



# MATA GUJRI COLLEGE OF PHARMACY

Purabpali Road, Kishanganj (Bihar) Pin - 855107  
A Constituent unit of Mata Gujri University, Kishanganj

Date: 31.07.2025

## Circular for 2<sup>nd</sup> IQAC meeting

All the members of Internal Quality Assurance Cell (IQAC) of Mata Gujri College of Pharmacy, Kishanganj are informed that 2<sup>nd</sup> IQAC meeting will be held on **07.08.2025 (Thursday)** in Seminar Hall at **3:00 P.M.**

### Agenda of the Meeting:

1. Approval of proceedings of 1<sup>st</sup> IQAC meeting
2. Discussion regarding conducting training programme for staff members for making them aware regarding approach of quality improvement and enhancement.
3. Finalization of contents for Course File (B. Pharm)
4. Discussion regarding conducting seminar on behalf of Internal Quality Assurance Cell (IQAC) for students as well as faculty members [Probable schedule].
5. Selections of logo for IQAC.
6. Any Other Matter

Mr. Saptarshi Dutta  
(Director IQAC Cell)



## Members Present:

1. Dr. Saumendu Deb Roy

2. Dr. Ichchhit Bharat

3. Dr. Dibyendu Shil

4. Dr. Jashabir Chakraborty

5. Dr. Niladri Shekhar Dey

6. Dr. Sushanta Kumar Das

7. Mr. Anil Parasnath Sao

8. Mr. Amit Samanta

9. Mr. Subhasish Pramanik

10. Mr. Arka Prabha Pal

11. Mr. Abhas Kumar Saha

12. Dr. M. Chinna Devi

13. Mr. Mukul Ghosh

14. Mr. Uday Ghosh

15. Mr. Parth Pratim Roy


16. Mr. Shreyansh Saha

17. Mr. Saptarshi Dutta



Agenda No.	Agenda Item	Minutes of Meeting (MoM) with Resolution
1.	Approval of proceedings of 1 <sup>st</sup> IQAC meeting	The Minutes of the 1st meeting were approved without any modifications. Mr. Saptarshi Dutta provided information regarding the formation of the IQAC logo and the creation of the official IQAC email ID.
2.	Training of Faculty and Staff Members	<b>Resolution:</b> Dr. Saumendu Deb Roy proposed the names of Mr. Saptarshi Dutta and Mr. Anil Parasnath Sao for conducting the training sessions for faculty and staff members.
3.	Conducting seminar on behalf of Internal Quality Assurance Cell (IQAC)	The seminar will be scheduled in the upcoming academic term, and the responsibility for planning, coordination and execution will be assigned to a subcommittee led by Mr. Saptarshi Dutta, with support from selected faculty members.
4.	Vision, Mission, and Objectives of IQAC	Draft Vision, Mission, and Objectives were reviewed. Members suggested inclusion of quality benchmarks, innovation and inclusivity. <b>Resolution:</b> Dr. Niladri Sekhar Dey and Mr. Saptarshi Dutta will draft the Vision, Mission, and Objectives of IQAC.
5.	Introduction of New member	Mr. Arka Prabha Pal is a new member of IQAC in place of Mr. Sanglap Mallick.
6.	Any Other Matter.	<b>a. Training of faculty and Staff members</b> <b>Resolution:</b> Dr. Saumendu Deb Roy, Chairman, IQAC Cell suggested the name of Mr. Saptarshi Dutta and Mr. Anil Parasnath Sao for conducting the training session for faculty and staff members. <b>b. Compositions of Programme monitoring committee (B.Pharm)</b> <b>Resolution:</b> Dr. Saumendu Deb Roy, Chairman, IQAC Cell proposed the name of Dr. Dibyendu Shil, Principal of MGCOP, Kishanganj to look into the matter and form the committee. <b>c.</b> Dr. Saumendu Deb Roy, Chairman, IQAC Cell also suggested to maintain the documents properly from the academic session 2025-26 and onwards.

  
**Prepared by**  
(Director IQAC Cell)

  
**Approved by**  
(Chairman, IQAC Cell)