

Vision : To be a leader in Pharmacy Education, Pharmacy Training and Research in Pharmaceutical Sciences  
Mission: To educate and train students in the knowledge and practice of pharmaceutical sciences  
To contribute to improvement of health of the society through education programs  
To contribute to improvement of health of the society through research programs

**Minutes of the IQAC Meeting of the Bombay College of Pharmacy (BCP) vide No. IM/001 /2019 held on Friday, 12<sup>th</sup> July 2019 at Conference Room at 11.00am of the Bombay College of Pharmacy, Kalina, Santacruz (E), Mumbai.**

**Following members were present:**

1	Dr. Krishnapriya M	I/C Principal
2	Dr. Ujwala Shinde	IQAC Co-ordinator
3	Dr. Anuradha Majumdar	Vice Principal- Academic
4	Dr. Premlata Ambre	Vice Principal-Administration
5	Prof. Krishna Iyer	HOD-Pharmaceutical Chemistry
6	Dr. Vaishali Shirsat	HOD- Pharmaceutical Analysis
7	Dr. Alka Mukne	HOD-Pharmacognosy
8	Dr. Vaishali Dixit	HOD-Pharmacology
9	Dr. Pushkala	Industry Expert-TCS
10	Dr Clara Fernandes	Invitee

The Meeting was started with welcoming all the members and announcing the autonomous status of Bombay College of Pharmacy

**Rules and Regulations Bombay College of Pharmacy (Autonomous) for the Bachelor of Pharmacy (B. Pharm) & Master of Pharmacy (M. Pharm) are Effective from Academic Year 2019-20.**

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*Handwritten signatures and names: Ujwala Shinde, Anuradha Majumdar, Premlata Ambre, Krishna Iyer, Vaishali Shirsat, Alka Mukne, Vaishali Dixit, Pushkala, Clara Fernandes.*





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- i) Dr. Ujwala Shinde informed the electives available to students in Semester VII and Semester VIII as per University of Mumbai CBCS syllabus 2016.
- ii) There was a common consensus that all electives should be offered for making a choice for students. Only those electives should be considered wherein at least 10 students available for teaching. Students should be acquainted about the subjects through orientation and give clarification to each student with the view to help them in selection.
- iii) Dr. Alka Mukne informed that there will be a visiting faculty Dr. Eswaran who will be engaging students for IPR (elective for Sem VII). He will be conducting 6 sessions (6×4)- starting from Aug 2019 onward on 2<sup>nd</sup> & 4<sup>th</sup> Sat at 10.30am – covering 24 hrs. syllabus.
- iv) Dr Pushkala from TCS informed that TCS can provide expertise for teaching regulatory affairs IPR Pharmacovigilance Clinical Pharmacy. However, TCS needs clarity about the course structure expectations in terms of materials to be given to students and paper setting & checking. It was stated that BCP should communicate the expectation with regards to syllabus coverage, documentation, and assessment to be done for the subject to TCS by 1<sup>st</sup> week of August 2019.
- v) Dr. Krishnapriya informed pharmaceuticals faculty will note the coverage of IPR and regulatory affairs electives which to be discussed in pharmaceuticals and allied subjects' orientation as per University of Mumbai directives at BNCP on 15<sup>th</sup> July 2019. Discuss points regarding IPR will be communicated to Dr Eswaran and Dr Alka Mukne will inform TCS about coverage of Pharmaceutical regulatory affairs.
- vi) Further it was discussed students who wish to complete the elective credit course which they have not opted but interested in acquiring extra knowledge without giving examinations will be allowed to sit for the lectures and complete the credits. Dr Majumdar suggested that for these students who haven't officially opted electives, participation will be reflected as Audit Course in their transcript further Certificate will be given only for students with 75% Attendance.

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- Wahinder*  
*Mehnat*  
*Pratik*





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## 2. Budget Sem VIII -Project Work

### Points Discussed:

- Dr. Krishnapriya informed that for Sem VIII project funds can be allocated groupwise as per M. Pharm contingency. For project work contingency will be Rs 2000/- per student.
- Dr. Krishna Iyer suggested that there should be 4 students each (15 group) which can be divided into each department wise. Further he suggested that each faculty should get students to guide. All HOD's should inform number of UG students/number of teachers allocated to the Principal. Chit system will be adopted assigned students to faculty member (to pick name of students & Roll no's). Dr. Anuradha Majumdar suggested that allocation of group project should be made department wise and must be completed before Diwali vacation.
- It was decided by the committee that student's selection for project & finalization of Sem VI and VIII electives will be done immediately after the results of Semester V and Semester VII.
- Dr. Krishnapriya informed that requisition for UG practicals within department will be maintained by respective faculty handling the practical and documented in Research Record book of the HOD.

## 3. Accreditation of M. Pharm Courses by AICTE and NAAC & NBA

### Points Discussed:

- Dr. Krishnapriya informed that after receiving NBA accreditation in 2017 there has been no follow up with regards to the systems. With the view of autonomous status, it was recognized in the meeting that vision & mission of the college should be changed in accordance with the feedback received from stakeholders i.e. students, parents, alumni and industry. For this, Prof. Krishna Iyer, Dr. Vaishali Shirsat, Dr. Premlata Ambre, Dr. Anuradha Majumdar were asked to revise the Vision Mission statement on priority. Dr. Anuradha Majumdar proposed to make Google draft Vision and Mission statement in one week's time and this would be forwarded to stakeholders via WhatsApp. Following which taking into consideration the repetitive terms a **new Vision and Mission** would be drafted and proposed to General Body meeting by 26<sup>th</sup> July 2019.

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*Handwritten signatures: Shirsat, Anuradha, Krishna Iyer*





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- ii) Dr. Krishna Iyer suggested that considering the autonomous status the quality of the paper and color scheme of letter head should be improved and all the members were in agreement with his suggestion.
- iii) As per NBA, it was informed that post autonomy all M. Pharm programmes must be accredited to be eligible for extension of approval and for obtaining grants. Dr Krishnapriya asked all departments should expedite the documentation process.
- iv) Dr Krishnapriya informed that for application of RUSA-2 insisted that NAAC approval is mandatory for receiving any government grant. Hence Dr Krishnapriya said that application process for NAAC should be initiated by documentation committee at the earliest under supervision of NAAC coordinator Dr Premlata Ambre and Dr Ujwala Shinde. For preparedness of NBA and NAAC it was suggested monthly meetings will be organized and dates to be included in activity calendar.
- v) Dr. Krishna Iyer brought to notice of the committee that the institute is lacking in adequate number of faculty members for UG and PG Course as required by NBA and NAAC accreditation. He said that faculties are engaging in multiple activities which will eventually compromise the overall teaching and research potential of faculties. Hence, there is an urgent need to streamline the administrative responsibilities by appointing administrative staff to minimize the multi-tasking by faculties.
- vi) For authentication of the minutes of the meeting, it was recommended that after confirmation of the minutes the footer of each page of minutes of meeting should be signed by Coordinator, Principal, President, external alumni & industry representatives and Superintendent, Mr. B. G. Kawde. Similarly, for staff meeting the footer should reflect the signatures of Vice Principal & HOD, respectively.
- vii) It was informed that result analysis and course survey is very essential for any document of accreditation body. Annual Quality Assurance Report (AQAR) by Accredited Institutions must be sent to university and UGC by financial year end. For drafting AQAR it was recommended to refer NAAC guidelines.

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M. Shinde  
J. K. K.  
D. K. K.  
A. K. K.  
A. K. K.





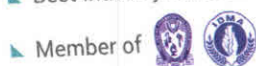
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#### 4. Academic Committee

##### Points Discussed:

- i) Dr. Vaishali Shirsat informed that for M. Pharm & Ph. D Courses Research Progressive Analysis should be introduced. She also mentioned that from July 2019 onwards the Research Progress Book (available at store department) should be maintained by M. Pharm students and regularly monitored by the guides. She also emphasized that it should be made mandatory for Ph. D students for regular documentation of progress of research work in Research Record Book.
- ii) It was further discussed that mentoring report for the 1<sup>st</sup> year M. Pharm students must be done with regards to understanding of syllabus and counselling of failures.
- iii) Dr. Vaishali Shirsat informed the committee members that she is drafting the feedback forms for M. Pharm research guide which will be shared with the other faculty members on the completion for their view points.
- iv) As common consensus, it was informed that each student should be apprised of clause of 80% attendance. Academic Committee on regular intervals should inform the students & parents about the attendance status via email and defaulters should be identified and counselled.
- v) Program committee as per PCI rules & regulations should be constituted.
- vi) In B. Pharm rules and regulations, point 20 which discussed conversion of CGPA to percentage should be re-checked for any error in the value point 0.95. Clarity required regarding the classification of passing students based upon the CGPA. And for transcripts points to be considered from Global perspective. i.e. (10-point, 7 point or 4-point system).
- vii) With common consensus of faculty members, award of ranks at the completion of each course should be retained in B. Pharm rules and regulations. PCI Syllabus under autonomy must be formalized by each department by modifying (20% modifications) the content taking into consideration the salient features of other university syllabi. Social Involvement program need to be formalized and 2 credits to be included in the marking system wherein the student should be asked to fill in 50 hrs (across 4 years) and this should be done in collaboration with registered NGO's.
- viii) The entire committee insisted that transfer of students should be dissuaded and should be informed at the earliest to DTE.

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J. K. Kulkarni  
S. K. Kulkarni  
A. Kulkarni







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- ix) As per PCI, practical preparedness should be studied before adopting PCI at M. Pharm level and suitable measures to be initiated at the earliest.

## 5. Academic Calendar

### Following points were discussed by committee and finalized:

- All details of new committee members should be updated in academic calendar.
- The calendar should be redrafted in tabular form.
- Meetings date of each of the committees should be scheduled on 1<sup>st</sup> Saturday of the month and respective faculty should reschedule their lectures accordingly.
- Orientation for the first year should be scheduled at the beginning of both 1<sup>st</sup> & 2<sup>nd</sup> semester.
- PTA meeting needs to be scheduled
- Schedule for induction program for First year UG & PG should be prepared by faculty members who attended the FDP program in the month of June 2019 (Dr. Galvina Pereira, Dr. Vivek Dhawan, Dr. Sagar Patel, and Dr. Harita Desai).
- Industrial visit for UGs should be planned in the academic calendar.
- Dr. Premlata Ambre suggested that placement cell intends to conduct career guidance sessions on every 3<sup>rd</sup> Saturday of the month. For this session top brass of companies will be invited to address 3<sup>rd</sup> and final year B. Pharm and M. Pharm students. For the said activity, the faculty members outlined the poor hospitality in BCP. Dr Alka Mukne urged the procurement of set of crockery, laser pointer, collar mike, screens and customized mementos reflecting the ethos of BCP to be presented to the CEO's. Additionally, they also requested refurbishment of staff dining room.
- Prof. Krishna Iyer informed that only relevant student activities should be enlisted in the academic calendar. (e.g. Independence Day, republic day, Freshers day, farewell day, annual day, cultural week). For this Dr. Galvina Pereira will be instructed to consult Prof. Krishna Iyer for preparation and drafting of student activity calendar.

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## 6. Examination

### Points Discussed:

- It was mentioned that after autonomy we will be conducting all UG exams, 1<sup>st</sup> year, & 2<sup>nd</sup> year M. Pharm and thesis evaluation 2020 from this academic year. It was recommended that during collation and review of results the controller of examination or any representative from Mumbai university exam department should be invited.
- To facilitate the expenses for conducting exams money will be sourced from the student examination fees.
- Committee members were of the opinion that for conduct of practical examination for 1<sup>st</sup> to 3<sup>rd</sup> year, the current examination policies of internal staff as external examiners would be adhered. For final year, external faculty members would be identified from pharmacy colleges within Mumbai-Pune region. Remuneration for external examiner would be as per the norms of Mumbai University.
- For M. Pharm, a research Group Viva would be conducted, wherein examiner could be called from colleges across India.
- Committee members agreed for conduct of periodic exams as per PCI wherein 2 papers could be scheduled per day. While practical exams can be carried out in the normal routine days. For practicals, 2 weeks can be allocated in academic calendar.
- Dr. Anuradha Majumdar emphasized the need for dedicated place for examination cell related activities. This was to serve the purpose of housing stationeries, marksheet, confidential exam documents etc. She emphatically underlined the need for control access, hence the examination cell should be equipped with a desktop computer, xerox machine cum printer cum scanner, paper shredder, storage, man-power. Within the existing infrastructure, Dr. Anuradha Majumdar suggested to build Loft for maintaining the archives on the urgent basis.
- Complaints from BCP alumni regarding inordinate delay in transcript processing was brought to notice by Dr. Anuradha Majumdar which was supported by Dr. Alka Mukne. Concerned was expressed that this delay would reflect poorly on reputation of BCP administration. To solve such delay, a request to adopt online application of transcripts and payment was made.
- Dr. Anuradha Majumdar informed the committee that there was a meeting convened by the examination committee wherein efforts are been taken to upgrade the examination

portal, defining the exam schedule, list of examiners etc.

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- ix) There was a discussion done about the failures under Mumbai University and integration with PCI Syllabus. Faculty members suggested that students should be allowed to continue & keep terms in case of failures. However, there was need for clarity from Mumbai University before defining any ordinance in this case.

## 7. Feedback Form

### Points Discussed:

- Dr. Premlata Ambre presented to the committee the feedback form which was to be filled by B. Pharm & M. Pharm Students. Some changes were suggested by the committee with respect to the scoring pattern. Dr Krishna Iyer asked to replace the term average by satisfactory.
- It was unanimously decided the teacher's feed-back form should have objective format so that outcome can be obtained in terms of pie chart. Subjective questions related to instructor/ teacher should be avoided. Dr Premlata Ambre will be incorporating these changes in Google form.
- In the exit form, tab for personal email id of students should be included. Tab for associations should be expanded and should include BCP Alumni association, IPA-MSB and others. For achievements the tab should be elaborate and should include extracurricular and co- curricular achievements (e.g. Paper presented, published, conferences attended etc.)
- It was decided that HOD's/senior teachers will take responsibility to orient students about feed-back/course outcome/exit form and under their supervision all feedbacks will be taken.

The meeting concluded with vote of thanks

*Ujwala Shinde*  
Dr. Ujwala Shinde  
IQAC Co-ordinator

Prof. Krishna Iyer

Dr. Vaishali Shirsat

Dr. Krishnapriya Mohanraj  
I/C Principal

Dr. Alka Mukne

Dr. Vaishali Dixit

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