MAM College of Pharmacy, Kalburagi
IQAC Committee
Minutes of Meeting

Date of Meeting: 4 June 2024
Chairperson: Dr. Sadath Ali, Principal

Agenda:
1. Orientation session by external NAAC trainer on IQAC quality audit
2. Introduction and explanation of the PDCA (Plan-Do-Check-Act) cycle
3. Discussion on integration of PDCA into institutional quality practices

Members Present:
1. Dr. Sadath Ali – Principal
2. Dr. Mohd Altaf Ahmed – Professor & HOD
3. Dr. Jyoti G Jain – Professor & HOD
4. Dr. Mohd Rafiq – Professor & HOD
5. Mr. Satish – Associate Professor
6. Mr. Qusro Bin Hassan – Associate Professor
7. Mr. Md Alimuddin – Associate Professor
8. Mr. Md Mukarram Ali – Asst. Professor
9. Mr. Syed Feroz – Asst. Professor
10. Mrs. Bushra Naz Jhariya – Asst. Professor

Discussion Summary:
- The Chairperson welcomed all members and introduced the external NAAC trainer.
- A detailed presentation was delivered on IQAC quality audit procedures.
- PDCA methodology was explained with practical examples relevant to educational settings.

Key Decisions Taken:

Agenda Item	Discussion / Decision
1.	Trainer provided key insights into quality audits and common non-compliances.
2.	PDCA cycle was adopted as a guiding model for all future IQAC quality initiatives.
3.	Departments to identify at least one academic and one administrative process for PDCA implementation.

Action Plan:

Task	Assigned To
Identify processes for PDCA implementation	All Department IQAC Reps
Submit a draft of PDCA-based improvement cycle	Mr. Md Mukarram Ali

Conclusion:

Members acknowledged the value of the trainer's input and the practicality of the PDCA model.

Vote of thanks was delivered by **Dr. Mohd Rafiq.**

Next meeting scheduled for _____

Signatures:

Chairperson: _____

CHAIRMAN
IQAC
MAII COLLEGE OF PHARMACY
KALABURAGI

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MAM COLLEGE OF PHARMACY

IQAC

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

MAM College of Pharmacy, Kalburagi
IQAC Committee
Minutes of Meeting

Date of Meeting: February 2024
Chairperson: Dr. Sadath Ali, Principal

Agenda:
1. Conduct of departmental faculty training
2. Standardization of training documentation
3. Reframing of IQAC members for department wise training

Members Present:
1. Dr. Sadath Ali - Principal
2. Dr. Mohd Altaf Ahmed- Professor & HOD
3. Dr. Jyoti G Jain- Professor & HOD
4. Dr. Mohd Rafiq- Professor & HOD
5. Mr. Satish- Associate Professor
6. Mr. Qusro Bin Hassan- Associate Professor
7. Mr. Md Alimuddin- Associate Professor
8. Mr. Md Mukarram Ali- Asst. Professor
9. Mr. Syed Feroz- Asst. Professor
10. Mrs. Bushra Naz Jhariya- Asst. Professor

Discussion Summary:
- The Chairperson opened the meeting with a welcome note and stressed the importance of continuous faculty development.
- Each department presented an overview of faculty training conducted for quality improvement.
- IQAC recommended maintaining department-wise training logs and submitting supporting evidence.
- The committee approved the restructuring of IQAC by inducting new members to strengthen representation from all departments.

Department-wise Faculty Training Status:

S.NO	Department	Focus Area of Training
1.	Pharmacology	Outcome-based teaching and assessment
2.	Pharmacognosy	Curriculum delivery and documentation practices
3.	Pharmacy Practice	Clinical teaching methodologies and student logs
4.	Pharmaceutics	Practical teaching SOPs and lab safety training
5.	Pharmaceutical Chemistry	Teaching aids and internal assessment planning

Key Decisions Taken:

Agenda Item	Discussion / Decision
Departmental Training	All departments to conduct structured faculty training and maintain records as per IQAC format.
Documentation	Training logbooks and proof of sessions (photos, reports) must be submitted to IQAC.
Reframing IQAC	Newly reframed IQAC structure to be shared with all faculty and uploaded to the website.

Action Plan:

Task	Assigned To
Submission of department training records	All HoDs
Circulation of updated IQAC member list	IQAC Coordinator

Conclusion:

The meeting ended with a vote of thanks by **Dr. Mohd Rafiq**, acknowledging departmental contributions and encouraging continued commitment toward institutional quality benchmarks. The next meeting is proposed for **April 2024**, focusing on internal audit and quality documentation review.

Signatures:

Chairperson: _____

CHAIRMAN
IQAC
MAM COLLEGE OF PHARMACY
KALABURAGI

Action Taken Report (ATR) on
Vision and Mission of the Pharmacy College

Academic Year: 2023–2024

Institution: MAM of the Pharmacy College

Vision Statement of the College:

"To be a center of excellence in pharmaceutical education and research, producing competent professionals with ethical values to serve global healthcare needs."

Mission Statement of the College:

1. To impart quality education in pharmaceutical sciences through innovative teaching and learning methods.
2. To promote research and development in emerging areas of pharmacy.
3. To instill professionalism, ethics, and social responsibility among students.
4. To establish collaborations with industry and healthcare sectors for experiential learning.

Action Taken Report (ATR)

S. No.	Mission Objective	Action Taken	Outcome/Impact
1	Impart quality education through innovative methods	Conducted faculty development programs on digital teaching tools and active learning strategies	Improved student engagement and academic performance
2	Promote R&D in emerging areas	Established a Research and Innovation Cell; provided seed grants for student projects	Increased number of student publications and patent filings
3	Instill ethics and professionalism	Organized seminars on pharmacy ethics, patient safety, and community service camps	Enhanced students' awareness of professional responsibilities and patient-centered care
4	Strengthen industry collaboration	Signed MoUs with pharmaceutical companies; implemented internship and industrial training programs	Improved industry readiness and placement opportunities for students
5	Foster holistic student development	Introduced soft skills, communication training, and yoga classes	Improved students' overall personality and stress management

Conclusion:

The Pharmacy College has effectively aligned its activities with the Vision and Mission by focusing on academic excellence, research, ethical values, and industry collaboration. Continuous monitoring and improvement mechanisms are in place to sustain and enhance these efforts.

CO-ORDINATOR
IQAC

CHAIRMAN
IQAC

Beside Sparkle International School, Behind P & T Colony, Old Jewargi Road. KALABURAGI, KARNATAKA

MAM COLLEGE OF PHARMACY KALABURAGI

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Academic Technical Report (ATR)

Pharmacy Council of India Benchmarking

Academic Year: 2023-2024

1. Introduction

As part of continuous academic quality enhancement, the Department of Pharmacy undertook **PCI benchmarking** to evaluate our compliance with the **Pharmacy Council of India's minimum standards of education regulations**, and to measure our performance against national and institutional benchmarks. This report highlights the findings, gaps identified, and action plans based on the benchmarking exercise.

2. Objectives of Benchmarking

- To assess departmental academic and infrastructural standards vis-à-vis PCI norms.
- To identify areas of improvement in teaching, learning, and evaluation practices.
- To ensure compliance with PCI norms in terms of curriculum, faculty, infrastructure, and student outcomes.
- To promote a culture of continuous quality improvement.

3. Benchmarking Parameters (as per PCI Guidelines)

Sl. No.	PCI Parameter	Benchmark Criteria	Status
1	Faculty Qualification & Strength	As per PCI norms (Teacher: Student ratio 1:15)	Compliant
2	Infrastructure	Adequate labs, classrooms, library, ICT tools	Partial
3	Curriculum Implementation	As per PCI model curriculum	Compliant
4	Student Feedback & Performance Monitoring	Regular collection & analysis	Needs Strengthening

Sl. No.	PCI Parameter	Benchmark Criteria	Status
6	SOPs and Lab Compliance	Updated and displayed SOPs in all labs	Compliant
7	Academic Calendar & Lesson Planning	Displayed and followed	Compliant
8	ICT and Digital Learning	Smart classrooms, LMS usage	Partial

4. Key Findings

- **Strengths:**
  - Curriculum delivery is aligned with PCI model syllabus.
  - Faculty-student ratio and qualifications meet PCI standards.
  - SOPs for practicals are in place and regularly updated.
- **Gaps Identified:**
  - Incomplete digitization of classrooms.
  - Limited research output and publications.
  - Feedback mechanisms require digitization and analytics integration.

5. Action Plan

Area	Action Planned	Timeline	Responsibility
Infrastructure	Install smart boards in all lecture halls	Within 3 months	Principal & Management
Feedback System	Develop online feedback portal	Next semester	IT & QA Cell
Research Promotion	Faculty workshops and funding proposals	Quarterly	Research Committee
Library Upgradation	Subscription to e-journals & PCI recommended books	Immediate	Librarian

6. Conclusion

The PCI benchmarking exercise has proven effective in highlighting areas where our department aligns well with national standards, and where targeted interventions are needed. Moving forward, we commit to regular benchmarking to ensure continual improvement and excellence in pharmacy education.

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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report (ATR)
On Implementation of PDCA Cycle

Date: 04 June 2024

1. Introduction:

The Department of Pharmacy undertook a continuous quality improvement initiative by implementing the PDCA (Plan-Do-Check-Act) cycle. This approach aimed to enhance academic performance, laboratory practices, and administrative efficiency.

2. Objectives of PDCA Cycle:

- To ensure systematic academic and administrative improvements.
- To identify gaps and areas for enhancement in teaching, learning, and departmental functioning.
- To foster a culture of data-driven decision-making and continuous evaluation.

3. Actions Taken (PDCA Cycle):

A. PLAN:

- Conducted internal departmental audits and feedback analysis.
- Identified key improvement areas:
  a) Low student attendance in some classes
  b) Delays in laboratory record maintenance
  c) Improvement needed in faculty-student interaction
- Planned remedial actions including attendance monitoring, SOP updates, and mentoring sessions.

B. DO:

- Implemented a daily attendance tracking system using Google Sheets.
- Conducted refresher training for lab assistants and faculty on SOP compliance.
- Started monthly mentor-mentee meetings to address academic and personal challenges faced by students.

C. CHECK:

- Reviewed progress through monthly departmental meetings.
- Conducted student feedback surveys on teaching methods and support.
- Monitored attendance and lab record accuracy.

D. ACT:

- Attendance improved by 18% over 3 months; stricter follow-up initiated for habitual absentees.
- Lab compliance increased by 25% after SOP training.
- Mentor-mentee program was positively received, leading to enhanced student satisfaction.

4. Outcome:

The implementation of the PDCA cycle resulted in noticeable improvements in departmental functioning. Regular monitoring and structured action plans promoted accountability, transparency, and student engagement.

5. Recommendations / Way Forward:

- Continue the PDCA cycle on a quarterly basis.
- Include student representatives in future planning meetings.
- Integrate digital tools for better monitoring and feedback analysis.
- Initiate PDCA cycles for research projects and community outreach activities.

Prepared by:
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Approved by:
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Coordinator IQAC

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