



GURUGRAM GLOBAL COLLEGE OF PHARMACY GURUGRAM

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

Ref. no: GGCP/2023-24 /IQAC/14

Date:09/02/2024

MINUTES OF MEETING OF FOURTH IQAC MEETING

The fourth IQAC meeting was conducted on the date 09/02/24 at 2:00 pm in the Principal room of Gurugram Global College of Pharmacy, Farrukhnagar under the chairperson of the principal Dr. Indira Raheja, the meeting was started by welcoming all the members of IQAC by the coordinator Dr. Richa Bajaj.

The minutes of the meeting are as follows.

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. Sweety |
| 6. | Member | Ms. Preeti Dahiya |
| 7. | Member | Ms. Monika Semwal |
| 8. | Member | Ms. Gunjan Verma |
| 9. | Member | Ms. Rupal Srivastava |
| 10. | Member | Ms. Krati Shukla |
| 11. | Librarian | Ms. Antim |
| 12. | Administrative Staff | Mr. Sandeep Jain |
| 13. | Administrative Staff | Mr. Deepak |
| 14. | Industry Representative | Ms. Bharti |
| 15. | Nominee from Alumni | Ms. Diksha |

| | | |
|-----|--|-------------------|
| 16. | University Representative /External Expert | Dr. Naveen khatri |
| 17. | Student Representative | Mr. Pawan |
| 18. | Parent Representative | Mr. Sunil |

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

The minutes of the meeting are as follows. As per the Agenda the following points were discussed and resolved:

1. Agenda 01: Review of minutes of 3rd IQAC meeting:

The Committee reviewed the minutes of 3rd IQAC meeting and ATR of 3rd IQAC meeting was placed before committee and discussed.

2. Agenda 02: To increase the collection of good reference books.

The Committee suggested to increase the collection of new reference books, which are important for updating student and faculty knowledge.

3. Agenda 03: To prepare course files including lesson plans and tentative syllabus completion reports.

The committee suggested for preparing lesson plans which include tentative lesson plan and syllabus completion report before the commencement of class work.

4. Agenda 04: Strengthening of Faculty appraisal system

The committee suggested to strengthen the faculty appraisal system.

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

Prof. (Dr.) Indira Raheja

Principal

Copy to:

1. The Chairman office, for kind information; please.
2. The Admin office/Office of the Registrar
3. The Coordinator IQAC
4. The Accounts Office
5. All HOD's for necessary action (Circulation among all students, faculty members & non-teaching staff)
6. The Library In charge
7. The Office File