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/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.

He mentioned to encourage the faculty members to target for research publication quality and impact factor for the upcoming quarter.

5. IQAC members Mrs. Namitha K N, Dr. Grace N Raju, Mr. Sarath Kumar S J and Mrs. Neethu I S mentioned policies for academic and administrative governance with staff development programs. Student mentoring, anti-ragging measures, placement and entrepreneurship strategies, sustainable practices and industry collaborations were discussed and action items assigned for QCI Accreditation process.
6. 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.D
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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/14/ECPS/2025-02 **13/11/2025**

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

The following action has been taken for IQAC meeting conducted on **05.11.2025**

Agenda Item	Key Discussions	Action Taken Report (ATR)
1. Review of previous IQAC ATR	Reviewed progress on prior action items from last meeting.	All pending items cleared, status report prepared.
2. Quality Policy Improvements	Discussed teaching-learning processes, evaluation methods, academic audits, student performance, feedback analysis, department audits.	Academic audit plan approved, feedback implementation committee formed.
3. Teaching Feedback Review	Analyzed student, faculty, and stakeholder feedback on teaching processes.	Feedback consolidation report to be shared, training sessions scheduled.
4. Labs, Research Mentoring	Status of research projects, publications; proposals for research collaborations; targets for publication quality and impact factors. Guidance by Dr. Santhosh Kumar T R.	Research policy drafted, collaboration MOUs initiated.
5. Placements & Entrepreneurship	Student mentoring, anti-ragging, placement strategies, entrepreneurship, industry collaborations.	Placement cell revamped; entrepreneurship workshop planned.
6. QCI Accreditation Process	Policies for governance, staff development; action items assigned for accreditation.	QCI documentation checklist prepared; compliance audit scheduled.

IQAC CORDINATOR
Dr. S M Sandhya

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