



# 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/2022-23/IQAC/01

Date: 12.07.2022

## OFFICE ORDER

It is pleased to constitute Internal Quality Assurance Committee (IQAC) for the session 2022-23 as under:

S.N.	NAME	DESIGNATION	STATUS
1	Prof. (Dr.) Ashutosh Mishra	Director	Chairperson
2	Shri Vipul Jain	Vice Chairman	Member
3	Dr. Vivek Keshri	IQAC Coordinator	Member Secretary
4	Dr. Richa Srivastava	Associate Professor	Member
5	Mr. Manoj Kumar Prajapati	Associate Professor	Member
6	Mr. Kumar Alok	Associate Professor	Member
7	Mr. Om Prakash Verma	Associate Professor	Member
8	Mr. Sacchidanand Pathak	Associate Professor	Member
9	Mrs. Priyanka Singh	Assistant Professor	Member
10	Mr. Surya Prakash Chaturvedi	Assistant Professor	Member
11	Dr. Arun Mishra	Member from Industry (Torrent Pharma)	Member
12	Mr. Priyanshu Rajesh Dubey	B.Pharm 4th year student representative	Member
13	Ms. Prakriti Chandan	B.Pharm 3rd year student representative	Member
14	Mr. Praveen Kumar Singh	Student Alumni	Member
15	Mr. Avanindra Kumar	Student Alumni	Member
16	Mr. Santosh Kumar Sharma	Parent representative	Member

Director  
Kashi Institute of Pharmacy

### Copy to:

1. All the members of the committee

(Dr. Vivek Keshri, Member secretary is requested to inform all external committee members)



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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 19<sup>th</sup> July 2022 at 2:30 pm MEETING – I

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	Academic calendar preparation and approval.	Planning for preparation of new academic calendar is approved
3	Commencement of Academic Year 2022-2023 (odd semester).	Dr. Ashutosh Mishra, Chairperson, has chosen to begin Academic classes as follows. ➤ B.Pharm III, V, and VII Semester will begin on 16 <sup>th</sup> August, 2022 ➤ B.Pharm I Semester will begin on August 1 <sup>st</sup> October, 2022.
4	Discussion of Orientation Program/pharmacist day.	➤ The orientation programme is proposed in November. ➤ Pharmacist Day will be celebrated on 25 <sup>th</sup> September, 2022.
5	Discussion About requirement of books and chemicals for new session	The meeting decided to buy new chemicals and books.
6	Academic and Administration audit	Academic and Administration audit has been planned by the committee members after the end of odd semester.
7	Planning of value added program, social awareness program, various event list for academic session 2022-23	➤ Various value added programs has been approved by Chairperson Dr. Ashutosh Mishra for academic session 2022-23. ➤ Social awareness programmes has been planned and list of various events has been prepared for academic session 2022-23.
8	Discussion was held for CO, PO, PSO of even semester of last session and for upcoming odd semester	CO, PO, PSO of even semester of last session and for upcoming odd semester were discussed and approved.
9	Date confirmation for the next Meeting	The next meeting is scheduled for 4 <sup>th</sup> November, 2022.

There being no additional matters to discuss, the meeting was adjourned at 4:00pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## Attendance of Meeting held on 19/07/2022

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Management Representative	Shri Vipul Jain (Vice Chairman)	
3	IQAC Coordinator	Dr. Vivek Keshri	
4	Member	Dr. Richa Srivastava	
5	Member	Mr. Manoj Kumar Prajapati	
6	Member	Mr. Kumar Alok	
7	Member	Mr. Om Prakash Verma	
8	Member	Mr. Sacchidanand Pathak	
9	Member	Mrs. Priyanka Singh	
10	Member	Mr. Surya Prakash Chaturvedi	
11	Industry Representative	Dr. Arun Mishra	
12	student representative	Mr. Priyanshu Rajesh Dubey	
13	student representative	Ms. Prakriti Chandan	
14	Member	Mr. Praveen Kumar Singh	
15	Member	Mr. Avanindra Kumar	
16	Parent representative	Mr. Santosh Kumar Sharma	





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## INTERNAL QUALITY ASSURANCE CELL

### MEETING – I

Action Taken Report of IQAC Meeting held on 19<sup>th</sup> July 2022

S. No.	Agenda	Resolution
1	The minutes of the previous meeting.	Members observed.
2	Academic calendar preparation and approval.	Academic calendar was prepared and informed all faculties to follow the same
3	Commencement of Academic Year 2022-2023 (odd semester).	Planning implemented
4	Discussion About requirement of books and chemicals for new session	Requirement of books and chemicals for new session were prepared and order was placed.
5	Planning of value added program, social awareness program, various event list for academic session 2022-23	Value added programs like Drug store and Business managements, Food Preservation Technology etc were introduced in odd semester.
6	Discussion of pharmacist day celebration.	Pharmacist Day was celebrated on 25 <sup>th</sup> September, 2022.
7	Discussion was held for CO, PSO, PO of even semester of last session and for upcoming odd semester	CO, PSO, PO of even semester of last session and for upcoming odd semester was approved.

Co-ordinator IQAC



Chairperson, IQAC



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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 4<sup>th</sup> November, 2022 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 celebration of Pharmacy week/ Fresher's party/ Social/ Sports activities for future months.	Chairperson Dr. Ashutosh Mishra proposed the following activities: ➤ It was decided to celebrate pharmacy week from 20 <sup>th</sup> to 26 <sup>th</sup> November, 2022. It comprises numerous events such as an Inauguration program, Quiz competition, Poster presentation, Social activities, and Experts lectures to aware students. ➤ Fresher's party is decided to organise in December, 2022 ➤ Udaan and Aavahan (Sports activities)
3	Slow Learners Remedial Classes	It was determined to offer remedial classes to struggling students.
4	Industrial training/Hospital training	It is mandatory for the Students to complete their industrial/hospital training as prescribed in the course curriculum for 2022-23 sessions.
5	Discussion about teacher/student feedback survey	➤ According to student feedback, the college campus should be digital, with high bandwidth Wi-Fi speeds. ➤ More webinars and FDP programmes should be arranged based on teacher feedback.
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 was held on makeup test of the students. ➤ Discussion on external exams.
8	Date confirmation for the next Meeting	The next meeting is scheduled for 2 <sup>nd</sup> February, 2023.

There being no additional matters to discuss, the meeting was adjourned at 4:00pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## Attendance of Meeting held on 04/11/2022

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Management Representative	Shri Vipul Jain (Vice Chairman)	
3	IQAC Coordinator	Dr. Vivek Keshari	
4	Member	Dr. Richa Srivastava	
5	Member	Mr. Manoj Kumar Prajapati	
6	Member	Mr. Kumar Alok	
7	Member	Mr. Om Prakash Verma	
8	Member	Mr. Sacchidanand Pathak	
9	Member	Mrs. Priyanka Singh	
10	Member	Mr. Surya Prakash Chaturvedi	
11	Industry Representative	Dr. Arun Mishra	
12	student representative	Mr. Priyanshu Rajesh Dubey	
13	student representative	Ms. Prakriti Chandan	
14	Member	Mr. Praveen Kumar Singh	
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16	Parent representative	Mr. Santosh Kumar Sharma	





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## INTERNAL QUALITY ASSURANCE CELL

### MEETING – II

#### Action Taken Report of IQAC Meeting held on 4<sup>th</sup> November, 2022

S. No.	Agenda	Resolution
1	The minutes of the previous meeting.	Members observed.
2	Planning for the celebration of Pharmacy week	Pharmacy week was celebrated.
3	Slow Learners Remedial Classes	Implemented
4	Discussion of Orientation Program	Orientation programmes organised from 07/11/22 to 30/11/22.
5	Celebration of Fresher's party	Fresher's party was celebrated on 30 <sup>th</sup> December, 2022.
6	Exam cell	<ul style="list-style-type: none"><li>➤ PUT exam was conducted.</li><li>➤ Makeup test was conducted.</li><li>➤ Students were informed about their final semester exams.</li></ul>
7	Industrial training/Hospital training	Students instructed to complete their industrial/hospital training as prescribed in the course curriculum for 2022-23 sessions.
8	Discussion about student feedback survey	As per student feedback, the college campus was digitalized, with high bandwidth Wi-Fi speeds.
9	Discussion about teacher feedback survey	R&D Committee Instructed to organise various FDP webinars and share information about the same to faculty members.

Co-ordinator, IQAC

Chairperson, IQAC



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of IQAC Meeting held on 2<sup>nd</sup> February, 2023 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	Placement Updates (Batch 2022)	<ul style="list-style-type: none"><li>➤ Head CRC discussed the placement situation and read out the overall placement details for B.Pharm. students.</li><li>➤ Interaction with non-placed students in seminar hall; the challenges they faced have been found and will be fixed as soon as possible.</li><li>➤ Personality development programme to be planned for 4<sup>th</sup> year students.</li></ul>
3	Discussion on the Alumni Feedback Survey	Alumni meet should be held on a regular basis.
4	Submission of the report of Hospital/Industrial training.	Every B.Pharm. 5 <sup>th</sup> and 6 <sup>th</sup> semester student is required to submit a report on their hospital/industrial training after completion of training.
5	Celebration of International Women's Day	International Women's Day celebrations are being planned.
6	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.
7	Industrial tour	Responsibility of industrial tour is assigned to the faculties and it will be scheduled in April 2023.







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8	Discussion about Life skill, ICT/Computing skill for students	<ul style="list-style-type: none"><li>➤ It was decided in the meeting to conduct life skill through yoga.</li><li>➤ The ICT/Computing skill programme will teach students how to prepare and design effective PPTs and uses of software related to pharmacy.</li></ul>
9	Date confirmation for the next Meeting	The next meeting is scheduled for 11 <sup>th</sup> May, 2023.

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 02/02/2023

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Management Representative	Shri Vipul Jain (Vice Chairman)	
3	IQAC Coordinator	Dr. Vivek Keshari	
4	Member	Dr. Richa Srivastava	
5	Member	Mr. Manoj Kumar Prajapati	
6	Member	Mr. Kumar Alok	
7	Member	Mr. Om Prakash Verma	
8	Member	Mr. Sacchidanand Pathak	
9	Member	Mrs. Priyanka Singh	
10	Member	Mr. Surya Prakash Chaturvedi	
11	Industry Representative	Dr. Arun Mishra	
12	student representative	Mr. Priyanshu Rajesh Dubey	
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## INTERNAL QUALITY ASSURANCE CELL

### MEETING – III

#### Action Taken Report of IQAC Meeting held on 2<sup>nd</sup> February, 2023

S. No.	Agenda	Resolution
1	The minutes of the previous meeting.	Members observed.
2	Placement Updates (Batch 2022)	<ul style="list-style-type: none"><li>➤ Personality development program was organised and conducted successfully for 4<sup>th</sup> year students.</li><li>➤ Head CRC approached various companies for placement.</li></ul>
3	Submission of the report of Hospital/Industrial training.	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	Discussion about Life skill, Value added programme for students.	Life skill through Yoga and value added programmes like Food Chemistry, Precision Medicine were implemented for even semester.
6	Discussion on convocation	Convocation was organized successfully.
7	Sports activity	<ul style="list-style-type: none"><li>➤ Sports event Udaan celebrated from 6/02/2023 to 11/02/2023.</li><li>➤ Sports event Aavahan was celebrated on 20/03/2023.</li></ul>
8	Celebration of International Women's Day	International Women's Day was celebrated on 25 <sup>th</sup> March, 2023.

Co-ordinator, IQAC



Chairperson, IQAC



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of IQAC Meeting held on 11<sup>th</sup> May, 2023 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	Farewell is decided to organise in July 2023.
3	Exam cell	<ul style="list-style-type: none"><li>➤ Instruction given for conduction of PUT exam.</li><li>➤ Discussion was held on makeup test of the students.</li><li>➤ Discussion on external exams.</li></ul>
4	Discussion about FDP programme/ research/ workshop/ Appraisal	<ul style="list-style-type: none"><li>➤ Overview was taken on entire FDP/Research/Workshop attended by faculties in 2022-23 sessions.</li><li>➤ Appraisal form to be filled by the employees.</li></ul>
5	Discussion about students feedback	Students requested for outsourcing professionals along with their experienced faculties for GPAT exam preparation.
6	Academic and Administration audit	Academic and Administration audit has been planned by the committee members after the end of even semester.

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 11/05/2023

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Management Representative	Shri Vipul Jain (Vice Chairman)	
3	IQAC Coordinator	Dr. Vivek Keshari	
4	Member	Dr. Richa Srivastava	
5	Member	Mr. Manoj Kumar Prajapati	
6	Member	Mr. Kumar Alok	
7	Member	Mr. Om Prakash Verma	
8	Member	Mr. Sacchidanand Pathak	
9	Member	Mrs. Priyanka Singh	
10	Member	Mr. Surya Prakash Chaturvedi	
11	Industry Representative	Dr. Arun Mishra	
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## INTERNAL QUALITY ASSURANCE CELL

### MEETING – IV

Action Taken Report of IQAC Meeting held on 11<sup>th</sup> May, 2023

S. No.	Agenda	Resolution
1	The minutes of the previous meeting.	Members observed.
2	Farewell Organization	Farewell was organised on 8 <sup>th</sup> July 2023.
3	Industrial tour	Report on industrial tour was obtained from the students.
4	Discussion about FDP programme/ workshop/ Appraisal	Supporting of various FDP/Workshop programmes were collected from the faculties and Appraisal forms were filled by the employees.
5	Discussion about students feedback	GPAT expert lectures were scheduled.
6	Academic and Administration audit	Academic and Administration audit was done for odd semester.
7	Discussion on the Alumni	Alumni meet was organised successfully on 20 <sup>th</sup> May, 2023
8	Exam cell	<ul style="list-style-type: none"><li>➤ PUT exam was conducted.</li><li>➤ Makeup test was conducted.</li><li>➤ Students were informed about their final semester exams.</li></ul>

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