



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.)

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Internal Quality Assurance cell (IQAC)

Minutes of the meeting held on 16th March 2019

Agenda:

1. Guidelines for internal administrative audit.
2. Placement and internship programme
3. Mentorship for the forthcoming semester

The following points were discussed in the meeting:

1. Minutes of the previous meetings were confirmed.
2. Guidelines for internal administrative audit is discussed and they are as follows
 - I. Stock verification in all departments
 - II. Attendance records
 - III. Service book completion
 - IV. Verification of exam cell
 - V. Verification of library books
3. It was discussed in the meeting to arrange for Placement and internship programme for all courses.
4. Mentorship for the students for forthcoming semester were discussed and prepared.

Chairperson

Dr. M.D. Dhanaraju, Principal

Members

- 1.
- 2.
- 3.

4. 4/3/19
- 5.
- 6.