

Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Friday, 3rd December, 2023 (4.00 PM)

Physical Mode (Board Room JCP) and online mode (Google Meet)

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 3rd December, 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 of CAMPUS DRIVE organisation work
3	Review on NAAC progress work
4	Organisation of activities in coming months
5	Finalisation of CODE of CONDUCT for student, and staffs of JCP.
6	Work Shop organisation for Teaching staffs
7	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, Vice Principal
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	Assistant Professor
9	Suchismita Pani	Assistant 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. Subhendu Kumar Padhy	Assistant Professor
3	Mr. Nilamadhaba Sahu	Assistant Professor

Minutes of meeting details

Agenda 1

1	To consider on conform the proceeding of the last meeting of IQAC.	Presenter: Dr. Prithwiraj Mohapatra
➤ The minutes of last meeting of IQAC meeting held on 10.10.2023 were read by the IQAC coordinator		
Conclusion: ➤ The minutes of last meeting of IQAC meeting held on 10.10.2023 were read by the IQAC coordinator Mrs Manasi Khadanga and were approved after discussion		
Action Taken	Person Responsible	Deadline
	Dr Prithwiraj Mohapatra	Completed

Agenda 2

2. Review of CAMPUS DRIVE organisation work	Presenter: Dr. Sangram Keshari Panda	
➤ Reviewed on campus drive		
Conclusion: ➤ Mr. Subham Sourajit Mr. Aswini Kumar sethi And Mrs Manasi Khadanga placed a proposal for campus drive finalisation with Hatero Company. Hyderabad.		
Action Taken	Person Responsible	Deadline
Proposal for campus drive finalisation with Hatero Company. Hyderabad.	Mr. Subham Sourajit Mr. Aswini Kumar sethi And Mrs Manasi Khadanga placed a proposal for campus drive finalisation with Hatero Company. Hyderabad	Dead line by end of January 2024.

Agenda 3

3. Review on NAAC progress work	Presenter: Dr. Sangram Keshari Panda	
Discussed to take necessary action to be made by teaching and non-teaching staff regarding NAAC progress work		
Conclusion: - ➤ Chairperson discussed and suggested to take necessary steps to be made regarding NAAC progress work.		
Action Taken	Person Responsible	Deadline
Give necessary data to be submit to IQAC and NAAC coordinator	Mr. Subhendu Kumar Padhy	Before end of December 2024

Agenda 4

4. Organisation of activities in coming months	Presenter: Dr. Prithwiraj Mohapatra	
Discussed on organization of programme in month of November and December 2024		
Conclusion: - ✓ The Cell directed to coordinate and organise the programmes which will be beneficial for the students. Conduct programmes through IQAC		
Action Taken	Person Responsible	Deadline
To plan, organise and conduct the programme for the students	All the head of respective cells	Continuous process but before one day prior the event

Agenda 5

5. Finalisation of CODE of CONDUCT	Presenter: Dr. Prithwiraj Mohapatra	
Discussed on finalisation of CODE OF CONDUCT		
Conclusion: - ✓ It will come to force for all staff and students.		
Action Taken	Person Responsible	Deadline
Finalisation of Code of CONDUCT	All the head of respective cells	Continuous process.

Agenda 6

6. Organisation of Work Shop for teaching staff	Presenter: Mrs Manasi Khadanga	
Discussed on organization of work shop in month of December and January 2024		
Conclusion: - ✓ The Cell directed to coordinate and organise the programmes which will be beneficial for the staff. Conduct programmes through IQAC		
Action Taken	Person Responsible	Deadline
To plan, organise and conduct the programme for the students	All the head of respective cells	Continuous process but before one day prior the event

Agenda 7

7. Any other mater with the permission of the chair	Presenter: Dr. Sangram Keshari Panda	
With the permission of Chairman, the following points were taken into consideration and discussed.		
Conclusion: - <ul style="list-style-type: none">✓ It was instructed to all faculty members to prepare for BPUT inspection✓ Made a new logo for IQAC		
Action Taken	Person Responsible	Deadline
Documentation of BPUT inspection	Sujit Martha	Before End of June 2024
New Logo for IQAC is finalise	All IQAC members and other staff	Completed

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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