



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 30.04.2021 in the mini-auditorium of ISF College of Pharmacy, Moga. The meeting was chaired by Prof. (Dr.) G.D. Gupta; Chairman IQAC, Director-cum-Principal of the college.

Agenda	Decision
Revised academic calendar	<p>Revised Academic Calendar for even semester was drafted due to continuous circular or revised by affiliating university and PCI due to the second wave of COVID-19.</p> <ul style="list-style-type: none">• Second sessional exam• Declaration of semester results• Online examination forms• Online theory and practical classes• RTI exams• M.Pharm pre-thesis submission and final viva-voce (Annexure-I)• Admission brochure• Exam policies and submission of final exam question papers• Online theory and practical exams• Status of M.Pharm projects• Status of government-funded projects <p>Committee members approved the revised calendar.</p>
Submission of government-funded project	<ul style="list-style-type: none">• DST SERB – SUPRA• IBRO
Ph.D. course work	<ul style="list-style-type: none">• Submission of progress report• Ph.D. research work

Patent submission	Faculty members were instructed to submit the patent (Annexure-II)
Design patent submission	Faculty members were instructed to submit the design patent (Annexure-II)
Copyright submission	Faculty members were instructed to submit the copyright (Annexure-II)
Books & Book chapter submission	Faculty members were instructed to submit the books and book chapter (Annexure-II)
Responsibilities for new practical demo for UG and PG classes	All faculty members were instructed to record and submit the practical online demo for UG and PG classes.
Special online lectures series	<ul style="list-style-type: none"> • Motivational lectures • 365 days online lectures • COVID-19 guidelines and awareness • Jiyen to jiyen kaiase lecture series (Mann change to katauti me ganga) • Tips for a healthy life (happiness and laugh)
Admission process	It was decided to give the ideas and strengthen the admission process so that admission process could be completed effectively and on time. Chief coordinator Dr.R.K.Narang, Coordinator Mr. Sourabh Kosey
Placement/Employability related activities	Certain modules/activities for enhancing or developing employability would be conducted such as Recruitment/Job fairs, Group discussions, personality development, and soft skills workshops, etc.
Responsibilities for the new academic session for PG	It was observed that the number of instruments/equipment is 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.
Protocol of Second wave of COVID 19 during online classes at campus	All faculty were instructed to maintain the followings as per the COVID-19 protocol and safety guidelines issued by State Govt./Govt. of India from time to time: <ul style="list-style-type: none"> i. Maintenance of social distance

	<ul style="list-style-type: none"> ii. Wearing properly cleaned mask iii. Avoid crowding iv. Frequent hand wash/sanitization and maintenance of proper hygiene. v. Maintain cleanliness and sanitization in the personal area, e.g. table personal belongings etc.
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"> • Maintenance, • Cleanliness, • Beautification and proper functioning of laboratories, • Cleaning of classrooms, individual faculty cabins, and surrounding area. <p>All the areas in the academics block should be noise-free.</p>
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> <ul style="list-style-type: none"> - Medical store management - Quality by Design - Computer aided drug design - GPAT - SPSS - IPR - Medical writing - Drug regulatory affairs
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 and human values.</p>
Teaching-learning methodology for slow learners	<p>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, and attending of conferences.</p>

<p>Documentation- Laboratory manuals, SOP, Stock register, List of experiments, Lecture plan, etc.</p>	<p>It was also decided to submit a quarterly report to the 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/glassware 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>
<p>Advancement in the teaching-learning program</p>	<p>Use of digital platforms such as virtual training and live software demonstrations in teaching-learning methods would be promoted using latest concept and technology to improve the teaching learning process in theory learning process.</p>

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



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

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