

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

(BCP/IQAC/012/2024/02)

08.05.2024

**Minutes of the 12<sup>th</sup> IQAC Meeting**

The 12<sup>th</sup> meeting of the IQAC, Bombay College of Pharmacy (BCP)-Autonomous (BCP/IQAC/012/2024), was held on **Saturday, 4<sup>th</sup> May 2024 in office conference room, 1<sup>st</sup> floor of Bombay College of Pharmacy (Autonomous) from 11.00 am to 1.00 pm.**

The following members were present for the meeting

1.	Prof. Krishna Iyer	I/c Principal and Prof. of Pharmaceutical Chemistry, BCP
2.	Dr. Vaishali Shirsat	IQAC Coordinator, Associate Professor and Head, Department of Pharmaceutical Analysis, BCP
3.	Dr. Ashish Babtiwale	Director, Navigo Analytix, Mumbai
4.	Dr. N. Sivaprasad	President, The Indian Pharmaceutical Association, Maharashtra State Branch, (The IPA-MSB)
5.	Dr. Mandar Kodgule	Chairman & CEO-IQGEN-X Pharma Pvt. Ltd, Navi Mumbai
6.	Mr. Vaibhav Bamboli	Marketing Manager, Riddhi Pharma (Pharma Distributor)
7.	Prof. Krishnapriya Mohanraj	Professor, Department of Pharmaceutical Analysis, BCP
8.	Dr. Ujwala Shinde	Associate Professor and Head, Department of Pharmaceutics, BCP
9.	Dr. Anuradha Majumdar	Associate Professor and Head, Department of Pharmacology, BCP

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10.	Dr. Alka Mukne	Assistant Professor and Head, Department of Pharmacognosy and Phytochemistry, BCP
11.	Dr. Rachna Kaul	Assistant Professor in Biotechnology, BCP
12.	Dr. Harita Desai	Assistant Professor in Pharmacy, Department of Pharmaceutics, BCP
13.	Mrs. Shefali Tomar	Senior Clerk, BCP
14.	Ms. Safala Malvankar	Ph. D Student, BCP

Dr Mala Menon (Adjunct Faculty, BCP) and Dr Amita Karnik (President, BCP Alumni Association) attended the meeting in online mode.

The following members conveyed their absence for the meeting



Sr. No	Name of the Member	Designation and Affiliation
1	Dr. Agnivesh Shrivastava	Senior Manager, F&D, Evonik Industries Pvt. Ltd, Mumbai
2	Dr. Kavita Inamdar	Chief Technical Officer- Indoco Remedies Ltd.
4	Dr. Premlata Ambre	Associate Professor and Head, Dept. of Pharmaceutical Chemistry, BCP
5	Mr. B. G. Kawade	Office Superintendent, BCP
6	Ms. Riya Nayak	Final year Student, BCP

At the outset, Dr. Shirsat welcomed all the IQAC members. Each point of the agenda was then discussed and resolved as under.

Agenda No	Agenda Point
012.01	Confirmation of the minutes of the 11th <sup>th</sup> IQAC meeting by Dr Vaishali Shirsat  <i>Resolved: The members unanimously approved and confirmed these minutes.</i>

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012.02	Dr Vaishali Shirsat read the action taken report which was accepted by all members.
012.03	Dr Vaishali Shirsat read the Program Education outcomes (PEO) which was accepted by all members.

Agenda No	Agenda Point	Responsibility/ Time Frame
012.04	<p><b>To review and discuss support strategies for academically weak students</b></p> <p><b>-Identify and implement steps to enhance academic performance of students</b></p> <p>a. Focus on quality education should be the primary concern. The need to identify the reasons for students being academically weak across all years. Identified reasons:</p> <ul style="list-style-type: none"> <li>• Suboptimal student-teacher ratio.</li> <li>• Drop in student attendance due to ATKT.</li> <li>• Lack of discipline among students</li> <li>• Over-reliance on online lectures and notes available on various platforms.</li> <li>• Inconsistent teaching quality</li> <li>• Changes in students' mindsets and study habits post-COVID-19 pandemic.</li> </ul> <p>b. Emphasis on making lectures more engaging and interactive to maintain student interest and attendance.</p> <p>c. Teachers should illustrate how each subject can be beneficial for students' future careers, establishing a clear</p>	<p><i>Dr Ujwala Shinde and the Exam committee members to gather and supply the necessary data to Dr. Baktiwale.</i></p> <p><i>Dr. Baktiwale to provide the format for the quality matrix.</i></p>

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	<p>connection between coursework and professional applications.</p> <p>d. Dr. Babtiwale proposed to create a quality matrix to analyze academic performance trends.</p> <p><b>Resolved: A comprehensive quality matrix would be developed to track and analyze student performance and attendance trends.</b></p> <p><b>Exam committee shall submit the last two years' data on marks and attendance for SEM V, VI and VII and submit to Dr. Babtiwale.</b></p> <p><b>Proposed by: Dr Vaishali Shirsat</b> <b>Secoded by: Dr Babtiwale &amp; Dr Amita Karnik</b></p>	
012.05	<p>To review and discuss on steps for enrichment and advancement of high-performing students.</p> <p><b>-Mentorship &amp; Career guidance:</b> It was discussed that students achieving 'O' and 'A' grades should receive mentorship from alumni and industry professionals, as well as career guidance to further their academic and professional development.</p> <p><b>-Motivating mid-Level students:</b> Dr Karnik suggested that steps should also be taken to motivate middle-level students, encouraging them to strive for higher performance and potentially achieve "O" and "A" grades. She proposed that the mentorship program for high-performing students be displayed on college notice boards, inspiring other students to aim for inclusion in this category.</p>	<p>A mentorship program will be initiated for high-performing students.</p> <p>Dr Shinde will provide data for Sem IV, V and VI to identify high-performing students.</p>

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	<p><b>Resolved: A mentorship program will be established for high-performing students (those in the O and A categories) and shall be displayed on college notice board for motivating mid-level students.</b></p> <p><b>The academic performance of these students will be monitored to ensure continued excellence and to provide tailored support as needed.</b></p> <p><b>Proposed by: Dr Amita Karnik</b> <b>Seconded by: Dr Mandar Kodgule</b></p>	
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Agenda No	Agenda Point	Responsibility/ Time Frame
012.06	<p><b>To review and discuss student career development initiatives.</b> Members expressed concern about the lack of good communication skills, both spoken and written English, among B. Pharm, M. Pharm and Ph. D students.</p> <p>Proposed Initiatives:</p> <ul style="list-style-type: none"> <li>• <b>Defined programs:</b> Plan and implement structured programs, hiring experts to address crucial topics such as CV writing, presentation skills, and interview techniques.</li> <li>• <b>Career development sessions:</b> Conduct regular sessions focused on career development to prepare students for professional success.</li> <li>• Dr Karnik and Dr. Kodgule suggested <b>leveraging alumni</b> to conduct career development sessions, offering practical insights and real-world experiences.</li> </ul>	<p>The Placement and Career Development Cell along with the alumni president collaborate to identify alumni across various domains to explore job opportunities.</p>

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	<ul style="list-style-type: none"> <li>• <b>Specific sessions</b> with alumni specifically for Final year B. Pharm students and M. Pharm students to provide tailored guidance and mentorship.</li> <li>• <b>Strengthening the Placement Cell:</b> Enhance the functionality and outreach of the placement cell to better support students in securing employment and internships.</li> </ul> <p><i>Resolved: Structured programs will be designed and experts hired to address key professional skills, including CV writing, presentation skills, and interview techniques.</i></p> <p><i>-Regular sessions on career development and strengthen the placement cell, ensuring robust support for students in their career development and job placement offers.</i></p> <p><i>-Alumni will be invited to conduct sessions, provide valuable career insights and mentorship.</i></p> <p><b>Proposed by: Dr Amita Karnik &amp; Dr Mandar Kodgule</b> <b>Seconded by: Dr Babiwale</b></p>	
012.07	<p><b>To review and discuss enhancing the student mentoring program</b></p> <ul style="list-style-type: none"> <li>• The institute is considering assigning faculty members to all students to monitor their progress regularly.</li> <li>• Orientation and training for junior faculty members will ensure they understand the expectations of the mentor-mentee program</li> <li>• Dr Anuradha Majumdar proposed continuing alumni mentoring, as it has previously proven beneficial for the students.</li> </ul> <p><b>Proposed by: Dr Alka Mukne</b></p>	<p>An internal committee will oversee and support these mentorship initiatives. The mentorship program should be enforced from the next academic year</p>

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	<b>Seconded by: Dr Amita Karnik &amp; Dr Anuradha Majumdar</b>	
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012.08	<p><b>To review and discuss recording and evaluating student centric methods for learning experiences.</b></p> <ul style="list-style-type: none"> <li>Faculty are encouraged to implement student-centric methods such as flipped classrooms, and records of these activities should be maintained. This information will be communicated to all newly appointed faculty members.</li> <li>Record-keeping will be managed using a designated software (Quality Management System), with further details provided by Dr. Babtiwale.</li> </ul> <p><i>Proposed by: Dr Vaishali Shirsat</i> <i>Seconded by: Dr Krishna Iyer &amp; Dr Anuradha Majumdar</i></p>	<p>All HoDs must inform their respective departments and discuss student-centric methods to enhance the learning experience.</p> <p>The implemented methods and procedure followed must also be documented.</p>
012.09	<p><b>To review and discuss Alumni involvement for Student and Faculty support.</b></p> <ul style="list-style-type: none"> <li>Alumni will actively participate in conducting induction programs for students, as well as providing mentorship and career guidance.</li> </ul> <p><i>Proposed by: Dr Vaishali Shirsat</i></p>	<p>The faculty members must effectively communicate the programs to the Principal, who will then convey the information to the</p>

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	<b>Seconded by: Dr Krishna Iyer &amp; Dr Anuradha Majumdar</b>	BCP alumni coordinator.
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012.10	<p><b>To Review and discuss Industry collaboration for Practice School and Project work support.</b></p> <p>Dr Karnik and Dr Baptiwale suggested that alumni could assist in this area if they are informed about the specific requirements from both students and the college. Data regarding these needs will be provided to them.</p> <p><b>Proposed by: Dr Vaishali Shirsat</b> <b>Seconded by: Dr Krishna Iyer</b></p>	<p>The faculty members must effectively communicate the requirements to the Principal, who will then convey the information to the BCP alumni coordinator.</p>
<p><i>Dr. Krishna Iyer</i></p> <p><b>Dr. Krishna Iyer</b> I/c Principal &amp; Professor of Pharmaceutical Chemistry Bombay College of Pharmacy</p>		<p><i>Dr. Vaishali Shirsat</i></p> <p><b>Dr. Vaishali Shirsat</b> IQAC Coordinator Associate Professor &amp; Head Department of Pharmaceutical Analysis Bombay College of Pharmacy</p>

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