



# 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 28.11.2020 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.

Agenda	Decision
New Academic Session in offline mode	Offline sessions of newly admitted postgraduate students would begin in December based on prevailing conditions in the country due to COVID, Mr. Tanmay M was deputed as time table incharge. A well-organized timetable will be shared with faculty and students for the smooth conduction of offline classes. Approved
Examination and evaluation reforms	Amid COVID 19 pandemic and lockdown conditions, it was decided to conduct Online sessional examinations for the batches whose online classes are going on. Following guidelines and regulation will be followed: <b>Mode of online examination</b> through google meet. Approved
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.
Protocol of COVID 19 during offline classes	A cell for COVID-19 counseling and protection was constitution under the chairmanship of Dr.R.K.Narang to maintain the followings as per the COVID-19 protocol and safety guidelines issued by State Govt./Govt. of India from time to time: i. Maintenance of social distance ii. Wearing properly cleaned mask iii. Avoid crowding

	<p>iv. Frequent hand wash/sanitization and maintenance of proper hygiene.</p> <p>v. Maintain cleanliness and sanitization in the personal area, e.g. table personal belongings etc.</p> <p>Approved (Annexure-I)</p>
Revised academic calendar	Revised Academic calendar was drafted and approved by the committee. (Annexure-II)
Arrangement of laboratories, classrooms, faculty cabins, and surroundings	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.
Documentation- Laboratory manuals, SOP, Stock register, List of experiments, Lecture plan, etc.	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.
Planning of 2021	<ul style="list-style-type: none"> <li>• Research projects</li> <li>• Virtual industrial visit</li> <li>• Online placement fair</li> <li>• MOU's</li> <li>• Many scientific, cultural, social, and extracurricular activities to be conducted in 2021 were planned as follows: <ul style="list-style-type: none"> <li>• Scientific activity: Seminars, conference, webinars</li> <li>• Faculty training programs</li> <li>• Non-teaching staff training such as computer knowledge, fire extinguisher, and safety, handling of small equipment, maintenance of documents, etc.</li> <li>• Cultural activities such as Women day celebration, Message competition, and other competitive activities</li> <li>• Sports day celebration,</li> <li>• Student training such as certificate courses, competitive examination preparation, etc.</li> </ul> </li> </ul> <p>A detailed calendar of these activities would be drafted by the coordinator.</p>
Faculty promotion scheme	<p>All staff members will be promoted on the basis of:</p> <ol style="list-style-type: none"> <li>1. Qualification</li> <li>2. Length of service</li> <li>3. Performance</li> <li>4. Result oriented study</li> <li>5. Scientific (publication, patents, projects)</li> </ol> <p>A committee was constituted under the chairmanship of Dr. G.D.Gupta</p>

	to submit report in the month of December for regular increment and promotion.
Feedback analysis	The feedback of external examiners for B. Pharm and M. Pharm were collected and analyzed. The following points are needed to improve: a) Need to improve students interaction b) Presentation of Data c) Need to clear the concept of research work
Submission of AQAR for the previous academic session	Following committee is constituted for submission of AQAR. All are hereby informed to submit the documents in the prescribed format on or before 15/12/2020 to director office.  <ul style="list-style-type: none"> <li>· Criteria-I &amp; II      Dr. Daisy Arora</li> <li>· Criteria-III        Dr. Vineet K Rai</li> <li>· Criteria-IV         Dr. Sidharth Mehan</li> <li>· Criteria-V            Dr. Bhupinder Kaur</li> <li>· Criteria-VI          Dr. S.S. Pancholi &amp; Mr. Amit Sharma</li> <li>· Criteria-VII         Dr. Alok Sharma</li> </ul>

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



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

**Director/Principal**  
ISF College of Pharmacy, Moga  
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