

Minutes of Meeting

The IQAC meeting was held on 18th June 2024 at 1:30pm in meeting room of NIET (Pharmacy Institute).

Agenda for meeting

S. No.	Points of Discussion	Discussion By
1.	Review of previous IQAC meeting held on 23 rd Jan 2024	IQAC Coordinator
2.	Review the outcome of best practices in 2023-24	IQAC Chairman
3.	Discussion on increase in numbers of research publications	IQAC Chairman and Member (administrative Officer)
4.	Review of Mentoring Process of students	IQAC Chairman, Member (administrative Officer) and Coordinator
5.	Review of training and audit reports	IQAC Co-ordinator
6.	Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.	IQAC Coordinator
7.	To motivate students, faculty members to participate in conferences, workshops and field visit.	IQAC Coordinator, Member (administrative Officer) and chairman
8.	Curriculum Feedback from faculty	Members
9.	To discuss about NAAC Accreditation and submit application of Institute	Additional Managing Director
10.	Updating of Power point presentation by each faculty member	Member (administrative Officer)
11.	Any other points with permission of the chair	IQAC Coordinator

Action Taken Report

S. No.	Points of Discussion	Action Taken
1.	Review of previous IQAC meeting held on 23 rd Jan 2024	Reviewed
2.	Review the outcome of best practices in 2023-2024	Reviewed
3.	Power point presentation will be check by HODs of respective Deptt. for improvement in teaching learning process	Reviewed by IQAC chairman and Member (administrative Officer)
4.	Instructions for further lab training and audits	IQAC Coordinators
5.	Review of feedback response from students, parents and other stakeholders on quality-related institutional processes	Reviewed by IQAC chairman, Member (administrative Officer) and coordinator
6.	Organization of Guest lectures and Webinars, etc.	Reviewed and planned by Member (administrative Officer)
7.	Review of NBA Process	The process is being followed by concerned faculty member
8.	Curriculum Feedback	Members
9.	To review status of various application for funding	The process is being reviewed by Member (administrative Officer)
10.	Discuss about installation of Air Cooler in Faculty rooms	Reviewed by IQAC chairman
11.	Discuss about installation of Digital Board in Class Rooms	IQAC chairman
12.	Any other points with permission of the Chair.	NA

Attendees

S.N.	Name of Member	Detail	Designation	Signature
1.	Dr. Avijit Mazumder	Director	Chairman, IQAC	
2.	Dr. Rupa Mazumder	Dean	Member (Administration Officer)	
3.	Dr. Rajnish Kumar	Associate Professor	Coordinator, IQAC	
4.	Dr. Priyanka Bansal	Assistant Professor	Co-coordinator, IQAC	
5.	Dr. Salahuddin	HoD, Pharm. Chemistry	Member	
6.	Dr. Saumya Das	HoD, Pharmacology	Member	
7.	Dr. Sushma Verma	COE	Member	
8.	Dr. Rakhi Mishra	Professor	Member	
9.	Dr. Ritu Arora	Wipro	Member (Industry)	
10.	Ms. Swati Yadav	Assistant Professor	Member (Alumni)	
11.	Dr. Girish	Veterinary Doctor	Nominee from Local Society	
12.	Mr. Dilip Choubey	Registrar	Member	
13.	Dr. Vinod M. Kapse	Director, NIET	Member (Academician from Outside the Institute)	
14.	Dr. Neema Agarwal	AMD	Member (Management)	