



Date: 14/08/2019

The constitution of Institutional Quality Assurance Committee (IQAC) for the Academic year 2019-2020 is done. It is as follows:

INSTITUTIONAL QUALITY ASSURANCE COMMITTEE (IQAC)

Academic Year 2019 – 2020

Sr.No	Name of the Members	Designation
1.	Mr. Waseem J Khan	Chairperson
2.	Dr. Sudha Rathod	Member Secretary
3.	Dr. Mohib Khan	Co-ordinator
4.	Dr. Pradnya Palekar- Shanbhag	Member
5.	Dr. Amjad Ali	Member
6.	Mr. Imtiyaz Ansari	Member
7.	Mr. Amey Deshpande	Member
8.	Mrs. Aruna Lingum	Librarian
9.	Dr. Subhashis Chakraborty	Member, Employer
10.	Mrs. Suwarna Bhadre	Member, NGO person
11.	Mr. Sufi Ayaz	Member, Industrialist
12.	Ms. Manasi Umarji	Member, Student
13.	Ms. Shruti Shetigar	Member, Alumni
14.	Mr. Shankar Bangar	Member, Parent

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Dr. Sudha Rathod

Principal
Oriental College of Pharmacy
Plot No. 3,4,5, Sector 02,
Sanpada (W). Navi Mumbai-400705

Copy to:

1. Administrative Office, Oriental College of Pharmacy.
2. All Members External & Internal, IQAC

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

Tel: 27758715/ 27752213 / 27751116

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ORIENTAL EDUCATION SOCIETY'S
ORIENTAL COLLEGE OF PHARMACY

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Thursday, December 05, 2019

NOTICE

NBA-IQAC Meet

All the faculty members, examination staff, office staff and library staff are required to attend NBA –IQAC Meet at 11.30 a.m., today in Principal cabin. The meeting will last up to 12.30 noon.

Shahod
5/12/19
Principal
PRINCIPAL

ORIENTAL COLLEGE OF PHARMACY

M Khan
Vice Principal

Agenda

1. To review previous meet
2. To distribute Criteria, Program and Institute specific files within staff
3. To ask for infrastructural facilities needed
4. To discuss academic status
5. To see exam related matter
6. To accelerate research activity
7. To purchase books for library
8. Any matter, if needed



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Thursday, December 06, 2019

Minutes of the Meeting

An NBA-IQAC Meet was held in the office cabin today at 11.30 a.m. The following were present for the Meet.

1. Principal and Vice Principal
2. Faculty members
3. Office staff
4. Exam staff
5. Library staff
6. Laboratory assistants
7. Laboratory attendants

Signatures of the persons attended are attached herewith.

The meeting started with welcome words and discussed points mentioned under agenda

1. To review previous meet:

It is said that the last meeting was held on 14th November 2019. The minutes of same are confirmed. It is further emphasized on the preparation of different committee files in proper fashion, like notice before meet, attendance of meet and minutes after meet should be available in the file.

2. To distribute Criteria, Program and Institute specific files within staff

It is said that the files preparation work is already distributed, but the faculty members who left the college in the last 12 months, should be given to newly joined faculty members. Also if required mutual change in file preparation work be done. The changes or distribution made are as follow

a- Criteria files

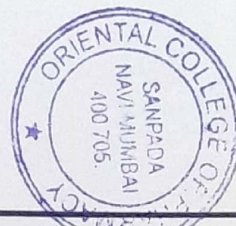
- | | |
|-----|---|
| C-2 | Dr. Vandana Jain and Mrs.Dhanashri Mundhe Sanap |
| C-5 | Dr. Pradnya Palekar Shanbaugh and Dr. Nutan Rao |

b- Institute specific files

- | | |
|-----------|-------------------------------|
| I-2 file | Mrs.Dhanashri Mundhe Sanap |
| I-14 file | Dr. Pradnya Palekar Shanbaugh |

c- Program specific files

- | | |
|------|--------------------|
| P-17 | Yet to be allotted |
| P-23 | Yet to be allotted |



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3. To ask for infrastructural facilities needed

It was asked whether faculty needs any infrastructural facilities added or improved.

4. To discuss academic status

It is informed that the Final Year and Third Year theory classes are going to start from 9th December for 6th and 8th semester.

5. To see exam related matter

It is said that OSM for B. Pharm Final Year papers are going on. As on date 51 % papers are checked and now high attention is required to complete the target of 100 %.

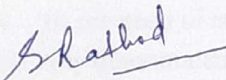
6. To accelerate research activity

It is said that B.Pharm Final Year project be started soon and projects should be live. At least, the project should be industry sponsored and final target at least be to make Memorandum of Understanding.

7. To purchase books for library

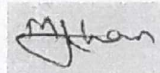
It is informed to Librarian for purchasing of books at the earliest for coming semester.

The meeting ended with thanks at 12.40 noon.


Principal
Dr. (Mrs.) Sudha Rathod

PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY





Vice Principal

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Friday, February 28, 2020

Notice

All the members of Institutional Quality Assurance Committee are hereby informed that there will be a meeting in Office cabin, tomorrow, on 29th February 2020 at 2.00 p.m.

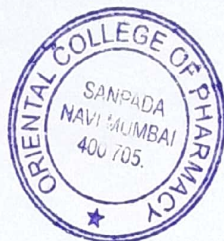
Therefore all the members are kindly required to attend the same.

Principal

Member Secretary

PRINCIPAL

ORIENTAL COLLEGE OF PHARMACY



Vice Principal

Coordinator

Agenda

1. To review and confirm minutes of previous meet
2. To check status of periodic and semester exam
3. To send faculty for AICTE Seminar at Pune
4. To check scope for purchase of FTIR
5. To discuss for subscription k-hub.in e library
6. To inspire faculty for paper or book publication
7. To ask students regarding activities of Gravity
8. To check instrument working in each lab and its quality
9. To see need of equipment in each lab by Lab incharge Teachers
10. Any other matter with permission to chair

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RefNo. OCP/2019-20/534

Friday, February 28, 2020

To,
Mr. Sufi Ayaz,
Roomi Consultancy,
Sanpada,

Subject: To attend the Institutional Quality Assurance Committee Meet

Dear Sir,

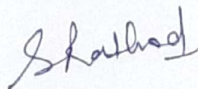
With all due respect, we the undersigned would like to inform you that there is Institutional Quality Assurance Meet, tomorrow, on 29th February 2020 at 2.00 pm.

Therefore as a part of member of Institutional Quality Assurance Committee you are kindly requested to attend the Institutional Quality Assurance Committee Meet.

You will be given Travelling Allowance.

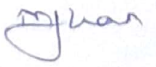
Thanking you,

Yours truly,


Principal

Member Secretary




Vice Principal

Coordinator

PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY
Agenda

1. To review and confirm minutes of previous meet
2. To check status of periodic and semester exam
3. To send faculty for AICTE Seminar at Pune
4. To check scope for purchase of FTIR
5. To discuss for subscription k-hub.in e library
6. To inspire faculty for paper or book publication
7. To ask students regarding activities of Gravity
8. To check instrument working in each lab and its quality
9. To see need of equipment in each lab by Lab incharge Teachers
10. Any other matter with permission to chair

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Ref No. OCP/2019-20/503

Friday, February 28, 2020

To,
The General Secretary,
Oriental Education Society,
Sanpada, Navi Mumbai.

Subject: To chair the Institutional Quality Assurance Committee Meet

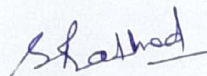
Dear Sir,

With all due respect, we the undersigned would like to inform you that there is Institutional Quality Assurance Committee Meet, tomorrow, on 29th February 2020 at 2.00 pm.

Therefore you are kindly requested to chair the Institutional Quality Assurance Committee Meet.

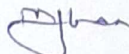
Thanking you,

Yours truly,


Principal

Member Secretary




Vice Principal
Coordinator

PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY
Agenda

1. To review and confirm minutes of previous meet
2. To check status of periodic and semester exam
3. To send faculty for AICTE Seminar at Pune
4. To check scope for purchase of FTIR
5. To discuss for subscription k-hub.in e library
6. To inspire faculty for paper or book publication
7. To ask students regarding activities of Gravity
8. To check instrument working in each lab and its quality
9. To see need of equipment in each lab by Lab incharge Teachers
10. Any other matter with permission to chair

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Saturday, February 29, 2020

IQAC- Minutes of the Meeting

An IQAC Meet was held in the office cabin today at 2.00 p.m. The following members were present for the Meet.

1. Principal
2. Vice Principal
3. Faculty member
4. Exam staff
5. Library staff
6. Student
7. Alumni and
8. Industrialist

Signatures of the persons attended are attached herewith.

The meeting started with welcome words and discussed points mentioned under agenda

1. To review previous meet:

It is said that the last meeting was held on 6th December 2019. The minutes of same are confirmed.

2. To check status of periodic and semester exam

The status of Sessional-Periodic exams informed is as follow

- a) M.Pharm First Year-First Sessional-Theory and Practicals are over
- b) B.Pharm First Year-First Sessional-Theory is over and Practicals are going on
- c) B.Pharm Third Year-Periodic-Theory and Practicals are over
- d) B.Pharm Final Year-Periodic-Theory and Practicals are over
- e) B.Pharm Second Year-Periodic-Theory and Practicals will be in March

3. To send faculty for AICTE Seminar at Pune

Dr. Amjad Ali and Mr. Shoeb Ansari were sent for AICTE Seminar at Pune.

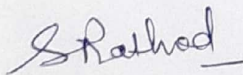
4. To check scope for purchase of FTIR

It is informed that outsourcing can be done at this juncture. As per Pharmacy Council of India guidelines it is **Desirable**. It is informed that it would be discussed in the next Faculty Meet.



5. To discuss for subscription of k-hub.in e library
It is decided that Librarian would give a presentation before all faculty members and discuss then decide. It was said that the Librarian would give presentation on coming Saturday.
6. To inspire faculty for paper or book publication
It was said to Head of the Departments to inspire faculty members for publication or book writing.
7. To ask students regarding activities of Gravity
Students suggested that there should be Tug of war and Khokho for girls. It was also asked to give refreshment to parents whenever they enter the premises for Annual Day.
8. To check instrument working in each lab and its quality
It was said that following instruments are not working
1. Electro convulometer
 2. Rota rod (Motor is not working)
 3. Flame photometer
 4. Fluorimeter (Source is not working)
- It was said that maintenance person visited repairing.
9. To see need of equipment in each lab by Lab incharge Teachers
It is said that following equipments are needed
1. Video recorder
 2. Tracking system
 3. pH meter two in number
 4. Organ permanent slides
 5. Water Morris Maze – CNS activity apparatus.
 6. Soxhlet apparatus three in number
 7. Steam distillation unit
10. Any other matter with permission to chair
It was said by the Industrialist Mr. Sufi Ayaz that collaboration could be done with CIPLA.

The meeting ended with thanks at 4.30 p.m.

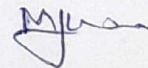


Principal

Dr. (Mrs.) Sudha Rathod

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Vice Principal

Dr. Mohib Khan

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Attendance for Institutional Quality Assurance Committee Meet on 29.02.2020

S. N.	Name of the Member	Role in IQAC	Designation	Signature
1	Mr. Waseem Khan	Chairperson	General Secretary	
2	Dr.(Mrs.) Sudha Rathod	Member Secretary	Principal	
3	Dr. Mohib Khan	Coordinator	Professor and Vice Principal	
4	Dr. Pradnya Shanbaugh	Member	Professor	—
5	Dr. Amjad Ali	Member	Associate Professor	
6	Mr. Imtiyaz Ansari	Member	Assistant Professor	
7	Mr. Amey Deshpande	Member	Assistant Professor	
8	Mrs. Aruna Lingum	Member	Librarian	
9	Mrs. Suwarna Bhadre	Member	NGO person	—
10	Mr. Subhashis Chakraborty	Member	Employer	—
11	Mr. Sufi Ayaz	Member	Industrialist	
12	Ms. Manasi Umarji	Member	Student	—
13	Ms. Shruti Shetigar	Member	Alumni	
14	Mr. Shankar Bangar	Member	Parent	—



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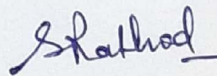
ACTION TAKEN REPORT

On the decisions of IQAC in the meeting held on 29th February 2020

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

Sr. No.	Decision	Action Taken
1.	Conduct of Sessional Exams of F. Y. B. Pharm. Sem II (Practicals) and S. Y. B. Pharm. Sem. IV (Theory & Practical)	As per guidelines of PCI & University of Mumbai, online Sessional Exams of F. Y. B. Pharm. Sem II (Practicals) and S. Y. B. Pharm. Sem. IV (Theory & Practical) were conducted during lockdown period in the month of May-June 2020
2.	Scope for purchase of FTIR to be checked	As per PCI guidelines, FTIR is desirable. In the faculty meeting it was decided that the contingency amount for students can be used for the necessary expenses
3.	Purchase of K-hub in e-library	Knimbus software in e-library is preferred over K-hub. Free trial of Knimbus is relatively decided as it provides more than 85000 e-books and 18000 journals
4.	Faculty to be inspired for paper and book publications,	36 research & review papers published in academic year 2019-2020 along with consultancy, patents, research projects etc.
5.	Purchase of instruments as per PCI and repair of certain instruments	Pending due to national lockdown since March 2020. To be taken up soon as College activities have been resumed
6.	Requirement of certain equipment in the respective labs	Purchase is pending due to national lockdown since March 2020. To be taken up soon as College activities have been resumed




Dr. Sudha Rathod
Principal
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