

Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Saturday, 2<sup>nd</sup> April, 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 scheduled on 2<sup>nd</sup> April, 2024 at 2.00 PM in Board Room of JCP and the agenda of the meeting as follows,

<b>S. NO</b>	<b>AGENDA POINT</b>
<b>1</b>	Review of previous IQAC meeting
<b>2</b>	Review on feedback (curriculum, infrastructure and teaching) from stakeholders
<b>3</b>	Review of various departmental and college level activities
<b>4</b>	Review on academic results and action plan for improvement
<b>5</b>	Discussion on strategic plan achievement
<b>6</b>	Organization of celebration of Utkal Divas, World no tobacco day, Awareness programme, Jal Chatra.
<b>7</b>	Reformation of committee
<b>8</b>	Any other matter 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	Assistant 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

<b>1</b>	Review of previous IQAC meeting	<b>Presenter:</b> Dr. Prithwiraj Mohapatra
➤ <b>The minutes of last meeting of 1QAC meeting held on 11.02.24 were read by the chairperson</b>		
<p><b>Conclusion:</b></p> ➤ The minutes of last meeting of 1QAC meeting held on 11.02.2024 were read by the Chairperson Dr. Prithwiraj Mohapatra and were approved after discussion		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
	Dr. Prithwiraj Mohapatra	Completed

### Agenda 2

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

### Agenda3

<b>3. To take review on various departmental and college level activities</b>		<b>Presenter:</b> Dr. Prithwiraj Mohapatra
Discussed on various departmental and college level activities		
<b>Conclusion: -</b> ➤ 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.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
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

<b>4. To take review on academic results and action plan for improvement</b>		<b>Presenter:</b> Mrs. Manasi Khadanga
✓ <b>Results declared during this semester for the examination Dec-2023/January-2024 were presented by Principal third year &amp; final year results were appreciated by all the members committee, however it was suggested to improve all clear results of first year &amp; second year.</b>		
<b>Conclusion: -</b> ➤ 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.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Continuous assessments of the students	All class teacher	Each semester
Remedial classes for slow learners	Concern subject teacher	On regular basis.

## Agenda 5

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

## Agenda 6

<b>6. Utkal Divas, World no tobacco day, Awareness programme, Jal Chatra.</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra	
<b>The report on organization Utkal Divas, World no tobacco day, Awareness programme, Jal Chatra.</b>		
<b>Conclusion: -</b>  ✓ The report on organization of Celebration event on World Sustainable Day, National Science Day and International Women's Day in campus was discussed.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Organizing of Celebration event on Utkal Divas	Manasi Khadanga	Before 21 <sup>st</sup> April 2024
Organizing of Celebration No Tobacco Day	Mr. Subham Sourajit	Before 27 <sup>th</sup> May 2024
Organizing of Awareness Programme	Manasi Khadanga Mr. Subham Sourajit	Before 28 <sup>th</sup> April 2024
Organizing of JAL CHATRA	Manasi Khadanga Mr. Subham Sourajit	Before 08 <sup>th</sup> MAY 2024

## Agenda 7

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

#### Agenda 8

7. Any other mater with the permission of the chair	<b>Presenter:</b> Dr. Sangram Keshari Panda	
<b>With the permission of Chairman, the following points were taken into consideration and discussed.</b>		
<b>Conclusion: -</b>		
✓ AQAR SUBMISSION		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Criteria were discussed and studied	Dr. Prithwiraj Mohapatra	Continuous process

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

*P. Mohapatra*

Dr. Prithwiraj Mohapatra  
Professor, Principal, Chairperson, IQAC

**PRINCIPAL**  
**JEYPORE COLLEGE OF PHARMACY**  
**RONDAPALLI, JEYPORE (K) 764002**