



**SREE DATTHA INSTITUTE OF PHARMACY**  
(Approved by AICTE & PCI, New Delhi, Affiliated to JNTU, Hyderabad)  
Sagar Road, Sheriguda, Ibrahimpatnam, R.R.Dist.-501510  
Ph.:08414-202206, 320919, 9393808082  
www.sreedattha.org, E-mail: principalsdip@sreedattha.ac.in  
**College Code: SDIP**

**CIRCULAR:**

Date: 29/01/19

This is to inform that the IQAC meeting will be convened on 29/01/19 at 10 AM in board room. All the IQAC committee and the faculty members are requested to attend the meeting without fail.

**Agenda of meeting:**

- Monitoring discipline of students
- Syllabus completion and mid exam preparation
- Student feedback
- Faculty feedback
- Feedback from floor in charges

**Committee members:**

**Name**

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

**Signature**

R.P.Kele



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Sagar Road, Sheriguda, Ibrahimpatnam, R.R. Dist.-501510

Ph.:08414-202206, 320919, 9393808082

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College Code: SDIP

## MINUTES OF MEETING

A meeting was convened in the board room on 29/01/19 at 10 AM in the presence of following IQAC committee members:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. S.A. Sreenivas     | Chairman                         |
| 2. Dr. Pratap Kumar Patra | Member, Pharmaceutical chemistry |
| 3. Dr. K.S. Nagesh        | Member, Pharmacology             |
| 4. Dr. V. Sivajyothi      | Member, Pharmaceutical analysis  |
| 5. Ms. Rupali Gawande     | Member, Pharmacognosy            |

The following points were discussed and finalized, which needs to be implemented during this semester of the academic session:

1. The committee has discussed about the work load that has to be given to the faculty. Each faculty was given work load according to the norms.
2. The committee has decided to check syllabus completion status from students and crosschecked by the faculty members and displayed mid exam syllabus on the notice board after discussing with all the faculty members.
3. To maintain discipline in the campus, the committee has decided to take feedback from floor in charges, cleaning and gardening in charges. The in charges have given authority to take strict disciplinary action against student and faculties also, who are not maintaining discipline in campus.

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All the above-mentioned points were verified and approved by the IQAC committee.

The meeting ended with the vote of thanks proposed by the Principal-Pharmacy.

Committee members:

Name

Signature

1. Dr. S.A. Sreenivas

2. Dr. Pratap Kumar Patra

3. Dr. K.S. Nagesh

4. Dr. V. Sivajyothi

5. Ms. Rupali Gawande



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## CIRCULAR:

Date: 05/03/19

This is to inform that the feedback report meeting will be convened on 05/03/19 at 2PM in board room. All the committee and the faculty members are requested to attend the meeting without fail.

### Agenda of meeting:

- Analysis of feedback report collected from students
- Discussion with faculty members regarding feedback report
- Guidance to faculty related to teaching techniques
- Maintenance of feedback report file
- Action taken on student feedback

### Committee members:

#### Name

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

#### Signature

*[Handwritten signatures of committee members]*

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College Code: SDIP

## MINTUTES OF MEETING

A meeting was convened in the board room on 05/03/19 at 2 pm in the presence of following committee members:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. S.A. Sreenivas     | Chairman                         |
| 2. Dr. Pratap Kumar Patra | Member, Pharmaceutical chemistry |
| 3. Dr. K.S. Nagesh        | Member, Pharmacology             |
| 4. Dr. V. Sivajyothi      | Member, Pharmaceutical analysis  |
| 5. Ms. Rupali Gawande     | Member, Pharmacognosy            |

The following points were discussed and finalized, which needs to be implemented during this semester of the academic session:

1. The committee has analyzed feedback report collected from students regarding subject explanation, punctuality, voice, communication skills, syllabus coverage, etc. of faculty members in the institution.
2. The committee has discussed with faculty members regarding their pros and cons of their performance in academic. The committee has suggested faculty members to give elaborative explanation by quoting lively examples to students.

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3. The committee has guided the faculty members regarding how to motivate students towards higher studies and advised faculty members to use modern teaching aids.
4. The committee has decided to maintain feedback report file. In Feedback report file, they planned to collect feedback from different stakeholders includes feedback collected from students, teachers, employers, alumni, professionals.
5. The committee has discussed the feedback collected from all stakeholders and instructed some faculty members to maintain punctuality and discipline. The committee suggested all faculty members to give proper notes as per mention in syllabus copy and also suggested to give 200 questions which cover all syllabuses and keep this question in course file.
6. The committee has discussed feedback collected from B. Pharmacy first year students and observed that students are facing problems in Biochemistry subject explanation regarding metabolism and biosynthetic pathway. The committee has suggested to draw flow chart of metabolic and biosynthetic pathways.
7. The committee has discussed feedback collected from B. Pharmacy first year students and observed that students are facing problems in Human anatomy and Physiology subject like body systems e.g. respiratory system, digestive system, etc. The committee has suggested to show models in Pharmacology lab to get clarity about exact functioning of body systems and also suggested to show power point presentation on LCD.
8. The committee has noticed that B.Pharmacy second year students are not able to understand concept of Rheology in Physical pharmacy II subject. The committee suggested faculty member to teach through easy method by using Ostwald viscometer and Brookfield viscometer, etc.

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9. The committee has noticed that B.Pharmacy second year students are not getting exact knowledge plant identification in Pharmacognosy I subject. The committee suggested faculty members to visit college medicinal garden and also plantation of some medicinal plants to distinguish plants by morphological study. The committee also suggested to tell about its medicinal importance along with local name so students will understand easily.
10. The committee has discussed feedback collected from B. Pharmacy third year students and observed that students are facing problems in Pharmacology subject. The committee has suggested giving detail explanation of CNS, PNS, and also giving some easy techniques to remember classification of drug. The committee has guided faculty member to conduct bioassays of different drugs on chicken ileum to get clarity.
11. The committee has noticed that B.Pharmacy third year students are facing problem in Pharmaceutical Technology subject. The committee suggested the faculty member to show some videos of practical demonstration on youtube so students will get clarity related to exact working of instrument and they can write paper with more explanation and basic concept related to functioning of instrument. Example-tablet punching machine, disintegration apparatus, etc.
12. The committee has noticed that B.Pharmacy final year students are not getting exact concept of DNA recombinant technology in Pharmaceutical biotechnology subject. The committee suggested faculty members to show some youtube videos regarding Genetics like DNA replication, transcription, translation, etc.



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13. The committee has overlooked the feedback reports and noticed that B.Pharmacy final year students are facing problem to understand concepts in Pharmaceutical analysis subject. The committee suggested to show practical demonstrations like Thin layer chromatography, HPTLC, HPLC, column chromatography to understand exact working.

All the above-mentioned points were verified and approved by the Feedback committee. The meeting ended with the vote of thanks proposed by the Principal-Pharmacy.

Committee members:

Name

1. Dr. S.A. Sreenivas

2. Dr. Pratap Kumar Patra

3. Dr. K.S. Nagesh

4. Dr. V. Sivajyothi

5. Ms. Rupali Gawande

Signature

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## CIRCULAR:

Date: 02/07/19

This is to inform that the IQAC meeting will be convened on 02/07/19 at 3 PM in board room. All the IQAC committee and the faculty members are requested to attend the meeting without fail.

### Agenda of meeting:

- New faculty recruitment
- Work load distribution
- Time table preparation
- Assigning floor in charges, cleaning, gardening in charges
- Purchase of chemicals and glassware
- Maintenance of herbal garden

### Committee members:

Name

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

Signature



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### MINUTES OF MEETING

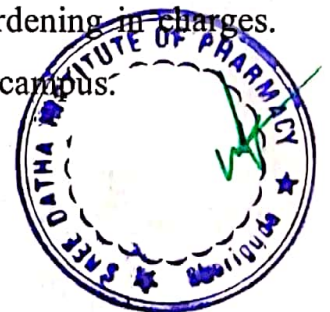
A meeting was convened in the board room on 02/07/19 at 3 pm in the presence of following IQAC committee members:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. S.A. Sreenivas     | Chairman                         |
| 2. Dr. Pratap Kumar Patra | Member, Pharmaceutical chemistry |
| 3. Dr. K.S. Nagesh        | Member, Pharmacology             |
| 4. Dr. V. Sivajyothi      | Member, Pharmaceutical analysis  |
| 5. Ms. Rupali Gawande     | Member, Pharmacognosy            |

The following points were discussed and finalized, which needs to be implemented during this semester of the academic session:

1. The committee has decided to conduct interview to fill up the vacancy position in the department of Pharmaceutical analysis and Pharmaceutics. For this first we decided to advertise in the newspaper, we decided to form an interview panel for scrutiny the candidates applied for the post.
2. The committee has discussed about the work load that has to be given to the faculty. Each faculty was given work load according to the norms.
3. Time table schedule was prepared and crosschecked by the faculty members and displayed on the notice board after discussing with all the faculty members.
4. The committee has appointed floor in charges, cleaning and gardening in charges. The in charges have given instructions to maintain cleanliness in the campus.

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5. The committee has decided to purchase chemicals and glassware pertaining to the laboratory requirement.

6. The committee has decided to plant new medicinal plants in the medicinal garden.

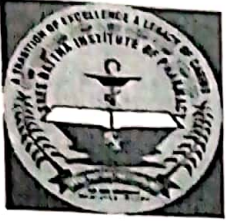
All the above-mentioned points were verified and approved by the IQAC committee. The meeting ended with the vote of thanks proposed by the Principal-Pharmacy.

Committee members:

Name	Signature
1. Dr. S.A. Sreenivas	
2. Dr. Pratap Kumar Patra	
3. Dr. K.S. Nagesh	
4. Dr. V. Sivajyothi	
5. Ms. Rupali Gawande	



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## CIRCULAR

Date: 16/03/18

This is to inform that the IQAC meeting will be convened on 17/03/18 at 10 AM in board room. All the IQAC committee and the faculty members are requested to attend the meeting without fail.

### Agenda of meeting:

- Regarding Blood bank training
- Electricity work and repairing
- Purchase of books in library
- Maintain discipline in campus
- Suggestion to transport in charge
- Change of class representatives and class in-charges
- Plantation in medicinal garden
- Ways and means to impart Outcome based education

### Committee members:

#### Name

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

#### Signature

*[Handwritten signatures: S.A. Sreenivas, Pratap Kumar Patra, K.S. Nagesh, V. Sivajyothi, Ms. Rupali Gawande]*

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### MINUTES OF MEETING

A meeting was convened in the board room on 17/03/2018 at 10 AM in the presence of following IQAC committee members:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. S.A. Sreenivas     | Chairman                         |
| 2. Dr. Pratap Kumar Patra | Member, Pharmaceutical chemistry |
| 3. Dr. K.S. Nagesh        | Member, Pharmacology             |
| 4. Dr. V. Sivajyothi      | Member, Pharmaceutical analysis  |
| 5. Ms. Rupali Gawande     | Member, Pharmacognosy            |

The following points were discussed and finalized, which needs to be implemented during this semester of the academic session:

1. First year students will undergo Blood Bank Training in order to learn the process of blood sample collection and testing, blood collection into unit bags, whole blood preservation, separation of blood components, preservation, Licensing procedure, maintenance of complete blood bank, documentation, BB Register maintenance etc.

Schedule: Training to be completed after completion of I-I examinations and commencement of I-II semester.



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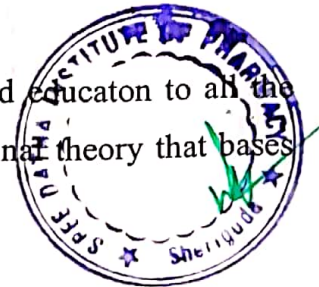
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2. The committee has discussed about the electricity work related issues in class rooms and labs.
3. The committee has discussed with the librarian and all the faculty members about the books needed to be purchased in library.
4. To maintain discipline in the campus, the committee has appointed floor in charges, cleaning and gardening in charges. The in charges have given authority to take strict disciplinary action against student and faculties also, who are not maintaining discipline in campus.
5. The committee members gave instructions to transport in charges to maintain punctuality. The committee has also rectified the students-transport related issues.
6. The committee has decided to change the class representatives and class in charges after taking feedback from the students. The committee has decided to conduct meeting with the class representatives and class in charges to make aware of their responsibilities and duties.
7. The committee has discussed with the faculty of Pharmacognosy department and has proposed for plantation of new medicinal plants in campus. Committee members suggested Pharmacognosy faculties to consult with Central Institute of Medicinal and Aromatic Plants (Council of scientific and industrial research) Research centre, Boduppal, (PO), Hyderabad. The committee has also advised to explain about biological source, chemical constituents and therapeutic uses of those plants to all the students.
8. The committee has discussed the importance of outcome-based education to all the faculty members. Outcome-based education (OBE) is an educational theory that bases

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each part of an educational system around goals (outcomes). There is no single specified style of teaching or assessment in OBE; instead, classes, opportunities, and assessments should all help students achieve the specified outcomes. The role of the faculty adapts into instructor, trainer, facilitator, and/or mentor based on the outcomes targeted.

The committee has also discussed the difference between traditional method of teaching and outcome-based teaching approach to all the faculty members.

All the above-mentioned points were verified and approved by the IQAC committee. The meeting ended with the vote of thanks proposed by the Principal-Pharmacy.

Committee members:

Name

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

Signature

R.P. Tale



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## CIRCULAR:

Date: 16/06/18

This is to inform that the IQAC meeting will be convened on 16/06/18 at 3 PM in board room. All the IQAC committee and the faculty members are requested to attend the meeting without fail.

### Agenda of meeting:

- Community Pharmacy training
- Blood bank Training
- New faculty recruitment
- Work load distribution
- Time table preparation
- Assigning class in charges & lab in charges
- Assigning floor in charges, cleaning, gardening in charges
- Purchase of chemicals and glassware

### Committee members:

#### Name

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

#### Signature

*[Handwritten signatures]*  
*R.P. Teles*  
*Rahs*  
*W.N.G.*  
*[Signature]*

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## MINUTES OF MEETING

A meeting was convened in the board room on 16/06/2018 at 3 pm in the presence of following IQAC committee members:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. S.A. Sreenivas     | Chairman                         |
| 2. Dr. Pratap Kumar Patra | Member, Pharmaceutical chemistry |
| 3. Dr. K.S. Nagesh        | Member, Pharmacology             |
| 4. Dr. V. Sivajyothi      | Member, Pharmaceutical analysis  |
| 5. Ms. Rupali Gawande     | Member, Pharmacognosy            |

The following points were discussed and finalized, which needs to be implemented during this semester of the academic session:

1. First year students will undergo Blood Bank Training in order to learn the process of blood sample collection and testing, blood collection into unit bags, whole blood preservation, separation of blood components, preservation, Licensing procedure, maintenance of complete blood bank, documentation, BB Register maintenance etc.

Schedule: Training to be completed after completion of I-I examinations and commencement of I-II semester.

2. The committee has decided to conduct interview to fill up the vacancy position in the department of Pharmaceutical analysis and Pharmaceutics. For this first we decided to advertise in the newspaper, we decided to form an interview panel for screening the candidates applied for the post.



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3. The committee has discussed about the work load that has to be given to the faculty. Each faculty was given work load according to the norms.

4. Time table schedule was prepared and crosschecked by the faculty members and displayed on the notice board after discussing with all the faculty members.

5. Class in charges were assigned for all classes. Senior faculty has given valuable suggestions to the class in charges. The class in charges were instructed to maintain class attendance registers, student mentor forms and other relevant documents.

6. To maintain discipline in the campus, the committee has appointed floor in charges, cleaning and gardening in charges. The in charges have given authority to take strict disciplinary action against student and faculties also, who are not maintaining discipline in campus.

7. The committee has decided to purchase chemicals and glassware pertaining to the laboratory requirement.

8. Community Pharmacy Training and Industrial Visits- The students will undergo this training in a renowned Pharmacy Shop (Medical Shop). The students will learn the Licensing procedure to establish the shop along with application and necessary documentation. In practice the students will learn, receiving and reading the Prescription, handling the dosage forms, identifying and removing the medicines from rack, dispensing and billing, proper storage of medicines, inventory control, right medicine identification as substitute, etc

Schedule: training to be completed after completion of II-I examinations and commencement of II-II semester.

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All the above-mentioned points were verified and approved by the IQAC committee.  
The meeting ended with the vote of thanks proposed by the Principal-Pharmacy.

Committee members:

Name

Signature

1. Dr. S.A. Sreenivas

2. Dr. Pratap Kumar Patra

3. Dr. K.S. Nagesh

4. Dr. V. Sivajyothi

5. Ms. Rupali Gawande



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## CIRCULAR

Date: 23/08/18

This is to inform that the IQAC meeting will be convened on 24/08/18 at 10 AM in board room. All the IQAC committee and the faculty members are requested to attend the meeting without fail.

Agenda of meeting:

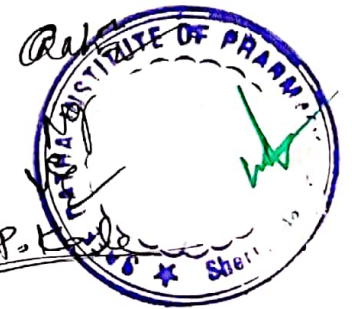
- Student feedback
- Syllabus coverage
- Maintain discipline in campus
- Suggestion to transport in charge
- Arrangements for guest lectures
- Maintenance of medicinal garden
- Change of class representative & class in charge

Committee members:

Name

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

Signature



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## MINUTES OF MEETING

A meeting was convened in the board room on 24/08/2018 at 10 AM in the presence of following IQAC committee members:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. S.A. Sreenivas     | Chairman                         |
| 2. Dr. Pratap Kumar Patra | Member, Pharmaceutical chemistry |
| 3. Dr. K.S. Nagesh        | Member, Pharmacology             |
| 4. Dr. V. Sivajyothi      | Member, Pharmaceutical analysis  |
| 5. Ms. Rupali Gawande     | Member, Pharmacognosy            |

The following points were discussed and finalized, which needs to be implemented during this semester of the academic session:

1. Student feedback forms has been reviewed and the necessary actions are taken to improve the academic performance of the students. The committee has advised to take extra classes for completion of syllabus. Suggestions has been given to the faculty members to take simultaneously GPAT classes.
2. The committee has given guidelines to the members in the disciplinary committee to maintain discipline in the campus. Disciplinary committee members are advised to take the help of class representatives and class in charges.



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3. The committee members gave instructions to transport in charges to maintain punctuality. The committee has also rectified the students-transport related issues.

4. Committee members has decided to involve students and faculty members in following areas-

a) Research orientation

b) GPAT/GRE/TOFEL/IELTS

c) Industrial training

a) Research orientation - students will have expert lectures in order to make aware about the research and its importance. Students will be briefed about protocol writing, literature survey and collection, identifying research problems, sources of information to proceed with research, steps involved in the research, further publishing a research paper etc. students will be encouraged/ motivated to attend the conferences to have an exposure of research overview.

b) GPAT/GRE/TOFEL/IELTS- students will be given an overview by arranging expert lecturers about competitive exams and about the exams if the students are planning higher studies at abroad. Importance of such exams will be made aware to the students

c) industrial training- students to work in any Pharmaceutical industry for a period of one month as a part of industrial training. This will be taken up after completion of III-II and before commencement of IV-I i.e. during vacation period after completion of III-II examination. The intention of industrial training is to make the student thorough with all the processes that happen in a Pharmaceutical industry.

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5. The committee has discussed with the faculty of Pharmacognosy department and has proposed for plantation of new medicinal plants in campus. Committee members suggested Pharmacognosy faculties to consult with Central Institute of Medicinal and Aromatic Plants (Council of scientific and industrial research) Research centre, Boduppall, (PO), Hyderabad. The committee has also advised to explain about biological source, chemical constituents and therapeutic uses of those plants to all the students.

6. The committee has decided to change the class representatives and class in charges after taking feedback from the students. The committee has decided to conduct meeting with the class representatives and class in charges to make aware of their responsibilities and duties.

All the above-mentioned points were verified and approved by the IDMC committee. The meeting ended with the vote of thanks proposed by the principal-Pharmacy.

Committee members:

Name

1. Dr. S.A. Sreenivas

2. Dr. Pratap Kumar Patra

3. Dr. K.S. Nagesh

4. Dr. V. Sivajyothi

5. Ms. Rupali Gawande

Signature



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## CIRCULAR:

Date: 06/12/18

This is to inform that the feedback report meeting will be convened on 06/12/18 at 3 PM in board room. All the committee and the faculty members are requested to attend the meeting without fail.

### Agenda of meeting:

- Discussion on feedback report
- Counseling faculty members regarding teaching skills
- Suggestion to faculty related to teaching
- Decision on FDP and workshops, etc.
- Maintenance of feedback report file
- Suggestion to faculty on feedback reports

### Committee members:

#### Name

1. Dr. S.A. Sreenivas
2. Dr. Pratap Kumar Patra
3. Dr. K.S. Nagesh
4. Dr. V. Sivajyothi
5. Ms. Rupali Gawande

#### Signature

*[Handwritten signatures]*

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## MINTUTES OF MEETING

A meeting was convened in the board room on 06/12/18 at 3 pm in the presence of following committee members:

- |                           |                                  |
|---------------------------|----------------------------------|
| 1. Dr. S.A. Sreenivas     | Chairman                         |
| 2. Dr. Pratap Kumar Patra | Member, Pharmaceutical chemistry |
| 3. Dr. K.S. Nagesh        | Member, Pharmacology             |
| 4. Dr. V. Sivajyothi      | Member, Pharmaceutical analysis  |
| 5. Ms. Rupali Gawande     | Member, Pharmacognosy            |

The following points were discussed and finalized, which needs to be implemented during this semester of the academic session:

1. The committee has discussed feedback report collected from students regarding subject explanation, punctuality, voice, communication skills, syllabus coverage, etc. of each and every faculty of the institution.
2. The committee has counseled the faculty members regarding how to motivate students towards studies and advised faculty members to use modern teaching aids. The committee has suggested faculty members to give elaborative explanation by quoting lively examples to students.

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3. The committee has instructed faculty members to adapt blooms taxonomy during preparation of notes and question papers, etc.
4. The committee has decided to send faculty members for Faculty development programme and related workshop to develop new teaching strategy and to get knowledge about current advances in research area.
5. The committee has decided to maintain feedback report file. In Feedback report file, they planned to collect feedback from different stakeholders includes feedback collected from students, teachers, employers, alumni, professionals.
6. The Committee got some complains from B.Pharmacy first year students that they are not getting clear explanation of Pharmaceutical Analysis subject. The committee has suggested to give demonstration regarding instrumentation like Refractometer, Polari meter, etc.
7. The Committee got some complains from B.Pharmacy second year students that they are not able to understand concept of buffer ionic system in Physical pharmacy subject. So committee has suggested faculty member to give practical demonstration on preparation of buffer capacity determination to get concept clearly.
8. The committee has noticed that B.Pharmacy third year students are not able to understand Pharmacology subject. The committee suggested faculty member to show models in Pharmacology lab to get clarity about exact functioning of body systems and also suggested to show power point presentation on LCD.
9. The Committee got some complains from B.Pharmacy third year students that they are not getting clear explanation of Professional ethics subject. The committee has suggested to discuss some current social issues related to human and professional ethics to make them understand clearly.

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10. The committee has discussed feedback reports and noticed that B Pharm final year students are facing problems in Medicinal chemistry subject. The committee suggested faculty to give some tips to remember classification and also give clear explanation on mechanism of action and synthesis of drugs.
11. The Committee got some complains from B.Pharmacy final year students that they are not getting clear explanation of Pharmaceutical Administration subject. The committee has suggested to discuss current issues in business and marketing strategies.

All the above-mentioned points were verified and approved by the Feedback committee. The meeting ended with the vote of thanks proposed by the Principal-Pharmacy.

Committee members:

Name

Signature

1. Dr. S.A. Sreenivas

2. Dr. Pratap Kumar Patra

3. Dr. K.S. Nagesh

4. Dr. V. Sivajyothi

5. Ms. Rupali Gawande

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