

Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Friday, 10th October, 2023 (4.00 PM)

Physical Mode (Board Room JCP)

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 10th October, 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	Review on activity organised in college
3	Review of performance appraisal system of teaching and non-teaching staff
4	Review on Academic and administrative audit for year 2023-24
5	Status of instruments for which Purchased Ordered is placed
6	Admission 2023-24
7	Celebration of Gandhi Jayanti, Diwali celebration, NPW celebration, Janajatiya Gourav Divas, Constitution Day, awareness programme in adopted village.
8	Any other mater with the permission of the chair.

Members Present

S. No	Name	Designation
1	Dr. Prithwiraj Mohapatra	Principal, Chairperson, IQAC
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	NAAC Coordinator IQAC Co-Ordinator, Assistant Professor
8	Vikram Mishra	Associate Professor
9	Suchismita Pani	Associate Professor
10	Ashwini Kumar Sethi	Assistant Professor
11	Santosh Behera	Assistant Professor
12	Miss. Binodini Majhi	Assistant Professor
13	Miss. Subhasree Choudhury	Assistant Professor
14	Mrs. Mazma Begum	Assistant Professor
15	Mr. Sankar Gouda	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. Saroj Kumar Sahoo	Assistant Professor
2	Mr. Prasanjit Biswas	Assistant Professor
3	Miss. Purnima Bihari	Assistant Professor

Minutes of meeting details

Agenda 1

1	To consider on conform the proceeding of the last meeting of 1QAC.	Presenter: Dr. Prithwiraj Mohapatra
<ul style="list-style-type: none"> ➤ The minutes of last meeting of 1QAC meeting held on 06.08.2023 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 06.08.2023 were read by the IQAC coordinator Mrs Manasi Khadanga and were approved after discussion 		
Action Taken	Person Responsible	Deadline
	Mrs Manasi Khadanga	Completed

Agenda2

2. Review on activity organised in college from February to- December 2023	Presenter: Dr. Sangram Keshari Panda	
<ul style="list-style-type: none"> ➤ Reviewed on activity organised in college from February to- October 2023. 		
<p>Conclusion:</p> <ul style="list-style-type: none"> ➤ IQAC appreciated the work done by Student Welfare Department. IQAC. Red Cross and with special reference to Career and employ ability skill enhancement programme. 		
Action Taken	Person Responsible	Deadline
Include activity conducted in college News Letter	Mrs. Pratit Kanchan Sahu Mr. Sankar Gouda	To be published before upcoming issue of E- News Letter

Agenda 3

3. Review of performance appraisal system of teaching and non-teaching staff	Presenter: Dr. Sangram Keshari Panda	
Discussed to take self-appraisal form from teaching and non-teaching staff		
Conclusion: - ➤ Chairperson discussed and suggested to take self-appraisal form and necessary supporting documents. from all teaching and non-teaching staff for mapping their academic and administrative performance.		
Action Taken	Person Responsible	Deadline
Take self-appraisal form filled from all faculty members analysed and report to principal	Dr. Sangram Keshari Panda	Before end of December 2023

Agenda4

4. Review on Academic and administrative audit for year 2022-23	Presenter: Dr. Sangram Keshari Panda	
Discussion on Academic and administrative audit for year 2023-24		
Conclusion: - ✓ As per Chairman's instructions Academic and administrative audit for year 2023-24 was performed and review and discuss with IQAC members.		
Action Taken	Person Responsible	Deadline
Academic and administrative audit were completed for year 2023-24 and review was shared the IQAC members	Manasi Khadanga	Completed

Agenda 5

5. Status of Instruments for which Purchased Ordered is placed	Presenter: Dr. Sangram Keshari Panda	
The issued Purchased Orders dated 20/09/2022 and 24/09/2022 for Sterility Testing Apparatus, Orbital Shaker Autoclave, Potentiometer and Remi Cooling Centrifuge are stilled not delivery.		
Conclusion: - ✓ It was advised by the committee members to contact the vendors and get the instruments delivery at the earliest.		
Action Taken	Person Responsible	Deadline
Shall contact the vendors and get the current status of the Purchased Orders issued.	Sujit Martha Ashwini Kumar Sethi	By 16 th January 2024

Agenda 6

6. Discussed on the efforts taken for the admission of academic yr.2023-24	Presenter: Dr. Prithwiraj Mohapatra	
Discussed on the efforts taken for the admission of academic yr.2023-24		
Conclusion: - ✓ It was discussed to plan the activities to increase the admission 2023-24		
Action Taken	Person Responsible	Deadline
Addresses collected at Jr colleges. Brochure distribution at CET centre, career guidance seminar planned	Vikram Mishra	Continuous process

Agenda 7

7. To organize Celebration event on Celebration of Gandhi Jayanti, Diwali celebration, NPW celebration, Janajatiya Gourav Divas, Constitution Day, awareness programme in adopted village.	Presenter: Dr. Prithwiraj Mohapatra	
The report on organization of Celebration event of Gandhi Jayanti, Diwali celebration, NPW celebration, Janajatiya Gourav Divas, Constitution Day, awareness programme in adopted village.		
Conclusion: - ✓ The report on organization of Celebration event on Gandhi Jayanti, Diwali celebration, NPW celebration, Janajatiya Gourav Divas, Constitution Day, awareness programme in adopted village.		
Action Taken	Person Responsible	Deadline
Organizing of Celebration event on the report on organization of Celebration event of Gandhi Jayanti, Diwali celebration, NPW celebration.	Manasi Khadanga	Before 21 st March 2024
Janajatiya Gourav Divas, Constitution Day, awareness programme in adopted village	Mr. Subham Sourajit	Before 27 th February 2024

Agenda 8

8. Any other mater with the permission of the chair	Presenter: Dr. Prithwiraj Mohapatra	
With the permission of Chairman, the following points were taken into consideration and discussed.		
Conclusion: - ✓ It was instructed to all faculty members to prepare for BPUT inspection		
Action Taken	Person Responsible	Deadline
Documentation of BPUT inspection	Sujit Martha	Before End of June 2024

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

P. Mohapatra

Dr. Prithwiraj Mohapatra
Professor, Principal, Chairperson, IQAC

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