



Estd. 2009

ਖ਼ਾਲਸਾ ਕਾਲਜ ਆਫ਼ ਫਾਰਮੇਸੀ

Khalsa College of Pharmacy

G.T. ROAD, AMRITSAR 143002

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Web: www.khalsacollegepharmacy.org

Approved by AICTE, PCI, New Delhi & Punjab Govt. Affiliated to PTU, Kapurthala, PSBTE & IT, Chandigarh

Ref. No. KCP/3007-A

Dated 29.3.22

Constitution of IQAC

As per the NAAC guidelines, the constitution of the Internal Quality Assurance Cell (IQAC) is as follows:

Chairperson	Dr. R.K. Dhawan
Director of the IQAC	Mrs. Tajpreet Kaur
Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu
Administrative Officers	1. Mr. Mukhwinder Singh 2. Mrs. Harleen Kaur 3. Ms. Avneet Kaur
Member from the Management	S. Ajmer Singh
Nominees from local society	1. Dr. Balwinder Singh 2. S. Dharminder Singh Rataul
Nominees from Students	1. Ms. Arshdeep Kaur 2. Mr. Rishabh Mehta
Nominees from Alumni	1. Mr. Chahat Khanna 2. Ms. Simranjit Kaur
Nominees from Employers	Mr. Amit Kapoor
Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma





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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Venue: IQAC Cell

Date: 07-08-2019

Time: 03:00 pm

Members Present

1.	Chairperson	Dr. R.K. Dhawan	
2.	Director of the IQAC	Mrs. Tajpreet Kaur	
3.	Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu	
4.	Administrative Officers	1. Mr. Mukhwinder Singh 2. Mrs. Harleen Kaur 3. Ms. Avneet Kaur	
5.	Member from the Management	S. Ajmer Singh	
6.	Nominees from local society	1. Dr. Balwinder Singh 2. S. Dharminder Singh Rataul	
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8.	Nominees from Alumni	1. Mr. Chahat Khanna 2. Ms. Simranjit Kaur	
9.	Nominees from Employers	1. Mr. Amit Kapoor	
10.	Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma	

Agenda:

1. Introduction of IQAC cell members.
2. To discuss the roles, responsibilities and objectives of IQAC
3. To discuss the monitoring of academic activities at departmental level through different committees.
4. To discuss modification of formats for different academic activities.
5. To discuss awareness regarding Grievance Redressal cell.
6. Preparation of academic calendar for upcoming academic session.
7. To consider any other item with the permission of the chair





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Minutes of Meetings:

Following agenda items were discussed in the meeting:

1. The Coordinator-IQAC welcomed honorable Chairman (Director-KCP) and all the members present in the meeting. He appraised the purpose of the meeting.

The meeting started with the introductory remarks given by the honorable Chairman and Coordinator of IQAC. All the IQAC members introduced themselves.

2. To discuss the roles, responsibilities and objectives of IQAC

The Chairperson has described that the objective, strategies and function of the IQAC has already been described comprehensively in the IQAC manual, therefore, resolved that IQAC cell shall adopt objective, strategies and function as per manual of the IQAC

The objective, strategies and function of IQAC is as follows:

Objectives:

The primary aim of IQAC is.

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.

To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

Strategies:

IQAC shall evolve mechanisms and procedures for:

- a. Ensuring timely, efficient and progressive performance of academics, administrative and financial tasks;
- b. The relevance and quality of academic and research programmes;
- c. Equitable access to and affordability of academic programmes for various sections of society;
- d. Optimization and integration of modern methods of teaching and learning;
- e. The credibility of evaluation procedures;
- f. Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g. Sharing of research findings and networking with other institutions in India and abroad.

Functions:

Some of the functions expected of the IQAC are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;





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- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
 - d) Dissemination of information on various quality parameters of higher education;
 - e) Organization of inter and intra institutional workshops, seminars on quality relate themes and promotion of quality circles;
 - f) Documentation of the various programmes/activities leading to quality improvement;
 - g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
 - h) Development and maintenance of institutional database through MIS for the purpose of maintaining/enhancing the institutional quality;
 - i) Development of Quality Culture in the institution;
 - j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.
3. All the Heads of departments are required to ensure formation of different academic committees for the forthcoming session at department level.
4. The formats for various academic activities were placed before the members of the cell for discussion. The formats were reviewed by the honorable members and few suggestions were given by the members. The responsibility to modify some formats as suggested was given to Coordinator of IQAC.
5. The matter related to preparing academic calendar discussed in length and IQAC Coordinator suggested to all the head of the departments to incorporate various co-curricular and extra-curricular activities in their respective departmental academic calendars for the upcoming academic session.
6. Responsibility for preparation of time table embedded with Skill Enhancement, Human Values and Computer Skills classes was given to respective Head of Departments.

Tajpreet

Director





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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Venue: IQAC Cell
Time: 12:00 pm

Date: 12-02-2020

Members Present

1.	Chairperson	Dr. R.K. Dhawan	
2.	Director of the IQAC	Mrs. Tajpreet Kaur	
3.	Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu	
4.	Administrative Officers	1. Mr. Mukhwinder Singh 2. Mrs. Harleen Kaur 3. Ms. Avneet Kaur	
5.	Member from the Management	S. Ajmer Singh	
6.	Nominees from local society	1. Dr. Balwinder Singh 2. S. Dharminder Singh Rataul	
7.	Nominees from Students	1. Ms. Arshdeep Kaur 2. Mr. Rishabh Mehta	
8.	Nominees from Alumni	1. Mr. Chahat Khanna 2. Ms. Simranjit Kaur	
9.	Nominees from Employers	1. Mr. Amit Kapoor	
10.	Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma	

Agenda:

1. To consider and approve the feedback proforma for various stake holders (student's feedback, parent's feedback, alumni feedback, employer's feedback, employee feedback).
2. To review and discuss the results of odd semester 2020-21 and an action plan to improve the overall performance of the students.
3. To plan teaching & learning activities in online mode for the session 2020-21.





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Minutes of Meeting:

1. To consider and approve the feedback proforma for various stake holders.

The Coordinator-IQAC apprised the member about the various feedback mechanisms that has to be carried out at institute level. Therefore, the feedback proforma to get the feedback from the various stake holders has been designed. The same proforma to get feedback from students, parents, alumni, employers and employees, is placed before the members of the cell to review and approval. All the proforma placed before the members of the cell have been approved.

2. To review and discuss the results of odd semester 2020-21 and an action plan to improve the overall performance of the students.

The matter related to results of odd semester 2020-21 has been discussed in length and the Chairman expressed his satisfaction over the performance of the students and appreciated the efforts of the faculty members and staff for their valuable contribution. However, he suggested that all the departments must deliver some special lectures beyond the curriculum to cover the syllabus of competitive examinations. In addition to that, Coordinator-IQAC suggested that some extra classes may also be arranged to improve the communication and overall personality of the students.

3. To plan teaching & learning activities in online mode for the session 2020-21.

Resolved that in view of the present scenario because of covid-19 all the classes will be organized through online mode during the upcoming session 2021-22. Further, decision for in-campus/offline classes will be taken as per directives of the University/State/Central government.

The meeting ended with vote of thanks to the chair.


Director





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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Venue: IQAC Cell
Time: 02:00 p.m.

Date: 17-05-2021

Members Present

1.	Chairperson	Dr. R.K. Dhawan	
2.	Director of the IQAC	Mrs. Tajpreet Kaur	
3.	Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu	
4.	Administrative Officers	1. Mr. Mukhwinder Singh 2. Mrs. Harleen Kaur 3. Ms. Avneet Kaur	
5.	Member from the Management	S. Ajmer Singh	
6.	Nominees from local society	1. Dr. Balwinder Singh 2. S. Dharminder Singh Rataul	
7.	Nominees from Students	1. Ms. Arshdeep Kaur 2. Mr. Rishabh Mehta	
8.	Nominees from Alumni	1. Mr. Chahat Khanna 2. Ms. Simranjit Kaur	
9.	Nominees from Employers	1. Mr. Amit Kapoor	
10.	Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma	

Agenda of the meeting:

1. To review and discuss the results of even semester 2021-22 and an action plan to improve the overall performance of the students.
2. To review and approve the Performa of academic and administrative audit.
3. Proposal to carry out energy and environment audit of the entire institute.
4. To discuss about online teaching-learning.





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Minutes of meeting:

- **To review and discuss the results of even semester 2021-2022 and an action plan to improve the overall performance of the students.**

The matter related to results of even semester 2021-2022 has been discussed in length and the chairman expressed his satisfaction over the performance of the students and appreciated the efforts of the faculty members and staff for their valuable contribution. However, he suggested that all the departments must deliver some special lectures beyond the curriculum to cover syllabus of competitive examinations. In addition to that, coordinator-IQAC suggested that some extra classes may also be arranged to improve the communication and overall personality of the students.

- **To review and approve the Performa of academic and administrative audit.**

The coordinator-IQAC proposed the Performa for academic and administrative audits of the various departments of the institutes. He apprised all the members that the performa has been designed to compile the comprehensive information of all the departments by covering all the curricular, co-curricular and extra-curricular activities of the department. The performa has been approved unanimously as it was placed. Further, he suggested to all the members present that the prescribed performa must be filled very carefully because the information provided in the performa will be reflected in accreditation of the institute.

- **Proposal to carry out energy and environment audit of the entire institute.**

The coordinator-IQAC proposed that the institute must go for energy and environment audits. The proposal has been accepted by the honorable chairperson-IQAC and it has been decided that the said audits will be carried out annually.

- **To discuss about online teaching-learning.**

The matter related to deliver lectures through online mode has been discussed resolved that all department's heads make necessary arrangements and make faculty aware to deliver online lectures to their respective students. The coordinator-IQAC proposed a faculty training program for possible conduction of online teaching & learning.

The meeting ended with vote of thanks to the chair.

Tajpreet
Director





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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Venue: IQAC Cell
Time: 12:00 p.m.

Date: 14-09-2021

Members Present

1.	Chairperson	Dr. R.K. Dhawan	
2.	Director of the IQAC	Mrs. Tajpreet Kaur	
3.	Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu	
4.	Administrative Officers	1. Mr. Mukhwinder Singh 2. Mrs. Harleen Kaur 3. Ms. Avneet Kaur	
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9.	Nominees from Employers	1. Mr. Amit Kapoor	
10.	Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma	

Agenda of the meeting:

1. To discuss the action plan for NAAC Accreditation.
2. To review the placement of the students and an action plan to improve the placement of the students.
3. To plan teaching & learning activities in online mode for the session 2021-22.

Minutes of meeting:



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Dr. R.K.Dhawan (Chairman-IQAC) welcomed all the members of IQAC. Chairman requested Mr. Nishant Kumar (IQAC-Coordinator) to proceed as per the agenda items circulated to all the members for this IQAC meeting.

Following agenda items were discussed in the meeting:

- **To discuss the action plan for NAAC Accreditation.**

The matter related to decide the action plan for NAAC Accreditation has been discussed in length. The Chairman-IQAC, Prof. (Dr.) R.K. Dhawan suggested that the different criteria wise committees will be formed to take care of each criterion by the concerned committee head.

The coordinator-IQAC has been directed to form the said committees at the earliest possible and circulate the same to all the members.

The Chairman-IQAC advised that more and more alumni industry experts must be mobilize to deliver their talks in the fields of their expertise to our in-campus student.

- **To review the placement of the students and an action plan to improve the placement of the students.**

The placement of the various departments of the institute was reviewed and it has been suggested that online assessment tests may be conducted for the students of pre-final year and final year to assess the performance of the students and as well as to improve the placement of the students.

- **To review the academic and administrative audit for the academic session of 2021-22.**

The coordinator-IQAC informed all the members that proposed academic and administrative audit could not performed due to unexpected Covid-19 outbreak and lockdown throughout the country. It has been resolved that all the concerned head of the department will submit their academic audit proforma along with supporting documents of their respective departments as soon as he normal functioning of academic institution is allowed by the university and government of India.

- **To plan teaching & learning activities in online mode for the session 2021-22.**

Resolved that in view of the present scenario because of covid-19 all the classes will be organized through online mode during the upcoming session 2021-22. Further, decision for in-





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campus/offline classes will be taken as per directives of the University/State/Central government.

The meeting ended with vote of thanks to the chair.

Tajpreet

Director

[Signature]
Chairman





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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Venue: IQAC Cell

Date: 20-04-2022

Time: 04:00 p.m.

Members Present

1.	Chairperson	Dr. R.K. Dhawan	
2.	Director of the IQAC	Mrs. Tajpreet Kaur	
3.	Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu	
4.	Administrative Officers	1. Mr. Mukhwinder Singh 2. Mrs. Harleen Kaur 3. Ms. Avneet Kaur	
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9.	Nominees from Employers	1. Mr. Amit Kapoor	
10.	Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma	

Agenda of the meeting:

1. To discuss the planning of NAAC Accreditation and SSR preparation.
2. To discuss on the Academic and Administrative audit of the institute.
3. To plan student's centric methods for the overall improvement in academics.
4. To discuss the planning of NSS activities.
5. Proposal for upcoming events under IQAC

Minutes of meeting:

1. To discuss the planning of NAAC Accreditation and SSR preparation





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Resolved that the criteria heads will be deputed to collect and compile the data on the prescribed formats. The criteria heads will be responsible to present the progress of their respective criteria to the IQAC Coordinator. The criteria heads to compile the data received from the various departments are as follows:

Criteria 1: Dr. Jasjeet Kaur Narang

Criteria 2: Dr. Varinder Soni

Criteria 3: Dr. Rajiv Kumar

Criteria 4: Dr. Tajpreet Kaur

Criteria 5: Dr. Narinder Kaur

Criteria 6: Dr. Amandeep Bhatia

Criteria 7: Mr. Nishant Kumar

2. To discuss on the Academic and Administrative audit of the institute

Academic and administrative audit report of various departments was placed and discussed.

3. To plan student's centric methods for the overall improvement in academics

A detailed review of online class, challenges and outcomes of online classes was placed. The Coordinator-IQAC stated that during the pandemic situation, the institute planned & performed well and the teaching and learning process was conducted through online mode. However, challenges were faced by many of the faculty members and students due to several limitations e.g. network connectivity, limited data accessibility and financial issue. However, quality content and excellent online lectures have been delivered by the faculty and staff members to the students.

4. To discuss the planning of NSS activities

It was decided to plan and execute extension activities under NSS. It has been decided that the NSS Coordinators will plan the activities for the current session and share the activity calendar with the IQAC Coordinator.

5. Proposal for upcoming events under IQAC

Planning of webinar on Outcome Based Education.

Planning of FDP on Emerging Trends in Engineering & Technology

Planning for webinar on Innovation in Pedagogy.

Planning of Webinar/Seminar for the Awareness on Intellectual





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Property Rights, Entrepreneurship, Innovation and Startups.

The meeting ended with vote of thanks to the chair.

Director

Tajpreet





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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Venue: IQAC Cell
Time: 04:00 p.m.

Date: 14-10-2022

Members Present

1.	Chairperson	Dr. R.K. Dhawan	
2.	Director of the IQAC	Mrs. Tajpreet Kaur	
3.	Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu	
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9.	Nominees from Employers	1. Mr. Amit Kapoor	
10.	Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma	

Agenda of the meeting:

1. Education-related activities.
2. Student academic performance.
3. Critical review of the institute's best practices.
4. A rigorous review of infrastructure facilities and resource mobilization





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Minutes of meeting:

1. Education-related activities:

The college should intensify its efforts to create a strategy based on the idea of reskilling and cross-skilling students as a component of career development activities. Projects for pharma management internships and short-term/vacation jobs might be developed in conjunction with industry.

2. Student academic performance:

In addition to the present practice of academic mentors, the director offered his assistance in starting a program that would provide students access to mentors from the business world. He offered to assist us in locating business mentors. Additionally, the panel believed that the idea of alumni mentors would be beneficial for students' growth. He recommended exploring ideas and concepts that were introduced to the institution by staff members or students with pertinent industries as part of an idea-sharing program to determine their potential for translation.

3. Critical review of the institute's best practices:

In order to activate and focus the students' creative ability, the coordinator proposed that the institute host a workshop on creative idea/design and a competition. The group members emphasized the value of having projects with assignments that could be assessed as part of a larger student development program.

4. Infrastructure facilities and resource mobilization-- a critical analysis

Director suggested that the institute look into the possibility of setting up an Internship program or a Placement, which would serve as an interactive platform for the students, the institute, and the industry. Director reiterated the importance of imparting diverse skill sets to students to make them competitive. She proposed creating a corpus fund for student research projects, which would act as seed funding for some of these initiatives. She advised that the IQAC presentation may adhere to a systematic manner in accordance with the rules established by NAAC.

The meeting ended with vote of thanks to the chair.

Director 


Chairman




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Internal Quality Assurance Cell (IQAC)

Minutes of Meeting

Venue: IQAC Cell
Time: 11:00 am

Date: 25-07-2023

Members Present

1.	Chairperson	Dr. R.K. Dhawan	
2.	Director of the IQAC	Dr. Tajpreet Kaur	
3.	Teacher Representatives	1. Mr. Nishant Kumar 2. Dr. Gurpreet Kaur 3. Mr. Gurpreet Singh Sandhu	
4.	Administrative Officers	1. Mr. Mukhwinder Singh 2. Mrs. Harleen Kaur 3. Ms. Avneet Kaur	
5.	Member from the Management	S. Ajmer Singh	
6.	Nominees from local society	1. Dr. Balwinder Singh 2. S. Dharminder Singh Rataul	
7.	Nominees from Students	1. Ms. Arshdeep Kaur 2. Mr. Rishabh Mehta	
8.	Nominees from Alumni	1. Mr. Chahat Khanna 2. Ms. Simranjit Kaur	
9.	Nominees from Employers	1. Mr. Amit Kapoor	
10.	Nominees from Industrialists/ Stakeholders	1. Mr. Ashwani Dhawan 2. Mr. Sanjeev Sharma	

Agenda of the meeting:

1. Planning of NAAC work
2. Evaluation of academic work and examinations
3. Internal audit of institution





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Objectives of IQAC

- To encourage institutional functioning strategies that will improve quality.
- To create a framework for deliberate, consistent, and catalytic action to enhance the institution's academic and administrative success.
- Enhancing the standard of academic and research programs.
- Modern teaching and learning techniques are optimized and integrated.
- Guaranteeing the upkeep and efficient distribution of support infrastructure and services.

Functions of IQAC

- Establishing and implementing quality standards/parameters for the institution's numerous academic and administrative tasks.
- Promoting faculty development to embrace the necessary knowledge and technology for participative teaching and learning processes and the construction of a learner-centric environment supportive of excellent education.
- Organize for student, parent, and other stakeholders' feedback on institutional procedures that affect quality.
- Distribution of data on numerous higher education quality metrics.
- Promotion of quality circles, inter- and intra-institutional workshops, and seminars on quality-related topics
- Records of the many initiatives and programs that promote quality improvement
- Serving as the Institution's nodal agency for coordinating quality-related initiatives, such as implementing and promoting of best practices.
- Creation and upkeep of institutional databases via MIS with the goal of preserving or increasing institutional quality
- Creation of a quality culture inside the organization
- Creation of the Annual Quality Assurance Report (AQAR), which is to be submitted to NAAC, in accordance with its specifications.





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Minutes of meeting:

1. It is resolved to form a committee with senior faculty to initiate NAAC work and apply for 1st cycle IIQA at the earliest.
2. It is advised by the members to utilize the available online class software for effective communication with the students.
3. It was given instructions to create a thorough internal audit timetable.

The meeting ended with vote of thanks to the chair.

Director

Tajpant

Chairman

