



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.:

Date:

List of Faculty development Programmes (FDP), professional development /administrative training programs conducted during 2019-20

| Sl. No. | Name of the Program | Date of Conduct | Participants |
|---------|------------------------------|-----------------------------|---|
| 1 | Good Documentation Practices | 17/12/2019 to 18/12/2019 | Teaching & Non-teaching Staff – 19 + 9 nos |
| 2 | Pharmacology Equipments | 27/02/2020 to 28/02/2020 | Lab Assistant – 6nos |

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JEYPORE COLLEGE OF PHARMACY
RONDAPALLI, JEYPORE (K) 764002

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

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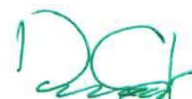
NOTICE

Ref No:

Date: 13.12.2019

All staff of JCP are hereby intimated that, we are going to organize a Staff Development Programme "Good Documentation Practices" from 17th to 18th Dec 2019. All of you are hereby instructed to attend the programme as per the following schedule without fail.

| Date | Activity Name | Resource Person |
|-------------|--------------------------|------------------------|
| 17.12.2019 | Paper Documentation | Mr. Saswat Kumar Rath |
| 18.12.2019 | Electronic Documentation | Mr. Sujit Kumar Martha |



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STAFF DEVELOPMENT PROGRAMME ON GOOD DOCUMENTATION PRACTICES

ORGANIZED BY:

JEYPORE COLLEGE OF PHARMACY

RONDAPALLI, JEYPORE



Date: 17th & 18th Dec' 2019

**All Teaching Faculty &
Office Staff are eligible**



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REPORT

NAME OF THE PROGRAMME: **Good Documentation Practices.**

Resource Person Name: Mr. Sujit Kumar Martha & Mr. Saswat Kumar Rath

Date: 17.12.2019 to 18.12.2019

Two-day Staff Development programme on the topic "Good Documentation Practices" was conducted by the Jeypore college of pharmacy from 17.12.2019 to 18.12.2019. The training programme was aimed at how to ensure that documentation, whether it be paper or electronic, is safe, accountable, readable, traceable, permanent, contemporaneously documented, original, and correct, there are a number of steps that must be taken both collectively and individually. All staff members expressed that the programme helped them. Total 28 Number of staff members participated in the programme.



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Ref No.:

Date:

List of Staff attended the Program

| S. No. | Name of the participant | Title of the FDP / professional development / administrative training program | Dates (from-to) (DD-MM-YYYY) |
|--------|-----------------------------|---|------------------------------|
| 1 | Dr. Ramaprasad Padhy | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 2 | Dr. Nityananda Sahoo | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 3 | Mrs. Pratit Kanchan Sahu | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 4 | Mr. Sangram Keshari Panda | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 5 | Mr. Simanchal Panda | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 6 | Mrs. Suchismita Pani | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 7 | Mr. Lingaraj nayak | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 8 | Mr. Amrit Kumar Rath | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 9 | Mr. Bibhu Prasad Maharana | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 10 | Ms. Shilpa Das | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 11 | Mr. Haragouri Mishra | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 12 | Ms. Manasi Khadanga | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 13 | Ms. Archana Rathore | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 14 | Mr. Satyajit Biswal | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 15 | Mr. Suresh Chandra Pattnaik | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 16 | Mr. Suvendu Padhy | Good Documentation Practices | 17.12.2019 to 18.12.2019 |

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Date:

| | | | |
|----|----------------------------|------------------------------|-----------------------------|
| 17 | Mr. Vikram Viswajit Mishra | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 18 | Mr. Manas Ranjan Pattnaik | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 19 | Mr. Priyabrata Tripathy | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 20 | Mrs. Sunitha Augustin | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 21 | Mr. Asang Padhi | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 22 | Mr. Rama Krushna Gouda | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 23 | Mr. Sudhir Kumar Dash | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 24 | Mrs. Geetanjali Dash | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 25 | Ms. Tanaya Das | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 26 | Mr. Manoj Kumar Dhanphul | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 27 | Mr. Binayak Singh Dhakad | Good Documentation Practices | 17.12.2019 to 18.12.2019 |
| 28 | Ms. Sunanda Bebartha | Good Documentation Practices | 17.12.2019 to 18.12.2019 |


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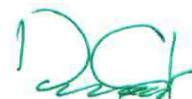
NOTICE

Ref No:

Date: 24.02.2020

All Non-teaching (Technical) staff / Laboratory Assistants of JCP are hereby intimated that, we are going to organize a Staff Development Programme "Pharmacology Equipments" from 27th to 28th Feb 2020. All of you are hereby instructed to attend the programme as per the following schedule without fail.

| Date | Activity Name | Resource Person |
|-------------|--|------------------------|
| 27.02.2020 | Instruments Used for Pharmacology Expt | Dr. C. Velmurugan |
| 28.02.2020 | Instruments Used for Pharmacology Expt | Dr. C. Velmurugan |



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Hands-on Training on Pharmacology Instruments

Organized By:

Jeypore College of Pharmacy

Rondapalli, Jeypore.

27/02/2020 to 28/02/2020

Who can attend:

All Laboratory Assistants are eligible



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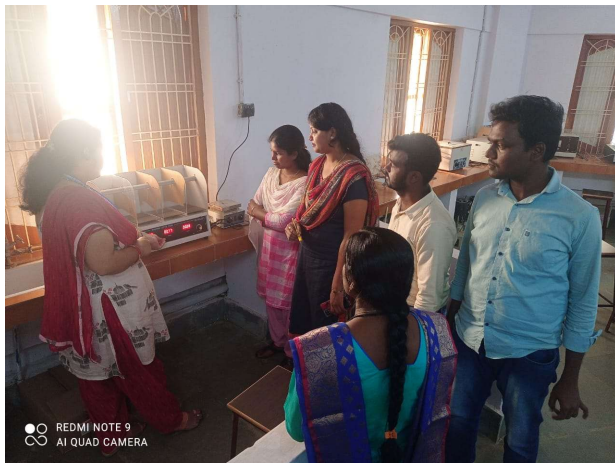
REPORT

Name of the Program: Two-Day Training Programmes on “**Pharmacology Equipments**”

Trained by: Dr. C. Velmurugan

Date of Training: 27.02.2020 and 28.02.2020

A training Programme titled “Pharmacology Equipments” Was conducted by Jeypore College of Pharmacy dated 27.02.2020 and 28.02.2020. The training program was aimed at demonstrating Equipment used in Pharmacology Laboratory. The Lab-Assistant staff members expressed that the programme highly helped them to handle and operate various equipment. Total of 6 nos. of Lab-Assistant participated in the programme.




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Date:

List of Staff attended the Program

| S. No. | Name of the participant | Title of the FDP / professional development / administrative training program | Dates (from-to) (DD-MM-YYYY) |
|--------|--------------------------|---|------------------------------|
| 1 | Mr. Asang Padhi | Pharmacology Equipments | 27.02.2020 to 28.02.2020 |
| 2 | Mrs. Subhashree Pradhan | Pharmacology Equipments | 27.02.2020 to 28.02.2020 |
| 3 | Mr. Manoj Kumar Dhanphul | Pharmacology Equipments | 27.02.2020 to 28.02.2020 |
| 4 | Mr. Binayak Singh Dhakad | Pharmacology Equipments | 27.02.2020 to 28.02.2020 |
| 5 | Mr. Nilakantha Mishra | Pharmacology Equipments | 27.02.2020 to 28.02.2020 |
| 6 | Ms. Sunanda Bebart | Pharmacology Equipments | 27.02.2020 to 28.02.2020 |


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