



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/2022/01

Date: 22.03.2022

NOTICE

“13th general meeting of Internal Quality Assurance Cell (IQAC)”

Respected Member,

This is to bring to your kind notice that the 13th general meeting of the Internal Quality Assurance Cell (IQAC) will be held in **Offline** mode on Wednesday the **30th March 2022** at **11:00 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 12th general meeting of IQAC (held on 28.12.2021)
2. Discussion on the matter related with the status of GPAT strategic preparation for B.pharm students of GIPS for the year 2022.
3. Discussion on the matter related with final submission of pre-qualifier and SAR documents for accreditation under NBA.
4. Discussion on the matter related with the formation of special committee for preparing Annual Progress report of GIPS for the year 2021.
5. Discussion on the milestone achievement of GIPS for being recognized as DST-FIST funded institute.
6. Discussion on the matter related with the list of funding agencies which are currently active for filing EMR or collaborative projects under various government schemes.
7. 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, NSSOfficer-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. Dr. Tapas Chakraborty (Member, MIS coordinator)
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)
21. **Special Invitee:** Mr. Anupam Sarma (Secretary, Alumni Association of GIPS)
22. **Special Invitee:** Mr. Bhrigu Kumar Das (Assistant Professor)
23. **Special Invitee:** Mr. Rajana James (Assistant Professor)
24. **Special Invitee:** Mr. Mrinmoy Deka (Assistant Professor)

Dr. Damiki Laloo
(Coordinator of IQAC-GIPS)



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Minutes of the 12th IQAC general meeting held on 28th December, 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.	Dr. Damiki Laloo	Member & IQAC Coordinator	Associate Professor, GIPS
4.	Dr. Dipankar Saha	Member	Associate Professor, GIPS
5.	Dr. Bhanu Pratap Sahu	Member	Assistant Professor, GIPS
6.	Dr. Smriti R.C. Das	Member	Assistant Professor, GIPS
7.	Dr. Trishna Das	Member	Assistant Professor, GIPS
8.	Dr. Bhupen Kalita	Member	Assistant Professor, GIPS
9.	Dr. Jun Moni Kalita	Member	Assistant Professor, GIPS
10.	Mr. Purbajit Chetia	Member	Assistant Professor, GIPS
11.	Dr. Tapas Chakraborty	Member	Assistant Professor, GIPS
12.	Mr. Iswar Harazika	Member	Assistant Professor, GIPS
13.	Mr. Amar Jyoti Pathak	Member	Dean of Administrative (GIPS & GIMT)
14.	Mr. Suman Kumar	Member	DST Inspire Ph.D Scholar
15.	Mr. Debabrata Nath	Member	M. Pharm student
16.	Mr. Bedabrata Talukdar	Member	D.Pharm Student
17.	Ms. Asha Das	Special Invitee	Assistant Professor, GIPS
18.	Ms. Bhaswati Das	Special Invitee	Assistant Professor, GIPS
19.	Ms. Madhuchandra Lahon	Special Invitee	Assistant Professor, GIPS
20.	Mr. Anupam Sarma	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 12 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 11 th IQAC General meeting. All the members of the house have accepted the proceedings of 11 th IQAC general meeting.	Status: Completed
2.	Discussion on the summary reports on the successful completion of two online five days ATAL-FDP sponsored by AICTE (New Delhi). Resolution: <ul style="list-style-type: none">• Dr. Damiki Laloo and Dr. Dipankar Saha coordinators of two online ATAL-FDP have successfully presented their completion report to the house. They stated that the certificate of completion has been granted by AICTE and all related documents which include utilization certificate and Statement of expenditure has been submitted to ATAL-FDP.• In this regard, the IQAC members have congratulated both the coordinators.	Status: Completed



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3.	<p>Discussion on the matter related with the successful formation of Institutional Bio-safety Committee (IBSC).</p> <p>Resolution:</p> <ul style="list-style-type: none">• Mr. Iswar Hazarika (Coordinator, IBSC-GIPS) have demonstrated a brief presentation about the importance of IBSC at GIPS and stated that the committee has been successfully formed and the first meeting will be held on 18.12.2021.• Shri. Ratul Das (Member representative from Management) queried about the involvement of external expert members and their names in the committee. Mr. Hazarika specify that as per IBSC guidelines there will be three outside nominated members which include 01 Bio-safety officer, 01 external expert member as DBT nominee and 01 member as outside experts shall be in the committee.	<p>Status: Completed.</p> <p>Dr. Sahidur Rahman (Biosafety officer), Dr. Subhash Medhi (Guwahati University) and Dr. Probhod Baruah (Professor, College of Veterinary Science, Khanapara) were the names proposed and nominated by IBSC.</p>
4.	<p>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).</p> <p>Resolution:</p> <ul style="list-style-type: none">• Presentation of various outreach program activities for the year 2021 under different departments of NSS unit, Women's Cell, Alumni Association (GIPS) and EBSB were made by Dr. Trishna Das, Mrs. Madhuchandra Lahon, Dr. Anupam Sarma and Ms. Asha Das respectively.• The house congratulates all the coordinators for their excellent work and suggested to carry on with the activities in the near future.	<p>Status: Completed</p> <ul style="list-style-type: none">• All reports have been submitted to IQAC mail.
5.	<p>Discussion on the matter related to fee waiver seats for EWS category as per requirement of NIRF.</p> <p>Resolution:</p> <ul style="list-style-type: none">• Prof. Gouranga Das (Principal-GIPS & Chairman IQAC) have briefly described the need of introducing EWS seat to GIPS as a part of NIRF and NBA criteria. He further stated that the institute has tried its best to implement the EWS seat which will be up to a minimum of 1 seat and a maximum of 2 seats.• The house has accepted the proposal of introducing 1 seat for EWS this year.	<p>Status: Completed</p> <ul style="list-style-type: none">• Principal-GIPS is looking into the matter.
6.	<p>Discussion on the status of functioning of the newly inaugurated Cell Culture Laboratory of GIPS.</p> <p>Resolution:</p> <ul style="list-style-type: none">• The matter related to GIPS Cell culture laboratory has been discussed earlier in the proceedings of the 11th IQAC meeting and resolutions cum action taken of 12th IQAC meeting agenda No. 8. Hence, no further discussion is required in this connection as suggested by the house.	<p>Status: Completed</p> <ul style="list-style-type: none">• No further action is required to be discussed.
7.	<p>Discussion on the matter related with the introduction of two new PG courses and status for construction of new building for M.Pharm courses.</p> <p>Resolution:</p> <ul style="list-style-type: none">• Prof. Gouranga Das briefly stated that the institute has decided to upgrade and expand the PG courses from July 2022 onwards by introducing 02 new PG courses viz. 06 seats M.Pharm in Pharmacognosy and 06 seats M.Pharm in Industrial Pharmacy. He added that if the demands of both the courses shall happen in the near future, the institute will increase the seat to maximum (i.e. 15 seat each). He further stated that all the PG courses will be shifted to the new building in the next few months and floor no. 2 and 3 will be assigned to all PG courses for conducting the theory classes and	<p>Status: In progress</p> <ul style="list-style-type: none">• Prof. Gouranga Das (Principal, GIPS) is looking into the matter.



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	<p>practical's.</p> <ul style="list-style-type: none">All the member of the house accepted the expansion of two new PG courses to GIPS.	
8.	<p>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.</p> <p>Resolution:</p> <ul style="list-style-type: none">Two International patents under Dr. Damiki Laloo (Associate Professor in Pharmacognosy) dealing with development of polyherbal formulation to treat diabetes and cognitive frailty have been completely granted by Australian Patent Office on 1st December 2021.The members of the house have congratulated him for the same.	Status: Completed
9.	<p>Any other matter and critical advice from members for shaping future benchmark on quality improvement and assessment.</p> <p>Resolution:</p> <ol style="list-style-type: none">Shri. Ratul Das suggested that all IQAC meetings shall be held on Saturday to avoid disturbance in the class schedule.Prof. P.K. Goswami (Member representative from Society) queried about the minimum requirement of days to conduct classes in one semester. Principal-GIPS replied that there shall be 180 days per semester and as per PCI norms a minimum of 45 classes shall be conducted in one semester.	Status: Completed <ul style="list-style-type: none">The house has accepted all the suggestions made in any other matter.

Approved by,

Prof. Gouranga Das
Chairman, IQAC

Prepared,

Dr. Damiki Laloo
Coordinator, IQAC-GIPS