

**Indore Institute of  
Pharmacy**

Affiliated to - B.P.U. (Bhopal) | Approved by - AICTE (New Delhi) & PCI (New Delhi)  
Register - Under UGC 2(F)

### Internal Quality Assurance Cell

Letter No. IIP / 07 / 2023-24/I.Q.A.C.-Meeting

01 -07-2023

#### Circular

**Subject** – Quality cell meeting to the members.

Respected Members,

A IQAC meeting is scheduled on 03-07-2023 at 02:00 PM in institutional seminar hall. All the members of Internal Quality Assurance Cell are required to attend the meeting. The points to be discussed in the meeting are as follows:

#### **Agenda**

1. Approval of strategic plan for 2023-28.
2. Revision of Institutional NAAC Committee members.
3. Academic Calendar July – Dec 2023.
4. Approval & Implementation of SIG July-Dec 2023.
5. Status of admission 2023-24 as per PCI & DTE.
6. Implementation & Execution of LMS module in ERP.
7. Collaborative certificate program with NIPER Ahmedabad.
8. Approval of Event Calendar for July- Dec 2023.
9. Follow up of the Pharm.D application status.
10. Summary of the placement for the session 2022-23.
11. Maintenance of instrument lab
12. Proposal for signing MOU with NFB (National Facility for Biopharmaceuticals)



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Letter No. IIP /07 / 2023-24/I.Q.A.C.-Meeting

## **Minutes of meeting of Quality Cell held on 03-07-23**

### **Internal Quality Assurance Cell of IIP**


The following members were present in the meeting

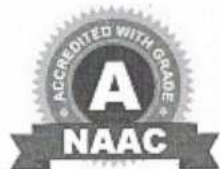
1. Shri Arun.S. Bhatnagar ( Management Representative)
2. Dr. D.K. Mishra (Principal, IIP)
3. Dr. Gurmeet Chhabra
4. Dr. Rupesh .K. Gautam (Coordinator)
5. Dr. Nadeem Farooqui
6. Dr. Praveen Sharma
7. Dr. Rekha Bisht
8. Ms. Nayany Sharma
9. Mr. Gaurav Sarsodiya
10. Mr. Rajesh Bhandari
11. Mr. Saurabh Shrivastava
12. Mr. Gaurav Agarwal
13. Mr. Raj Khatri (Director & co-founder of swift formulation, Indore) (Industry Representative)
14. Dr. Karunakar Shukla (Society Representative)
15. Mr. Yash Rawka (Student Representative)
16. Mr. Saurabh Chauhan (Alumni Representative)

The meeting commenced by welcome note by Dr. D.K. Mishra to all members

1. Shri Arun.S. Bhatnagar Sir (Group Advisor IIST-IIP-IIMR) introduced the strategic plan 2023-28 with the objective of being well recognized as a center of academic excellence, inculcating competent technical skills to make our students Future Industry ready in research ecosystem along with holistic development. The strategic plan 2023-28, focuses on skill empowerment through SIGs in pharmaceutical technology, AI in health, clinical research and thereby foster an eco-system with technical competence and research. We should strive towards training our students to



  
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be recognized and valued for their commitment in excellence, competence in pharmaceutical field coupled with high spiritual quotient.

The strategic plan 23-28 was unanimously accepted by the IQAC after the review from the stakeholders and implemented from July-24. Group advisor Sir suggested that faculties should function with the mindset towards achieving international recognition through collaborations in research in academics with the global universities.

2. The members of different criteria were revised and an institutional NAAC committee was reframed.
3. Academic Calendar- Dr. Nadeem Farooqui (Academic Head) prepared the academic calendar for session July- Dec 2023 and emphasized on the preparation of lesson plan, course file collection, distribution of academic workload for the session and strict adherence to 75% attendance made mandatory for the students. The faculties were advised for thorough preparation of lectures/ practical to be delivered by them in class. Prior information about the adjustment of classes to reported to academics by the concerned faculty is put forth.
4. Dr. Rekha Bisht discussed the SIG's planned for the session July- Dec 23 for the B.Pharm students of all batches.
5. Dr. Rupesh K.Gautam (IQAC coordinator) asked the admission team to brief on admission status where representative of admission team Dr. Pritesh Palliwal shared the data that we have full admission in B.Pharm Ist year -115 students and M.Pharm- 13 students in total of both the branches. As per previous discussion & decision with the management regarding D.pharm admission , there were no admission taken for D.pharma.
6. Dr. Rupesh K.Gautam (IQAC Coordinator) discussed with the Academic incharge to inform all the faculties to utilize ERP at it's fullest for LMS ( Learning Management System) and to share lecture notes and assignment on the ERP.
7. A collaborative certificate program with NIPER Ahmedabad is in planning to instill scientific temperament in the students of B.Pharm, by attending training program sessions on sophisticated instrument handling.



  
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8. Expert lectures on Research methodology, entrepreneurship and IPR programs are planned for deliverance and exposure to the students with the current scenario of the pharma world.
9. Dr. D.K. Mishra took the follow up of the application status for the integrated P.G. program Pharm. D which was applied on Feb 2023. The progress of the preparation of the RGPV inspection for Pharm.D was inspected in July 2023.
10. Mr. Darshan Jamindar discussed the placement results of B.Pharm final year in which 66 students were placed in different companies and further more students were guided to visit pharma industry for the interview arranged by the institute.
11. Dr. D.K. Mishra scrutinized the maintenance of the instrument lab and it's regular updation to be ensured by the faculty members.
12. Shri Arun.S. Bhatnagar proposed for the signing of a MOU between NFB (National Facility for Biopharmaceuticals), a GOI funded state of the art Research Innovation and Testing facility in GNK College campus , Mumbai for encouraging collaborative industry specific research, consultancy, testing and production help.

**Copy to :** Dr. Dinesh Mishra, Chairman, IQAC



  
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### Internal Quality Assurance Cell

Letter No. IIP / 08 / 2023-24/I.Q.A.C.-Meeting

13-10-2023

#### Circular

**Subject** – Quality cell meeting to the members.

Respected Members,

A IQAC meeting is scheduled on 18-10-2023 at 02:00 PM in institutional seminar hall. All the members of Internal Quality Assurance Cell are required to attend the meeting. The points to be discussed in the meeting are as follows:

#### **Agenda**

1. Revision of IQAC committee for academic year 2023-24 as per the guidelines of NAAC.
2. Signing of the MOU b/w NFB (National facility for Biopharmaceuticals) in GNK College, Mumbai & IIP, Indore.
3. Status of AQAR preparation for 2022-23
4. Status of the Academic Progress.
5. Planning for Apritam Pragma Pratispardha & Apratim Sports 2023.
6. Planning for National Pharmacy week celebration by conducting health campaign in village.
7. Pre-approval of SIG Jan-June 24.
8. Proposal of new research policy.
9. Track and identification of slow learners and conduction of Remedial classes.
10. Assignment of syndicate incharges of 1<sup>st</sup> sem
11. Discussion of admission status.
12. Workshop on 3-D Printing.
13. Strict adherence to 75% attendance



  
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Letter No. IIP /08 / 2023-24/I.Q.A.C.-Meeting


## **Minutes of meeting of Quality Cell held on 18-10-23**

### **Internal Quality Assurance Cell of IIP**

The following members were present in the meeting

1. Shri. Arun S. Bhatnagar (Management Representative)
2. Dr. Nimita Manocha (Principal, IIP)
3. Dr. Rupesh Gautam (Coordinator)
4. Dr. Gurmeet Chhabra (Exam coordinator)
5. Dr. Nadeem Farooqui (Academic coordinator)
6. Dr. Pritesh Paliwal
7. Dr. Rekha Bisht
8. Mr. Darshan Jamidar ( Head- Placement)
9. Mr. Gaurav Sarsodiya
10. Ms. Nayany Sharma
11. Mr. Ankit Jain (Director academics, IIST Group)
12. Mr. Rajesh Bhadari (GM, Finance)
13. Dr. Saurabh Shrivastava (Dy Director, HR)
14. Ms. Shilpy Singh (EXPERT from Industry: DGM Technology Transfer, Piramal)
15. Dr. Karunakar Shukla (Society representative)
16. Mr. Yash Rawka (Student representative)
17. Mr. Saurabh Chouhan (Alumni representative)



  
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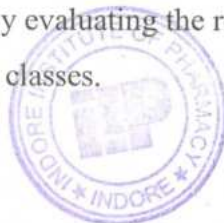


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Dr. Rupesh .K. Gautam welcomed all the members in the meeting.

1. Revision of the IQAC committee composition was done . Dr. Nimita Manocha was welcomed by Shri Arun .S. Bhatnagar and was introduced as the Principal of IIP, Indore.
2. Dr. Rupesh .K. Gautam informed all the members about the MOU signing between National Facility for Biopharmaceuticals (NFB) , a GOI funded state of art Research , Innovation and Testing facility in GNK College campus-Mumbai and Indore Institute of Pharmacy (IIP) on 28<sup>th</sup> August 2023. The main objective was to promote research and conduct training & expert lectures through collaborations between the two organizations.
3. Dr. Rupesh K. Gautam (IQAC Coordinator) discussed the AQAR 2022-23 and put forth the current status of the same. Dr. Gautam encouraged the committee members to complete the AQAR 2022-23.
4. Dr. Nadeem Farooqui (Academic Incharge ) discussed the academic progress which included the current syllabus completion by faculties, lecture plan preparation by faculties and student attendance.
5. The Apritam Pragma Pratispardha and Apratim Sports 2023 was planned to be held in November 2023.
6. The 62<sup>nd</sup> National Pharmacy Week was planned to be held from 19 November 2023 to 25 November 2023. Dr. Nimita Manocha proposed to organize a health camp in the adopted village, through association with Choithram Hospital and suggested that are students to be actively involved in the activity.
7. Dr. Rekha Bisht proposed the SIG plan for the session Jan –June 24. She also updated on the status of the current SIG sessions for B.pharm & M.pharm.
8. The new research policy for the year 2024 was proposed by the Academic Team for the upcoming session.
9. Dr. Nimita Manocha asked the Academic Incharge and subject incharge to identify the slow learners by evaluating the results of 1<sup>st</sup> Sessional and to schedule the time table for remedial classes.



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10. Dr. Gurmeet Singh Chhabra (HOD Ist year ) informed about the induction program for the 1<sup>st</sup> year which was held on 4-5<sup>th</sup> September successfully to welcome the first year students of IIP.
11. Dr. Pritesh Palliwal (incharge Syndicate system) briefed about the distribution of students of B.Pharm 1<sup>st</sup> Sem, M.Pharm 1<sup>st</sup> sem in various syndicate group & syndicate incharges appointed for the same.
12. A workshop on 3-D printing was organized on 26<sup>th</sup> August 2023.
13. Shri. Arun S. Bhatnagar emphasized on strict monitoring and compliance of 75 % attendance of students. Syndicates are to strictly follow up with the students through SMS, telephone calls and registered letters.

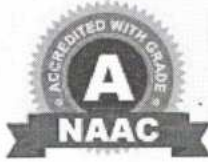
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1. The member of IQAC-IIP
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### Internal Quality Assurance Cell

Letter No. IIP /09 / 2023-24/I.Q.A.C.-Meeting

09-01-2024

#### Circular

Subject – Quality cell meeting to the members.

Respected Members,

A IQAC meeting is scheduled on 11-01-2024 at 02:00 PM in institutional seminar hall. All the members of Internal Quality Assurance Cell are required to attend the meeting. The points to be discussed in the meeting are as follows:

#### **Agenda**

1. Received approval for Pharm.D.
2. Academic calendar Jan- June 2024
3. Proposal for the upgradation of instrument lab for purchase of new instruments-FTIR, HPLC.
4. Increase in the number of research papers in journals.
5. Approval for new research policy
6. Received approval as Host Institute under incubation committee component of MSME Innovative scheme
7. Planning of industry visit.
8. Approval & Implementation of SIG Jan-June 24
9. Implementation of SOP Academics.
10. Conduction of Placement Drives for final year students
11. Planning of GPAT classes.



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Letter No. IIP /09 / 2023-24/I.Q.A.C.-Meeting

## Minutes of meeting of Quality Cell held on 11-01-24

### Internal Quality Assurance Cell of IIP

1. Shri. Arun S. Bhatnagar (Management Representative)
2. Dr. Nimita Manocha (Principal, IIP)
3. Dr. Rupesh Gautam (Coordinator)
4. Dr. Gurmeet Chhabra (Exam coordinator)
5. Dr. Nadeem Farooqui (Academic coordinator)
6. Dr. Pritesh Paliwal
7. Dr. Rekha Bisht
8. Mr. Darshan Jamidar ( Head- Placement)
9. Mr. Gaurav Sarsodiya
10. Mrs. Nayany Sharma
11. Mr. Ankit Jain (Director academics, IIST Group)
12. Mr. Rajesh Bhadari (GM, Finance)
13. Dr. Saurabh Shrivastava (Dy Director, HR)
14. Ms. Shilpy Singh (EXPERT from Industry: DGM Technology Transfer, Piramal)
15. Dr. Karunakar Shukla (Society representative)
16. Mr. Yash Rawka (Student representative)
17. Mr. Saurabh Chouhan (Alumni representative)

The meeting commenced by a warm welcome note by Dr. Rupesh K Gautam (IQAC Coordinator)

1. IQAC Coordinator Dr. Rupesh Gautam informed committee that the approval for the Pharm .D was received on 30<sup>th</sup> November 2023.  
As per the discussion with management and Principal IIP, admissions for the Pharm .D for the session 2023-24 will not be taken as the approval received is late.
2. Dr. Nadeem Farooqui (Academic Incharge) prepared the academic calendar for Jan – June 24 which included the distribution of workload and lecture plan submission for the assigned subjects to the faculties.



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3. The upgradation of the instrument lab was being inspected and purchase of new instruments FTIR &HPLC was proposed.
4. Dr. Nimita Manocha (Principal, IIP) encouraged the Faculties to publish new research articles and Review papers in journals to enhance their overall academic growth.
5. The research policy for the year 2024 was being approved.
6. Dr. Nadeem Farooqui (Incharge of Incubation) informed the committee about receiving of the approval as the Host Institute for implementation of Incubation Component under MSME Innovation Scheme on 3<sup>rd</sup> January 2024.
7. Dr.Nimita Manocha instructed the training and Placement Cell to plan for the industrial visit for the B.Pharm & M.Pharm students.
8. The SIG for Jan –June 2024 was approved and the committee instructed the academic incharge, Dr. Nadeem Farooqui to add the SIG in timetable and asked the SIG coordinators to prepare & complete SIGs timely.
9. Academic SOP was approved and academic incharge Dr. Nadeem Farooqui suggested to adhere to the components of SOP strictly. Principal IIP, Dr. Nimita Manocha asked the academic incharge to report periodically about the adherence to the SOP.
10. Mr. Darshan Jamindar (Training & Placement Officer) was instructed to conduct the placement drives for the final year students in various companies as per the choice & requirement of the students.
11. IQAC instructed to conduct a crash course for GPAT 2024 for final year students on every working Saturday for the students interested in competitive exams.



  
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### Internal Quality Assurance Cell

Letter No. IIP/10/2023-24/I.Q.A.C.-Meeting

16-05-2024

#### Circular

**Subject:** Quality Cell meeting intimation to the members.

Respected Member's

Quality Cell of Indore Institute of Pharmacy meeting is scheduled on 17-05-2024 at institutional seminar hall at 9:00 AM. All the members of Internal Quality Assurance Cell required to attend the meeting. The points to be discussed in the meeting are as follows:

#### Agenda

1. Academic-Planning of commencement of session July-Dec., 2024 as per RGPV guidelines/ calendar.
2. Proposal and stringent follow up of the implementation of Standard Operating Procedure (SOP) designed by Group Advisor sir and Director Academics.
3. Event Calendar approval for session July-Dec., 2024.
  - IIC/NSS/extension and outreach activity
4. SIG approval for July-Dec., 2024
5. Preparation for Pharm D
  - Recruitment of faculties for Pharm-D
  - Allocation of classroom and labs
6. Performance analysis of students



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- Review and assessment of result analysis and placements.
7. Updating of sophisticated instrument lab and planning for purchase of new instruments.
  8. Preparation of upcoming PCI inspection.
  9. Status of AQAR preparation for 2023-24.
  10. Proposal planning for workshop, guest lectures and IIC events for session July-Dec. 2024.
  11. Discussion on enhancement of the MoUs.
  12. Implementation of new research policy.
  13. Discussion on incubation projects and preparation of MSME incubation center (Host institute).
  14. Planning of Alumni contribution and interaction meeting.
  15. Proposal to appoint class representatives.

Dr. Rupesh K Gautam  
Coordinator, IQAC

Copy to:

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Letter No. IIP /10 / 2023-24/I.Q.A.C.-Meeting

**Minutes of meeting of Quality Cell held on 17-05-2024  
Internal Quality Assurance Cell of IIP:**

The following members were present

1. Shri Arun S. Bhatnagar (Management Respective)
2. Dr. Nimita Manocha (Principal, IIP)
3. Dr. Rupesh Gautam (Coordinator)
4. Dr. Gurmeet Chhabra (Exam coordinator)
5. Dr. Nadeem Farooqui (Academic coordinator)
6. Dr. Pritesh Paliwal
7. Dr. Rekha Bisht
8. Mr. Darshan Jamidar ( Head- Placement)
9. Mr. Gaurav Sarsodiya
10. Mrs. Nayany Sharma ( Member of IQAC)
11. Mr. Ankit Jain (Director academics, IIST Group)
12. Mr. Rajesh Bhadari (GM, Finance)
13. Dr. Saurabh Shrivastava (Dy Director, HR)
14. Ms. Shilpy Singh (EXPERT from Industry: DGM Technology Transfer, Piramal)
15. Dr. Karunakar Shukla (Society respective)
16. Mr. Yash Rawka (Student representative)
17. Mr. Saurabh Chouhan (Alumni respective)

Agenda Item & No.	Minutes of Proceedings
1. Academic-Planning of commencement of session July-Dec., 2024 as per RGPV guidelines/ calendar.	Dr. Nadeem, presented the RGPV & IIP academic calendar for session July-Dec. 2024
2. Stringent follow up of the implementation of Academic (SOP) designed by Group Advisor sir and Director Academics.	The <b>Academic SOP</b> was implemented & discussed. Prof. Ankit briefed on areas to be focused. especially on activities designed for slow learners and advanced learner.
3. <b>IIC/NSS/extension and outreach activity Event Calendar</b> approval for Q4, session July-Dec., 2024	The IIC/NSS/extension and outreach activities conducted in Q3 were presented by Dr Rekha. The activities planned for the Q4 calendar was Proposed

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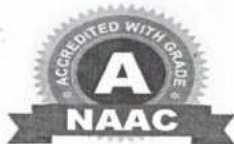
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	by her which was accepted by the all members.
4. SIG approval for July-Dec., 2024	<p>SIG Calander was presented in front of the industry expert for her valuable suggestions. Ms Shilpy Proposed addition of courses on QMS; FMEA, Risk analysis for our B.Pharm and M.Pharm students.</p> <p>Hon' DG sir suggested on inclusion of software languages / programming to make pharma students ready for the Advancements of AI in Healthcare. Shilpy mam, proposed we could include Data R programming and Data analytics (basic level) . Suggestions given by the expert are to be incorporated in the SIG and approved by IQAC.</p>
5. Industry-Academia collaboration	<ul style="list-style-type: none"><li>Ms. Shilpy proposed that to strengthen the industry-academia collaboration, faculties would be encouraged to visit their plant for 3 days for the purpose of training and updating on Pharma Industry requirements.</li><li>Provide internship to our students to cater to need of industry</li></ul>
6. Preparation for Pharm D <ul style="list-style-type: none"><li>Recruitment of faculties for Pharm D</li><li>Allocation of classroom and labs</li></ul>	<ul style="list-style-type: none"><li>HR head informed that the interview has been conducted for the new faculty.</li><li>It was informed by the Pharm D coordinator that allocation of the labs and classroom are identified.</li></ul>
7. Performance analysis of students <ul style="list-style-type: none"><li>Review and assessment of result analysis</li></ul>	<ul style="list-style-type: none"><li>Dr. Chhabra, Exam head informed that result analysis has been prepared for the last session. He presented it before the committee.</li><li>List of slow learners, average learners, subject wise, was identified from MST exams. It was proposed by IQAC, that implementations of</li></ul>



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	remedial classes to commence very soon.
8. Campus Interviews and placement	<ul style="list-style-type: none"><li>Mr. Darshan Jamidar shared the details of the Campus drives conducted in current session. <b>Placement: 75% placement.</b>(till date), 23 companies visited our institute (March 2024-till date) eg Lupin, Cipla, Alembic, Annova. IPCA, There were 92 offers.</li><li>Ms Shilpy Informed that Piramal will be visiting IIP in June, 2024 for placement for M. Pharm and B. Pharm students.</li></ul>
9. Industry visit & Internship	<ul style="list-style-type: none"><li>Mr. Darshan Jamidar shared the details of the industry visits to be planned for upcoming session.</li><li>Around 15 students of 6<sup>th</sup> sem are undergoing training/ internship at various industries-</li></ul>
10. Updating of sophisticated instrument lab and planning for purchase of new instruments	<p>Dr. Nimita Manocha, discussed on the proposal to update the Sophisticated instrument lab of IIP. The objective is to provide training and skill enhancement for our B.Pharm, M.Pharm students on the usage of latest technology/ instrumentation in Pharm Field. Further to it, we wish to conduct research work and provide analytical services to pharma industries, having the advantage of our location, close proximity to Pithampur .</p> <p>HODs to submit comparative, competitive quotations, with specs for approval by High purchase committee.</p>
11. Preparation of upcoming PCI inspection	Principal madam informed that all HoDs should prepare well for the PCI inspection.



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12. Status of AQAR preparation for 2023-24	Ms. Nayany (IQAC committee Member) congratulated all for the timely submission of the AQAR 2022-23 on 29 <sup>th</sup> April 2024 and informed that AQAR preparation for 2023-24 is in progress.
13. Proposal planning for workshop, guest lectures and IIC events for session July-Dec. 2024	IIC coordinator showed the status of the last activities conducted and showed the calendar/chart for the activities/workshop/ guest lecture to be conducted in the next session for the approval.
14. Discussion on enhancement of the MoUs	Principal mam informed to plan for the planning for the MoUs in next session. MoU to be signed between Piramal and IIP for collaboration.
15. Implementation of new research policy	IQAC coordinator informed about the <b>new research policy</b> drafted by the research committee and its implementation which is to be percolated among the beneficiaries.
16. Discussion on incubation projects and preparation of MSME incubation centre (Host institute).	MSME area was identified and Group advisor sir stated that we have to develop the area and foster them. Dr. Manocha briefed about the Meeting organized on 14 <sup>th</sup> May by MSME, Indore for the status and preparation of Hackathon 3.0 MSME. It was attended by Principal madam
17. Planning of Alumni contribution and interaction meeting.	Principal mam instructs to plan the alumni meet and interaction of alumni and students for the future exposure.
18. Proposal to appoint class representatives.	Academia coordinator will appoint Class representative. The criteria for selection and



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	approval will be proposed by academic team.
19. Training session for IIST/IIP/IIMR faculty	It will be conducted by Shilpy madam for CAPA/FMEA
20. Approval of merit-based fees structure for academic session 2024-25	Approved by IQAC.

The meeting ended thereafter with vote of thanks to the chair.

Dr. Rupesh K. Gautam

Coordinator, IQAC

**Copy to:** 1. Dr. Nimita Manocha, Chairman IQAC



  
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