



भारत 2023 INDIA
वैश्विक कुटुंबकम्
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OFFICE OF THE DIRECTOR/PRINCIPAL

GOVT. COLLEGE OF PHARMACY, ROHRU
Tehsil Rohru, District Shimla, Himachal Pradesh- 171 207
(NAAC B++ Accredited and ISO 9001:2015 Certified Institute)
Recognized by PCI; Approved by AICTE, New Delhi; Affiliated to HPTU, Hamirpur
Ph. No. 01781 - 241306; E-mail: gcprohru@gmail.com; web: www.gcprohru.ac.in

Internal Quality Assurance cell (IQAC)

Minutes of Meeting

(Session- 2023-2024)

Date: 28/07/23

Time: 03:00 PM

Venue: Conference Hall, Administrative Block, GCP Rohru

Chairperson: Director/Principal, Government College of Pharmacy Rohru

Co-Chair: IQAC Coordinator, Government College of Pharmacy Rohru

Agenda:

1. Planning of Induction Programme for Newcomers.
2. Discussion on Academic Timetable.
3. Opening of Stationary Shop/Canteen.
4. Effective Implementation of Mentor-Mentee Program

Minutes of Meeting:

1. The Director/Principal welcomed the faculty members in the beginning of new session.
2. The Director/Principal appraised the faculty member regarding the academic schedule and urged for the active participation of faculty for smooth conduct of exams.
3. The Director/Principal instructed faculty members prepare a detailed schedule for the induction program by first week of August.
4. The Director Principal allotted the responsibility of induction programme to Dr. Priyanka Nagu (Assistant Professor).
5. The Director/Principal instructed faulty members to strictly follow timetable and to engage students for maximum possible hours.
6. The time table in-charge was instructed to draft the academic timetable and circulate it by August 7, 2023.
7. Faculty members were instructed to review and provide feedback within two days of circulation, allowing necessary adjustments to be made.


Director/Principal
Govt. College of Pharmacy
Rohru Dist. Shimla H.P.

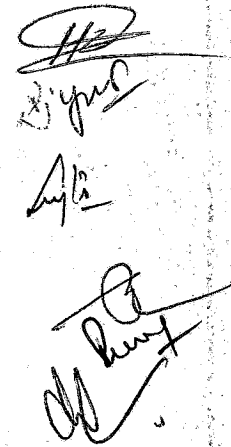
28 JUL 2023


8. There is a growing demand from students for an on-campus stationery shop and canteen. The administrative committee was allotted to for vendor selection.
9. It was noted by the IQAC in-charge that Regular mentor-mentee meetings need to be scheduled, and detailed records must be maintained.
10. The Director Principal allotted the responsibility mentor-mentee programme to Mrs. Chetna Jhagta, Assistant Professor Member Co-incharge (IQAC)
11. The meeting IQAC was concluded with the vote of thanks to Dr. Vivek Kumar, Director/Principal.

Members:

1. Dr. Vivek Kumar, Director/Principal (o), Chairman
2. Dr. Harish Kumar, Assistant Professor, Co-ordinator (IQAC)
3. Sh. Raneev Thakur, Assistant Professor, Member
4. Dr. Priyanka Nagu, Assistant Professor, Member
5. Dr. Vineet Mehta, Assistant Professor, Member
6. Dr. Pankaj Sharma, Assistant Professor Member
7. Ms. Shivani, Assistant Professor Member Co-incharge (IQAC)
8. Sh. Pankaj Jinta, Assistant Professor Member
9. Mrs. Chetna Jhagta, Assistant Professor Member Co-incharge (IQAC)

Signatures




Director/Principal
Govt. College of Pharmacy
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28 JUL 2023



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Internal Quality Assurance cell (IQAC)

Action Taken

(Session: 2023-2024)

Date: 11/08/23

Action Taken:

1. A detailed schedule for the induction program was prepared by Dr. Priyanka Nagu.
2. Faculty members were assigned roles and responsibilities for coordinating sessions.
3. The draft academic timetable was circulated to all faculty members on August 7, 2023.
4. Faculty feedback was collected and reviewed within the stipulated two-day period.
5. Necessary adjustments were made, and the final timetable was approved and displayed on August 10, 2023.
6. Vendor selection for the stationery shop and canteen was completed by the administrative committee.
7. Mentors was assigned to mentees and a structured format for mentor-mentee meetings was prepared and distributed by Mrs. Chetna Jhagta and monthly feedback sessions were organized to track the progress and address issues raised by mentees.

Compliance/Action Taken Report Submitted by Members:

Member-I

Dr. Harish Kumar
Co-ordinator (IQAC)

Member-II

Miss. Shivani
Co-in charge IQAC (A .P.)

Member-III

Mrs. Chetna Jhagta
Co-in charge IQAC (A .P.)

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Rohru, Distt. Shimla (H.P.)
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11 AUG 2023



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Internal Quality Assurance cell (IQAC)

Minutes of Meeting

(2023-2024)

Date: 14/09/2023

Time: 12:00 Noon

Venue: Conference Hall, Administrative Block, GCP Rohru

Chairperson: Director Principal, Government College of Pharmacy Rohru


Co-Chair: IQAC Coordinator, Government College of Pharmacy Rohru

Agenda:

1. Strict Adherence to Academic Calendar for First, Second, and Improvement Sessional Examination
2. Setting up Smart Classrooms
3. Scheduling an Industrial Visit

Minutes of meeting

1. The Director/Principal welcomed the faculty members.
2. It was noted by IQAC in-charge that adherence to the academic calendar is essential to ensure timely completion of first, second, and improvement sessional exams and exam schedules must be communicated well in advance, and faculty must align syllabus coverage with the timeline.
3. The Director/Principal instructed The Examination in-charge to finalize and circulate the exam schedule, so that Faculty members will ensure syllabus completion as per the academic calendar.
4. The need for smart classrooms with modern teaching tools like projectors, interactive boards, and high-speed internet was highlighted.


14 SEP 2023
Director/Principal
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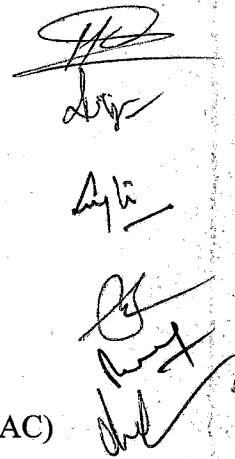
5. The Director/Principal instructed the administrative and technical Committee to prepare a detailed proposal, including cost estimation.
6. It was noted by IQAC incharge that an industrial visit for students was provide practical exposure to pharmaceutical manufacturing and operations.
7. Faculty coordinators Dr. Harish Kumar, Sh. Raneev Thakur and Ms. Shivani were assigned to oversee the visit and ensure smooth execution.

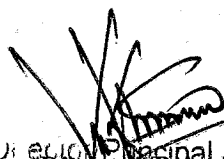
The meeting IQAC was concluded with a vote of thanks to Dr. Vivek Kumar, Director/Principal.

Members:

1. Dr. Vivek Kumar, Director, Principal (o), Chairman
2. Dr. Harish Kumar, Assistant Professor, Co-ordinator (IQAC)
3. Sh. Raneev Thakur, Assistant Professor, Member
4. Dr. Priyanka Nagu, Assistant Professor, Member
5. Dr. Vineet Mehta, Assistant Professor, Member
6. Dr. Pankaj Sharma, Assistant Professor Member
7. Miss. Shivani, Assistant Professor Member Co-incharge (IQAC)
8. Sh. Pankaj Jinta, Assistant Professor Member
9. Mrs. Chetna Jhagta, Assistant Professor Member Co-incharge (IQAC)

Signatures




Director/Principal
Govt. College of Pharmacy
Rohru, Distt. Shimla (H.P)

14 SEP 2023



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Internal Quality Assurance cell (IQAC)

Action Taken

(2023-2024)

Date: 16/09/2023

Action Taken:

1. The finalized schedule for the first, second, and improvement sessional exams was prepared and circulated by the Examination incharge Dr. Priyanka Nagu.
2. Faculty members were instructed to align syllabus coverage with the academic calendar.
3. The Administrative and Technical Committee prepared a proposal for smart classrooms, including cost estimation, and submitted.
4. Preparations have begun to set up one smart classroom by the end of September, with priority infrastructure work initiated.

Compliance/Action Taken Report Submitted by Members:

Member-I

Dr. Harish Kumar
Co-ordinator (IQAC)

Member-II

Miss. Shivani
Co-in charge IQAC (A .P.)

Member-III

Mrs. Chetna Jhagta
Co-in charge IQAC (A .P.)

16 SEP 2023
Director/Principal
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Internal Quality Assurance cell (IQAC)

Minutes of Meeting

(Session: 2023-2024)

Date: 22/01/24

Time: 11:00am

Venue: Conference Hall, Administrative Block, GCP Rohru

Chairperson: Director/Principal, Government College of Pharmacy Rohru

Co-Chair: IQAC Coordinator, Government College of Pharmacy Rohru

Agenda:

1. Organization of a National Seminar
2. Planning of an Alumni Meet

Minutes of Meeting

1. The Director/Principal welcomed the faculty members.
2. It was noted by IQAC in-charge that the national seminar should be organized and mainly focused on "Emerging Trends and Innovations in Pharmaceutical Sciences" to keep students and faculty updated with the latest advancements in the field.
3. The Director/Principal instructed the Seminar Co-ordinators, Dr. Harish Kumar and co-in charge Dr. Vineet Mehta to finalize the theme, sub-themes, and list of potential speakers.
4. It was noted by IQAC in charge that the alumni meet can provide a platform to strengthen the alumni network and encourage their contributions to the institution.
5. The Director/Principal allotted an organizing committee to prepare the event plan and instructed them to finalize the detailed agenda.

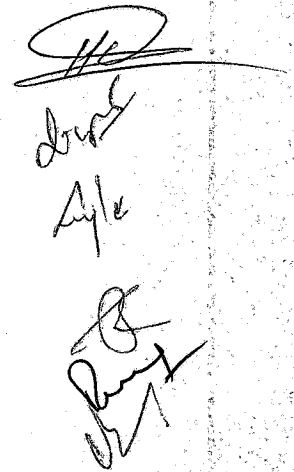
22 JAN 2024
Director/Principal
Govt. College of Pharmacy
Rohru Distt. Shimla H.P.


6. The meeting IQAC was concluded with the vote of thanks to Dr. Vivek Kumar, Director/Principal.

Members:

1. Dr. Vivek Kumar, Director/Principal (o), Chairman
2. Dr. Harish Kumar, Assistant Professor, Co-ordinator (IQAC)
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22 JAN 2024
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Action Taken

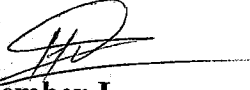
(Session: 2023-2024)

Date: 05/03/24


Action Taken:

1. The Seminar Committee finalized the theme and sub-themes for the seminar.
2. A list of potential keynote speakers was prepared, and initial contacts were made with experts from academia, and research organizations.
3. Invitations to keynote speakers were sent and the registration process for participants was opened.
4. An organizing committee was formed to plan and execute the alumni meet. The committee met and outlined the event structure.
5. The proposed date for the alumni meet has been finalized.
6. The event agenda, including alumni interactions, career guidance, and experience-sharing sessions was finalized.

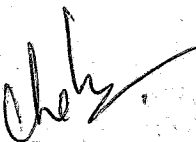
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Member-II

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Member-III

Mrs. Chetna Jhagta
Co-in charge IQAC (A .P.)


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05 MAR 2024