



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)

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Ref No. GIPS/IQAC/NOTICE/2021/04

Date: 27.12.2021

NOTICE

“12th general meeting of Internal Quality Assurance Cell (IQAC)”

Respected Member,

This is to bring to your kind notice that the 12th general meeting of the Internal Quality Assurance Cell (IQAC) will be held in **Offline** mode on Tuesday the **28th December 2021 at 12:00 p.m** at GIPS conference Hall. 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 11th general meeting of IQAC (held on 27.09.2021).
2. Discussion on the summary reports on the successful completion of two online five days ATAL-FDP sponsored by AICTE (New Delhi).
3. Discussion on the matter related with the successful formation of Institutional Bio-safety Committee (IBSC).
4. Discussion on the matter related with the report on the activities of GIPS social outreach programs conducted for the year 2021 (NSS unit, Women's Cell, Alumni association, EBSB).
5. Discussion on the matter related to fee waiver seats for EWS category as per requirement of NIRF.
6. Discussion on the status of functioning of the newly inaugurated Cell Culture Laboratory of GIPS.
7. Discussion on the matter related with the introduction of two new PG courses and status for construction of new building for M.Pharm courses.
8. Discussions on the matter related with the successful granting of TWO Australian International patent published on behalf of GIPS by Dr. Damiki Laloo and to strengthen the future IPR cell of GIPS.
9. Any other matter and critical advice from members for shaping future benchmark on quality improvement and assessment.

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. Mr. Mazharul Islam Choudhury (Member, representative from Alumni)
7. Mr. Prabhat Barman (Member, representative from Account Section of SSA)
8. Dr. Dipankar Saha (Member, NIRF & AICTE Coordinator)
9. Dr. Bhanu Pratap Sahu (Member, NBA and R&D Cell Coordinator)
10. Dr. Smriti Rekha Chhanda (Member, Cultural activities & Anti-ragging Coordinator)
11. Dr. Trishna Das (Member, NSS Officer-GIPS)
12. Dr. Jun Moni Kalita (Member, Admission Cell Coordinator)
13. Mr. Purbojit Chetia (Member, Examination Cell Coordinator)
14. Ms. Ankita Kashyap (Member, Purchase and Inventory Committee)
15. Mr. Iswar Harazika (Member, IAEC & IBSC -GIPS Coordinator)
16. Mr. Prabhat Barman (Member, Institutional Finance officer representative)
17. Dr. Tapas Chakraborty (Member, MIS coordinator)
18. Mr. Suman Kumar (Member, Student representative from Ph.D level)
19. Mr. Debabrata Nath (Member, Student representative from M.Pharm level)
20. Ms. Anusmritee Rava (Member, Student representative from B.Pharm level)
21. Mr. Bedabrata Talukdar (Member, Student representative from D.Pharm level)
22. **Special Invitee:** Ms. Madhuchandra Lahon (Member, Women's Cell)
23. **Special Invitee:** Ms. Asha Das (Coordinator, Career Development Cell)
24. **Special Invitee:** Mr. Anupam Sarma (Secretary, Alumni Association of GIPS)
25. **Special Invitee:** Ms. Bhaswati Das (Coordinator, Feedback System of GIPS)

Dr. Damiki Laloo
(Coordinator of IQAC-GIPS)



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Minutes of the 11th IQAC general meeting held on 27th September, 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 Shrimanta Shankar Academy
3.	Mr. Tanveer Shah	Member	QA Head, Eris lifesciences, Guwahati
4.	Dr. Damiki Laloo	Member, IQAC Coordinator	Associate Professor, GIPS
5.	Dr. Dipankar Saha	Member	Associate Professor, GIPS
6.	Dr. Bhanu Pratap Sahu	Member	Assistant Professor, GIPS
7.	Dr. Smriti R.C. Das	Member	Assistant Professor, GIPS
8.	Dr. Trishna Das	Member	Assistant Professor, GIPS
9.	Dr. Bhupen Kalita	Member	Assistant Professor, GIPS
10.	Dr. Jun Moni Kalita	Member	Assistant Professor, GIPS
11.	Mr. Purbajit Chetia	Member	Assistant Professor, GIPS
12.	Dr. Tapas Chakraborty	Member	Assistant Professor, GIPS
13.	Mr. Iswar Harazika	Member	Assistant Professor, GIPS
14.	Mr. Amar Jyoti Pathak	Member	Dean of Administrative (GIPS & GIMT)
15.	Mr. Prabhat Barman	Member	Finance Officer, GIPS & GIMT
16.	Mr. Mazharul Islam Choudhury	Member	Pharmacists, Azara PHC, Guwahati
17.	Mr. Suman Kumar	Member	DST Inspire Ph.D Scholar
18.	Mr. Debabrata Nath	Member	M. Pharm student
19.	Ms. Anusmritee Rava	Member	B.Pharm student
20.	Mr. Bedabrata Talukdar	Member	D.Pharm Student
21.	Ms. Bhaswati Das	Special Invitee	Assistant Professor, GIPS
22.	Ms. Ankita Kashyap	Special Invitee	Assistant Professor, GIPS

The meeting was presided over by **Prof. (Dr.) Gouranga Das** (Chairman, IQAC). The following agenda of the 11th 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 11 th IQAC general meeting (held on 27.09.2021). Resolution: Coordinator of IQAC has presented the proceedings of the 10 th IQAC General meeting. All the members of the house have accepted the proceedings of 10 th IQAC general meeting.	Status: Completed
2.	Discussion on the matter related with the final status of fresh admission for the Academic session July 2021-June 2022 and submission of admission report to IQAC. Resolution: <ul style="list-style-type: none">Dr. Jun Moni Kalita (Coordinator, Admission Cell) have presented the final status of admission at GIPS for the session 2021-22. He stated that 100% admission was achieved for D.pharm, B.Pharm and M.pharm. However, for B.Pharm (Practice) only 5 candidates have taken admission so far. The reason behind this was due to the pending NOC from the government side.	Status: Completed Admission report has been submitted to IQAC.



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	<ul style="list-style-type: none"> • Shri. Ratul Das (Member representative from Management) suggested enquiring about the status and progress of the NOC at Governmental level. 	Dr. Bhanu P. Sahu is looking into the matter related with the status of NOC at governmental level.
3.	<p>Discussion on the strategy taken by the Institute to disseminate quality information to the newly admitted students via. orientation program and submission of progress report to IQAC.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Prof. Gouranga Das (Chairman, IQAC-GIPS) briefly elaborated the successful conducting of the one-week online orientation program by GIPS to the newly admitted students. The orientation program was scheduled from 2nd to 9th September 2021 whereby quality information including rules & regulations, anti-ragging, admission, examination, training & placement, mentoring system, scope of all core subjects, sports & cultural activities etc. were discussed. 	<p>Status: Completed.</p> <p>Summary of the orientation program has been submitted to IQAC by Dr. Smriti RC Das.</p>
4.	<p>Discussion on the past Faculty Development Program (FDP) conducted by GIPS and strategy to execute the future upcoming STTP/QIP/FDP.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • As per the information retrieved from various coordinators, it had come to notice that there were: <ul style="list-style-type: none"> ✓ 01 AICTE sponsored two weeks offline FDP (Rs. 4 lakhs) successfully completed. Dr. Dipankar Saha (Coordinator, Offline FDP) presented the summary reports of the offline FDP to the house and stated that all necessary documents including the utilization certificate have been submitted to the AICTE. ✓ 02 Online five days ATAL-FDPs (Rs. 93000/- each) to be conducted for the month of October and December 2021 respectively. Coordinators (Dr. Dipankar Saha and Dr. Damiki Laloo) are looking into the matter. ✓ 01 offline five days STTP (Amount not sanctioned yet) to be conducted for the year 2022. 	<p>Status: Completed</p> <ul style="list-style-type: none"> ✓ 01 Offline FDP has been successfully executed. ✓ 02 ATAL FDPs has been successfully conducted. ✓ Dr. Damiki Laloo is looking into the STTP matter.
5.	<p>Discussion on the status of NIRF rankings of the institute and re-analyzing the critical factors/compliance to reshape the rankings in the next application.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Chairman-IQAC summarized that the NIRF ranking of GIPS has drop drastically from 72 individual rank to 75-100 ranking band. • Dr. Dipankar Saha (Coordinator, NIRF-GIPS) presented an overview by comparing the reports of the previous NIRF status versus the current NIRF data. He came up with the conclusion that among all the 5 NIRF criteria's, two of the three criteria score was drastically reduced which includes (a) Criteria-2: Research & professional practice and (b) Criteria-5: Institute perception. • Mr. Tanveer Shah (Member representative from Industry) suggested to start a publication timeline for all faculties to at least publish their work in a reputed Journal. • Shri. Ratul Das and Chairman-IQAC suggested to monitor a quarterly research progress of faculty publications, thereby to uplift the criteria. They also suggested to conduct a high-profile meeting between senior faculties to solve the problems of NIRF. • In regards with the Institute perception, Chairman-IQAC stated that the institute perception is due to the lack of website performance in terms of critical informational display. Hence, in this context Dr. Damiki Laloo (Coordinator, IQAC) has been appointed to 	<p>Status: Completed</p> <ul style="list-style-type: none"> • Dr. Saha along with the Institute NIRF core committee is looking into the matter. • The Website and Social Outreach committee (WSOC) has been established duly approved



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	investigate into the matter and re-shape the website of GIPS.	by academic council.
6.	<p>Discussion on the matter related with the strategic implementation of Tutorial class to identify and uplift the quality of slow learners in the Institute.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Special Invitee Ms. Lima Patowary (Coordinator, Tutorial system) has presented a brief information on the old and new tutorial system of GIPS. She claimed that the new tutorial method will be highly effective which has been successfully developed by her team (under the guidance of Mr. Iswar Hazarika & Dr. Damiki Laloo) to strategically detect the weaker and slow learner students. • Mr. Tanveer Shah suggested implementing more innovative teaching followed with hands-on-skills thereby to make things simplified to the slow learners. • Shri. Ratul Das suggested taking more emphasis by concentrating on the weaker students taking tutorial classes in the institute. 	<p>Status: Completed</p> <ul style="list-style-type: none"> • The house has accepted the recent changes in the tutorial system of GIPS.
7.	<p>Discussion on the progress and strategy taken by the Institute to face the NBA re-accreditation.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • A brief presentation on the NBA status and strategies taken by the institute has been delivered by Dr. Bhanu P. Sahu (Convener, NBA). He also stated that many actions have to be executed involving training the Juniors to cope up with NBA, completion of NBA criteria's and investigating into the NBA major and minor files. • Mr. Tanveer Shah inquired about elaborating the cons and pros of the NBA files and to report the pending issues. • Shri. Ratul Das and Chairman-IQAC suggested to execute the process at the earliest so that the SAR can be submitted on time. 	<p>Status: In progress</p> <ul style="list-style-type: none"> • Dr. Bhanu P. Sahu is looking into the matter.
8.	<p>Re-discussion on the status and progress of Drug testing Laboratory and Cell culture laboratory of the Institute.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Dr. Bhanu P. Sahu (Coordinator, R&D), has highlighted that the Institute Cell culture laboratory is full fledged ready. He added that the R&D committee has planned to organize a general meeting in the month of November and there shall be a short inaugural ceremony to set the foundation stone of the lab. In context with Drug testing laboratory, the new building is under construction of which the 5th and 6th floor will served as the DTL. He added that he and his team has successfully completed visiting and performed critical surveys of the industries requirements in and around Guwahati and Sikkim. • Mr. Tanveer Shah suggested to plan a phase wise construction of the DTL and to strategically focus on the areas, needs and demands that the industries required to functionally and smoothly run the DTL. He even added to survey on the sophisticated instruments which are not installed in the industries to meet the consultancy need. 	<p>Status: Completed</p> <ul style="list-style-type: none"> • Cell culture Laboratory has been successfully inaugurated on 23rd Nov 2021 by Prof. Pratap Jyoti Handique (Vice Chancellor, ASTU). • DTL is under progress and is looked after by Dr. BP Sahu.



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9.	<p>Discussion on enhancing research activities and modes of enhancing external funding for R&D.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Dr. Damiki Laloo (Coordinator-IQAC) emphasized that apart from AICTE-RPS projects, there is a need to obtain extramural projects (EMR) from other funding sources such as DST, DBT, SERB, DRDO, ICMR, UGC etc. This will enhance the quality of R&D of the institute. • Dr. B.P Sahu commented that a comprehensive discussion will be made in the R&D cell general meeting in the presence of experts and such agenda shall be taken into action by the R&D cell. • Shri. Ratul Das and Chairman IQAC, urged that all eligible faculties shall start sending more EMR to various Governmental funding agencies to aid in the institutional R&D progress. 	<p>Status: Completed</p> <ul style="list-style-type: none"> • Two DST project has been successfully filed (a) DST-FIST (Rs. 1.5 crore) filed by Dr. B.P. Sahu & team (b) DST-SEED (Rs. 95 Lakhs) filed by Dr. D.Laloo & Dr. Anupam Sarma. • Status of both the project is under review from the DST. • 01 DST-Women's Scientist for achieving JRF to lady faculty has also been filed by Dr. B.P. Sahu.
10.	<p>Discussion on the strategy and stronghold of the institute maintaining the different categories of continuous feedback system.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Ms. Bhaswati Das (In-charge, Feedback system of GIPS) presented the four basic feedback system of the institute which include (a) Student's feedback system, (b) Alumni feedback system, (c) Parent's feedback system and (d) Employer Feedback system. She elaborates that all feedback shall be online to ease the evaluation and maintain the transparency and confidentiality of the system. Online feedback forms have been designed and drafted. • Chairman (IQAC) and Shri. Ratul Das suggested to complete all the feedback system before time as feedback system remains to be the most important and integral part to shape the IQAC of GIPS. 	<p>Status: In progress</p> <ul style="list-style-type: none"> • The house has accepted the formats of all the feedback system for future implementation. • Ms. Bhaswati Das in support by Dr. Damiki Laloo are looking into the matter.
11.	<p>Discussion on the activities of Training and Placement Cell.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Dr. Dipankar Saha (Convener, Training & Placement Cell) elaborate the various activities that the T&P has executed which involves arranging training & placement of the students in industries and hospitals. Dr. Saha stated that 95 students have undergone training in and around Assam and 15 outside Assam (particularly Sikkim). • Mr. Tanveer Shah suggested that the T&P cell shall take strategic action to arrange the training of GIPS in phase wise manner so that Industries won't have any problem in absorbing the students. • Shri. Ratul Das suggested to segregate the students details in terms of Industrial placement and for those who opted higher studies. 	<p>Status: Completed</p> <ul style="list-style-type: none"> • Dr. Saha is looking into the matter.
12.	<p>Discussion on accelerating the extra-curricular activities of the Institute to conduct Intensive Teaching Learning Workshop (ITLW) for faculties and students.</p> <p>Resolution:</p> <ul style="list-style-type: none"> • Chairman-IQAC emphasized that the institute shall increase the quality of teaching-learning workshop especially the hands-on-skills training and workshop for both students, faculties, and non-teaching staffs. This will help to enhance the skills and development of the staffs of the institute for a better future. • Shri. Ratul Das suggested to increase the number of training and workshop programme of GIPS by various committee's putting in mind not to disturb the academic activities. 	<p>Status: Completed</p> <ul style="list-style-type: none"> • On 12th and 13th November 2021, the T&P cell has organized a two-days training program for laboratory staff at Phoenix pharma and Apy Pharma. • On 27th Nov 2021 a one-day Fire safety rules and emergency management was organized by Laboratory Safety Committee-GIPS.



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13	<p>Discussion on recruiting new member to the IQAC to replace the position and duties of Dr. Bhupen Kalita.</p> <p>Resolution:</p> <ul style="list-style-type: none">• Dr. Damiki Laloo signify that since Dr. Bhupen Kalita is not involved with the institute anymore, hence there is a vacant post for IQAC internal faculty member. As per the requirement of IQAC, there should be a member who is looking after the audit and purchase committee. Hence, Ms. Ankita Kashyap (Convener, Purchase and Inventory management committee) was suggested by the Dr. Laloo.• Chairman IQAC, Shri Ratul Das and all IQAC members accepted the proposal and welcomed Ms. Ankita Kashyap to the House.	<p>Status: Completed</p> <ul style="list-style-type: none">• Ms. Ankita Kashyap is the new member of IQAC w.e.f. the 11th IQAC general meeting (dated 27.09.2021, afternoon).
14.	<p>Any other matter / Peer advice from the members for shaping future benchmark on quality improvement and assessment.</p> <p>Agenda & Resolution:</p> <p>(a) Special invitation to the convener of Career Development Cell (CDC) to IQAC.</p> <p>Resolution:</p> <p>Shri. Ratul Das has instructed to specially invite the convener of CDC of GIPS (Ms. Asha Das) for extracting necessary updates on the strategic development of CDC of the institute in the future.</p> <p>(b) Discussion on Management Information system</p> <p>Resolution:</p> <p>Shri. Ratul Das questioned Dr. Tapash Chakraborty (MIS coordinator) about the status of procuring the MIS of GIPS. He also suggested to procure at least three quotations for making the comparable statement of the price.</p> <p>(c) IQAC progress report</p> <p>Resolution:</p> <p>Chairman-IQAC suggested to compile an IQAC progress report where the entire activities of GIPS ranging from academics, research, administrative etc. shall be compiled in one booklet.</p>	<ul style="list-style-type: none">• Special Invitation to Ms. Asha Das (Convener, CDC) has been sent.• Dr. Chakraborty is looking into the matter.• IQAC-coordinator is looking into the matter.

Approved by,

Prof. Gouranga Das
Chairman, IQAC

Prepared,

Dr. Damiki Laloo
Coordinator, IQAC-GIPS