

# ASBASJSM College of Pharmacy, Bela, Ropar, Pb.

(An Autonomous College)

Ref. No.:COPBELA/IQAC/24/1001

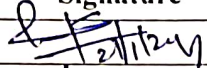
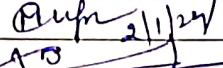

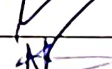



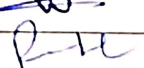
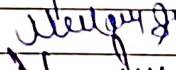
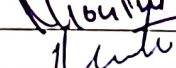
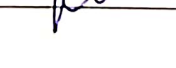




Date: 02/01/2024

## Circular

The staff council meeting is scheduled to be held at the Director office on 03/01/2024 at 12:30 PM. The following teaching and admin staff are requested to attend the same.

### Agenda

1. Conformation of 2<sup>nd</sup> IQAC meeting and ATR.
2. To motivate students and faculty for conducting seminars/symposia and students' enrichment programmes.
3. To verify library, glassware and chemical stock during the commencement of academic year.
4. 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	

  
Co-ordinator IQAC



# **ASBASJSM College of Pharmacy, Bela, Ropar, Pb.**

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Ref. No.: COPBELA/IQAC/24/1002

Date: 03/01/2024

## **Minutes of Meeting (3)**

Proceedings of the staff council meeting held on 03/01/2024 at 12:30PM 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 03/01/2024 to discuss the following agenda and resolution.

### **Agenda**

1. Conformation of 2<sup>nd</sup> IQAC meeting and ATR.
2. To motivate students and faculty for conducting seminars/symposia and students' enrichment programmes.
3. To verify library, glassware and chemical stock during the commencement of academic year.
4. Any other agenda with the permission of chair.

### **Resolutions**

1. All the resolutions were passed unanimously ATR found satisfactory.
2. The college motivates students and faculty to conduct seminars, symposia, and enrichment programs by providing necessary resources and support. Financial grants, academic credits, and recognition are offered to encourage participation and organization of such events. The college promotes these initiatives through its marketing channels, fostering a culture of academic excellence and community engagement. By doing so, it creates opportunities for students and faculty to engage with experts, share knowledge, and develop new skills, ultimately enriching their academic experience.
3. At the commencement of the academic year, the college conducts a thorough verification of essential resources to ensure a smooth and effective learning environment. This includes verifying the library's collection to confirm the availability and condition of books, journals, and digital resources. Additionally, the college checks the glassware and chemical stock in laboratories to ensure they are adequately stocked, functional, and safely stored. This verification process helps identify any discrepancies, damages, or shortages, allowing for timely rectification and maintenance. By doing so, the college can provide students and faculty with




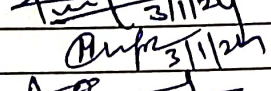
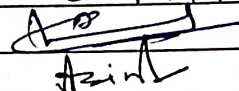
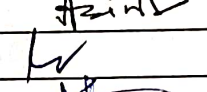

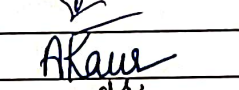
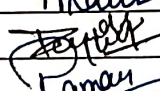
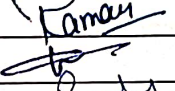
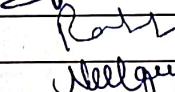
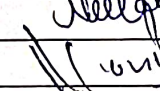
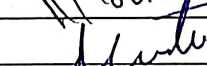
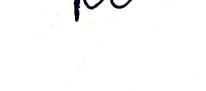



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access to the necessary tools and materials, supporting high-quality education and research.

4. Feedback of students on the facilities were recorded and their action taken was recorded.

## Members Present in the meeting

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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## Action Taken Report (ATR) of IQAC Meeting No. 3 held on dated 03/01/2024

S No.	Agendas	Action Taken
1.	To motivate students and faculty for conducting seminars/symposia and students' enrichment programmes.	Dr. Shailesh Sharma (Director) motivates students and faculty to conduct seminars, symposia, and enrichment programs by providing necessary resources and support. Financial grants, academic credits, and recognition are offered to encourage participation and organization of such events.
2.	To verify library, glassware and chemical stock during the commencement of academic year.	For commencement of new academic year, a thorough verification of essential resources was conducted to ensure a smooth and effective learning environment.
3.	Any other agenda with the permission of chair.	Feedback of students on the facilities were recorded and their action taken was recorded

*Pran* 17/6/24  
Co-ordinator IQAC

