



INSTITUTE OF PHARMACY & TECHNOLOGY
SALIPUR, CUTTACK, ODISHA
INTERNAL QUALITY ASSURANCE CELL

Meeting Notice No. IPT/02/49/2022, Dated: 15.01.2022

An Internal Quality Assurance Cell meeting was held on 20.01.2022 at 11 am inside the Principal chamber. Following members were present in the meeting.

Prof. S.K. Mohapatra (Chairman)
Prof. S.K. Kanungo (Co-chairman)
Prof. B. Mohanty (Convenor)
Dr. P.K.S. Mahapatra (Coordinator)
Dr. B.S. Nayak (Co-Coordinator)
Dr. M. Banerjee (Member)
Dr. S.K. Patro (Member)
Dr. A.K. Senapati (Member)
Dr. A.K. Prusty (Member)
Dr. Dr. S. Dash (Member)
Mrs. B. Behera (Member)
Dr. S.C. Das (Member)
Mr. D. Sahu (Member)
Mr. Dhruva Charan Lenka (Member)
Mr. Udaya Kiran Sahoo (Student member)

The meeting was presided by the Chairman. It was asked by the Chairman to the coordinator to brief about the proceeding of last IQAC meeting and confirmation.

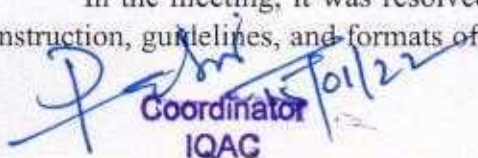
The proceeding of the last IQAC meeting was reviewed and confirmed.


The reconstitution of IQAC cell was made on 06-10-2021 by the inclusion of the two-student nominee i.e., Mr. Udaya Kiran Sahoo and Miss. Simalin Biswal was confirmed.

In the meeting as per the agenda, the academic and administrative status was reviewed, thoroughly discussed among all the members. In accordance with individual members' personal views and suggestions, the action plan (For the year first quarter of the year 2022) and necessary resolutions were made as narrated below.

Resolution 1: Conduct of Academic Audit.

In the meeting, it was resolved that an academic audit shall be conducted as per the instruction, guidelines, and formats of Biju Patnaik University of Technology, Rourkela. The


Coordinator
IQAC
Institute of Pharmacy & Technology
Salipur, Dist-Cuttack-754202, Odisha


Chairman
IQAC
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Principal, IPT, Salipur, shall constitute one committee by including senior and experienced faculty members. The chairman of the committee or academic bursar will lead the audit. It was suggested to completing the academic audit and submission of the report shall be done within June 2022.

Resolution 2: Conduct of Administrative Audit.

In the meeting, it was resolved that an administrative audit shall be conducted as per the instruction, guidelines, and formats of Biju Patnaik University of Technology, Rourkela. The Principal, IPT, Salipur, shall constitute one committee by including senior and experienced persons. The chairman of the committee will lead the audit. It was suggested to complete the administrative audit and submission of the report shall be done within June 2022.

Resolution 3: Academic flexibility.

It was resolved in the meeting that academic flexibility shall be adopted while the distribution of elective subjects among the B. Pharm final year students. Notice shall be done mentioning option for all elective subjects. The student shall submit their interest elective subjects in written form in prescribed format and accordingly the elective subject classes shall proceed.

Resolution 4: Feedback system.

It was resolved that the feedback system be reactivated. The faculty member, alumni, parents, employer, and the student shall be sensitized regularly for giving the feedback. The Principal was suggested to review the feedback through a specified committee and necessary action to be taken and documented everything properly.

Resolution 5: Soft skill activities.

It was resolved that the Language room shall be established with all facilities, near to the computer room. It was also resolved that renowned Professor shall be invited for conducting the workshop on soft skill program once in every three months interval. Dr. S.C. Das sir has taken the responsibility for inviting the Professors from the CFL, Bhubaneswar for organizing the workshop on soft skills.

Resolutions 6: Alumni activity.

It was resolved that the Alumni activity shall be initiated with the most priority. It was suggested by the IQAC members that in the last week of every month, a virtual meeting shall be fixed and conducted among staff and alumni which shall be in recorded form and documented. It was also decided that with the view of alumni, a physical alumni meet shall be fixed to be conducted within the six months, for which necessary action may be taken.

Resolution 7: Sponsored Research:

It was resolved that the necessary Sponsored Research Policy shall be framed with the prevue of the Principal and necessary action may be taken for getting the sponsored research fund.

Resolution 8: online access facility in Library:

Jabri
Coordinator
IQAC 15/01/22

Institute of Pharmacy & Technology
Salipur, Dist-Cuttack-754202, Odisha

Chaitanya
Chairman
IQAC

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Salipur, Dist-Cuttack-754202, Odisha



It was resolved that the necessary steps may be taken for providing the facility to the students, staff, and others (As necessary) for web-based remote online access for viewing the catalog of the library books, periodicals, journals, etc.

Resolution 9: Benchmark Placement.

It was resolved that sufficient effort shall be given by the Placement Cell of the Institution for achieving the benchmark placement by providing the placement facility with a salary offer of Rs. 30,000.00 or more for at least 25 students.

Resolution 10: GPAT coaching.

It was resolved in the meeting the necessary steps may be taken by the authority with the concerned department to strengthen the GPAT coaching class and care must be taken that every year 20 to 25 students must qualify for the GPAT or NIPER or other competitive examinations for their higher study.

Resolution 11: Effort for making the student university or council topper.

It was resolved that necessary steps or efforts shall be taken from the academic side that from our Institution one student may achieve the rank of university or council topper.

Resolution 12: Application for NCC and NSS.

It was resolved that the necessary steps or processes may be taken for fresh application for NCC or NSS at the concerned office with adopting all possible solutions to overcome the intermediary difficulties.

Resolution 13: Opening of Extension course for extension activities.

It was resolved that 2 or 3 pharmacy course-related self-financing extension programs or courses shall be started in the IPT, Salipur, affiliating from the Utkal University, Bhubaneswar, or any other University, whose liabilities shall be bear by the GB, IPT, Salipur.

It was decided that the necessary intimation letter shall be communicated to the concerned department or committee in charge immediately for the execution of the action plans or resolutions and necessary documents for action taken by the concerned department or committee shall submit within seven days from the date of the meeting.

The meeting was closed at 2 PM with the vote of thanks by the Chairman.


Coordinator
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Salipur, Dist-Cuttack


Chairman
IQAC

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dt-06-10-2021

A meeting was held on 06-10-2021 at 3 pm in the principal chamber for discussion on the following agenda for the development of the Academic status and following resolutions were made.

Agenda No:- Review of NAAC accreditation process

In the meeting it was thoroughly discussed on various activities of academic and administrative and it was found that all activities, processes and documentation are going on smoothly as normal.

Agenda No-2:- Re composition of IQAC.

It was unanimously decided and recommended by all members of IQAC that one student (Boy) of name (Uday Kiran Sahoo) and one student (Girl) of name Simalin Biswal shall be included in the IQAC cell as student nominee from B-Pharm 3rd year as effective from 6-10-2021.

Agenda No:- 3 - Information to all Departments regarding Submission of documents.

In the meeting it was decided that a Order in Circular form may be given to all departments to submit the required documents and files, register on or before 7/10/2021.

Agenda No:- 4 - Swachh Bharat Mission.

It was decided in the meeting Swachh Bharat Mission shall be conducted regularly.

The meeting was closed with vote of thanks by the Coordinator.



Members of AQIC of Institute of Pharmacy & Technology, Salipur:

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. Saroj Kumar Patro (*Faculty*), IPT, Salipur

Dr. Mrityunjaya Banerjee (*Faculty*), IPT, Salipur

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

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

Dr. Sujit Dash (*Faculty*), IPT, Salipur

Mrs. Bipasha Behera (*Faculty*), IPT, Salipur

Dr. Sarat Chandra Dash (*Member Management*), Member, GB, IPT, Salipur

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

Mr. Dhruva Charan Lenka (*Nominee from Local Society*), Retd. Bank Officer, Chandradeipur, Salipur, Cuttack - 754202, Odisha.

Mr. Udaya Kiran Sahoo Sathak Roy (*Nominee from Students, Boys*), B. Pharm 3rd Year, IPT, Salipur

Miss. Simalin Biswal (*Nominee from Students, Girls*), B. Pharm 3rd Year, IPT, Salipur

Mr. Soumya Ranjan Sahoo (*Nominee from Alumni*), IPT, Salipur

Mr. Suchiprava Mishra (*Nominee from Industrialist*), Partner, Bharat Vaisajyam, Bisalyakarani Lane, Madhupatna, Cuttack, Odisha.

Chairman
IQAC

Coordinator
IQAC



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

Date – 01-07-2021

Circular:

A meeting shall be held on 10-07-2021, at 3.30 pm in the Principal chamber for discussion on the following agenda for Institution development.

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

The chairman addressed the meeting and instructed the coordinator to read out the agenda of the meeting.

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

Agenda:

- Review of proceeding of last meeting.
- Review of NAAC Preparedness.
- Status for conducting the Grant of Organizing the Conference sanctioned by AICTE.
- Review of Research activity by the staffs.
- Review of IPT Webinar to be conducted by Pharmaceutical Chemistry department on 3rd and 4th July 2021.
- Review of Faculty Research Laboratory.
- Plantation program by IPT on 05-07-2021 in association with Red Cross society.
- Research project examination for M. Pharm.
- Student grievance to make more ICT class room.
- Others with permission of 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 as per the agenda wise. The following resolutions were made.

Resolutions (Minutes of the Meeting):

- The proceedings of the last meeting and action taken were readout by the coordinator.



In reviewing of NAAC preparedness, it was observed that almost all activities are going on perfectly as per the regular basis. It was instructed to the coordinator by chairman, to check all documents being maintained properly as per the Institutional criteria.

- The coordinator of GOC, Prof. B.R. Mohanty, briefed about general guidelines of AICTE to conduct the GOC. In the meeting it was decided that the GOC shall be conducted from 18-10-2021 daily for 12 days from 11 to 1 pm in online mode. The chairman instructed to coordinator to submit the tentative budget and speaker list within a week.
- The cell reviewed the Research activities of all faculties individually in the form of ongoing research work, their progress and any publications. It was observed that almost all faculties are involving in the research activities and also published some articles in reputed indexed journals.
- The proposal came for plantation program was passed to be held on 05-07-2021 in IPT Campus. It was instructed to Mr. Swalin Parija to do the necessary arrangement for the program.
- It was decided that the M. Pharm 4th semester research project was to be completed by the end of 1st week of July 2021. It was instructed to Dr. M. Banerjee to notify for submission of e-thesis and conducting the exam in virtual mode.
- As per the student grievance, it was decided that including the previous ICT Class room, six ICT class room to be make ready. Accordingly committee has to be framed and necessary steps to be under taken.

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

Prof. Dr. Sunil Kumar Kanungo

Prof. Dr. Biswaranjan Mohanty

PRINCIPAL

Institute of Pharmacy & Technology

- Dr. Prabir Kumar Sinha Mohapatra *Prabir*
- Dr. Bhabani Shankar Nayak *Bhabani*
- Dr. Saroj Kumar Patro *Saroj*
- Dr. Mrutyunjaya Banerjee *Mrutyunjaya*
- Dr. Amiya Kumar Prusty *Amiya*
- Dr. Aswini Kumar Senapati *Aswini*
- Dr. Sujit Dash *Sujit*
- Mrs. Bipasa Behera *Bipasa*
- Dr. Sarat Chandra Dash *Sarat*
- Mr. Debasish Sahoo *Debasish*
- Mr. Dhruva Charan Lenka *Dhruva*
- Mr. Soumya Ranjan Sahoo *Soumya*
- Mr. Suchiprava Mishra *SP. Misra*

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Amiya
PRINCIPAL
 Institute of Pharmacy & Technology
 Salipur, Dist-Cuttack-754202, Orissa
Chairman
IQAC
 Institute of Pharmacy & Technology
 Salipur, Dist-Cuttack-754202, Odisha

Prabir
 08/07/2021
Coordinator
IQAC
 Institute of Pharmacy & Technology
 Salipur, Dist-Cuttack-754202, Odisha



Institute of Pharmacy & Technology, Salipur
Internal Quality Assurance Cell (IQAC)
Action Taken on Resolution of Meeting held on Date – 01-07-2021
Date of submission – 08-07-2021

Resolutions (Minutes of the Meeting):

- The proceedings of the last meeting and action taken were readout by the coordinator.
- In reviewing of NAAC preparedness, it was observed that almost all activities are going on perfectly as per the regular basis. It was instructed to the coordinator by chairman, to check all documents being maintained properly as per the Institutional criteria.
- The coordinator of GOC, Prof. B.R. Mohanty, briefed about general guidelines of AICTE to conduct the GOC. In the meeting it was decided that the GOC shall be conducted from 18-10-2021 daily for 12 days from 11 to 1 pm in online mode. The chairman instructed to coordinator to submit the tentative budget and speaker list within a week.
- The cell reviewed the Research activities of all faculties individually in the form of ongoing research work, their progress and any publications. It was observed that almost all faculties are involving in the research activities and also published some articles in reputed indexed journals.
- The proposal came for plantation program was passed to be held on 05-07-2021 in IPT Campus. It was instructed to Mr. Swalin Parija to do the necessary arrangement for the program.
- It was decided that the M. Pharm 4th semester research project was to be completed by the end of 1st week of July 2021. It was instructed to Dr. M. Banerjee to notify for submission of e-thesis and conducting the exam in virtual mode.
- As per the student grievance, it was decided that including the previous ICT Class room, six ICT class room to be make ready. Accordingly committee has to be framed and necessary steps to be under taken.







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.



Actions taken:

- The NAAC coordinator has inspected all documents that to make up to date and he found few documents need to be make ready, thus he has circulated the list of pending documents need to be make ready to different assigned faculties.
- Prof. B.R. Mohanty has submitted the tentative budget of Rs. 1, 42, 000.00 for organising the GOC along with the list of tentative speaker on 06-07-2021.
- Mr. S. Parija has smoothly conducted the Plantation program on 05-07-2021 in association with Red Cross. He has submitted the plantation report to the chairman.
- Dr. M. Banerjee has conducted the M. Pharm 2nd semester research project examination in virtual mode for three departments on 07-07-2021 and also he has collected the all e-thesis.
- The sub-committee has been made including Dr. B.S. Nayak, Dr. M.K. Sahoo and Dr. B. Mishra to make ready six ICT class room as early as possible.

Sign of action taken Faculties:

Prof. S.K. Kanungo 
Prof. B.R. Mohanty 
Dr. P.K.S. Mohapatra 
Dr. S.K. Patro 
Dr. M. Banerjee 
Mr. S. Parija 


PRINCIPAL
Institute of Pharmacy & Technology
Sallpur, Dist-Cuttack-754202, Orissa
Chairman

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Internal Quality Assurance Cell



Dt - 15-09-2021

Time - 3:30 pm

A meeting was held on 15-9-2021 at 3:30 pm in the Principal's chamber for discussion on the following agenda for academic development.

In this meeting almost all IQAC members were present. The meeting was chaired by the chairman, IQAC of IPT, Salipur. The chairman addressed the meeting and instructed the co-ordinator to read out the agenda of the meeting. The following agenda were read out by the coordinator IQAC.

Agenda :-

- Review of Proceedings of last meeting.
- Review of the Blood Donation camp by Youth Red Cross Society of IPT, Salipur.
- Project distribution and guide allotment to B.Pharm and M.Pharm final year students.
- GPAT Coaching to B.Pharm Final Year students.
- Completion of building work to put application for fire safety.
- Construction of approach road of IPT, Salipur.
- Conduct of AICTE approved GOC on 18-10-2021.
- Review on Preparative work for NAAC.
- Others with permission of chair.

The meeting was started as per the date and time and venue. All agenda were discussed thoroughly one by one. All members placed their views as per the agenda. The following resolutions were made.



Resolutions (Minutes of the meeting) ⇒

- The proceeding of the last meeting and action taken were read out by the coordinator. As per the resolution made in last meeting, all actions had been taken.
- On reviewing it was found that IPT, Salipur has successfully organised the blood donation camp on 04-09-2021 coordinated by Mr. S. Panja (Asst. Prof.) on behalf of Youth red cross Society of IPT, Salipur. About 126 units of blood had been collected. The IQAC members congratulated to Mr. S. Panja for such achievement. Mr. S. Panja was asked to submit a program report.
- It was decided to Pass an order to B. Pharm and M. Pharm exam i/c along with all HODs, to distribute the guides to B. Pharm and M. Pharm students as per their Semester Score
- As per the details submitted by the Research Committee, it was found that the GPAT class has been initiated. An entry test had been conducted on 05-09-2021. The students had registered their name at Library. The GPAT class shall be started very shortly. Also it was asked to Dr. B. S. Nayak, to prepare a time table for GPAT class mentioning the subject coordinator and faculty name.
- As per the report of the construction i/c, the building construction work at Animal House site is going to be completed shortly. So that the fire safety work shall be commenced.
- As per the report of the construction i/c, the approach road work has been completed that the concrete has been made.



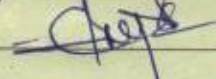
GOC. Three more speakers yet to be invited. The chairman of the IQAC instructed to research committee i/c to complete the speakers invitation work as early as possible, prepare brochure and program schedule and apply to AICTE for approval as early as possible.

The NAAC Coordinator has previewed their view that NAAC preparation is going on smoothly.


It is also reviewed on hygienic maintenance and Sanitization work of the institution. It was instructed to the maintenance i/c to look after more on hygienic maintenance and sanitization work of the institution.


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. The meeting was closed with vote of thanks.


Members of IQAC Signature:


1. S.K. Mahapatra 

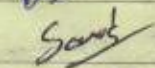
Chairman
IQAC

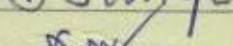
2. S.K. Kanungo 

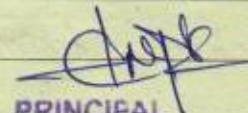
3. B.R. Mohanty 

4. P.K. Sinha Mahapatra 

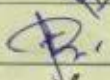
5. B.S. Nayak 

6. S.K. Patra 

7. M. Banerjee 


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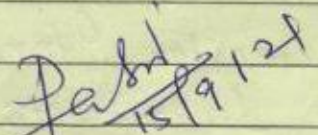
8. A.K. Prusty 

9. J.R. Dash 

10. B. Behera 

11. J.C. Dash 

12. D. Sahoo 


15/9/21

Coordinator
IQAC

13. D.C. Lenka

14. S.R. Sahoo

15. S. M. ...



Institute of Pharmacy & Technology, Salipur

Internal Quality Assurance Cell (IQAC)

Action Taken on Resolution of Meeting held on Date – 15-09-2021

Date of submission – 22-09-2021

Resolutions (Minutes of the Meeting):

- The proceedings of the last meeting and action taken were readout by the coordinator. As per the resolution made in last meeting all actions has been taken.
- On reviewing it was found that IPT, Salipur has successfully organised the Blood donation camp on 04-09-2021 coordinated by Mr. S. Parija on behalf of Youth Red Cross Society of IPT, Salipur. About 126 unit of blood had been collected. The IQAC members are congratulation to Mr. S. Parija for such achievement. Mr. S. Parija was asked to submit a program report.
- It was decide to pass an order to B. Pharm and M. Pharm Exam I/C along with all HODs, to distribute the guides to B. Pharm and M. Pharm students as per their semester score.
- As per the details submitted by the Research committee, it was found that the GPAT class has been initiated. An entry test had been conducted on 05-09-2021. The students had registered their name at Library. The GPAT class shall be started very shortly. Also it was asked to Dr. B.S. Nayak, to prepare a time table for GPAT Class mentioning the subject and faculty name.
- As per the report of the construction I/C, the building construction work at Animal House site is going to be completed shortly, so that the fire safety work shall be commenced.
- As per the report of the construction I/C, the approach road work has been completed that the concrete has been made.
- The research committee I/C submitted the report that the 9 speakers had been invited as key note speaker for the GOC. Three more speakers yet to be invited. The chairman of the IQAC instructed to the research committee I/C to complete the speaker invitation work as

early as possible, prepare brochure and program schedule and apply to AICTE for approval as early as possible.



The NAAC Coordinator has previewed their view that the NAAC preparation is going on smoothly.

- It was also reviewed on hygienic maintenance and sanitization work of the institution. It was instructed to the maintenance I/C to look after more on hygienic maintenance and sanitization work of the institution.

Actions taken:

- Mr. S. Parija has submitted a report including the all details of the Blood donation camp.
- A notice made by the Exam I/C of B. Pharma and M. Pharm for the final year students that the in last week of September the guide selection shall be done.
- The NAAC coordinator has inspected all documents that to make up to date and he found few documents need to be make ready, thus he has circulated the list of pending documents need to be make ready to different assigned faculties.
- The research committee I/C has submitted a list of total finalise speakers those had been invited for GOC and also submitted a Brochure and program schedule.
- The maintenance committee I/C have submitted an report on up to date maintenance of hygiene and sanitization in the institution.

Sign of action taken Faculties:

Prof. B.R. Mohanty

Dr. P.K.S. Mohapatra

Dr. S.K. Patro

Dr. B.S. Nayak

Mr. S. Parija

PRINCIPAL

**Institute of Pharmacy & Technology
Salipur, Dist-Cuttack-754202, Oriss:**

**Chairman
IQAC**

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