



**KOMMAREDDY VENKATA SADASIVA RAO  
SIDDHARTHA COLLEGE OF PHARMACEUTICAL SCIENCES**

(Sponsored by: Siddhartha Academy of General & Technical Education)

**VIJAYAWADA-520010**

**Internal Quality Assurance Cell (IQAC)**

**PROCESS RECORD FOR ACADEMICS**

17-11-2021

**CIRCULAR**

All the Internal Quality Assurance Cell (IQAC) members are hereby requested to attend a meeting tomorrow at 3:00 PM in IQAC Cell.

**AGENDA:** To discuss about

1. Review of previous IQAC meeting held on 17.08.2021.
2. Action plan on NAAC accreditation process
3. Academic activities for academic year 2021-22
4. Departmental activities
5. NPW celebrations
6. Ecofete

**Dr. G. Vijaya Kumar**  
(Coordinator-IQAC)

**Dr. G. Devala Rao**  
(Principal & Chairperson-IQAC)

**IQAC Members:**

1. Dr. K. Naveen Babu
2. Dr. M. Vijaya Lakshmi
3. Dr. N. L. Sudeepthi
4. Dr. I. Madhusudhana Reddy
5. Sri. A. V. S. Ravi Sai Nadh
6. Ms. P. Saranya
7. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee



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**PROCESS RECORD FOR ACADEMICS**

8. Dr. P. V. Brahma Chari, Krishna University –Member
9. Ms. T. Haripriya Reddy, II/IV B. Pharmacy Student –Member *Haripriya*
10. Mr. Chittineni Manoj, MS (USA) –Alumni *Manoj*
11. Dr. P. V. Seshaiyah, Employer – PVS Labs, Vijayawada. *Seshaiyah P-V*
12. Dr. M. Lakshmi Prasad, Industrialist – Sujay Biotech Pvt. Ltd., Vijayawada. *Lakshmi Prasad*
13. Sri. Mokkaapati Saibabu, Parent, Stakeholder. *Saibabu*



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**Internal Quality Assurance Cell (IQAC)**

PROCESS RECORD FOR ACADEMICS

19-11-2021

**MINUTES OF MEETING**

All the Internal Quality Assurance Cell (IQAC) members are assembled in IQAC Cell on 17<sup>th</sup> Nov, 2021 at 3PM to discuss the points mentioned in the agenda.

1. Review of previous IQAC meeting held on 17.08.2021.
2. Action plan on NAAC accreditation process
3. Academic activities for academic year 2021-22
4. Departmental activities
5. NPW celebrations
6. Eco-fete

The following points were discussed during the meeting and the minutes were recorded as below.

**1. Review of previous IQAC meeting held on 17.08.2021**

Dr.G.Vijaya Kumar, IQAC coordinator was satisfied with the completion of tasks from previous meeting.

**2. Action plan on NAAC accreditation process**

The committee has reviewed criterion wise NAAC process and informed the criterion in-charges about necessary corrections and inputs to speed up the process.

**3. Academic activities for academic year 2021-22**

The committee reviewed various academic activities such as commencement of classwork, updating of registers, UG and PG projects, result analysis.

**4. Departmental activities**

The committee advised the HODs of departments to encourage the faculty to conduct and participate in various conferences/ seminars/ workshops/ FDP's.

**5. National Pharmacy Week celebrations**

IQAC team discussed about the NPW celebrations with the respective coordinator and suggested to motivate the students for their active participation.



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**6. Ecofete**

IQAC team discussed the plan of action for organizing Eco-fete with the respective coordinator and provided necessary inputs for the smooth conduction of the event.

*[Handwritten signature]*  
**Dr. G. Vijaya Kumar**  
(Coordinator-IQAC)

*[Handwritten signature]*  
**Dr. G. Devala Rao**  
(Principal & Chairperson-IQAC)

IQAC Members Present:

1. Dr. K. Naveen Babu *[Handwritten signature]*
2. Dr. M. Vijaya Lakshmi *[Handwritten signature]*
3. Dr. N. L. Sudeepthi *[Handwritten signature]*
4. Dr. I. Madhusudhana Reddy *[Handwritten signature]*
5. Sri. A. V. S. Ravi Sai Nadh *[Handwritten signature]*
6. Ms. P. Saranya *[Handwritten signature]*
7. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee
8. Dr. P. V. Brahma Chari, Krishna University – Member
9. Ms. T. Haripriya Reddy, II/IV B. Pharmacy Student – Member *[Handwritten signature]*
10. Mr. Chittineni Manoj, MS (USA) – Alumni *[Handwritten signature]*
11. Dr. P. V. Seshaiyah, Employer – PVS Labs, Vijayawada. *[Handwritten signature]*
12. Dr. M. Lakshmi Prasad, Industrialist – Sujay Biotech Pvt. Ltd., Vijayawada. *[Handwritten signature]*
13. Sri. Mokkaapati Saibabu, Parent, Stakeholder. *[Handwritten signature]*



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PROCESS RECORD FOR ACADEMICS

16-08-2021

**CIRCULAR**

All the Internal Quality Assurance Cell (IQAC) members are hereby requested to attend a meeting tomorrow at 2:00 PM in IQAC Cell.

**AGENDA:** To discuss about

1. Review of previous IQAC meeting held on 20.04.2021.
2. Action plan on NAAC accreditation process
3. Academic activities for academic year 2021-22
4. Departmental activities
6. GPAT classes
7. NSS activities

**Dr. G. Vijaya Kumar**  
(Coordinator-IQAC)

**Dr. G. Devala Rao**  
(Principal & Chairperson-IQAC)

**IQAC Members:**

1. Dr. K. Ravishankar
2. Dr. N. L. Sudeepthi
3. Mr. P. Ravindra Babu
4. Ms. S. Sai Premika



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5. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee
6. Dr. P. V. Brahma Chari, Krishna University – Member
7. Ms. T. Haripriya Reddy, II/IV B. Pharmacy Student – Member *Haripriya*
8. Mr. Chittineni Manoj, MS (USA) – Alumni *Manoj*
9. Dr. P. V. Seshaiyah, Employer – PVS Labs, Vijayawada. *Seshaiyah P.V*
10. Dr. M. Lakshmi Prasad, Industrialist – Sujay Biotech Pvt. Ltd., Vijayawada. *Lakshmi Prasad*
11. Sri. Mokkaapati Saibabu, Parent, Stakeholder. *Saibabu*



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**Internal Quality Assurance Cell (IQAC)**

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PROCESS RECORD FOR ACADEMICS

18-08-2021

**MINUTES OF MEETING**

All the Internal Quality Assurance Cell (IQAC) members are assembled in IQAC Cell on 17<sup>th</sup> Aug, 2021 at 3PM to discuss the points mentioned in the agenda.

1. Review of previous IQAC meeting held on 20.04.2021.
2. Action plan on NAAC accreditation process
3. Academic activities for academic year 2021-22
4. Departmental activities
6. GPAT classes
7. NSS activities

The following points were discussed during the meeting and the minutes were recorded as below.

**1. Review of previous IQAC meeting held on 20.04.2021**

Dr. G. Vijay kumar, IQAC coordinator has satisfied with the completion of tasks discussed in the previous meeting.

**2. Action plan on NAAC accreditation process**

IQAC team reviewed the preparation of SSR on changed questionnaire of NAAC accreditation process. Individual criterion heads interacted with IQAC team and clarified their queries.

**3. Academic activities for academic year 2021-22**

IQAC Coordinator guided the faculty to review the following academic activities

- Submission of course files, attendance registers for the completed academic year.
- Preparation of academic lesson plans for the upcoming academic year.

**4. Departmental activities**

IQAC coordinator discussed with the HOD's regarding subject allotment, staff workload. He motivated the HOD's to conduct workshops, seminars, guest lectures, certificate and skill development programs.



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PROCESS RECORD FOR ACADEMICS

5. GPAT classes

Dr. T. P. Rao discussed his plan of action regarding conduction of GPAT classes for III and IV year B.Pharmacy students.

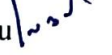
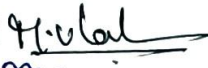








6. NSS activities

NSS Coordinator discussed the activities organized by NSS Unit. IQAC coordinator suggested the NSS Unit to plan for more activities.

  
Dr. G. Vijaya Kumar  
(Coordinator-IQAC)

  
Dr. G. Devala Rao  
(Principal & Chairperson-IQAC)

IQAC Members Present:

1. Dr. K. Naveen Babu 
2. Dr. M. Vijaya Lakshmi 
3. Dr. N. L. Sudeepthi 
4. Dr. I. Madhusudhana Reddy 
5. Sri. A. V. S. Ravi Sai Nadh 
6. Ms. P. Saranya 
7. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee
8. Dr. P. V. Brahma Chari, Krishna University –Member
9. Ms. T. Haripriya Reddy, II/IV B. Pharmacy Student –Member 
10. Mr. Chittineni Manoj, MS (USA) –Alumni 
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PROCESS RECORD FOR ACADEMICS

19-04-2021

**CIRCULAR**

All the Internal Quality Assurance Cell (IQAC) members are hereby requested to attend a meeting tomorrow at 3:00 PM in IQAC Cell.

**AGENDA:** To discuss about

1. Review of previous IQAC meeting held on 11.03.2021.
2. Action plan on NAAC accreditation process
3. Curricular aspects for academic year 2021-22
4. Departmental activities
5. NSS activities

**Dr. G. Vijaya Kumar**  
(Coordinator-IQAC)

**Dr. G. Devala Rao**  
(Principal & Chairperson-IQAC)

**IQAC Members:**

1. Dr. K. Naveen Babu
2. Dr. M. Vijaya Lakshmi
3. Dr. N. L. Sudeepthi
4. Dr. I. Madhusudhana Reddy
5. Sri. A. V. S. Ravi Sai Nadh
6. Ms. P. Saranya
7. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee



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8. Dr. P. V. Brahma Chari, Krishna University –Member
9. Ms. T. Haripriya Reddy, II/IV B. Pharmacy Student –Member *Haripriya*
10. Mr. Chittineni Manoj, MS (USA) –Alumni *Manoj*
11. Dr. P. V. Sessaiah, Employer – PVS Labs, Vijayawada. *Sessaiah P.V*
12. Dr. M. Lakshmi Prasad, Industrialist – Sujay Biotech Pvt. Ltd., Vijayawada. *Lakshmi Prasad*
13. Sri. Mokkapati Saibabu, Parent, Stakeholder. *Saibabu*



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**Internal Quality Assurance Cell (IQAC)**

PROCESS RECORD FOR ACADEMICS

21-04-2021

**MINUTES OF MEETING**

All the Internal Quality Assurance Cell (IQAC) members are assembled in IQAC Cell on 20<sup>th</sup> April, 2021 at 3PM to discuss the points mentioned in the agenda.

1. Review of previous IQAC meeting held on 10.03.2021
2. Review of criterion wise NAAC process
3. Curricular aspects & Departmental activities
4. NSS activities

The following points were discussed during the meeting and the minutes were recorded as below.

**1. Review of previous IQAC meeting held on 10.03.2021**

Dr. G. Vijay kumar, IQAC coordinator has expressed satisfactory outputs.

**2. Review of criterion wise NAAC process**

The committee has reviewed criterion wise NAAC process and informed the criterion in-charges about necessary corrections and inputs to speed up the process.

**3. Curricular aspects & Departmental activities**

The various activities carried out by the departments were summarized and put before the committee members. The activities included - Honours and recognition received by teachers, Workshops/Seminars Conducted on IPR and Industry-Academia Innovative practices, Awards for Innovation won by Institution/Teachers/Research scholars/Students, Number of extension and outreach programmes conducted in through NSS, Innovative teaching-Learning Techniques, Teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, STTP, FDP Sports and cultural activities / competitions organised International Conference. It is discussed to give focus on similar activities in AY 2021-22.



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**4. NSS activities**

The committee has encouraged the NSS Unit, KVSRSOPS to conduct awareness programs on COVID, pandemic related fears.

**Dr. G. Vijaya Kumar**  
(Coordinator-IQAC)

**Dr. G. Devala Rao**  
(Principal & Chairperson-IQAC)

**IQAC Members Present:**

1. Dr. K. Naveen Babu
2. Dr. M. Vijaya Lakshmi
3. Dr. N. L. Sudeepthi
4. Dr. I. Madhusudhana Reddy
5. Sri. A. V. S. Ravi Sai Nadh
6. Ms. P. Saranya
7. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee
8. Dr. P. V. Brahma Chari, Krishna University –Member
9. Ms. T. HariPriya Reddy, II/IV B. Pharmacy Student –Member
10. Mr. Chittineni Manoj, MS (USA) –Alumni
11. Dr. P. V. Seshaiyah, Employer – PVS Labs, Vijayawada.
12. Dr. M. Lakshmi Prasad, Industrialist – Sujay Biotech Pvt. Ltd., Vijayawada.
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**Internal Quality Assurance Cell (IQAC)**

PROCESS RECORD FOR ACADEMICS

09-03-2021

**CIRCULAR**

All the Internal Quality Assurance Cell (IQAC) members are hereby requested to attend a meeting tomorrow at 3:00 PM in IQAC Cell.

**AGENDA:** To discuss about

1. Review of previous IQAC meeting held on 06.11.2020 and welcoming new members and invitees
2. Action plan on NAAC accreditation process
3. Curricular aspects for academic year 2020-21
4. Career counselling
5. Alumni registration
6. Plastic free environment

**Dr. G. Vijaya Kumar**  
(Coordinator-IQAC)

**Dr. G. Devala Rao**  
(Principal & Chairperson-IQAC)

**IQAC Members:**

1. Dr. K. Naveen Babu

2. Dr. M. Vijaya Lakshmi

3. Dr. N. L. Sudeepthi

4. Dr. I. Madhusudhana Reddy

5. Sri. A. V. S. Ravi Sai Nadh

6. Ms. P. Saranya



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7. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee
8. Dr. P. V. Brahma Chari, Krishna University – Member
9. Ms. T. Haripriya Reddy, II/IV B. Pharmacy Student – Member *Haripriya*
10. Mr. Chittineni Manoj, MS (USA) – Alumni *Manoj*
11. Dr. P. V. Seshaiyah, Employer – PVS Labs, Vijayawada. *Seshaiyah PV*
12. Dr. M. Lakshmi Prasad, Industrialist – Sujay Biotech Pvt. Ltd., Vijayawada. *Lakshmi Prasad*
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**Internal Quality Assurance Cell (IQAC)**

PROCESS RECORD FOR ACADEMICS

12-03-2021

**MINUTES OF MEETING**

All the Internal Quality Assurance Cell (IQAC) members are assembled in IQAC Cell at 3 PM to discuss the points mentioned in the agenda.

1. Review of previous IQAC meeting held on 05.11.2020 and welcoming newmembers
2. Action plan on NAAC accreditation process
3. Curricular aspects for academic year 2020-21
4. Career counselling
5. Alumni registration
6. Plastic free environment

The following points were discussed during the meeting and the minutes were recorded as below.

**1.Review of previous IQAC meeting held on 05.11.2020 and welcoming new members**

Dr. G. Vijay kumar, IQAC coordinator reviewed the inputs given in previous meeting held on 05.11.2020 and gave the successful outputs. All the new members and special invitees were welcomed to the meeting.

**2.Action plan on NAAC accreditation process**

Dr. G. Devala Rao, Chairperson of IQAC suggested to prepare a plan of action for NAAC SSR on all individual criteria. Individual criterion heads should interact with their fellow members for final preparation. Suggestions from special invitees were also considered for the final preparation of SSR.

**3.Curricular aspects for academic year 2020-21**

Necessary steps were suggested to all the respective staff members for the smooth running of academic activities. They were circulated with respective time tables and plan of action was received and confirmed.

**4.Career counselling**

Dr. K. Naveen Babu pointed out the need of career counselling for students in order to enhance their skills. The chairperson decided to form a career counselling committee for imparting skills among students.

**5.Alumni registration**

The IQAC committee pointed out that in addition to the academic feedbacks taken from stakeholders, alumni interaction is equally important. It was suggested with the permission of chair to collect alumni feedback and decided to register alumni association at the earliest.



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Internal Quality Assurance Cell (IQAC)

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6. Plastic free environment

Dr. V. Karunasree suggested the need of plastic free environment and the committee has decided to review on the minimization of plastic utility in the campus.

Dr. G. Vijaya Kumar  
(Coordinator-IQAC)

Dr. G. Devala Rao  
(Principal & Chairperson-IQAC)

IQAC Members Present:

1. Dr. K. Naveen Babu
2. Dr. M. Vijaya Lakshmi
3. Dr. N. L. Sudeepthi
4. Dr. I. Madhusudhana Reddy
5. Sri. A. V. S. Ravi Sai Nadh
6. Ms. P. Saranya
7. Dr. C. Nageswara Rao, Vice President, SAGTE – Management Nominee
8. Dr. P. V. Brahma Chari, Krishna University – Member
9. Ms. T. Haripriya Reddy, II/IV B. Pharmacy Student – Member
10. Mr. Chittineni Manoj, MS (USA) – Alumni
11. Dr. P. V. Seshiah, Employer – PVS Labs, Vijayawada.
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