



# BALAJI COLLEGE OF PHARMACY

Approved by A.I.C.T.E., PCI New Delhi and Affiliated to J.N.T.U.A., Anantapuramu  
(Established under Sri Balaji Educational Society, Anantapuramu)

Ref. No: BCP/ IQAC/2024-25/ 1

Date: 20-08-2024

## PROCEEDINGS OF THE PRINCIPAL

### Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell (IQAC) of the Institution has been constituted by the rules and regulations of the Institution.

The committee shall be responsible for the maintenance of quality and Standards in the Institution. The committee members shall attend the meetings whenever scheduled. The tenure of the committee shall hold for the period of one academic year i.e., from 2024 to 2025

The Composition of the committee is as follows.

S.NO	NAME	DESIGNATION	ROLE/POSITION
1.	Dr. V. Sreedhar	Principal, BCP	Chairperson
2.	Dr. T. Sreenivasulu Reddy	Special officer, SBES	Member from Management
3.	Dr. T. Rajavardhana	Professor & Head	Co-ordinator
4.	Prof. G. Somasekhar	Principal, S.K. University	External Member
5.	Sri. Saidam Siva Prasad	Chairman, Darwin Laboratories	External Member
6.	Dr. M. Geethavani	Professor & Head	Member
7.	Dr. J. Mastanaiah	Professor & Head	Member
8.	Dr. K. Rajesh Reddy	Professor & Head	Member
9.	Dr. D. Venkatanarayana	Professor & Head	Member
10.	Dr. Y. Navya Reddy	Professor & Head	Member
11.	Dr. K.V. Lalitha	Professor & Head	Member
12.	Mrs. N. Kavya	Assoc. Professor & Head	Member
13.	Sri. Chinta Jagadeesh	Executive Officer, Lambda Ltd	Alumni Member
14.	Mr. K. Jeevan Reddy (21T11R0038)	IV B. Pharmacy	Student Member

Copy to be circulated to:

The above members

File

Principal

**PRINCIPAL**  
**Balaji College of Pharmacy**  
**Rudrampeta, Alamuru Post**  
**ANANTHAPURAMU**



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**Dr. T. Rajavardhan**

IQAC Co-ordinator

Ref. No: BCP/ IQAC/ 2024-25/ 2

Date: 09-09-2024

## CIRCULAR

A meeting of the Internal Quality Assurance Cell (IQAC) of the Institution, for the academic year 2023-24 will be conducted as detailed below

**Meeting Convened by:** The IQAC Co-Ordinator

**Date & Day:** 11/09/2024; Wednesday

**Time:** 10:30 AM

**Venue:** Principal's Chamber

### **Agenda:**

1. Confirmation of minutes from the last meeting
2. Preparations for upcoming NAAC Peer review process
3. To consider, discuss and give approval for the FDPS, Conferences, Workshops, Seminars and Guest Lectures
4. To discuss various measures and initiatives to improve the R & D activities including publications by faculty and students.
5. To review and monitor the Student Attendance
6. To discuss various activities to be carried out by Industry – Institute Interaction Cell
7. To discuss collaborative quality initiatives with other Institutions
8. To recommend important activities related to the T & P Cell
9. Any other matters with the permission of chair

All the members of the IQAC are requested to attend the meeting.

*Periwal*  
Co-Ordinator

*Prudh*  
Principal

Copy to:  
All the members of the IQAC  
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[Principal.t1@jntua.ac.in](mailto:Principal.t1@jntua.ac.in)

8886630042

Date: 12/09/2024

## REPORT ON

### Internal Quality Assurance Cell (IQAC)

A meeting of the IQAC was held on 11/09/2024 at 10.30 AM in the Principal's chamber. In the meeting, the agenda listed was taken up for discussion and the following are the minutes of the meeting.

### MINUTES OF MEETING (2024-2025)

#### **1. Confirmation of minutes from the last meeting**

The Principal reviewed and approved the action taken for the resolutions passed in the last IQAC meeting.

#### **2. Preparations for upcoming NAAC Peer review process**

The IQAC Co-ordinator presented the status of the ongoing Accreditation process of the Institution to the Principal and Special Officer. The Principal and Special Officer instructed the members about the upcoming review of the Accreditation process by the NAAC Peer team and suggested to plan and make necessary preparations for the Peer team visit.

#### **3. To consider, discuss, and give approval for the FDPS, Conferences, Workshops, Seminars, and Guest Lectures**

The members of the IQAC reviewed the proposals for conducting various professional development programs for faculty and students like conducting FDPs, Conferences, workshops, and guest lectures from distinguished resource persons from Academia/Industry/Hospitals. The Principal considered the proposals and gave his approval.

#### **4. To discuss various measures and initiatives to improve the R & D activities including publications by faculty and students.**

The R & D Co-ordinator presented the details of the publications of faculty in various journals and books. The Principal instructed the members to take various measures and



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initiatives to improve the R & D activities including publication by faculty and students like arranging guest lectures on topics related to writing a research paper effectively.

## 5. To review and monitor the Student Attendance

The Principal reviewed the attendance of students of various programs through the reports of the online Student Attendance monitoring system. Late comers, and least attendees were identified and suggested necessary actions to be taken through mentoring process. The Principal also instructed the faculty to mark attendance both online and offline regularly.

## 6. To discuss various activities to be carried out by Industry – Institute Interaction Cell

The members discussed the various activities to be carried out by Industry – Institute Interaction Cell such as Industrial visit and training for B.Pharmacy Students and Hospital Training for Pharm.D students in order to improve their knowledge and understand the current scenario.

## 7. To discuss collaborative quality initiatives with other Institutions

The members discussed about various collaborative initiatives with other Institutions and also industries to improve the interaction and professional development of students and also faculty.

## 8. To recommend important activities related to the T & P Cell

The members discussed various activities related to Training and Placements and the External members suggested to arrange more communication and personality development classes as a certification course for final year students for strengthening their skills. The Principal approved the recommendation and instructed the Co-ordinator to make such arrangements.

The meeting concluded with a vote of thanks by Dr. T. Rajavardhana.





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The following members attended the meeting

S.NO	NAME	DESIGNATION	ROLE/POSITION	SIGNATURE
1.	Dr. V. Sreedhar	Principal, BCP	Chairperson	<i>Sreedhar</i>
2.	Dr. T. Sreenivasulu Reddy	Special officer, SBES	Member from Management	<i>The Sree</i>
3.	Dr. T. Rajavardhana	Professor & Head	Co-ordinator	<i>Rajavardhana</i>
4.	Prof. G. Somasekhar	Principal, S.K. University	External Member	<i>G. Somasekhar</i>
5.	Sri. Saidam Siva Prasad	Chairman, Darwin Laboratories	External Member	<i>S. Saidam</i>
6.	Dr. M. Geethavani	Professor & Head	Member	<i>M. Geethavani</i>
7.	Dr. J. Mastanaiah	Professor & Head	Member	<i>Mastanaiah</i>
8.	Dr. K. Rajesh Reddy	Professor & Head	Member	<i>Rajesh Reddy</i>
9.	Dr. D. Venkatanarayana	Professor & Head	Member	<i>D. Venkatanarayana</i>
10.	Dr. Y. Navya Reddy	Professor & Head	Member	<i>Y. Navya Reddy</i>
11.	Dr. K.V. Lalitha	Professor & Head	Member	<i>K.V. Lalitha</i>
12.	Mrs. N. Kavya	Assoc. Professor & Head	Member	<i>N. Kavya</i>
13.	Sri. Chinta Jagadeesh	Executive Officer, Lambda Ltd	Alumni Member	<i>Chinta Jagadeesh</i>
14.	Mr. K. Jeevan Reddy (21T11R0038)	IV B. Pharmacy	Student Member	<i>K. Jeevan Reddy</i>

*Rajavardhana*  
IQAC Co-Ordinator