



# 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/ 02/2022-23

Date:

Date: 29-01-2022

## Notice

IQAC Meeting will be held on 31.01.2022 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**

*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	Reframing of established and framing of different policies for academic and administrative functioning
2	Preparation and implementation of academic book for theory and practical subject
3	Preparation of Course outcome for each course and mapping of it with the Program outcome
4	Meeting of mentoring of principal and students
5	Review of previous IQAC meeting
6	Organization of one day Workshop on "CPCSEA Guidelines for animal experimentation
7	Organization of celebration of world cancer day and world mother language day
8	Any other matter 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

Monday, 31<sup>st</sup> January, 2022 (4.00 PM)

Physical Mode (Board Room JCP) and Virtual Mode (Google Meet)

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 31<sup>st</sup> January 2022 at 4.00 PM in Board Room of JCP.

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## Minutes of Meeting

### Members Present

S. No	Name	Designation
1	Dr. Sangram Keshari Panda	Principal, Chairperson, IQAC
2	Dr. Prithwiraj Mohapatra	Professor, Coordinator, IQAC
3	Dr. Prasant Kumar Sahoo	Professor
4	Sujit Martha	Associate Professor
5	Mrs Pratit Sahu	Associate Professor
6	Manasi Khadanga	Assistant Professor
7	Vikram Mishra	Assistant Professor
8	Suchismita Pani	Assistant Professor
9	Ashwini Kumar Sethi	Assistant Professor
10	Santosh Behera	Assistant Professor
11	Mr. Rama Chandra Sahu	Assistant Professor
12	Miss. Purnima Bihari	Assistant Professor
13	Mr. Alok Mohapatra	Assistant Professor
14	Mr. Priyadashi Nayak	Assistant Professor
15	Miss. Sujata Nayak	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. Subhendu Kumar Padhy	Assistant Professor
2	Mr. Sibaram Sahu	Assistant Professor
3	Mrs. MaZma Begum	Assistant Professor

## Minutes of meeting details

### Agenda 1

1	<b>To consider, reframe established policies and design new policies for academic and administrative functioning</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra
<p>➤ Discussed related to academic on framing and of administration new policies work. and reframing of already established policies related to academic on framing and of administration new policies work</p>		
<p><b>Conclusion:</b></p> <p>➤ IQAC coordinator discussed about the need of designing of new policies, upgradation and reframing of already established policies for uniform, consistent and catalytic functioning of academics and administrative work.</p> <p>➤ It is decided to frame policies, make it approved from chairperson/statutorybodies and circulate among all teaching and nonteaching staff.</p>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Policies should be prepared and implemented in routine academic and administrative work.	Prasant Kumar Sahoo  Miss. Purnima Bihari	Before the end of July 2022

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## Agenda 2

<b>2. To Prepare and implement academic book for theory and practical subject from current semester</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
➤ Discussed on the preparation of academic book		
Conclusion: <ul style="list-style-type: none"><li>➤ Institute should introduce the concept of academic book which include academic calendar of university, institute and department, lesson plan, syllabus, assignments, question bank, last 2 semester university paper. It is circulated among the students at beginning of semester.</li><li>➤ It is decided to do continuous assessments of the students.</li><li>➤ It is also instructed to identify slow and advance learner on the basis of sessional /Unit test/other examination result and arrange remedial classes for slow learners.</li></ul>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Academic book preparation and circulation to student	Vikram Mishra Mr. Priyadashi Nayak	Before end of February 2022
Remedial Classes for slow learners and its record keeping	Mrs Pratit Sahu Mr. Rama Chandra Sahu	Before end of each semester

### Agenda 3

<b>3. To Prepare CO for each course and mapping of CO with Prepare PO</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra	
Discussed on the preparation of CO and mapping of it with PO		
<b>Conclusion: -</b> It is decided to make the CO for each course of UG and PG by respective staff.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Preparation of CO and PO	Suchismita Pani  Mr. Priyadashi Nayak	Before end of February 2022

#### Agenda 4

<b>4. To arrange mentoring meeting of principal with students</b>	<b>Presenter: Mrs Pratit Sahu</b>	
✓ <b>Arranging mentoring meeting of principal, mentoring coordinator and students.</b>		
<b>Conclusion: -</b> It was instructed to arrange mentoring meeting of principal and students.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Scheduling mentoring meeting of principal and student	Vikram Biswajit Mishra Mr. Priyadashi Nayak	Before end of January 2022

## Agenda 5

<b>5. To consider on conform the proceeding of the last meeting of 1QAC.</b>	<b>Presenter:</b> Dr. Sangram Keshari Panda	
<b>The minutes of last meeting of 1QAC meeting held on 22.01.2022 were read by the chairperson</b>		
<b>Conclusion: -</b>  ✓ The minutes of last meeting of 1QAC meeting held on 22.01.2022 were read by the Chairperson Dr. Sangram Keshari Panda and were approved after discussion		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
	Dr. Sangram Keshari Panda	Completed



## Agenda 6

<b>6. To Organizing of one day Workshop on “CPCSEA Guidelines for animal experimentation.</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra	
<b>The report on organization of one day Workshop on “CPCSEA Guidelines for animal experimentation for students.</b>		
<b>Conclusion: -</b>  ✓ It was instructed by chairman that to arrange in house expert lecture/ training/ seminar/ workshop to improve quality of practical knowledge of students on CPCSEA Guidelines ✓ It was also instructed to organize lab training/ safety training for students		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Organizing of one day Workshop on “CPCSEA Guidelines for animal experimentation.	Vikram Viswajit Mishra  Mr. Priyadashi Nayak	Before 9 <sup>th</sup> February 2022

## Agenda 7

<b>7. To organize Celebration event on WORLD CANCER DAY and WORLD MOTHER LANGUAGE DAY in campus</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra	
<b>The report on organization of Celebration event on WORLD CANCER DAY and WORLD MOTHER LANGUAGE DAY in campus</b>		
<b>Conclusion: -</b>  ✓ The report on organization of Celebration event on WORLD CANCER DAY and WORLD MOTHER LANGUAGE DAY in campus was discussed.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Organizing of Celebration event on WORLD CANCER DAY in campus	Manasi Khadanga  Mr. Priyadashi Nayak	Before 4 <sup>th</sup> February 2022
Organizing of Celebration event on WORLD MOTHER LANGUAGE DAY in campus	Mr. Rama Chandra Sahu	Before 21 <sup>st</sup> February 2022

## Agenda 8

<b>8. 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 decided to implement discipline practice in institute		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Instructed to discipline committee	Discipline committee	Continuous process

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

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

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