



Ref. No. ....

Date:.....

## Minutes of Meeting

An institutional meeting was chaired by Director cum Principal with Head of Departments and faculty on 09/08/2018 at 3.30 pm in board room.

### Meeting Agenda:

- Academic planning discussion for newly admitted students.
- Discussion on feedback received from student and other stake holders during session 2017-18.

### Points discussed in the meeting

The Director cum Principal welcomed all and Dean Academics briefly explained the Agenda of the Meeting.

- Work load distribution for next semester.
- Purchase of chemicals, glasswares and equipments for next semester.
- **Student's Feedback**
  - Curriculum should bridge the gap between academics and employability.
  - Add more sophisticated instrument in research lab.

### Action taken

- Expert talks and Industrial visits were organized for students.  
National Conference on Phytoconstituents: An advances in novel drug delivery systems on dated: 30-31 Jan 2018.  
UG students visited different department of Moon Park Pharmaceuticals, Nurpur, Kangra, dated 24/03/2018.
- Students to be motivated to attend conferences and seminars.
- Another HPLC was purchased for central research lab exclusively for research purpose.
- **Parents Feedback**

- Canteen facility should be improved for students

#### **Action taken**

- Canteen facility has been improved by adding more eatable items such as ice creams, snacks etc.

#### ➤ **Teachers feedback**

- Financial support for attending the conferences, workshops, seminars and FDPs
- To start Ph.D. in Pharmaceutical sciences

#### **Action taken**

- Policy document has been framed.
- Institute got approval as off-campus Ph.D research center of Himachal Pradesh Technical University, Hamirpur.

#### ➤ **Alumni feedback**

- Offering value added certificate courses focusing on employability.

#### **Action taken**

- Add on certificate course on personality development was conducted.

#### ➤ **Employers feedback**

- Improvement is required in communication skills and practical knowledge as per recent academia and industry need.

#### **Action taken**

- Industrial expert talk and seminar has been planned.

The meeting concluded with vote of thanks by Dean Academic, Dr. Vinay Pandit.



**Director cum Principal**

DIRECTOR CUM PRINCIPAL  
LAUREATE INSTITUTE OF  
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TEH. JAWALAMUKHI  
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