

## Internal Quality Assurance Cell

11-07-2022

### Report of Orientation Programme on Quality Issues in Documentation Process

Faculty of Pharmacy

The Internal Quality Assurance Cell (IQAC) conducted an Orientation Programme to address the quality issues in documenting the planning and execution of teaching learning process on 09-07-2022 at 11 am. The beneficiary were 21 faculty members of the Faculty of Pharmacy. The Resource Persons were Dr. S. Ravi, Director IQAC, Mr. T. Shanmugavel, Coordinator IQAC.

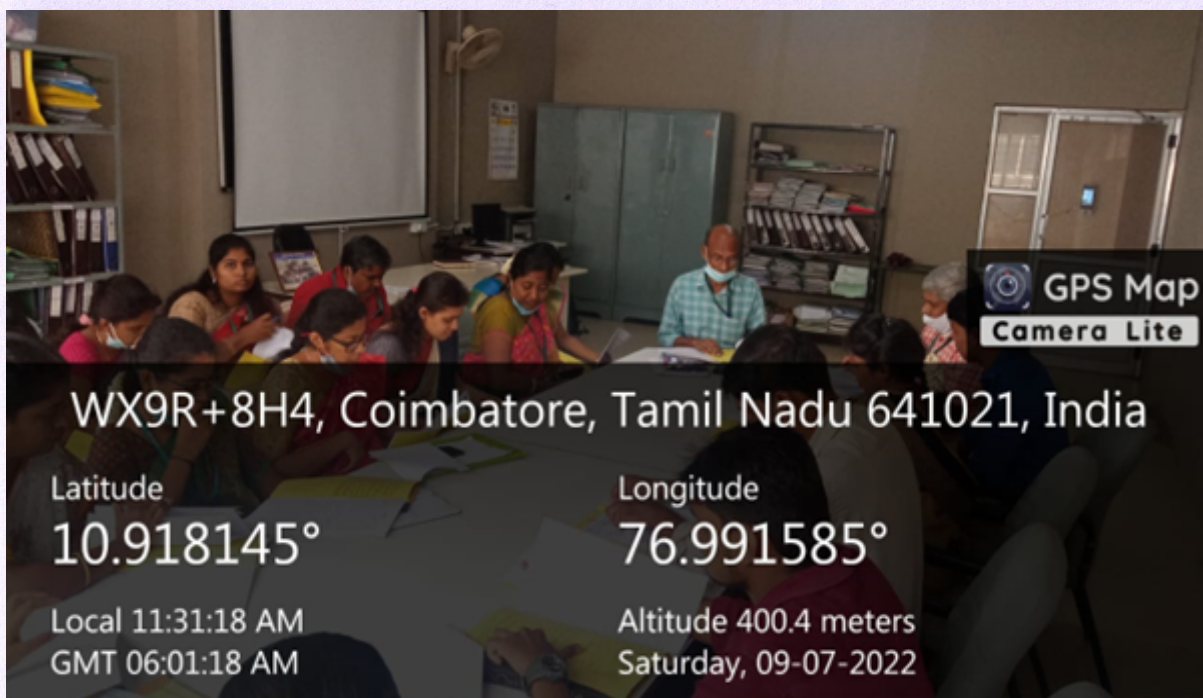
The Dean, Faculty of Pharmacy welcomed the participants and briefed the purpose of the programme. The Director, IQAC in his address emphasized the importance of maintaining the records for the teaching learning process. He conveyed the message that the lecture plan has to be prepared in advance before the date of commencement of the courses by the faculty member concerned for all courses and duly reviewed and approved by the respective Head of the Department and the Dean.



The Director, IQAC addressing the participants (09-07-2022)

The practice being followed in Karpagam Academy of Higher Education for the maintenance of documentation for teaching learning process was explained in detail. A separate course file has to be maintained for each course being handled by the faculty member. The faculty members were asked to read the work instructions given in the Log Book to become aware of the requirements clearly.





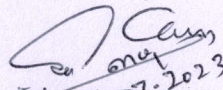
The Coordinator, IQAC explaining the contents of the Course File

The method of recording the execution of the lecture plan was explained. The significance of recording the feedback of the faculty member on the course content at the end of each unit was illustrated.

The documents to be filed in the Course File as given in the index were explained. The Course File should contain the copy of the syllabus, list of the students, lesson plan, lecture notes, copy of assignment and seminar, question paper for internal tests, answer keys and sample answer scripts, previous year question papers and mark sheets. It was mandated that all the documents have to be signed by the concerned.

Orientation was given for both the theory and practical courses. The observations made in the audit of the course files of the previous academic year were shared with the participants so that the issues will not get repeated in future.

The Director, IQAC thanked all the participants and the programme came to end by 1.30 pm.

  
T. Shanmugavel  
11-07-2023

Coordinator, IQAC.