



# 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

72<sup>nd</sup> 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/2021/03

Date: 15.09.2021

## NOTICE

### “11<sup>th</sup> general meeting of Internal Quality Assurance Cell (IQAC)”

#### **Respected Member,**

This is to bring to your kind notice that the 11<sup>th</sup> general meeting of the Internal Quality Assurance Cell (IQAC) will be held in **Offline** mode on Monday the **27<sup>th</sup> September 2021** at **11:30 a.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 10<sup>th</sup> general meeting of IQAC (held on 26.06.2021).
2. Discussion on the matter related with the final status of fresh admission for the Academic session July 2021-22 and submission of admission report to IQAC.
3. 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.
4. Discussion on the past Faculty Development Program (FDP) conducted by GIPS and strategy to execute the future upcoming STTP/QIP/FDP.
5. 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.
6. Discussion on the matter related with the strategic implementation of Tutorial class to identify and uplift the quality of slow learners in the Institute.
7. Discussion on the progress and strategy taken by the Institute to face the NBA re-accreditation.
8. Re-discussion on the status and progress of Drug testing Laboratory and Cell culture laboratory of the Institute.
9. Discussion on enhancing research activities and modes of enhancing external funding for R&D.
10. Discussion on the strategy and stronghold of the institute maintaining the different categories of continuous feedback system.
11. Discussion on the activities of Training and Placement Cell.
12. Discussion on the matter related with the reformation of GIPS animal house for boosting R&D in GIPS.
13. Discussion on accelerating the extra-curricular activities of the Institute to conduct Intensive Teaching-Learning Workshop (ITLW) for faculties and students.
14. Discussion on recruiting new member to the IQAC to replace the position and duties of Dr. Bhupen Kalita.
15. Any other matter and critical advice from 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. Trishna Das (Member, NSS coordinator)
10. Dr. Jun Moni Kalita (Member, Admission Cell Coordinator)
11. Mr. Purbojit Chetia (Member, Examination Cell Coordinator)
12. Mr. Iswar Harazika (Member, IAEC -GIPS Coordinator)
13. Mr. Prabhat Barman (Member, Institutional Finance officer representative)
14. Dr. Tapas Chakraborty (Member, MIS coordinator)
15. Mr. Mazharul Islam Choudhury (Member, representative from Alumni)
16. Mr. Suman Kumar (Member, Student representative from Ph.D level)
17. Mr. Debabrata Nath (Member, Student representative from M.Pharm level)
18. Ms. Anusmritee Rava (Member, Student representative from B.Pharm level)
19. Mr. Bedabrata Talukdar (Member, Student representative from D.Pharm level)



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## Minutes & proceedings of the 10<sup>th</sup> IQAC general meeting held on 26<sup>th</sup> June, 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.	Prof. P.K. Goswami	Member	Retd. Professor, GIMT-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. Mazharul Islam Choudhury	Member	Pharmacists, Azara PHC, Guwahati
16.	Mr. Suman Kumar	Member	DST Inspire Ph.D Scholar
17.	Mr. Debabrata Nath	Member	M. Pharm student
18.	Ms. Anusmritee Rava	Member	B.Pharm student
19.	Mr. Bedaprata Talukdar	New nominated member	D.Pharm student
20.	Ms. Asha Das	Special Invitee from Career Development Cell	Assistant Professor, GIPS
21.	Dr. Anupam Sarma	Special Invitee from Institute Scientific management Journal committee	Assistant Professor, GIPS

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

SL	Resolution of the 10 <sup>th</sup> IQAC meeting	Action Taken
1.	<p>Discussion on the Proceedings of the 9<sup>th</sup> IQAC general meeting (held on 20.03.2021).</p> <p><b>Resolution:</b> Coordinator of IQAC has presented the proceedings of the 9<sup>th</sup> IQAC general meeting. All the members of the house have accepted the proceedings of 9<sup>th</sup> IQAC general meeting.</p> <p><b>Pending agenda (Agenda No. 10):</b> 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><b>Agenda No. 10</b> is successfully executed where Dr. Bhanu P. Sahu and Dr. Dipankar Saha have been assigned the duty to look into the matter related with drafting the letter to the management to create a strong policy on account of Faculty Retention and Salary priority.</p> <p><b>Current Status:</b> Letter has been filed but reply from the management is awaited.</p>



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2.	<p>Discussion on the matter related with the status of GPAT results 2021 and submission of progress report to IQAC.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. Tapash Chakraborty</b> (Member, IQAC &amp; GPAT coordinator) has briefly presented the reports of GPAT results-2021. Summary highlights of the reports include total GPAT qualifier was 07 of which <b>Mr. Abhipshit Kalita</b> created record with AIR-30.</li> <li>• <b>Shri. Ratul Das</b> (IQAC Member representative from management) suggested to conduct online group discussion in this pandemic situation and to take strategic action to influence the B.Pharm students of 4<sup>th</sup> and 6<sup>th</sup> semester for improving the quality as well as the quantity of qualifiers in the years to come. Dr. Chakraborty replied that a total of 72 students from 4<sup>th</sup> semester &amp; 66 students from 6<sup>th</sup> Semester have actively joined GPAT coaching under the aegis of the institute.</li> <li>• <b>Prof. P.K Goswami</b> (IQAC member representative from Society) and <b>Mr. Amar J. Pathak</b> (IQAC member representative from administration) suggested the GPAT cell to take necessary actions on students who had continuously absent from GPAT coaching class.</li> </ul>	<p><b>Status:</b> Completed</p> <p>Progress report of GPAT-2021 has been submitted to the IQAC-GIPS.</p>
3.	<p>Discussion on the matter related with Admission progress and strategy taken up by the admission cell for the academic year 2021-22.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. Jun Moni Kalita</b> (IQAC member, Coordinator Admission Cell) briefly presented the current report and strategic actions taken by the admission cell to improve the admission process for the academic year 2021-22. He justifies that applications for M.Pharm courses (Pharmaceutics, Pharmacology and Pharm. Chemistry) are almost filled up whereas admission process for B.Pharm and D.pharm courses is quite slow due to pending of 12<sup>th</sup> results. All the admission process (personal interview, disclosure of results and counseling) were conducted in ONLINE mode.</li> <li>• <b>Shri. Ratul Das and Prof. Gouranga Das</b> (Chairman, IQAC) urged to take keen actions on the admission and inclusion of quality students to the institute.</li> </ul>	<p><b>Status:</b> Completed.</p> <p>Admission reports have been submitted to the IQAC-GIPS for documentation purpose.</p>
4.	<p>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.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• <b>Dr. Bhupen Kalita</b> (IQAC member and Coordinator Entrepreneurship development Cell) has presented the reports on Entrepreneurship activities conducted by the institute. Summary highlights justified that a total of <b>05</b> entrepreneurship activities were conducted by the cell. <b>Ms. Asha Das</b> (Special Invitee and Coordinator Entrepreneurship development Cell) has highlighted the reports of Career development cell and justified that a total of <b>23 programs</b> has been conducted in the stated academic year.</li> <li>• <b>Shri. Ratul Das</b> urged to organize more activities in the coming days and special emphasis shall be look onto the quality of the speakers.</li> <li>• <b>Dr. Laloo</b> urged to all the coordinators to include the attendance list and feedback system to their reports as proof.</li> </ul>	<p><b>Status: Completed</b></p> <p>Both reports of Entrepreneurship development cell and career development cell have been submitted to the IQAC-GIPS.</p>
5.	<p>Discussion on the status and progress of the examination cell of the institute.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• A brief presentation on the examination performance report for the previous semester (Jan-June 2020) was delivered by <b>Mr. Purbojit Chetia</b> (IQAC member and Coordinator Examination Cell). Highlights from the report revealed that lower semester have low pass percentage (70%) as compared to the higher ones. This was due to various uncertain reasons such as initial acclimatization with the course, language problem and lockdown effect that led to online classes.</li> <li>• <b>Chairman IQAC</b> urged to take special care to the weaker and slow learner students.</li> </ul>	<p><b>Status: Completed</b></p> <p>Examination report for the academic year Jan-June 2020 has been submitted to the IQAC cell.</p>



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6.	<p>Discussion on the status of R&amp;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.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• A brief presentation on the R&amp;D report for the academic year July 2020-June 2021 was successfully delivered by <b>Dr. Bhanu P. Sahu</b> (Convener of R&amp;D cell &amp; member of IQAC). He reported that a total of 07 <b>ongoing research projects under RPS-AICTE</b> scheme and <b>01 research project under DST</b> scheme with cumulative funds of <b>Rs. 161 Lakhs</b> were in progress. He added that major sophisticated instruments like UHPLC, CHN-S analyzer, inverted fluorescence microscope, RT-PCR and VELscope has been successfully procured and purchased by the PI's of the respective projects. Three more instruments from <b>03 newly sanctioned RPS-AICTE</b> projects (2021) are in pipeline for purchase and collection of quotations from renowned companies is in progress. In regards with the institute research publications, Dr. Sahu stated that a total of total number of <b>40 research articles</b> with <b>26.6 cumulative impact factor</b> (@International Thompson Reuters &amp; Clarivate analytics IF) has been published by the faculties of GIPS in peer review International Journals. Lastly, in context with the status of Ph.D scholars, Dr. Sahu stated that ASTU is looking into the matter of which the pending exams of course work-II have been successfully conducted and their first progress report presentation will be conducted on the 2<sup>nd</sup> week of July, 2021. In addition, two fulltime Ph.D scholars were also selected to achieve <b>DST-Inspire fellowship</b>. For the status of new Ph.D admission, he stated that still no notification from the university side was notified.</li> <li>• <b>Chairman (IQAC)</b> suggested that Dr. Sahu shall look into the matter to further strengthen the R&amp;D's by increasing the quality as well as the quantity of research publications, submit more research projects under various government schemes and to follow up with the purchase of the new instruments.</li> </ul>	<p><b>Status: Completed</b></p> <p>R&amp;D report for the academic year July 2020-June 2021 has been submitted to the IQAC cell.</p>
7.	<p>Discussion on the status of NBA re-accreditation of the institute related to National Board of Accreditation (NBA).</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• A brief presentation on the status of NBA strategy and deficiency was delivered by <b>Dr. Bhanu P. Sahu</b> (Convener, NBA). He stated that due to lockdown the progress is kept pending. However, some of the strength and weakness that the institute facing on account of NBA criteria was comprehensively discussed in the house which includes: <ul style="list-style-type: none"> <li>➤ <b>Major Strengths:</b> No. of research project increased, 2 DST-inspire fellow, New proposal for University, no. of instrument increased, new DTL and CCL was introduced, better social outreach, women cell introduced, new indoor sports facilities.</li> <li>➤ <b>Major Weakness:</b> Poor faculty retention, poor consultancy work, publications is low.</li> </ul> </li> <li>• <b>Shri. Ratul Das</b> commented and suggested that Dr. Sahu shall look into the matter strictly especially the weaknesses and improve to the maximum possible extent. He also added to conduct a mock assessment on various basic criterias of NBA and start the process at the earliest.</li> </ul>	<p><b>Status: Ongoing work.</b></p> <p>Dr. Bhanu P. Sahu is looking into the matter.</p>
8.	<p>Discussion on the status and progress of Drug testing Laboratory and Cell culture laboratory (CCL) of the Institute.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>• A brief discussion on the status of DTL and CCL was delivered by <b>Dr. Bhanu P. Sahu</b> (Convener, R&amp;D Cell). He stated that due to lockdown the progress is kept pending. In context to CCL the lab is completed and ready to use; even the basic instruments are also installed of which two new instruments purchased from Singapore have arrived at Guwahati and are in process for Custom clearance. For DTL, he stated that duties have been assigned and the action is in progress.</li> </ul>	<p><b>Status: Ongoing work.</b></p> <p>Dr. Sahu and his team have visited various cell culture labs viz. Guwahati University, Veterinary college, IIT-G. For DTL matter, he and his team had visited both outstation (Sikkim) pharmaceutical industries &amp; local</p>



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	<ul style="list-style-type: none"> <li>Shri. Ratul Das instigate that Dr. Sahu and his team shall visit the Guwahati RDTL at the earliest as soon as the lockdown is rooted off by the Govt.</li> </ul>	(Guwahati) including State public health laboratory (Guwahati).
9.	<p>Institute handling any matter related to the update and progress of documentation for PCI, AICTE, NIRF etc.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li>A brief conversation was discussed in the house as presented by Dr. Dipankar Saha (IQAC member and NIRF, AICTE, PCI coordinator). He stated that the institute has successfully applied for NIRF assessment and also all documents for PCI and AICTE has been uploaded for the current academic year.</li> <li><b>Shri. Ratul Das</b> and <b>Chairman IQAC</b>, urged about any deficiencies faced by the institute regarding the NIRF criteria. Dr. Saha replied that some deficiencies detected which include inclusion of physically handicapped students, number of newly admitted PhD scholars, patent filing related issues and no. of publications by the institute. <b>Shri. Ratul Das</b> suggested to look into the matter very cautiously and to discuss every matter with the faculty members for smooth flow and improvement of NIRF rankings of the institute.</li> </ul>	<p><b>Status: Completed</b></p> <p>Dr. Saha is looking in to the matter. All documents related with PCI, AICTE and NIRF have been successfully uploaded.</p>
10.	<p>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.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li><b>Dr. Tapash Chakraborty (IQAC member)</b> presented the status of acquiring DOI number for the Journal. He stated that subscription and registration of DOI for the Journal is required and a huge amount of subscription fees has to be implemented which may reached up to 2.5 lakhs per annum. Shri. Ratul Das suggested drafting a letter to the Secretary, SSA seeking for financial support to acquire the DOI.</li> <li><b>Dr. Anupam Sarma (Special invitees, IQAC and Convener CRJPAS Journal)</b> presented the status and strategy of filing the Journal for UGC-CARE list. He commented that the Journal can acquire good quality if it is listed in the UGC-CARE list. In this context, Shri. Ratul Das and Chairman (IQAC) suggested carrying forward with the application without delay.</li> </ul>	<p><b>Status:</b> DOI matter is completed and UGC-CARE is under evaluation.</p> <ul style="list-style-type: none"> <li>Management (SSA) has selected CrossRef for DOI and successfully sanctioned a one year subscription. DOI numbers has been implemented in the new issue of CRJPAS.</li> <li>Dr. Anupam Sarma has successfully submitted the documents of UGC-CARE list to ASTU and the file is in progress.</li> </ul>
11.	<p>Discussion on the matter related with the status of Training and placement for the current ongoing final year Diploma, graduate and Post graduate batches.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li><b>Dr. Dipankar Saha</b> presented a detail report of the status of T&amp;P cell. He explained that for B.Pharm program, 32 number of students have been placed in various field including pharmaceutical industries like Sun Pharma, Hetero Healthcare and Ajanta Pharma Ltd. 02 students have been placed in Narayana Super Specialty Hospital. For M.pharm, 03 students have been placed in Sun pharma Ltd and for D.Pharm the placement is under progress. Activities like industrial training for the subsequent semester (6<sup>th</sup> Sem) and hospital training for D.Pharm will be conducted as soon as the pandemic situation is subsided.</li> </ul>	<p><b>Status: Ongoing</b></p> <p>Dr. Saha is looking into the matter. Placement of students is under process. Industrial training and hospital training is going on for both B.Pharm and D.Pharm respectively.</p>
12.	<p>Discussion on the matter related with FDP, seminars, webinar and conferences conducted during the academic session July 2020- June 2021.</p> <p><b>Resolution:</b></p> <ul style="list-style-type: none"> <li><b>Dr. D. Saha</b> explained that there is a pending offline FDP which is of two weeks sponsored by AICTE. The pending status of the FDP was due to the pandemic situation that led to the shifting of the event till the situation is normal. <b>Chairman (IQAC) and Shri. Ratul Das</b> suggested that the coordinator shall contact and write to the AICTE-FDP office for further clarification &amp; information seeking advice and permission for future dates.</li> <li>Related to total number of seminars, webinars and conferences conducted, reports will be compiled and handed over to IQAC very shortly as all the activities were under NBA criteria-V and it is still ongoing.</li> </ul>	<p><b>Status: Completed</b></p> <p>Dr. Saha has successfully conducted a two week AICTE sponsored FDP venue at GIPS from 19.08.2021 to 01.09.2021.</p> <p>Reports of activities related to seminars, webinars and conferences conducted and attended are still left pending.</p>



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13.	Discussion on the status of the institute to start the process of NAAC. <ul style="list-style-type: none"><li>• <b>Dr. Laloo</b> (Coordinator, NAAC) have explained that the NAAC meeting will be conducted within August 2021. Chairman (IQAC) &amp; Shri. Ratul Das suggested finding a suitable date to execute some activities of the NAAC.</li></ul>	<b>Status:</b> As the NBA activities is in urgent mode, hence, activities related to NAAC meeting was put on hold.
14.	Any other matter / Peer advice from the members for shaping future benchmark on quality improvement and assessment. NIL	<b>NIL</b>

**Dr. Damiki Laloo**  
Coordinator, IQAC