

ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY

(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2015)



Date:-18/03/2019

College Development Committee

Following members are hereby informed that there is a **College Development Committee** meeting on 22/03/2019 at 2.00 p.m in the conference room on the ground floor.

You are therefore required to attend the same on time.

Sr.No	Name of Members	Role in CDC	Designation	Signature
1	Prof.Javed Khan	Chairman	President Oriental Education Society	<i>[Signature]</i>
2	Mr.Waseem Khan	Secretary's Nominee	Founder Trustee Managing Director Oriental Education Society	<i>[Signature]</i>
3	Dr.Mohib Khan	Member	HOD-Professor IQAC-Coordinator	<i>[Signature]</i> 19/3/19
4	Mr.Swapankumar Kar	Member-	Teaching staff Assistant Professor	<i>[Signature]</i> 19/03/19
5	Dr.Vandana Jain	Member	Teaching staff Associate Professor	<i>[Signature]</i> 19/3/19
6	Dr.Nutan Rao	Member	Teaching staff Assistant Professor	<i>[Signature]</i> 19/3/19
7	Mrs. Surekha Gaikwad	Member	Non-Teaching staff Office superintendent	<i>[Signature]</i> 19.3.19
8	Dr.N.Sivaprasad	Member	Expert from Industry Nominated by the Management	<i>[Signature]</i>
9	Dr.V.S.Velingkar	Member	Academician Nominated by the Management	<i>[Signature]</i> 22/3/19
10	Mrs.Sheela Warbhuvan	Member	Social -lawyer Nominated by the Management	<i>[Signature]</i> 19.3.19
11	Mr. Ameesh Shukla	Member	R & D person- Alumni	<i>[Signature]</i> 22/3/19
12	Mr.Nilay Shah	Member	President Student Council OCP	<i>[Signature]</i> 19.3.19
13	Ms.Drushti Maniyar	Member	Secretary Student Council-OCP	<i>[Signature]</i>
14	Dr.Sudha Rathod	Member Secretary	Principal Member Secretary OCP	<i>[Signature]</i>

Principal

Member Secretary

Plot No 3,4,5, Sector - 2, Near Sanpada Railway Station, Sanpada, Navi Mumbai - 400705.

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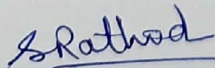
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Date:-18/03/2019

Agenda of the College Development Committee:

- (A) Overall comprehensive development plan college (academic, administrative, Infrastructural growth).
- (B) Decide about overall teaching programmes or annual calendar of the college.
- (C) To inform management about additional teaching and administrative posts
- (D) To take review of the self-financing courses in the college, if an, and make recommendations for implementation.
- (E) Specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- (F) To make specific recommendations to foster academic Collaboration to strengthen teaching and research.
- (G) To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- (H) To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- (I) Prepare the annual financial estimates (budget) and financial statement of the college or institution and recommend the same to the management for approval.
- (J) Formulate proposals of new expenditure, not provided in the annual financial estimates (budget).
- (K) Make recommendations regarding the students' and employees' welfare activities in the college.
- (M) To frame suitable admission procedure for different programmes by following statutory norms.
- (N) To plan major annual events in the college, such as annual day, sports events, cultural events etc.
- (O) To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.
- (P) To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report of NAAC and NBA.
- (Q) Recommend the distribution of different prizes, medals and awards to the students
- (R) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management.
- (S) To perform such other duties and exercise such other powers as may be entrusted by the management and the university.


Principal

Dr. Sudha Rathod



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Date:-22/03/2019

Following members were present for college development committee meeting on 22/03/2019 at 2.00 p.m in the conference room on ground floor.

Sr.No	Name of Members	Role in CDC	Designation	Signature
1	Prof.Javed Khan	Chairman	President Oriental Education Society	J.J.Kh
2	Mr.Waseem Khan	Secretary's Nominee	Founder Trustee Managing Director Oriental Education Society	Waseem Khan
3	Dr.Mohib Khan	Member	HOD-Professor IQAC-Coordinator	Mohib Khan 22/3/19
4	Mr.Swapankumar Kar	Member-	Teaching staff Assistant Professor	Swapankumar Kar 22/03/19
5	Dr.Vandana Jain	Member	Teaching staff Associate Professor	Vandana Jain 22/3/19
6	Dr.Nutan Rao	Member	Teaching staff Assistant Professor	Nutan Rao 22/3/19
7	Mrs. Surekha Gaikwad	Member	Non-Teaching staff Office superintendent	Surekha Gaikwad 22-3/19
8	Dr.N.S.Kivaprasad	Member	Expert from Industry Nominated by the Management	N.S.Kivaprasad
9	Dr.V.S.Velingkar	Member	Academician Nominated by the Management	V.S.Velingkar 22/3/19
10	Mrs.Sheela Warbhuvan	Member	Social -lawyer Nominated by the Management	Sheela Warbhuvan 22/3/19
11	Mr. Ameesh Shukla	Member	R & D person- Alumni	Ameesh Shukla 22/3/19
12	Mr.Nilay Shah	Member	President Student Council- OCP	Nilay Shah
13	Ms.Drushti Maniyar	Member	Secretary Student Council-OCP	Drushti Maniyar
14	Dr.Sudha Rathod	Member Secretary	Principal Member Secretary OCP	S.Rathod



S.Rathod
Principal 22/3/19
Member Secretary

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**Minutes of the College Development Committee meeting,
held on 22nd March 2019, at 2.00 p.m. Conference hall of the college.**

Members of the College Development Committee

Sr.No	Name of Members	Role in CDC	Designation
1	Prof. Javed Khan	Chairman	President Oriental Education Society
2	Mr. Waseem Khan	Secretary's Nominee	Founder Trustee Managing Director Oriental Education Society
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12	Mr. Nilay Shah	Member	President Student Council OCP
13	Ms. Drushti Maniyar	Member	Secretary Student Council-OCP
14	Dr. Sudha Rathod	Member Secretary	Principal Member Secretary OCP

On behalf of chairman, Professor Javed Khan, Principal, Dr. Mrs. Sudha Rathod welcomed all the committee members. Principal briefly updated minutes of earlier LMC meeting and further mentioned the agenda for the CDC meeting on 22/03/2019.

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- (E) Specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college
- (F) To make specific recommendations to foster academic Collaboration to strengthen teaching and research.
- (G) To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- (H) To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
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- (J) Formulate proposals of new expenditure, not provided in the annual financial estimates (budget).
- (K) Make recommendations regarding the students' and employees' welfare activities in the college.
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- (S) To perform such other duties and exercise such other powers as may be entrusted by the management and the university.
- (T) Any other matter with permission of chair.



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(A) Overall comprehensive development Plan College (academic, administrative, infrastructural growth).

1. Improvement in results :

Teaching Policy is prepared as per the new guidelines.

(Annex. 1)

- ❖ To keep test on each topic competed by all subject teachers.
- ❖ To keep check on absenteeism of students. Each and every subject teachers is required to check attendance, if any student is absent in one lecturer, they should give an application. If he/she remains absent further, his/her parents should be called.
- ❖ To call guest lecturers. Experienced persons from industries or academic

2. Administrative Growths:

- ❖ Various committees have been formed to keep the check on co-curricular and extracurricular activities. For each committee, there is chairman & member secretary along with other members as per statutory requirement.
- ❖ Member secretary is responsible to call the meeting with proper agenda and submit minutes of meeting and action taken reports.

3. Infrastructure Growth

- ❖ For infrastructure and Maintenance related matter, separate committee is already formed.
- ❖ Meeting is conducted every three months to check the control on various matters.

(B) Decide about overall teaching programmes or annual calendar of the college.

- ❖ Annual calendar is prepared every year in the month of May.

(C) To inform management about additional teaching and administrative posts

- ❖ A brief reports is prepared regarding additional teaching post. **(Annexure-II)**

- ❖ One IT person is required as non teaching staff, in the office.

(D) To take review of the self-financing courses in the college, if any, and make recommendations for implementation.

- ❖ Self financing courses (Medical Image technology) were suggested by Our M.D.Mr.Waseem Khan and report has been submitted to him as per his requirements.



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(E) Specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college

- ❖ To strengthen research activities, three M.Pharm courses are being conducted which includes research projects from the industries, in the industries and writing the research project to various funding agencies.
- ❖ Research grants are received from **Lubrizol India Pvt Ltd of Rs.12.42 Lakh.**
- ❖ From University of Mumbai two proposals have been sanctioned as follows.

1. **Dr.Amjad Ali** Rs.60, 000/-

2. **Mr.Amey Deshpande-** Rs.50, 000/-

Consultancy: To increase the numbers of consultancy projects, various pharmaceuticals industries are being approached and MOU's are being prepared for consultancy work.

1. M/S.Reannon Pvt Ltd., MOU is prepared by Dr. Sudha Rathod and Dr. Vanita Kanase Consultancy charged is Rs. 75000/-

2. M/s. Shree Life Sciences Pvt. Ltd, MOU by Dr. Sudha Rathod and Dr. Vanita Kanase. They are interested in patents to be purchased.

3. M/s.Padmja Laboratories Pvt Ltd By Dr. Vanita Kanase

4. M/s.Ganson Pvt Ltd in process By Mr. S.K. Kar

5. Raptim pvt.ltd in process By Dr. Vanita Kanase

Reannan has given 17 herbals drug samples for analysis as consultancy project which is being conducted by Dr.Sudha Rathod and Dr. Vanita Kanase as Co-ordinator, with Dr.Mohib Khan, Dr.Manasi Gholkar, and Mr.Imtiyaz Ansari has worked on this project. Proposals are being submitted to Padmja Lab.

AICTE has sent new policy to be implemented in 2019-20.

Extension activities in the college: - As per the AICTE/DTE/University of Mumbai circular, college has started to work on following subject.

1. "Swachh Bharat Abhiyan
2. GANDHI JAYANTI CELEBRATION,2018-19-poster were framed for display)
3. Tree plantation
4. Wet Garbage Management.

According to their circulars, activities were conducted and reports have been submitted.



Date:-22/03/2019

(F) To make specific recommendations to foster academic Collaboration to strengthen teaching and research.

Our college has made one MOU to strengthen teaching & research with Bharati Vidyapeeth, Belapur. In this connection Dr.C.S.Ramaa has been called to deliver lecturer on "How to write research project" to attract funds under titles of **Prof.Javed Khan** Lecturer series. Also DR Amjad Ali & Dr.Ganesh Deshmukh have attended FDP for 3 days in Bharati Vidyapeeth. Faculty is also promoted to collaborate Research with other renowned organizations

- ❖ Teachers have been sent for other colleges to attend seminar/workshop.

(Annexure-IV)

(G) To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

- ❖ students and teachers have been informed about the MOOCS (Swayam) courses conducted by AICTE. Also recommendation were made to install few computers with ear phone facilities in the library (three computers with earphones are being installed in the library) to prompt MOOCS courses.

(H) To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.

- ❖ Throughout the year, seminars and workshops were conducted to Improve teaching and learning process. ("Prof.Javed Khan Lectures Series")

(Annexure-V)

(I) Prepare the annual financial estimates (budget) and financial statement of the college or institution and recommend the same to the management for approval.

- ❖ Budget for the year, 2019-20 to get approval and financial statement of 2017-18 is attached.

(Annexure-VI)

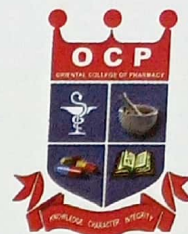
(J) Formulate proposals of new expenditure, not provided in the annual financial estimates (budget).

- ❖ To rennovate medicinal garden.
- ❖ Furniture in the office for storage of files.
- ❖ Pilot plan to be designed and get approval.

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(K) Make recommendations regarding student's and employee's welfare activities in the college.

- ❖ College conduct various activities like orientation programmes for first year students, fresher's party, teachers day, independence/Republic day, yoga day, library day, Vachan Prerna day, Alumni meet, Publication of college magazine(Gravity), farewell party for final year students. Career guidance, training for soft skill development & Founders day celebration
- ❖ **PHO activities** like Blood donation campaign, Free Health Check-up campaign, Arthritis Awareness Campaign, Menstrual hygiene and management campaign, First Aid awareness campaign etc.
- ❖ Personality development training for first and second year students every year.
- ❖ Faculty is sent for FDP, Registration fees is given by the college with official leave(O.D)
- ❖ Training is organized for non-teaching staff for good laboratories practices and fire extinguishers training. We also send them for appropriate training outside.

(L) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendation.

- ❖ Dr.Mohib Khan is a co-ordinator of IQAC committee. College is all prepared for NBA accreditation. Preliminary qualification is already received from NBA.
- ❖ Occupancy certificate is required to be received before application to NBA.

(M)To frame suitable admission procedure for different programmes by following statutory norms.

- ❖ B.Pharm, M.Pharm and Ph.D admissions are being done as per the statutory norms of AICTE/PCI/DTE//Mumbai University. Two students have been admitted for Ph.D in this Academic Year, as per the university rules under Principal Dr.Sudha Rathod in pharmaceuticals.

(N)To plan major annual events in the college, such as annual day, sports events, cultural events etc.

- ❖ All the major events have been conducted by college as follows.

Orientation day	01/09/2018
Fresher's day	08/09/2018
Sports & Cultural week	24/01/2019 to 28/01/2019
Annual day	29/01/2019
Convocation Ceremony	16/02/2019



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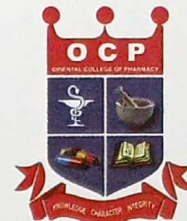
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(O) To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.

- ❖ Discipline is maintained by various committees as per the duties given.
- ❖ Safety and security is being taken care by centralized administrative body.
- ❖ Security staff is taken from the agencies, approved by the government.

(P) To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report of NAAC and NBA.

Recommendation on the local inquiry committee for B.Pharm inspection by LIC of University.

Following were the conditions laid down by the inspection committee.

- ❖ Group gratuity scheme be implemented for all employees
- ❖ PF to be extended to all teaching and nonteaching staff including Principal.
- ❖ Leave rules should be implemented such as sick leave, earn leave and maternity leave with paid salary within rules to be provided.
- ❖ The salary of non-teaching should be commensurate with the Government norms of salary.

❖ **Compliance has been made.**

Recommendation on the local inquiry committee for M.Pharm inspection

College should maintain the faculty cadre ratio as per rules of Apex bodies, governing higher education in pharmacy.

All the recommendation is followed.

Recommendation on the local inquiry committee for Ph.D inspection

- ❖ Up gradation of equipments to the recent models.
- ❖ Procurements of grants from funding agencies other than University of Mumbai.
- ❖ Publication in peer reviewed highly/well recognized journals.
- ❖ Appointments to comply with cadre ratio in department of Pharmaceutics.

All the above conditions laid down by committee is fulfilled

(Q) Recommend the distribution of different prizes, medals and awards to the students

- ❖ Decision on distribution of Prizes & Medals for cultural & sports and academic activities have been made in the committee meeting comprises of Principal, Vice Principal and Cultural committee.
- ❖ Announcement by management (OES scholarship) for for M.Pharmacy students. **(Prof.Javed I. khan scholarship).**

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Date:-22/03/2019

(R) Prepare the annual report on the work done by committee for the year ending on

30th June and submit the same to the management.

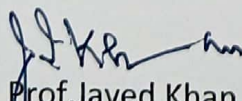
- ❖ College is preparing Annual Report on work done by various committees for the year ending 30th June and will be submitting to the management and in the university.

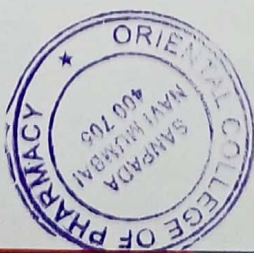
(S) To perform such other duties and exercise such other powers as may be entrusted by the management and the university.

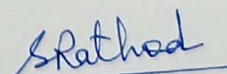
- ❖ As per the University guidelines, paper checking is being done by faculty. Faculties are also the part of various inspection committee of the university.
- ❖ Dr. Sudha Rathod :
 1. Convener of LIC committee at Gahlot college of Pharmacy.
 2. Convener of LIC committee at Wilfred COP, Panvel.
 3. Member of LIC committee for Ph.D. Center recognition at KM Kundhani COP.
 4. Member of result moderation committee of Univ. of Mumbai
 5. Vice-chancellor Nominee as subject expert in pharmaceuticals for appointment of Assistant Professor/Associate Professor at Bombay College of Pharmacy, Kalina.
 6. Prof. Mohib Khan was appointed as Vice-chancellor Nominee as subject expert in Pharmacognosy for appointment of Assistant Professor / Associate Professor at MET, Bandra.

(T)Any other matter with permission of chair

- ❖ Medical check-up of students. In this regard, policy is required to be implemented


Prof. Javed Khan
President




Dr. Sudha Rathod
Principal

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Date:-22/11/2019

College Development Committee

Following members were present for College Development committee meeting on 22/11/2019
at 11.00 a.m in the board room to discuss following agenda.

Sr.No	Name of Members	Role in CDC	Designation	Signature
1	Prof.Javed Khan	Chairman	President, Oriental Education Society	
2	Mr.Waseem Khan	Chairman's Nominee	General Secretary, Oriental Education Society	
3	Dr.Mohib Khan	Member	HOD-Professor IQAC-Coordinator	
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9	Dr.V.S.Velingkar	Member	Academician Nominated by the society	
10	Mrs.Sheela Warbhuvan	Member	Social worker -lawyer Nominated by the Society	
11	Ms. Shruti Shettigar	Member	Alumni	
12	Mr.Yogesh Sharma	Member	General Secretary Student Council-OCP	
13	Ms.Asana Jaiswal	Member	Secretary, Student Council,OCP	
14	Dr.Sudha Rathod	Member Secretary	Principal Oriental College of Pharmacy	



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DATE:-22/11/2019

COLLEGE DEVELOPMENT COMMITTEE MINUTES OF THE MEETING

1. Academic growth:

A steady growth can be seen in the results of University exams of three years Result of B.Pharm and M.Pharm for 3 academic Years i.e. 2016-17 to 2018-19 is attached.

An effective Teaching policy is prepared which includes:

1. Taking class test on completion of each topic.

This policy gave 100% result in M.Pharm., this year.

2. To keep check on attendance.

All the class in-charges submit monthly consolidated report.

Absenteeism is checked and required action is taken.

3. Experienced teachers and Industry persons are being called for guest lecturers to overcome curricular gap.

Teaching plans and Academic calendar is prepared which is seriously followed.

2. Administrative Growth:

Various committees have been formed to keep check on curricular, co-curricular and extracurricular activities. List of various committees is attached. Every committee meet twice in a year to plan their activities and prepare the minutes of meeting. Minutes are submitted to the management

3. New Academic Courses:

New courses are not planned in this academic year. But increase in intake in B.Pharm course (from 60 to 100) and increase in intake in Ph.D (Pharmaceutics) from 2 to 7 is planned.

Application is already forwarded to the University for B.Pharm. and M.Pharm.

Application to PCI is in the process. Application to AICTE will be made when AICTE portal will get active.

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DATE:-22/11/2019

COLLEGE DEVELOPMENT COMMITTEE MINUTES OF THE MEETING

4. Faculty:

At present 3 teachers are required to run existing B Pharm and M Pharm courses smoothly. Additional 3 more faculty will be required, if additional intake is granted.

5. To encourage and strengthen research culture:

Collaboration with industries and academic institutes for B Pharm, M Pharm and PhD research work is required.

As per the University of Mumbai syllabus, at final year level, project work is to be undertaken by students in group of four or five. Marks are 200. To meet the Requirement of research studies, Vice Principal has prepared a ten point budgets, which is attached for Management approval.

6. To purchase required equipment to enhance the research activities:

Budget from all HODS's has been taken & cumulative budget is prepared. Following is the list of equipments.

1. Microwave synthesizer (2 lakhs) for B.Pharm projects
2. HPTLC (10 Lakhs- Half equipment) for QA department.
3. Bioanalyzer (1 Lakh) for Pharmacology Department.

7. Extension activities :

To facilities research activities in the college; it is beneficial if some pharmaceutical set up (small industries) is allowed in the college premises, as done by some leading pharmacy college of Mumbai.

8. To foster academic collaboration:

Academic collaboration with other leading pharmacy colleges.

College has already sent consent to BVCP, Under Margadarshan scheme of AICTE. Both the institutes agree to designate a faculty member at least of level of Associate Professor who will be responsible to plan, co-ordinate and implement activities undertaken under this MOU. I would like to take advice from the management for deputation of one faculty.



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DATE:-22/11/2019

COLLEGE DEVELOPMENT COMMITTEE MEETING

To discuss on following Agenda

1. Academic growth:

A steady growth can be seen in the results of University exams of three years Result of B.Pharm and M.Pharm for 3 academic Years i.e. 2016-17 to 2018-19 is attached.

An effective Teaching policy is prepared which includes:

1. Taking class test on completion of each topic.

This policy gave 100% result in M.Pharm., this year.

2. To keep check on attendance.

All the class in-charges submit monthly consolidated report. Absenteeism is checked and required action is taken.

3. Experienced teachers and Industry persons are being called for guest lecturers to overcome curricular gap.

Teaching plans and Academic calendar is prepared which is seriously followed.

2. Administrative Growth:

Various committees have been formed to keep check on curricular, co-curricular and extracurricular activities. List of various committees is attached. Every committee meet twice in a year to plan their activities and prepare the minutes of meeting. Minutes are submitted to the management

3. New Academic Courses:

New courses are not planned in this academic year. But increase in intake in B.Pharm course (from 60 to 100) and increase in intake in Ph.D (Pharmaceutics) from 2 to 7 is planned.

Application is already forwarded to the University for B.Pharm. and M.Pharm.

Application to PCI is in the process. Application to AICTE will be made when AICTE portal will get active.

4. Faculty:

At present 3 teachers are required to run existing B Pharm and M Pharm courses smoothly. Additional 3 more faculty will be required, if additional intake is granted.

5. To encourage and strengthen research culture:

Collaboration with industries and academic institutes for B Pharm, M Pharm and PhD research work is required.

As per the University of Mumbai syllabus, at final year level, project work is to be undertaken by students in group of four or five. Marks are 200. To meet the Requirement of research studies, Vice Principal has prepared a ten point budgets, which is attached for Management approval.

6. To purchase required equipment to enhance the research activities:

Budget from all HODS's has been taken & cumulative budget is prepared. Following is the list of equipments.

1. Microwave synthesizer (2 lakhs) for B.Pharm projects
2. HPTLC (10 Lakhs- Half equipment) for QA department.
3. Bioanalyzer (1 Lakh) for Pharmacology Department.

7. Extension activities :

To facilities research activities in the college; it is beneficial if some pharmaceutical set up (small industries) is allowed in the college premises, as done by some leading pharmacy college of Mumbai.

8.To foster academic collaboration:

Academic collaboration with other leading pharmacy colleges.

College has already sent consent to BVCP, Under Margadarshan scheme of AICTE. Both the institutes agree to designate a faculty member at least of level of Associate Professor who will be responsible to plan, co-ordinate and implement activities undertaken under this MOU. I would like to take advice from the management for deputation of one faculty.

9.To Make specific recommendation regarding improvement in teaching & training programme for ~~to~~ employees.

Teachers do attend FDP, seminars and conferences. They can also be sent to industries for one week training. For non teaching staff, in house training is provided.

10. Make recommendations regarding the students' & employees welfare activities in college.

It will be really beneficial for staff if P.F. and Gratuity be implemented. Salary deduction should be known to faculty. Management can decide about the paid maternity leave (three months for full pay) as recommended by LIC inspector.

11. Discuss reports of IQAC and make suitable recommendations.

1. Design of new benches.
2. Canteen ambience should be improved.
3. Gents toilets renovation.
4. Certain classrooms require painting, repairing.
5. Requirement of lab fan regulators.

12. Cultural & Sports activities:-

These are going to start from 22nd Jan 2020, followed by annual day celebration on 27 th Jan,2020 at CIDCO bhavan.

13. Any other matter with permission of Chair



01/09/2020

**Attendance for College Development Committee Meeting held online on
Tuesday, 1st September 2020 at 2.30 pm**

Sr. No.	Name of Members	Designation	Signature
1.	Prof. Javed Khan	Chairman	
2.	Mr. Waseem Khan	Chairman's Nominee	
3.	Dr. Haider - E - Karrar	CEO	
4.	Dr. Pradnya Palekar -Shanbhag	Member, IQAC Co-ordinator HOD, Department of Pharmaceutics	
5.	Dr. Vandana Jain	Member	
6.	Dr. Vanita Kanase	Member	
7.	Mr. Amey Deshpande	Member	
8.	Mr. D. More	Member Expert from Industry nominated by the Society	-
9.	Dr. V. S. Velingkar	Member Academician nominated by the Society	online
10.	Mr. G. M. Kanase	Member Social Worker nominated by the Society	online
11.	Mr. Nitin Shivprasad	IT Expert	online
12.	Mr. Ameesh Shukla	Member, Alumnus	online
13.	Mr. Varun Gupta	Member General Secretary, College Students' Council	online
14.	Miss. Surbhi Umarani	Member Secretary, College Students' Council	online
15.	Mrs. Surekha Gaikwad	Member Non-Teaching Staff, Office Superintendent	
16.	Dr. Sudha Rathod	Member Secretary, Principal	



Dr. Sudha Rathod

Principal

PRINCIPAL
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21/8/2020

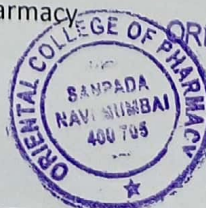
Agenda of CDC Meeting scheduled online on Tuesday, 1st September 2020 at 2.30 p.m.

1. To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.
2. To decide about the overall teaching programmes or annual calendar of the college.
3. To inform management about additional teaching and administrative posts.
4. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
5. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
6. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
7. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
8. To prepare the annual financial estimates (budget) and financial statement of the college and recommend the same to the management for approval.
9. To formulate proposals of new expenditure not provided in the annual financial estimates (budget).
10. To make recommendations regarding the students' and employees' welfare activities in the college.
11. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
12. To frame suitable admissions procedure by following statutory norms.
13. To plan major annual events in the college, such as annual day, sports events, cultural events etc.
14. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.
15. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.
16. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management.
17. Any other matter with the permission of the Chair.

S. Rathod
Dr. Sudha Rathod
Principal

Copy to:

1. Administrative Office, Oriental College of Pharmacy
2. All Members, External and Internal, CDC



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Meeting No. 1

Venue: Oriental College of Pharmacy

Mode: Online

Date: 01.9.2020

Time: 2.30 pm

Minutes of College Development Committee Meeting

Members present:

1. Prof. Javed Khan	President, OES
2. Mr. Waseem Khan	General Secretary, OES
3. Dr. Haider -E - Karrar	CEO
4. Dr. Pradnya Palekar - Shanbhag	IQAC Co-ordinator
5. Dr. Vandana Jain	Faculty
6. Dr. Vanita Kanase	Faculty
7. Mr. Amey Deshpande	Faculty
8. Mr. D. More	Expert from Industry nominated by the Society
9. Dr. V. S. Velingkar	Academician nominated by the Society
10. Mr. G. M. Kanase	Social Worker nominated by the Society
11. Mr. Nitin Shivprasad	IT Expert
12. Mr. Ameesh Shukla	Member, Alumnus
13. Mr. Varun Gupta	General Secretary, College Students' Council
14. Miss. Surbhi Umarani	Secretary, College Students' Council
15. Mrs. Surekha Gaikwad	Non-Teaching Staff, Office Superintendent
16. Dr. Sudha Rathod	Member Secretary, Principal, Oriental College of Pharmacy

Mr. D. More had taken leave of absence.

Principal Dr. Sudha Rathod Madam welcomed all the members.

The following was transacted:

1. To review and confirm minutes of previous meet

The minutes of the earlier meeting held on 22nd November 2019 were reviewed and confirmed.

Principal Dr. Sudha Rathod Madam also apprised the members about the ATR.

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2. To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.

Principal Dr. Sudha Rathod Madam apprised the members that the results have shown continuous and constant improvement. Every year, the College has toppers in the University of Mumbai from B. Pharm. and M. Pharm. courses. She also informed that there were certain administrative changes made for the betterment. Dr. Haider-E-Karrar has been appointed as CEO of the College Campus from the academic year 2019-2020.

About the infrastructural growth she added that development of College Pilot Plant, increase in the number of laboratories & classrooms has been included in the current year.

Mr. Ameesh Shukla mentioned that Pilot Plant is a link between the industry and academia and it creates hands-on experience for students and research growth for the faculty. He also expressed his readiness on behalf of Gansons to donate certain equipment required for College Pilot Plant.

3. To decide about the overall teaching programmes or annual calendar of the college.

Principal Dr. Sudha Rathod Madam informed that the College Annual Calendar has been prepared and ready to be sent for the Management's approval.

4. To inform management about additional teaching and administrative posts.

Principal Dr. Sudha Rathod Madam updated about the current faculty members and expressed the need to fill additional teaching and administrative posts once the lockdown has been lifted.

5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.

Principal Dr. Sudha Rathod Madam briefed about the various academic and professional activities performed by the College and expressed strong need for further strengthening required in the research culture, consultancy and extension activities in the College Faculty that were being encouraged by the Management. She also expressed her gratitude towards the Management for the readiness to sponsor activities that require academic and research collaboration and added that the College conducted e-FDP from 6th-11th July successfully because of the support, co-operation and sponsorship by the Management.

6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.

Principal Dr. Sudha Rathod Madam expressed her gratitude towards the Management for the readiness to sponsor activities that require academic and research collaboration and added that



the College conducted e-FDP from 6th-11th July successfully because of the support, co-operation and sponsorship by the Management.

7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

Principal Dr. Sudha Rathod Madam updated the members that College Campus has been set up with Wi-Fi facilities so as to have smooth conduct of online lectures, practical, webinars, e-FDPs and similar such activities.

Mr. Waseem Khan, General Secretary, OES appreciated the online practicals being conducted with demonstrations by the faculty due to which the students were satisfied. He advised to have good quality recorded sessions to be available on the server such as playable videos for the students. He also requested to have meeting with the IT department and Mr. Azeem Khan Sir regarding use of our own local servers for these recorded sessions.

Mr. Nitin Shivprasad mentioned that he could come up with facilities to store online classes, and study videos by teachers for the students.

8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.

Principal Dr. Sudha Rathod Madam expressed her strong wish for deputing employees of the college for suitable training programmes such as one week training in the industries for faculty.

Mr. Waseem Khan, General Secretary, OES mentioned about the email sent by Dr. Supriya Shidhaye stating that the teachers need to be trained in the technology to teach the students. He also added that there should be FDP more on digital learning and expressed his satisfaction that the college was in the same direction with the guidance of the Principal.

9. To prepare the annual financial estimates (budget) and financial statement of the college and recommend the same to the management for approval.

Principal Dr. Sudha Rathod Madam put forth her recommendations for annual financial estimates (budget) and financial statement of the college for the approval by the management.

10. To formulate proposals of new expenditure not provided in the annual financial estimates (budget).

Principal Dr. Sudha Rathod Madam put forth proposal for new expenditure and student's personality development funds.



11. To make recommendations regarding the students' and employees' welfare activities in the college.

Recommendations regarding students and employees welfare activities were put forth by Principal Dr. Sudha Rathod Madam. She mentioned that the registration fees for faculty required at Conferences, Seminars, Workshops or FDPs are sponsored by the Management.

12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

Principal Dr. Sudha Rathod Madam discussed the report of IQAC and put forth her recommendations. She apprised the members that there has been continuous betterment in the online teaching using platforms like google classrooms, moodle etc., also certain changes in the committee heads were recommended and has been corrected. She also added that Dr. Nandkishore Joshi would help our College by providing free demonstration videos on working of HPLC, GC, GC-MS for the students and visit to his lab after the lockdown gets lifted. She asked Dr. Pradnya to take the charge of this assignment.

Principal Dr. Sudha Rathod Madam updated the members that as per the suggestions by Mr. Sufi Ayaz in IQAC meeting, small projects would be given to students by Reannon that includes writ up for leaflets for allopathic and herbal products of his firm. She asked Dr. Vanita to take the charge of this work.

Mr. Waseem Khan, General Secretary, OES advised to conduct special revision and grooming sessions for Final Year B. Pharm. Students who shall be appearing for Semester Exam VIII this current year. He also asked about the status of placements of those students.

Principal Dr. Sudha Rathod Madam informed that Dr. Vandana has taken charge as Placement Officer and looking into it very well, writing to the industries, preparation of summary of the placements data.

Principal Dr. Sudha Rathod Madam mentioned that very soon a webinar on Excel by Mr. Saurabh Kapoor would be conducted for all. Also tentatively in the month of September 2020, motivational talk by Dr. Subashish C. has been planned for the students and was appreciated by Mr. Waseem Khan, General Secretary, OES and advised to have such sessions regularly, one a month for the students.



13. To frame suitable admissions procedure by following statutory norms.

Principal Dr. Sudha Rathod Madam informed the members that Admission Committee has been working on various ways to have admissions of meritorious students in our College. To frame suitable admissions procedure by following statutory norms, admission committee is formed, that has been working on the various attractive ways through which scholar students can be attracted to take admission in our college such as On-line application form and brochure has been uploaded on the website., College Video with infrastructure and faculty would be uploaded soon on the college website

Preparation of College videos, uploading of these videos on the College website, online admission forms, brochure etc.

14. To plan major annual events in the college, such as annual day, sports events, cultural events etc.

Principal Dr. Sudha Rathod Madam informed the members that a tentative list of cultural and sports events that run throughout the year has been prepared for the overall holistic development of our students.

15. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.

Principal Dr. Sudha Rathod Madam informed the members that safety and security has been completely in control and some changes have already been made for better discipline in the college.

16. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.

Principal Dr. Sudha Rathod Madam informed the members that the compliance if any, has been completed by the College Management as per the suggestions in the Inspection Reports, Local Inquiry reports if any and Compliance Reports would be sent well in advance. She also updated that consideration of PF and gratuity for the Staff has been in the pipeline.



17. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management.

Principal Dr. Sudha Rathod Madam informed the members that College sends Annual Report of the College Development Committee after the approval by Management to the University of Mumbai, every year before 30th June.

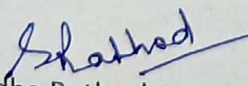
18. Any other matter with the permission of the Chair.

Principal Dr. Sudha Rathod Madam requested Mr. G. Kanase to give his valuable inputs. Mr. Kanase appreciated the progress of the College. He briefed the members about Lubrizol products and the contribution of Lubrizol in skin care, personal care and health care sectors. He assured that on behalf of Lubrizol, maximum possible support could be provided to the College with respect to free gift samples, small projects, industry visit etc. and thus could get associated with the College.

Dr. V. S. Velingkar Sir added that more than mere completing a research project for B. Pharm. and M. Pharm. it would add significance only from achievement of the outcomes. He suggested that faculty should publish their work in high impact journals and work towards patenting their study. He stressed on conduct of result analysis for each semester so as to improve the academic gaps amongst the students. He also advised that three areas to be made strong viz., academia, research and industry-institute partnership.

Principal Dr. Sudha Rathod Madam requested Management to have recognition for that faculty who actively involved in industry projects. Mr. Waseem Khan, General Secretary, OES asked Principal Dr. Sudha Rathod Madam to come up with proper and good ways to appreciate the noble faculty performing noble work in the upliftment of progress of the College.

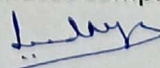
The meeting ended with a vote of thanks to the Chair.


Dr. Sudha Rathod
Principal
Member-Secretary, CDC

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Minutes compiled by


Dr. Mrs. Pradnya Palekar – Shanbhag
Co-ordinator, CDC

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ACTION TAKEN REPORT

On the decisions of CDC in the meeting held on 1st September 2020

To implement the decisions taken during the above mentioned meeting, the following actions were taken:

Sr. No.	Decision	Action Taken
1.	Donation of equipment by pharma industries	In process
2.	College Academic Calendar	Approval in process
3.	Annual Budget and financial statement	Approved
4.	Revision and Grooming sessions	Conducted Planned in the next term also
5.	College video	Uploaded on College website



S. Rathod
Dr. Sudha Rathod
Principal

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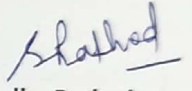
06/01/2021

CDC Meeting [Academic Year 2020-2021]

Notice

The members are hereby informed that **second online meeting** of College Development Committee (CDC) for academic year 2020-2021 is scheduled on Monday, 11th January 2021 at 2.30 p.m.

The agenda of the meeting is enclosed herewith.


Dr. Sudha Rathod
Principal

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**College Development Committee (CDC)**

for

Academic Year 2020 – 2021

Sr. No.	Name of Members	Designation
1.	Mr. Waseem Khan	Trustee
2.	Mr. Haider - E - Karrar	CEO
3.	Dr. Pradnya Palekar -Shanbhag	Member, Co-ordinator HOD, Department of Pharmaceutics
4.	Dr. Vandana Jain	Member
5.	Dr. Vanita Kanase	Member
6.	Mr. Amey Deshpande	Member
7.	Dr. Sameer Padhye	Member Expert from Industry nominated by the Society
8.	Dr. V. S. Velingkar	Member Academician nominated by the Society
9.	Mr. G. M. Kanase	Member Social Worker nominated by the Society
10.	Mr. Nitin Shivprasad	IT Expert
11.	Mr. Ayaz Sufi	Entrepreneur
12.	Dr. Nandkishor Joshi	Industrialist
13.	Mr. Ameesh Shukla	Member, Alumnus
14.	Mr. Varun Gupta	Member General Secretary, College Students' Council
15.	Miss. Surbhi Umarani	Member Secretary, College Students' Council
16.	Mrs. Surekha Gaikwad	Member Non-Teaching Staff, Office Superintendent
17.	Dr. Sudha Rathod	Member Secretary, Principal

S. Rathod
Dr. Sudha Rathod
Principal



06/01/2021

Agenda of CDC Meeting scheduled online on Monday, 11th January 2021 at 2.30 p.m.

1. To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.
2. To decide about the overall teaching programmes or annual calendar of the college.
3. To inform management about additional teaching and administrative posts.
4. To make specific recommendations to the management to encourage and strengthen research consultancy and extension activities in the college.
5. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
6. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
7. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
8. To prepare the annual financial estimates (budget) and financial statement of the college and recommend the same to the management for approval.
9. To formulate proposals of new expenditure not provided in the annual financial estimates (budget).
10. To make recommendations regarding the students' and employees' welfare activities in the college.
11. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
12. To frame suitable admissions procedure by following statutory norms.
13. To plan major annual events in the college, such as annual day, sports events, cultural events etc.
14. To recommend the administration about appropriate steps be taken regarding the discipline, safety security issues of the college.
15. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.
16. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management.
17. Any other matter with the permission of the Chair.



S. Rathod
Dr. Sudha Rathod
Principal

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Attendance for College Development Committee (CDC) Meeting held online on
Monday, 11th January 2021 at 2.30 pm

Sr. No.	Name of Members	Designation	Signature
1.	Dr. Azeem Khan	Trustee	
2.	Mr. Haider - E - Karrar	CEO	
3.	Dr. Pradnya Palekar -Shanbhag	Member, Co-ordinator HOD, Department of Pharmaceutics	<i>[Signature]</i> 11/1/2021
4.	Dr. Vandana Jain	Member	<i>[Signature]</i> 14/1/21
5.	Dr. Vanita Kanase	Member	<i>[Signature]</i>
6.	Mr. Amey Deshpande	Member	
7.	Dr. Sameer Padhye	Member Expert from Industry nominated by the Society	-
8.	Dr. V. S. Velingkar	Member Academician nominated by the Society	online
9.	Mr. G. M. Kanase	Member Social Worker nominated by the Society	-
10.	Mr. Nitin Shivprasad	IT Expert	online.
11.	Mr. Ayaz Sufi	Entrepreneur	online
12.	Dr. Nandkishor Joshi	Industrialist	-
13.	Mr. Ameesh Shukla	Member, Alumnus	online
14.	Mr. Varun Gupta	Member General Secretary, College Students' Council	online
15.	Miss. Surbhi Umarani	Member Secretary, College Students' Council	online
16.	Mrs. Surekha Gaikwad	Member Non-Teaching Staff, Office Superintendent	<i>[Signature]</i>
17.	Dr. Sudha Rathod	Member Secretary, Principal	<i>[Signature]</i>



[Signature]
Dr. Sudha Rathod

Principal
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Meeting No. 2

Venue: Oriental College of Pharmacy

Mode: Online

Date: 11.1.2021

Time: 2.30 pm

Minutes of College Development Committee Meeting

Members present:

1. Dr. Azeem Khan	Trustee
2. Dr. Haider –E – Karrar	CEO
3. Dr. Pradnya Palekar – Shanbhag	CDC Co-ordinator
4. Dr. Vandana Jain	Faculty
5. Dr. Vanita Kanase	Faculty
6. Mr. Sufi Ayaz	Entrepreneur
7. Dr. V. S. Velingkar	Academician nominated by the Society
8. Mr. Nitin Shivprasad	IT Expert
9. Mr. Ameesh Shukla	Member, Alumnus
10. Mr. Varun Gupta	General Secretary, College Students' Council
11. Miss. Surbhi Umarani	Secretary, College Students' Council
12. Mrs. Surekha Gaikwad	Non-Teaching Staff, Office Superintendent
13. Dr. Sudha Rathod	Member Secretary, Principal, Oriental College of Pharmacy

Principal Dr. Sudha Rathod Madam welcomed all the members.

The following was transacted:

1. To review and confirm minutes of previous meet

The minutes of the earlier meeting held on 11th January 2021 were reviewed and confirmed.

Principal Dr. Sudha Rathod Madam also apprised the members about the ATR.



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2. To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.

Principal Dr. Sudha Rathod Madam apprised the members that the results have shown continuous and constant improvement. Every year, the College has received toppers in the University of Mumbai from B. Pharm. and M. Pharm. courses. About the infrastructural growth she added that development of College Pilot Plant, Tissue culture lab development and increase in the number of laboratories & classrooms has been included from the current year.

3. To decide about the overall teaching programmes or annual calendar of the college.

Principal Dr. Sudha Rathod Madam informed that the College Annual Calendar has been prepared and approval by the Management is awaited.

4. To inform management about additional teaching and administrative posts.

Principal Dr. Sudha Rathod Madam updated about the current faculty members and expressed the need to fill additional teaching namely one Quality Assurance faculty in place of Ms. Darakshan S. and administrative posts.

5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.

Principal Madam briefed about the various academic and professional activities performed by the College and expressed strong need for further strengthening required in the research culture, consultancy and extension activities in the College Faculty that were being encouraged by the Management.

6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.

Principal Dr. Sudha Rathod Madam expressed her gratitude towards the Management for the readiness to sponsor activities that require academic and research collaboration.





7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

Principal also updated the members with respect to Wi-Fi facilities so as to have smooth conduct of online lectures, practical, webinars, e-FDPs and similar such activities.

8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.

Principal Dr. Sudha Rathod Madam expressed her strong wish for deputing employees of the college for suitable training programmes such as one week training in the industries for faculty.

9. To prepare the annual financial estimates (budget) and financial statement of the college and recommend the same to the management for approval.

Principal Dr. Sudha Rathod Madam informed that annual financial estimates (budget) and financial statement of the college has been approved by the management.

10. To formulate proposals of new expenditure not provided in the annual financial estimates (budget).

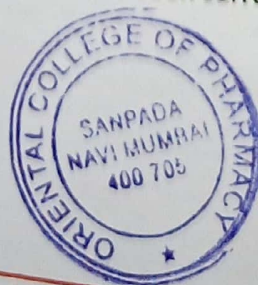
Principal Dr. Sudha Rathod Madam informed that students' welfare activities are well taken care of and the Management is supportive for the same.

11. To make recommendations regarding the students' and employees' welfare activities in the college.

Recommendations regarding students and employees welfare activities were put forth by Principal Dr. Sudha Rathod Madam. She mentioned that the registration fees for faculty required at Conferences, Seminars, Workshops or FDPs is sponsored by the Management.

12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

Principal Dr. Sudha Rathod Madam discussed the report of IQAC and put forth her recommendations. She apprised the members that there has been continuous betterment in the online teaching using platforms like google classrooms, moodle etc., also certain changes in the committee heads were recommended and has been corrected.





13. To frame suitable admissions procedure by following statutory norms.

Principal Dr. Sudha Rathod Madam informed the members that Admission Committee has been working on various ways to have admissions of meritorious students in our College. To frame suitable admissions procedure by following statutory norms, admission committee has been working on the various attractive ways through which scholar students can be attracted to take admission in our college such as On-line application form and brochure has been uploaded on the website., College Video with infrastructure and faculty has been uploaded on the college website. The advertisements regarding Admissions are being published in the leading newspapers.

14. To plan major annual events in the college, such as annual day, sports events, cultural events etc.

Principal Dr. Sudha Rathod Madam informed the members that a tentative list of cultural and sports events that run throughout the year has been prepared for the overall holistic development of our students.

15. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.

Principal Dr. Sudha Rathod Madam informed the members that safety and security has been completely in control and some changes have already been made for better discipline in the college. The College has received fire fighting certificate from the official body.

16. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.

Principal Dr. Sudha Rathod Madam informed the members that the compliance if any, has been completed by the College Management as per the suggestions in the Inspection Reports, Local Inquiry reports if any and Compliance Reports would be sent well in advance.



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17. To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management.

Principal Dr. Sudha Rathod Madam informed the members that College sends Annual Report of the College Development Committee after the approval by Management to the University of Mumbai, every year before 30th June.

18. Any other matter with the permission of the Chair.

Dr. V. S. Velingkar Sir informed that more than mere completing a research project for B. Pharm and M. Pharm. it would add significance only from achievement of the outcomes. He suggested that faculty should publish their work in high impact journals and work towards patenting their studies. He stressed on conduct of result analysis for each semester so as to improve the academic gaps amongst the students. He also advised that three areas to be made strong viz. academia, research and industry-institute partnership.

Dr. Azeem Khan Sir enquired regarding primary objective of the research guides whether research publications or patenting the work. Principal Dr. Sudha Rathod Madam informed that in case of Pharmaceutics Department there is lot of scope for patenting the research studies whereas in Quality Assurance Department publishing their work is more possible and in Pharmacology Department consultancy is always a good option. Dr. Azeem Khan Sir also enquired about the placement of M. Pharm. students. Principal Dr. Sudha Rathod Madam informed that M. Pharm. students are well placed as they are more in demand in Pharm industries than B. Pharm. graduates.

Mr. Ameesh Shukla mentioned that Pilot Plant is a link between the industry and academia and creates hands-on experience for students and research growth for the faculty. He also expressed his readiness on behalf of Gansons to donate certain equipment required for College Pilot Plant. Mr. Nitin Shivprasad mentioned that he could come up with facilities to store online classes, and study videos by teachers for the students.

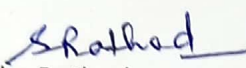


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Dr. Vanita Kanase requested Management to have recognition for that faculty who are actively involved in industry projects. Dr. Azeem Khan Sir told that Management is in the process to come up with proper and good ways to appreciate the faculty performing noble work in the upliftment of progress of the College.

The meeting ended with a vote of thanks to the Chair.


Dr. Sudha Rathod
Principal
Member-Secretary, CDC

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Minutes compiled by


Dr. Mrs. Pradnya Palekar – Shanbhag
Co-ordinator, CDC





Ref No. OCP/2021/22

Date : 01/11/2021

CDC Meeting
[Academic Year 2021-2022]

Notice

Following members are hereby informed that there is **College Development Committee (CDC)** online meeting on **Saturday, 13th November 2021** at **2.00 pm**.

The agenda of the meeting is enclosed herewith.

Sr. No.	Name of Members	Role in Committee	Designation
1.	Mr. Waseem Khan	Chairman	General Secretary, OES
2.	Dr. Azeem Khan	Member	Treasurer
3.	Dr. Haider - E - Karrar	Member	CEO, OES
4.	Dr. Sudha Rathod	Member Secretary	Principal
5.	Dr. Pradnya Palekar -Shanbhag	Member, Co-ordinator	HOD, Department of Pharmaceutics
6.	Dr. Vandana Jain	Member	HOD, Department of Quality Assurance
7.	Dr. Vanita Kanase	Member	Assistant Professor
8.	Dr. Ashok Omray	Member	Expert form Industry nominated by the Society
9.	Dr. Sameer Padhye	Member	Expert from Industry nominated by the Society
10.	Mr. Nitin Shivprasad	Member	IT Expert
11.	Mr. Ayaz Sufi	Member	Entrepreneur
12.	Mr. Ravi Jaiswal	Member	Industrialist
13.	Dr. Prashant Upadhaya	Member	Alumnus
14.	Mrs. Surekha Gaikwad	Member	Non-Teaching Staff, Office Superintendent
15.	Mr. Swarup Rathi	Member	General Secretary, College Students' Council
16.	Miss. Navya Unnikrishnan	Member	Secretary, College Students' Council



S. Rathod
Dr. Sudha Rathod
Principal

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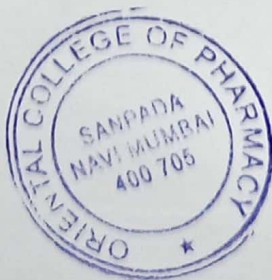


College Development Committee (CDC)

for

Academic Year 2021 – 2022

Sr. No.	Name of Members	Role in Committee	Designation
1.	Mr. Waseem Khan	Chairman	General Secretary, OES
2.	Dr. Azeem Khan	Member	Treasurer
3.	Dr. Haider - E - Karrar	Member	CEO, OES
4.	Dr. Sudha Rathod	Member Secretary	Principal
5.	Dr. Pradnya Palekar -Shanbhag	Member, Co-ordinator	HOD, Department of Pharmaceutics
6.	Dr. Vandana Jain	Member	HOD, Department of Quality Assurance
7.	Dr. Vanita Kanase	Member	Assistant Professor
8.	Dr. Ashok Omray	Member	Expert form Industry nominated by the Society
9.	Dr. Sameer Padhye	Member	Expert from Industry nominated by the Society
10.	Mr. Nitin Shivprasad	Member	IT Expert
11.	Mr. Ayaz Sufi	Member	Entrepreneur
12.	Mr. Ravi Jaiswal	Member	Industrialist
13.	Dr. Prashant Upadhaya	Member	Alumnus
14.	Mrs. Surekha Gaikwad	Member	Non-Teaching Staff, Office Superintendent
15.	Mr. Swarup Rathi	Member	General Secretary, College Students' Council
16.	Miss. Navya Unnikrishnan	Member	Secretary, College Students' Council



S. Rathod
Dr. Sudha Rathod
Principal

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ORIENTAL COLLEGE OF PHARMACY



Date : 13/11/2021

College Development Committee (CDC) Meeting**[Academic Year 2021 – 2022]**

Attendance for College Development Committee (CDC) online meeting on Saturday,
13th November 2021 at 2.00pm.

Sr. No.	Name of Members	Role in Committee	Attendance
1.	Mr. Waseem Khan	Chairman	
2.	Dr. Azeem Khan	Member	
3.	Dr. Haider - E - Karrar	Member	
4.	Dr. Sudha Rathod	Member Secretary	
5.	Dr. Pradnya Palekar -Shanbhag	Member, Co-ordinator	
6.	Dr. Vandana Jain	Member	
7.	Dr. Vanita Kanase	Member	
8.	Dr. Ashok Omray	Member	online
9.	Dr. Sameer Padhye	Member	-
10.	Mr. Nitin Shivprasad	Member	-
11.	Mr. Ayaz Sufi	Member	online
12.	Mr. Ravi Jaiswal	Member	online
13.	Dr. Prashant Upadhaya	Member	online
14.	Mrs. Surekha Gaikwad	Member	
15.	Mr. Swarup Rathi	Member	online
16.	Miss. Navya Unnikrishnan	Member	online



Dr. Sudha Rathod
Principal

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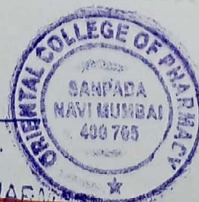
AGENDA OF CDC MEETING TO BE HELD ON SATURDAY 13TH NOVEMBER' 2021 AT 02:00 PM (ONLINE MODE)

1. To Discuss the Overall Comprehensive Development Plan of the College Regarding Academic, Administrative and Infrastructural Growth
2. To Decide About the Overall Teaching Programmes or Annual Calendar of The College
3. To Inform Management About Additional Teaching and Administrative Posts
4. To Make Specific Recommendations to the Management to Encourage and Strengthen Research Culture, Consultancy and Extension Activities in the College
5. To Make Specific Recommendations to the Management to Foster Academic Collaborations to Strengthen Teaching and Research
6. To Make Specific Recommendations to the Management to Encourage the Use of Information and Communication Technology in Teaching And Learning Process
7. To Make Specific Recommendations Regarding the Improvement in Teaching And Suitable Training Programmes for the Employees of The College
8. To Prepare the Annual Financial Estimates (Budget) and Financial Statement of The College or Institution and Recommend the Same to the Management for Approval
9. To formulate proposals of new expenditure not provided in the annual financial estimates (budget)
10. To Make Recommendations Regarding the Students' and Employees' Welfare Activities in the College
11. To Discuss the Reports of the Internal Quality Assurance Committee and Make Suitable Recommendations
12. To Frame Suitable Admission Procedure by Following Statutory Norms

S. Rathod

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Page 1 | 2

13. To Plan Major Annual Events in the College, Such as Annual Day, Sports Events, Cultural Events etc.
14. To Recommend the Administration about Appropriate Steps be Taken Regarding the Discipline, Safety and Security Issues of The College
15. To Consider and Make Appropriate Recommendations on Inspection Reports, Local Inquiry Reports
16. Recommend the Distribution of Different Prizes, Medals and Awards to the Students
17. Prepare the Annual Report on the Work Done by the Committee for the Year Ending on 30th June and Submit the Same to the Management of Such College and the University
18. Perform Such Other Duties and Exercise Such Other Powers as may be Entrusted by the Management and University
19. Any other matter with permission of chairperson

S. Rathod

Dr. (Mrs.) Sudha Rathod

Principal

PRINCIPAL
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Meeting No. 1

Venue: Oriental College of Pharmacy

Mode: Online

Date: 13.11.2021

Time: 2.00 pm



Minutes of College Development Committee Meeting

Members present:

Mr. Waseem Khan	General Secretary, OES
Dr. Azeem Khan	Treasurer
Dr. Haider - E - Karrar	CEO, OES
Dr. Sudha Rathod	Principal
Dr. Pradnya Palekar -Shanbhag	HOD, Department of Pharmaceutics
Dr. Vandana Jain	HOD, Department of Quality Assurance
Dr. Vanita Kanase	Assistant Professor
Dr. Ashok Omray	Expert form Industry nominated by the Society
Dr. Sameer Padhye	Expert from Industry nominated by the Society
Mr. Nitin Shivprasad	IT Expert
Mr. Ayaz Sufi	Entrepreneur
Mr. Ravi Jaiswal	Industrialist
Dr. Prashant Upadhaya	Alumnus
Mrs. Surekha Gaikwad	Non-Teaching Staff, Office Superintendent
Mr. Swarup Rathi	General Secretary, College Students' Council
Miss. Navya Unnikrishnan	Secretary, College Students' Council

Principal Dr. Sudha Rathod Madam welcomed all the members.

The following was transacted:

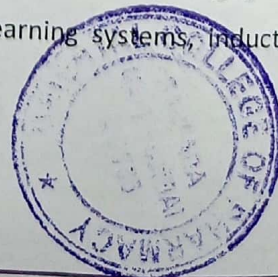
1. To review and confirm minutes of previous meet

The minutes of the earlier meeting held on 9th January 2021 were reviewed and confirmed.

Principal Dr. Sudha Rathod Madam also apprised the members about the ATR.

2. To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.

Academic: Principal Dr. Sudha Rathod Madam gave the brief about pedagogical approach which is implemented. This included briefing on teaching-learning systems, induction programmes,



examination preparation and evaluation, utility of library. To reduce the gap between academia and industries, numbers of webinars organized by the various departments on variety of different topics on state and national level.

Administrative: Madam informed about the MOUs being signed by the College with several industries in and around Mumbai region for collaborative work and inplant training of TYBPharm students.

Infrastructural Growth: It was also informed that because of the increase in B. Pharm. intake there is a need for two classrooms and one laboratory.

3. To decide about the overall teaching programmes or annual calendar of the college.

Principal Dr. Sudha Rathod Madam informed that the College Annual Calendar has been prepared, approved by the Management and implemented. The teaching plans were submitted by the faculty members.

4. To inform management about additional teaching and administrative posts.

Principal Dr. Sudha Rathod Madam updated about the current faculty members and expressed the need to fill additional teaching and administrative posts. Also there is a requirement of a junior clerk with IT expertise.

5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.

Principal Dr. Sudha Rathod Madam briefed about the various academic and professional activities performed by the College and expressed strong need for further strengthening required in the research culture that is being encouraged by the Management. She mentioned the following as the requirement for fostering research activities in the College:

1. Particle Size Analyzer

2. Contingency grant for Final Year B. Pharm. projects in semester VIII (consolidated 1 lakh rupees for 68 students)

3. Remuneration of publication charges (on case to case basis)- Minimum 50% charges to be paid by the college

6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.

Principal Dr. Sudha Rathod Madam expressed the strong need for collaboration with academic organizations that can help in mentoring and training our faculty such as ICT, NMIMS. She



showed her keen interest to make MOUs with HKCOP with respect to strengthen teaching & research, MOUs with other colleges and institutes in this regard. Dr. Azeem Khan Sir expressed his view to include foreign Universities.

7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

Principal Dr. Sudha Rathod Madam updated the members that College Campus has been set up with Wi-Fi facilities so as to have smooth conduct of online lectures, practical, webinars, e-FDPs and similar such activities. Madam put forth her strong need to have Wi-Fi and LAN facilities in all the classrooms and laboratories. She also mentioned that the lectures and practicals (YouTube) to be uploaded on college website.

8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.

Principal Dr. Sudha Rathod Madam expressed her strong desire for getting our faculty trained by Trainers (senior academicians) for faculty.

She also mentioned that training by corporate trainers for Non –Teaching Staff is very essential.

9. To prepare the annual financial estimates (budget) and financial statement of the college and recommend the same to the management for approval.

Principal Dr. Sudha Rathod Madam informed that annual financial estimates (budget) and financial statement of the college has been prepared and it is ready for the approval.

10. To formulate proposals of new expenditure not provided in the annual financial estimates (budget).

Principal Dr. Sudha Rathod Madam informed that students' welfare activities are well taken care by the Management is supportive for the same. Madam requested for approval of budget for the following activities:

- Soft Skill development Training sessions for SY B Pharm students (Approx. Rs. 10000/-)
- Special training for Final Year B Pharm: Interview skills and CV writing (Approx. Rs. 10000/-)

11. To make recommendations regarding the students' and employees' welfare activities in the college.

Recommendations regarding students and employees welfare activities were put forth by Principal Dr. Sudha Rathod Madam and are as follows:



- Cash Prizes for various curricular and co curricular activities, throughout the academic year, to the students (Approximate Rs. 10000/-)
- For various events celebration of Staff in the college

For Example: Teachers Day Celebration (Approximate Rs. 10000/-)

12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

Principal Dr. Sudha Rathod Madam apprised the members that there has been continuous betterment in the online teaching using Google met & Zoom platforms. She gave the overview report of IQAC as follows:

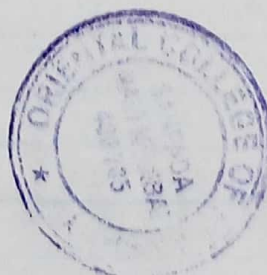
- It is important to maintain faculty cadre ratio as per PCI Norms.
- College is maintaining the faculty cadre ratio.
- In the coming years, few more professors and associate professors are required to be appointed.
- College is maintaining 88-100 percent result in last three years.
- In the AY 2020-21, there are two university toppers in M. Pharm. from Pharmacology department of our college.
- Pedagogical approach is being implemented in teaching and learning process.
- Free GPAT Classes are being conducted for better results in competitive exams for M. Pharm. admissions
- More emphasis is now given on industrial research projects, consultancy and patents
- Infrastructural facilities: Pilot plant can be constructed as per the design finalized.
- College is all ready for NBA accreditation Application.

13. To frame suitable admissions procedure by following statutory norms.

Principal Dr. Sudha Rathod Madam informed the members that Admission Committee has been working on as per the statutory norms. An on-line application form, College brochure, College video with infrastructure and faculty has been uploaded on the college website.

14. To plan major annual events in the college, such as annual day, sports events, cultural events etc.

Principal Dr. Sudha Rathod Madam informed the members that a tentative list of cultural and sports events that run throughout the year has been prepared for the overall holistic development of our students. All the events are being conducted as per the circulars of



University of Mumbai, AICTE, PCI, and DTE etc. along with Annual Day, Sports and Cultural events.

Other events conducted by the college are

- Convocation ceremony
- Vaccination drive conducted between 25th -27th October 2021
- Republic day, Independence Day, Marathi Diwas, Hindi Diwas, Teacher's Day, International Yoga Day etc.

15. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.

Principal Dr. Sudha Rathod Madam informed the members that safety and security has been completely in control. Following are needed to be in place:

- Fire audit: SOPs required to be prepared
- With respect to the security, there is need of improvement in the CCTV camera quality and CCTV Data back up for at least 1 month.

16. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.

Principal Dr. Sudha Rathod Madam informed that as per the Inspection Report Compliance should be made on PPF and gratuity for the teaching and non-teaching staff members.

17. To recommend the distribution of different prizes, medals and awards to the students.

Principal Dr. Sudha Rathod Madam informed the members that the budget for purchase of different prizes, medals and awards for the students is approved by the Management. She mentioned that the current academic year the College has proposed a budget of Rs. 10000 to award cash prizes for some events so as to attract large number of participants.

18. Any other matter with the permission of the Chair.

Dr. Ashok Omray Sir put forth his following concern related to online classes where the students face lack of focus and concentration, while there is no eye contact with the teachers, there is no impact on the learning. He questioned how is the College planning to bridge the gap of past 1.5 years and if the students are called offline then there should be proper safety and security provided by the College. Principal Dr. Sudha Rathod Madam informed that it has been discussed and decided that students would be called offline for conduct of some important practicals to gain hands on experience of certain essential part of practical syllabus. She also added that proper safety and security has been taken care by the College.

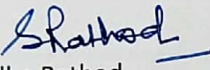


Mr. Sufi Ayaz mentioned about increasing on branding of College. He suggested to have good amount of research publications with a target of 25-30 per year. He also advised to involve formulators/ scientists from industry who can act as mentors for the students & faculty in drafting research manuscripts. He gave reference of Dr. Vibhor Jain who can extend help in framing research articles for various journals of high impact. Suggestion given by Mr. Sufi was welcomed by Principal Madam.

Dr. Prashant Upadhaya informed about several Government agencies that provide grants for purchase of equipment and research fellowships to the students. He insisted to utilize the same for the College research centre.

Dr. Azeem Khan Sir insisted on more impact publications even though the number is less as the quality matters. He also mentioned about usage of DSpace software by the College library which will be soon available for all. He expressed the importance & need for having NBA accreditation so as to have Government agency grants for research work in the College. Also regarding the presentation he suggested to have more information on number of vaccinated faculty and students in the presentation and enquired about the fire fighting equipment available in the College. Principal Madam briefed the types of fire fighting equipment pattern within & outside the labs.

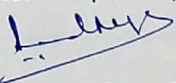
The meeting ended with a vote of thanks to the Chair.


Dr. Sudha Rathod
Principal
Member-Secretary, CDC

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Minutes compiled by


Dr. Mrs. Pradnya Palekar – Shanbhag
Co-ordinator, CDC



Meeting No. 1

Date: 30.11.2022

Venue: Oriental College of Pharmacy

Time: 3.00 pm

Mode: Hybrid Mode

Minutes of College Development Committee Meeting

Members present:

Sr. No.	Name of Members	Role in Committee	Designation
1.	Mr. Waseem Khan	General Secretary	General Secretary, OES
2.	Dr. Azeem Khan	Member	Treasurer
3.	Dr. Haider - E - Karrar	CEO	CEO, OES
4.	Dr. Sudha Rathod	Member Secretary	Principal
5.	Dr. Pradnya Palekar -Shanbhag	Member, Co-ordinator	HOD, Department of Pharmaceutics
6.	Dr. Vandana Jain	Member	HOD, Department of Quality Assurance
7.	Dr. Vanita Kanase	Member	Associate Professor
8.	Mr. Melroy D'Sa	Member	Assistant Professor
9.	Dr. Sameer Padhye	Member	Expert from Industry nominated by the Society
10.	Mr. Sachin Dorage	Member	IT Expert
11.	Mr. Ayaz Sufi	Member	Entrepreneur
12.	Mr. Ravi Jaiswal	Member	Industrialist
13.	Mr. Omprakash Mishra	Member	Senior General Manager, International Business, Macleods Ltd.
14.	Dr. Prashant Upadhaya	Member	Alumini
15.	Mr. Ameesh Shukla	Member	Alumni
16.	Miss. Navya Unnikrishnan	Member	General Secretary, College Students' Council
17.	Mr. Mohammad Hamza Mohammad Shafique Menghrani	Member	Associate General Secretary, College Students' Council
18.	Mrs. Surekha Gaikwad	Member	Non-Teaching Staff, Office Superintendent



S. Rathod
Principal

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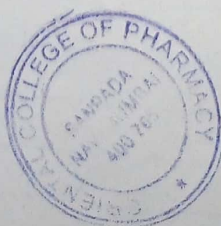
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30/11/2022

Agenda of CDC Meeting scheduled on Wednesday, 30th November 2022 at 3.00 pm.

1. To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.
2. To decide about the overall teaching programmes or annual calendar of the college.
3. To inform management about additional teaching and administrative posts.
4. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
5. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
6. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
7. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
8. To prepare the annual financial estimates (budget) and financial statement of the college or institution and recommend the same to the management for approval.
9. To formulate proposals of new expenditure not provided in the annual financial estimates (budget).
10. To make recommendations regarding the students' and employees' welfare activities in the college.
11. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.
12. To frame suitable admissions procedure by following statutory norms.
13. To plan major annual events in the college, such as annual day, sports events, cultural events etc.
14. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.
15. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.
17. Any other matter with the permission of the Chair.



S. Rathod
Dr. Sudha Rathod
Principal

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Following members were present in the **College Development Committee (CDC)** meeting (Hybrid Mode) on **Wednesday, 30th November 2022** at **3.00 pm.**
[Academic Year 2022-2023]

Sr. No.	Name of Members	Role in Committee	Signature
1.	Mr. Waseem Khan	General Secretary	Present
2.	Dr. Azeem Khan	Member	
3.	Dr. Haider - E - Karrar	CEO	Online
4.	Dr. Sudha Rathod	Member Secretary	Sudha Rathod
5.	Dr. Pradnya Palekar -Shanbhag	Member, Co-ordinator	30/11/2022
6.	Dr. Vandana Jain	Member	
7.	Dr. Vanita Kanase	Member	
8.	Mr. Melroy D'Sa	Member	
9.	Dr. Sameer Padhye	Member	-
10.	Mr. Sachin Dorage	Member	Sachin
11.	Mr. Ayazyuddin Sufi	Member	-
12.	Mr. Ravi Jaiswal	Member	Present
13.	Mr. Omprakash Mishra	Member	-
14.	Dr. Prashant Upadhaya	Member	Present online
15.	Mr. Ameesh Shukla	Member	-
16.	Mrs. Surekha Gaikwad	Member	
17.	Miss. Navya Unnikrishnan	Member	Present
18.	Mr. Mohammad Hamza Mohammad Shafique Menghrani	Member	Present



Dr. Sudha Rathod
Member Secretary

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Principal Dr. Sudha Rathod Madam welcomed all the members.

The following was transacted:

1. To review and confirm minutes of previous meet

The minutes of the earlier meeting held on 13th November 2021 were reviewed and confirmed.

Principal Dr. Sudha Rathod Madam also apprised the members about the ATR.

2. To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth.

Academic: Principal Dr. Sudha Rathod Madam gave the brief about pedagogical approach which is implemented. This included induction programmes, orientation programs for parents and students especially First Year B. Pharm. and First Year M. Pharm. students. To reduce the gap between academia and industries, numbers of webinars organized by the various departments on variety of different topics on state and national level.

Administrative: Madam informed about the MOUs being signed by the College with several industries in and around Mumbai region for collaborative work and inplant training of TYBPharm students.

Infrastructural Growth: It was also informed that because of the increase in B. Pharm. intake there is a need for one dedicated classroom and one laboratory.

3. To decide about the overall teaching programmes or annual calendar of the college.

Principal Dr. Sudha Rathod Madam informed that the College Annual Calendar has been prepared and implemented. Also the teaching plans submitted by the faculty members to the HODs and signed by the Principal for display in the classrooms/ labs .

4. To inform management about additional teaching and administrative posts.

Principal Dr. Sudha Rathod Madam updated about the current faculty members and expressed the need to fill additional teaching and administrative posts and one Assistant Librarian in the place of Mr. Suraj.

5. To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.

Principal Dr. Sudha Rathod Madam briefed about the various academic and professional activities performed by the College and expressed strong need for further strengthening required in the research culture that is being encouraged by the Management. She mentioned the following as the requirement for fostering research activities in the College:

1. Particle Size Analyzer with zeta potential



- (5)
2. Contingency grant for Final Year B. Pharm. projects in Semester VIII (consolidated for 68 students)
 3. Remuneration of publication charges - 100% charges to be paid by the college

6. To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.

Principal Dr. Sudha Rathod Madam expressed the strong need for collaboration with academic organizations that can help in mentoring and training our faculty Dr. Azeem Khan Sir expressed his view to include foreign Universities.

7. To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.

Principal Dr. Sudha Rathod Madam updated the members that College Campus has been set up with Wi-Fi facilities, CCTVs.

8. To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.

Principal Dr. Sudha Rathod Madam expressed her strong desire for getting our faculty trained by Trainers (senior academicians) for faculty.

She also mentioned about the upcoming seminar on Pedagogical Approaches planned on 7th December 2022 inviting speakers from Oriental College of Education.

9. To prepare the annual financial estimates (budget) and financial statement of the college and recommend the same to the management for approval.

Principal Dr. Sudha Rathod Madam informed that annual financial estimates (budget) and financial statement of the college has been prepared and it is ready for the approval.

10. To formulate proposals of new expenditure not provided in the annual financial estimates (budget).

Principal Dr. Sudha Rathod Madam informed that students' welfare activities are well taken care by the Management. They are supportive for the same.

11. To make recommendations regarding the students' and employees' welfare activities in the college.

Recommendations regarding employees welfare activities were put forth by Principal Dr. Sudha Rathod Madam and are as follows:

- On duty leaves (maximum six in one academic year)



- Registration charges to attend seminars, conferences, etc.
- Sanction of Rs. 10,000/- lumpsum for organization of some events

12. To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

She gave the overview report of IQAC as follows:

- It is important to maintain faculty cadre ratio as per PCI Norms.
- College is maintaining the faculty cadre ratio.
- In the coming years, few more professors and associate professors are required to be appointed.
- College is maintaining 88-100 percent result in last three years.
- Free GPAT Classes are being conducted for better results in competitive exams for M. Pharm. admissions
- More emphasis is now given on industrial research projects, consultancy and patents
- Infrastructural facilities: Pilot plant can be constructed as per the design finalized.
- College is working towards NAAC accreditation Application.

13. To frame suitable admissions procedure by following statutory norms.

Principal Dr. Sudha Rathod Madam informed the members that Admission Committee has been working on as per the statutory norms. An on-line application form, College brochure, College video with infrastructure and faculty has been uploaded on the college website.

14. To plan major annual events in the college, such as annual day, sports events, cultural events etc.

Principal Dr. Sudha Rathod Madam informed the members that a tentative list of cultural and sports events that run throughout the year has been prepared for the overall holistic development of our students. All the events are being conducted as per the circulars of University of Mumbai, AICTE, PCI, and DTE etc. along with Annual Day, Sports and Cultural events.

Other events conducted by the college are

- Convocation ceremony
- Republic day, Independence Day, Marathi Diwas, Hindi Diwas, Teacher's Day, International Yoga Day etc.



15. To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college.

Principal Dr. Sudha Rathod Madam informed that efforts are being taken for discipline of the students and faculty members. Few more cameras are required to be installed in corridors, and HOD cabins. Security has been completely in control. Following are needed to be in place:

- Improvement in the CCTV camera quality and CCTV Data back up for at least 1 month.

16. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.

Principal Dr. Sudha Rathod Madam informed that as per the Inspection Report Compliance should be made on PPF and gratuity for the teaching and non-teaching staff members.

17. To recommend the distribution of different prizes, medals and awards to the students.

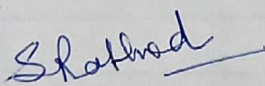
Principal Dr. Sudha Rathod Madam informed the members that the budget for purchase of different prizes, medals and awards for the students is approved by the Management. She has mentioned that in the current academic year the College has proposed a budget of Rs. 20,000/- to award cash prizes and for registration charges to participate in intercollegiate events.

18. Any other matter with the permission of the Chair.

Dr. Prashant Upadhaya informed about several Government agencies that provide grants for purchase of equipment and research fellowships to the students. He insisted to utilize the same for the College research centre.

Dr. Azeem Khan Sir expressed the importance & need for having accreditation so as to have Government agency grants for research work in the College.

The meeting ended with a vote of thanks to the Chair.



Dr. Sudha Rathod

Principal
Member-Secretary, CDC



PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY

Minutes compiled by


Dr. Mrs. Pradnya Palekar – Shanbhag
Co-ordinator, CDC

Mr Waseem Khan
Chairman