



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in) Website: <https://kashiip.ac.in> 1800-123-321-123

Ref. No.: Kashi IP/Office Order/2018-19/IQAC/01

Date: 02.08.2018

## OFFICE ORDER

It is pleased to constitute internal Quality Assurance Committee (IQAC) for the session 2018-19 as under:

S.N	NAME	DESIGNATION	STATUS
1	Prof. (Dr.) Ashutosh Mishra	Director	Chairperson
2	Shri Vipul Jain	Vice Chairman	Member
3	Mr. Manoj Kumar Prajapati	HOD, IQAC Coordinator	Member Secretary
4	Prof. Ranveer Kapoor	Professor	Member
5	Dr. Om Prakash Ranjan	Associate Professor	Member
6	Mr. Arvind Kumar	Associate Professor	Member
7	Mr. Vivek Kesari	Assistant Professor	Member
8	Mr. Kumar Alok	Assistant Professor	Member
9	Ms. Sweta Rai	Assistant Professor	Member
10	Ms. Manisha Nidhar	Assistant Professor	Member
11	Mr. Pawan Prajapati	Member from Industry	Member
12	Mr. Vishal Singh	B.Pharm 4th year student representative	Member
13	Ms. Samridhi Singh	B.Pharm 2nd year student representative	Member
14	Mr. Mohit Upadhyay	B.Pharm 1st year student representative	Member
15	Mr. Raj Kumar Yadav	Parent representative	Member



**Director**  
Kashi Institute of Pharmacy

### Copy to:

1. All the members of the committee  
(Mr. Manoj Kumar Prajapati, Member secretary is requested to inform all external committee members)



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## Attendance of Meeting held on 02/08/2018

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Mr. Manoj Kumar Prajapati	
4	Member	Prof. Ranveer Kapoor	
5	Member	Dr. Om Prakash Ranjan	
6	Member	Mr. Arvind Kumar	
7	Member	Mr. Vivek Kesari	
8	Member	Mr. Kumar Alok	
9	Member	Ms. Sweta Rai	
10	Member	Ms. Manisha Nidhar	
11	Member from Industry	Mr. Pawan Prajapati	
12	B.Pharm 4th year student representative	Mr. Vishal Singh	
13	B.Pharm 2nd year student representative	Ms. Samridhi Singh	
14	B.Pharm 1st year student representative	Mr. Mohit Upadhyay	
15	Parent representative	Mr. Raj Kumar Yadav	





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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 2<sup>nd</sup> August 2018 at 3:00 pm MEETING – I

S. No.	Agenda	Resolution
1	Establishment of IQAC	For the quality improvement of academic and administrative performance of the institute, IQAC established. Prof. (Dr.) Ashutosh Mishra discussed about the functioning of IQAC.
2	Role, functioning and frequency of IQAC meeting	Prof. (Dr.) Ashutosh Mishra discussed about the Role, functioning and frequency of IQAC meeting.
3	Discussion on mode for ensuring quality teaching, learning and evaluation procedures.	Discussion held on Blooms taxonomy, Course outcome, Program outcome and its mapping, feedback on teaching learning process.
4	Discussion on various quality initiatives for developing and implementing the procedures, mechanism towards academic and administrative excellence.	Discussion held on ➤ Efforts to make Teaching learning process student centric. ➤ Academic Calendar ➤ Effective time table ➤ Conduct of classes to be monitored by academic coordinator. ➤ Slow and advance learner to be Identified. ➤ Result analysis.
5	Discussion on process to circulate all relevant information stakeholders.	Various committees/ cells to be activated.
6	Documentation of activities and programs	Discussion held on to prepare file of each and every activity and program related to quality improvement.
7	Discussion on expert lectures, FDP research policy, workshop, seminar, extension activities.	Faculty suggested to increase their participation in research as well as organization of FDP, seminar and extension activities.
8	Date confirmation for the next Meeting	The next meeting is scheduled for 29 <sup>th</sup> November, 2018.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Action Taken Report of IQAC Meeting held on 2<sup>nd</sup> August 2018 at 3:00 pm**

### MEETING – I

S. No.	Agenda	Resolution
1	Establishment of IQAC	Established
2	Role, functioning and frequency of IQAC meeting	Implemented
3	Discussion on mode for ensuring quality teaching, learning and evaluation procedures.	Academic advisory board, academic council and Examination committee constituted.
4	Discussion on various quality initiatives for developing and implementing the procedures, mechanism towards academic and administrative excellence.	<ul style="list-style-type: none"><li>➤ Teaching learning process - student centric.</li><li>➤ Academic Calendar followed</li><li>➤ Time table followed effectively.</li><li>➤ classes are monitored by academic coordinator.</li><li>➤ Slow and advance learner Identified.</li><li>➤ Result analysis will be done immediately after declaration of result.</li></ul>
5	Discussion on process to circulate all relevant information stakeholders.	After completion of any activity, it is published on Website, social media, news paper etc.
6	Documentation of activities and programs	Implemented
7	Discussion on expert lectures, FDP research policy, workshop, seminar, extension activities.	Shared among the faculty members.

  
Co-ordinator, IQAC



Chairperson, IQAC



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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report of IQAC Meeting held on 29<sup>th</sup> November, 2018 at 3 pm

### MEETING – II

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	Members observed.
2	Planning for the Fresher's party/ Social/ Sports activities for future months.	Fresher's party organized. Sports events organized.
3	Slow Learners Remedial Classes	Implemented
4	Industrial training/Hospital training	Implemented
5	Discussion about teacher/student feedback survey	Implemented
6	Discussion on Convocation/ Alumni meet	Implemented
7	Exam cell	PUT conducted. External exams conducted as per the university schedule. Result analysis to be done after declaration of results.

  
Co-ordinator, IQAC



Chairperson, IQAC



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## Attendance of Meeting held on 29/11/2018

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Mr. Manoj Kumar Prajapati	
4	Member	Prof. Ranveer Kapoor	
5	Member	Dr. Om Prakash Ranjan	
6	Member	Mr. Arvind Kumar	
7	Member	Mr. Vivek Kesari	
8	Member	Mr. Kumar Alok	
9	Member	Ms. Sweta Rai	
10	Member	Ms. Manisha Nidhar	
11	Member from Industry	Mr. Pawan Prajapati	
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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 29<sup>th</sup> November, 2018 at 3 pm MEETING – II

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	The Minutes of the last meeting were read by the Coordinator and approved by the Members.
2	Planning for the Fresher's party/ Social/ Sports activities for future months.	Chairperson Dr. Ashutosh Mishra proposed the following activities: ➤ Fresher's party is decided to organise. ➤ Udaan and Aavahan (Sports activities)
3	Slow Learners Remedial Classes	Arrangement of remedial classes.
4	Industrial training/Hospital training	Students have to complete their industrial/hospital training as prescribed in the course curriculum.
5	Discussion about teacher/student feedback survey	➤ Student's feedback to be taken. ➤ Faculty feedback to be taken.
6	Discussion on Convocation/ Alumni meet	➤ Committees have been formed to organize the convocation ceremony and tasks related to the ceremony have been distributed among the members. ➤ Members are decided to organise an alumni meet for the pass out students.
7	Exam cell	➤ Instruction given for conduction of PUT exam. ➤ Discussion on external exams.
8	Date confirmation for the next Meeting	The next meeting is scheduled for 7 <sup>th</sup> March, 2019.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 7<sup>th</sup> March, 2019 at 3 pm MEETING – III

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	The Minutes of the last meeting were read by the Coordinator and approved by the Members.
2	Final year project related discussion	Discussion held on ➤ Allocation of Students project guide. ➤ Guideline for the project. ➤ Reports on the project.
3	Hospital/Industrial training report Submission.	It is mandatory to submit hospital/industrial training report as per university guideline.
4	Discussion was held for CO, PO, PSO of last odd semester and for upcoming even semester	CO, PO, PSO of last odd semester and for upcoming even semester were discussed and approved.
5	Industrial tour	Industrial tour scheduled. Responsibility of industrial tour is assigned to the faculties.
6	Exam cell	Discussion held on ➤ Conduction of first sessional exam. ➤ Result analysis of last semester.
7	Discussion about R&D policy, FDP programme/Workshop.	Dr. Ashutosh Mishra, chairperson, motivated faculty to participate in seminar, conferences, FDP etc and discussed the key note of R &D policy.
8	Date confirmation for the next Meeting	The next meeting is scheduled for 8 <sup>th</sup> June, 2019.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.







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## Attendance of Meeting held on 07/03/2019

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Mr. Manoj Kumar Prajapati	
4	Member	Prof. Ranveer Kapoor	
5	Member	Dr. Om Prakash Ranjan	
6	Member	Mr. Arvind Kumar	
7	Member	Mr. Vivek Kesari	
8	Member	Mr. Kumar Alok	
9	Member	Ms. Sweta Rai	
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Action Taken Report of IQAC Meeting held on 7<sup>th</sup> March, 2019 at 3 pm

### MEETING – III

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	Members observed.
2	Final year project related discussion	Implemented
3	Hospital/Industrial training report Submission.	Report on hospital training was submitted and students were instructed for industrial training.
4	Discussion was held for CO, PO, PSO of last odd semester and for upcoming even semester	CO, PSO, PO of last odd semester and for upcoming even semester was approved.
5	Industrial tour	Implemented
6	Exam cell	Implemented
7	Discussion about R&D policy, FDP programme/Workshop.	Implemented

  
Co-ordinator, IQAC



Chairperson, IQAC

## INTERNAL QUALITY ASSURANCE CELL (IQAC)

Address: 23 km Milestone, Varanasi-Prayagraj Road, Mirzamurad, Varanasi- 221307 (U.P.)



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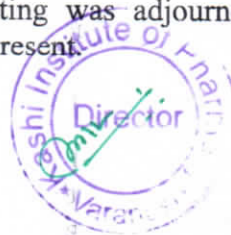
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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 8<sup>th</sup> June, 2019 at 3 pm MEETING – IV

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	The Minutes of the last meeting were read by the Coordinator and approved by the Members.
2	Farewell Organization	Committee decided to organise Farewell programme for final year students
3	Placement	Placement drive to be organised by TSDC team for final year students and students. Placement Policy.
4	Approval of PO/PSO/CO	The PO, PSO, and CO was discussed and approved in the meeting which were prepared by respective departments
5	Outdoor activities	Needed to be consider for the overall development of the students, organization as well as the society
6	Exam cell	➤ Instruction given for conduction of PUT exam. ➤ Discussion on external exams.
7	Discussion Anti-ragging and Proctorial board	Updates taken on the guidelines of university related to anti-ragging committee. Anti-ragging form must be filled by each and every student. Pasting of posters related to anti-ragging committee. Better mechanism to maintain discipline among the students.
8	Discussion on GPAT and other related exams	Faculty coordinator for GPAT classes. Schedule of the classes Study materials to be provided to the students.
9	Discussion on ICC, Women welfare, Grievance redressal cell.	Updates taken on Objective, role, functioning and responsibilities of members. Mechanism for effective redressal.
10	Date confirmation for the next Meeting.	The next meeting is scheduled for 17th July, 2019.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## Attendance of Meeting held on 08/06/2019

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Mr. Manoj Kumar Prajapati	
4	Member	Prof. Ranveer Kapoor	
5	Member	Dr. Om Prakash Ranjan	
6	Member	Mr. Arvind Kumar	
7	Member	Mr. Vivek Kesari	
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## Action Taken Report of IQAC Meeting held on 8<sup>th</sup> June, 2019 at 3 pm

### MEETING – IV

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	Members observed.
2	Farewell Organization	Farewell was organised
3	Placement	Placement drive organized and policy implemented.
4	Approval of PO/PSO/CO	Implemented
5	Outdoor activities	Implemented
6	Exam cell	PUT conducted. External exams conducted as per the university schedule. Result analysis to be done after declaration of results.
7	Discussion Anti-ragging and Proctorial board	Implemented
8	Discussion on GPAT and other related exams	Implemented
9	Discussion on ICC, Women welfare, Grievance redressal cell.	Implemented.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.

  
Co-ordinator, IQAC



Chairperson, IQAC