

ISF COLLEGE OF PHARMACY, MOGA

Minutes of the Meeting

Internal Quality Assurance Cell

Venue: Conference Room, ISFCP

Date : September 20, 2018 (Thursday)

Time : 05:00 p.m.

The Meeting of the core committee for Internal Quality Assurance Cell and NAAC Steering committee was held on 20.09.2018 in the Board room of ISF College of Pharmacy, Moga. The meeting was chaired by Prof. (Dr.) G.D. Gupta; Chairman IQAC, Director/Principal of the college. The meeting was attended by the following:

S. No.	Name	Designation
1.	Dr. G.D. Gupta	Director-cum-Principal
2.	Dr. Muskan Garg	Director (ISFAL)
3.	Dr. R.K. Narang	Vice Principal
4.	Dr. Goutam Rath	Professor
5.	Dr. Punniyakoti V.T.	Professor
6.	Dr. Anoop Kumar	Associate Professor
7.	Dr. Rahul Kumar Maurya	Associate Professor
8.	Dr. Pooja Chawla	Professor
9.	Dr. Neeraj Mishra	Professor
10.	Mr. Amit Sharma	Associate Professor
11.	Dr. Durgadass Anghore	Associate Professor
12.	Mr. Bharat Khurana	Associate Professor
13.	Dr. Sidharth Mehan	Associate Professor
14.	Mr. Saurav Bhandari	Assistant Professor
15.	Mrs. Daisy Arora	Associate Professor

All agenda of the meeting were presented by the coordinator to the committee. After thorough discussion following decision were taken in the meeting.

1. NAAC peer team visit schedule

Schedule of NAAC team visit was discussed with all the members of IQAC and NAAC Steering committee. As scheduled on NAAC team visit is fixed in the month of October 8-9, 2018. It was decided to get all the documentation work and files to be ready in all aspects for smooth conduction of NAAC inspection.

2. Responsibility of individual HOD

All the heads of respective departments were assigned their responsibilities for enrichment of individual department and check and maintain following documents:

1. Lesson plan of individual subject
2. List of practical's with requirements
3. Practical manual
4. SOP
5. Job cards
6. Log book of sophisticated instruments
7. Notice boards
8. List of publications
9. List of Projects of students (running batch)

3. Arrangement of laboratories, class rooms, faculty cabins and surroundings

All HODs and lab in-charges are informed to maintain their respective departments such as maintenance, cleanliness, beautification and proper functioning of laboratories, cleaning of classrooms, individual faculty cabins and surrounding area. All the areas in the academics block should be noise free.

3. Documentation- Laboratory manuals, SOP, Stock register, List of experiments, Lecture plan etc.

It was decided to complete documentation required for maintenance and smooth functioning of laboratories in all aspects. A mock inspection will be done on 26 September 2018.

4. Examination records and STGS record

Examination coordinator, Dr. Goutam Rath and Mr. Bharat Khurana, were instructed to collect and maintain all the required data and documents of last five years. Responsibility of maintaining all records related to STGS scheme was assigned to Dr. Sukhbir Kaur, coordinator STGS.

5. Policy for slow learner and advanced learner

All faculty members were instructed to counsel the slow learner students and also provide notes, special classes and personal care of the students. Promote advanced learner students towards scientific as well as technical development such as participation in debate, essay competition, poster making, GPAT classes and attending of conferences.

6. New ideas/ innovations executed in class room and laboratories

Dr. Goutam Rath, chairman RAB Committee advised to organize innovation activities and also submit proposals through business incubation center as approved by MSME.

Meeting was ended by vote of thanks by Coordinator of IQAC.



Prof. (Dr.) G. D. Gupta Director-cum-Principal

Director/Principal
ISF College of Pharmacy, Moga
(An Autonomous College)