



St. Joseph's College of Pharmacy

Approved by Pharmacy Council of India and affiliated to Kerala University of Health Sciences
Approved by Govt. of Kerala
Dharmagiri College Campus, Naipunnya Road, Cherthala-688524, Kerala, India
Tel : +91 478 2821546, +91 478 2821547, E-mail : principal@sjpharmacycollege.org

SJCP/IQAC/CIR/2024-25/7

19/06/2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

CIRCULAR

The seventh Internal Quality Assurance Cell (IQAC) meeting (academic year 2025–2026) will be convened on 30/06/2025 at 10:30 AM in the IQAC Office. All IQAC members are Requested to attend the meeting without fail.

Agenda:

1. QCI-PCI Assessment and preparedness
2. Result analysis of B. Pharm eighth semester
3. Faculty Development Programme (FDP) – planning and participation
4. Submission of AQAR 2024–2025 to NAAC
5. Any other relevant matters with the permission of the Chair

IQAC Coordinator

Dr. Bobby Johns G
IQAC Coordinator
St. Joseph's College of Pharmacy,
Cherthala-688 524,
Kerala, India

Copy to:

1. Chairperson
2. All IQAC members
3. File

Principal

Dr. Sr. Daisy P.A., M.Pharm, Ph.D
Principal
St. Joseph's College of Pharmacy
Dharmagiri College Campus
Cherthala-688 524



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SJCP/IQAC/MOM/2024-25/7

30/06/2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

MINUTES OF THE MEETING

The Internal Quality Assurance Cell (IQAC) meeting was conducted on 30/06/2025 at 10:30 AM in the IQAC Office. The session was presided over by the Principal and facilitated by the IQAC Coordinator, who welcomed all members and outlined the agenda.

Proceedings and Discussions:

- QCI-PCI Assessment and preparedness was discussed in detail. Guidelines were distributed and roles assigned for documentation and lab readiness.
- The principal declared that in a move to promote sustainable energy practices, the College has been awarded an A+ grade by the Haritha Keralam Mission, Government of Kerala, and has been certified as a Green Institution.
- The IQAC Coordinator extended appreciation to all members for this prestigious achievement.
- Result analysis of B.Pharm eighth semester was presented by the class coordinator. Subject-wise performance was reviewed and corrective actions for low-performing areas were discussed.
- Faculty Development Programmes (FDPs) were planned for the upcoming semester in the month of July, 2025 itself.
- Faculty members were encouraged to enroll in SWAYAM and QCI recognized FDPs.
- The meeting concluded at 12:20 PM with a vote of thanks by the Principal.
- The IQAC Coordinator informed that since the NAAC portal has not yet opened for AQAR submission, the AQAR has been prepared and is ready.
- Also there were discussions about obtaining UGC 2(F) status and autonomy for the Institution.

IQAC coordinator

Dr. Bobby Johns G
IQAC Coordinator

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30/06/2025

INTERNAL QUALITY ASSURANCE CELL MEMBERS

S.No.	NAME	NAAC DESIGNATION	OFFICIAL DESIGNATION	SIGNATURE
1	Dr. Sr. Daisy PA	Chairperson	Principal	
2	Dr. Sr. Betty Carla	Member-Management representative	Director	
3	Dr. Bobby Johns G	IQAC Coordinator	Professor & HOD-Pharmaceutics	
4	Dr. Vinod B	Member-Teachers	Professor & HOD-Ph. Chemistry	
	Dr. Thahimon PA		Professor & HOD-Pharmacology	
	Dr. Praveen Raj R		Professor	
	Dr. Kavitha Vasudevan		Professor & HOD-Pharmacognosy	
	Dr. Jeny Samuel		Professor, Pharmacy Practice	
	Ms. Neena Rajan		Asst. Professor, Pharm.Chemistry	
5	Mr. Shanoj VV	Member-Senior Administrative Officer	Personnel Relation Officer	
6	Ms. Fasna Nargees	Member-Student	Student	
	Ms. Neha Joshi	Member-Alumni	Alumni	
7	Adv. Jackson Mathew	Member-Local Society	Councilor, Cherthala Municipality	
8	Sr. Divya MSJ	Member-Employer	Chairperson of Trust & Provincial Superior, Nirmala Province	
9	Mr. Mathew Kokad	Member-Industrialist	Managing Director, Kokad Pharmaceuticals Ltd., Pala	

IQAC Coordinator Bobby Johns G
IQAC Coordinator
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SJCP/IQAC/ATR/2024-25/7

Date: 31/07/2025

INTERNAL QUALITY ASSURANCE CELL (IQAC)

FEEDBACK AND ACTION TAKEN REPORT

In line with the decisions made during the IQAC meeting on 30/06/2025, the actions listed below were undertaken.

Points Discussed	Action Taken
QCI-PCI Assessment and preparedness	Roles and responsibilities were delegated to relevant departments. Lab preparations and documentation updates were initiated. Dr. Vinod B appointed as the SPOC.
Result analysis of B. Pharm eighth semester	Department-wise review completed. Remedial measures and academic support sessions were scheduled for weak areas.
Faculty Development Programmes (FDP)	Faculty members were enrolled in online FDPs. One in-house FDP was scheduled for July 14-18, 2025. Dr. Kavitha Vasudevan was entrusted with the charge.
Submission of AQAR 2024-2025 to NAAC	All criterion coordinators submitted their data to the IQAC.
UGC 2(F) status	In light of recent discussions with the management, efforts are underway to move forward with the application for UGC 2(f) inclusion

IQAC Coordinator

Dr. Bobby Johns G

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