



GIRIJANANDA CHOWDHURY INSTITUTE OF PHARMACEUTICAL SCIENCE

(A Unit of Shrimanta Shankar Academy)

Approved & recognized by AICTE & PCI (New Delhi), Affiliated to Assam Science and Technology University

72nd NIRF ranking and accredited by NBA (for B.Pharm Program)

N.H. 37, Hatkhowapara, Azara, Guwahati-781017

Office of IQAC-GIPS (Guwahati)

Email: iqac@gips-guwahati.ac.in Mob: 9474844564; 8134024767

Ref No. GIPS/IQAC/NOTICE/2021/02

Date: 12.06.2021

NOTICE

“10th general meeting of Internal Quality Assurance Cell (IQAC)”

Respected Member,

This is to bring to your kind notice that the 10th general meeting of the Internal Quality Assurance Cell (IQAC) will be held by virtual online mode on Saturday the 26th June 2021 at 11:30 a.m. Your presence and active participation in the meeting will be highly solicited. The agendas for discussion in the meeting are as follows:

AGENDA

1. Discussion on the Proceedings of the 9th IQAC general meeting (held on 20.03.2021).
2. Discussion on the matter related with the status of GPAT results 2021 and submission of progress report to IQAC.
3. Discussion on the matter related with Admission progress and strategy taken up by the admission cell for the academic year 2021-22.
4. Discussion on the progress and status of Entrepreneurship and career development cell of the institute for the academic year July 2020-June 2021 and submission of progress report to IQAC
5. Discussion on the status and progress of the examination cell of the institute.
6. Discussion on the status of R&D's performance of the institute (specific to research, projects, publications, Ph.D's etc.) and submission of progress report to IQAC for the preceding academic year July 2020-June 2021.
7. Discussion on the status of NBA re-accreditation of the institute related to National Board of Accreditation (NBA).
8. Discussion on the status and progress of Drug testing Laboratory and Cell culture laboratory of the Institute.
9. Institute handling any matter related to the update and progress of documentation for PCI, AICTE, NIRF etc.
10. Discussion on the matter related with adopting the DOI number for Institutional Journal (CRJPAS) and proposal of the Journal to IQAC of ASTU (through GIPS-IQAC) to be enlisted in UGC-CARE journal list.
11. Discussion on the matter related with the status of Training and placement for the current ongoing final year Diploma, graduate and Post graduate batches.
12. Discussion on the matter related with FDP, seminars, webinar and conferences conducted during the academic session July 2020- June 2021.
13. Discussion on the status of the institute to start the process of NAAC.
14. Any other matter / Peer advice from the members for shaping future benchmark on quality improvement and assessment.

Dr. Damiki Laloo
(Coordinator of IQAC-GIPS)

Copy to:

1. Shri. Ratul Das (Member, representative from Management)
2. Prof. Gouranga Das (Chairman, IQAC)
3. Mr. Amar Jyoti Pathak (Member, Dean of Administration)
4. Prof. P.K. Goswami (Member, Local Society representative)
5. Mr. Tanveer Shah (Member, Industry representative from Eris Lifescience, Guwahati)
6. Dr. Dipankar Saha (Member, NIRF & AICTE Coordinator)
7. Dr. Bhanu Pratap Sahu (Member, NBA and R&D Cell Coordinator)
8. Dr. Smriti Rekha Chhanda (Member, Cultural activities & Anti-ragging Coordinator)
9. Dr. Bhupen Kalita (Member, PCI- Coordinator)
10. Dr. Trishna Das (Member, NSS coordinator)
11. Dr. Jun Moni Kalita (Member, Admission Cell Coordinator)
12. Mr. Purbojit Chetia (Member, Examination Cell Coordinator)
13. Mr. Iswar Harazika (Member, IAEC -GIPS Coordinator)
14. Mr. Prabhat Barman (Member, Institutional Finance officer representative)
15. Dr. Tapas Chakraborty (Member, MIS coordinator)
16. Mr. Mazharul Islam Choudhury (Member, representative from Alumni)
17. Mr. Suman Kumar (Member, Student representative from Ph.D level)
18. Mr. Debabrata Nath (Member, Student representative from M.Pharm level)
19. Ms. Anusmritee Rava (Member, Student representative from B.Pharm level)
20. Mr. Bedabrata Talukdar (Member, Student representative from D.Pharm level)



GIRIJANANDA CHOWDHURY INSTITUTE OF PHARMACEUTICAL SCIENCE

(A Unit of Shrimanta Shankar Academy)

Approved & recognized by AICTE & PCI (New Delhi), Affiliated to Assam Science and Technology University

72nd NIRF ranking and accredited by NBA (for B.Pharm Program)

N.H. 37, Hatkhowapara, Azara, Guwahati-781017

Office of IQAC-GIPS (Guwahati)

Email: iqac@gips-guwahati.ac.in Mob: 9474844564; 8134024767

Minutes of the 9th IQAC general meeting held on 20th March, 2021

The following members were present in the meeting –

Sl.no	Name of the Members	Role in IQAC	Designation
1.	Prof. (Dr.) Gouranga Das	Chairman	Principal, GIPS
2.	Shri. Ratul Das	Member	President of Srimanta Shankar Academy
3.	Mr. Tanveer Shah	Member	QA Head, Eris lifesciences, Guwahati
4.	Prof. P.K. Goswami	Member	Retd. Professor, GIMT-Guwahati
5.	Dr. Damiki Laloo	Member, IQAC Coordinator	Associate Professor, GIPS
6.	Dr. Dipankar Saha	Member	Associate Professor, GIPS
7.	Dr. Bhanu Pratap Sahu	Member	Assistant Professor, GIPS
8.	Dr. Smriti R.C. Das	Member	Assistant Professor, GIPS
9.	Dr. Trishna Das	Member	Assistant Professor, GIPS
10.	Dr. Bhupen Kalita	Member	Assistant Professor, GIPS
11.	Dr. Jun Moni Kalita	Member	Assistant Professor, GIPS
12.	Mr. Purbajit Chetia	Member	Assistant Professor, GIPS
13.	Dr. Tapas Chakraborty	Member	Assistant Professor, GIPS
14.	Mr. Iswar Harazika	Member	Assistant Professor, GIPS
15.	Mr. Amar Jyoti Pathak	Member	Dean of Administrative (GIPS & GIMT)
16.	Mr. Prabhat Barman	Member	Finance Officer, GIPS & GIMT
17.	Mr. Mazharul Islam Choudhury	Member	Pharmacists, Azara PHC, Guwahati
18.	Mr. Suman Kumar	Member	DST Inspire Ph.D Scholar
19.	Mr. Debabrata Nath	Member	M. Pharm student
20.	Ms. Anusmritee Rava	Member	B.Pharm student

The meeting was presided over by **Prof. (Dr.) Gouranga Das** (Chairman, IQAC). The following agenda of the 8th General meeting of IQAC were taken up for discussion and decisions along with recommendations were adopted as listed below-

SL	Resolution of the 9 th IQAC meeting	Action Taken
1.	Discussion on the Proceedings of the 8 th IQAC general meeting (held on 19.08.2019). Resolution: Coordinator of IQAC has presented the proceedings of the 8 th IQAC general meeting. All the members of the house have accepted the proceedings of 8 th IQAC general meeting.	Status: Completed
2.	Brief introductory session and warm welcome to all the current re-constituted members of IQAC (2021). Resolution: With the permission of the Chairman (IQAC) a short introductory session was conducted; whereby, Dr. Laloo (Coordinator, IQAC-GIPS) briefly introduced and cordially welcomes all the re-constituted as well as the new members to the house.	Status: Completed Members were successfully introduced to the house.
3.	Brief presentation of IQAC functions, annual timeline (for academic session July 2020-June 2021), terms and policies by IQAC Coordinator. Resolution: • Dr. Laloo (Coordinator, IQAC-GIPS) briefly presented the	Status: Completed. A comprehensive presentation



GIRIJANANDA CHOWDHURY INSTITUTE OF PHARMACEUTICAL SCIENCE

(A Unit of Shrimanta Shankar Academy)

Approved & recognized by AICTE & PCI (New Delhi), Affiliated to Assam Science and Technology University

72nd NIRF ranking and accredited by NBA (for B.Pharm Program)

N.H. 37, Hatkhowapara, Azara, Guwahati-781017

Office of IQAC-GIPS (Guwahati)

Email: iqac@gips-guwahati.ac.in Mob: 9474844564; 8134024767

	structure, importance and significance of IQAC with its function, strategy and policies.	on the IQAC was delivered successfully by the coordinator.
4.	<p>Approval of steering and core committee members for various technical criterions as per stated in Part-B of IQAC for final compilation of AQAR (Annual Quality Assurance Report).</p> <p>Resolution:</p> <ul style="list-style-type: none"> Dr. Laloo has highlighted the importance of the steering committee to smoothly operate the functions of the seven basic criteria as stated under Part-B of IQAC-AQAR. With the permission of the house and peer advice of Prof. Gouranga Das (Chairman, IQAC) and Shri. Ratul Das sir (Representative from management side), following senior members were selected to serve as the steering committee of IQAC Criterion. <ul style="list-style-type: none"> Criterion-I: Bhupen Kalita Criterion-II: Smriti Rekha Criterion-III: Bhanu P Saha Criterion-IV: Dipankar Saha Criterion-V: Jun Moni Kalita Criterion-VI: Trishna Das Criterion-VII: Ishwar Hazarika 	<p>Status: Completed</p> <p>The house has accepted the list of all the selected criterion members and the duties were successfully assigned to them based on the AQAR system of NAAC.</p>
5.	<p>Discussion on the status of the Admission for the academic year July 2020-June 2021 and submission of quality progress report to IQAC.</p> <p>Resolution:</p> <ul style="list-style-type: none"> A brief presentation on the admission report for the academic year 2020-2021 was delivered by Dr. Jun Moni Kalita (Convener, Admission Cell & member of IQAC). As per the report, the admission seats for all D.pharm, B.pharm, M.Pharm (Pharmaceutics & Pharmacology) programs were filled up, whereas admission for M.pharm (Pharm. Chemistry) out of 15 total seats, only 7 seats were occupied. Shri. Ratul Das (Member representative from Management) urged about the query for intake of B.pharm which crossed 100+2. However, Dr. Kalita stated that 2 students were PMSSS sponsored candidate and this figure has no negative impact on the intake seat as per PCI norms. Prof. Gouranga Das (Chairman, IQAC) urged about the quality of students taking admission in terms of %. In this context, Dr. Kalita stated that majority of the students taking admission in GIPS are of high quality with a good academic score of more than 60% (except for SC/ST where 55% is taken as the cut off %). Mr. Amar J. Pathak (Member representative from administration) urged about the strategy of conducting the interview during COVID-19 pandemic situation. Dr. Kalita, stated that strategic action were develop where the interview was conducted successfully online and counseling was done batchwise in offline mode following the strict protocol as stated by the Govt. 	<p>Status: Completed</p> <p>Admission report has been received by the IQAC cell and will be uploaded in the Institute website under IQAC section.</p>
6.	<p>Discussion on the status of the placement Cell and submission of quality progress report to IQAC for the preceding academic year July 2019-June 2020.</p> <p>Resolution:</p> <ul style="list-style-type: none"> A brief presentation on the Training and placement report for the academic year July 2019- June 2020 was successfully delivered by 	<p>Status: Completed</p> <p>T&P report has been received by the IQAC cell and will be</p>



GIRIJANANDA CHOWDHURY INSTITUTE OF PHARMACEUTICAL SCIENCE

(A Unit of Shrimanta Shankar Academy)

Approved & recognized by AICTE & PCI (New Delhi), Affiliated to Assam Science and Technology University

72nd NIRF ranking and accredited by NBA (for B.Pharm Program)

N.H. 37, Hatkhowapara, Azara, Guwahati-781017

Office of IQAC-GIPS (Guwahati)

Email: iqac@gips-guwahati.ac.in Mob: 9474844564; 8134024767

	<p>Dr. Dipankar Saha (Convener of T&P cell & member of IQAC).</p> <ul style="list-style-type: none">A query was raised by Shri. Ratul Das sir on account of total number of students placed during the preceding academic year. Dr. Saha resolved all the queries based on the data reported in his presentation slides. In addition, he added that 12 pharmaceutical companies will be visiting GIPS for the current year placement.Shri. Tanveer Shah (Member representative from Industry) suggested that the institute shall take necessary actions to improve the GAP between the student's academic performances with that of the knowledge to be applied in Industry. This will help the student gain upper hand to get absorbed easily in industry with a handsome salary bar. He also urged that the institute shall arrange hand-on-skills workshops by inviting speakers from Industry to overcome such situation.	uploaded in the Institute website under IQAC section.
7.	<p>Discussion on the status of R&D's performance of the institute and submission of progress report to IQAC for the preceding academic year July 2019-June 2020.</p> <p>Resolution:</p> <ul style="list-style-type: none">A brief presentation on the R&D performance for the academic year July 2019-June 2020 was successfully delivered by Dr. Bhanu P. Sahu (Convener, R&D cell).Shri. Ratul Das commented on the status of Drugs Testing Laboratory, whereby, Dr. Sahu replied that the DTL committee members have drafted the documentation for basic requirements and the work is in progress.Dr. Bhupen Kalita (Member, IQAC) suggested that the R&D cell should take actions to increase the publication of students with the guidance of their supervisors. Dr. Sahu also suggested that all PG and PhD supervisors should give their full time emphasis and to dedicate themselves to guide their student effectively for smooth functioning of their project without causing any distress in the project work of the students.Prof. P.K. Goswami (Member representative from Local Society, IQAC) inquired about the status, working condition and criteria of purchase of all the sophisticated instrument in GIPS. Dr. Sahu replied that all the criteria related with the sophisticated instruments and paper works at GIPS are updated and well maintained.	<p>Status: Completed</p> <p>R&D report has been received by the IQAC cell and will be uploaded in the Institute website under IQAC section.</p>
8.	<p>Discussion on the strategy of Teaching-learning centric taken by the institute during COVID-19 pandemic situation.</p> <p>Resolution:</p> <ul style="list-style-type: none">Dr. Dipankar Saha, has highlighted the strategy of teaching-learning system taken by the institute during COVID-19 pandemic situation. He also continued that the institute has purchase and subscribed the G-Suite software from Google for smooth functioning and adoption of online class. Digital activity report has been collected every month from the HOD's of every department. All activities were functioning smoothly in virtual mode as per the routine time table assigned to individual faculty.Mr. Tanveer Shah added that virtual classes are not a good solution to train the students based on practical aspects. However, offline mode shall be commencing as soon as the situation comes to normal.	<p>Status: Completed</p> <p>Dr. Saha is looking in to the matter to further continue the teaching-learning system until the situation becomes normal.</p>



GIRIJANANDA CHOWDHURY INSTITUTE OF PHARMACEUTICAL SCIENCE

(A Unit of Shrimanta Shankar Academy)

Approved & recognized by AICTE & PCI (New Delhi), Affiliated to Assam Science and Technology University

72nd NIRF ranking and accredited by NBA (for B.Pharm Program)

N.H. 37, Hatkhowapara, Azara, Guwahati-781017

Office of IQAC-GIPS (Guwahati)

Email: iqac@gips-guwahati.ac.in Mob: 9474844564; 8134024767

9.	<p>Discussion on the status of the Faculty Development program and submission of quality progress report to IQAC for the preceding academic year July 2019-June 2020.</p> <p>Resolution:</p> <ul style="list-style-type: none">• A brief presentation on the FDP activities and full report for the academic year July 2019-June 2020 was successfully delivered by Dr. D. Laloo. He further stated that as per the report collected, all the faculties have actively involved in the participation related to FDP which include participation in FDP/QIP/STTP (65%), webinars/seminar/workshops/conferences (14%) and MOOC online course (21%).• Shri. Ratul Das and Chairman IQAC, urged that all faculties shall participate in more numbers of virtual program in the future so that the quality of faculties will be improved and will also benefitted the institute.	<p>Status: Completed</p> <p>Report on FDP participation by the faculties has been submitted to IQAC. Dr. Laloo is looking into the matter to influence all the faculties to participate in more FDP, webinar and MOOC online.</p>
10.	<p>Discussion on the status of re-accreditation of the institute related to National Board of Accreditation (NBA) and investigating on the deficiency criteria of the previous NBA inspection.</p> <p>Resolution:</p> <ul style="list-style-type: none">• Dr. Bhanu P. Sahu discussed on the status of applying for re-accreditation of GIPS which the portal will be tentatively open by the end of this year. All the deficiency was discussed in the house of which one of the main deficiency was the lack of senior and experience faculty in the institute.• Chairman (IQAC) and Mr. Tanveer Shah, suggested that the institute should adopt a strong retention policy, to prevent the faculty from leaving the institute which is a very critical step to maintain the quality, work environment, stability and integrity of the institute.	<p>Status: In progress</p> <ul style="list-style-type: none">• Dr. Bhanu P Sahu is looking into the matter of NBA re-accreditation.• Senior faculties of GIPS will be looking into the matter to draft a letter to the management to create a strong policy on account of Faculty Retention.
11.	<p>Creation of IQAC official email address and web link in the institutional website.</p> <p>Resolution:</p> <ul style="list-style-type: none">• Coordinator (IQAC) revealed the importance of having an official email and weblink in the institutional website. This is necessary to ease the communication to all the members through electronic email system.• Permission was sought from the house to create the email and launch the IQAC weblink. Chairman (IQAC) advice to proceed with the requirements.	<p>Status: Completed</p> <p>Email of IQAC which is iqac@gips-guwahati.ac.in was successfully created. Inauguration of IQAC weblink will be given charge to Dr. Tapash Chakraborty.</p>
12.	<p>Any other matter / Peer advice from the members for shaping future benchmark on quality improvement and assessment.</p> <p>Resolution:</p> <ul style="list-style-type: none">• Dr. Smriti CR Das (Member, IQAC) urged about the technology transfer to the institute as part of knowledge sought from the AICTE-UKIERI leadership training program. She further state that the institute shall start soft skills program to the students which will be benefitted at times of job interview and higher studies.	<p>Career guidance cell shall look into the matter to conduct such program to the students.</p>

Dr. Damiki Laloo
Coordinator, IQAC