



CRITERION: 6

6.5.2 IQAC Audit reports

1st July 2022 to 30st June 2023



ANAND PHARMACY COLLEGE
 Managed by, SRKSM, Anand.
IQAC Department
IQAC'S AURVEY ON ACTION TAKEN
 Academic Year 2022-2023



Particular	Sign of IQAC Auditor	Action Resolution Date
meeting on 30/07/22 Lab Audit, Co PO Attachment & target Audit, General maintenance Audit & time-table, subject Triage & mentor list dissemination Audit	<u>It</u> meeting 30/7/22	28/8/22
meeting on 13/8/22 Account Audit, Placement Audit, Red book Audit, maintenance Audit	<u>It</u>	29/8/22
meeting on 28/8/22 Reference book Audit, Mentoring Audit, Peer to peer mentoring Audit, Academic calendar Audit	<u>It</u>	29/8/22 30/8/22
meeting on 9/9/22 Lab, Account, course Planner, store, KPA-KRA, maintenance, Red book Audit	<u>It</u>	3/10/22
meeting on 1/10/22 Anti-discrimination, CoPO Audit, IPA, GPAT, Gender sensitization, Mentoring Audit, SC ST cell Audit, Sem 3 course planner, Sexual harassment Audit, Website Audit, Women cell, student & Staff development Scheme Audit, Lab Audit	<u>It</u>	11/10/22 14/11/22
meeting on 19/11/22 mentoring Audit, Account, question paper maintenance link Audit chem.dept.	<u>It</u>	24/11/22
meeting on 29/11/22 Finishing School Audit, EO cell & Alumni Audit, store Audit, Lab Audit	<u>It</u>	30/11/22



ANAND PHARMACY COLLEGE
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IQAC Department
IQAC'S AURVEY ON ACTION TAKEN
Academic Year 2022-2023



Particular	Sign of IQAC Auditor	Action Resolution Date
Meeting on 12-12-2022		
Computer & maintenance Audit, Library Activity & Reference book Audit, media & publicity Audit, mentoring Audit, Extension Activities (NSS, NCC & Sports Cell Audit)		26/12/23
Meeting on 6/1/23		
Academic Calendar Audit, Account Audit, Attendance Audit, Blended teaching Audit, Data Sheet Audit, Electricity bill Audit, Lab Audit, Store Audit, printer cartridge Refilling Audit, question paper picchetti & pharmacology department Audit		8/1/23
Meeting on 1/2/23		
Computer link Audit, Parents teachers meeting Audit, General maintenance link Audit, time-table dissemination Audit, mentoring Audit, APC College email ID Audit.		29/2/23
meeting on 24/3/23		
computer link Audit (Feb, January) maintenance " " " "		
Academic Calendar Audit, Guest lecture Audit, Account Audit (Jan, February) Store Audit, Lab Audit (Jan, Feb)		5/4/23



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IQAC Department
IQAC'S AURVEY ON ACTION TAKEN
Academic Year 2022-2023

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ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 30/7/2022
Time: 10:00 am
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Ms. Dipa Trivedi (Admin Head/HR Head)

Agenda related to areas of audit:

1. Lab Audit
2. CO PO attainment and target Audit
3. Time Table, Subject In-charge and Mentor list Dissemination audit
4. General maintenance link Audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. Additionally, discussion of Areas of audit is carried out and some areas of academics are more focused.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 13/8/2022
Time: 12:00 pm
Facilitator: IQAC Auditor.

IQAC meeting held in principal office. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Ms. Dipa Trivedi (Admin Head/HR Head)

Agenda related to areas of audit:

1. Account Audit
2. Placement report Audit
3. Red book audit
4. General maintenance link Audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. Additionally, discussion of Areas of audit is carried out and some areas of academics are more focussed.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 28/8/2022
Time: 11:00 am
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)

Agenda related to areas of audit:

1. Reference book audit report
2. Mentoring Audit report
3. Peer to Peer mentoring audit report
4. Academic calendar audit report

The IQAC department provided the principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 9/9/2022
Time: 11:30 am
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

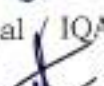
1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Ms. Dipa Trivedi (Admin Head/HR Head)
5. Mr. Yogesh Patel (Senior laboratory technician)

Agenda related to areas of audit:

1. Lab Audit
2. Account Audit
3. Course planner audit
4. General maintenance link Audit
5. KPA - KRA audit
6. Red book audit
7. Store audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 





ANAND PHARMACY COLLEGE
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MINUTES OF MEETING



Date: 1/10/2022
Time: 2:30 pm
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Ms. Dipa Trivedi (Admin Head/HR Head)
5. Mr. Yogesh Patel (Senior laboratory technician)

Agenda related to areas of audit:

1. Anti-discrimination cell audit
2. COPO audit
3. Gender sensitization committee audit
4. GPAT and Higher study cell audit
5. IPA committee audit
6. Mentoring audit
7. SC ST cell audit
8. Sem 3 course planner Audit
9. Sexual harassment committee audit
10. Website audit report
11. Women cell
12. Students and Staff Development scheme audit
13. Lab audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. Internal exam UFM rules were checked and modified. Various activities were also conducted for the staff development.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 



ANAND PHARMACY COLLEGE
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MINUTES OF MEETING



Date: 19/11/2022
Time: 9:30 am
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Ms. Dipa Trivedi (Admin Head/HR Head)

Agenda related to areas of audit:

1. Mentoring Audit
2. Chemistry Department Paper setting Audit
3. Account audit
4. General maintenance link Audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. It was decided that mentors has to write less than 80 % attendance of each student in their annexure 4.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 



ANAND PHARMACY COLLEGE
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MINUTES OF MEETING



Date: 29/11/2022
Time: 9:30 am
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor and store incharge.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Mr. Yogesh Patel (Senior laboratory technician)

Agenda related to areas of audit:

1. Finishing school audit
2. ED cell Audit
3. Alumini audit
4. Store audit
5. Lab audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. During this meeting, it was decided to amend a few pages in the lab manual.

Photograph of meeting



Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)

[Handwritten signatures of the attendees]



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 12/12/2022
Time: 9:00 am
Facilitator: IQAC Auditor.

IQAC meeting held in principal office. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)

Agenda related to areas of audit:

1. Computer Link audit
2. Library Activity and reference book audit
3. Media and publicity audit
4. General maintenance link Audit
5. Extension activities (NSS, NCC and Sports cell) audit
6. Mentoring Audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. Furthermore, there is a discussion of sports activity modification in the statutory book student cell section.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 6/1/2023
Time: 3:30 pm
Facilitator: IQAC Auditor.

IQAC meeting held in principal office. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Dipa Trivedi
5. Yogesh patel

Agenda related to areas of audit:

1. Academic calender Audit
2. Account audit
3. Attendance related audit
4. Blended teaching Audit
5. Data sheet audit
6. Electricity bill Audit
7. Lab Audit
8. Printer catridge refiling Audit
9. Question paper of pharmaceutics and Pharmacology department Audit
10. Store Audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. Furthermore, organisation of awareness campaing is decided to save electricity , water and paper in order to make green campus.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 1/2/2023
Time: 3:00 pm
Facilitator: IQAC Auditor.

IQAC meeting held in principal office. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)

Agenda related to areas of audit:

1. Computer Link audit
2. Parents teachers meeting audit
3. General maintenance link Audit
4. Time Table Dissemination (Sem 8 and 6) audit
5. Mentoring Audit
6. APC College email ID audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. It was decided to send an appreciation email to the computer and mentoring in charge because they are doing an excellent work. Furthermore, it was decided to include modified areas in the audit calendar.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 24/03/2023
Time: 10:00 am
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor and store incharge.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)
4. Mr. Yogesh Patel (Senior laboratory technician)
5. Ms. Dipa Trivedi

Agenda related to areas of audit:

1. Account audit
2. Computer Link Audit
3. Maintenance Link audit
4. Store audit
5. Lab audit
6. Guest lecture Audit
7. Academic calender Audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. It was decided at this meeting to provide the individual with training to enhance the organization's systematic work whenever needed.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal) 
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator) 
3. Ms. Prexita Patel (IQAC Auditor) 



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 21/04/2023
Time: 9:00 am
Facilitator: IQAC Auditor.

IQAC meeting held via google meet. The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)

Agenda related to areas of audit:

1. Computer Link Audit
2. Environmaintence sustenance cell Audit
3. Fishing School Audit
4. Industry/Hospital/Drug Store Training Report Audit
5. Red book Audit

The IQAC department provided the Principal with various corrective and preventive actions in various audit areas as well as the observations as audit reports (Enclosure 1) in all of the above auditing areas. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above. It was decided to give traing on proper usage of computer in next thursday meeting to teaching and non teaching staff.

Name & Signature of Attendees:

1. Dr. Tejal R Gandhi (Principal)
2. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
3. Ms. Prexita Patel (IQAC Auditor)

Dr. Tejal R Gandhi
21/4/23

Ms. Prexita Patel

Date:- 6/5/2023

IQAC meeting

Following agenda's were discussed

- 1) Maintenance Report
- 2) Computer Audit Report
- 3) Store Audit Report
- 4) Mentoring Audit Report
- 5) Peer to peer mentoring Report
- 6) Account Audit Report
- 7) ~~Store~~ Academic calendar Audit Report
- 8) Laboratory Audit Report

Following members were present

- 1) Dr. Tesal R Gundhi
 - 2) Dr. Kulpuna Patel
 - 3) Prerita Patel
 - 4) Nima Sutar
 - 5) Dina Trivach
- (Signatures: Dr. Gundhi, Dr. Patel, Prerita, Nima, Dina)*



ANAND PHARMACY COLLEGE
Managed by, SRKSM, Anand.
MINUTES OF MEETING



Date: 10/06/2023
Time: 11-12 am
Facilitator: IQAC Auditor.

The meeting agenda includes below mentioned audits. Presentation was given by IQAC auditor.

Meeting Attendees:

1. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
2. Ms. Prexita Patel (IQAC Auditor)
3. Ms. Nima Suthar (IQAC Auditor)

Agenda related to areas of audit:

1. IPA Cell
2. Anti ragging committee
3. Anti discrimination committee
4. Sexual harassment committee
5. Women cell committee
6. Red ribbon club
7. Gender sensitization committee
8. SC/ST Cell
9. Finishing school cell
10. Blended teaching audit
11. Computer link Audit
12. Maintenance link audit
13. KPA-KRA Evaluation
14. Teaching workload allotted report

IQAC department presented the observations as audit reports (Enclosure 1) in all above areas of auditing and various corrective and preventive actions were suggested in various audit areas to Principal. Further, appropriate action to be taken for various improvement measures were discussed by Principal for implementation related to above.

Name & Signature of Attendees:

1. Dr. Kalpana G Patel (Vice Principal / IQAC Co-ordinator)
2. Ms. Prexita Patel (IQAC Auditor)
3. Ms. Nima Suthar (IQAC Auditor)