified Institution

Marayamuttom, Neyyattinkara, Thiruvananthapuram, Pin – 695124

Phone: 0471 -2278559, 22778560 Fax: 0471 – 2275307

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(Recognized by Govt. of Kerala, Approved by PCI & Affiliated to Kerala University of Health Sciences, Thrissur)

File no: EIQAC/CIR/05/ECPS/2023-01 **26/04/2023**

INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

The fifth Internal quality assurance cell meeting (first meeting for the academic year 2023-2024) will be convened on 02/05/2023 at 10.30 A.M in the conference hall. All IQAC members are hereby informed to attend the meeting without fail.

Agenda

- Reconstitution of IQAC
- Action plan for academic improvement by analysis of result of previous semester results
- Review of academic calendar for odd semester
- Faculty and student participation in conference
- Training and placement cell activities
- Faculty research work and publications
- Parents meeting and students' feedback

IQAC CORDINATOR

Dr. Surya P R

PRINCIPAL

Prof. Dr. Shaiju S Dharan

Prof. (Dr.) SHAIJU S DHARAN M Pharm, PhD
PRINCIPAL
EZHUTHACHAN COLLEGE OF
PHARMACEUTICAL SCIENCES
MARAYAMUTTOM, NEYYATTINKARA
THIRUVANANTHAPURAM 695124

Copy to
Chairperson
All IQAC Members
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File no: EIQAC/MOM/05/ECPS/2023-01 **02/05/2023**

INTERNAL QUALITY ASSURANCE CELL(IQAC)
MINUTES OF THE MEETING

The meeting started at 10.30 A.M on 02/05/2023. The IQAC coordinator formally welcomed the gathering and briefed meeting agenda.

Agenda:

1. Reconstitution of IQAC
2. Action plan for academic improvement by analysis of result of previous semester results
3. Review of academic calendar for present and upcoming semesters.
4. Faculty and student participation in conference
5. Training and placement cell activities
6. Parents meeting and students' feedback

Minutes:

- The committee was reconstituted as per NAAC guidelines with new members from faculty, college administration, local society, students, alumni, and external experts.
- The updated list of members has been submitted to the principal for approval and notified accordingly.
- The analysis of the previous semester's results revealed areas needing improvement, particularly in Pharmaceutics.
- A remedial coaching plan was proposed. Subject-wise mentoring and extra tutorial sessions will be conducted.
- Departments were instructed to submit improvement strategies by on or before 15/5/2023.
- The academic calendar was reviewed, and minor adjustments were made to accommodate workshops and internal assessments.
- The finalized calendar will be circulated.
- The vote of thanks delivered by Mrs. Namitha K N and meeting wind up at 12.00'O clock.

IQAC CORDINATOR
Dr. Surya P.R

PRINCIPAL
Prof. Dr. Shaiju S Dharan

PROF. (Dr.) SHAIJU .S. DHARAN M.Pharm. Ph.D
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File no: EIQAC/MOM/05/ECPS/2023-01 **02/05/2023**

INTERNAL QUALITY ASSURANCE CELL(IQAC)

S/No	Name of the Committee Member	Category	Designation
1.	Prof. Dr. Shaiju S Dharan	Chairperson	Principal
2.	Dr Surya P.R	IQAC Coordinator	HOD Dept of Pharmaceutical Chemistry
3.	Mrs. Sudha Harikumar	Member from Management	General Secretary ENA
4.	Mrs. Namitha K N	Teacher	Asso. Professor
5.	Mr. Sarathkumar S J	Teacher	Asst. Professor
6.	Dr Bincy Babu	Teacher	Asst. Professor
7.	Mrs. Santhoshkumar P A	Senior Administrative officer	Senior Administrative officer
8.	Mr. S Surendran	Nominee from local society	President, Perumkadavila Grama Panchayath
9.	Dr. Santhoshkumar T R	Nominee from Industry	Scientist G, Rajiv Gandhi Centre for Biotechnology Trivandrum
10.	Mr. Aman. A	Nominee from Students	Chairman, Students Union
11.	Mrs. Neethu I S	Nominee from Alumni	Alumni Member

PRINCIPAL
Prof. Dr. Shaiju S Dharan

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File No: EIQAC/ATR/05/ECPS/2023-01 **15/05/2023**

INTERNAL QUALITY ASSURANCE CELL(IQAC) FEEDBACK AND ACTION TAKEN REPORT

The following action has been taken for IQAC meeting conducted on **02/05/2023.**

Sl.No.	DISCUSSIONS	ACTION TAKEN
1	Reconstitution of **IQAC**	IQAC was reconstituted as per NAAC guidelines and first meeting has been conducted. Notification was issued and updated details uploaded on the institutional website.
2.	Action Plan for Academic Improvement	Department-wise result analysis completed. Remedial classes and mentoring sessions were scheduled for academically weak students. Extra classes and practice sessions were initiated for slow learners.
3	Review of academic calendar for present and upcoming semesters.	Academic calendar reviewed and revised with inputs from all departments. Finalized calendar was approved by the academic council & circulated to faculty and students.
4	Faculty and student participation in conference	Faculty members attended and presented papers at national/international conferences. Students participated in intercollegiate paper presentations and workshops.
5	Training and placement cell activities	Regular aptitude, soft skills, and technical training sessions conducted. Career Guidance programmes held in collaboration with partners.
6	Parents meeting and students' feedback	Parents' meetings were conducted department-wise to discuss academic progress. Online student feedback was collected and analyzed. Necessary corrective actions based on feedback were implemented, and departments submitted action-taken reports.

IQAC CORDINATOR
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File no: EIQAC/AUR/03/ECPS/2024 **12/06/2023**

INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

The first Internal quality assurance cell meeting for the academic year 2023-2024 for present academic batches will be convened on 19/06/2023 at 10.30 A.M in the conference hall. All IQAC members are hereby informed to attend the meeting without fail.

Agenda

1. Reconstitution of IQAC
2. Action plan for academic improvement by analysis of result of previous semester results
3. Review of academic calendar for present and upcoming semesters.
4. Faculty and student participation in conference
5. Training and placement cell activities
6. Parents meeting and students' feedback

IQAC CORDINATOR

Dr Surya P.R

PRINCIPAL

Prof. Dr. Shaiju S Dharan

Prof. (Dr.) SHAIJU .S. DHARAN, M.Pharm., Ph.D.
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Chairperson
All IQAC Members
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