

Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Saturday, 11th February, 2024 (2.00 PM)

Physical Mode (Board Room JCP) and Virtual Mode (Google Meet)

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 11th February, 2024 at 2.00 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 feedback (curriculum. infrastructure and teaching) from stakeholders
3	Review of various departmental and college level activities
4	Review on academic results and action plan for improvement
5	Discussion on strategic plan achievement
6	Organization of celebration of CELEBRATION WORLD MOTHER'S LANGUAGE DAY, CELEBRATION WORLD SUSTANABLE ENERGY DAY, CELEBRATION OF NATIONAL SCIENCE DAY, CELEBRATION INTERNATIONAL WOMAN'S DAY AND HOLI CELEBRATION
7	Soft skill Seminar for students, One day Seminar for Staff,
8	Reformation of IQAC and other committee
9	Any other mater with the permission of the chair.

Minutes of meeting

Members Present

S. No	Name	Designation
1	Dr. Prithwiraj Mohapatra	Principal, Chairperson,
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	As Professor
9	Suchismita Pani	Assistant Professor
10	Ashwini Kumar Sethi	Assistant Professor
11	Santosh Behera	Assistant Professor
12	Mr. Sibram Sahu	Assistant Professor
13	Mr. Subham Sourajit	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	Miss. Sujata Nayak	Assistant Professor
2	Miss. Manasiwni Palo	Assistant Professor
3	Miss. Subhashree Choudhury	Assistant Professor

Minutes of meeting details

Agenda 1

1	Review of previous IQAC meeting	Presenter: Dr. Prithwiraj Mohapatra
➤ The minutes of last meeting of 1QAC meeting held on 03.11.2023 were read by the chairperson		
Conclusion: ➤ The minutes of last meeting of 1QAC meeting held on 03.11.2023 were read by the Chairperson Dr. Prithwiraj Mohapatra and were approved after discussion		
Action Taken	Person Responsible	Deadline
	Dr. Prithwiraj Mohapatra	Completed

Agenda 2

2. To take review on feedback (curriculum, infrastructure and teaching) from stakeholders	Presenter: Dr. Sangram Keshari Panda	
➤ Review on feedback (curriculum, infrastructure and teaching) from stakeholders		
Conclusion: ➤ It was discussed to take feedback from stakeholders.		
Action Taken	Person Responsible	Deadline
Feedback from stakeholder should be taken and analyzed	Mrs Pratit Sahu Mr. Sibram Sahu	Before end of odd semester

Agenda3

3. To take review on various departmental and college level activities		Presenter: Dr. Prithwiraj Mohapatra
Discussed on various departmental and college level activities		
Conclusion: - ➤ Chairperson bring to the notice that all the faculty members teaching and nonteaching should take part in college level activities like student welfare and various cultural activities.		
Action Taken	Person Responsible	Deadline
Various activities were arranged and all teaching and nonteaching students were promoted for active involvement.	Dr SK. MD. Athar Ali Suchismita Pani Manasi Khadanga	Continuous process

Agenda 4

4. To take review on academic results and action plan for improvement		Presenter: Mrs Pratit Sahu
✓ Results declared during this semester for the examination Dec-2023/January-2024 were presented by Principal third year & final year results were appreciated by all the members committee, however it was suggested to improve all clear results of first year & second year.		
Conclusion: - ➤ It was suggested to take to improve continuous all assessments clear results of first year & second year B pharm ➤ It is was decided suggested to take to improve continuous assessments of the students. ➤ Identify slow and advance learner on the basis of examination result and arrange remedial classes for slow learners.		
Action Taken	Person Responsible	Deadline
Continuous assessments of the students	All class teacher	Each semester
Remedial classes for slow learners	Concern subject teacher	On regular basis.

Agenda 5

5. To take review on strategic plan achievement	Presenter: Dr. Sangram Keshari Panda	
Review on strategic plan achievement		
Conclusion: - ✓ Status of strategic plan completion was discussed by chairperson and emphasized to complete the infrastructure and installation work as soon as possible		
Action Taken	Person Responsible	Deadline
Infrastructure and installation work completion	Saswat Kumar Rath	Before end of March 2024

Agenda 6

6. To organize Celebration event on World Sustainable Day, National Science Day, International Women's Day, SHASTRIYA ODIA BHASHA DIVAS and AMBEDKAR JAYANTI in campus	Presenter: Dr. Prithwiraj Mohapatra	
The report on organization of Celebration event on World Sustainable Day, National Science Day, International Women's Day, SHASTRIYA ODIA BHASHA DIVAS and AMBEDKAR JAYANTI in campus		
Conclusion: - ✓ The report on organization of Celebration event on World Sustainable Day, National Science Day and International Women's Day in campus was discussed.		
Action Taken	Person Responsible	Deadline
Organizing of Celebration event on CELEBRATION WORLD MOTHER'S LANGUAGE DAY in campus	Manasi Khadanga	Before 21 st March 2024
Organizing of Celebration CELEBRATION	Mr. Subham Sourajit	Before 27 th February 2024

WORLD SUSTANABLE ENERGY DAY in campus		
Organizing of Celebration event on NATIONAL SCIENCE DAY in campus	Manasi Khadanga Mr. Subham Sourajit	Before 28 th March 2024
Organizing of Celebration event on INTERNATIONAL WOMAN'S DAY in campus	Manasi Khadanga Mr. Subham Sourajit	Before 08 th April 2024
Organizing of Celebration event on HOLI CELEBRATION in campus	Manasi Khadanga Mr. Subham Sourajit	Before 08 th April 2024

Agenda 7

5. Reformation of IQAC and other committee	Presenter: Dr. Prithwiraj Mohapatra	
Reformation of IQAC and other committee was done		
Conclusion: -		
✓ Dr. Prithwiraj Mohapatra now onwards will be chairperson and IQAC and other committee reformation was done		
Action Taken	Person Responsible	Deadline
	Dr. Prithwiraj Mohapatra	Completed

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: -		
✓ NAAC SSR Submitted		
Action Taken	Person Responsible	Deadline

Criteria were discussed and studied	Dr. Prithwiraj Mohapatra	Continuous process
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The meeting was concluded with vote of Thanks by Mrs Mansi Khadenga, NAAC coordinator.

P. Mohapatra

Dr. Prithwiraj Mohapatra
Professor, Principal, Chairperson, IQAC

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