



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

**Date – 06-01-2020**

**Circular:**

In view of academic development, a meeting shall be held on 06-01-2020, at 12 pm in Principal chamber for discussion on following agendas for academic development.

In this meeting almost all IQAC members 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 the co-ordinator to read out the agenda of the meeting.

The following agenda were read out by the co-ordinator.

**Agenda:**

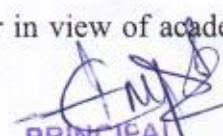
- Welcome to New Chairman (Principal) of IQAC.
- Review of last of proceedings of last meeting.
- Review of B. Pharm 8<sup>th</sup> and 6<sup>th</sup> semester class.
- Commencement of B. Pharm 2<sup>nd</sup> and 4<sup>th</sup> semester class.
- Fixing of schedule for Extracurricular activities of student.
- Review of M. Pharm Project.
- Others with permission of chair.

The meeting was started as per the date, time and venue. Almost all members of IQAC were present. First the new chairman of IQAC, Prof. S.K. Mahapatra was welcome by all IQAC members. All agenda were discussed. All members placed their views.

The following resolution were made.

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

- The proceedings of the last meeting were readout and reviewed and it was found ok.
- The B. Pharm 8<sup>th</sup> and 6<sup>th</sup> semester class was reviewed which was started from the month of December 2019 and it was found that the classes are going on as per the time table.
- It was decided that B. Pharm 2<sup>nd</sup> and 4<sup>th</sup> 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 2020.
- The examination section was instructed to prepare its own calender in view of academic calender of BPUT.

  
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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 for B. Pharm 2<sup>nd</sup> and 4<sup>th</sup> semester.

It was decided in the meeting that the annual sport shall be conducted and completed by the end of January 2020.

- The sports committee was asked to submit a tentative annual sports program for approval.
- The project of M. Pharm for all branches was reviewed and it was found that all students have completed project literature survey, submitted their synopsis and continuing the experimental work.
- The M. Pharm examination head was asked to fix the 3<sup>rd</sup> semester project seminar and viva examination in the month of January 2020.

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

**Signature of the attended Members:**

Prof. Dr. Santosh Kumar Mahapatra (**Chairman**), IPT, Salipur

Prof. Dr. Sunil Kumar Kanungo (**Co-Chairman**), IPT, Salipur

Prof. Dr. Biswaranjan Mohanty (**Convener**), IPT, Salipur

Dr. Prabir Kumar Sinha Mohapatra (**Coordinator**), IPT, Salipur

Dr. Bhabani Shankar Nayak (**Co-Coordinator**), IPT, Salipur

Dr. Mrutyunjaya Banerjee (**Teacher**), IPT, Salipur

Dr. Amiya Kumar Prusty (**Teacher**), IPT, Salipur

Dr. Aswini Kumar Senapati (**Teacher**), IPT, Salipur

Mr. Debasish Sahu (**Senior Administrative**), IPT, Salipur

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**Internal Quality Assurance Cell (IQAC)**  
**Action Taken on Resolution of Meeting held on Date – 06-01-2020**  
**Date of submission – 14-01-2020**

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

- It was decided that B. Pharm 2<sup>nd</sup> and 4<sup>th</sup> 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 2020.
- The examination section was instructed to prepare its own calendar in view of academic calendar of BPUT.
- 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 for B. Pharm 2<sup>nd</sup> and 4<sup>th</sup> semester.
- It was decided in the meeting that the annual sport shall be conducted and completed by the end of January 2020.
- The sports committee was asked to submit a tentative annual sports program for approval.
- The project of M. Pharm for all branches was reviewed and it was found that all students have completed project literature survey, submitted their synopsis and continuing the experimental work.
- The M. Pharm examination head was asked to fix the 3<sup>rd</sup> semester project seminar and viva examination in the month of January 2020.

**Actions taken:**

- The circular, notice and order being passed to start the B. Pharm 2<sup>nd</sup> and 4<sup>th</sup> semester classes which 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 for the B. Pharm 2<sup>nd</sup> and 4<sup>th</sup> semester classes and they have circulated among the faculties for verification, modification and confirmation.
- The sport committee in charge Mr. S. Parija have submitted a tentative annual sport program which shall be held in the last week of January 2020.
- The M. Pharm examination in charge Dr. M. Banerjee scheduled that M. Pharm 3<sup>rd</sup> semester project seminar and viva shall be held in last 3<sup>rd</sup> week of the January 2020.

**Sign of action taken Faculties:**

Dr. M. Banerjee

Dr. A.K. Senapati

Dr. M.K. Sahoo

Mr. S. Parija

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

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

**Academic Development Meeting Date – 03-02-2020**

#### **Circular:**

In view of academic development, a meeting shall be held on 03-02-2020, at 4.30 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 co-ordinator 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.
- Review of academic matter.
- 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 co-ordinator read out the proceedings of last meeting which was held on 06-01-2020. All members placed their views. The co-ordinator presented the last conference conducted reports, action taken 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 calendar of affiliating University.
- It was finalised that one conference shall be conducted tentatively in the first or second week of March 2020.
- 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.

  
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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 co-ordinator to submit action report within one week for confirmation of the implementation of decision made in the meeting.

**Signature of the attended Members:**

Prof. Dr. Santosh Kumar Mahapatra (*Chairman*), IPT, Salipur

Prof. Dr. Sunil Kumar Kanungo (*Co-Chairman*), IPT, Salipur

Prof. Dr. Biswaranjan Mohanty (*Convener*), IPT, Salipur

Dr. Prabir Kumar Sinha Mohapatra (*Coordinator*), IPT, Salipur

Dr. Bhabani Shankar Nayak (*Co-Coordinator*), IPT, Salipur

Dr. Mrutyunjaya Banerjee (*Teacher*), IPT, Salipur

Dr. Amiya Kumar Prusty (*Teacher*), IPT, Salipur

Dr. Aswini Kumar Senapati (*Teacher*), IPT, Salipur

Mr. Debasish Sahu (*Senior Administrative*), IPT, Salipur

  
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**Internal Quality Assurance Cell (IQAC)**  
**Action Taken on Resolution of Meeting held on Date – 03-02-2020**  
**Date of submission – 08-02-2020**

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

- In the meeting it was reviewed that all academic matters are running as per the academic calendar of affiliating University.
- It was finalised that one conference shall be conducted tentatively in the first or second week of March 2020.
- 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 **8<sup>th</sup>** and **9<sup>th</sup>** March **2020**
- 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. M.K. Sahoo, Dr. C.S. Barik 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 3.5 Lakhs.
- The convener of the conference also submitted the proposed list of 6 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. M.K. Sahoo

Dr. C.S. Barik

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

**Date – 16-07-2020**

**Circular:**

In view of academic development, a meeting shall be held on 16-07-2020, at 2 pm in Principal chamber for discussion on following agendas for academic development.

**Mode of meeting:** Meeting on virtual mode (online) using Google meet.

In this meeting almost all IQAC members 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 the co-ordinator to read out the agenda of the meeting.

The following agenda were read out by the co-ordinator.

**Agenda:**

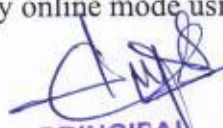
- Addressing of student problem by the Mentor.
- Setup of online class system.
- Re-commencement of D. Pharm, B. Pharm and M. Pharm class by online mode.
- Internal assessment by online mode.
- Joint organisation of International e- conference.
- Others with permission of chair.

The meeting was started as per the date, time and venue. Almost all members of IQAC were present. The chairman addresses the meeting. All agenda were discussed. All members placed their views.

The following resolution were made.

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

- All mentor expressed their mentee academic difficulties and decision were made all problem shall be solved immediately.
- It was decided online class shall be started shortly by google meet.
- Dr. M. K. Sahoo was instructed to present one online seminar to educate all faculties regarding online class including examination.
- It was decided that D. Pharm, B. Pharm and M. Pharm shall be recommenced from 1st September 2020 by online mode as per the time table basis.
- Dr. M. K. Sahoo was instructed to frame online class time table immediately.
- Dr. A.K. Senapati was instructed to conduct internal assessment by online mode using the google form and class room.

  
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Dr. B.R. Mohanty proposed an International Conference jointly by IPT, Salipur, RIPSAT, Tripura and DIT, Dehradun. The all members accepted the proposal. The chairmen instructed to Dr. B.R. Mohanty to fix the date and to intimate all updates.

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

**Signature of the attended Members:**

Prof. Dr. Santosh Kumar Mahapatra (*Chairman*), IPT, Salipur

Prof. Dr. Sunil Kumar Kanungo (*Co-Chairman*), IPT, Salipur

Prof. Dr. Biswaranjan Mohanty (*Convener*), IPT, Salipur

Dr. Prabir Kumar Sinha Mohapatra (*Coordinator*), IPT, Salipur

Dr. Bhabani Shankar Nayak (*Co-Coordinator*), IPT, Salipur

Dr. Mrutyunjaya Banerjee (*Teacher*), IPT, Salipur

Dr. Amiya Kumar Prusty (*Teacher*), IPT, Salipur

Dr. Aswini Kumar Senapati (*Teacher*), IPT, Salipur

Mr. Debasish Sahu (*Senior Administrative*), IPT, Salipur

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**Internal Quality Assurance Cell (IQAC)**

**Action Taken on Resolution of Meeting held on Date – 16-07-2020**

**Date of submission – 23-07-2020**

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

- All mentor expressed their mentee academic difficulties and decision were made all problem shall be solved immediately.
- It was decided online class shall be started shortly by google meet.
- Dr. M. K. Sahu was instructed to present one online seminar to educate all faculties regarding online class including examination.
- It was decided that D. Pharm, B. Pharm and M. Pharm shall be recommenced from 1st September 2020 by online mode as per the time table basis.
- Dr. M. K. Sahu was instructed to frame online class time table immediately.
- Dr. A.K. Senapati was instructed to conduct internal assessment by online mode using the google form and class room.
- Dr. B.R. Mohanty proposed an International Conference jointly by IPT, Salipur, RIPSAT, Tripura and DIT, Dehradun. The all members accepted the proposal. The chairmen instructed to Dr. B.R. Mohanty to fix the date and to intimate all updates.
- The chairman of IQAC instructed to co-ordinator to submit action report within one week for confirmation of the implementation of decision made in the meeting.

**Actions taken:**

- The problem addressed by students were solved.
- Dr. M.K. Sahu presented online seminar for guiding online class to all faculties on 18-07-2020.
- Dr. M.K. Sahu prepared the time table for the online class.
- Dr. A.K. Senapati circulated the notice for commencement of internal assessment by online mode.
- Dr. B.R. Mohanty submitted the conference proposed date to be held on 8<sup>th</sup> and 9<sup>th</sup> August 2020.

**Sign of action taken Faculties:**

Dr. B.R. Mohanty

Dr. A.K. Senapati

Dr. M.K. Sahu

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

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

**Academic Development Meeting**

**Date – 02-11-2020**

#### **Circular:**

To improve the quality of Academic as well as education, a meeting shall be held on 10-10-2020, at 2 pm in the Principal chamber for discussion on the following agenda for academic development.

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

The chairman addressed the meeting and instructed the co-ordinator to read out the agenda of the meeting.

The following agenda was read out by the co-ordinator.

#### **Agenda:**

- Review of the proceedings of last meeting.
- Review of M. Pharm, B. Pharm and D. Pharm online class.
- Filing the application for NAAC.
- Others with permission from the chair.

The meeting was started as per the date, time and venue. Almost all members of IQAC were present. All the agenda were discussed. All members placed their views.

The following resolutions were made.

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

- The proceedings of the last meeting were readout and reviewed and it was found that almost all resolution work being executed except few work remained. It was instructed to complete the work as early as possible.
- It was thoroughly reviewed that online classes are going on as per the time table in M. Pharm, B. Pharm and D. Pharm.
- All faculties members were asked to submit the monthly online class progress report in the first week of next month.
- It was instructed in the exam section to prepare the schedule for Class test 1 in online mode.
- In the meeting it was anonymously decided that filing of application shall be done to NAAC as submission of SSR.
- It was also instructed to register first in the NAAC web portal and to submit the IIQA.
- The responsibilities were given to coordinator and co-coordinator to register for NAAC, submission of IIQA and preparation of SSR.



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

**Signature of the attended Members:**

Prof. Dr. Santosh Kumar Mahapatra (*Chairman*), IPT, Salipur

Prof. Dr. Sunil Kumar Kanungo (*Co-Chairman*), IPT, Salipur

Prof. Dr. Biswaranjan Mohanty (*Convener*), IPT, Salipur

Dr. Prabir Kumar Sinha Mohapatra (*Coordinator*), IPT, Salipur


Dr. Bhabani Shankar Nayak (*Co-Coordinator*), IPT, Salipur

Dr. Mrutyunjaya Banerjee (*Teacher*), IPT, Salipur

Dr. Amiya Kumar Prusty (*Teacher*), IPT, Salipur

Dr. Aswini Kumar Senapati (*Teacher*), IPT, Salipur

Mr. Debasish Sahu (*Senior Administrative*), IPT, Salipur

  
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**Institute of Pharmacy & Technology, Salipur**  
**Internal Quality Assurance Cell (IQAC)**  
**Action Taken on Resolution of Meeting held on Date – 02-11-2020**  
**Date of submission – 09-11-2020**

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

- The proceedings of the last meeting were readout and reviewed and it was found that almost all resolution work being executed except few work remained. It was instructed to complete the work as early as possible.
- It was thoroughly reviewed that online classes are going on as per the time table in M. Pharm, B. Pharm and D. Pharm.
- All faculties members were asked to submit the monthly online class progress report in the first week of next month.
- It was instructed in the exam section to prepare the schedule for Class test 1 in online mode.
- In the meeting it was anonymously decided that filing of application shall be done to NAAC as submission of SSR.
- It was also instructed to register first in the NAAC web portal and to submit the IIQA.
- The responsibilities were given to coordinator and co-coordinator to register for NAAC, submission of IIQA and preparation of SSR.

**Actions taken:**

- Very few pending work action plans made on 2-11-2020, are completed.
- The exam in charge submitted the proposed schedule (Work plan) for conducting the online Class Test – 1.
- A meeting was held on 4-11-2020 on NAAC, for Criteria and work assignment among the faculties for the preparation of documents.
- The registration process is already initiated by the NAAC coordinator.
- The IIQA preparation is under process.

**Sign of action taken Faculties:**

Dr. P.K.S. Mohapatra

Dr. B.S. Nayak

Dr. A.K. Senapati

Dr. M.K. Sahoo

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