



NIRMALA COLLEGE OF PHARMACY MUVATTUPUZHA

Muvattupuzha P.O., Ernakulam Dist., Kerala - 686661

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Email: nip_mvpa@yahoo.co.in Website: www.nirmalacp.org

FIRST CYCLE NAAC ACCREDITATION 2023

CRITERION 6



GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan etc

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL



Criteria 6.2.1

PAIC committee meeting minutes – sample copy

Index

Sl no	Committee	View
1.	Academic Regulatory committee	View
2.	R & D committee	View
3.	Disciplinary committee	View
4.	Grievance Redressal Cell	View
5.	Women cell	View
6.	Anti Raging Committee	View
7.	Staff and Students welfare committee	View
8.	House keeping and record keeping committee	View



20th Feb 2023:

Time: 3 PM

Venue: Vice Principal's cabin

Agenda: Meeting with HODs & NAAC Co-ordinators regarding new teaching pedagogies.

Decided to conduct a departmental subjectwise discussion to finalise the teaching pedagogies that can be implemented as mentioned in syllabus planning.

Also decided to promote experiential learning by motivating students to make models / demonstration of various topics; and the same can be exhibited during NAAC accreditation.

Dr. Deepa Jose

Dr. Karthikeyan. M

Dr. Sujin Abraham

Miss Mary Joy

Dr. Daisy Daisy Datta

Dr. Dharmesh Joseph

[Signatures]



Date : 14/11/20

Circular : All the members are requested to attend a meeting in pharmacy practice staff room at 10:30 am

Agenda : Finalisation of Seventh Sem B pharm project protocol presentation

Members Present : Dr Sujia Abraham Pres
 Dr Fels Saju
 Dr Prasanth Francis
 Ms Saranya T.S
 Ms Anusha Shaji

Minutes of Meeting:-

Agenda

Resolution

Finalisation of Seventh Sem B pharm project protocol presentation date -

→ Decided to conduct the presentation on

16/11/20, 17/11/20, 18/11/20

→ Panel members were, Principal, HOD's of each department, Guides and R&D Committee members.

Committee suggested that the criteria viz for the acceptance of topics are

- Relevance of the topic
- Novelty and Reliability of the topics
- Probability of converting the topic into an innovative drug

→ Total cost of the project work and amount sanctioned from the college head of the committee

Prepared by SARANYA T.S 15/11/20

Dr Sujia Abraham



Meeting No: 45

Date: 03/05/2023.

Circular: All the committee members and class teachers are requested to attend a meeting in GD room in the presence of Principal and vice principal.

Agenda: College day celebration which will be held on 06/05/2023

Members present

Prof. Dr. Badmanabhan R. Principal

Prof. Dr. Deepa Jose

Mr. Manu Jose

Mrs. Dona Maria Jetto

Dr. Mervin Joseph

Dr. Gifty

Dr. Sujia Abraham

Mrs. Powerlet Mathew

Mrs. Vidya Peter

Mr. Jobin Kunjimon

Mrs. Elseera Jose

Mrs. Vincy Varghese

Dr. Prasanth B.

OL
Hemmy
Giner
Sujia
Powerlet
Vidya
Jobin
Elseera
Vincy
Prasanth

Minutes of Meeting

1. College day celebration
official function

Resolution

- program will start at 9.30am. overall discipline in charges Dr. Sujia & Mrs. Saranya
- Individual classes will be sitting together, seats will be allocated and class teachers will monitor it.
- Class teachers and discipline in charges will be

Cultural programs and PG -



monitoring the activities

Disciplinary incharges for college day celebration include

Mrs. Elseena Jose

Mrs. Flowerel Mathew

~~Mrs~~ Dr. Gristy

Prepared by
Elseena Jose
Elseena

Checked by
Dr. Karthikeyan M
ADM



Notice for monthly Meeting of GRCS

ISO 9001:2015

Document No: NP/GRCS/

Issue No: 22

Issue Date: 30/5/2023

Date: 31/5/2023

Time: 11:00 am

Venue: vice principal Cabin

Participants

Agenda

1. Review for completion of action points previous meeting ☒
2. Address of new complaints received ☐
3. Work Environment ☐
4. Teaching ☐
5. Student Support Services ☐
6. Students Feedback ☐
7. Student Complaints ☐
8. Internal Audit ☐
9. Continual Improvement ☐
10. Other points if any ☐

Signature of chairperson GRCS

Signature of Principal

Signature of Administrator



Minutes of GRCS Meeting

ISO 9001:2015

Document No: NCP/GRCS/02

Issue No: 22

Issue Date: 30/5/2023

Date: 31/5/2023

Time: 11-00 am

Venue: vice principal cabin

Participants

Review for completion of action points previous meeting

There were no new complaints received through campus 7, email or drop box. Previous issues were communicated to the authorities.

Students Complaints



[Handwritten signature]

Signature of chairperson GRCS

[Handwritten signature]
Signature of principal

Attendance of Meeting				
Sl. No.	Name of the Member	Present	Absent	Remarks
1	Mr. A. K. Singh			
2	Mr. B. C. Singh			
3	Mr. C. D. Singh			
4	Mr. D. E. Singh			
5	Mr. E. F. Singh			
6	Mr. F. G. Singh			
7	Mr. G. H. Singh			
8	Mr. H. I. Singh			
9	Mr. I. J. Singh			
10	Mr. J. K. Singh			
11	Mr. K. L. Singh			
12	Mr. L. M. Singh			
13	Mr. M. N. Singh			
14	Mr. N. O. Singh			
15	Mr. O. P. Singh			
16	Mr. P. Q. Singh			
17	Mr. Q. R. Singh			
18	Mr. R. S. Singh			
19	Mr. S. T. Singh			
20	Mr. T. U. Singh			
21	Mr. U. V. Singh			
22	Mr. V. W. Singh			
23	Mr. W. X. Singh			
24	Mr. X. Y. Singh			
25	Mr. Y. Z. Singh			
26	Mr. Z. A. Singh			
27	Mr. A. B. Singh			
28	Mr. B. C. Singh			
29	Mr. C. D. Singh			
30	Mr. D. E. Singh			
31	Mr. E. F. Singh			
32	Mr. F. G. Singh			
33	Mr. G. H. Singh			
34	Mr. H. I. Singh			
35	Mr. I. J. Singh			
36	Mr. J. K. Singh			
37	Mr. K. L. Singh			
38	Mr. L. M. Singh			
39	Mr. M. N. Singh			
40	Mr. N. O. Singh			
41	Mr. O. P. Singh			
42	Mr. P. Q. Singh			
43	Mr. Q. R. Singh			
44	Mr. R. S. Singh			
45	Mr. S. T. Singh			
46	Mr. T. U. Singh			
47	Mr. U. V. Singh			
48	Mr. V. W. Singh			
49	Mr. W. X. Singh			
50	Mr. X. Y. Singh			
51	Mr. Y. Z. Singh			
52	Mr. Z. A. Singh			
53	Mr. A. B. Singh			
54	Mr. B. C. Singh			
55	Mr. C. D. Singh			
56	Mr. D. E. Singh			
57	Mr. E. F. Singh			
58	Mr. F. G. Singh			
59	Mr. G. H. Singh			
60	Mr. H. I. Singh			
61	Mr. I. J. Singh			
62	Mr. J. K. Singh			
63	Mr. K. L. Singh			
64	Mr. L. M. Singh			
65	Mr. M. N. Singh			
66	Mr. N. O. Singh			
67	Mr. O. P. Singh			
68	Mr. P. Q. Singh			
69	Mr. Q. R. Singh			
70	Mr. R. S. Singh			
71	Mr. S. T. Singh			
72	Mr. T. U. Singh			
73	Mr. U. V. Singh			
74	Mr. V. W. Singh			
75	Mr. W. X. Singh			
76	Mr. X. Y. Singh			
77	Mr. Y. Z. Singh			
78	Mr. Z. A. Singh			
79	Mr. A. B. Singh			
80	Mr. B. C. Singh			
81	Mr. C. D. Singh			
82	Mr. D. E. Singh			
83	Mr. E. F. Singh			
84	Mr. F. G. Singh			
85	Mr. G. H. Singh			
86	Mr. H. I. Singh			
87	Mr. I. J. Singh			
88	Mr. J. K. Singh			
89	Mr. K. L. Singh			
90	Mr. L. M. Singh			
91	Mr. M. N. Singh			
92	Mr. N. O. Singh			
93	Mr. O. P. Singh			
94	Mr. P. Q. Singh			

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Issue Date: 31/5/2023

ATTENDANCE LIST

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Signature of chairperson GRCS




Signature of principal

2/03/21.

Agenda: Women's Day Celebration

Venue: Seminar Hall.

Time: 2:10 pm.

Decisions taken:

- To conduct competitions (on-stage) & (off-stage) during the celebration
- Decided to conduct a poster presentation competition based on the theme "Digit All: Innovation & technology for gender equality".
- To make a "video presentation by all the gents (faculty & male students) conveying their wishes of the day.
- To have a seminar on "Money Management" & a theme dance by Dance Club.
- Various committees were constituted & entrusted the duties to all the student representatives. & Ms. Anne Mary Bosco (B Pharm.D Student representative was selected as the student incharge)

Ms. Sini BABY

Ms. Anshu's Annie Tom (Staff) *Sini*

Ms. Melby Sunny " *A*

Ms. Athira James (Staff)

Ms. Ann Mary Bosco *Ann Mary*

Ms. Alka Rose *Alka*

Ms. Lakshmi. V *L*

Ms. Jyoti George *J*

Ms. Sana Fatima *Sana*

Ms. Anila Alphonsa *Anila*

Ms. Ammuniya Suresh *Am*

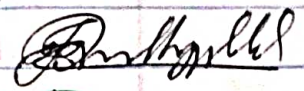
Ms. Nisha Mansoor Shaikh *Nisha*

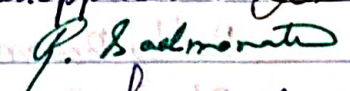


Date : 13/01/2023


Circular : All the members are requested to attend a meeting in the auditorium at 10.00am

Agenda : Reconstitution of anti-ragging cell for the academic year 2022-2023

Members present : Rev. Fr. Jose Pulloppillil : 


Dr. Badmanaban R. (Principal) : 

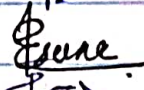
Dr. Deepa Jose : 

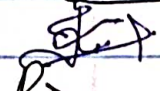
Dr. Karthikeyan M. : 


Dr. Fels Saju : 

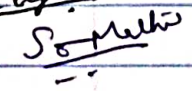
Mr. Rajesh Ponnumpuragidan (ward 4 member) : Absent

Mr. C. H. Basheer (SI of police, Muvattupuzha) : 

Mrs. Elseena Jose : 

Mrs. Kochurani Tomy (PTA President) : 

Mr. Reji K. Paul (PTA Member) : 

Mrs. Souman Mathew (PTA Member) : 

Minutes of Meeting

A meeting for the reconstitution of anti-ragging committee for the academic year 2022-2023 was held on 13/1/2023. The program was conducted in the auditorium. Prof. Dr. Badmanaban R., Principal welcomed the gathering. Administrator Rev. Fr. Jose Pulloppillil delivered the inaugural Address. Mr. C-H Basheer SI of Police Muvattupuzha delivered the keynote address and gave an orientation about Indian ragging act to the students. The PTA president Mrs. Kochurani Tomy gave the felicitation speech. Mrs. Elseena Jose, Incharge of Anti-ragging cell delivered the vote of thanks. All the first year students and

student representatives from all batches and union members (students) were present for the meeting.

List of student representatives present.

Jose Paul Jiby 1st semester B.Pharm.

Vandhana Jayesh 2nd semester B.Pharm.

Bobby Boban 4th sem B.Pharm.

Aleena Raju 5th sem B.Pharm.

Rakhy Jolly 7th sem B.Pharm.

Aron Joshy 1st pharm.D

Jafin Sabu 2nd pharm.D

Freddy Appattu 3rd pharm.D

Archa S. Nair 4th pharm.D

Aneta Vinobi Union member

Pooja Ghajan

Prepared by Head of the Committee
Elseena Jose Esuna


Dr. BADMANABAN. R.
PRINCIPAL

Nirmala College of Pharmacy
Muvattupuzha, Ernakulam (Dist.)
Kerala - 686 661



2/11/23

* AGENDA

- To Channelize the Induction program for newly joined staff
- All newly joined staff members must undergo induction process to make them familiarized with the college
- Dr. Merrin was assigned with the task of conducting and documenting the induction process
- After thorough discussion, it was decided to give staff members induction in various committees such as
 - ① ARC
 - ② R&D
 - ③ Staff Student Welfare
 - ④ Examination
 - ⑤ Teaching & Learning
 - ⑥ ERP training

1) Robin. KV

[Signature]

2) Dr. Merrin Joseph

[Signature]

3. Nancy Jox

[Signature]



Date: 18/06/20

Venue: Conference Room

Agenda: Monthly Evaluation

Document Preparation for IQAC/NBA



NIRMALA COLLEGE OF PHARMACY Muvattupuzha
House and record keeping monthly audit sheet

Monthly evaluation parameters

Date of evaluation: 18/06/20

Sl.No	Check list	Performed by	Complete Document Yes/No	Deficiency	Remarks
1	House keeping stock register maintained on time- submit Register	Mr.Vinse	Yes	—	—
2	Fixed New water purifier	Mr Jins	NO		
3	Scheduled cleaning of water tank for this year	Mr.Vinse	NO		
4	Tank cleaning activity performed	Mr.Vinse	Yes on February		
5	Have you evaluated the use of safety measure in each lab	Ms.Elizabeth	No		
6	In ward register	Ms.Elizabeth	Yes		
7	Out ward register	Ms.Elizabeth	Yes		
8	Visitors diary	Ms.Elizabeth	Yes		
9	Copy file for outward register	Ms.Elizabeth	Yes		
10	Common work schedule and report	Ms.Elizabeth	Yes		
11	Committee minutes book	MrDhanish	Yes		
12	Laboratory job card with check list	MrJins			
13	Cleaning staff job card with check list	MrJins			
14	Maintenance register	MrJins			
15	Program register	MrJins			
16	Common area maintenance data sheet- jasmine	MrJins			
17	Report on summary of performance rating of each ministerial staff	MrJins			
18	Hospitality guidelines	MrJins			

19 Reported the monthly maintenance activity. ms. Jasmine


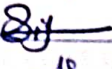



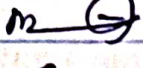

20 Performance status of Common maintenance activity reported. ms. Jasmine

21 File Department level maintenance file by Jolly. Mr. Jins

22 Common area cleaning plan and implementation Mr. Salosh

Yes



Dhanish Joseph	
Shijo Francis	
Minnu Joe	
Tolly Joseph	
Vinse M. Michael	
Meiby Sunny	
Shijo George	



Notice for monthly Meeting of GRCS

ISO 9001:2015

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Issue No: 22

Issue Date: 30/5/2023

Date: 31/5/2023

Time: 11:00 am

Venue: vice principal Cabin

Participants

Agenda

1. Review for completion of action points previous meeting ☒
2. Address of new complaints received ☐
3. Work Environment ☐
4. Teaching ☐
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Signature of chairperson GRCS

Signature of Principal

Signature of Administrator



Minutes of GRCS Meeting

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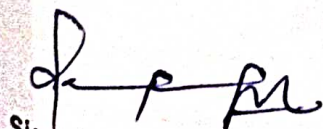
Participants

Review for completion of action points previous meeting

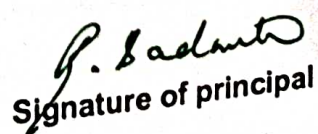
There were no new complaints received through campus 7, email or drop box. Previous issues were communicated to the authorities.

Students Complaints





Signature of chairperson GRCS



Signature of principal

Attendance of Meeting				
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10	Mr. P. Q. Singh			
11	Mr. R. S. Singh			
12	Mr. T. U. Singh			
13	Mr. V. W. Singh			
14	Mr. X. Y. Singh			
15	Mr. Z. A. Singh			

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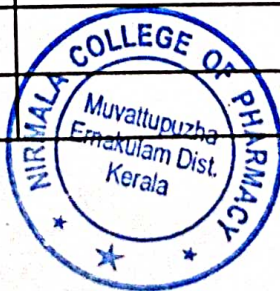
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Issue Date: 31/5/2023

ATTENDANCE LIST

[illegible]


Signature of chairperson GRCS




Signature of principal

Date : 01/06/2023

Time : 3:00pm

Venue : seminar Hall

World Environmental Day - June 5

During the meeting it was decided to conduct this year world environment day celebration along with Nature & media club members and first year Pharm D & 5th sem B. pharm students. The following events are fixed for the day celebration.

Events : Cleaning program

Medicinal Garden make up.

Tree plantation

Best from waste competition.

The rules for the competition items were also finalized during the meeting.

Ms. Flowerlet Mathew

Ms. Anya V-S

Dr. Dona Maria Jetho

Ms. Afhiza James.

