



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

The first meeting of Governing Body of ISF College of Pharmacy (An UGC Autonomous College) was held on 16/05/2020 (Saturday) at 12:30 pm. This meeting was conducted by online mode due to Covid-19 lockdown.

Following members were present in the meeting:-

S.No.	Name	Designation/Category
1.	Sh. Parveen Garg ISFCP, Moga, (Punjab)	Chairman
2.	Dr. Sanjay K Jain Head, Department of Pharmaceutical Sciences, Dr. H S Gaur University, Sagar (MP)	UGC Nominee
3.	Er. Ekonkar Singh Johal Director (College Development) IKGPTU, Jalandhar (Panjab)	University Nominee
4.	Dr. Pawan Krishan Professor, Department of Pharmaceutical Sciences & Drug Research, Punjabi University, Patiala (Punjab)	Educationist
5.	Er. Janesh Garg Chairman, TLF A Global School, Moga (Punjab)	Member-nominated by society (Secretary, ISF Educational Society)
6.	Dr. Muskan Garg Director, ISF AL, Moga, (Punjab)	Member
7.	Dr. R.K. Narang Vice-Principal & Controller of Examination, ISFCP, Moga, (Punjab)	Member
8.	Dr. Alok Sharma Professor & Head Department of Pharmacognosy, ISFCP, Moga, (Punjab)	Member
9.	Ms. Daisy Arora Coordinator-IQAC, ISFCP, Moga, (Punjab)	Member
10.	Mr. Amit Sharma Head, Department of Pharmacy Practice ISFCP, Moga, (Punjab)	Special Invitee
11.	Dr. G D Gupta Director-cum-Principal, ISFCP, Moga, (Punjab)	Member Secretary (Ex-officio)

The Member Secretary welcomed all the members of Governing Body and with the permission of

Chairman he put the agenda for discussion.

The following decisions were taken unanimously.

Academic Council Meeting Agenda:

Item No.	Agenda	Decision
1.1	Confirmation of previous academic council meeting held on 13.12.2019	All Agenda and decision briefly presented by Member Secretary - The minutes of Second Academic Council meeting was approved as such.
1.2	Confirmation of previous academic council meeting held on 15.05.2020.	All Agenda and decision briefly presented by Member Secretary - The minutes of Third Academic Council meeting was approved as such.
1.3	Revised Academic Calendar (2019-2020) and New academic calendar of 2020-21	Revised academic calendar approved by the academic council meeting held on 15.05.2020 and Committee members have approved the same.
1.4	Online Classes during lockdown period	<p>IQAC and Examination Cell have been coordinated all academic activities of the college. Dr. R. K. Narang, Vice Principal appointed as Coordinator for online day to day classes.</p> <p>A. Time-table: Lectures were delivered as per the time table already announced.</p> <ol style="list-style-type: none">All faculty members have delivered online lectures, circulated notes, discuss old papers, interaction, problem solving, question bank generation and online classes conducted as per the schedule prepared for lock down period for all program.Syllabus of all Courses has completed by 25.04.2020.All study materials were sent by the class advisor to the students after the verification by the coordinator.All interactions with the students made through Google Meet App.M.Pharm 4th semester students have reported to their respective guide online to discuss their problems.Faculty members are submitting their daily reports to Director on the given format. E-mail sent to all faculty members on 25/03/2020 with the following instruction.<ol style="list-style-type: none">Send the report as per format.Faculty has to manage his own any technical problem like internet connection, etc.The daily reports confirmed by e-mail every day till 4.30 pm.Faculty has been advised to take every instruction seriously and effectively.Students attendance should be maintained and present during the online classes.M.Pharm research guides are keeping contact with the students and discussing the status of research work, review articles, thesis writing (Introduction, literature survey, methodology, etc.)

		<p>B. Report format</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 matter : (Online courses, certificate courses, discussion, interaction, projects etc.)</p> <p>Committee members appreciated efforts made by coordinator and all faculty members. Considering lockdown and guidelines of UGC, PCI and affiliating University, examination committee decided to conduct all online practical examinations of B.Pharm, M.Pharm, Pharm.D. and Pharm.D. (P.B.) if lockdown continues.</p>
<p>1.5</p>	<p>Activities Conducted for Covid-19</p>	<p>C. Activities Conducted for Covid-19 Following Social contributions have been made by the Individuals and Institute during Covid-19 pandemic.</p> <ol style="list-style-type: none"> 1. Conducted awareness Program (Message, Slogan, Song, Speech) 2. Delivered lectures in surrounding colleges 3. Distribution of Masks, Sanitizer and food packets to the needy peoples passing from the college highways. 4. Ten Projects have been submitted under Covid-19 in DST, ICMR, AICTE, SERB etc. 5. Student and Faculty participated in Ideathone related to Novel Corona Virus 2 6. Applied for AICTE UTKRISHT SANSTHAN VISHWAKARMA AWARD 2020 (USVA) 7. Design patent filed on Wearable Infection-Protection Ring
<p>1.6</p>	<p>Internal and External Practical examination</p>	<p>A. Internal and external Practical Examination Marks Distribution:</p> <p>A. Distribution of Marks for Internal Practical Examinations</p> <ol style="list-style-type: none"> a. 50% marks obtained in day to day practical performed in lab (before lockdown). b. 25% marks for viva-voce c. 25% attendance before and after lock down <p>B. Process for Main/ End Semester Practical Examination</p> <ol style="list-style-type: none"> i. Internal and External examiners will be appointed by controller of examination. ii. Both examiners will work together online if desired. iii. Student's strength will be divided into 20 students per group for keeping social distancing. iv. Following shall be marks distribution for Practical conducted : <ol style="list-style-type: none"> a. 25% marks obtained in day to day practical

		<p>b.25% marks for viva-voce c.50% marks shall be from synopsis submitted by the students on the practical assigned by the examiners(Multiple choice questions) by online mode, if examination is conducted online 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>C. Evaluation of Projects/Internship</p> <p>B.Pharm final year and Pharm.D. 5th & 6th year – Following shall be Marks distribution:</p> <ol style="list-style-type: none"> i. 25% marks for Viva-voce ii. 50% marks for online submission of brief project report. iii. 25% marks for overall interaction with supervisor/guide <p>D. M.Pharm Project Work/Thesis</p> <p>Considering suggestions made by the examination committee, it was decided to give one month buffer time for students from 1st July to 30th July to complete their remaining research work and maintain the rules and regulations as per the Govt. instructions. It is only possible if the lockdown period will be over on 30th June.</p> <p>If lockdown period extended, it was proposed by the examination committee to evaluate the work by students on the basis of work conducted in laboratory (before lock down), review article, day to day performance submitted to supervisor (before lockdown).</p> <p>Considering UGC and affiliating University Guidelines, Internal examination process presented by member secretary was approved.</p>
1.7	Main Examination – Theory	<p>B.Pharm 6th & 8th semester, Pharm.D. 3rd to 5th year and all re-appear 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 proposed following suggestions for conduction of main examination -</p> <ol style="list-style-type: none"> 1. If the lockdown period will be over on 30/06/2020 – all examinations will be conducted offline process as already approved. 2. However, if the lockdown period is extended – it was decided to conduct all the examinations online mode (multiple choice type questions) and performance of students will be evaluated on the following basis. <ol style="list-style-type: none"> i. 25% marks will be considered on the basis of sessional examinations ii. 50% marks will be considered on the basis of online

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		<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 any technical problems. Students is required to submit an application, if unable to appear in first examination, then constituted committee will decide 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 decision for the academic session 2020-2021. The Process of examination was approved by the committee.</p>
1.8	a. Academic Report of 2019-2020	Academic and Research activities performed during Jan. 2019 to Dec. 2019 have been presented by member secretary, All members appreciated and congratulated the faculty members for performance in academia and research. Prof. Sanjay K Jain has encouraged the faculty members for publication of their student's research work in high impact factor journals.
1.9	Admission Process- 2020-2021	<p>For smooth admission process of academic session 2020-2021 in all programs. Following committee has been constituted for admission.</p> <ol style="list-style-type: none"> 1. Dr. R.K. Narang – Coordinator 2. Mr. Sourabh Kosey – Deputy Coordinator 3. Mr. Tanmay – Member 4. Mr. Gurmeet Singh – Member 5. Ms. Ankita Dadwal - Member 6. Ms. Avileen Kaur – Member <p>Admission Committee has been approved unanimously by all members and advised to follow all rules and regulations of State Govt./University/UGC related to admission policies and reservation criteria.</p>
1.10	Research Budget	For academic session 2020-20, Research budget of Rs. 25.00 Lakhs has been allotted and approved for purchasing of chemicals, glasswares, Maintenance of Instruments and other essential items for research.
1.11	Research Projects, MoUs, Technology Transfer etc.	All members advised to submit research projects to all Funding agencies such as AICTE, DST, DBT, ICMR, SERB, Ayush, etc. to strengthen research activities in Institute.

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1.12	STTP, FDP and Conference during lockdown	<p>A. Six 6 days Online AICTE sponsored STTP was organized. Convener: Dr. G. D. Gupta Coordinator – Dr. R. K. Narang and Dr. Pooja Chawla Technical Coordinator – Mr. Amit Sharma, Mr. Sourabh Kosey. Chief Guest: Col. B. Venkat, Director, AICTE, New Delhi. Guest of honor Prof. Y K Gupta Total Speaker: 21 Total Participants: 722 from 22 States and 378 university, institute and colleges</p> <p>B. Planning for Academic session 2020 -21 STTP- 01 FDP – 02 Seminar/ Conference- Art of living One conference, going to be organized on covid-19 from 22.05.2020 to 23.05.2020 in collaboration with AICTE, SPER and ISPOR.</p> <p>All efforts were done by the institute during lockdown, which were appreciated by the members of Governing Body.</p>
1.13	Promotion, Appreciation and financial assistance to faculty	<p>Promotion: Management committee has decided to promote faculty member on the basis of performance, experience and dedication towards the profession.</p> <p>Appreciation: It was decided to felicitate the faculty and students for their achievements annually on 15th August and / or college day/Annual function of institute. They will be felicitated for</p> <ol style="list-style-type: none"> 1. Excellent result 2. Grants/ Good Publication. 3. Any Special Achievement. 4. Award received at national/international level. <p>Financial Assistance: It was decided that institute will provide financial assistance for –</p> <ol style="list-style-type: none"> 1. One faculty member every year for attending of IPC, APTI, IPGA, IHPA, SPER Conventions / conferences, etc. 2. Establishment of new benchmark in their respective research field or practical demonstration. 3. Publication- 5,000 INR will be given for high impact factor publication. 4. 50% expenditure will be incurred by the institute for application of patent filling. 5. 50% of consultancy will be given to the principal investigator. 6. Financial assistance will be provided for animal house incharge and supporting staff on sale of the animals. 7. Individual grant Rs. 25000/- will be given for establishment or modification of instruments/lab. However, the amount will be extendable upto Rs. 2.0 lakhs on the recommendation of RAC. <p>Committee members pleased to approve the same for strengthen of academics and research.</p>
1.14	Establishment of Virtual	It was observed that during Covid-19 period B Pharm, D

	Laboratory (VR Lab)	Pharm and M Pharm students are not able to go for industrial training hence director of the institute has suggested to establish virtual laboratory for training in collaboration with Life sciences skill sector development council (LSSSDC). Director Dr G D Gupta is advised to submit the proposal for establishment of VR Lab at the earliest.
1.15	Any other with the permission of Chair	<p>A. Academic Plan during the Covid-19 lockdown Keeping in view of Covid 19 social distancing guidelines, Member secretary suggested that the strength of theory classes should not be more than 35 (Previously it was 60) and practical as per PCI guideline (Not more than 20 in batch). Committee members approved the suggestions and also advised to maintain guidelines of Covid 19.</p> <p>C. Covid 19 Guidelines : For 2020- 2021 To co-up with the prevailing pandemic situation, it is suggested that</p> <ul style="list-style-type: none"> ☐ Thermo-screening : Compulsory every day to all ☐ Mask : Compulsory during theory and practical classes ☐ Hostel's students: Students need to submit medical fitness certificate before entry as well as they are advised to submit their travel history, if they are coming from red zone area of COVID 19 they should be thoroughly screened got novel corona-2 infection. ☐ Library, Cafeteria, Mess, Ground etc.- Maintain social distance guidelines ☐ Cleaning of Hand by Soap/Sanitize – time to time ☐ Proper sanitizing of labs and class room before and after each activity. <p>C. Establishment of Covid 19 Cell Dr. Balkar Singh has proposed for the establishment of Covid 19 Cell at Institute. Suggestion was accepted and appreciated by Members of body. 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. The proposal is approved by GB.</p> <p>D. New members invited and included in Academic council Following members were invited as guest member of Academic Council and their name suggested by Chairman of Committee.</p> <ol style="list-style-type: none"> a. Dr. Mushkan Garg, MBBS – Director, ISFAL as Member under category Medicine b. Dr. Anil Kharya, Managing Director, Modern Lab. Pvt.

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