



## ISF College of Pharmacy (An Autonomous College)

[NAAC Accredited "A" Grade College]

GT Road, Ghal-Kalan, MOGA – 142 001 (Punjab) INDIA

Approved by AICTE, PCI & Govt. of Punjab

Affiliated to IK Gujral Punjab Technical University, Jalandhar (Pb.)



### INTERNAL QUALITY ASSURANCE CELL


14<sup>th</sup>

#### MINUTES OF THE MEETING

The faculty meeting was conducted by the Internal Quality Assurance Cell on 04-06-2022 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.

Following faculty members were presented during the meeting:

S.No.	Name	Designation
1.	Prof. G. D. Gupta	Director-cum-Principal Professor
2.	Dr. R.K. Narang	Vice-Principal, Professor
3.	Dr. Sidharth Mehan	Professor, IQAC-Coordinator
4.	Dr. Sunil Gupta	Professor
5.	Dr. Pooja Chawla	Professor
6.	Dr. Alok Sharma	Professor
7.	Dr. Shamsher Singh	Professor
8.	Dr. Amit Sharma	Professor
9.	Dr. G. S. Sarma	Professor
10.	Dr. Charan Singh	Associate Professor
11.	Dr. Arti Singh	Associate Professor
12.	Dr. Bhupinder Kumar	Associate Professor
13.	Dr. Sant Kumar Verma	Associate Professor
14.	Dr. Dilpreet Singh	Associate Professor



15.	Dr. Vivek Asati	Associate Professor
16.	Dr. Balak Das Kurmi	Associate Professor
17.	Dr. Preeti Patel	Associate Professor
18.	Dr. Amrita Singh	Associate Professor
19.	Dr. Naresh K Rangra	Associate Professor
20.	Mr. Tanmay S. Markandeywar	Associate Professor
21.	Mr. Darshan Singh	Associate Professor
22.	Mr. Amrinder Singh	Associate Professor
23.	Mr. Ranjeet Singh	Associate Professor
24.	Dr. Rohit Bhatia	Associate Professor

Following decisions were taken by the committee:

Agenda	Decision
Confirmation of previous minutes of meeting	Previous minutes of the meeting (IQAC meeting was held on 29-01-2022) were read and confirmed.
Academic Calendar 2022-2023	<p>Academic calendar was proposed by Chairman, IQAC, considering all guidelines as per offline teaching-learning process and research. Moreover, considering all guidelines of Professional bodies.</p> <p>It was also decided to increase additional classes of important subject if required for completion of syllabus theory and practical in time.</p> <p>Academic Calendar was approved after thorough discussion.</p> <p><b>Annexure-1</b></p>
Awards and appreciation in the academic session 2021-22.	<p>Management Committee has decided to appreciate and recognized the potential staff of the college.</p> <p>Four member committee was constituted for recommendation of name teaching and non-teaching staff.</p> <p>Constituted committee:</p> <ul style="list-style-type: none"><li>- Prof. (Dr.) G.D.Gupta</li><li>- Prof. (Dr.) R.K.Narang</li><li>- Dr. Pooja Chawla</li><li>- Dr. Sidharth Mehan</li></ul> <p>On the basis of regularity, sincerity and dedication in work, following members were honored by Cash Prize, Memento, appreciation Letter and shawl on 26<sup>th</sup> January 2022.</p> <ul style="list-style-type: none"><li>- Mr. Vishal Kumar - Warden</li><li>- Mr Nanhe Laal – Gardner</li><li>- Mr. Amarnath – Gardner</li></ul> <p>All members appreciated the initiative taken by the management Committee, and approved the same.</p>
Ranking- 2021	<p>In ARIIA-2021: Ranked achieved under Excellent Band by AICTE, Govt. of India.</p> <p>All the members appreciated and congratulated to Management, staff and stake holders for awards received by Institute.</p>
Admission of academic session 2022-2023	For admission in B.Pharm, M.Pharm and PharmD courses, Dr. R.K.Narang, Coordinator of Admission Cell appointed. It was also suggested by the committee to highlight all the achievements of the institute for strengthen of

	<p>admission in time.</p> <p>All Committee members appreciated for the admission process.</p>
Academic Activities 2022 (Jan-May)	<p>Dr. Sidharth Mehan, Coordinator, IQAC presented detail of activities.</p> <p><b>Annexure-2</b></p> <p>All committee members appreciated and congratulated IQAC team.</p> <p>It was also suggested to present an advance activity calendar separately either quarterly or half yearly.</p>
Schedule of Certificate Programs	<p>It was decided by the committee to conduct all certificate programs under winter and summer sessions (Dec-Jan, and June-Jul) respectively.</p> <p>It was also decided to develop soft and hard copies of complete content and also pass through the BoS committee.</p> <p>All committee members appreciated for running certificate program.</p>
Scientific achievements	<p>Coordinator presented the brief report of innovation/research during this period.</p> <p>Coordinator presented the brief report of innovation/research during this period.</p> <ol style="list-style-type: none"> <li>1. Publications : 132 (121 peer reviewed)</li> <li>2. Impact factor : 348.18</li> <li>3. Patents : 10 Filled (05 Published)</li> <li>4. Designed patents : 10 Filled (10 Granted)</li> <li>5. Books : 20 Book Published</li> <li>6. Books Chapter : 18 (International Publisher)</li> <li>7. MoU : 16 (Industry – 05, Research Centre – 04, Academics-07)</li> <li>8. Technology Transfer : 01</li> </ol> <p>All committee members congratulated and appreciated efforts made by research team of college.</p>
Budget for research and innovations/ start-up	<p>For smooth running of research activities, academic affairs submitted the proposed budget for Postgraduate programs and PhD scholars.</p> <ul style="list-style-type: none"> <li>- Chemicals : 15.00 Lakhs</li> <li>- Glasswares: 5.00 Lakhs</li> <li>- Repairing of Equipments : 10.00 Lakhs</li> <li>- Purchasing of new equipments: 45.00 Lakhs</li> <li>- Patents application : 3.00 Lakhs</li> <li>- Publications : 2.50 Lakhs</li> </ul>



	<ul style="list-style-type: none"> <li>- Books &amp; Journals : 4.50 Lakhs</li> <li>- Startup &amp; innovation* : 15.00 Lakhs</li> </ul> <p>Following schemes also implemented to faculty for promotion of research.</p> <ul style="list-style-type: none"> <li>• Consultancy</li> <li>• Technology Transfer</li> <li>• Startup</li> <li>• Innovations</li> <li>• Publications in high impact factor journal</li> <li>• Other achievements</li> </ul> <p>Committee members appreciated and approved the proposed budget for the strengthen of research and innovations by faculty. It was also decided to submit the proposal in the meeting Research Advisory Committee.</p>
New product launch (Startup)	<p>Dr. Alok Sharma and Dr. Sunil Gupta developed one energy drink in the name of "ISF One N Done" caffeinated without sugar, preservatives and colorants.</p> <p>Product was launched during the IBRO international conference by President, Pharmacy Council of India.</p> <p>All members appreciated and congratulated to entire team.</p>
Scholarship, prize and medal for faculty and students	<p>Students Scholarships</p> <p>Govt. Scholarships:</p> <ul style="list-style-type: none"> <li>• PMSS Scholarship</li> <li>• GPAT</li> <li>• Minority community scheme (SC/STOBC)</li> <li>• Sikh minority Scholarship</li> <li>• Single Girl Child</li> <li>• Physically challenged</li> <li>• Parents lost during Covid-pandemic</li> <li>• Sports person</li> <li>• JRF/SRF</li> <li>• Economically weaker category</li> </ul> <p>Institutional Scholarship:</p> <ul style="list-style-type: none"> <li>• Single Girl Child on the basis of family income (less than 3 lakh)</li> <li>• Board/Merit Holder</li> <li>• University Toppers</li> <li>• Economically weaker category</li> </ul>

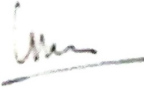
	<p>The proposal for Institutional Scholarship will be forwarded to Management along with supporting documents for the approval.</p> <p>Prize and medal for faculty and students will be given as per the approved in 5<sup>th</sup> academic council meeting.</p>
PhD admission	<p>As per the norms of IKGPTU, slots of approved guide already submitted for summer session in the admission in Ph.D. under the Autonomous college.</p> <p>It was also decided that all students admitted in previous batches in winter and summer and if, their guide and research centre ISF College of Pharmacy, they will work under the Autonomous status of College.</p>
Research Projects	<p>Following Research Projects granted by various professional bodies:</p> <p>Undergoing projects:</p> <ol style="list-style-type: none"> <li>1. ICMR Project – Dr. G.D.Gupta &amp; Dr. Balakdas Kurmi</li> <li>2. Dr. Shamsher Singh &amp; Dr. Bhupinder Kumar</li> <li>3. Dr. Preeti Patel &amp; Dr. Balakdas</li> <li>4. ICMR JRF - Mr. Lav Goyal and Ms. Dilpreet Kaur</li> </ol> <p>Congratulated and appreciated by all committee members.</p>
Skill Vigyan – DBT	<p>Second Skill Vigyan Centre of STP was given by PSCST, Punjab</p> <p>Chairman: Dr.G.D.Gupta</p> <p>Coordinator: Dr. Vivek Asati</p> <p>Congratulated and appreciated by all committee members.</p>
Faculty Promotion Scheme	<p>It was decided by the Committee to promote staff members as per their eligibility and experience as per the norms of PCI/AICTE/UGC.</p> <p>All promotion will be made as per the guidelines of professional bodies and affiliating university.</p>
Staff Training	<p>It was decided to provide training to faculty members –</p> <ol style="list-style-type: none"> <li>a. Faculty: Orientation and refresher program (4 to 9 July, 2022)</li> <li>b. Non-teaching: Orientation program (11 to 13 July, 2022)</li> </ol> <p>Training to non-Teaching Staff:</p> <p>It was also decided to provide training to non-Teaching Staff.</p> <ol style="list-style-type: none"> <li>1. Computer literacy</li> <li>2. Handling &amp; Maintenance of instruments (basics)</li> <li>3. Fire extinguisher</li> <li>4. Laboratory Hazards</li> <li>5. Handling of Animals</li> </ol>

	<p>6. Maintenance of Laboratory arrangements.</p> <p>Committee members appreciated and approved initiative taken by the Institute.</p>
Student induction program	<p>As per the guidelines of AICTE and Affiliating university, induction program will be organized as per the schedule:</p> <ul style="list-style-type: none"> <li>- For old students: 11<sup>th</sup> to 16<sup>th</sup> July, 2022</li> <li>- New batches: 1<sup>st</sup> to 20<sup>th</sup> August, 2022</li> </ul> <p>It was also decided that IQAC coordinator and team prepare complete activity chart for induction program and take initiative to organize all activities using internal and external resources.</p>
Inclusion of new members	<p>Member-Secretary of Academic Council, Dr. R.K. Narang informed that following faculty members were resigned and relieved:</p> <ol style="list-style-type: none"> <li>1. Dr. Vineet Rai</li> <li>2. Dr. Prateek Chauhan</li> <li>3. Dr. Sourabh Kosey</li> <li>4. Dr. Vikramdeep Monga</li> </ol> <p>Following new members proposed by the Secretary:</p> <ul style="list-style-type: none"> <li>• Dr. Sant Kumar Verma – Associate Professor, Dept. of P'Chemistry</li> <li>• Dr. Nitin – Professor, Dept. of Pharmaceutics</li> <li>• Dr. Gourav Goyal – Industry</li> <li>• Mr. Rajkumar - Biogenetics</li> <li>• Dr. Vinay Chawla – Baba Farid University of Health Sciences</li> <li>• Dr. Sarvesh Malviya – Oniosomes</li> </ul> <p>Approved.</p>
Final M.Pharm Thesis Presentation	<p>It was decided that all M.Pharm final year viva-voce will be conducted Online/offline/blend mode as per the availability of expert as already approved.</p> <p>Panel for <i>viva-voce</i> of all M.Pharm branches submitted by examination-Approved.</p>
Placement/Employability related activities	<p>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>
Responsibilities for the new academic session for PG	<p>It was observed that the number of instruments/equipment are found under repairing/maintenance etc. All the HOD's are responsible for maintenance for their respective labs including UG, PG and related to</p>



	their respective branch.
<b>Arrangement of laboratories, classrooms, faculty cabins, and surroundings</b>	<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> <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>
<b>Teaching-learning methodology for slow learners</b>	<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, essay competition, poster making, and attending of conferences.</p>
<b>Documentation- Laboratory manuals, SOP, Stock register, List of experiments, Lecture plan, etc.</b>	<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>
<b>Any other</b>	<p>- AQAR (July 2021 to June 2022)</p> <p>AQAR report was prepared by IQAC and discussed – Approved.</p>

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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## Notice

The following committee is constituted to discuss plan new academic session (2022-23). All are hereby informed to attend the IQAC meeting in time.


**Venue:** Mini-Auditorium, ISFCP

**Date:** June 04, 2022 (Saturday)

**Time:** 10:00 a.m.

**Agenda:**

1. Responsibility of individuals (Academic; Research; Administrative)
2. Hierarchy: Chairman; Director; Vice-Principal; HOD's; Advisors; Faculty; Non-Teaching
3. Academic and research planning of 2022
4. Salutation, Dress code, Attendance, Individual staff room, Types of leave
5. Strong lesson plan, Attendance register
6. Practical list; practical manual; and requirement, New designed practical
7. Classroom lectures: Proper seating arrangement, Chalk/Duster/Pen/Attendance register/Supporting leaflets
8. Board maintenance & Subject register of student, Online feedback of individual subject
9. Practical lab documentation: Display list of practicals, Stock registers for chemical, glassware's
10. Maintenance of daily practical record; Breakage record; List of practicals
11. Demonstration and performance of practical
12. Daily Signature on practical files: Aim, Practical observation note book, final viva-voce and index
13. Sessional examination : Theory and practical, Course distribution, Sessional question papers,
14. Main examination question paper, Display of internal results
15. Student teacher guardian scheme – STGS, Filed visit, Assignments and evaluation
16. Extra classes for slow learners; Personality development Classes
17. Research, Journal club, Assignments, Presentations, Publications, Patents, Govt. projects
18. Placements, MoU, Technology transfer, Clubs, Committees, BoS,
19. Certificate courses, Academic council, Pharmaikon
20. Website, Multimedia: Youtube; Whatsap; Facebook etc.
21. Faculty promotion scheme, Feedback analysis
22. Any other item with the permission of the chairman

  
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**Director-cum-Principal**

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