



BHARAT INSTITUTE OF TECHNOLOGY (BIT)

Approved by AICTE, Pharmacy Council of India and Affiliated to JNTUH.
Sponsored by: CHINTA REDDY MADHUSUDHAN REDDY EDUCATIONAL SOCIETY
Mangalpally (Village), Ibrahimpatnam (Mandal), Ranga Reddy District - 501510
Accredited by NAAC

Ref: BIT/NAAC/6- 2022.

03/06/2022


CIRCULAR

Formation of Internal Quality Assurance Cell as per NAAC Guidelines

As per the NAAC guidelines, the new IQAC is framed for the academic year 2022-2023 to facilitate, contribute and ensure institutional functioning toward quality enhancement in various fields

Sl.No	Name of the Members	Designation
1.	Shri. Ch. Venugopal Reddy	Chairperson
2.	Dr. Mohamed Mutahar RK	Principal
3.	Dr. Arifa Begum	Coordinator (Professor, Dept. of Pharm. chemistry)
4.	Dr. Alekhya ketha	Member (Teaching) Assistant Professor, Dept. of Pharm. chemistry
5.	Mr. Vivek Takur	Member (Administrative)
6.	Dr. Sumalatha	Member (Teaching)-Associate professor, Dept. of Pharmacognosy
7.	Dr. Bhaskar	Member (Teaching)-Professor, Dept. of Pharmaceutics
8.	Dr. Namratha	Member (Teaching)-Associate professor, Dept. of Pharmaceutical Analysis
9.	Mrs. Azka Fathima	Member (Teaching)-Assistant professor, Dept. of Pharmaceutical Analysis
10.	Mr. Vamshi	Student member
11.	Mr. Kunal	Student member
12.	Ms. Jaysree	Student member
13.	Mr. Pranay Bandari	Student Alumni
14.	Mrs. R. Purnima	Industrialists
15.	Mr. Jagapathi Reddy	Stake holder

PRINCIPAL


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Bharat Institute of Technology
Internal Quality Assurance Cell
Minutes of IQAC Meeting Held on 06-06-2022

Date: 06-06-2022

Agenda:

- Approval of IQAC annual report 2022-2023
- IQAC year plan for the new academic year
- 2nd cycle NAAC Accreditation
- Online teaching and learning process
- Initiation to NIRF ranking 2023
- Code of conduct

Members Attended:

- Dr.Mutahar
- Dr.Anuvrat Sharma
- Dr. Arifa Begum
- Dr. Alekhya
- Dr.Namratha
- Dr.Baskar
- Dr.Sanchari
- Dr.Srikanth
- Dr. Shibnath
- Dr.Kalyani
- Dr.Sreedevi
- Dr.Nahid
- Mrs.Azka Fathima
- Mrs.Kabitha
- Mrs.Kavya
- Mrs.Usha
- Ms.Rachel
- Ms.Twila

Action Taken Report:

- A faculty development program NITRRR.
- Online learning supported using online learning platforms like Microsoft teams, WebEx, google meet and zoom etc.
- IQAC coordinated initiative of NIRF ranking and a high level committee was constituted.
- Tentative annual plan for IQAC activities for academic year was prepared.
- Few modifications made for strategic plan in new education policy.

Minutes&Resolutions:

- IQAC decided to conduct some of the events in online and provided all technical support for all committees.
- Decision for organizing a workshop on code of conduct for staff.

- As it was 2nd cycle NAAC accreditation, in new academic year a high level committee was constituted for the documentation and other necessary processes for accreditation.
- For the further improving online teaching and learning in the college, it was decided to organize a faculty development program in July 2022.
- It was decided to organize the student induction program for freshers with all necessary modules on vision, mission and code of conduct.
- It was decided to organize one e-fdp on research methodologies with collaboration of JNTU-H.

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Dr.Arifa Begum
IQAC Coordinator

Bharat Institute of Technology
Internal Quality Assurance Cell
Minutes of IQAC Meeting Held on 22-08-2022

Date: 22-8-2022

Agenda:

- Evaluation of documentation of NAAC 2nd cycle Accreditation
- Value added courses
- Preparation of AQAR
- Evaluation of feedback on academic curriculum
- Workshop on hands on analytical instrumentation
- Preparation for pharmacovigilance week celebrations which are held to be on 13/9/22
- Preparation for national pharmacy week celebrations 24/9/22
- Conducting green and energy audits
- Industrial visits are planned for students.

Members Attended:

- Dr.Mutahar
- Dr.Anuvrat Sharma
- Dr. Arifa Begum
- Dr. Alekhya
- Dr.Namratha
- Dr.Baskar
- Dr.Srikanth
- Dr. Shibnath
- Dr.Kalyani
- Dr.Nahid
- Mrs.Azka Fathima
- Mrs.Kabitha
- Mrs.Kavya
- Ms.Rachel
- Ms.Twila
- Mrs.swetha

Action Taken Report:

- A one-day guest lecture was organized for faculty and students to further the learning and teaching skills on nanotechnology based drug delivery system and this applications.
- One week –fdp is conducted on 7/7/2022 on the topic research methodologies.
- Communicated for MOU with Osmania technology business incubation (OTBI) Osmania University in association with director BIT Dr. Anuvrat Sharma.
- The IQAC-NAAC coordinator teams started organizing interface meetings with every department of college in preparation of 2nd cycle NAAC Accreditation.
- Task funded workshop organized at BIT-convener one day workshop on clinical data management.
- Task funded Rs.15000/- for workshop in collaboration with telangana academy of sciences in March 2022.
- Mentor-mentee program for current year was initiated.

Minutes& Resolutions:

- It was decided to start new value added courses for students targeting skill development, training in development of communication skills
- It was decided to conduct academic and administrative audit during the academic year
- It was decided to conduct green energy environment audit in the campus.
- Preparation works for AQAR and documentation for NIRF initiated.
- For NAAC 2nd cycle accreditation, it was decided to evaluate the activities criteria wise under leadership of criteria in charges.

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Dr.Arifa Begum
IQAC Coordinator

Bharat Institute of Technology
Internal Quality Assurance Cell
Minutes of IQAC Meeting Held on 27-09-2022

Date: 27-09 -2022

Agenda:

- Discussion Regarding self- appraisal forms
- Discussion on pharmacy induction program
- Conducting external Academic and Administrative Audits
- Online teaching and learning process
- Organizing IPR seminars
- Code of conduct
- Any other relevant matter permitted by the chair

Members Attended:

- Dr.Mutahar
- Dr.Anuvrat Sharma
- Dr. Arifa Begum
- Dr. Alekhya
- Dr.Namratha
- Dr.Baskar
- Dr.Sanchari
- Dr.Srikanth
- Dr. Shibnath
- Dr.Kalyani
- Dr.Sreedevi
- Dr.Nahid
- Mrs.Azka Fathima
- Mrs.Kabitha
- Mrs.Kavya
- Mrs.Usha
- Ms.Rachel
- Ms.Twila

Action Taken Report:

- Faculty orientation programme and Teachers day celebrations was conducted on 5-09-2022.
- World Pneumonia day was conducted on 12-09-2022 and provide awareness programme to the community in and around Ibrahimpatnam, Magapally and surrounding areas
- Elocution competition was conducted on 17-09-2022 on kill cancer
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- World pharmacist day was celebrated on 25-09-2022.
- A visit to CCMB was done on 26-09-2022.

Minutes&Resolutions:

- It was decided to inform research council to take up necessary steps by which the quality of publication is improved and papers are published in high impact factor journals.

- It was decided to apply to Higher Education Council for grant to organize an invited lecture by a Laureate.
- It was decided to organize a workshop on mentoring for faculty.
- It was decided to induct student representatives to IQAC one each from UG and PG.
- It was decided to do the needful like feedbacking and monitoring so that the quality and performance at various levels are enhanced.

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Dr.Arifa Begum
IQAC Coordinator

Bharat Institute of Technology
Internal Quality Assurance Cell
Minutes of IQAC Meeting Held on 28-11-2022

Date: 28-11-2022

Agenda:

- Discussions regarding Extension and Innovation Activities
- Workshops on Research writing and plagiarism
- Students Orientation programmes
- Students Profile Updating
- Post event documentation form
- Any other relevant matter permitted by the chair.

Members Attended:

- Dr.Mutahar
- Dr.Anuvrat Sharma
- Dr. Arifa Begum
- Dr. Alekhya
- Dr.Namratha
- Dr.Baskar
- Dr.Srikanth
- Dr. Shibnath
- Dr.Kalyani
- Dr.Nahid
- Mrs.Azka Fathima
- Mrs.Kabitha
- Mrs.Kavya
- Ms.Rachel
- Ms.Twila
- Mrs.swetha

Action Taken Report:

- Task Workshop (Transferable skills) was conducted on 09-11-2022 to 11-11-2022.
- IQAC initiated the observation of Green day in the Campus on 13-11-2022
- Syllabus feedback from Alumni, Students, Parents and Faculty was collected and analyzed and necessary actions were taken. The Manager met each faculty in person and discussed self-appraisal of each faculty.
- The IQAC-NAAC coordinator teams started organizing interface meetings with every department of college in preparation of 2nd cycle NAAC Accreditation.
- Website was revamped with new interface and facelift.

Minutes& Resolutions:

- It was decided to ask the Department of Library to organize workshops on plagiarism and quality research publications for the benefit of the faculty and students.
- It was resolved to implement mandatory social extension activity for students 10 hrs per semester.
- It is resolved to enhance that activities of placement cell and sports competitions
- It was resolved to collect feedback from students ,Alumni, teachers and Parents.

- It was decided to organize events on IPR and consultancy training for faculty and students.

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Dr.Arifa Begum
IQAC Coordinator

Bharat Institute of Technology
Internal Quality Assurance Cell
Minutes of IQAC Meeting Held on 09-01-2023

Date:09-01-2023

Agenda of the meeting

- TASK Registration, Task supported Lectures and Programs.
- Workshops and Knowledge-building sessions.
- Student Skills and Career development programs.
- Set up of Entrepreneurship Development cell (EDC)
- Innovative Research and development
- Any other relevant matters

Members Attended:

- Dr. Mutahar
- Dr. Anuvrat Sharma
- Dr. Arifa Begum
- Dr. Alekhya
- Dr. Namrata
- Dr. Bhaskar
- Dr. Srikanth
- Dr. Shibnath
- Dr. Kalyani
- Dr. Sreedevi
- Dr. Nahid
- Mrs. Azka Fathima
- Mrs. Kabitha
- Mrs. Kavya
- Ms. Rachel
- Ms. Twila
- Mrs. Swetha

Action Taken Report

- A one-day workshop entitled “The importance of life skills in career development” was conducted on 09-Feb- 2023. The target audience is the B Pharm IV year students.
- The Institute Has signed an MOU with Osmania Technology Business Incubator (OTBI), as an initiative for the Entrepreneurship Development Cell (EDC) in the institute, A one-day seminar on “Entrepreneurship Design Thinking and Innovation was conducted for all the students and faculty of the institute on 24-Feb-2023.
- Institute in association with TASK has organized a session on Employability skills from the Mahindra Pride from 13th March 2023 to 18th March 2023.
- The institute has organized a Technical Fest named RIVIERA-2K2K3 on 12th March 2023. The students Presented Various Scientific and technical Posters.
- The research and Development team was advised to take necessary measures to improve the quality of Publications so that they can be published with good impact factors.

Minutes/Resolutions:

- It was also planned to initiate various industrial visit programs for the final-year students to enrich their technical skills.
- It was decided to conduct a student Alumni meet in the month of May.
- It was decided to provide support for the faculty and students participating in the Narcotics Drug awareness program scheduled on 03-Jun-2023 at JNTU Hyderabad.
- To set up the vision, and mission and to initiate an Industry Mentor Cell (IMC)

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Dr.Arifa Begum
IQAC Coordinator

Bharat Institute of Technology
Internal Quality Assurance Cell
Minutes of IQAC Meeting Held on 29-03-2023

Minutes of the IQAC meeting held at 3.30pm on 29-03-2023

Agenda:

1. Faculty orientation programme.
2. Workshop on Intellectual property right.
3. A high level committee was constituted for documentation of pharmacy education unit, Alumni association unit and industry mentorship cell.
4. An initiative for entrepreneur development cell and industry innovation cell.
5. Training for Non-teaching staff for maintenance of code of conduct.
6. Workshop on hands on industrial equipment and software.
7. Plan for CIMAP visit.
8. Initiate a formal self-appraisal process.
9. Plan for renovation of labs as per GLP.

The following were present during the meeting:

1. Dr. Anuvrat Sharma
2. Dr. Arifa begum
3. Dr. Namratha S
4. Dr. J Bhaskar
5. Dr. Asra Jabeen
6. Dr. Reddy Nazemmoon
7. Dr. Alekhya ketha
8. Mrs. Kabita Banik
9. Ms. Twila Puspha
10. Ms Rachel Niveditha
11. Mrs. Azka Fathima
12. Mrs. Ayesha Siddiqua
13. Mrs P Swetha

Action taken report:

- IQAC initiated the observation of Green Day on 12 February 2023. Vehicles were restricted in the campus on the same day. Seed pen distribution, sapling distribution, food packet distribution, seminars, plots, green poetry recitation etc. were some of the activities.
- Syllabus feedback from Alumni, Students, Parents and Faculty was collected, analysed and necessary actions were taken.
- Steps were taken to continuing update the college social media accounts.
- A new online module was generated for the online documentation of documents.
- Documents required for NIRF ranking.

Resolutions:

- It was decided to organize Faculty Orientation in the first week of new academic year 2023-2024.
- It was decided to conduct exit survey from outgoing students.

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Dr.Arifa Begum
IQAC Coordinator