

Minutes of Internal Quality Assessment Cell, Jeypore College of Pharmacy

Friday, 2<sup>nd</sup> June, 2023 (4.00 PM)

Physical Mode (Board Room JCP)

The meeting of IQAC of Jeypore College of Pharmacy, Jeypore is schedule on 2<sup>nd</sup> June, 2023 at 4.00 PM in Board Room of JCP and the agenda of the meeting as follow,

<b>S. NO</b>	<b>AGENDA POINT</b>
<b>1</b>	Review of previous IQAC meeting
<b>2</b>	Review NAAC documentation and infrastructure progress
<b>3</b>	Discussion and review on achievements of strategic plan of institute
<b>4</b>	Organization of celebration of VAN MAOSTHAV, WORLD POPULATION DAY, WORLD NO TOBACCO DAY, WORLD ENVIRONMENT DAY AND INTERNATIONAL YOGA DAY
<b>5</b>	Review on various departmental and college level activities
<b>6</b>	Organization of One day Workshop on “Research Methodology: Regression Tool for Pharmaceutical Formulation ”
<b>7</b>	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 IQAC CO-ORDINATOR
5	Sujit Martha	Associate Professor
6	Mrs Pratit Sahu	Associate Professor
7	Manasi Khadanga	Assistant Professor
8	Vikram Mishra	Associate Professor
9	Suchismita Pani	Associate Professor
10	Ashwini Kumar Sethi	Assistant Professor
11	Santosh Behera	Assistant Professor
12	Mr. Alok Mohapatra	Assistant Professor
13	Mr. Siddhartha Biswal	Assistant Professor
14	Mr. Prasanjit Biswas	Assistant Professor
15	Saswat Kumar Rath	Office Supervisor
16	Sudhir Kumar Dash	Financial Officer

Members request for leave of absence

S. No	Name	Designation
1	Mr. Soubhagya Ranjan Sahoo	Assistant Professor
2	Miss. Subhasree Mallick	Assistant Professor
3	Mr. Niranjana Dalapati	Assistant Professor

### Minutes of meeting details

#### Agenda 1

<b>1</b>	<b>To consider on conform the proceeding of the last meeting of 1QAC.</b>	<b>Presenter: Dr. Prithwiraj Mohapatra</b>
<ul style="list-style-type: none"> <li>➤ The minutes of last meeting of 1QAC meeting held on 29.04.2023 were read by the IQAC coordinator</li> </ul>		
<p><b>Conclusion:</b></p> <ul style="list-style-type: none"> <li>➤ The minutes of last meeting of IQAC meeting held on 29.04.2023 were read by the IQAC coordinator Dr. Prithwiraj Mohapatra and were approved after discussion</li> </ul>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
	Dr Prithwiraj Mohapatra	Completed

#### Agenda 2

<b>2. To Take review NAAC documentation and infrastructure progress</b>	<b>Presenter: Dr. PRITHWIRAJ MOHAPATRA</b>	
<ul style="list-style-type: none"> <li>➤ Discussed on work progress on NAAC documentation from different criteria.</li> </ul>		
<p><b>Conclusion:</b></p> <ul style="list-style-type: none"> <li>➤ Chairperson discussed about the work status of NAAC documentation and progress of infrastructure development required for NAAC inspection.</li> </ul>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
NAAC documentation and infrastructure development	Dr Prithwiraj Mohapatra  Mr. Alok Mohapatra	Ongoing process

### Agenda 3

<b>3. To discuss and review on achievements of strategic plan of institute</b>	<b>Presenter: Dr. PRITHWIRAJ MOHAPATRA</b>	
Review on strategic plan achievement		
<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 August 2023

### Agenda 4

<b>4. To organize Celebration event on WORLD NO TOBACCO DAY, WORLD ENVIRONMENT DAY and INTERNATIONAL YOGA DAY in campus</b>	<b>Presenter: Dr. Sangram Keshari Panda</b>	
<b>The report on organization of Celebration event WORLD NO TOBACCO DAY, WORLD ENVIRONMENT DAY and INTERNATIONAL YOGA DAY in campus</b>		
<b>Conclusion: -</b> ✓ The report on organization of Celebration event on WORLD NO TOBACCO DAY, WORLD ENVIRONMENT DAY and INTERNATIONAL YOGA DAY in campus was discussed.		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Organizing of Celebration event on World Sustainable Day in campus	Manasi Khadanga Mr. Alok Mohapatra Mr. Siddhartha Biswal	Before 31 <sup>st</sup> May, 5 <sup>th</sup> June and 21 <sup>st</sup> June 2023 respectively

## Agenda 5

<b>5. To take review on various departmental and college level activities</b>	<b>Presenter:</b> Dr. Sangram Keshari Panda	
<b>Discussed on various departmental and college level activities</b>		
<p><b>Conclusion: -</b></p> <p>✓ 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.</p>		
<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.	Sujit Martha Ashwini Kumar Sethi Mr. Prasanjit Biswas	Continuous process

## Agenda 6

<b>6. To organize One day Workshop on “ Research Methodology: Regression Tool for Pharmaceutical Formulation ” in campus</b>	<b>Presenter:</b> Dr. Prithwiraj Mohapatra	
<b>The report on organization of One day Workshop on “ Research Methodology: Regression Tool for Pharmaceutical Formulation ” in campus</b>		
<p><b>Conclusion: -</b></p> <p>✓ The report on organization of One day Workshop on “ Research Methodology: Regression Tool for Pharmaceutical Formulation ” in campus was discussed.</p>		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Organizing of One day Workshop on “ Research Methodology: Regression Tool for Pharmaceutical Formulation ” in campus	Vikram Mishra Mr. Prasanjit Biswas	Before 2 <sup>nd</sup> June 2023

## Agenda 7

<b>7. Any other mater with the permission of the chair</b>	<b>Presenter: Dr. Prithwiraj Mohapatra</b>	
<b>With the permission of Chairman, the following points were taken into consideration and discussed.</b>		
<b>Conclusion: -</b>  ✓ It was instructed to all faculty members to prepare for BPUT and AICTE inspection		
<b>Action Taken</b>	<b>Person Responsible</b>	<b>Deadline</b>
Documentation of PCI inspection	Dr. A.K Ali	Before End of June 2023

The meeting was concluded with vote of Thanks by Dr Sangram Keshari Panda

*P. Mohapatra*

Dr. Prithwiraj Mohapatra  
Professor, Principal, Chairperson, IQAC

**PRINCIPAL**  
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