



ISF College of Pharmacy (An Autonomous College)  
NAAC Accredited "A" Grade College  
GT Road, Ghal-Kalan, MOGA-142 001 (Pb.)  
Affiliated to IK Gujral Punjab Technical University, Jalandhar (Pb.)



### MINUTES OF THE MEETING

Online- Academic council meeting (Third) due to Covid-19 lockdown of ISF College of Pharmacy (An Autonomous College) held on 15/05/2020 at 11:30 am.

Following members were present in the meeting-online:

Mode of Meeting: Google Meet App

S.No.	Name	Designation/Category	Nature
1.	Dr. G.D. Gupta	Director-cum-Principal	Chairman
2.	D. A. P. Singh	Dean (Research & Development)	University Nominee
3.	Dr. Balkar Singh	Dean (Academics)	University Nominee
4.	Dr. Paramjit Singh	Controller of Examination	University Nominee
5.	Dr. Subheet K Jain	Professor, GNDU, Amritsar	Educationist, Nominated by Governing Body
6.	Mr. Anil Kharya	Managing Director, Modern Laboratory, Indore	Member-Industrialist
7.	Dr. Muskan Garg	Managing Director, ISFAL	Member-Medicine
8.	Dr. Sukhbir Kaur	Professor	Head, Department of Quality Assurance
9.	Dr. Alok Sharma	Professor	Head, Department of Pharmacognosy
10.	Dr. Pooja Chawla	Professor	Head, Department of Pharmaceutical Chemistry
11.	Dr. Vikram Deep Monga	Professor	Head, Department of Pharmaceutical Analysis
12.	Dr. Shamsher Singh	Associate Professor	Department of Pharmacology
13.	Mr. Amit Sharma	Associate Professor	Head, Department of Pharmacy Practice
14.	Mr. Sourabh Kosey	Associate Professor and Deputy Coordinator Admission	Member
15.	Dr. Sidharth Mehan	Associate Professor	Member
16.	Dr. Sankh Bhattacharya	Associate Professor	Member
17.	Dr. Charan Singh	Associate Professor	Member
18.	Ms. Daisy Arora	Associate Professor	Member
19.	Dr. R.K. Narang	Vice-Principal	Member-Secretary

The Member Secretary welcomed all the members of academic council present during online Meeting and put the agenda for discussion.

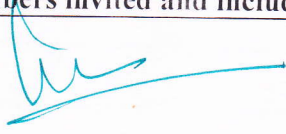
The following decisions were taken unanimously.

Item No.	Agenda	Decision
3.1	Revised Academic Calendar	<p>Due to extraordinary challenge from rapidly spreading Covid 19 pandemic Globally, Government declared the lockdown from March 21, 2020 and now 3.0 lock down period upto May 17, 2020</p> <p>Considering future of students, smooth running of academic session 2019-20 and next academic session 2020-21, Examination committee revised the academic calendar on the basis of notification received from UGC and University.</p> <p>Academic council revised academic calendar for 2019-2020 and new academic session 2020-2021 approved.</p>
3.2	Academic activities – from March 21, 2020 to May 12, 2020	<p>IQAC and Examination Cell coordinated all academic responsibilities – Dr. R. K. Narang, Vice Principal appointed as Coordinator online day to day classes.</p> <p><b>A. Time-table :</b> Every day one lecture as per previous time table. Every faculty is required to provide one lecture content to students every day.</p> <ol style="list-style-type: none"> <li>a. During online academic activities: Every teacher delivered online lecture, notes circulation, old paper discussion, interaction, problem solving, question bank generation were conducted as per the schedule prepared for lock down period to all program.</li> <li>b. Course completed all subject before 25.04.2020.</li> <li>c. All study material sent to the students provided by the class advisor and verified by coordinator.</li> <li>d. All interactions made through Google Meet App.</li> <li>e. M.Pharm 4<sup>th</sup> semester students reported to their respective guide.</li> <li>f. As per the director's office instruction on 25.03.2020, all faculties are required to submit their daily report to Director as per given format.</li> <li>g.             <ol style="list-style-type: none"> <li>1. Send the report only in prescribed format</li> <li>2. There should not be involvement of students, the report – directory shared to office.</li> <li>3. If any technical problem likes internet connection – Report accordingly</li> <li>4. The timing of the mail is 12.30 pm and 4.30 pm everyday which further verified by Director.</li> <li>5. Faculty must take every instruction very seriously and apply effectively as this is written documents.</li> <li>6. Students attendance should be maintained, present during the online classes and further verified by class advisor.</li> <li>7. There should be discussion with PG students regarding status of research, work, review article, thesis writing</li> </ol> </li> </ol>

		<p>(Introduction, literature survey, methodology, etc.)</p> <p><b>B. Sample Report format</b></p> <p>Name of Faculty :  Date :  Lecture : Send (B. Pharm. Title                      M. Pharm. Title :  M. Pharm. Project students :  Name of Student :  Report : (only one to two sentence sentences) :  Any other things : (Online courses, certificate courses, discussion, interaction, projects etc.)</p> <p>Committee members appreciated efforts made by coordinator and all faculties. Approved</p>
		<p><b>C. Activities Conducted for Covid-19</b>  Following Social contribution of Individual and Institute during Covid-19 pandemic.</p> <ol style="list-style-type: none"> <li>I. Awareness Program (Message, Slogan, Song, Speech)</li> <li>II. Lectures in surrounding colleges</li> <li>III. Distribution of Masks, Sanitizer and food</li> <li>IV. Project submitted under Covid-19 – 10 in DST, ICMR, AICTE, SERB etc.</li> <li>V. Student and Faculty participated in Ideathone</li> <li>VI. Patent Design submitted – Wearable Infection Protection Ring</li> <li>VII. USVA</li> </ol>
3.3	Internal and External Practical Examination	<p>Considering lockdown and guidelines of UGC, PCI and affiliating University, examination committee proposed to conduct all online practical examinations of B.Pharm, M.Pharm, Pharm.D. and Pharm.D. (P.B.).</p> <p><b>A. Internal Process of Practical Marks</b></p> <p>Internal Practical marks compiled as –</p> <ol style="list-style-type: none"> <li>a. 50% marks obtained in day to day practical performed in lab (before lockdown).</li> <li>b. 25% marks for viva-voce</li> <li>c. 25% attendance before lock down and during online classes (Overall)</li> </ol> <p><b>B. Process of Main Practical Examination</b></p> <ol style="list-style-type: none"> <li>i. Internal and External examiners will be appointed by controller of examination.</li> <li>ii. Both examiners will work together online.</li> <li>iii. Student's strength will be divided into 20 students per group.</li> <li>iv. Practical conducted on the basis of – <ol style="list-style-type: none"> <li>a. 25% marks obtained in day to day practical performed in lab (before lockdown).</li> <li>b. 25% marks for viva-voce</li> <li>c. 50% marks online synopsis based on practical</li> </ol> </li> </ol>

		<p>conducted (Multiple choice questions) or If students unable to connect online then have to submit answer of 10 small questions based on practical conducted through SMS within stipulated time.</p> <p><b>C. Evaluation of Projects/Internship</b></p> <p>B.Pharm final year and Pharm.D. 5<sup>th</sup> &amp; 6<sup>th</sup> year – Marks will be given on the basis of –</p> <ol style="list-style-type: none"> <li>i. 25% marks on Viva-voce</li> <li>ii. 50% marks Online submission of brief project report.</li> <li>iii. 25% marks Overall interaction with supervisor/guide</li> </ol> <p><b>D. M.Pharm Project Work/Thesis</b></p> <p>Considering suggestion of examination committee, it was decided to give one month time for students from 1<sup>st</sup> July to 30<sup>th</sup> July to complete remaining research work in lab and maintain the rules and regulations and distance as per the Govt. instructions. However, the proposal will execute if the lockdown period may over by 30<sup>th</sup> June.</p> <p>If lockdown period extended, it is proposed by the examination committee to evaluate the work done by students on the basis of work performed in laboratory (before lock down), review article, day to day performance submitted by supervisor (before lockdown) and to conduct online presentation of work done by the students.</p> <p>Marks will be awarded on the basis of – online submission of thesis, review article, overall performance given by supervisor and external examiner for viva-voce/presentation online. Evaluation pattern approved by the Committee.</p>
3.4	External main Examination	<p>B.Pharm 6<sup>th</sup> &amp; 8<sup>th</sup> semester, Pharm.D. 3<sup>rd</sup> to 5<sup>th</sup> year and all reappear examinations affiliated to MRSPTU will be conducted as per the notification of University.</p> <p>Program affiliated to IKGPTU under Autonomous College – Controller of Examination submitted following proposal for the conduction of main examination -</p> <ol style="list-style-type: none"> <li>1. If the lockdown period will be done by 30/06/2020 – all examinations will be conducted offline process as already approved.</li> <li>2. However, if the lockdown period will be extended – it was decided to conduct all the examinations online mode (multiple choice type questions) and students will be evaluated on the following process. <ol style="list-style-type: none"> <li>i. 25% marks will be considered on the basis of sessional examinations</li> <li>ii. 50% marks will be considered on the basis of online</li> </ol> </li> </ol>

		<p>multiple choice type questions</p> <p>iii. 25% marks will be considered on the basis of assignment submitted by the students.</p> <p>Two chances will be given to students if unable to appear in online examination due to internet problem, any other technical problem. Students is required to submit the application, if unable to appear in first examination, constituted committee will approve and announce new date for online examination.</p> <p>All the committee members appreciated suggestions given by examination cell and efforts made for smooth running of academic session 2019-2020 and taken decision for the academic session 2020-2021. The Process of examination was approved by the committee.</p>
3.5	Theory and Practical Classes – Academic session 2020-2021	<p>Keeping in view of Covid 19 social distance guidelines, Member secretary suggested that the strength of theory classes should not more than 35 (Previously it was 60) and practical as per PCI guideline (Not more than 20 in batch).</p> <p>Committee members approved the suggestions and also advised to maintain guidelines of Covid 19 during regular classes as per guidelines in theory and practical.</p>
3.6	Compilation and Declaration of Result (Provisionally by Institute)	Approved as per academic calendar
3.7	Other items with the permission of Chair	<p><b>A. Covid 19 Guidelines : For 2020- 2021</b></p> <ul style="list-style-type: none"> <li>• Thermo-screening : Compulsory to all every day</li> <li>• Mask : Compulsory during theory and practical classes</li> <li>• Hosteller: Students need to submit medical fitness certificate before entry.</li> <li>• Library, Cafeteria, Mess, Ground etc.- Maintain social distance guidelines</li> <li>• Cleaning of Hand by Soap/Sanitize – time to time</li> <li>• Proper sanitizing of labs and class room before and after each activity.</li> </ul> <p>Approved</p> <p><b>B. Establishment of Covid 19 Cell</b>  Dr. Balkar Singh has proposed for the establishment of Covid 19 Cell at Institute. Suggestion was accepted and appreciated by Members of Committee. Dr. G. D. Gupta informed to committee members that Institute is going to inaugurate Covid 19 Cell on 22.05.2020 under the Guidance of Prof. Y. K. Gupta, President (GB), AIIMS, Bhopal and Chairman, RAC, ISFCP, Moga.  Committee members appreciated and approved.</p> <p><b>C. New members invited and included in Academic</b></p>



**council**

Following members were invited as guest member of Academic Council and their name suggested by Chairman of Committee.

- a. Dr. Mushkan Garg, MBBS – Director, ISFAL as Member under category Medicine
- b. Dr. Anil Kharya, Managing Director, Modern Lab. Pvt Indore, - Member as Industrial Expert
- c. Mr. Sourabh Kosey, Associate Professor – as Member faculty in place of Dr. Gaurav Goyal, Member, Academic Council.

Committee members approved their names.

**D. Release of Covid 19 Conference Brochure**

Theme : COVID 19: CHALLENGES IN TESTING, PROPHYLAXIS AND MANAGEMENT

The members released Online conference brochure on Covid 19 which is going to be held on 22.05.2020 to 23.05.2020 at ISFCP, Moga.

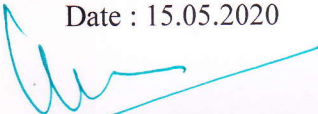
All members congratulated local organizing committee for conference on Covid 19.


Committee members congratulates and appreciated efforts made by Institute during lock down.


**E. Ph.D. Admission for the Academic session 2020-2021.**


As per University norms under Autonomous Status - Approved

Date : 15.05.2020

  
Dr. G.D. Gupta

  
D. A. P. Singh

  
Dr. Balkar Singh

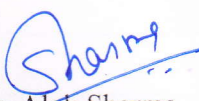
  
Dr. Paramjit Singh

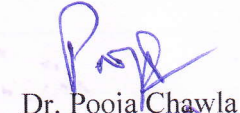
  
Dr. Subheet K Jain


  
Mr. Anil Kharya

  
Dr. Muskan Garg

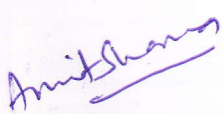
  
Dr. Sukhbir Kaur

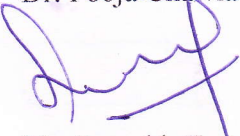
  
Dr. Alok Sharma

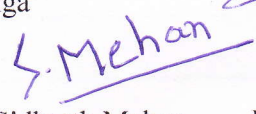
  
Dr. Pooja Chawla

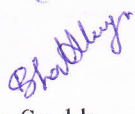
  
Dr. Vikram Deep Monga

  
Dr. Shamsher Singh

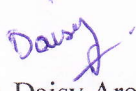
  
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