



# KASHI INSTITUTE OF PHARMACY

Managed by: JAIN EDUCATION SOCIETY

E-mail: [info@kashiit.ac.in](mailto:info@kashiit.ac.in) Website: <https://kashiip.ac.in> 1800-123-321-123

Ref. No.: Kashi IP/Office Order/2019-20/IQAC/01

Date: 06.07.2019

## OFFICE ORDER

It is pleased to constitute internal Quality Assurance Committee (IQAC) for the session 2019-20 as under:

S.N.	NAME	DESIGNATION	STATUS
1	Prof. (Dr.) Ashutosh Mishra	Director	Chairperson
2	Shri Vipul Jain	Vice Chairman	Member
3	Dr. Om Prakash Ranjan	IQAC Coordinator	Member Secretary
4	Mr. Manoj Kumar Prajapati	Associate Professor	Member
5	Mr. Vivek Kesari	Associate Professor	Member
6	Mr. Manoj Kumar Singh	Associate Professor	Member
7	Mr. Kumar Alok	Assistant Professor	Member
8	Mr. Surya Pratap Chaturvedi	Assistant Professor	Member
9	Ms. Sushma	Assistant Professor	Member
10	Ms. Manisha Nidhar	Assistant Professor	Member
11	Mr. Antariksh Katara	Member from Industry	Member
12	Ms. Priya Singh	B.Pharm 3rd year student representative	Member
13	Ms. Ruchi Pathak	B.Pharm 2nd year student representative	Member
14	Mr. Basudev	B.Pharm 1st year student representative	Member
15	Mr. Raj Kumar Yadav	Parent representative	Member



**Director**  
Kashi Institute of Pharmacy

### Copy to:

1. All the members of the committee  
(Dr. Om Prakash Ranjan, Member secretary is requested to inform all external committee members)



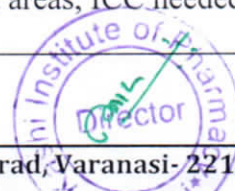
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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 17<sup>th</sup> July 2019 at 3:00 pm MEETING – I

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	The Minutes of the last meeting were read by the Coordinator and approved by the Members.
2	Academic calendar preparation approval	Planning for preparation of academic calendar.
3	Commencement of classes (ODD semester)	Chairperson decided to begin the academic classes from 1 <sup>st</sup> August 2019.
4	Discussion on orientation program	Orientation program to be scheduled for fresher as per the guidelines of University.
5	Pharmacist day celebration	Responsibility assigned
6	Books, chemicals, Journals related requirement.	Requirement considered and approved
7	Time table, work load and subject distribution.	Discussion held on Allotment of subjects Workload Time table and various slots in the time table.
8	Value added program	Value added programs approved
9	Discussion was held for CO, PO, PSO of even semester of last session and for upcoming odd semester	CO, PO, PSO of even semester of last session and for upcoming odd semester were discussed and approved.
10	Labs related discussion	Discussion held on SOP Maintenance and acquisition of equipment.
11	Green campus and energy conservation.	Points related to Conservation of energy and environment were focused
12	Anti-ragging, Proctorial board, ICC related discussion	All students must fill the anti-ragging. Instruction given for vigilant activities in suspected areas, ICC needed to introduce among fresher.





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13	Guest lecture, seminar, FDP for faculty and students.	Focus towards the Arrangement of guest lectures FDP, seminars for faculty and students.
14	Date confirmation for the next Meeting	The next meeting is scheduled for 04 <sup>th</sup> November, 2019.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.





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1800-123-321-123

## Attendance of Meeting held on 17/07/2019

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Dr. Om Prakash Ranjan	
4	Member	Mr. Manoj Kumar Prajapati	
5	Member	Mr. Vivek Kesari	
6	Member	Mr. Manoj Kumar Singh	
7	Member	Mr. Kumar Alok	
8	Member	Mr. Surya Pratap Chaturvedi	
9	Member	Ms. Sushma	
10	Member	Ms. Manisha Nidhar	
11	Member from Industry	Mr. Antariksh Katara	
12	B.Pharm 3rd year student representative	Ms. Priya Singh	
13	B.Pharm 2nd year student representative	Ms. Ruchi Pathak	
14	B.Pharm 1st year student representative	Mr. Basudev	
15	Parent representative	Mr. Raj Kumar Yadav	





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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Action Taken Report of IQAC Meeting held on 17th July 2019 at 3:00 pm MEETING – I

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	Members observed
2	Academic calendar preparation approval	Approved.
3	Commencement of classes (ODD semester)	Implemented.
4	Discussion on orientation program	Organized and conducted successfully.
5	Pharmacist day celebration	Celebrated successfully.
6	Books, chemicals, Journals related requirement.	Approved for the purchasing.
7	Time table, work load and subject distribution.	Implemented
8	Value added program	Implemented
9	Discussion was held for CO, PO, PSO of even semester of last session and for upcoming odd semester	Approved .
10	Labs related discussion	Implemented
11	Green campus and energy conservation.	Implemented
12	Anti-ragging, Proctorial board, ICC related discussion	Implemented

  
Co-ordinator, IQAC



Chairperson, IQAC



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of IQAC Meeting held on 04<sup>th</sup> November, 2019 at 3 pm**  
**MEETING – II**

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	The Minutes of the last meeting were read by the Coordinator and approved by the Members.
2	Planning for the Fresher's party/ Social/ Sports activities for future months.	Chairperson Dr. Ashutosh Mishra proposed the following activities: ➤ Fresher's party is decided to organise. ➤ Udaan and Aavahan (Sports activities)
3	Slow Learners Remedial Classes	Arrangement of remedial classes.
4	Industrial training/Hospital training	Students have to complete their industrial/hospital training as prescribed in the course curriculum.
5	Discussion about teacher/student feedback survey	➤ Student's feedback to be taken. ➤ Faculty feedback to be taken.
6	Discussion on Convocation/ Alumni meet	➤ Committees have been formed to organize the convocation ceremony and tasks related to the ceremony have been distributed among the members. ➤ Members are decided to organise an alumni meet for the pass out students.
7	Exam cell	➤ Instruction given for conduction of PUT exam. ➤ Entry of the Marks ➤ Discussion on external exams.
8	NIRF	Permitted for the filling of NIRF.
9	Review of progress	Discussion on implementation of value added program, Feedback, participation in seminar conferences, workshop, other achievements of faculty and students.
10	Date confirmation for the next Meeting	The next meeting is scheduled for 5 <sup>th</sup> March, 2020.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## Attendance of Meeting held on 04/11/2019

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Dr. Om Prakash Ranjan	
4	Member	Mr. Manoj Kumar Prajapati	
5	Member	Mr. Vivek Kesari	
6	Member	Mr. Manoj Kumar Singh	
7	Member	Mr. Kumar Alok	
8	Member	Mr. Surya Pratap Chaturvedi	
9	Member	Ms. Sushma	
10	Member	Ms. Manisha Nidhar	
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## INTERNAL QUALITY ASSURANCE CELL (IQAC)

### Action Taken Report of IQAC Meeting held on 04<sup>th</sup> November, 2019 at 3 pm MEETING – II

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	Members observed
2	Planning for the Fresher's party/ Social/ Sports activities for future months.	Conducted
3	Slow Learners Remedial Classes	Implemented
4	Industrial training/Hospital training	Instruction conveyed to students to complete Industrial training/Hospital training as per the university guideline.
5	Discussion about teacher/student feedback survey	Implemented
6	Discussion on Convocation/ Alumni meet	Conducted
7	Exam cell	PUT conducted. Marks updated on university portal External practical exams scheduled and conducted Admit card related information convey among students Exam schedule and any related updates shared with students.
8	NIRF	Responsibility assigned
9	Review of progress	Value added course implemented Students and faculty instructed to enhance their participation Other achievement reviewed

  
Co-ordinator, IQAC



Chairperson, IQAC





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## INTERNAL QUALITY ASSURANCE CELL (IQAC) Minutes of IQAC Meeting held on 5<sup>th</sup> March, 2020 at 3 pm MEETING – III

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	The Minutes of the last meeting were read by the Coordinator and approved by the Members.
2	Final year project related discussion	Discussion held on ➤ Allocation of Students project guide. ➤ Guideline for the project. ➤ Reports on the project.
3	Hospital/Industrial training report Submission.	It is mandatory to submit hospital/industrial training report as per university guideline.
4	Discussion was held for CO, PO, PSO of last odd semester and for upcoming even semester	CO, PO, PSO of last odd semester and for upcoming even semester were discussed and approved.
5	Industrial tour	Industrial tour scheduled. Responsibility of industrial tour is assigned to the faculties.
6	Exam cell	Discussion held on ➤ Conduction of first sessional exam. ➤ Result analysis of last semester.
7	Strengthening of placement activities	Approval given for the activity of TSDC, on campus and off campus interviews.
8	Discussion on Article publication and Patent filling	Dr. Ashutosh Mishra, chairperson, motivated faculty to write review and research articles based on their research. Patent filling also discussed.
9	Date confirmation for the next Meeting	The next meeting is scheduled for 8 <sup>th</sup> June, 2020.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## Attendance of Meeting held on 08/06/2020

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Dr. Om Prakash Ranjan	
4	Member	Mr. Manoj Kumar Prajapati	
5	Member	Mr. Vivek Kesari	
6	Member	Mr. Manoj Kumar Singh	
7	Member	Mr. Kumar Alok	
8	Member	Mr. Surya Pratap Chaturvedi	
9	Member	Ms. Sushma	
10	Member	Ms. Manisha Nidhar	
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Action Taken Report of IQAC Meeting held on 5<sup>th</sup> March, 2020 at 3 pm**  
**MEETING – III**

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	Members observed
2	Final year project related discussion	<ul style="list-style-type: none"><li>➤ Guides allocated.</li><li>➤ University Guideline shared.</li><li>➤ Reports to be obtained</li></ul>
3	Hospital/Industrial training report Submission.	Hospital /industrial training report submitted as per university guideline.
4	Discussion was held for CO, PO, PSO of last odd semester and for upcoming even semester	CO, PO, PSO of last odd semester and for upcoming even semester were discussed and approved.
5	Industrial tour	Industrial tour Report obtained.
6	Exam cell	<ul style="list-style-type: none"><li>➤ Sessional conducted</li><li>➤ Result analysis approved</li></ul>
7	Strengthening of placement activities	Planning implemented Trained scheduled Campus drive status reviewed.
8	Discussion on Article publication and Patent filling	Planning implemented

*D.P. Rayan*  
Co-ordinator, IQAC

Chairperson, IQAC



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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Minutes of IQAC Meeting held on 8<sup>th</sup> June, 2020 at 3 pm**  
**MEETING – IV**

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	The Minutes of the last meeting were read by the Coordinator and approved by the Members.
2	Process of academic during COVID 19 pandemic	<ul style="list-style-type: none"><li>➤ Online class through google meet/classroom/zoom app.</li><li>➤ Lecture Notes should be share among the students on regular basis.</li><li>➤ Time Table will be strictly followed</li><li>➤ Assignment and test must be conducted</li><li>➤ Maximum number of students should join the classes</li><li>➤ Short attendee should be identified</li><li>➤ Slow learners must be given special consideration.</li><li>➤ Regular updates of attendance.</li></ul>
3	COVID19 guidelines	For healthy working of all faculty, staff and students, guidelines must be followed.
4	Exam cell	<ul style="list-style-type: none"><li>➤ Regular update of university circular</li><li>➤ Regular updation of exam schedule.</li><li>➤ Updation must be share with the students on regular basis.</li><li>➤ Online exam related guideline must be shared among the students.</li><li>➤ List out the students problem related to exams.</li><li>➤ On time Udation of marks on university portal.</li></ul>
5	Awareness session on Covid 19	Online session must be conducted
6	Date confirmation for the next Meeting.	The next meeting is scheduled for 27th July, 2020.

There being no additional matters to discuss, the meeting was adjourned at 4:30pm with the IQAC Coordinator voting to thank the Chair and other members present.





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## Attendance of Meeting held on 05/03/2020

S. No.	Role in IQAC	Name	Signature
1	Chairperson	Prof. (Dr.) Ashutosh Mishra	
2	Member	Shri Vipul Jain	
3	Member Secretary	Dr. Om Prakash Ranjan	
4	Member	Mr. Manoj Kumar Prajapati	
5	Member	Mr. Vivek Kesari	
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**INTERNAL QUALITY ASSURANCE CELL (IQAC)**  
**Action Taken Report of IQAC Meeting held on 8<sup>th</sup> June, 2020 at 3 pm**  
**MEETING – IV**

S. No.	Agenda	Resolution
1	Confirm the previous meeting's minutes.	Members observed
2	Process of academic during COVID 19 pandemic	<ul style="list-style-type: none"><li>➤ Online class through google meet/ classroom/zoom app- implemented.</li><li>➤ Lecture Notes shared among the students.</li><li>➤ Time Table followed</li><li>➤ Assignment and test conducted</li><li>➤ Maximum number of students were joining the classes</li><li>➤ Short attendee identified and informed</li><li>➤ Slow learners were given special attention.</li><li>➤ Regular updates of attendance</li></ul>
3	COVID19 guidelines	Guidelines followed
4	Exam cell	<ul style="list-style-type: none"><li>➤ Regular update of university circular was taken</li><li>➤ Regular updation of exam schedule- implemented.</li><li>➤ Updation shared with the students on regular basis.</li><li>➤ Online exam related guideline shared among the students.</li><li>➤ Student's problem related to exams were short out .</li><li>➤ Udation of marks on university portal was completed.</li></ul>
5	Awareness session on Covid 19	Students were made aware and precautions were discussed.

  
Co-ordinator, IQAC



Chairperson, IQAC