



# 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/ 04/2022-23

Date:

Date: 28-04-2022

## Notice

IQAC Meeting will be held on 29.04.2022 at 2:00 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	Review of previous IQAC meeting
2	Preparation and discussion on budget
3	Organization of NAAC guidance seminar
4	Organization of celebration of NATIONAL TECHNOLOGY DAY

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

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Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Friday, 29<sup>th</sup> April, 2022 (2.00 PM)

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

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 29<sup>th</sup> April, 2022 at 2.00 PM in Board Room of JCP and the agenda of the meeting as follow,

<b>S. NO</b>	<b>AGENDA POINT</b>
1	Review of previous IQAC meeting
2	Preparation and discussion on budget
3	Organization of NAAC guidance seminar
4	Organization of celebration of NATIONAL TECHNOLOGY DAY
5	Review on various departmental and college level activities
6	Any other mater with the permission of the chair.

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	Assistant Professor
8	Vikram Mishra	Assistant Professor
9	Suchismita Pani	Assistant Professor
10	Ashwini Kumar Sethi	Assistant Professor
11	Santosh Behera	Assistant Professor
12	Mr. Sankar Gouda	Assistant Professor
13	Mr. Biswajit Patnaik	Assistant Professor
14	Miss. Prangya Rani Patra	Assistant Professor
15	Saswat Kumar Rath	Office Supervisor
16	Sudhir Kumar Dash	Financial Officer

Members request for leave of absence

S. No	Name	Designation
1	Mr.Nilamadhaba Sahu	Assistant Professor
2	Mr. Parikhit Nayak	Assistant Professor
3	Mr. Chandan Nayak	Assistant Professor

## Minutes of meeting details

### Agenda 1

<b>1</b>	<b>To consider on conform the proceeding of the last meeting of 1QAC.</b>	<b>Presenter: Dr. Prithwiraj Mohapatra</b>
➤ The minutes of last meeting of 1QAC 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

### Agenda 2

<b>2. Preparation and discussion on budget</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
➤ Discussed on the preparation of budget.		
<b>Conclusion:</b> ➤ It was instructed to all HOD and lab assistant to prepare budget for year 2022-23.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Preparation of budget	All HOD, Lab Assistants and administrative officers	Before end of April 2022

### Agenda 3

<b>3. To arrange of NAAC guidance seminar</b>	<b>Presenter: Dr. Prithwiraj Mohapatra</b>	
Arrangement of NAAC guidance seminar		
<b>Conclusion: -</b> ➤ It was discussed and suggested to distribute NAAC criteria among teaching and nonteaching staff. ➤ Also, it was decided to arrange expert lecture on NAAC preparation and documentation.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Arrangement of expert lecture on NAAC documentation.	Dr. Prithwiraj Mohapatra Dr Sk. Md. Athar Ali Suchismita Pani Manasi Khadanga	Continuous process

#### Agenda 4

<b>4. To organize Celebration event on NATIONAL TECHNOLOGY DAY in campus</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra	
<b>The report on organization of Celebration event NATIONAL TECHNOLOGY DAY in campus</b>		
<b>Conclusion: -</b>		
✓ The report on organization of Celebration event on NATIONAL TECHNOLOGY DAY in campus was discussed.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Organizing of Celebration event on World Sustainable Day in campus	Manasi Khadanga Mr. Sankar Gouda Mr. Biswajit Patnaik	Before 11 <sup>th</sup> May 2022

#### Agenda 5

<b>5. To take review on various departmental and college level activities</b>	<b>Presenter:</b> Dr. Sangram Keshari Panda	
<b>Discussed on various departmental and college level activities</b>		
<b>Conclusion: -</b>		
✓ Chairperson bring to the notice that all the faculty members teaching and nonteaching should take part in college level activities like student welfare and various cultural activities.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Various activities were arranged and all teaching and nonteaching students were promoted for active involvement.	Saswat Kumar Rath Ashwini Kumar Sethi	Continuous process

## Agenda 6

<b>6. Any other mater with the permission of the chair</b>	<b>Presenter:</b> Dr. Sangram Keshari Panda	
<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 PCI inspection		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Documentation of PCI inspection	Sujit Martha  Mr. Biswajit Patnaik  Miss. Prangya Rani Patra	Before End of May 2022

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

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

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