



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 (IQAC)

The Meeting of the faculty was conducted by the Internal Quality Assurance Cell on 15.06.2020 in the mini auditorium of ISF College of Pharmacy, Moga. The meeting was chaired by Prof. (Dr.) G.D. Gupta; Chairman IQAC, Director/Principal of the college.

Agenda	Decision
Guidelines of working at campus:	<p>All staff members reporting for the duty shall strictly observe/follow COVID-19 protocol and safety guidelines issued by State Govt./Govt. of India from time to time, more importantly, the following:</p> <ol style="list-style-type: none">Maintenance of social distanceWearing properly cleaned maskAvoid crowding of staff membersFrequent hand wash/sanitization and maintenance of proper hygiene.Maintain cleanliness and sanitization in the personal area, e.g. table personal belongings etc.
Working Hrs	It would be followed as usual (9.30 am to 5.00 pm)
Slot of faculty (on a rotation basis)	<p>Taking cognizance of the present situation the issue of the re-opening institute was discussed and following has been decided:</p> <p>As per the guidelines of the university and Government of India, it was decided faculty shall report for duty on a rotation basis as follows:</p> <p>Mon, Tues, Wed: Pharmaceutics, Pharmacognosy, PharmD Thurs, Friday, Saturday: Pharmacology, Pharmaceutical chemistry/Analysis</p> <p>All employees must be available at the headquarters so that they may be called for duty as and when required.</p>
Attendance Process	Attendance will be made manually by one staff on staff list. No

	Attendance after 10.00am
<p>Online final practical examination of IKGPTU affiliated program (B Pharm 2nd sem, B Pharm 4th sem, M Pharma 2nd sem, PharmD 4th year (PB) & PharmD 5th year (PB))</p>	<p>Amid COVID 19 pandemic and lockdown conditions, it was decided to conduct “Online final practical examination of IKGPTU affiliated program”. Following guidelines and regulation will be followed:</p> <ol style="list-style-type: none"> 1. Mode of online examination: Google meet 2. Managed by: Internal examiner (A team of 3 persons will be constituted including 2 internal examiners and 1 external examiner as appointed by examination branch of the institute) 3. Documents/working: <ol style="list-style-type: none"> a. Practical would be conducted in batches, for example, B Pharm whole class will be divided into 5 groups and time slots will be assigned to each batch such as: <ul style="list-style-type: none"> Batch 1: 10-11 am Batch 2: 11-12 noon Batch 3: 12-1 pm Lunch: 1-2 pm Batch 4: 2-3 pm Batch 5: 3-4 pm Submission of all documents to examination branch: 4-5 pm Internal as well as an external examiner would be responsible for the smooth conduct of the exam. b. Attendance: Physical/manual as well as computer-generated. A screenshot of all students participated with faculty examiner should be taken. c. Practical Mode: It would be divided according to the scheme For example, B Pharmacy External practical exam is of 35 marks, it will be divided as follows: <ul style="list-style-type: none"> Practical (10 marks) Synopsis (10 marks) Viva-voce (10 marks) Weightage of first sessional marks (5 marks) 4. Questions for synopsis and viva voce should be prepared well in advance by both internal and external examiner. 5. All the process of practical exam should be well recorded and managed so that a limited time duration could be achieved. The

	<p>individual class has one email id (@isfcp.org). Only this mail id should be used for all correspondence and records. It would be managed by the class advisor only.</p> <p>6. Duty has been assigned to Deputy controller of examination to make a proper schedule and communicate to the students and faculty well in advance (till 17 June 2020). Examinations will be scheduled during 22 June – 27 June 2020.</p>
COVID 19 report	As per the previous notice, all faculties have to submit a report in assigned format regarding the activities performed in the previous five months
Ph. D. guide form	It was informed to approved Ph.D. guides to fill the Performa prescribed by university for further allotment of students for registration.
Practical Demonstration	It was decided that each faculty has to prepare two videos of practical demonstration and will be uploaded on youtube channel of ISFCP. Practical sessional examination would be done among the uploaded vedios.
Lab Maintenance and arrangements	I t was decided to maintain and arrange all the necessary documents as well as equipments/glasswares in all labs. All HODs and laboratory incharges will be directed to manage the things accordingly and superwise lab attendants to arrange all the required glasswares, log books, stock register etc.
M Pharm Projects and Viva Voce	<p>M Pharm thesis should be submitted in Online mode.</p> <p>Requirements during submission of thesis</p> <ol style="list-style-type: none"> Two - CD Review Article Copy in PDF – Submitted/Published with acceptance etc. Research Paper Copy in PDF – Submitted/Published with acceptance etc. Fee Clearance/Dues clearance <p>Viva voce of students will also be conducted online within one month of thesis submission</p>
Leave in Current session upto Dec2020	After reopening of the institute after lockdown, it was decided that all faculty members can avail five casual leaves till Dec 2020.
Admission Process	<p>It was decided to constitute an admission cell under the chairmanship of Dr. R K Narang, so that admission process could be completed in an effective manner and on time.</p> <p>All the admission process will be online.</p> <p>Following process was approved by the committee:</p> <ol style="list-style-type: none"> Conduction of online quiz

	<p>b. Preparation of merit list of students based on the performance in quiz as well as previous academic marks</p> <p>c. Online counseling of students and reporting of students</p> <p>d. Declaration of final list of admitted students</p>
New academic session: Theory & Practical	<p>New academic session of students would begin from 3rd August, 2020. Based on prevailing conditions in country due to COVID, It will be decided later that whether the session will be started in online or offline mode.</p> <p>Mr. Tanmay M was deputed as time table incharge.</p> <p>Well organized time table will be shared with faculty and students for smooth conduction of online /offline classes.</p> <p>While, classes for new admitted students will start from September or as per thr government notification</p>
PharmAspire	All the pending and current issues of PharmAspire has to be published online till 31 July 2020. Responsibility of the same was given to Dr. Sidharth Mehan.
Academic Calendar	New Academic calendar was drafted and approved by the committee.

The meeting was ended by a vote of thanks by the Coordinator of IQAC.



Prof. (Dr.) G. D. Gupta

Director-cum-Principal

Director/Principal

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