



## **Institute of Pharmacy & Technology, Salipur**

### **Internal Quality Assurance Cell (IQAC)**

#### **Academic Development Meeting**

**Date – 07-01-2019**

#### **Circular:**

In view of academic development, a meeting shall be held on 07-01-2019, at 3 pm in Principal chamber for discussion on following agendas for academic development.

In this meeting all IQAC members were present. The meeting was presided by Vice Principal of Institute of Pharmacy and Technology, Salipur.

The convenor addresses the meeting and read out the agenda of the meeting.

The following agenda were read out by the convener.

#### **Agenda:**

- Commencement of even semester
- Project of B. Pharm 8<sup>th</sup> semester.
- Placement and fixing interview for final year students.
- Others with permission of chair.

The meeting was started as per the date, time and venue. All members of IQAC were present. All agenda were discussed. All members placed their views. The convener presented the supported documents over each agenda discussion. The following resolution were made.

#### **Resolutions (Minutes of the Meeting):**

- The even semester classes shall be commenced as per the academic calendar of BPUT.
- The examination shall be conducted in due time as per the academic calendar of BPUT.
- The examination section was instructed to strengthen the examination system.
- The time table committee was instructed to place subject distribution, proposed time table within a week keeping in view of uniformity in workload in both theory and practical.
- The placement committee was instructed to prepare a college profile and to send HR of all Pharmaceutical Industry to welcome them to carry out the campus interview.
- The research head was instructed to assign guide as well as project work to all B. Pharm Final year students on experimental work basis only.

The chairman of IQAC instructed to convener to submit action report within one week for confirmation of the implementation of decision made in the meeting.

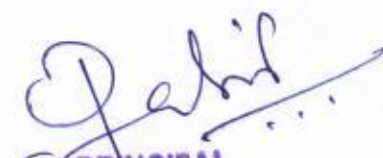
#### **Signature of the attended Members:**

Dr. S.K. Kanungo (Member)

Dr. P.K. Sinhamahapatra (Member)

Mr. M.R. Satpathy (Member)

Mr. M.K. Patra (Member)

  
**PRINCIPAL**  
Institute of Pharmacy & Technology  
Salipur, Dist-Cuttack-754202, Orissa

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**Institute of Pharmacy & Technology, Salipur**  
**Internal Quality Assurance Cell (IQAC)**  
**Action Taken on Resolution of Meeting held on Date – 07-01-2019**  
**Date of submission – 13-01-2019**

**Resolutions (Minutes of the Meeting):**

- The even semester classes shall be commenced as per the academic calendar of BPUT.
- The examination shall be conducted in due time as per the academic calendar of BPUT.
- The examination section was instructed to strengthen the examination system.
- The time table committee was instructed to place subject distribution, proposed time table within a week keeping in view of uniformity in workload in both theory and practical.
- The placement committee was instructed to prepare a college profile and to send HR of all Pharmaceutical Industry to welcome them to carry out the campus interview.
- The research head was instructed to assign guide as well as project work to all B. Pharm Final year students on experimental work basis only.

**Actions taken:**

- The circular, notice and order being passed to start the even semester classes shall be commenced as per the academic calendar of BPUT.
- The examination committee has framed its own college examination calendar for even semester examination and all activity shall be held without any deviation from the BPUT calendar.
- The examination section notified the minimum attendance of 75 % in both theory and practical to be eligible to appear internal sessional examination.
- The time table committee already prepared the provisional time table and they have circulated among the faculties for verification, modification and confirmation.
- The placement committee has prepared a college profile and charges being assigned to Dr. R.K. Giri (Member of Placement Committee) to send all possible Pharmaceutical Industry.
- Dr. B. R. Mohanty has notified that the project guide shall be distributed among the students as per their merit basis and after guide selection students has to submit the synopsis by the end of January.

**Sign of action taken Faculties:**

Dr. B. R. Mohanty

Dr. A.K. Senapati

Dr. R.K. Giri

Dr. M.K. Sahoo

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**Institute of Pharmacy & Technology, Salipur**  
**Internal Quality Assurance Cell (IQAC)**  
**Academic Development Meeting**

**Date – 04-02-2019**

**Circular:**

In view of academic development, a meeting shall be held on 04-02-2019, at 4 pm in Principal chamber for discussion on following agendas for Faculty and student development.

In this meeting, almost all members of IQAC were present. The meeting was presided by chairman of the IQAC of Institute of Pharmacy and Technology, Salipur.

The chairman addresses the meeting and instructed to convener to read out the agenda of the meeting.

The following agenda were read out by the convener.

**Agenda:**

- Review of proceeding of last meeting.
- Organising a conference.
- Others with permission of chair.

The meeting was started as per the date, time and venue. In this meeting almost all IQAC members were present. All agenda were discussed. The convener read out the proceedings of last meeting which was held on 07-01-2019. All members placed their views. The convener presented the last conference conducted reports and documents. The following resolution were made.

**Resolutions (Minutes of the Meeting):**

- In the meeting it was reviewed that all academic matters are running as per the academic calender of affiliating University.
- It was finalised that one conference shall be conducted tentatively in the first week of March 2019.
- Dr. B.R. Mohanty was selected to act as the convener of the conference.
- Dr. B.R. Mohanty was instructed to fix conference date, speakers and others.
- Dr. B.R. Mohanty was also instructed to frame a conference internal committee and to place a proposal and tentative budget for final approval for conducting the seminar.

The chairman of IQAC instructed to convener to submit action report within one week for confirmation of the implementation of decision made in the meeting.


**Signature of the attended Members:**

Dr. S.K. Kanungo (Member)

Dr. P.K. Sinhamahapatra (Member)

Mr. M.R. Satpathy (Member)

Mr. Alekha Ch. Sahoo (Member)

  
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**Institute of Pharmacy & Technology, Salipur**  
**Internal Quality Assurance Cell (IQAC)**  
**Action Taken on Resolution of Meeting held on Date – 04-02-2019**  
**Date of submission – 10-02-2019**

**Resolutions (Minutes of the Meeting):**

- In the meeting it was reviewed that all academic matters are running as per the academic calender of affiliating University.
- It was finalised that one conference shall be conducted tentatively in the first week of March 2019.
- Dr. B.R. Mohanty was selected to act as the secretary of the conference.
- Dr. B.R. Mohanty was instructed to fix conference date, speakers and others.
- Dr. B.R. Mohanty was also instructed to frame a conference internal committee and to place a proposal and tentative budget for final approval for conducting the seminar.

**Actions taken:**

- The final date of conference was finalised to be held on 2<sup>nd</sup> and 3<sup>rd</sup> March 2019.
- Primarily a conference committee being framed by Dr. B.R. Mohanty including other faculty members like Dr. B.S. Nayak, Dr. S.S. Kar, Dr. B. Mishra and others.
- A proposal along with tentative budget submitted by Dr. B.R. Mohanty before Management for approval through Principal.
- The proposed estimated budget was around 2.7 Lakhs.
- The convener of the conference also submitted the proposed list of 5 speakers for the scientific session in the conference.


**Sign of action taken Faculties:**

Dr. B. R. Mohanty

Dr. S.S. Kar

Dr. B.S. Nayak

Dr. B. Mishra

  
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