



ISF College of Pharmacy (An Autonomous College)

[NAAC Accredited "A" Grade College]

GT Road, Ghal-Kalan, MOGA – 142 001 (Punjab) INDIA

Approve by AICTE, PCI & Govt. of Punjab

Affiliated to IK Gujral Punjab Technical University, Jalandhar (Pb.)



Minutes of the Meeting

Internal Quality Assurance Cell

The Meeting of the committee for Internal Quality Assurance Cell was held on 15.04.2019 in the conference 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. Rahul Kumar Maurya	Associate Professor
5.	Dr. Pooja Chawla	Professor
6.	Mr. Amit Sharma	Associate Professor
7.	Mr. Bharat Khurana	Associate Professor
8.	Dr. Sidharth Mehan	Associate Professor
9.	Mr. Saurav Bhandari	Assistant Professor
10.	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.

Agenda	Decision
Analysis of syllabus completion for the even semester (Jan-May 2019)	All the class advisors of B Pharm, M Pharm, Diploma and PharmD have submitted the filled performa given by IQAC committee regarding number of theory and practical classes conducted and percentage of syllabus completed. Submitted forms were evaluated by the IQAC.

	<p>The mandatory number classes to be conducted in each subject as per PCI norms were identified.</p> <p>Following faculty members are identified and instructed to complete the syllabus in the minimum stipulated classes as per PCI guidelines.</p> <p>They are required to take extra classes to complete the syllabus and to increase the number of classes.</p> <p>Dr. Sourav Kalra Mr. Parneet Kumar Ms. Dilpreet Kaur Mr. Amandeep Singh Mr. Vir Vikram Dr. Vikramdeep Monga Mr. Rohit Bhatia Mr. Sudhir Mr. Ravi Ranjan Dr. G P Singh Dr. Vineet</p>
<p>Students Complaints/Suggestions as per STGS.</p>	<p>Complaint/Suggestions mentioned by students under STGS were evaluated. On the basis of that, following decisions were taken:</p> <p>Cleaning of female toilets: letter issued to contractor of cleaning in charge and also asked the reply. Coordinator of day to day maintenance/cleaning appointed.</p> <p>Sports activities: Instructions were given to Coordinator of sports activity, Mr. Darshan Singh, for submission of schedule of games activity as well as the requirements for the same.</p> <p>NSS coordinator Mr. Gurmeet Singh was also instructed to take care of extracurricular activities for the holistic growth of students.</p>
<p>Feedback from final year students</p>	<p>The feedback obtained from the students was analyzed by the committee. It was decided to –</p> <ol style="list-style-type: none"> a. More industry oriented practicals should be included in curriculum. b. A few classes of personality development and communication skills should also be conducted for final year students.
<p>Counseling of Students for Final Examination</p>	<p>It was decided to counsel the students for final examinations so that they can focus in their studies and can secure good marks. Special guidelines and personal attention would be given by the subject teacher and also notes would be provided to the slow learners. Additional tutorials classes will be organized for solving the problems of the slow learners as well as advanced learners.</p>
<p>Policy Discussion for Admissions</p>	<p>It was decided to constitute an admission cell under the chairmanship of Dr. R K Narang, so that admission</p>

	process could be completed in an effective manner and on time.
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Meeting was ended by vote of thanks by Coordinator of IQAC.



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

Director/Principal

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