

**Girijananda Chowdhury Institute of  
Pharmaceutical Science**

**Azara, Hathkhowapara, Guwahati, Assam**

**Internal Quality Assurance  
Cell (IQAC)**

**Composition, Functions and Roles  
& Regulations**

### Preamble

The '*Composition, Functions and Roles & Regulations*' of *Internal Quality Assurance Cell (IQAC)* mentioned herein, shall come into effect from *04/01/2016* and shall remain in force until further notification. The contents mentioned herein, either in full or in part, are liable to be altered by the College Authority at any time, by due notification.



Signature of Chairman  
Internal Quality Assurance Cell



Signature of Member Secretary  
Internal Quality Assurance Cell

Approved on *77<sup>th</sup> Academic Council Meeting* dated *15/02/2016*

Resolution No: *GIPS/ACM/77/2016*

Signature of President  
Academic Council, GIPS

## **Vision**

Girijananda Chowdhury Institute of Pharmaceutical Science (GIPS) persistently perseveres to establish a system of quality assurance to continuously address, monitor and evaluate the quality of education offered to students, thus promoting effective teaching-learning processes for the benefits of our students and making our institution a centre of excellence for engineering and technological studies while promoting research and innovation as integral to system.

### **1. Purpose:**

One of the emerging challenges faced by any higher educational institution is the development, application and maintenance of quality benchmarks in all its key performance areas. The purpose of establishing *Internal Quality Assurance Cell (IQAC)* in Girijananda Chowdhury Institute of Pharmaceutical Science (GIPS) is to institutionalize the process of quality sustenance and enhancement of learning experience at GIPS. This nodal cell has been constituted as per the guidelines issued by University Grant Commission (UGC) and National Assessment and Accreditation Council (NAAC).

The IQAC works for ensuring continuous improvement in the entire operations of the institution, and assuring all the stakeholders connected with academic programmes of the institution, namely students, parents, teachers, staff, employers, funding agencies and society in general. IQAC is to generate good academic ideas and practices. It seeks to work for planning, implementing, and measuring the outcome of academic and administrative performance of the institution.

### **2. Objectives:**

The primary objectives of IQAC:

- I. To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- II. To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

### **3. Functions:**

- 3.1. Development and application of quality benchmarks for various academic and administrative activities of the institution.
- 3.2. Creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge, skills and technology for participatory teaching and learning process.
- 3.3. Arrangement for feedback response and analysis from students, parents and other stakeholders on quality-related institutional processes.

- 3.4. Documentation of the reports of various activities undertaken by the institution leading to quality improvement.
- 3.5. Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices in the field of pharmaceutical education and research.
- 3.6. Development and maintenance of institutional database for the purpose of maintaining and enhancing the institutional quality.
- 3.7. Development of Quality Culture in the institution.
- 3.8. Preparing and implementing Institutional Calendar of Academic and Co-curricular activities.
- 3.9. Preparation of the Annual Quality Assurance Report as per guidelines of accrediting agencies.

#### **4. Composition of the Instrument Maintenance Committee:**

Members of the committee will be recruited amongst the internal members of the institution. The Committee shall comprise of at least three members nominated by Academic Council.

##### **4.1. The Chairman:**

Principal GIPS will be the Chairman of the IQCA.

##### **4.2. Member Secretary:**

Programme Coordinator of the programme Accredited or applied for accreditation as Member Secretary of IQAC. The Member Secretary will also function as Coordinator of IQCA.

##### **4.3. Members:**

4.3.1. One representative of the managing society (Shrimanta Shankar Academy)

4.3.2. Dean of Administration.

4.3.3. Three Senior Faculty Members nominated by Academic Council will be the convener for the committee.

##### **4.4. External Members:**

4.4.1. One member from employers

4.4.2. One member from Alumni

## **5. Meeting Frequency:**

The IQAC Coordinator is responsible for timely conduct of meetings, at least two meetings every year. The convener on discussion with other members may convey more meeting if and when required. The date, time and venue of the meeting along with agendas must be circulated to all members well in advance.

## **6. Roles and Responsibility:**

The Instrument Maintenance Committee is responsible for

- 6.1. Ensuring timely, efficient and progressive performance of academic and administrative tasks for sustaining & improving learner-centric education.
- 6.2. Optimization and integration of modern methods of teaching, learning and evaluation.
- 6.3. Ensuring adequacy, maintenance and functioning of the support structure.
- 6.4. The credibility of evaluation procedures.
- 6.5. Internalization of the quality culture and create awareness among all stakeholders regarding Quality Policy of GIPS.
- 6.6. Any other duties and responsibility related to quality aspect assigned time to time.

**Current Membership (As on January 2016):**

**1. Chairman:**

Prof. (Dr.) Suvakanta Dash,  
Principal, GIPS  
Phone No.: 09957184005, E-mail: [sdash777@gmail.com](mailto:sdash777@gmail.com)

**2. Member Secretary and Coordinator:**

Dr. Pulak Deb,  
Assistant Professor, GIPS  
Phone No.: 08011584960, E-mail: [deb\\_pulak@rediffmail.com](mailto:deb_pulak@rediffmail.com)

**3. Members:**

- i. Mr. Arupananda Choudhury  
Member, Shrimanta Shankar Academy  
Phone No.: 09435111595, E-mail:
- ii. Capt. I.P. Sarmah  
Dean of Administration, GIPS  
Phone No.: 09401062745, E-mail:
- iii. Dr. Abdul Baquee Ahmed  
Associate Professor, GIPS  
Phone No.: 09854046526, E-mail:
- iv. Dr. Indranil Chanda  
Assistant Professor, GIPS  
Phone No.: 09957179226, E-mail: Mr. Jiban Debnath  
Assistant Professor, GIPS  
Phone No.: 09678242412, E-mail: [deb\\_pulak@rediffmail.com](mailto:deb_pulak@rediffmail.com)

**4. External Members:**

- i. Mr. Colin Ghosh  
Assistant Manager,  
Eris Life Sciences, Guwahati  
Phone No.: 08011584960, E-mail: [deb\\_pulak@rediffmail.com](mailto:deb_pulak@rediffmail.com)
- ii. Mr. Sofiur Rahman  
Pharmacist, Azara, PHC, Guwahati  
Phone No.: 08011584960, E-mail: [deb\\_pulak@rediffmail.com](mailto:deb_pulak@rediffmail.com)



## **GIRIJANANDA CHOWDHURY INSTITUTE OF PHARMACEUTICAL SCIENCE (GIPS)**

**(A Unit of Shrimanta Shankar Academy)**

Approved by AICTE, New Delhi, Affiliated to Gauhati University

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

Telephone: (361) 2843405, 09957184005

(Principal) E-mail: gips\_guwahati@rediffmail.com

Official email (IQAC): iqac@gips-guwahati.ac.in

Dated: 09.02.2021


### Reconstituted members of the Internal Quality Assurance Cell of Girijananda Chowdhury Institute of Pharmaceutical Science-Guwahati

Sl. No	Composition as per IQAC guidelines	Name and designation of the member with address and contact details	Role in IQAC
1.	Chairperson	<b>Prof. (Dr.) Gouranga Das</b> Principal cum Professor, GIPS, Guwahati. Mob: 9002204387 Email: principal@gips-guwahati.ac.in	<b>Chairman</b>
2.	Teachers to represent all levels (3-8)	<b>Dr. Dipankar Saha</b> Associate Professor, GIPS, Guwahati. Mob: 9864285827 Email: drsaha@gips-guwahati.ac.in	<b>Member</b>  <i>NIRF &amp; AICTE Coordinator</i>
		<b>Dr. Bhanu Pratap Sahu</b> Associate Professor, GIPS, Guwahati. Mob: 7896843274 Email: bpsahu@gips-guwahati.ac.in	<b>Member</b>  <i>R&amp;D Cell Coordinator</i>
		<b>Dr. Smriti Rekha Chhanda</b> Assistant Professor, GIPS, Guwahati. Mob: 8812097550 Email: smritirekha@gips-guwahati.ac.in	<b>Member</b>
		<b>Dr. Bhupen Kalita</b> Assistant Professor, GIPS, Guwahati. Mob: 8638692537 Email: bhupenkalita@gips-guwahati.ac.in	<b>Member</b>  <i>PCI- Coordinator</i>
		<b>Dr. Trishna Das</b> Assistant Professor, GIPS, Guwahati. Mob: 7908517911 Email: drtrishnadas@gips-guwahati.ac.in	<b>Member</b>
		<b>Dr. Jun Moni Kalita</b> Assistant Professor, GIPS, Guwahati. Mob: 8638943606 Email: pjmk84@gmail.com	<b>Member</b>  <i>Admission Cell Coordinator</i>
		<b>Mr. Purbojit Chetia</b> Assistant Professor, GIPS, Guwahati. Mob: 8638091749 Email: purbasiv@gmail.com	<b>Member</b>  <i>Examination Cell Coordinator</i>
		<b>Mr. Iswar Harazika</b> Assistant Professor, GIPS, Guwahati. Mob: 8904751570 Email: iswarharazika@gmail.com	<b>Member</b>  <i>IAEC (GIPS) Coordinator</i>
		3.	One member from



	Management	President, Shrimanta Shankar Academy (SSA), Guwahati. Mob: 9435112578 Email:	<i>Management representative</i>
4.	Few Senior administrative officers	<b>Mr. Amar Jyoti Pathak</b> Dean of Administration (GIPS & GIMT, Guwahati) Mob: 7002758519 Email: amar_cse@gimt-guwahati.ac.in	<b>Member</b> <i>Dean administration</i>
		<b>Mr. Prabhat Barman</b> Finance Officer, SSA, Guwahati Mob: 9101099717 Email:	<b>Member</b> <i>Institutional Finance officer representative</i>
5.	One nominee each from local Society, students and Alumni	<b>Prof. P.K. Goswami</b> Retd. Professor, Dept. of Electrical Engg, GIMT, Guwahati. Mob: 9864054033 Email:	<b>Member</b> <i>Local society representative</i>
		<b>Dr. Tapas Chakraborty</b> Assistant Professor, GIPS, Guwahati. Mob: 9508084548 Email: tapash@gips-guwahati.ac.in	<b>Member</b> <i>Alumni representative</i>
		<b>Mr. Suman Kumar</b> Research Scholar (DST-Inspire Fellow), GIPS, Guwahati Mob: 7002756375 Email: sumankumar@gips-guwahati.ac.in	<b>Member</b> <i>Ph.D Student representative</i>
		<b>Mr. Debabrata Nath</b> M.Pharm 1 <sup>st</sup> Semester, GIPS, Guwahati Mob: 8472011647 Email: debabratnath@gmail.com	<b>Member</b> <i>M.Pharm Student representative</i>
		<b>Ms. Anusmritee Rava</b> B.Pharm 5 <sup>th</sup> Semester, GIPS, Guwahati Mob: 8720910363 Email: anusmritee.rabha1234@gmail.com	<b>Member</b> <i>B.Pharm student representative</i>
6.	One Nominee each from Employers/Industrialists/Stakeholders	<b>Mr. Tanveer Shah</b> QA Head, Eris Lifescience, Guwahati, India. Mob: 8486039086 Email: tanveer.shah@erislifesciences.com	<b>Member</b> <i>Industry representative</i>
7.	One of Senior teacher as the coordinator/Director of the IQAC	<b>Dr. Damiki Laloo</b> Associate Professor, GIPS, Guwahati. Mob: 8134024767 Email: dlaloo@gips-guwahati.ac.in	<b>Member</b> <i>Coordinator and member secretary of IQAC</i>
8.	Special invitees	-	<b>Member Invitees</b>

Approved by the Academic Council of GIPS

  
9/2/21  
**Mr. Ratul Das**  
President, SSA