



Ref. No.: COPBELA/IQAC/26/1001

Date: 19/01/2026

**Circular**

The staff council meeting is scheduled to be held at the Director office on 22/01/2026 at 3:00PM The following teaching and admin staff are requested to attend the same. 22/01/26

**Agenda**

1. Conformation of 6<sup>th</sup> IQAC meeting and ATR.
2. Promoting the publication, patents, book chapter and copyright.
3. Overseeing all college activities to ensure the new semester starts and runs smoothly.
4. Club performance and team review for coming year.
5. Any other agenda with the permission of chair.

S. No.	Name	Signature
1.	Dr. Shailesh Sharma	<i>[Signature]</i> 19/1/26
2.	Dr. Monika Gupta	<i>[Signature]</i> 19/1/26
3.	Dr. Gurjeet Singh	<i>[Signature]</i>
4.	Dr. Sandeep Kumar	<i>[Signature]</i>
5.	Dr. Ajay Singh Kushwaha	<i>[Signature]</i>
6.	Dr. Satnam Singh	<i>[Signature]</i>
7.	Dr. Navjot Kaur	<i>[Signature]</i>
8.	Ms. Punam Gaba	<i>[Signature]</i>
9.	Ms. Amandeep Kaur	<i>[Signature]</i> AKaur
10.	Ms. Ramanjit Kaur	<i>[Signature]</i> Raman
11.	Ms. Harpreet Kaur	<i>[Signature]</i>
12.	Dr. Rahul Sharma	<i>[Signature]</i> RSh
13.	Dr. Neelam Sharma	<i>[Signature]</i> NeelamSh
14.	Ms. Monika Sharma	
15.	Dr. Mamta Arora	<i>[Signature]</i> M-Arora

*[Signature]* 19/1/2026  
 Co-ordinator IQAC



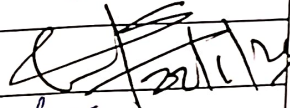
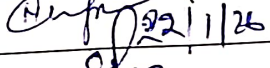
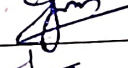
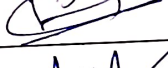
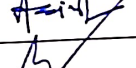

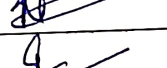
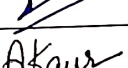
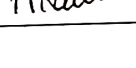
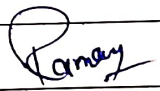


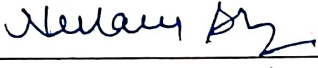
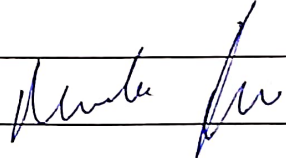
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7<sup>th</sup> IQAC Meeting Attendance (22/01/2026)

Meeting Agenda

1. Confirmation of 6<sup>th</sup> IQAC meeting and ATR.
2. Promoting the publication, patents, book chapter and copyright.
3. Overseeing all college activities to ensure the new semester starts and runs smoothly.
4. Club performance and team review for coming year.
5. Any other agenda with the permission of chair.

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12.	Ms. Harpreet Kaur	
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15.	Ms. Monika Sharma	
16.	Dr. Mamta Arora	



**Minutes of Meeting (7)**

Proceedings of the staff council meeting held on 22/01/2026 at 3:00PM in the office of the Director, ASBASJSM College of Pharmacy, BELA, Ropar, Pb.

The following agenda were discussed and resolved:

The committee members of internal quality assurance can (IQAC) held a meeting on 22/01/2026 to discuss the following agenda and proceeding.

S. No.	Agenda	Proceeding
1.	Conformation of 6 <sup>th</sup> IQAC meeting and ATR.	All proceeding were passed unanimously, and the Action Taken Report (ATR) was found to be satisfactory.
2.	Promoting the publication, patents, book chapter and copyright.	<p>The primary objective of this agenda was to discuss and approve a structured incentive policy aimed at promoting high-quality research output, including publications, patents, book chapters, and copyrights among the faculty members and researchers.</p> <p>The committee deliberated on the importance of enhancing the institution's research profile in global databases. To foster a culture of innovation, the following incentive structure was proposed and unanimously approved:</p> <p>To encourage high-impact dissemination of knowledge, faculty members will receive financial incentives for indexed works:</p> <p><b>Scopus and Web of Science Articles:</b> A reward of <b>Rs. 3000/-</b> will be granted for both Review and Research articles published in these indexed journals.</p> <p>To promote tangible innovation and institutional growth in the IPR domain:</p> <p><b>Utility Patents:</b> Incentivized at <b>Rs. 3000/-</b> per grant/publication.</p> <p><b>Design Patents:</b> Incentivized at <b>Rs. 1000/-</b> per grant.</p> <p>To support the contribution of faculty toward academic literature:</p> <p><b>Scopus-indexed Book Chapters:</b> A reward of <b>Rs. 3000/-</b> will be provided.</p> <p><b>Complete Book Publication:</b> Authors of full-length academic books will be awarded <b>Rs. 3000/-</b>.</p> <p>All claims must be submitted to the Research Cell with proof of indexing (Scopus/WoS) or certificates from the Patent Office.</p> <p>The incentive is applicable only if the primary institutional affiliation is clearly mentioned in the publication or patent.</p>
3.	Overseeing all college activities to ensure the new semester starts and runs smoothly.	<p>The primary objective was defined: to ensure a seamless transition into the new academic session with a focus on regulatory compliance, student engagement, and operational efficiency.</p> <p>Course Coordinator confirmed that the previous semester's results are being processed and that the new teaching plans are aligned with PCI (Pharmacy Council of India) guidelines. The</p>



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		<p>time-table, including theory and practical batches, is to be displayed on the notice boards and digital portals by the end of the week. Faculty workloads were reviewed to ensure a balanced distribution of core pharmacy subjects and electives.</p> <p>The Store In-charge reported that the inventory audit is complete. Procurement of necessary reagents and APIs for the new semester's practical's is underway.</p> <p>ICT-enabled classrooms were checked for projector and audio-visual functionality.</p> <p>Anti-Ragging committee was reconstituted for the new session. Awareness posters and helpline numbers are to be prominently displayed.</p> <p>Orientation Program for new students was planned, featuring guest lectures from industry veterans and an introduction to the college's code of conduct.</p>
4.	Club performance and team review for coming year.	<p>The meeting for the upcoming academic year focused on evaluating current club performance and finalizing the team structure to ensure better operational efficiency. Members reviewed the past year's extracurricular achievements, noting areas where student engagement could be improved, and reached a consensus on the need for more industry-aligned activities. To address this, the committee approved a restructured leadership team for the various college clubs, assigning specific faculty mentors to guide student coordinators in planning high-impact events. The session concluded with a commitment to monthly progress reviews, ensuring that all club initiatives remain synchronized with the institute's academic goals and professional development standards.</p>



Members Present in the meeting

S. No.	Name	Signature
1.	Dr. Shailesh Sharma	<i>[Signature]</i>
2.	Dr. Monika Gupta	<i>[Signature]</i> 22/11/26
3.	Dr. Gurjeet Singh	<i>[Signature]</i>
4.	Dr. Sandeep Kumar	<i>[Signature]</i>
5.	Dr. Ajay Singh Kushwah	<i>[Signature]</i>
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15.	Ms. Monika Sharma	<i>[Signature]</i>
16.	Dr. Mamta Arora	<i>[Signature]</i>

*[Signature]*  
Co-ordinator, IQAC  
ASBASJSM COLLEGE OF PHARMACY  
IQAC  
BELA  
22/11/26

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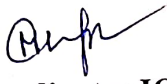
## Action Taken Report (ATR) of IQAC Meeting No. 7 held on dated 22/01/2026

S No.	Agendas	Action Taken
1.	Promoting the publication, patents, book chapter and copyright.	In pursuance of the approved agenda to enhance the institution's global research profile, the Research Cell has formally implemented the structured incentive policy aimed at rewarding high-quality scholarly output and intellectual property filings. Under this new framework, faculty members and researchers are now eligible for financial rewards of Rs. 3,000 for Scopus and Web of Science indexed articles, utility patents (grant or publication), Scopus-indexed book chapters, and complete book publications, while design patents are incentivized at Rs. 1,000 per grant. To streamline the execution, a formal submission process has been established requiring claimants to provide proof of indexing or patent certification to the Research Cell, ensuring that all rewards are strictly contingent upon the clear mention of the primary institutional affiliation. This initiative has been successfully integrated into the institutional research guidelines to foster a sustained culture of innovation and high-impact academic dissemination.
2.	Overseeing all college activities to ensure the new semester starts and runs smoothly.	To ensure a seamless transition into the new academic session, the institution has successfully aligned its academic and operational frameworks with a focus on regulatory compliance and student engagement. The Course Coordinator has verified that previous results are under process and teaching plans strictly adhere to PCI guidelines, with the comprehensive timetable and faculty workloads finalized for immediate publication. Parallely, the Store In-charge has completed an inventory audit and initiated the procurement of essential reagents and APIs to facilitate uninterrupted practical sessions. Operational readiness was further solidified by confirming the functionality of ICT-enabled classrooms and the formal reconstitution of the Anti-Ragging Committee, supplemented by the strategic placement of awareness posters and helpline information. These efforts culminate in the finalization of an upcoming Orientation Program, designed to integrate new students through industry veteran guest lectures and a rigorous introduction to the college's code of conduct.
3.	Club performance and team review for coming year.	Following the evaluation of the upcoming academic year's objectives, the committee has officially implemented a comprehensive restructuring of the college club leadership to enhance operational efficiency and student engagement. To bridge the gap between extracurricular activities and

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		<p>professional readiness, the team has introduced industry-aligned programming supported by a newly assigned panel of faculty mentors who will provide direct guidance to student coordinators. Furthermore, a mandatory monthly progress review cycle has been established to ensure all club initiatives remain strictly synchronized with the institute's academic goals and professional development standards, directly addressing previous engagement gaps through a more disciplined and high-impact event planning framework.</p>
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Co-ordinator IQAC

