

MOONRAY INSTITUTE OF PHARMACEUTICAL SCIENCES

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A stack of several books is positioned on a dark wooden surface. The books are slightly tilted, and their spines are visible. The background is a blurred indoor setting with light coming from a window.

IQAC 2023-2024

MOONRAY INSTITUTE OF PHARMACEUTICAL SCIENCES



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(Approved by AICTE & PCI, Affiliated to JNTU, Hyderabad)
Near Tollgate, Adjacent NH-44, Vill. Raikal, Mdl: Shadnagar, Farooqnagar,
Dist. Ranga Reddy - 509202
Ph: 08548-213259, Mobile: 9985119801, 9000004806, 9989456507

Internal Quality Assurance Cell (IQAC)

Annual Report

Academic Year: 2023-2024

Index

1. Composition of the IQAC
2. Year Planner
3. Minutes of the Meeting with action taken report
4. Quality Enhancement Initiatives
 - a) Faculty Incentive Policy
 - b) Quality Initiative programs for students and faculty
4. Feedback Analysis and its follow-up
 - a) Student Feedback on Faculty
 - b) Teachers Feedback
 - c) Employers Feedback
 - d) Alumni Feedback
 - e) Evaluation Questionnaire for Mentor & Mentor Evaluation Form
5. Professional Development Programs organized for Teaching & Non-Teaching Staff
6. Collaborative activities for the professional Development of the faculty

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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2023-2024

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Sri K. parvath Reddy	
2.	Convener / Coordinator of the IQAC	Dr. B Raj Kumar	
3.	Management Representative	D. Kullayappa	
4.	Administrative Officer	V. Shashidhar	
Members			
5.	Faculty Members	Mr. M. Ravi	
		Mrs. Parmala	
		Ms. Nabeeya	
6.	Nominees From Local Society, Students and Alumni	Ms. Sumaya Tabassum	
		Ms. Azzal Unissa	
7.	Nominees From Employers / Industrialists / Stakeholders	Mrs. A. Dhruva	

Coordinator / IQAC

Chairperson / IQAC

Copy to:

Chairman
Director
Principal
IQAC Cell

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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2023-2024

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 07/08/2023

Time: 03:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Sri K. Preethi Reddy	
2.	Convener / Coordinator of the IQAC	Dr. B. Raj Kumar	
3.	Management Representative	D. Kallayappa	
4.	Administrative Officer	V. Shashidhar	
Members			
5.	Faculty Members	Mrs. M. Ravi	
		Mrs. Parimala	
		Ms. Nahiya	
6.	Nominees From Local Society, Students and Alumni	Ms. Sumaya Tabassum	
		Ms. Afzal Unnisa	
7.	Nominees From Employers / Industrialists / Stakeholders	Mrs. A. Dhruva	

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Agenda:

- Academic Planning
- Online activities
- Perspective plan
- Activity Planning
- Technical Skill Training
- Co-curricular Activity for Faculty
- Implementing new Mentor mentee system
- Procure of Lab Equipment

Proceedings of the Meeting:

IQAC coordinator invited all the members of IQAC to this meeting. The agenda points were discussed in details and the action is taken accordingly.

Agenda Item No.	POINTS DISCUSSED	Resolution	Target Date	Responsibility	Action Taken
1	Review of previous IQAC meeting.	-	13.08.23	Department Members	Members noted the Action taken on the previous meeting and noted the tasks still pending.
2	Online classes and activities as per Instruction	IQAC chairperson explained the procedure to conduct Online class activities and how to improve the student interest during online classes.		Department Members	HODs need to collect all the Recording link of respective classes and submit to IQAC at the End of the semester.
3	Academic Planning for the 2023-24 Odd semester and CAC Meeting tentative dates.	Academic calendar should submit with entire planning of the each department activities.	20.08.23	Department	Department Academic calendar should verified and give the recommendation if required.
4	To conduct extracurricular and	Tentative Event list for the AY:2023	03.09.23	With respect to the event. Report sent	Decision taken to conduct Engineering

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	co-curricular activities in this AY: 2022-23 like Workshops/Guest Lectures/FDPs/Conferences/Sports Activities	Odd Semester should submit by Department		by the Department to IQAC cell	Workshops/Guest Lectures/FDPs/Conferences/Sports Activities
5	Technical Skill Trainings to Students for Placements	Tentative placement activities list for the AY:2023 Odd Semester should submit by the Placement Director	03.09.23	Placement Director	Decision taken to initiate and conduct the technical skill trainings to students for placements
6	To implement New Mentor Mentee System	Mentor Mentee Minutes signed by every week and submit to Principal Monthly once for verification	Now onwards	Department Members and respective class in-charges.	It is decided to implement the mentor mentee system in all the departments of the institution
7	Improve the ICT based activities	To conduct workshop on how to create ICT lectures	12.10.23	NAAC Coordinator.	It decided to conduct SWAYAM/MOOCs awareness workshop on how to create ICT lectures and the same has been approved
8	Step to improve the skill set for the students	To conduct skills training based workshops for students	19.10.23	Department	Decision taken to conduct soft skills training for all the UG students
9	Laboratory equipment's and Library procurements	Lab maintenance and Equipment/Consumable/Library books purchase as per change of syllabus	10.09.23	Department	It is decided to take laboratory equipment's and library procurements from all the laboratories & library and approved the same

Coordinator / IQAC

[Signature]

Chairperson / IQAC

[Signature]

Copy to :

Chairman
Director
Principal
IQAC Cell

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MINUTES OF MEETING

Venue: BOARD ROOM

Date: 04/12/2023

Time: 10:00AM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Sri K. Praevith Reddy	
2.	Convener / Coordinator of the IQAC	Dr. B. Rajkumar	
3.	Management Representative	D. Kullayappa	
4.	Administrative Officer	V. Shashidhar	
Members			
5.	Faculty Members	Mr. M. Rave.	
		Mrs. Praevitha.	
		Ms. Nihya	
6.	Nominees From Local Society, Students and Alumni	Ms. Sumaya Tabassum	
		Ms. Ajeel Unisa	
7.	Nominees From Employers / Industrialists / Stakeholders	Mrs. A. Dhenu	

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Agenda:

- Induction Program
- Virtual Lab
- Orientation Program
- CO's and PO's
- Signing of MOAs/MOUs
- National/International Conferences

Proceedings of the Meeting:

DEAN IQAC invited all the members of IQAC to this meeting. The agenda points were discussed in details and the action is taken accordingly.

Item No.	POINTS DISCUSSED	Resolution	Target Date	Responsibility	ACTION PLAN
1.	Induction Program for the faculty	To conduct induction Programme to the newly joined faculty.	21.12.23	NAAC Co-ordinator	It has been decided and approved to conduct Induction programmes for the newly joined faculty
2.	Virtual lab classes and online class status	Heads are instructed to take theory classes and send the recording link to the students for the reference. Lab course also instructed to conduct using VLab offered by the IITs.	Monthly Report	Department	HODs need to collect all the Recording link of respective V-Lab details and submit to IQAC at the End of the semester.
3.	Orientation Program Report	Orientation Programme has scheduled on 01.12.2023 to 15.12.2023 for the first year students.	21.12.23	Department	Report was analyzed and remedial steps to be instructed based on the student feedback.
4.	Cos, Pos and attainment	Co and Po mapping and attainment calculation, Guidelines to prepare and	-	Department	Attainment level analysis in every course and

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		implement course files with attainment.			Instruction given to improvement for forthcoming semesters
5.	Signing of MOUs with Industries/Research Institutions	Department should get MoU with reputed Industry related to student skill development basis	27.01.23	Department	Decision taken to make Memorandum of Understanding with various Industries/NGOs/Research organizations.
6.	To conduct International Conferences	International Conference "Challenges and opportunities for Innovation Science, Engineering and Technology" scheduled on 04 th and 5 th March 2023.	08.01.23	Conference Convener	Conference Organizing Committee members and strategic plan was discussed and confirmed.
7.	To Organize the various FDP/Guest Lecture/Workshops/awareness programme for the AY 2023-24	Tentative dates should be submit by the Department, R&D Co-ordinator, Club Co-ordinator, IPR Co-ordinator	15.12.23	R&D coordinator, Club Co-ordinator, IPR Co-ordinator	Event coordinator, guest of the event has panned and approval got from Principal.


Coordinator / IQAC


Chairperson / IQAC

Copy to :

Chairman

Director

Principal

IQAC Cell

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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2023-2024

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 06/04/2023

Time: 03:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Sri K. Pavanth Reddy	[Signature]
2.	Convener / Coordinator of the IQAC	Dr. B. Rajkumar	[Signature]
3.	Management Representative	D. Kullayappa.	[Signature]
4.	Administrative Officer	V. Shashidhar	[Signature]
Members			
5.	Faculty Members	Mr. M. Ravi.	[Signature]
		Mrs. Pavimala	[Signature]
		Ms. Nahida.	[Signature]
6.	Nominees From Local Society, Students and Alumni	Ms. Sumaya Bhassam	[Signature]
		Ms. Ajal Jaisiri	[Signature]
7.	Nominees From Employers / Industrialists / Stakeholders	Ms. A. Dhenu.	[Signature]

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Agenda:

- CAC Meetings
- Review of Academic activities
- Student Club activities
- Website updating and organizing more seminars and student activities
- Research Activities and Consultancy activities
- MoU

Proceedings of the Meeting:

The meeting began with the principal's introductory remarks about the importance of the Internal Quality Assurance Cell and its functions. The Dean IQAC welcomed all members to the meeting, and following discussion of the agenda, the following decisions were reached. HOD was informed of the situation.

No.	Points Discussed	Resolution	Target Date	Responsibility	Action Plan
1.	Review of the Academic year 2023-24- Odd Semester activity and planning for 2023-24 even Semester.	-	-	IQAC Coordinator	Academic year 2023 odd semester file was verified. Reviewed the tentative
2.	Academic Planning for the 2023-24 Even semester and CAC Meeting tentative dates.	Instructed the Department to Submit College Advisory Committee and Program Assessment Committee finalized dates and Pannel members details for current semester.	16.04.2023	Department	CAC Minutes were reviewed.
3.	The creation of additional student clubs in the Institution.	IQAC instructed to create various student cubs in the institution for improving their inter and intra personality skills.	16.04.2023	Department	The committees and club's heads are Instructed to submit the

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					activity plan for the semester.
4.	Website updating and organizing more seminars and student activities	Strategic plan & website updating to be followed Due to COVID -19, all the departments have to conduct online FDPs, Workshops, Webinars, Value added courses to our faculty, students and also for outside colleges.	16.04.2023	Website Incharge	Website Incharge should verified and keep on monitoring and report to the changes required.
6.	Research Activities and Consultancy activities.	All the faculty members are informed to publish their papers in SCI/SCIE/Scopus Indexed journals. Consultancy Project status was discussed with the respective Principal Investigator and team members IPR cell, report should be submit to IIC every semester end for review	30.04.2023	R & D Coordinator	Motivated the faculty through Faculty Incentive Policies R&D Coordinator are instructed to get the activity report from the various research activity coordinator
7.	MoU with Malaysia University	Principal briefed the committee about MOU Activity report should submit by the Research co-coordinator	31.05.2023	Research Co-coordinator	Avenues for collaboration were discussed and appreciated by the members.


Coordinator / IQAC


Chairperson / IQAC

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Copy to :

Chairman

Director

Principal

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INTERNAL QUALITY ASSURANCE CELL (IQAC) AY: 2023-2024

MINUTES OF MEETING

Venue: BOARD ROOM

Date: 16/08/2023

Time: 02:00PM

S.No	Nature of Membership	Name(s)	Sign
1.	Chairperson	Sri K. Prasanna Reddy	[Signature]
2.	Convener / Coordinator of the IQAC	Dr. B. Raj Kumar	[Signature]
3.	Management Representative	D. Kullayappa	[Signature]
4.	Administrative Officer	V. Shashidhar	[Signature]
Members			
5.	Faculty Members	Mr. M. Ravi	[Signature]
		Mrs. Prasanna	[Signature]
		Ms. Nahya	[Signature]
6.	Nominees From Local Society, Students and Alumni	Ms. Sumayya Dhanu	[Signature]
		Ms. Azal Unnisa	[Signature]
7.	Nominees From Employers / Industrialists / Stakeholders	Mrs. A. Dhenu	[Signature]

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Agenda:

- Academic calendar received from University
- Safety measures against the Pandemic

Proceedings of the Meeting:

The meeting commenced with the opening remark of the principal about the importance of Internal Quality Assurance Cell and its functions. The Dean IQAC welcomed all the members to meeting, Discussing above agenda, the following decisions were made.

The committee had discussed the following activities:

S.No.	Points Discussed	Resolution	Target Date	Responsibility	Action Taken
1	Review of the Academic year 2023-24- Even Semester activity and planning for 2023-24 ODD Semester.			Department	Academic year 2023-24 even semester file was reviewed.
2	Preparation of academic activity based on the revised academic calendar received for the AY:2023-24 odd semester	Teaching learning Methodology and Collection of lesson plan from every Department	01.09.23	Department	Academic planning done based on the academic calendar. It is received from various departments and discussed in details and approved the same which is enclosed for AY: 2023-24 ODD semesters
3	Various committee formed and reviewed for AY:2023-24	create various Committees in the institution for improving the Academic and Administrative	01.09.23	Research Coordinator	IQAC instructed to create various Committees in the institution for improving the Academic

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		process.			and Administrative process.
4	NAAC- Committee review	NAAC Criteria in charges are asked to submit the details of the AY: 23-24.	01.09.23	NAAC Coordinator	NAAC Criteria in charges submitted files are reviewed.
5	Academic Administration Audit	AC coordinator has planned for AAA, Audit members list has been scheduled get approval from Principal	8.08.23 to 03.09.24	IQAC Coordinator	AAAis planned on 22.09.23, The internal auditor and schedule will be announced.
6	Safety measures against the Pandemic.	Academic year 2023-24 commenced on 06 th Sep 2023 onwards. Reopening the institution after the after the pandemic is a challenge. So an arranged setup has to be established when the students return to the college to take care of the safety of the all individuals.	04.09.23	Campus In charge	Inspected by the HODs, Dean and assure the cleanness was taken. The next semester class work is scheduled on 06.09.23


Coordinator / IQAC


Chairperson / IQAC

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Chairman

Director

Principal

IQAC Cell