

## CIRCULAR



### DEPARTMENT SCHOOL OF PHARMACY CIRCULAR

**No: AJU/SOHAS/246/25**

**Date 14.07.2025**

It is hereby notified to all the faculty members of School of Pharmacy that a Session Good Documentation Training on writing of reports will be conducted on 23<sup>rd</sup> July 2025 from 9:30 am onwards by Dr. Jyotirmaya Sahoo. All the faculty members and lab assistants are mandatory to attend the session.

  
Dean  
School of Pharmacy  
ARKA JAIN University Jharkhand

**Dean  
School of Pharmacy  
Copy to**

Vice Chancellor  
Office of the Registrar  
IQAC  
Class coordinators/Faculty Members  
ERP Coordinator  
Academic Coordinator  
Website In-charge  
Office file  
Student Whatsapp group

## GOOD DOCUMENTATION TRAINING ON WRITING OF REPORTS

<b>Date of Event</b>	<b>23.07.2025</b>
<b>Name of the Event</b>	<b>Good Documentation Training on Writing of Reports</b>
<b>Type of the Event</b>	<b>Professional development / Administrative training</b>
<b>Conducted by</b>	<b>School of Pharmacy</b>
<b>No. Of Participants</b>	<b>28</b>

### OBJECTIVE:

The objective of this programme is to train faculty members to precise, standardised, and legal documentation techniques. It aims to guarantee the fulfilment of academic and legal standards in administration, research, and guidance.

### DETAILS:

School of Pharmacy, ARKA Jain University conducted a comprehensive faculty training session on Good Documentation Training on Writing of Reports. Expert for this training session was Prof (Dr.) Jyotirmaya Sahoo, Dean, School of Pharmacy. The training was held on 23<sup>rd</sup> July at **Block B, Sushruta Hall**, and began promptly at **9:30 AM**. The session was organized with the intention of strengthening the understanding and implementation of proper documentation protocols among faculty members. As ARKA Jain University is a **NAAC-accredited** and **reputed academic institution**, maintaining precise and well-organized records is essential — not only for internal quality assurance but also to meet external requirements laid down by statutory bodies such as the **Pharmacy Council of India (PCI)** and for future inspections by the **Quality Council of India (QCI)**. During the session, the importance of structured report writing and adherence to regulatory documentation standards was emphasized. The Dean highlighted that proper documentation is a reflection of institutional transparency and academic integrity, and is critical for regulatory audits, accreditation, and overall institutional development. Faculty members participated actively, shared their experiences, and clarified their doubts regarding academic, research, and administrative documentation. At the end of the session, Mr. Sumanta Sen, Associate Professor thank Dr. Sahoo for enriching session and acknowledged the staff for their participation in the training.

### TAKEAWAY (OUTCOMES):

- Improved understanding of good documentation and reporting practices.
- Better preparedness for PCI, NAAC, and QCI inspections.
- Enhanced skills in structured and compliant report writing.
- Standardization of academic and administrative records.
- Reinforced commitment to institutional quality and transparency.

## POSTER OF THE EVENT

GOOD  
DOCUMENTATION  
TRAINING  
FOR FACULTY  
MEMBERS OF  
SCHOOL OF  
PHARMACY



ARKA JAIN  
University  
Jharkhand



- PROF. (DR.) JYOTIRMAYA SAHOO
- Dean
- School of Pharmacy
- 23<sup>rd</sup> July 2025
- Venue Block B\_ SUSHRUTA
- Time: 9:30 am

## PHOTOS OF THE EVENT



**Fig.1- Faculty attended the session.**



**Fig. 2- Faculty listening to the event carefully.**





**Fig. 3- Understanding the important aspect of the session.**



**Fig. 4- Enjoying the session with small tea break.**











## LIST OF PARTICIPANTS


**ARKA JAIN  
University**  
Jharkhand

 SCHOOL OF PHARMACY  
Event Registration cum  
Attendance Form

 Name of the Event: Good Documentation Training for Faculty members of School of Pharmacy

 Date of the Event: 23-7-25

Date of the Event: _____				Date of the Event: _____				Date of the Event: _____				Date of the Event: _____								
Faculty members of School of Pharmacy				Faculty members of School of Pharmacy				Faculty members of School of Pharmacy				Faculty members of School of Pharmacy								
Sl. No.	Name of the Candidate	Enrolment No	Signature of the Candidate	Feedback										Attendance						
				How would you like this session/event					The speaker explained the topic clearly			Would you like to attend this type of event/session in future	D1	D2	D3	D4	D5	D6		
				E	V	G	A	P		Y	N									
1	Vishant Dahi	1668		✓						Y				Y						
2	Sumanata Sen	1186		✓	✓					Y				Y						
3	Prasanna Kumar Mehta	1240							✓		Y			Y						
4	Priyabati Choudhary	1119		✓						Y				Y						
5	Sarmili Saha	1690		✓	✓					Y				Y						
6	Neelha Panda	1394		✓						Y				Y						
7	Arunish Paul	1124		✓						Y				Y						
8	Anvita Mohanani	1218			✓					Y				Y						
9	Chandan Nigam	1769							✓		Y			Y						
10	Sandhya Das	1782		✓						Y				Y						

\*E-Excellent, V-Very good, G-good, A-Average, P-Poor

 Signature of the Head  
School of Pharmacy  
ARKA JAIN University Jharkhand











Signature of the Event Coordinator


**ARKA JAIN  
University**  
Jharkhand

 SCHOOL OF PHARMACY  
Event Registration cum  
Attendance Form

 Name of the Event: Good Documentation Training for Faculty members of School of Pharmacy

 Date of the Event: 23-7-25

Faculty members of School of Pharmacy				Date of the Event: 20/05/2023										Attendance						
Sl. No.	Name of the Candidate	Enrolment No	Signature of the Candidate	How would you like this session/event					The speaker explained the topic clearly	Feedback		Would you like to attend this type of event/session in future	D1	D2	D. D.	D.	D.	D.	D.	
				E	V	G	A	P		Y	N									Y
11	Rashmi Tinkay	1239								Y		Y								
12	Rashmi Ranjan Das	1165							✓			Y								
13	Prasanna Kumar Mehta	13915							✓			Y								
14	Pratibha Singh	1405							✓			Y								
15	Arundha	1321							✓			Y								
16	Tanul Gurin	1340							✓			Y								
17	Kaibait Nath Das	1783										Y								
18	Prasanna Kumar Mehta	1787							✓			Y								
19	Sai Debasis Panda	1293							✓			Y								
20	Sonal Mandal	1757							✓			Y								

\*E-Excellent, V-Very good, G-good, A-Average, P-Poor







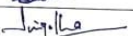

 Signature of the Head  
School of Pharmacy  
ARKA JAIN University Jharkhand

Signature of the Event Coordinator


**ARKA JAIN**  
University  
Jharkhand

Name of the Event: Good Documentation Training for Faculty members of School of Pharmacy  
SCHOOL OF PHARMACY  
Event Registration cum  
Attendance Form

Date of the Event: 23-7-25

Faculty members of School of Pharmacy										Attendance Form										Date of the Event: 23-7-25									
Sl. No.	Name of the Candidate	Enrolment No	Signature of the Candidate	Feedback										Attendance															
				How would you like this session/event					The speaker explained the topic clearly					Would you like to attend this type of event/session in future		D1	D2	D3	D4	D5									
				E	V	G	A	P	Y	N			Y	N															
21	Nihar Kumar	151413		-						Y																			
22	Hiranga Kumar	1610				-				Y																			
23	Chandan Nayan	1769								Y																			
24	Mansi Singh	1523								Y																			
25	Ragini Bose	1518								Y																			
26	Sobha Pramanik	1796								Y																			
27	Jyoti Ranjan Meher	1312								Y																			
28	Atika Mahato	1628								Y																			
9																													
10																													

\*E-Excellent, V-Very good, G-good, A-Average, P-Poor

Signature of the Head

School of Pharmacy  
ARKA JAIN University Jharkhand

Signature of the Event Coordinator

## FEEDBACK

### Good Documentation Training on Writing of Reports

