



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.)



Internal Quality Assurance Cell

MINUTES OF THE MEETING (IQAC)

The faculty meeting was conducted by the Internal Quality Assurance Cell on 05.08.2021 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.

Agenda	Decision
New Academic Session in offline mode (2021-22)	Offline sessions for newly admitted postgraduate students would commence in August, based on the government's current conditions due to COVID, thus Mr. Tanmay M, who'd been assigned as time table incharge. For the proper functioning of offline classes, a well-organized timetable will be communicated with faculty and students.
Protocol of COVID 19 during offline classes	All employees and students reporting to the institute must strictly adhere to/follow the COVID-19 protocol and safety rules given by the State Government/Government of India from time to time, more importantly, the following: i. Maintaining social distance ii. Wearing a clean mask iii. Avoiding crowding iv. Frequent hand washing/sanitization and maintaining proper hygiene v. Maintain personal area cleanliness and sanitization, e.g. table personal things, etc.
Arrangement of laboratories, classrooms, faculty cabins, and surroundings	All HODs and lab in-charges are reminded to keep their respective departments in excellent condition, including the maintenance, cleanliness, beautification, proper operation of laboratories, and the cleaning of classrooms, individual faculty cabins, and the surrounding area. The academics block should be free of noise in all places.

Revised academic calendar (2021-22)	<p>The committee drafted and approved a new academic calendar for session 2021-22.</p> <ul style="list-style-type: none"> • First and second sessional exam • Declaration of semester results • Offline examination forms • Offline Theory and practical classes • RTI exams • M.Pharm synopsis submission • IAEC meeting • Glassware and chemicals requirements • Exam policies and submission of final exam question papers • Status of government-funded projects
Ph.D. course work	<ul style="list-style-type: none"> • Submission of progress report • Ph.D. research work
Add-in-Program	<p>Add- in programs based on Information technology, software training involved in drug discovery and formulation optimization and evaluation would be designed.</p>
Value-added Program	<p>Programs to enhance the moral values and human ethics in the students, various sessions would be organized such as heartfulness meditation, Art of living sessions, power yoga.</p>
Advancement in the teaching-learning program	<p>Use of digital platforms such as virtual training and live software demonstrations in teaching-learning methods would be promoted.</p>
Documentation- Laboratory manuals, SOP, Stock register, List of experiments, Lecture plan, etc.	<p>It was decided to keep and organise all required documents and equipment, and glassware in all labs. All HODs and laboratory incharges will be directed to manage the situation appropriately and oversee lab attendants in order to prepare all of the necessary glassware, logbooks, stock registers, and so on.</p>
Teaching-learning methodology for slow learners	<p>All faculty members were instructed to counsel slow learners while also providing notes, special classes, and personal care. Encourage advanced learner students to participate in scientific and technical development activities such as debate, assay competition, poster making, GPAT classes, and conference participation.</p>

Submission of AQAR for the previous academic session	<p>The following committee is constituted for submission of AQAR 2020-21. All are hereby informed to submit the prescribed format on or before 15/11/2021 to the director office.</p> <ul style="list-style-type: none"> • Criteria-I Dr. Sidharth Mehan • Criteria-II Dr. Sant Kumar • Criteria-III Dr. Vineet K Rai • Criteria-IV Dr. Dilpreet Singh • Criteria-V Dr. Bhupinder Kumar • Criteria-VI Mr. Amit Sharma • Criteria-VII Dr. Alok Sharma
Planning of 2021-22	<p>Many scientific, cultural, social, and extracurricular activities to be conducted in 2021-22 were planned as follows:</p> <ul style="list-style-type: none"> ✓ Scientific activity: Seminars, conferences, webinars ✓ Certificate courses ✓ Skill Vigyan courses ✓ Faculty training programs ✓ Cultural activities such as Women day celebration, Essay writing competition, and other competitive activities ✓ Non-teaching staff training such as computer knowledge, fire extinguisher, and safety, handling of small equipment, maintenance of documents, etc. ✓ Sports day celebration, ✓ Student training such as certificate courses, competitive examination preparation, etc. ✓ The coordinator would draft a detailed calendar of these activities.
Faculty promotion scheme	<p>Based on Results, Publications, and Patents, Incentives and awards to the faculty will be given.</p>
Feedback analysis	<p>External examiner feedback for B. Pharm and M. Pharm was collected and assessed. The following areas require improvement:</p> <ol style="list-style-type: none"> a) Need to improve student interaction b) Data presentation c) Need to clarify the concept of research work

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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