



# JEYPORE COLLEGE OF PHARMACY

(Under the patronage of Banagiri Development Trust)

Approved by Government of Odisha, All India Council for Technical Education, New Delhi  
Pharmacy Council of India, New Delhi, & Affiliated to Biju Patnaik University of Technology

Ref No.:

Ref No: JCP/IQAC/ 07/2022-23

Date:

Date: 13-10-2022

## Notice

IQAC Meeting will be held on 14.10.2022 at 4:00 PM at board room, as well as google meet (online mode). to transact the following agenda.

*P. Mohapatra*  
Dr. Prithwiraj Mohapatra

IQAC Coordinator  
**IQAC Coordinator.**  
**Jeypore College of Pharmacy**  
**Rondapalli, Jeypore-764 002**

*K. Sangram Keshari Panda*  
Dr. Sangram Keshari Panda  
Professor, Principal, Chairperson, IQAC  
**PRINCIPAL**  
**JEYPORE COLLEGE OF PHARMACY**  
**RONDAPALLI, JEYPORE (K) 764002**

S.No	AGENDA POINT
1	Review of previous IQAC meeting
2	Review on activity organised in college
3	Review of performance appraisal system of teaching and non-teaching staff
4	Review on Academic and administrative audit for year 2021-22
5	Status of instruments for which Purchased Ordered is placed
6	Admission 2022-23
7	Any other mater with the permission of the chair.

Copy to:

1. B. Ramaparasad, B.D.T., Vice-charman
2. Er. Ranganath Mishra, B.D.T, Treasurer
3. All teaching and non-teaching faculty

Rondapalli, Jeypore, Dist. Koraput-764 002, Odisha

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Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Friday, 14<sup>th</sup> October, 2022 (4.00 PM)

Physical Mode (Board Room JCP)

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 14<sup>th</sup> October, 2022 at 4.00 PM in Board Room of JCP and the agenda of the meeting as follow,

<b>S. NO</b>	<b>AGENDA POINT</b>
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Members Present

S. No	Name	Designation
1	Dr. Sangram Keshari Panda	Principal, Chairperson, IQAC
2	Dr. Prithwiraj Mohapatra	Professor, Coordinator, IQAC
3	Dr Sk. Md. Athar Ali	Professor
4	Dr. Prasant Kumar Sahoo	Professor
5	Sujit Martha	Associate Professor
6	Mrs Pratit Sahu	Associate Professor
7	Manasi Khadanga	NAAC Coordinator, Assistant Professor
8	Vikram Mishra	Assistant Professor
9	Suchismita Pani	Assistant Professor
10	Ashwini Kumar Sethi	Assistant Professor
11	Santosh Behera	Assistant Professor
12	Miss. Binodini Majhi	Assistant Professor
13	Miss. Subhasree Choudhury	Assistant Professor
14	Mrs. Mazma Begum	Assistant Professor
15	Mr. Sankar Gouda	Assistant Professor
16	Saswat Kumar Rath	Office Supervisor
17	Sudhir Kumar Dash	Financial Officer

Members request for leave of absence

S. No	Name	Designation
1	Mr. Saroj Kumar Sahoo	Assistant Professor
2	Mr. Prasanjit Biswas	Assistant Professor
3	Miss. Purnima Bihari	Assistant Professor

### Minutes of meeting details

#### Agenda 1

<b>1</b>	<b>To consider on conform the proceeding of the last meeting of IQAC.</b>	<b>Presenter: Dr. Prithwiraj Mohapatra</b>
➤ The minutes of last meeting of IQAC meeting held on 25.02.2022 were read by the IQAC coordinator		
<b>Conclusion:</b> ➤ The minutes of last meeting of IQAC meeting held on 25.02.2022 were read by the IQAC coordinator Dr. Prithwiraj Mohapatra and were approved after discussion		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
	Dr Prithwiraj Mohapatra	Completed

#### Agenda2

<b>2. Review on activity organised in college from February to- December 2022</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
➤ Reviewed on activity organised in college from February to- October 2022.		
<b>Conclusion:</b> ➤ IQAC appreciated the work done by Student Welfare Department. IQAC. Red Cross and with special reference to Career and employ ability skill enhancement programme.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Include activity conducted in college News Letter	Mrs. Pratit Kanchan Sahu  Mr. Sankar Gouda	To be published before upcoming issue of E- News Letter

### Agenda 3

<b>3. Review of performance appraisal system of teaching and non-teaching staff</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
Discussed to take self-appraisal form from teaching and non-teaching staff		
<b>Conclusion: -</b> ➤ Chairperson discussed and suggested to take self-appraisal form and necessary supporting documents. from all teaching and non-teaching staff for mapping their academic and administrative performance.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Take self-appraisal form filled from all faculty members analysed and report to principal	<b>Dr. Sangram Keshari Panda</b>	Before end of December 2022

### Agenda4

<b>4. Review on Academic and administrative audit for year 2022-23</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
<b>Discussion on Academic and administrative audit for year 2022-23</b>		
<b>Conclusion: -</b> ✓ As per Chairman's instructions Academic and administrative audit for year 2022-23 was performed and review and discuss with IQAC members.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Academic and administrative audit were completed for year 2022-23 and review was shared the IQAC members	Manasi Khadanga	Completed

## Agenda 5

<b>5. Status of Instruments for which Purchased Orders is placed</b>	<b>Presenter:</b> Dr. Sangram Keshari Panda	
<b>The issued Purchased Orders dated 20/09/2022 and 24/09/2022 for Sterility Testing Apparatus, Orbital Shaker Autoclave, Potentiometer and Remi Cooling Centrifuge are stilled not delivery.</b>		
<b>Conclusion: -</b>  ✓ It was advised by the committee members to contact the vendors and get the instruments delivery at the earliest.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Shall contact the vendors and get the current status of the Purchased Orders issued.	Sujit Martha  Ashwini Kumar Sethi	By 16 <sup>th</sup> January 2023

## Agenda 6

<b>6. Discussed on the efforts taken for the admission of academic yr.2022-23</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra	
<b>Discussed on the efforts taken for the admission of academic yr.2022-23</b>		
<b>Conclusion: -</b>  ✓ It was discussed to plan the activities to increase the admission 2022-23		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Addresses collected at Jr colleges. Brochure distribution at CET centre, career guidance seminar planned	Vikram Mishra	Continuous process

## Agenda 7

<b>7. Any other mater with the permission of the chair</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
<b>With the permission of Chairman, the following points were taken into consideration and discussed.</b>		
<b>Conclusion: -</b>		
✓ It was instructed to all faculty members to prepare for BPUT inspection		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Documentation of BPUT inspection	Sujit Martha	Before End of June 2022

The meeting was concluded with vote of Thanks by Dr. Prithwiraj Mohapatra, IQAC coordinator.

  
Dr. Sangram Keshari Panda  
Professor, Principal, Chairperson, IQAC  
**PRINCIPAL**  
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