



Institutional Quality Assurance Committee (IQAC)
for
Academic Year 2020 – 2021

Sr. No.	Name of Members	Designation
1.	Prof. Javed Khan	Chairman
2.	Mr. Waseem Khan	Chairman's Nominee
3.	Mr. Haider - E - Karrar	Administrator
4.	Dr. Pradnya Palekar -Shanbhag	Member, IQAC Co-ordinator
5.	Dr. Vandana Jain	Member
6.	Dr. Amjad Ali	Member
7.	Mr. Imtiyaz Ansari	Member
8.	Dr. Nandkishor Joshi	Member, NGO
9.	Dr. Subhashis Chakraborty	Member, Employer
10.	Dr. Varsha Jadhav	Member Academician nominated by the Society
11.	Mrs. Sheela Warbhuvan	Member Social Worker – Lawyer nominated by the Society
12.	Mr. Sufi Ayaz	Member, Industrialist
13.	Mr. Gajendra Singh	Member, Parent
14.	Mr. B. Gole	Member, Parent
15.	Miss. Sultana Shaikh	Member, Alumni
16.	Miss. Shruti Shettigar	Member, Alumni
17.	Mr. Varun Gupta	Member, Student
18.	Miss. Vishakha Pandey	Member, Student
19.	Dr. Sudha Rathod	Member Secretary, Principal

S. Rathod
Dr. Sudha Rathod
Principal

Copy to:

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



PRINCIPAL
ORIENTAL COLLEGE OF PHARMACY

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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)



14/8/2020

IQAC Meeting
[Academic Year 2020-2021]

Notice

Following members are hereby informed that there is an **Institutional Quality Assurance Committee (IQAC)** online meeting on Monday, 17/8/2020 at 2.00 p.m.

The agenda of the meeting is enclosed herewith.

Sr. No.	Name of Members	Designation	Signature
1.	Prof. Javed Khan	Chairman	-
2.	Mr. Waseem Khan	Chairman's Nominee	<i>[Signature]</i>
3.	Mr. Haider - E - Karrar	Administrator	<i>[Signature]</i> online
4.	Dr. Pradnya Palekar -Shanbhag	Member, IQAC Co-ordinator	<i>[Signature]</i>
5.	Dr. Vandana Jain	Member	<i>[Signature]</i>
6.	Dr. Amjad Ali	Member	<i>[Signature]</i>
7.	Mr. Imtiyaz Ansari	Member	<i>[Signature]</i>
8.	Dr. Nandkishor Joshi	Member, NGO	<i>[Signature]</i> online
9.	Dr. Subhashis Chakraborty	Member, Employer	<i>[Signature]</i> online
10.	Dr. Varsha Jadhav	Member Academician nominated by the Society	<i>[Signature]</i> online
11.	Mrs. Sheela Warbhuvan	Member Social Worker – Lawyer nominated by the Society	<i>[Signature]</i> online
12.	Mr. Sufi Ayaz	Member, Industrialist	<i>[Signature]</i> online
13.	Mr. Gajendra Singh	Member, Parent	<i>[Signature]</i> online
14.	Mr. B. Gole	Member, Parent	<i>[Signature]</i> online
15.	Miss. Sultana Shaikh	Member, Alumni	<i>[Signature]</i> online
16.	Miss. Shruti Shettigar	Member, Alumni	<i>[Signature]</i> online
17.	Mr. Varun Gupta	Member, Student	<i>[Signature]</i> online
18.	Miss. Vishakha Pandey	Member, Student	<i>[Signature]</i> online
19.	Dr. Sudha Rathod	Member Secretary, Principal	<i>[Signature]</i> S.Rathod



[Signature]
 Dr. Sudha Rathod
 Principal

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14/8/2020

Agenda of IQAC Meeting

1. To review and confirm minutes of previous meet
2. To arrange webinars in the current semester
3. To repair equipment and instruments
4. To update NBA Files
5. To submit hard copies of answersheets and marksheets of exams conducted before and during lockdown to the Exam Department
6. Any other matter with the permission of the Chair


Dr. Sudha Rathod
Principal
Oriental College of Pharmacy



Date: 17.08.2020

Time: 2.00 pm

Meeting No. 1

Venue: Oriental College of Pharmacy

Mode: Online

Minutes of IQAC Meeting

Members present:

1. Prof. Javed Khan	President, OES
2. Mr. Waseem Khan	General Secretary, OES
3. Mr. Haider -E - Karrar	CEO
4. Dr. Pradnya Palekar - Shanbhag	IQAC Co-ordinator
5. Dr. Vandana Jain	Faculty
6. Dr. Amjad Ali	Faculty
7. Mr. Imtiyaz Ansari	Faculty
8. Dr. Nandkishor Joshi	Director, PAPL
9. Dr. Subhashis Chakraborty	Director, Evonik
10. Dr. Varsha Jadhav	Professor, BVCOP, Belapur
11. Mrs. Sheela Warbhuvan	Lawyer nominated by the Society
12. Mr. Sufi Ayaz	Industrialist
13. Mr. Gajendra Singh	Member, Parent
14. Mr. B. Gole	Member, Parent
15. Mr. Varun Gupta	Student Member
16. Miss. Vishakha Pandey	Student Member
17. Dr. Sudha Rathod	Member Secretary, Principal, Oriental College of Pharmacy

Mrs. Sheela Warbhuvan had taken leave of absence (due to admission duty). She agreed to give her inputs, if need arise.

Miss. Sultana S. and Miss. Shruti S. had taken leave of absence.

The following was transacted:

1. To review and confirm minutes of previous meet

The minutes of the earlier meeting held on 29th February 2020 were reviewed and confirmed.

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

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2. To apprise about online lectures and arrange webinars in the current semester

Principal Dr. Sudha Rathod Madam informed the members about various methods used by the faculty to conduct online classes for B. Pharm. and M. Pharm. students of Oriental College of Pharmacy. She added that the academics have been carried out as per the instructions of BOS, University of Mumbai. She expressed the experience of online mode being useful for conducting PTM of Final Year B. Pharm. where maximum participation and presence of parents was witnessed. Madam also emphasized on the importance and benefit of online platform. She said that numbers of webinars and e-FDP could be possible by the use of online platforms.

Mr. Waseem Khan, General Secretary, OES advised to have animated videos App that could help students to understand their concepts clearly. He also stated that there should be utilization of full power of internet services, easy to share information to the students, identify kinds of teaching techniques for online teaching sessions to make them better. Along with feedback, paying attention to students; taking care of their academic performance has to be made essential.

Mr. Gajendrakumar S. appreciated College for disseminating the knowledge and information related to curriculum in a very comfortable manner to the students and expressed his gratitude towards Management, Principal and the faculty. He also showed his concern towards online practical as virtual labs that students might find difficult to understand.

Dr. Nandkishore J. showed his readiness to help the students through online videos for demonstrating working of HPLC, GC, GC-MS and extended his co-operation for the well-being of students.

Principal Dr. Sudha Rathod Madam said that once the lockdown is lifted, practical would be conducted full-fledgedly and that the College has complete Wi-Fi facility of highest bandwidth, so only the faculty could demonstrate the experiments by performing themselves in the lab and the students could grasp it virtually. She also added that since the practical had started, faculty could conduct quizzes, viva in groups of students in between the practical.

Mr. Waseem Khan, General Secretary, OES suggested that maximum knowledge content to be passed on to the students and the College Management has been open for any valuable inputs from the students, parents, alumni and the stakeholders to do best for the overall development of the students.



Mr. Sufi Ayaz mentioned that for proper content delivery through online mode of teaching, following points has to be considered by the faculty:

- Proper content preparation and effective presentation with equal weightage given to diagrammatic illustrations made essential.
- Use of English, Hindi and Marathi languages to teach, as one language can become monotonous.
- Availability of strong internet bandwidth during disseminating of knowledge.
- Use of online teaching platforms such as google meet, zoom etc.
- Adequate computer accessories such as mic system, headphones or earphones and a conducive environment.

There should assistance provided by the IT department and a digital group or committee formed so that if any student has missed out any session, could be provided with recorded sessions. These suggestions would definitely help in the upliftment of confidence of the students.

Dr. Subhashish C. showed his concern towards encouraging and motivating students and faculty and suggested to have mentoring cell for them. He also asked to identify students facing internal demotivation and showed his willingness to help them to level to acclimatize to that new normal.

Principal Dr. Sudha Rathod Madam said that College has been offering mentors to the students for quite long time. Each faculty acts as a mentee and thus mentors 4-5 students from each class helping individual student to resolve their problems. She assured that a motivational webinar could be conducted for students by Dr. Subhashish C.

Mr. Varun Gupta and Miss. Vishakha Pandey said that online lectures are perfectly conducted but expressed their concern about practical being conducted as virtual labs.

Mr. Waseem Khan, General Secretary, OES asked Principal Dr. Sudha Rathod Madam to find whether small kits could be provided to students at their residence so that the students practise at home. He also said that the situation would improve overtime. He advised that the teachers to get trained well the way University needs

Principal Dr. Sudha Rathod Madam said that the College has been following the guidelines laid down by University of Mumbai from time to time and the College academics would touch to the standards of teaching of any reputed College.



Dr. Vandana Jain informed that students have been provided with study materials, notes through google classrooms from time to time. She mentioned that parents should pay attention to their ward's regular academic activities being at home. She also added that students could learn various online courses to get updated with the current online techniques such as MOOCS online course.

Dr. Varsha Jadhav added that students could be provided with presentations, e-books through email attachments or google drive.

Dr. Amjad Ali expressed his concern regarding slow learners and requested Dr. Sudha R. to allocate students with allotted tutorial sessions.

Mr. Sufi Ayaz requested Principal Dr. Sudha Rathod Madam to inform students to engage in virtual projects for insights on formulation and R&D that could help students to crack interviews. The projects could be on different topics such as Artificial Intelligence, Pharmacovigilence, prosthetic engineering.

3. To repair equipment and instruments

It was discussed in the meeting that as soon as the lockdown is lifted, instruments and equipment that are not working, need to get repaired.

4. To update NBA Files

Principal Dr. Sudha Rathod Madam mentioned that our College has completed documentation of files related to NBA and needs approval from Management.

5. To submit hard copies of answersheets and marksheets of exams conducted before and during lockdown to the Exam Department

Principal Dr. Sudha Rathod Madam informed that all the faculty members have submitted required documents related to exam to the Exam Department.

6. Any other matter with the permission of the Chair

Principal Dr. Sudha Rathod Madam mentioned that the College has planned few webinars in the coming months on animation techniques, MS Excel usage and benefits.

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

Minutes compiled by

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



Dr. Sudha Rathod
Principal

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**Action Taken Report**

An IQAC, meeting was held on 17th August 2020.

Action taken on the discussions made, is as follows:

Sr. No.	Discussion	Action Taken
1	Online theory lecture and practical class be taken as per University of Mumbai guidelines.	Conducted Online theory lecture and practical class
2	Webinars be arranged	Total 06 webinars arranged from 1 st July to 30 th June
3	Efficient internet service and Wi-Fi facility be made	The internet service and Wi-Fi facility made effective
4	Repair equipments and instruments be repaired	Equipments and instruments are repaired
5	NBA Criteria files be updated	All the Criteria files are updated. Presentation of Criteria files was also given on 12 th May 2021. Few matter left to be completed on the day of presentation, which is now completed.
6	Hard copies of answer sheets and marksheets be submitted to Exam department	Hard copies of answer sheets and marksheets are submitted to the Exam department after exam.
7	Miscellaneous	College followed all the guideline laid down by University during Covid pandemic. Mentoring is being done by Faculty members. As per suggestion made to use various languages to teach, as one language could be monotonous, faculty member are now using various languages during teaching.

Sudha Rathod

Principal

Dr. Sudha Rathod