EZHUTHACHAN COLLEGE OF PHARMACEUTICAL SCIENCES

(Run by Ezhuthachan National Academy)

An ISO 9001:2015 Certified Institution

Marayamuttom, Neyyattinkara, Thiruvananthapuram, Pin – 695124

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

File no: EIQAC/MOM/13/ECPS/2025-01 **26/07/2025**

INTERNAL QUALITY ASSURANCE CELL(IQAC) MINUTES OF THE MEETING

The meeting started at 10.50 A.M on 26/07/2025. The IQAC coordinator formally welcomed the gathering and briefed meeting agenda.

Agenda:

1. Reconstitution of IQAC
2. Review of previous IQAC action taken reports.
3. Quality Policy & Improvements.
4. Advanced Academic Enrichment
5. Academic – industrial Interactions
6. QCI Accreditation process.

Minutes:

1. Meeting commenced with an introduction talk by the IQAC Chairperson Pro. Dr Shaiju S Dharan.
2. Principal explained the IQAC objectives to the newly joined members.
3. Discussed about the Institutional Development plan (IDP).
4. IQAC coordinator Dr S M Sandhya detailed about the QCI accreditation and documentation processes.
5. IQAC external member Dr. Santhoshumar T R has given advice on fixing and following the quality standards preferably with help of any templates of accredited institutions.
6. He also mentioned to encourage the faculty members to do fellowship programmes and orientations programmes.
7. IQAC member Mrs Namitha K N, mentioned the bridging between the industries academic institutions.
8. IQAC members should individually maintain and upgrade their quality in all the levels since they are dealing with quality control assessment cell.
9. Principal directed the Pharmacy Practice Department representative of the IQAC to promote Good Clinical Practice everywhere in their areas.
10. Levels of quality should always be maintained and the culture of quality maintenance.\
11. Meeting winded up with the vote of thanks by the IQAC member Mrs. Neethu I S.

IQAC CORDINATOR
Dr. S M Sandhya

PRINCIPAL
Prof. Dr. Shaiju S Dharan

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Prof. (Dr.) SHAIJU S DHARAN M Pharm., Ph.
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Sl. No	Name of the Committee Member	Category	Designation
1	Prof. Dr. Shaiju S Dharan	Chairperson	Principal
2	Mrs. Sudha Harikumar	Member from Management	General Secretary ENA
3	Mr. S Surendran	Nominee from local society	President, Perumkadavila Grama Panchayath
4	Dr. Santhoshkumar T R	Nominee from Industry	Scientist G, Rajiv Gandhi Centre for Biotechnology Trivandrum
5	Dr. S M Sandhya	IQAC Coordinator	HOD Dept of Pharmaceutical Chemistry
6	Mrs. Namitha K N	Teacher	Asso. Professor
7	Mr. Sarathkumar S J	Teacher	Asst. Professor
8	Dr Grace N Raju	Teacher	Asst. Professor
9	Mr. Pranav Prakash	Nominee from Students	Chairman, Students Union
10	Mrs. Neethu I S	Nominee from Alumni	Alumni Member
11	Mr. Harikumar S	Staff, College Administration	Staff, College Administration

PRINCIPAL

Prof. Dr. Shaiju S Dharan

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File No: EIQAC/ATR/13/ECPS/2025-01 **30/07/2025**

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

The following action has been taken for IQAC meeting conducted on **26.07.2025**

Sl.No.	DISCUSSIONS	ACTION TAKEN
1.	Reconstitution of IQAC	IQAC has been reconstituted with two new members; Dr Grace N Raju (Teacher), Mr. Pranav Prakash (Students Union Chairman)
2.	Review of previous IQAC action taken reports.	Academic Progress of weak students after retrieval classes evaluated, which shows consistant progress.
3.	Quality Policy & Improvements.	Significant Improvement in the practical side of students were noted after industrial visits and training.
4.	Advanced Academic Enrichment	Add on certificate programmes were done by both students and faculty members, which enriched the quality of education.
5.	Academic – industrial Interactions	Guest lectures on various areas, like career enhancements, practical knowledge enhancement etc were arranged for students
6.	QCI Accreditation process.	Progress on QCI accreditation related documentation were reviewed and updated.

IQAC CORDINATOR
Dr. S M Sandhya

PRINCIPAL
Prof. Dr. Shaiju S Dharan

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File no: EIQAC/CIR/01/ECPS/2025-02 **01/11/2025**

INTERNAL QUALITY ASSURANCE CELL(IQAC)

CIRCULAR

The fourteenth Internal Quality Assurance Cell meeting (Second meeting for the academic year 2025-2026) will be convened on **05/11/2025** at 03.00PM in the conference hall. All IQAC members are hereby informed to attend the meeting without fail.

Agenda

1. Review of Teaching-Learning Processes and Evaluation Methods through Curriculum Committee.
2. Review of Feedback from Students, Faculty and Other Stakeholders.
3. Assessment of Practical/ Laboratory Teaching and Industry Collaboration.
4. Review and Planning of Research Publication Quality, Impact Factor Targets.
5. Student Mentoring and Counselling Activities Status.
6. Strategies for Improving Placement and Internship Opportunities for Students.
7. Support for YIP, Entrepreneurship Development and Incubation Centre Activities.
8. Initiatives for Health, Safety, and Well-Being Programs for Staff and Students.
9. Plans for Faculty Development Programs Hosting Conferences, Workshops, and Seminars for Knowledge Dissemination.

IQAC CORDINATOR

Dr. S M Sandhya

PRINCIPAL

Prof. Dr. Shaiju S Dharan

Copy to

Chairperson
All IQAC Members
Stock File

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File no: EIQAC/MOM/14/ECPS/2025-02 **05/11/2025**

INTERNAL QUALITY ASSURANCE CELL(IQAC) MINUTES OF THE MEETING

The meeting started at 03.00 P.M on 05/11/2025. The IQAC coordinator formally welcomed the gathering and briefed the meeting agenda.

Agenda:

1. **Review of previous IQAC action taken reports.**
2. **Quality Policy & Improvements.**
3. **Teaching & Feedback Review**
4. **Labs, Research & Mentoring**
5. **Placements & Entrepreneurship**
6. **QCI Accreditation process.**

Minutes:

1. Meeting commenced with an introduction talk by the IQAC Chairperson Prof. Dr Shaiju S Dharan.
2. IQAC coordinator Dr S M Sandhya detailed about the teaching-learning processes and evaluation methods via the curriculum committee. Academic audits and assessments were planned, alongside discussions on boosting student performance and progression. Feedback from students, faculty, and stakeholders was analyzed, with enrollment trends, new programs, online learning, lab teaching, department audits and academic calendar. The library resources were also evaluated.
3. IQAC external member Dr. Santhosh Kumar T R guided on the status of ongoing research projects and publications. Proposals for promoting research activities were planned including collaboration initiatives.