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LAUREATE INSTITUTE OF PHARMACY

(Approved by PCI, New Delhi and Himachal Pradesh Govt.)
(An Autonomous Institute of Pharmacy - Off Campus Research Centre of H.P.T.U.)
NAAC Accredited "A" Grade & Recognized w/s 2(f) of UGC Act 1956
Affiliated to Himachal Pradesh Technical University, Hamirpur
V.P.O. Kathog, Tehsil Jawalamukhi, Distt. Kangra, H.P. (176031)

Ref. No.....

Date: 19/03/2026

Minutes of Meeting (17th Meeting)

The 17th meeting of IQAC was conducted on 16/03/2026 at 3:00 PM in the IQAC office of Laureate Institute of Pharmacy. The meeting was presided by Dr. Ran Singh, Managing Director, Laureate Institute of Pharmacy. The meeting commenced with the formal welcome address by **Prof. (Dr) M. S. Ashawat**, Director cum Principal. He welcomed all the members present and acknowledged their continued contribution to the academic and administrative development of the institute. The following items were discussed in the meeting:



Agenda 01: Review of 16th meeting discussions

Dr. Pravin Kumar, IQAC Coordinator briefly highlighted the 16th meeting discussions and implementation of those discussions.

| Discussion | Implementation |
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| Submission of AQAR to NAAC for academic session 2024-25 | The data was compiled and submitted in the IQAC as per AQAR guidelines. As per the instructions of NAAC the data was not |

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| | uploaded on the NAAC portal. |
| Organization of international conference on 'Mesoscience: Integrating Science and Technology in Healthcare and Medical Devices' | The international conference was successfully organized on 20-21 Sep 2025. |
| Discussion on minutes of meeting of BOS, Academic Council, Research Promotion Council and Staff's meeting with Managing Director. | The IQAC approved the minutes of the meetings. The agendas discussed on BOS, Academic council, Research Promotion council and Staff's meeting with Managing Director were successfully implemented. |
| Organization of SSR activity for DST FIST Project. | SSR activity for DST FIST Project will be held after the release of funds under Vigyan Dhara Scheme by DST, Govt. of India. |
| Consultancy services for Industrial samples and other institute samples. | Consultancy services for the Institutional samples has been implemented with guidelines. To process the industrial sample NABL accreditation is required. |
| Organization of Alumni meet | The alumni meet was organized on 22/11/2025 |
| Participation and completion of orientation program on UGC approved portals such as SWAYAM/MOOCs. | The faculty members have registered themselves for SWAYAM courses for academic session 25-26. |
| Revision of Institute's Admission Brochure | Admission brochure was revised and is in process of printing. |
| Hostel admission and withdrawal policy | Framed and submitted to the admission cell and the IQAC. |
| Smart Board in all the remaining class rooms | One class room and Two Laboratories were upgraded with SMART Board facility. More than 50% classrooms have SMART Board facility. |
| Women Cell/Gender sensitization Cell activities | Celebration of International Women's Day (09/03/2026) |

Agenda 02: Academic and Research Targets from March-June, 2026.

| S.No | Item | Target |
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| 1 | B. Pharm projects (Industry based projects) | Industrial application based B.Pharm projects (Maximum 4 students in a group) must be designed and completed for the final year students. |
| 2 | M.Pharm thesis submission | Last date for M.Pharm (all branches) thesis submission is 15 th July 2026. |
| 3 | Industrial visit/Field visit for UG students | Training and placement cell was authorized to arrange and complete the industrial visit/site visit for UG/PG students before April, 2026. It is mandatory for all the students to submit the of industrial/field visit report duly signed by Training and placement cell in-charge and Director cum Principal. Training and placement cell was also authorized to organize career-oriented training programs for UG/PG students within the target months. |
| 4 | Research publications | All the faculty members publish minimum one research/review paper as first author/corresponding author within the target months. |
| 5 | Organization of seminars/guest lectures | Minimum one Seminars/Guest lectures should be organized by each department within the target months. |
| 6 | Book/Book chapters | All the faculty members are requested to publish minimum one book/book chapter within the target months. |
| 7 | IPRs | All the faculty members are requested to try to publish process patents within the target months. |
| 8 | <ul style="list-style-type: none">SOP for all quality process | IQAC in collaboration with all the HODs and committee incharges was authorized to prepare the |

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| | | SOPs. |
| | <ul style="list-style-type: none"> Administrative and academic audit guidelines and Performa. | IQAC in collaboration with all the HODs and committee incharges was authorized to prepare the SOPs. |
| | <ul style="list-style-type: none"> Data collection mechanism | IQAC in collaboration with all the HODs was authorized to prepare the SOPs. |
| | <ul style="list-style-type: none"> Internal and external examination SOP of autonomous institute. | Examination committee and IQAC were authorized to prepare the SOP. |
| | <ul style="list-style-type: none"> Identification of slow learner and fast learner. | IQAC in collaboration with examination committee, curriculum committee, and all the class co-ordinators was authorized to prepare the guidelines |
| 9 | OSPE (Objective Structured Practical Examination) as per Miller's pyramid. | Sessional practical examination within the target months should follow the concept of OSPE with the Miller's pyramid. Faculty members are requested to design the practicals (as maximum as possible but minimum two practicals) based on the concept of OSPE and make the students aware within the target month. IQAC, examination committee, and curriculum committee in collaboration will frame the OSPE guidelines. |
| 10 | Laboratory manuals | Duly authorized lab manuals of all the practical courses should be prepared and maintained in the laboratories and departments within the target month. One copy should be submitted to the IQAC. |
| 11 | Modules for fast learners | IQAC in collaboration with curriculum committee was authorized to prepare modules for the fast learner. |
| 12 | FDP or STTP (Sponsored from | IQAC in collaboration with all the HOD's was |

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| | any recognized/Govt body) for teaching staff (More than 30 hours) | authorized to organize the FDP or STTP (Sponsored from any recognized/Govt body) for teaching staff (More than 30 hours) after the end of theory and practical examination. |
| 13 | Training program for non-teaching staff | IQAC in collaboration with HODs and Office in-charge is authorized to organize the training program for non-teaching staff members within the target months. |

Agenda 03: CO/PO Mapping with master question paper and summary sheet as per the Bloom taxonomy (Theory examination) and Miller's Pyramid (Practical examination)

The agenda has been implemented from the first sessional theory examination of even semester, Jan-June-2026. The framing of course outcomes for the practical courses is under process and will be implemented in even semester, Jan-June-2026. The practice will be continued in the future. The CO/PO attainment committee in collaboration with curriculum committee will prepare the guidelines for CO/PO attainment for all the programs.

Agenda 04: Submission and evaluation of hospital training and industrial training report for UG students.

It is mandatory for all the students to submit the industrial/field visit report duly signed by Training and Placement cell in-charge and Director cum Principal.

Agenda 05: MOU with the industries and two-way execution of each MOU

In the meeting, it was decided to sign the MOU with industries located nearby to institute and send the UG/PG students for the training and project work. Institute should provide the platform for interaction of students and experts from the industry under MOU.

Agenda 06: Improvement in library infrastructure in hostels

The Director cum Principal was authorized to discuss with the management about the proposal of expansion of central library and improvement in the infrastructure of library of Boy's and Girl's hostel.

Agenda 07: Fire safety infrastructure

In the meeting, it was decided to display fire exit plan on all the floors of building at a visible place. It was also decided to install fire alarms at hot spots and reflector tapes on the stairs.

Agenda 08: Reconstitution of committees and operational guidelines

The constitution of the committees should include the students' members (where ever applicable). All the committees must conduct meeting as per the time line with well-defined agenda and prepare the minutes of meeting with half yearly action taken report.

Agenda 09: Administrative and academic audit.

The administrative and academic audit performa (Annexure I) was approved by the IQAC. The audit will be conducted at the end of each academic year. The financial data will be audited according to the financial year. The Director cum Principal will appoint the internal auditors to conduct the audit.

Agenda 10: Anyother agenda with the permission of chair.

- The next meeting (18th meeting) will be held in the last week of June, 2026.
- Reconstitution and approval of IQAC in the next meeting.

The following members could not attend due to personal reasons and adverse weather conditions:

Mr. Ankaj Kaundal- Alumni stake holder

Dr. Jyoti Swaroop – Industrial Stakeholder

Mr. Baldev Thakur – Employer Stakeholder

Mr. Munir Mohan – Local Society Nominee

The meeting concluded with vote of thanks by Dr. Pravin Kumar, IQAC Coordinator.



Director cum Principal

**Director Cum Principal
Laureate Institute of Pharmacy
Kathog (Jawalaji), Kangra
Jhimachal Pradesh-176031**