



# GURUGRAM GLOBAL COLLEGE OF PHARMACY GURUGRAM

Approved by AICTE, Govt. Of India & Pharmacy Council of India  
Affiliated to Pt. B.D Sharma University of Health Science Rohtak  
Affiliated to Haryana Board of Technical Education

Ref. no: GGCP/2022-23/IQAC/ 03

Dates: 10/10/2022

## **MINUTES OF FIRST IQAC MEETING (2022-23)**

The First IQAC meeting was conducted on the date 10/10/22 at 2:00 pm in the Principal room of Gurugram Global College of Pharmacy, Farrukhnagar under the chairperson, Dr. Indira Raheja. The meeting was started by welcoming all the members of IQAC by the coordinator Dr. Richa Bajaj

Following members were present in the meeting:

S. NO.	Category	Name of the Member
1.	Chairperson	Prof. (Dr.) Indira Raheja
2.	Coordinator IQAC	Dr. Richa Bajaj
3.	Co-coordinator IQAC	Mr., Rohit Malik
4.	Management Representative	Ms. Aruna Yadav
5.	Member	Ms. Preeti Dahiya
6.	Member	Dr. Minkal Tuteja
7.	Member	Mr. Vinod Gahlot
8.	Member	Ms. Monika Semwal
9.	Member	Ms. Renu Sehrawat
10.	Member	Ms. Rupal Srivastava
11.	Member	Ms. Kirti Kumari
12.	Librarian	Ms. Antim
13.	Administrative Staff	Mr. Surendra Phogat
14.	Administrative Staff	Mr. Deepak
15.	Industry Representative	Ms. Bharti

16.	Nominee from Alumni	Ms. Abha
17.	University Representative /External Expert	Dr. Naveen khatri
18.	Student Representative	Mr. Nikhil
19.	Parent Representative	Mr. Ratan Lal Sharma

As per the Agenda the following points were discussed and resolved.

**Agenda 01: To Discuss the Roles and Responsibilities of the IQAC**

The IQAC Coordinator Dr. Richa Bajaj explained the role and responsibilities of the IQAC in Quality education. He also explained the functioning and benefits of IQAC to all the members.

**Agenda 02: Introduction of mentor-mentee system**

The Academic in-charge of the college proposed to establish the mentor-mentee cell in the college in order to provide support and guidance on teaching, research, and to improve the study environment by improving relationship between teacher and their students in order to make teaching more effective. All the members of IQAC accepted the proposal and decided to start the mentor-mentee system from the next academic year.

**Agenda 03: Plan and strategy for NAAC**

At the first meeting of the IQAC, The Principal of the college has given presentation about the development and growth of college since establishment and given the proposed plan for quality education. In this meeting it was decided to prepare plan and strategy for the NAAC Accreditation process.

**Agenda 04: Regarding NAAC accreditation to our institute and Establishment of NAAC steering committee**

As per the above agenda the Principal of the college advised to plan for NAAC accreditation, and all members of IQAC has agreed for the same. In this meeting it was decided to establish the NAAC steering committee for smooth running of NAAC related work.

**Agenda 05: To arrange one day seminar for NAAC accreditation process**

As per the above agenda IQAC coordinator advised to arrange one day seminar or guest lecture on NAAC accreditation process by experts. It was decided to organize expert lecture. It was decided to conduct seminar on NAAC Accreditation process by Prof. (Dr.) Parul Gupta, Director GITM.

**Agenda 06: To plan and conduct seminars/ workshops/campus placement for enlighten students and faculty members.**

In this meeting it was decided to organize the seminar and guest lecture for curricular and co-curricular topic. In this meeting it was decided to plan for campus placement and accordingly actions need to be taken. Students should be encouraged for participation in various conferences and sports should be provided.

The meeting was concluded with vote of thanks to the chairman and IQAC members by IQAC coordinator.

**Prof. (Dr.) Indira Raheja**

**Principal**

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