



**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 Meeting of the faculty was conducted by the Internal Quality Assurance Cell held on 10.03.2021 in the conference room of ISF College of Pharmacy, Moga. The meeting was chaired by Prof. (Dr.) G.D. Gupta; Chairman IQAC, Director-cum-Principal of the college.

<b>Agenda</b>	<b>Decision</b>
Reconstitution of IQAC	Following faculty members were included in revised IQAC: Dr. Sidharth Mehan was appointed as new coordinator of IQAC in place of Dr. Daisy Aroa w.e.f. 10 <sup>th</sup> March, 2021, and new members were included as follows: Dr. Sunil Gupta, HOD, Dept. of P’Ceutics; Dr. Sant Kumar Verma, Associate Professor, Dept. of P’Chemistry; Dr. Dilpreet Singh, Associate Professor, Dept. of P’Ceutics Approved by the committee members.
AQAR related responsibilities	The new format of AQAR was presented by Dr. Daisy Arora. After a detailed discussion, it was decided to distribute the responsibility for fulfilling requirements of individual criterion for AQAR 2020-21. <ul style="list-style-type: none"><li>• Criteria-I                      Dr. Sidharth Mehan</li><li>• Criteria-II                      Dr. Sant Kumar</li><li>• Criteria-III                     Dr. Vineet K Rai</li><li>• Criteria-IV                     Dr. Dilpreet Singh</li><li>• Criteria-V                      Dr. Bhupinder Kumar</li><li>• Criteria-VI                     Mr. Amit Sharma</li><li>• Criteria-VII                    Dr. Alok Sharma</li></ul>
Revised academic calander	Revised Academic calendar for even semester was drafted due to continuous circular or revised by affiliating university and PCI due to

	<p>second wave of COVID-19 (Annexure-I).</p> <p>Committee members approved the revised calander.</p>
<p>Quality audit of examination Feb-2021</p>	<p>A committee was constituted for performing Quality Audit and analysis of offline and online examination results to verify evaluation pattern, distribution of marks and justification.</p> <ol style="list-style-type: none"> <li>1. Dr. G D Gupta (IQAC Chairman)</li> <li>2. Dr. RK Narang (Controller of Examination)</li> <li>3. Dr. Alok Sharma (Deputy Controller of Examination (Secrecy))</li> <li>4. Dr. Amit Sharma (Deputy Controller of Examination)</li> <li>5. Dr. Sidharth Mehan (IQAC Coordinator)</li> </ol> <p>Dr. Amit Sharma, DCoE, appointed to present a complete report of examination conducted under the autonomous status of college based on Secrecy of question paper, Quality of question paper, conduct of examinations, uploading of marks, physical verification opportunity to students, Declaration of Result, etc. Following documents are required to produce in front of the constituted committee:</p> <ol style="list-style-type: none"> <li>1. Number of students appeared in the examination</li> <li>2. Pass percent of result (above 90%, above 70%, above 60%, and below 50%)</li> <li>3. List of merit holder students</li> <li>4. List of internal and external examiners</li> <li>5. Question papers (internal and external used during main examination)</li> <li>6. Detailed calander of next semester including declaration of results</li> <li>7. Any other matter related to examination including secrecy</li> </ol>
<p>M.Pharm presentations and projects (schedule of midterm and pre-thesis presentation)</p>	<p>RAB committee minutes meeting held on 24 Feb, 2021 was presented by Dr. Sunil Gupta (RAB Coordinator).</p> <ul style="list-style-type: none"> <li>○ J Club (Responsible HoD)</li> </ul> <p>MPharm sem II to be scheduled on 15 Mar 2021 (2 presentations on any of the 4 assignments – one for each subject). 2 presentations and 2 assignments will comprise of 25 marks each (4x25 = 100)</p>

	<p>JClub shall be attended by at least two of the four subject teachers and HoD.</p> <p>The assignments shall be handwritten (8-10 page document on color coded, ruled sheets)</p> <p>MPharm sem IV (1 presentation of 25 marks)</p> <ul style="list-style-type: none"> <li>○ Research work for MPharm sem IV</li> </ul> <p>Mid-term presentation (focusing on execution of planned work) to be scheduled on 24-25 Mar 2021 for 75 marks (Responsible HoD)</p> <p>Pre-thesis presentation to be scheduled on 17 Apr 2021, 15 May 2021, 12 Jun 2021 for 75 marks.</p> <p>Each student shall be evaluated for 75 marks (average of mid-term presentation and Pre-thesis presentation).</p> <p>Each student shall be evaluated for 100 marks out of <b>400</b> based on Research paper/ IPR (status to be updated after pre-thesis presentation)</p> <ul style="list-style-type: none"> <li>○ Final thesis submission to be scheduled for 19 Jun 2021. (This will help to declare the result of MPharm students by 15 Jul 2021). (Responsible HoD) <ul style="list-style-type: none"> <li>▪ Each student shall be evaluated for 100 marks out of <b>400</b> based on Viva-voce by external examiner</li> <li>▪ Each student shall be evaluated for 200 marks out of <b>400</b> based on thesis content</li> </ul> </li> </ul> <p>The committee members were satisfied with the process of post-graduate program.</p>
Responsibilities for new academic session for PG	It was observed that number of instruments/equipments are found under repairing/maintenance etc. All the HOD's are responsible for maintenance for their respective labs including UG, PG and related to their respective branch.
Arrangement of laboratories, classrooms, faculty cabins, and surroundings	<p>It was also discussed in length for maintenance of lab and equipment. All HODs and lab in-charges are responsible for:-</p> <ul style="list-style-type: none"> <li>● Maintenance,</li> <li>● Cleanliness,</li> <li>● Beautification, and proper functioning of laboratories,</li> </ul>

	<ul style="list-style-type: none"> <li>• Cleaning of classrooms, individual faculty cabins, and surrounding area.</li> </ul> <p>All the areas in the academics block should be noise-free.</p>
Teaching-learning methodology for slow learners	All faculty members were instructed to counsel the slow learner students and also provide notes, special classes, and personal care to the students. Promote advanced learner students towards scientific as well as technical development such as participation in debate, assay competition, poster making, GPAT classes, and attending of conferences.
Documentation- Laboratory manuals, SOP, Stock register, List of experiments, Lecture plan, etc.	<p>It was also decided to submit quarterly report to IQAC coordinator. All HODs and lab in-charges are informed to maintain their respective departments such as maintenance, cleanliness, beautification, and proper functioning of laboratories, cleaning of classrooms, individual faculty cabins, and surrounding area. All the areas in the academics block should be noise-free.</p> <p>It was decided to maintain and arrange all the necessary documents as well as equipment/glasswares in all labs. All HODs and laboratory incharges will be directed to manage the things accordingly and supervise lab attendants to arrange all the required glassware, logbooks, stock register, etc.</p>
Admission process	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.

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



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

**Director/Principal**  
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