



## **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)**

13<sup>th</sup> Meeting of Internal Quality Assurance Cell was held on 29.01.2022 at 2:30 pm in the conference room, ISF College of Pharmacy (An Autonomous College), Moga under the Chairmanship of Prof. (Dr.) G.D. Gupta; Director-cum-Principal.

#### ***Following members were present in the meeting:***

Dr. G.D.Gupta  
Dr. R.K.Narang  
Dr. Pooja Chawla  
Dr. Shamsheer Singh  
Dr. Sidharth Mehan  
Dr. Vineet Rai  
Dr. Charan Singh  
Dr. Sourabh Kosey  
Dr. Bhupinder Kumar  
Dr. Sant Kumar Verma  
Dr. Vivek Asati  
Dr. Preeti Patel  
Dr. Prateek Chauhan  
Dr. Amit Sharma  
Dr. Rimpi Arora  
Dr. Balak Das Kurmi  
Mr. Tanmay

#### ***Following members were absent due to personal problems.***

Dr. G.S.Sharma  
Dr. Sunil Gupta  
Dr. Alok Sharma  
Dr. Arti Singh  
Dr. Dilpreet Singh  
Dr. Amrita Singh

The agenda items were presented by Dr. Sidharth Mehan, IQAC coordinator and discussed thoroughly.

**Following decisions were taken by the committee:**

<b>Agenda</b>	<b>Decision</b>
<b>Revised academic calendar</b>	<p>Revised Academic Calendar was discussed and considered all suggestions given by PCI and affiliating university considering precaution of COVID-19. First and second sessional exam. (Started initially with the Chair)</p> <ul style="list-style-type: none"> <li>• Online classes of B.Pharm 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> sem : January 3<sup>rd</sup>, 2022</li> <li>• Online classes of M.Pharm and B.Pharm 1<sup>st</sup> sem: January 28<sup>th</sup>, 2022</li> <li>• Online classes of yearly program Pharm.D and D.Pharm: Jan 3<sup>rd</sup>, 2022</li> </ul> <p>Note: <i>Detail academic calendar attached.</i></p> <p>Committee members approved the revised calendar.</p>
<b>New Academic Session in offline mode for M.Pharm (2022-23)</b>	<p>Offline classes of M.Pharm research and first semester will be started with effective from 1<sup>st</sup> February, 2022 with all precautions and guideline of COVID-19 given by state government. Mr. Tanmay M, time table incharge suggested to submit online and offline time table schedule for theory and practical. And also circulate immediately after sign by the authority among the staff.</p>
<b>Minutes meeting of D.Pharm and B.Pharm</b>	<p>Meeting of D.Pharm and B.Pharm held on 27<sup>th</sup> and 28<sup>th</sup> – Minutes approved by the committee.</p>
<b>Protocol of COVID 19 during offline classes</b>	<p>All employees and M.Pharm 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:</p> <ol style="list-style-type: none"> <li>i. Maintaining social distance</li> <li>ii. Wearing a clean mask</li> <li>iii. Avoiding crowding</li> <li>iv. Frequent hand washing/sanitization and maintaining proper hygiene</li> <li>v. Maintain personal area cleanliness and sanitization, e.g. table personal things, etc.</li> </ol>
<b>Quality audit of examination Dec-2021 &amp; Jan-2022</b>	<p>Following committee was constituted for performing Quality Audit and analysis of offline and online examination result. Examination was held in December 2021; and January 2022 for B Pharm and M Pharm.</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 submitted the detail report including question paper, quality of question paper, conduct of examinations, uploading of marks, physical verification, unfair means, suggestions of students, and declaration of result, etc.</p>

<p><b>M.Pharm presentations and projects (schedule of midterm and pre-thesis presentation)</b></p>	<p>Following decisions were taken for smooth conduct of research and M.Pharm projects.</p> <p>Constituted RAB committee will checked the following important part of PG considering curriculum and distribution of marks.</p> <p>RAB committee:</p> <ul style="list-style-type: none"> <li>○ First week of March will take update of PG research work.</li> <li>○ Regular J-Club by HoD</li> <li>○ Two assignments shall be handwritten (8-10 page document on color coded, ruled sheets) in each subjects</li> <li>○ M.Pharm sem-II students need to prepare and submit 2 presentations in each subjects</li> <li>○ J-Club shall be attended by all available faculties.</li> <li>○ Research work for M.Pharm sem -IV</li> </ul> <p>Mid-term presentation (focusing on execution of planned work) to be scheduled on Mar 2022.</p> <ul style="list-style-type: none"> <li>○ Pre-thesis presentation to be scheduled in May 2022</li> <li>○ Each student shall be evaluated for 75 marks (average of mid-term presentation and Pre-thesis presentation).</li> <li>○ Other item as per the discussion and approved by the committee.</li> </ul>
<p><b>Publications</b></p>	<p>As per the previous discussion and need to maintain the research club and decision of publication for PG program – before submission of thesis one review and one research paper is compulsory to all.</p> <p>All faculty members were instructed to strengthen and accelerate the publication process in time for successful achievement in NIRF, NAAC, ARIIA and other government associated regulatory bodies.</p> <p>They were also advised to create good impact publications.</p>
<p><b>Ph.D. admission and course work</b></p>	<p>All approved guide advised to promote advertisement published by IKGPTU for registration in PhD of GPAT and project associates including submission of progress report.</p>
<p><b>Submission of government-funded project</b></p>	<p>RAC and RAB committee both are working on a teaching learning process and research. It was decided to compile and evaluate the status of previous research project submitted by faculty and under process.</p> <p>It was also decided to apply new proposal as announced by the following agencies time to time such as DST, DBT, ICMR, AICTE, AYUSH, PSCST, CSIR, and IBRO etc.</p> <p>All projects will be discussed in the meeting before to submit.</p>
<p><b>Patent and copyright submission</b></p>	<p>IPR cell constituted in the institute and responsibility is given to Dr. Vineet Rai to organized IPR related webinar, guest lecture, seminar, certificate courses, for strengthen of IPR.</p> <p>All faculty members were also instructed to submit the copyrights related to any original documents, authentic information, etc.</p>
<p><b>Design patent submission</b></p>	<p>All design patent, incubation and entrepreneurship activity will be organized under business incubation of MSME</p>

<b>Maintenance and requirements</b>	<p>It was observed that the number of instruments/equipment is found under repairing/maintenance etc.</p> <p>All the HOD's and Lab in-charges will be sole responsible for the maintenance for their respective labs.</p> <p>It was also decided the concerned lab in-charge submit the basic requirement of laboratory for day-to-day practicals and any new design or practical for smooth running of academic work.</p>
<b>Good documentation practice (GDP)</b>	<p>For better teaching learning and research process, following decision were taken –</p> <ul style="list-style-type: none"> <li>• Maintain al documents related to concerned department by HOD's – coordinator of event</li> <li>• All documents to upload in online Google spreadsheet in time.</li> <li>• Day-to-day class and practical record will be maintained by the subject in-charge and counter signed by the HOD's</li> </ul>
<b>ISFCP online lectures series</b>	<p>All faculty members were instructed to conduct and organize online ISFCP lectures series in following categories:</p> <ol style="list-style-type: none"> <li>a. Scientific</li> <li>b. Social</li> <li>c. Healthcare</li> <li>d. Stress management</li> <li>e. Yoga and meditation</li> <li>f. Science and innovation</li> </ol>
<b>Add-in-Program</b>	<p>All faculty members were instructed to strengthen add- in programs based on Information technology, software training involved in drug discovery and formulation optimization and evaluation would be designed.</p>
<b>Value-added Program</b>	<p>All faculty members were instructed to strengthen the 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>
<b>Faculty promotion scheme</b>	<p>Based on Results, Publications, and Patents, Incentives and awards to the faculty will be given.</p>
<b>Placement/Employability related activities</b>	<p>All faculty members are advised to strengthen the 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.</p> <p>For better understanding of subject and add-on values/advanced training, various approved certificate programs suggested by the committee members including workshops/training on softwares.</p> <p>All members approved the suggested programs as already approved by the academic council.</p>
<b>Admission process</b>	<p>It was decided to strengthen the admission cell and whole responsibility was given to Dr. R K Narang to submit details related to admission, documentation of admission, advertisement material and any other for early and better admission of student in all courses in-time.</p>

<b>In-House project fund</b>	<ul style="list-style-type: none"> <li>• It was decided to provide in-house funds to develop laboratory, research innovation, idea development and consideration of ideas given by faculty .</li> <li>• All committee members advised tentative budget not more than 2 Lakh for one idea.</li> <li>• Idea will be discussed in RAC and recommended idea will be forwarded to management committee for consideration and final approval.</li> </ul>
<b>Faculty fellowship</b>	<ul style="list-style-type: none"> <li>• Number of faculty are dedicated and hard working but due to some financial problems/qualification of GPAT etc.</li> <li>• It was decided by the committee to provide faculty fellowship to 8 to 10 fellows as per the requirement or available supervisor in the college.</li> <li>• All members appreciated the idea given by Chairman of the committee.</li> </ul>

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



**Prof. (Dr.) G. D. Gupta**

**Director-cum-Principal**

**Director/Principal**  
 ISF College of Pharmacy, Moga  
 (An Autonomous College)