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# LAUREATE INSTITUTE OF PHARMACY

(Approved by PCI & AICTE, New Delhi and H.P. Govt. Under Section 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:.....

## Minutes of the 8<sup>th</sup> Meeting of IQAC

The 8<sup>th</sup> meeting of IQAC was conducted on 03/10/2022 at 4:30 PM in the board room of Laureate Institute of Pharmacy. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat. IQAC administrator Dr. C.P.S Verma briefly explained the agenda of the meeting.

**Meeting agenda:** Re-constitution of Internal Quality Assurance Committee.

**Points discussed in meeting are as follows:**

- Dr. Pravin Kumar, Associate Professor was appointed as new IQAC co-ordinator.
- Dr. Sanjay Kumar, Associate Professor was appointed as Teachers member.
- Mr. Vivek, M. Pharm (Pharmaceutics) and Mr. Deepak Sharma, B. Pharm were nominated as Student nominee.
- Alumni and Industrial nominees were renominated.
- Mr. Parveen Kumar was nominated as Parent nominee.
- The constitution of IQAC is as follows:

S.no	Designation	Person/s
1	Chairperson (Head of the institution)	Dr. M.S Ashawat
2	Senior Administrative Officer	Dr. C.P. S Verma
3	Teachers	Dr. Amardeep Mr. Shiv Kumar Khushwaha Dr. Sanjay Kumar Mr. Nikhil Sharma Ms. Rinu Rana Ms. Arti Rana
4	Member from Management	Dr. Uday Ran Singh, Member Laureate Education Society, Shimla

5	Nominee* from Local Society/ Students/Alumni	Mr. Manner Mohan, Business, Mr. Vivek, M. Pharm, Student Mr. Deepak Sharma, B.Pharm, Student Mr. Ankaj Kaundal ( Govt. Pharmacist, )
6	Nominee* from Employers/ Industrialists/ Stakeholders	Mr. Baldev Thakur ( HR Manager, Macloaeds ) Mr. Uday Sharma ( GM, Pinnacle Pharmaceuticals, Baddi) Mr. Parveen Kumar ( Parent Stakeholder )
7	Co-ordinator IQAC	Dr. Pravin Kumar

The meeting concluded with vote of thanks by Dr. C.P.S. Verma, IQAC administrator.



**Director cum Principal**

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## Minutes of the 7<sup>th</sup> Meeting of IQAC

The seventh meeting of IQAC was conducted on 30/07/2022 at 4:00 PM in the board room of Laureate Institute of Pharmacy. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat. IQAC coordinator Dr. Vinay Pandit briefly explained the agenda of the meeting.

### **Meeting agenda**

- Review of 6<sup>th</sup> meeting discussions
- Academic planning for next session
- Initiation of NAAC accreditation process
- Feedback discussion
- Any other item with the permission of Chair

### **Review of 6<sup>th</sup> meeting discussions**

- Work load distribution was done as per PCI norms.
- Chemicals, Sophisticated instruments (FTIR, UV-Visible spectrophotometer, Brookfield Rheometer, weighing balance) were purchased in research lab.
- Different co-curricular and outreach activities were conducted under different students clubs and NSS/Red Ribbon schemes.
- Koha software was installed in library. EBSCO subscription for online journals was renewed.
- Constitution of Institutional Innovation Council, Approved by MHRD, Govt. of India.
- Patents published and granted for faculty members.
- Webinar on 'To make student entrepreneur' by Dr. Vivek Bindra, Motivational Speaker.
- Industrial Visit for Final Year UG students in Shri Ram Pharmaceuticals, Baddi.
- Guest lecture on 'Resume writing' by Dr. G. D Gupta, Director, ISFCP, Moga, Panjab.
- Faculty members attended UGC sponsored STTP.



- ISO 9001:2015 certificate was renewed.
- One day workshop on 'Computer Basic Skills' on 23/03/2022 was organized.

**Points discussed in meetings are as follows:**

- Work load distribution for upcoming semester.
- Orientation program for newly admitted students with introduction to programme and course objectives.
- To increase Paper publications in Scopus/UGC indexed journals.
- Research, conference, STTP and workshop proposal submission.
- Publications and grant of patents.
- MOU with different skill development organizations.
- To increase the outreach activities.
- Suggestion for affiliating body i.e. PCI for upgradation of syllabus as per industrial need.
- Initiation of NAAC accreditation process.
- Compliance to PCI for Seat restoration for M. Pharm (Pharmacology).
- Completion and inauguration of auditorium.
- Organization of Annual prize distribution function.
- CPCSEA Approval for Animal Breeding Center.
- HPTU Affiliation process.
- Upgradation of faculty data on PCI portal.
- Uploading of NIRF data on portal.
- Add on Certificate courses for students.
- Industrial visit/training and educational tour for students.
- Completion of course files for odd semester.
- Action Taken Report (2021-22) on the basis of feedback of different stake holders is below:


Stake holder	Feedback Received	Action Taken
Students	<ul style="list-style-type: none"> <li>• Conferences, seminars, Guest lectures covering contemporary trends in</li> </ul>	<p>Various activities were organized as per the feedback received from students:</p> <ul style="list-style-type: none"> <li>➤ HPTU Sponsored Two day national</li> </ul>

	<p>Pharmaceutical sciences should be organized.</p> <ul style="list-style-type: none"> <li>• Participation of students in organization of different college outreach activities.</li> </ul>	<p>conference on 'Modern Spectral Based Techniques for Pharmaceutical Analysis' (Dated: 24-25 Dec, 2021).</p> <ul style="list-style-type: none"> <li>➤ Guest Lectures (International Talk Series) <ul style="list-style-type: none"> <li>• Preclinical finding of orexin-initiated endocannabinoids sequential cascade in stress induced analgesia by Dr. Lee Ming Tatt, Associate Professor, Faculty of Pharmaceutical Sciences, UCSI University, Malaysia (07/08/2021).</li> <li>• Nanoformulations for transdermal delivery: Challenges and opportunities by Dr. Rajesh Sreedharan Nair, Ph.D (Pharmaceutics), School of Pharmacy, Monash University, Malaysia (27/09/2021).</li> <li>• Therapeutic outcomes of Hemodialysis by Prof. Dr. Diana Laila Ranatillah, Vice Rector and Dean Pharmacy, Indonesia (23/10/2021).</li> <li>• Clinical Pharmacology in Drug Discovery by Dr.R.P Singh, Head of Pharmacometrics Teva Pharmaceuitcals, USA (20/11/2021).</li> </ul> </li> <li>➤ Constitution of student's clubs <ul style="list-style-type: none"> <li>Wellness club, Karuna Club, Art and Culture club etc.</li> </ul> </li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Provide more facilities in campus and hostels.</li> </ul>	<ul style="list-style-type: none"> <li>• More facilities such as Washing machines, coolers in hostel and sitting</li> </ul>



		arrangement in campus have been provided for students.
Teachers	<ul style="list-style-type: none"> <li>• More sophisticated instruments required for research purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Brookfield, Rheometer, FTIR spectrophotometer and Digital Weighing balance was purchased.</li> </ul>
Alumni	<ul style="list-style-type: none"> <li>• Encouragement from alumni committee for meritorious students.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback was considered and award will be given on Annual Day Prize Distribution function.</li> </ul>
Employer's	<ul style="list-style-type: none"> <li>• Knowledge and skills should be as per the demand of pharmaceutical industry.</li> </ul>	<ul style="list-style-type: none"> <li>• Conferences and Guest lectures were organized to enhance the technical knowledge and skills as per the demand of pharmaceutical industry.</li> <li>• Guest lecture on 'Resume writing' by Dr. G. D Gupta, Director, ISFCP, Moga, Panjab (08/05/2022).</li> <li>• Industrial Visit for Final Year UG students in Shri Ram Pharmaceuticals, Baddi (17/05/2022).</li> </ul>

The meeting concluded with vote of thanks by Dr. Vinay Pandit, IQAC Coordinator.

  
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## Minutes of the 6<sup>th</sup> Meeting of IQAC

The sixth meeting of IQAC was conducted on 29/12/2021 at 4:00 PM in the board room of Laureate Institute of Pharmacy. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat. IQAC coordinator Dr. Vinay Pandit briefly explained the agenda of the meeting.

### **Meeting agenda**

- Review of 5<sup>th</sup> meeting discussions
- Academic planning for next semester
- Feedback discussion
- Suggestions for future plans
- Any other item with the permission of Chair

### **Review of 5<sup>th</sup> meeting decisions**

- Different advertising materials like Boucher, prospectus and news advertisements for admitting new students.
- Students counseling and induction program for newly admitted students was organized.
- AICTE sponsored STTP on Human Values was organized on 18<sup>th</sup> -23<sup>th</sup>, Dec 2021.
- Two day national conference on 'Modern Spectral Based Techniques for Pharmaceutical Analysis' on 24<sup>th</sup> -25<sup>th</sup> Dec 2021.
- Alumni meet was organized on 25/12/2021.
- Slow learners should be motivated for improvement using Mentor-Mentee system. Fast learners students should be motivated for GPAT, competitive examination and inter and intra University activities etc.
- MOU with **Rachil Pharma** and **Jackson Laboratories** PVT. Ltd, Sansarpur Terrace, H.P.
- MOU with School of Pharmaceutical and Health Sciences, Career Point University, Hamirpur.




- Add on certificate course on Introduction to IPR and Research Method, Pharmaceutical marketing, Pharmacovigilance, Pharmaceutical packaging was conducted.
- Student's clubs such as Art and culture club, sports club, Eco club and Wellness club were constituted.
- International talk series as Guest lecturers for faculty and students.
- Improvement in facilities in hostel and campus for students.
- Smart class room facility was provided.
- Student placement (2020-21) was 88% for B.Pharmacy as well as for M. Pharmacy.
- One day workshop for non-teaching staff was conducted on 'CPCSEA guidelines, handling of laboratory animals and Animal house maintenance' was conducted on 11/12/2021.

**Points discussed in the meeting are as follows:**

- Workload distribution for next semester.
- Motivate UG and PG students for paper publication on their project report.
- Chemicals, glassware's and equipments purchasing for next upcoming semester.
- Planning for placement of students in reputed pharmaceutical manufacturing companies and R & D labs.
- Purchasing of sophisticated instruments for research.
- Constitution of Institutional Innovation Council (IIC) with objective to produce successful ideas and entrepreneurs among faculties and students.
- To increase the number of different activities under different students clubs.
- Publications of patents.
- Digitalization of library.
- Industrial visit and guest lecturers should be organized for students and faculty.
- Renewal of ISO 9001:2015 certificate.
- Workshops for Non-teaching staff.

The meeting concluded with vote of thanks by Dr. Vinay Pandit, IQAC Coordinator.

  
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## Minutes of the 5<sup>th</sup> Meeting of IQAC

The Fifth meeting of IQAC was conducted on 05/07/2021 at 4:30 PM in the board room of Laureate Institute of Pharmacy. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat. IQAC coordinator Dr. Vinay Pandit briefly explained the agenda of the meeting.

### **Meeting agenda**

- Review of 4<sup>th</sup> meeting discussion
- Feedback discussion
- Admission in all the programmes
- Academic planning for next semester and University result discussion.
- Any other agenda with the permission of Chair

### **Review of 4<sup>th</sup> meeting discussions**

- Google meet, Zoom platform was used to conduct classes effectively.
- Faculty members published papers in SCI/SCOPUS/UGC care index journals.
- Indian Patents published by faculty members.
- Syllabus was revised during offline classes.
- Various co-curricular activities under banner of RED RIBBON club and NSS Unit was organized via online mode.
- Alumni meet will be organized after relaxation in COVID protocol.
- MOU with M/S Meridian Medicare Ltd, Shamti, Solan, H.P.
- MOU with Accent Pharmaceuticals and Diagnostics Ltd., Galnag, Solan, H.P.
- HIMCOST project report was submitted successfully.
- COVID Guideline-sanitizing Tunnel and Queue maker installed in admin block as well Touch less sanitizer spray instruments shall be used.
- M. Pharm (Pharmacology) course approved and Admission is in process.

**Points discussed in the meeting are as follows**


- To focus on Admissions and Start of new academic session.
- Student counseling and induction program to be planned for fresh students.
- Discussion on placements of Final year students.
- Guest lectures for students and faculties.
- To follow up the status of proposals submitted for conferences and STTP.
- University result discussion of online examinations.
- Monitoring and counseling of slow learners and fast learners.
- Application to University for the extension of academic session for M. Pharm students for their project viva-voce.
- To increase the number of paper publications in reputed journals.
- To organize the co-curricular activities via online mode.
- Smart class room facility.
- To constitute students clubs for conduction of co-curricular activities
- MOUs with industries and institutes.
- Improvement in facilities in campus and hostels for students.
- FDP for non-teaching staff.
- Photographs of events conducted should be Geo tagged.
- Action Taken Report (2020-21) on the basis of feedback of different stake holders is below:

Stake holder	Feedback Received	Action Taken
Students	<ul style="list-style-type: none"><li>• Provide the notes for topic taught during 2<sup>nd</sup> COVID lock down for University examinations</li><li>• Reduced number of classes and class hours during online classes in lockdown.</li></ul>	<ul style="list-style-type: none"><li>• Faculty members were advised to provide the study materials using online platforms.</li><li>• Dean Academics suggested for reducing the theory class hours as per student's feedback.</li></ul>
Parents	<ul style="list-style-type: none"><li>• COVID protocol should be followed for safety of students</li></ul>	<ul style="list-style-type: none"><li>• As per Govt. instructions all safety measures were</li></ul>



	<ul style="list-style-type: none"> <li>• Online Study materials should be provided to the ward.</li> </ul>	<p>followed.</p> <ul style="list-style-type: none"> <li>• The teachers provided the notes using online platforms.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• Improved internet facility for online classes.</li> </ul>	<ul style="list-style-type: none"> <li>• LAN connection and Wi-Fi Routers were increased as per need.</li> </ul>
Alumni	<ul style="list-style-type: none"> <li>• Increased interaction between the alumni and students</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni meet is planned to organize in future.</li> </ul>
Employer's	<ul style="list-style-type: none"> <li>• Students needs to be aware on the current trends</li> </ul>	<ul style="list-style-type: none"> <li>• It was suggested to Training and placement cell to organize industrial tours, visits and expert talks on recent trends in pharmaceutical manufacturing and research.</li> </ul>

The meeting concluded with vote of thanks by Dr. Vinay Pandit, IQAC Coordinator.

  
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## Minutes of the 4<sup>th</sup> Meeting of IQAC

The Fourth meeting of IQAC was conducted on 04/01/2021 at 4:00 PM in the board room of Laureate Institute of Pharmacy. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat. IQAC coordinator Dr. Vinay Pandit briefly explained the agenda of the meeting.

### Meeting agenda

- Review of 3<sup>rd</sup> meeting discussions
- Academic planning for next semester
- Feedback discussion
- Suggestion for future plans
- Any other item with the permission of Chair

### Review of 3<sup>rd</sup> meeting discussions

- Notes were shared via online platforms. Internal examination was also conducted using online mode.
- Students and faculty members attended the webinars, seminars, conference via online mode.
- Faculty members attended the ATAL FDP and conferences via online mode.
- Faculty submitted research and conferences proposal for grant.
- Social activities during pandemic were done successfully.
- Alumni meet will be organized after relaxation in COVID protocol.
- Student placement was 82% for B.Pharmacy and 89% for M. Pharmacy.
- AICTE Sponsored conference on Animal Testing: Replacement, Reduction, Refinement, Rehabilitation, Reuse and Recreation Strategies to Address Current Scenario via online mode on 13<sup>th</sup> -14<sup>th</sup> July 2020.

### Points discussed in the meeting are as follows

- Online platforms should be used for effective teaching and assessment of the students.



- To increase the number of paper publications in SCI/SCOPUS/UGC Care indexed journals.
- Revision of theoretical portion and practicals for students.
- To organize the co-curricular activities via online mode.
- MOUs with industries, institutes and Universities.
- Submission of HIMCOSTE project success story has to be submitted.
- COVID-19 Guidelines should be strictly followed on and off campus.
- Application to PCI for M. Pharm (Pharmacology) course approval.
- Proposal submission for organizing conferences/FDP/seminars.

The meeting concluded with vote of thanks by Dr. Vinay Pandit, IQAC Coordinator.



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## Minutes of the 3<sup>rd</sup> Meeting of IQAC

Date:.....

The third e-meeting of IQAC was conducted on 06/06/2020 using google meet platform at 11.00 am. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat. IQAC coordinator briefly explained the agenda of the meeting.

### **Meeting agenda:** Review of 2<sup>nd</sup> meeting discussions

- Feedback discussion from different stake holders
- Academic planning in lockdown
- Suggestion for future plans
- Any other item with the permission of Chair

### **Review of second meeting discussions**

- No industrial visit due to lockdown.
- Two day national conference on Quality by Design was organized on 7<sup>th</sup> and 8<sup>th</sup> Feb, 2020.
- Add on certificate programs for students were conducted.
- Faculty members attended the ATAL, MOOCs FDP, conferences via online mode.
- University result was reviewed and HOD's were advised to take necessary action for improvement in subjects with poor results.

### **Points discussed in the meeting are as follows**


- Online platforms should be used for effective teaching and assessment of the students during lockdown period.
- To motivate students to attend webinars offering from different national and international institutions to increase awareness about recent trends in academia and industry.
- Faculty should be motivated for attending e-conferences and e-FDP.
- Grant received for AICTE sponsored two day national conference on Animal Testing: Replacement, Reduction, Refinement, Rehabilitation, Reuse and Recreation Strategies to Address Current Scenario.
- Number Paper and Patent publications should be increased.



- Discussion on student's placement after Lockdown.
- With permission of management institute has to participate for furthermore outreach activity with joint venture of administration.
- Alumni meet will be organized as per Govt. guidelines.
- Action Taken Report (2019-20) on the basis of feedback of different stake holders is below:

Stake holder	Feedback Received	Action Taken
Students	<ul style="list-style-type: none"> <li>• Industrial visit.</li> <li>• Not satisfied with online classes during COVID lock down.</li> </ul>	<ul style="list-style-type: none"> <li>• No industrial visit due to lockdown.</li> <li>• Teachers were advised to upload the videos of practical's via You tube video links and share to the students.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Teaching should be satisfactory during lockdown.</li> <li>• Relaxation in hostel fees for lockdown period</li> </ul>	<ul style="list-style-type: none"> <li>• Faculties were advised to provide the notes to students via different online platforms.</li> <li>• Hostel committee was advised to the needful.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• Facilities for smart classrooms for teaching.</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback has been considered for future course of action after lockdown.</li> </ul>
Alumni	<ul style="list-style-type: none"> <li>• To organize alumni meet.</li> </ul>	<ul style="list-style-type: none"> <li>• Alumni meet will be organized as per COVID protocol in future.</li> </ul>
Employer's	<ul style="list-style-type: none"> <li>• Students aptitude skills should be worked properly</li> </ul>	<ul style="list-style-type: none"> <li>• Aptitude test sessions and add on course are incorporated for professional development of students.</li> </ul>

The meeting concluded with vote of thanks by Dr. Vinay Pandit, IQAC Coordinator.

  
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## Minutes of the 2<sup>nd</sup> Meeting of IQAC

The second meeting of IQAC was conducted on 20/12/2019 in the board room of the institute at 3.30 pm. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat. IQAC coordinator briefly explained the agenda of the meeting.

### **Meeting agenda:** Review of first meeting discussions

Feedback discussion from different stake holders

Academic planning for upcoming semesters

Any other item with the permission of Chair

### **Review of first meeting discussions**

- Feedback collection and analysis mechanism from was framed as per the discussion.
- Awareness to faculty about National assessment and accreditation council.
- Faculty members were advised to prepare the course files and use ICT tools for teaching learning process.
- Faculty members advised to identify the slow learners on the basis of evaluation parameters.

### **Points discussed in the meeting are as follows**

- On the basis of feedback of academic year 2018-19:
  - ✓ IQAC suggested for industrial visit and expert talks for students.
  - ✓ IQAC advised the placement cell to focus on more student's placement.
  - ✓ To conduct add on certificate programs for students.
  - ✓ Faculty should be motivated for higher education as well as for their professional development by attending conferences, FDP, workshops and paper, books and patents publications.
- Facilities for smart class room teachings to be provided.
- University result discussion for subjects with low pass percentage.




- Work load distribution of departments, lesson plan preparation and lab manuals preparation for upcoming semester was discussed.
- Requirement of books, chemicals, glassware's and equipment for the upcoming semester.
- Action Taken Report (2018-19) on the basis of feedback of different stake holders is below:

Stake holder	Feedback Received	Action Taken
Students	<ul style="list-style-type: none"> <li>• Industrial tour</li> <li>• Gym facility</li> <li>• Library timing should be increased for students.</li> <li>• Sports facility should be improved.</li> </ul>	<ul style="list-style-type: none"> <li>• Training and placement cell was suggested to organize the industrial tour for the students.</li> <li>• Advised to increase the library timing.</li> <li>• Sports incharge was advised for improvement in Gym and sports facilities for students.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>• Parents should be informed about the progress of their ward on regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>• Suggested the class coordinators to inform the parents through Mentor-Mentee system.</li> </ul>
Teachers	<ul style="list-style-type: none"> <li>• Accreditation of National bodies</li> <li>• Support for higher education</li> </ul>	<ul style="list-style-type: none"> <li>• IQAC was constituted for the need.</li> <li>• To provide Financial support and No Objection Certificate for Ph.D. or research work.</li> </ul>
Alumni	<ul style="list-style-type: none"> <li>• Exposure of students to recent trends in academia and industry.</li> </ul>	<ul style="list-style-type: none"> <li>• HOD's were advised to motivate the students to attend the conferences and seminars.</li> <li>• Suggested for industrial tour and training for students</li> </ul>
Employer's	<ul style="list-style-type: none"> <li>• Offer practical skill in the area as part of an industrial project.</li> <li>• Encourage the</li> </ul>	<ul style="list-style-type: none"> <li>• The syllabus involves the industrial training in pharmaceutical industries after sixth semester.</li> <li>• Suggested to organize industry expert</li> </ul>

	students to think outside of box	on regular basis to bridge the gap between industry and institute.
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The meeting concluded with vote of thanks by Dr. Vinay Pandit, IQAC Coordinator.

  
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## Minutes of the Meeting of First IQAC Meeting

The first meeting of IQAC was conducted on 03/06/2019 in the board room of the institute at 3.30 pm. The meeting commenced with the formal address by the Director cum Principal Dr. M. S. Ashawat about the need and importance of formation of an Internal Quality Assurance Cell (IQAC) at the institute and its functions. He welcomed the members of the newly constituted IQAC. IQAC coordinator briefly explained the agenda of the first meeting and made a detailed presentation of the IQAC composition and its objectives and functions.

As per the guidelines of NAAC, constitution of an IQAC was made and the composition of the IQAC is as follows:

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

**Strategies:** IQAC shall evolve mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for various sections of society.
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- Sharing of research findings and networking with other institutions in India and abroad.

### **Composition of IQAC**

S.no	Designation	Person/s
1	Chairperson (Head of the institution)	Dr. M.S Ashawat
2	Senior Administrative Officer	Dr. C.P. S Verma

3	Teachers	Dr. Amardeep, Mr. Shiv Kumar Khushwaha, Mr. Pravin, Mr. Nikhil, Ms. Rinu Rana, Ms. Arti Rana
4	Member from Management	Dr. Uday Ran Singh, Member Laureate Education Society, Shimla
5	Nominee* from Local Society/ Students/Alumni	Mr. Manner Mohan, Business, Ms Sanchi, B.Pharm, Student Mr. Ankaj Kaundal ( Govt. Pharmacist, )
6	Nominee* from Employers/ Industrialists/ Stakeholders	Mr. Baldev Thakur ( HR Manager, Macloaeds ) Mr. Uday Sharma ( GM, Pinnacle Pharmaceuticals, Baddi) Dr. Sanjeev ( Parent Stakeholder )
7	Co-ordinator IQAC	Dr. Vinay Pandit, Vice Principal

The term for nominated members is 3 years

**Points discussed in the meeting are as follows:**


1. The committee decided to meet once in every semester to assess the quality of teaching and best practices to be adopted for improving the quality of academics, administration and research activities of the institute.
2. The IQAC coordinator suggested to start numbering of IQAC meetings henceforth including the current one starting with 1.
3. In the meeting it was decided to follow the academic calendar issued by the University and further it was decided to prepare and arrange the documents as per the requirement of NAAC.



4. The committee has decided to apply for IIQA after fulfilling all the requirements of SSR. Further, it was decided that by March 2020, institute will apply for the accreditation on the NAAC web site.
5. In the meeting it was decided to improve the quality of the teaching and learning, the feedback system including stake holders will be taken and analysed.

IQAC coordinator requested cooperation from all the IQAC members to make IQAC at the institute to succeed in achieving its aim and objectives.

The meeting concluded with vote of thanks by Dr. Vinay Pandit, IQAC Coordinator.

  
**Director cum Principal**  
DIRECTOR CUM PRINCIPAL  
LAUREATE INSTITUTE OF  
PHARMACY KATHOG  
TEH. JAWALAMUKHI  
DISTT. KANGRA (H.P.)



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**

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