

ASBASJSM College of Pharmacy, Bela, Ropar, Pb.

(An Autonomous College)

Ref. No.: COPBELA/IQAC/23/1003

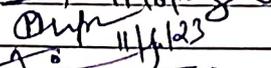
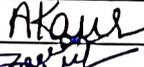
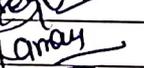
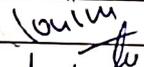
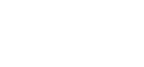
Date: 11/06/2023

Circular

The staff council meeting is scheduled to be held at the Director office on 12/06/2023 at 12:00 PM. The following teaching and admin staff are requested to attend the same.

Agenda

1. Approval of previous minutes of meeting and their ATR.
2. Check list for monitoring all activity in the institution.
3. Implementation of quality system for various academic research/administrative parameter.
4. To collect, analyse feedback from alumni/student's/ industrial expert.
5. Any other agenda with the permission of chair.

S. No.	Name	Signature
1.	Dr. Shailesh Sharma	
2.	Dr. Monika Gupta	
3.	Dr. Sandeep Kumar	
4.	Dr. Ajay Singh Kushwaha	
5.	Dr. Satnam Singh	
6.	Dr. Navjot Kaur	
7.	Ms. Punam Gaba	
8.	Ms. Amandeep Kaur	
9.	Mr. Devinder Kumar	
10.	Ms. Ramanjit Kaur	
11.	Ms. Harpreet Kaur	
12.	Dr. Rahul Sharma	
13.	Dr. Neelam Sharma	
14.	Ms. Monika Sharma	
15.	Dr. Mamta Arora	



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Minutes of Meeting (2)

Proceedings of the staff council meeting held on 12/06/2023 at 2:00 PM in the office of the Director, ASBASJSM College of Pharmacy, Bela, Ropar, Pb.

The committee members of internal quality assurance can (IQAC) held a meeting on 12/06/2023 to discuss the following agenda and resolution.

The minutes of 1st IQAC meeting were confirmed and made the resolution.

Agenda:

1. Approval of previous minutes of meeting and their ATR.
2. Check list for monitoring all activity in the institution.
3. Implementation of quality system for various academic research/administrative parameter.
4. To collect, analyse feedback from alumni/student's/ industrial expert.
5. Any other agenda with the permission of chair.

Resolution:

1. All the resolutions were passed unanimously ATR found satisfactory.
2. Preparation of checklist which contains all the activities which are to be monitored by IQAC.
3. A review on progress of Admission Cell, Woman's cell, Antiragging and Grievance cell.
4. To collect analyse feedback from students, alumni and industrial expert and prepares response sheet for curriculum enrichment.
5. To maintain lab maintenance records/ manuals.
6. Any other agenda with the permission of chair.
7. Some programmes will be initiated for the teaching and non-teaching staff members for quality purpose.

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Members Present in the meeting

S. No.	Name	Signature
1.	Dr. Shailesh Sharma	 23/6/23
2.	Dr. Monika Gupta	 23/6/23
3.	Dr. Sandeep Kumar	
4.	Dr. Ajay Singh Kushwaha	
5.	Dr. Satnam Singh	
6.	Dr. Navjot Kaur	
7.	Ms. Punam Gaba	
8.	Ms. Amandeep Kaur	
9.	Mr. Devinder Kumar	
10.	Ms. Ramanjit Kaur	
11.	Ms. Harpreet Kaur	
12.	Dr. Rahul Sharma	
13.	Dr. Neelam Sharma	
14.	Ms. Monika Sharma	
15.	Dr. Mamta Arora	

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Action Taken Report (ATR) of IQAC Meeting No. 2 held on dated 12/06/2023

S No.	Agendas	Action Taken
1.	Check list for monitoring all activity in the institution.	All the departments and their coordinator prepared check list for smooth conduct of all activities and which are to be monitored by IQAC.
2.	Implementation of quality system for various academic research/administrative parameter.	Dr. Sandeep Kumar (Academic coordinator) timely review all academic related activity and Dr. Shailesh Sharma (Director) review on progress of Admission Cell, Woman's cell, Antiragging and Grievance cell.
3.	To collect, analyse feedback from alumni/student's/industrial expert.	Ms. Punam Gabacollects analyse feedback from students, alumni and industrial expert and prepares response sheet for curriculum enrichment.
4.	Any other agenda with the permission of chair	All laboratory in charges and their Technion are asked to update and maintain lab maintenance records/ manuals.

Punam 21/1/24
Co-ordinator IQAC

