



NAAC ACCREDITED

# GIET SCHOOL OF PHARMACY

(SRI KOUNDINYA EDUCATIONAL SOCIETY)

(Affiliated to Andhra University, Approved by AICTE & PCI)

NH-16, Chaitanya Knowledge City, **RAJAMAHENDRAVARAM** - 533 296. E.G.District., (A.P.)

Tel : 0883 - 2484444, E-mail : [gietpharmacy@gmail.com](mailto:gietpharmacy@gmail.com), Website : [www.gietpharmacy.in](http://www.gietpharmacy.in)

## 6.5.1 Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

The Internal Quality Assurance Cell (IQAC) was formed on March 24, 2016, with the goal of streamlining the institution's quality initiatives. Prior to the formation of the IQAC, the institution's quality initiatives were evaluated by the Academic Advisory Committee (AAC). Since it was decided to apply for NAAC accreditation, an effort was made to introduce IQAC to collect feedback from a variety of stakeholders and makes improvements to the entire process to achieve academic excellence. The Internal Quality Assurance Cell (IQAC) has made a substantial contribution to improve the quality methodologies and procedures for quality assurance.

The special emphasis of the IQAC is

- ❖ To carry out the institution's mission and vision.
- ❖ Creating the COs & POs and implementing quality standards into practice
- ❖ Recording the quality-assurance techniques
- ❖ Ongoing strategy improvement following a thorough assessment of achievement.
- ❖ Defining new objectives and tracking their progress.

### GIET School of Pharmacy - IQAC Objectives:

- To create a system for deliberate, consistent, and catalytic action to enhance the institution's academic and administrative performance



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- To encourage actions that will improve institutional performance by internalising quality culture and institutionalising best practices
- For a number of years, the Academic Committee of the college has been responsible for the internal quality assurance components of the college, particularly with regard to the teaching-learning process.

## IQAC was constituted with the following goals


- Information exchange regarding the various higher education quality indicators.
- Establishing high standards for the institution's different academic and administrative activities.
- Documentation of all the different actions that increases the quality.
- Obtaining, reviewing, and acting on student, parent, and alumni feedback on institutional processes that affect quality.
- Development of policy matters pertaining to various academic and administrative activities of the institution.
- Improving the learner-centric environment and to adopt the required knowledge and technology by teachers by participating several learning process.
- Organizing workshops, seminars on quality related learning and teaching
- Operations related to Annual Quality Assurance Report (AQAR) and parameters of NAAC

## Various key areas for regular monitoring and documentation by IQAC are

### Curriculum analysis and bridging the gaps

- The institution's technique of creating lesson plans and maintaining time tables was standardised by IQAC.
- Determine the curriculum gaps and recommend any necessary add-on, certificate, or value-added courses.



  
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- Arranging lectures by eminent speakers in various fields.
- Arranging for student counselling sessions and remedial classes.

## Research and innovation initiatives

- Participation in projects supported by Research and Innovation.
- Several organisations were consulted.
- Placement and industry collaboration meet.
- Membership of prestigious institute's boards of studies.

## Extension activities for the community development

- Fostering patriotism among the students.
- Green practices being implemented in institution administration.
- Creating awareness of the environment.
- Conservation and best use of natural resources.

## Effective involvement of Alumni

A centralized committee made up of representatives from all stakeholders effectively involves alumni and improves the feedback collection process.



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## GOVERNING BODY

The Governing body comprises of the members from Sri Koundinya Educational Society, Andhra University Visakhapatnam, Educationalists/Industrialists, Head of the institution and faculty members. The meeting of the Governing body is held twice in a year. Apart from this, a meeting of Principal and Management representative is conducted every month to decide on academic as well as administrative issues.

### **Functions and Responsibilities of Governing Body Committee:**

- To execute effective instructional programmes and maintain proper academic atmosphere and discipline.
- The mission of the institution is to determine achieving excellence in education.
- To focus strategic priorities and its implementation.
- To promote performance appraisal and eligibility for promotion.
- Setting a framework for the pay and conditions of service of all other staff
- To review the faculty positions of the college.
- To establish a framework for financial resources and smooth functioning of the Institute. Approving annual estimates of income and expenditure.
- To review the academic performance, development activities, training and placement activities of the students.
- Approving a Quality Strategy for the College



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The Constitution of Governing Body is shown in Table below

S.No	Name of the member	Designation
1	Prof V. Bala Mohan Das M. Com, PhD, Former Vice Chancellor, Acharya Nagarjuna University	Chairperson
2	Sri K.V.V. SathyanarayanaRaju M.A., LL.B Founder chairman Chaitanya Educational Group	Member
3	Sri K. SasiKiranVarma, B. Tech Managing Director, Godavari Institute of Engineering & Technology, Rajahmundry	Member
4	Capt. Dr. DLN Raju M. com, PhD, CEO, Chaitanya Educational Society	Member
5	Sri K. Ravikiranvarma M.B.A Managing Director, Konaseema Institute of Medical Sciences & Research foundation, Amalapuram	Member
6	Prof S Ramachandran M. Pharm, PhD, Professor, GIET School of Pharmacy, Rajahmundry	Member
7	Mrs. R. Vijayalakshmi M. Pharm, PhD, Professor, GIET School of Pharmacy, Rajahmundry	Member
8	Dr. T.V. Narayana Professor & Director, Dr. HLT College of Pharmacy, Channapatna, Karnataka	Member
9	GopichandShiyal Director, Shiyal Chemicals & Pharmaceuticals, Chennai	Member
10	State Govt Nominee	Member
11	Prof S.V. Naidu Andhra University, Visakhapatnam	Member
12	Dr. M. D. Dhana Raju M Pharm, PhD, Principal, GIET School of Pharmacy, Rajahmundry	Member Secretary



  
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## Sri Koundinya Educational Society Members (Management Committee)

The composition of Management Committee (Sri Koundinya Educational Society)

S.No	Name of the member	Designation
1	Sri K.V.V. SathyanarayanaRaju M.A., LL.B Founder chairman Chaitanya Educational Group	Founder chairman
2	Sri K. SasiKiranVarma, B. Tech Managing Director, Godavari Institute of Engineering & Technology, Rajahmundry	Managing Director
3	Capt. Dr. DLN Raju M. com, PhD, CEO, Chaitanya Educational Society	CEO
4	Sri K. Ravikiran Varma M.B.A Managing Director, Konaseema Institute of Medical Sciences & Research foundation, Amalapuram	Managing Director

## Functions and Responsibilities

- To recommend proper plan for the development of the college regarding academic administrative and infra-structure.
- To foster excellent curriculum, co-curricular and extracurricular activities.
- To recommend the administration regarding the discipline, safety and security issues of the college or institution and taking appropriate steps.
- To scrutinize inspection reports, local inquiry reports, audit report, etc.and make appropriate recommendations.



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## Academic Monitoring Committee

Academic monitoring committee governs the functions of daily academic activities of the college like timetable and monitor academic activity, project activities for the students, student counseling, conducting Parent-Teacher meetings.

The composition of Academic Monitoring Committee (Academic Cell)

S.No	Name of the member	Designation
1	Dr.S.Ramachandran	Chairman
2	Dr. V. Alekhya	Member

## Functions and Responsibilities

- Preparation of class time tables.
- Monitoring smooth functioning of classes and labs.
- Result analysis at the end of semester.
- University theory and practical exam arrangement.
- Arrangement of transportation, accommodation for external.
- Supervising the maintenance of records in departments.
- Conducting faculty recruitment interviews.
- Monitoring completion of syllabus.

## The Examination committee

The Examination committee is set up in order to streamline and smooth conduct of examinations, the responsibilities include preparing the exam timetable, planning invigilator for the examinations, Maintenance of secret room for question papers, maintaining the registers for internal and external marks, maintaining submitted answer scripts etc.



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The composition of Examination Committee (Exam Cell)

S.No	Name of the member	Designation
1	Dr. V.D. Sundar,	Chairman
2	Mrs. Ch. Satya Sri	Coordinator
3	Ms. P Himasree	Member

## Functions and Responsibilities

- Planning and preparing sessional exam schedules for all exams on time.
- Arrangement of exam halls.
- Collection of mark sheets, attendance statement within 48 hours of exam completion.
- Maintenance and posting of internals to AU attendance register.
- Maintenance of answer sheets for 3 years.
- Posting of sessional results to parents.

## Grievance redressal committee

Grievance redressal committee is formed to deal with issues related to the betterment and wellbeing of the student & staff community. Grievance / complaint boxes have been installed at different places in the institution and it help students in representing their opinions and suggestions. The primary responsibility of the committee is to find solutions for the complaints registered.



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The composition of Grievance redressal committee

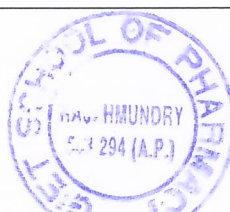
S.No	Name of the member	Designation
1	Dr. M. D.Dhana Raju	Chairman
2	Dr. S. Ramachandran	Convener
3	Dr.V.D.Sundar	Member
4	Dr.R.Vijayalakshmi	Member
5	Dr.AR Magesh	Member
6	Dr.C.Gopi	Member


## Anti-ragging committee

Anti-ragging committee was framed to monitor the overall discipline of the staff and the students and also to monitor and take corrective measures for students overall behavior.

The composition of Anti-ragging committee

S.No	Name of the member	Designation
1	Dr. M. D. Dhana Raju	Chairman
2	Dr. V. D. Sundar	Convener
3	Dr. R. Vijaya Lakshmi	Convener
4	Mr. AR. Magesh	Member
5	Dr. C. Gopi	Member
6	Ms. Ch. Lavanya	Student Convener
7	Mr. Ch.Tejesh	Student Convener
8	Mr. S.N. Hemandh	Student Member
9	Mr. G Saisheshank	Student Member
10	Ms. Lakshmi Lalithya	Student Member



  
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## Training & Placement committee

Training & Placement committee is formed to enhance and foster industry-institution relationship. This will facilitate industrial training and internship for students, and also promote participation of industry personnel in the development of students knowledge & high quality student projects. The MOUs made between Industries and our Institute provided a good opportunity to conduct assignments like placements, Internships and in plant trainings for our students.

The composition of Training & Placement committee

S.No	Name of the member	Designation
1	Dr.T.Deepan	Chairman
2	Ms. P. Himasree	Member


## Functions and Responsibilities

- Listing out students undergoing training in the industry batch wise and maintain records.
- Arranging campus interviews.
- Listing out student who are placed in the industries and maintaining records.

## National Service Committee

National Service Committee is formed to enhance planning and organizing NSS programmes, attending the meetings and for preparing reports about the meetings.



  
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The composition of National Service Committee

S.No	Name of the member	Designation
1	Dr. M. D. Dhana Raju	Chairman
2	Mr. SheikMeera	NSS P.O
3	Dr. C Gopi	Member
4	Mrs. D Kavitha	Member
5	P Srinivas	Member
6	G Gayatri	Member

## Intellectual Property Right Cell (IPR Cell) Committee


The aim of intellectual Property Rights cell at GIET School of Pharmacy is to create awareness about intellectual Property for faculty members and students, to impart training on future endeavors regarding patent filing processes and to conduct workshops, seminars and training course on IPR.

Hence an intellectual property cell was constituted in the college with a dedicated team of actively working faculty who has an industry exposure along with some student representatives

The composition of Intellectual Property Rights cell Committee

S.No	Name of the member	Designation
1	Dr. M.D. Dhana Raju	Chairman
2	Dr. V.D.Sundar	Coordinator
3	Dr. R.Vijaya Lakshmi	Member
4	Dr. S. Ramachandran	Member
5	Dr.T. Deepan	Member
6	Mr. S Mohan Krishna Muthoju	Member



  
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## Research and Development Cell Committee

The main purpose of the Research and Development Cell is to achieve excellence by promoting research activity in challenging areas of pharmaceutical sciences by focused research pursuits through interface with industry and academia.

## Functions and Responsibilities

- To motivate the faculties and students to pursue research journals and support to publish research and review articles in reputed journals.
- To induce the faculty to apply various research projects.
- To encourage the faculty to guide innovative research projects
- The main aim of the research is to find out the truth which is hidden and which has not been discovered as yet.
- The purpose of research is to discover answers through the application of scientific procedures.
- Guide the faculties to get a research degree along with it is consequential benefits.
- Motivated the entire faculty members to carry out some research projects.
- Guide the faculties in writing the research proposals and should scrutinize them.
- Conduct the training programme in the college premises.
- Encourage students to involve in different co-curricular activities like attending, seminars and conferences at the state and national levels.
- Promote the faculties to visit and work in various national and international research organizations on duty.
- Encourage the faculty to participate and present their research outcomes in various national and international conferences



  
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The composition of Research and Development Cell Committee

S.No	Name of the member	Designation
1	Dr. M. D. Dhana Raju	Chairman
2	Dr. S. Ramachandran	Coordinator
3	Dr. R.Vijaya Lakshmi	Member
4	Dr.V.D. Sundar	Member
5	Dr.AR. Magesh	Member
6	Dr. C Gopi	Member

## Library Development committee

Library Development committee is formed to enhance planning and preparing budget for books & journals purchase, maintenance of Question bank course wise, execution of book bank ad Supervision of e-resource/ library register maintenance.


The composition of Library Development committee

S.No	Name of the member	Designation
1	Dr. R. Vijaya Lakshmi	Chairman
2	Dr. T. Deepan	Member
3	Mr. SheikMeera	Member
4	Mr.AV.Srinivas	Member

## Ecap Administration committee

Ecapadministration committee is formed to enhance monitoring Ecap data entries and Log book maintenance.



  
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The composition of Ecap administration committee

S.No	Name of the member	Designation
1	Dr. C. Gopi	Chairman
2	Mr. N.V.N Koteswararao	Member

## Committee for Competitive exams

Committee for Competitive exams is formed to enhance maintenance of records for GPAT, PGECET, and students studying abroad, planning and supervising GPAT classes and encouraging students to write competitive exams.

The composition of Committee for Competitive exams

S.No	Name of the member	Designation
1	Dr. V. Alekhya	Chairman
2	Mr. V. Anil Kumar	Member
3	Mrs. K. KarunaKumari	Member


## Inspection Committee

Inspection Committee is formed to enhance PCI, AICTE, AU inspection preparation, maintenance of affiliation orders in records and maintenance of inspection application copies year wise.

The composition of Inspection Committee

S.No	Name of the member	Designation
1	Dr. S. Ramachandran	Chairman
2	Dr. V.D. Sundar	Member
3	Dr.AR Magesh	Member



  
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