



# 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/ 01/2022-23

Date:

Date: 21-01-2022

## Notice

IQAC Meeting will be held on 22.01.2022 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	IQAC constitution
2	Distribution of work and responsibility
3	Constitution of Different Committee
4	Review of Performance of Teaching and non-teaching staff
5	Use of ITC tool in teaching and learning process
6	Organization of seminar for improvement in Teaching Staff and non-teaching staff

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

Saturday, 22<sup>nd</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 22<sup>nd</sup> January 2022 at 4.00 PM in Board Room of JCP.

<b>S. NO</b>	<b>AGENDA POINT</b>
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## Minutes of meeting

### Members Present

S. No	Name	Designation
1	Dr. Sangram Keshari Panda	Professor, Principal, Chairperson, IQAC
2	Dr. Prithwiraj Mohapatra	Professor, Coordinator, IQAC
3	Sujit Martha	Associate Professor
4	Mrs Pratit Sahu	Associate Professor
5	Manasi Khadanga	Assistant Professor
6	Mr. V.V.V.B.K. Mishra	Assistant Professor
7	Suchismita Pani	Assistant Professor
8	Ashwini Kumar Sethi	Assistant Professor
9	Santosh Behera	Assistant Professor
10	Miss. Tikeswari Majhi	Assistant Professor
11	Miss. Subhasree Choudhury	Assistant Professor
12	Miss. Binodini Majhi	Assistant Professor
13	Mr. Prasanjit Biswas	Assistant Professor
14	Saswat Kumar Rath	Office Supervisor
15	Sudhir Kumar Dash	Financial Officer

### Members request for leave of absence

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

### Minutes of meeting details

#### Agenda 1

<b>1</b>	<b>IQAC constitution</b>	<b>Presenter: Dr. Prithwiraj Mohapatra</b>
<ul style="list-style-type: none"> <li>➤ The Minutes of last meeting made by chairperson Heald on 21<sup>st</sup> January 2022 and read by chairperson</li> </ul>		
<p>Conclusion:</p> <ul style="list-style-type: none"> <li>➤ The minutes of last meeting held on 21<sup>st</sup> January 2022 were read by the principal Dr. Sanagaram Keshari Panda as per his instruction IQAC cell for institution was constituted</li> </ul>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Constitution of IQAC	Dr. Prithwiraj Mohapatra	Completed

#### Agenda 2 and 3

<b>2. Distribution of work and responsibility</b> <b>3. Constitution of Different Committee</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
<ul style="list-style-type: none"> <li>➤ Report list of committees and person responsible were presented by chairperson</li> </ul>		
<p>Conclusion:</p> <p>The report of distribution of work and responsibilities in the form of committees among teaching and non-teaching staff as well as involvement of students , parents and Employers /stakeholders were discussed, decided and presented by the chairperson</p>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Committee formed	Dr. Sangram Keshari Panda	Completed

#### Agenda 4

<b>4. To take review on performance appraisal of teaching and nonteaching 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 supportive 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, and analysed and report to the principal	Sujit Martha  Miss. Tikeswari Majhi  Mr. Prasanjit Biswas	Before end of February 2022

#### Agenda 5

<b>5. Use of ITC tool in teaching and learning process</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
✓ <b>Discussed on implementation of use of ICT tools in teaching and learning process</b>		
<b>Conclusion:-</b> It was discussed and suggested to improve teaching methodology by implementing use of ICT tools in academic functioning.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Catalyse use of ICT in teaching learning process	Ashwini Kumar Sethi  Miss. Subhasree Choudhury  Mr. Prasanjit Biswas	Before end of January 2022

## Agenda 6

<b>6. Organization of seminar for improvement in Teaching Staff and non-teaching staff</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
<b>Discussed on organization of quality improvement seminar/workshop</b>		
<b>Conclusion:-</b>		
<ul style="list-style-type: none"><li>✓ It was instructed by chairman that to arrange in house expert lecture/ training/ seminar/ workshop to improve quality of working and practical knowledge of teaching and nonteaching staff.</li><li>✓ It was also instructed to organize lab training/ safety training for all faculty members</li></ul>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Organizing seminar and conferences for teaching and nonteaching staff for quality improvement	Santosh Behera Mr. Prasanjit Biswas Mr. Soubhagya Ranjan Sahoo	Two seminar/conference in each semester

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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