

Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Wednesday, 6th August, 2023 (4.00 PM)

Physical Mode (Board Room JCP)

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 6th August, 2023 at 4.00 PM in Board Room of JCP and the agenda of the meeting as follow,

S. NO	AGENDA POINT
1	Review of previous IQAC meeting
2	Reformation of IQAC
3	Review of NAAC progress work
4	Organization of celebration of CELEBRATION WORLD POPULATION DAY, CELEBRATION OF WORLD NATURE COSERVATION DAY, CELEBRATION OF GENDER EQUALITY DAY, CELEBRATION TEACHER'S DAY, ORIENTATION/WELCOME PROGRAM OF B PHARM 1ST SEM (23-24). CELEBRATION OF WORLD PHARMACIST DAY, CELEBRATION OF WORLD HEART DAY.
5	Review on Training and Placement
6	Any other mater with the permission of the chair.

Members Present

S. No	Name	Designation
1	Dr. Prithwiraj Mohapatra	Principal.
2	Dr. Sangram Keshari panda	Professor
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, IQAC co-ordinator
8	Vikram Mishra	Assistant Professor
9	Suchismita Pani	Assistant Professor
10	Ashwini Kumar Sethi	Assistant Professor
11	Santosh Behera	Assistant Professor
12	Saswat Kumar Rath	Office Supervisor
13	Sudhir Kumar Dash	Financial Officer

Members request for leave of absence

S. No	Name	Designation
1	Priyadashi Nayak	Assistant Professor
2	Miss. Sujata Nayak	Assistant Professor
3	Miss. Ananya Anuradha	Assistant Professor

Minutes of meeting details

Agenda 1

1	To consider on conform the proceeding of the last meeting of IQAC.	Presenter: Mrs Manasi Khadanga
<ul style="list-style-type: none"> ➤ The minutes of last meeting of IQAC meeting held on 2.06.2023 were read by the IQAC coordinator 		
<p>Conclusion:</p> <ul style="list-style-type: none"> ➤ The minutes of last meeting of IQAC meeting held on 2.06.2023 were read by the IQAC coordinator Dr. Prithwiraj Mohapatra and were approved after discussion 		
Action Taken	Person Responsible	Deadline
	Mrs Manasi Khadanaga	Completed

Agenda 2

2. Reformation of IQAC	Presenter: Dr. Prithwiraj Mohapatra	
<ul style="list-style-type: none"> ➤ Discussed on reformation of IQAC. 		
<p>Conclusion:</p> <ul style="list-style-type: none"> ➤ It was discussion reformation of IQAC as Dr Prasant Kumar Sahoo left the instate and Mrs Manasi khadenga was appointed as NAAC coordinator and IQAC co-ordinator after discussion with IQAC chaired person and other members 		
Action Taken	Person Responsible	Deadline
Reformation of IQAC was done	Dr. Prithwiraj Mohapatra	Completed

Agenda3

3. To review of NAAC progress work	Presenter: Dr. Prithwiraj Mohapatra	
Review of NAAC progress was made		
<p>Conclusion: -</p> <ul style="list-style-type: none"> ➤ It was discussed and suggested to work NAAC progress work criteria among teaching and nonteaching staff. ➤ Also it was decided to arrange expert guidance on NAAC preparation and documentation. 		
Action Taken	Person Responsible	Deadline
Discussion on NAAC progress work was conducted and	Dr. Prithwiraj Mohapatra Dr Sk. Md. Athar Ali Suchismita Pani Manasi Khadanga	Continuous process

documentation done.		
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Agenda 4

<p>4. To organize Celebration event on CELEBRATION VANA MAHOSTAV, CELEBRATION WORLD POPULATION DAY, CELEBRATION OF WORLD NATURE COSERVATION DAY, CELEBRATION OF GENDER EQUALITY DAY, CELEBRATION TEACHER'S DAY, ORIENTATION/WELCOME PROGRAM OF B PHARM 1ST SEM (23-24). CELEBRATION OF WORLD PHARMACIST DAY, CELEBRATION OF WORLD PHARMACIST DAY in campus</p>	<p>Presenter: Dr. Sangram Keshari Panda</p>	
<p>The report on organization of Celebration event CELEBRATION VANA MAHOSTAV, CELEBRATION WORLD POPULATION DAY, CELEBRATION OF WORLD NATURE COSERVATION DAY, CELEBRATION OF GENDER EQUALITY DAY, CELEBRATION TEACHER'S DAY, ORIENTATION/WELCOME PROGRAM OF B PHARM 1ST SEM (23-24). CELEBRATION OF WORLD PHARMACIST DAY, CELEBRATION OF WORLD PHARMACIST DAY in campus</p>		
<p>Conclusion: -</p> <p>✓ The report on organization of Celebration event on CELEBRATION VANA MAHOSTAV, CELEBRATION WORLD POPULATION DAY, CELEBRATION OF WORLD NATURE COSERVATION DAY, CELEBRATION OF GENDER EQUALITY DAY, CELEBRATION TEACHER'S DAY, ORIENTATION/WELCOME PROGRAM OF B PHARM 1ST SEM (23-24). CELEBRATION OF WORLD PHARMACIST DAY, CELEBRATION OF WORLD HEART DAY in campus was discussed.</p>		
<p>Action Taken</p> <p>Organizing of Celebration event CELEBRATION WORLD POPULATION DAY, CELEBRATION OF WORLD NATURE COSERVATION DAY, CELEBRATION OF GENDER EQUALITY DAY, CELEBRATION TEACHER'S DAY, CELEBRATION OF WORLD HEART DAY in campus</p>	<p>Person Responsible</p> <p>Mrs Manasi Khadanga</p> <p>Mrs Mezama Begum</p> <p>Miss. Subhasree Choudhury</p>	<p>Deadline</p> <p>Before August 2023, 11th August 2023, , 26th August 2023, 5th September 2023, 29th September 2023 respectively.</p>

Organizing of Celebration event ORIENTATION/WELCOME PROGRAM OF B PHARM 1ST SEM (23-24) in campus	Mr. V.V.V.B.K. Mishra Mr. Mutyalu Rao Mr. Soubhagya Ranjan Sahoo	Before 7 th September 2023
Organizing of Celebration event WORLD PHARMACIST DAY, CELEBRATION OF WORLD PHARMACIST DAY in campus	Mr. Saroj Kumar Sahoo Miss. Prangya Rani Patra	Before 25 th September 2023

Agenda 5

5. To take review on Review on Training and Placement	Presenter: Mr Aswin Sethy	
Discussed on efforts taken for the placement, Training, perspective future plan and MOU signed by staff, Green and energy Audit, Soft skill programme organising, Waste water management		
Conclusion: -		
<ul style="list-style-type: none"> ✓ To conduct Soft Skill Training Programs to enhance employability of the students. ✓ To groom Final year students by organizing Personality Development training. ✓ To improve the number of MOU signed with industries. ✓ Coaching class for competitive examination. ✓ Mentor ship programme notice for new batch ✓ Green , energy, Environment Audit to be done ✓ Soft skill training programme to be arranged for students. ✓ Action plan to be collected from every department . ✓ Waste water management policy to be reformed. 		
Action Taken	Person Responsible	Deadline
Soft Skill Training Programs	All the staff	By the End of Academic year 2023-24
Personality Development training	All the staff	By the End of Academic year 2022-23
To improve MOU signed with industries	All the staff	By the End of Academic year 2022-23
Coaching class for competitive examination	GPAT committee	Continuous process

Mentor ship programme notice for new batch	Principal office and HOD of all dept	Continuous process
Soft skill training programme to be arranged for students.	Mr Aswini Kumar Sethi and Mr. Nilamadhav Sahu	Before 28 August.2023
Action plan to be collected from every department	Dept. Head	Before 28 th August
Waste water management policy to be reformed.	Green Committee and IQAC head	Before 20 th August

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6. Any other mater with the permission of the chair	Presenter:	
With the permission of Chairman, the following points were taken into consideration and discussed.		
Conclusion: -		
✓ It was decided to arrange seminar on CO-PO Mapping and Blooms Taxonomy		
Action Taken	Person Responsible	Deadline
Organization of seminar on CO-PO Mapping and Blooms Taxonomy	Mrs Suchismita Pani	Before End of August 2023

The meeting was concluded with vote of Thanks by Mrs Manasi Khadanga, IQAC coordinator.

Dr. Prithwiraj Mohapatra
Professor, Principal, Chairperson, IQAC

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