

ORIENTAL EDUCATION SOCIETY'S  
**ORIENTAL COLLEGE OF PHARMACY**

(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



Date:

The constitution of Institutional Quality Assurance Committee (IQAC) for the Academic year 2023-2024 is done. It is as follows:

**INSTITUTIONAL QUALITY ASSURANCE COMMITTEE (IQAC)**

**Academic Year 2023 – 2024**

Sr.No	Name of the Members	Designation
1.	Dr.Sudha Rathod	Chairperson, IQAC
2.	Dr.Mohib Khan	Co-ordinator, IQAC
3.	Mrs.Kranti D.Patil	Co-coordinator, IQAC
4.	Dr.Pradnya Palekar-Shanbhag	Member, Faculty Representative
5.	Dr. Vandana Jain	Member, Faculty Representative
6.	Dr.Amjad Ali	Member, Faculty Representative
7.	Dr.Sayyed Mateen Moin	Member, Faculty and Sports Committee Representative
8.	Dr.Manasi Gholkar	Member, Faculty and Research & Publication Committee Representative
9.	Mrs.Varsha Patil	Member, Faculty and Examination Committee Representative
10.	Mrs.Sonali Waval	Member, Library Representative
11.	Mrs. Sheela Warbhuvan	Member, Social Worker -Lawyer nominated by Society
12.	Mr.Sufi Ayaz	Member, Industrialist
13.	Mr.Unnikrishnan C.	Member, Parent
14.	Mrs. Shamim Menghrani	Member, Parent
15.	Mr. Amit Shukla	Member, Alumni

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	Mr. Deeptesh Patil	Member, Alumni
17.	Ms. Rucha Mahadik	Member, Student
18.	Ms. Sakshi More	Member, Student

*[Handwritten signature]*



*[Handwritten signature: S. Rathod]*

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

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Monday, 10<sup>th</sup> July 2023

## IQAC Meeting

[Academic Year 2023-24]

### NOTICE

The following members are hereby informed that a meeting of **Institutional Quality Assurance Committee (IQAC)** is scheduled on Tuesday, 11<sup>th</sup> July 2023 at 2:00 p.m. in Principal's cabin.

Sr. No.	Name of Member	Designation	Role in IQAC	Signature
1.	Dr. Sudha Rathod	Principal	Chairperson, IQAC	
2.	Dr. Mohib Khan	Vice Principal	Co-ordinator, IQAC	
3.	Ms. Hemali Savla	Assistant Professor, Pharmaceutics	Co-coordinator, IQAC	
4.	Dr. Pradnya Palekar-Shanbhag	HOD and Professor, Pharmaceutics	Faculty Representative	
5.	Dr. Vandana Jain	HOD and Professor, Quality Assurance	Faculty Representative	
6.	Dr. Amjad Ali	HOD and Associate Professor, Pharmaceutical Chemistry	Faculty Representative	
7.	Dr. Sayyed Mateen Moin	HOD and Associate Professor, Pharmacology	Faculty and Sports Committee Representative	
8.	Dr. Manasi Gholkar	Associate Professor, Pharmacognosy	Faculty and Research and Publication Committee Representative	
9.	Mrs. Varsha Patil	Assistant Professor, Pharmaceutics	Faculty and Examination Committee Representative	
10.	Mrs. Sonali Waval	Assistant Librarian	Library Representative	
11.	Mrs. Surekha Gaikwad	Superintendent	Administration Staff Representative	

The agenda of the meeting is enclosed herewith.

Dr. (Mrs.) Sudha Rathod  
Principal



Dr. Mohib Khan  
Co-ordinator, IQAC



Monday, 10<sup>th</sup> July 2023

## AGENDA OF THE MEETING

1. To monitor and strengthen academic programs
2. To discuss arrangements for the examination
3. To maintain proper standards of examination
4. To innovate teaching-learning process
5. To accelerate research and related activities
6. To improve infrastructure facilities
7. To enhance library services
8. To improve sports facilities
9. To conduct seminars and conferences

*Shahed*  
PRINCIPAL  
ORIENTAL COLLEGE OF PHARMACY



Tuesday, 11<sup>th</sup> July 2023

## Minutes of Meeting

A meeting of **Institutional Quality Assurance Committee (IQAC)** was held on 11<sup>th</sup> July 2023, Tuesday at 2:00 p.m. in Principal's cabin. The following members were present for the same:

Sr. No.	Name of Member	Designation	Role in IQAC	Signature
1.	Dr. Sudha Rathod	Principal	Chairperson, IQAC	<i>S Rathod</i>
2.	Dr. Mohib Khan	Vice Principal	Co-ordinator, IQAC	<i>M Khan</i>
3.	Ms. Hemali Savla	Assistant Professor, Pharmaceutics	Co-coordinator, IQAC	<i>H Savla</i>
4.	Dr. Pradnya Palekar-Shanbhag	HOD and Professor, Pharmaceutics	Faculty Representative	<i>P Shanbhag</i>
5.	Dr. Vandana Jain	HOD and Professor, Quality Assurance	Faculty Representative	<i>V Jain</i>
6.	Dr. Amjad Ali	HOD and Associate Professor, Pharmaceutical Chemistry	Faculty Representative	<i>A Ali</i>
7.	Dr. Sayyed Mateen Moin	HOD and Associate Professor, Pharmacology	Faculty and Sports Committee Representative	<i>S Moin</i>
8.	Dr. Manasi Gholkar	Associate Professor, Pharmacognosy	Faculty and Research and Publication Committee Representative	<i>M Gholkar</i>
9.	Mrs. Varsha Patil	Assistant Professor, Pharmaceutics	Faculty and Examination Committee Representative	<i>V Patil</i>
10.	Mrs. Sonali Waval	Assistant Librarian	Library Representative	<i>S Waval</i>
11.	Mrs. Surekha Gaikwad	Superintendent	Administration Staff Representative	<i>S Gaikwad</i>



*S Rathod*

With the permission of the Chairperson, Dr. Sudha Rathod, the meeting was initiated by Dr. Mohib Khan, Vice Principal, Co-ordinator of the IQAC. Dr. Mohib Khan welcomed the members of the IQAC and informed about the agenda of the meeting. The points of the agenda were then discussed:

**1. To monitor and strengthen academic programs**

**Dr. Mohib Khan** informed that classes and practicals are to be conducted regularly. Teachers should be punctual with respect to their teaching assignments. Rescheduling of classes is to be avoided except in some unavoidable circumstances.

**Committee members** mentioned the attendance issues in the undergraduate classes. **Principal madam** suggested that teachers should inform the students strictly about the attendance in the beginning of the academic session itself. Students are also to be informed about getting leaves preapproved from the class in-charge and the subject in-charges.

**Principal madam** also informed the members that after every three lectures, one tutorial is to be conducted as per University syllabus and that the records of the tutorials, tests and assignments are to be maintained in the attendance muster.

**2. To discuss arrangements for the examination**

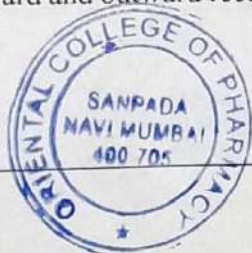
**Principal madam** informed that the students have to be made aware that there will be two theory papers on the same day during the sessional exams from this academic year onwards.

**3. To maintain proper standards of examination**

**Dr. Mohib Khan** explained the workflow of the Unfair Means Committee which will be as follows:

- a. In case of copy cases during examinations, the invigilator has to report to the examination department along with the answer sheets and cheating material.
- b. A report has to be submitted by the invigilator and the concerned student regarding the matter to the exam department.
- c. The exam department will then prepare a report and forward it to the Unfair Means Committee for their recommendations.
- d. The Unfair Means Committee, after reviewing the report of the examination department, will submit its recommendation report to the Principal. Also, the parents of the concerned student are to be informed about the matter.

All inward and outward records are to be maintained at each step of this workflow.



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#### 4. To innovate teaching-learning process

**Principal madam** asked the members to suggest innovative teaching-learning methods to help in overall growth of the students. The members suggested that quiz, debates, group discussions doubt solving sessions can be conducted so that students study regularly. **Ms. Hemali Savla** suggested the students can be asked to present small topics as it will help to students to improve their presentation and speaking skills. **Dr. Amjad Ali** suggested that students can be asked to draw structures on blackboard.

**Principal madam** also mentioned that the students should write the tests and assignments on the papers brought by them and a file to be maintained by them. The checked file is to be submitted by the student to the faculty at the end of the semester.

#### 5. To accelerate research and related activities

**Dr. Manasi Gholkar**, as a co-ordinator of Research and Publications Committee, suggested that her committee will keep a track of all funding opportunities and calls for papers and circulate it to all the faculty. The committee will also be responsible for circulating an updated list of UGC- and Scopus-indexed journals to all the faculties every academic year.

The members suggested that the criteria for applications for various funding opportunities be explained in detail.

**Dr. Mohib Khan** suggested that there are various funding opportunities for women and to keep a track of them.

**Principal madam** mentioned that she will be proposing to the management to consider an allowance of Rs. 25,000/- per faculty for research purposes.

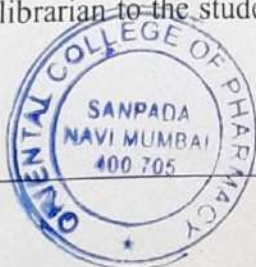
#### 6. To improve infrastructure facilities

**Dr. Mohib Khan** mentioned one extra laboratory to be developed as per SIF-B.

**Dr. Varsha Patil** mentioned the deficiency of classrooms for the examinations when regular lectures are ongoing. **Dr. Sudha Rathod** suggested that classrooms of 5<sup>th</sup> floor can be used once their classes end.

#### 7. To enhance library services

**Dr. Sudha Rathod** suggested providing book-bank facility to all the students. To get an estimate of the books required for this, a google form is to be circulated by the Assistant librarian to the students asking for the details of the books required by them.



*Sh*

8. To improve sports facilities

Dr. Sayyed Mateen informed that sports facilities are available for the students. He also discussed the time restrictions of the sports facilities. It was suggested that Sports Secretary be appointed for Sports who can co-ordinate with the students and the facilities can be utilized by the students upto 6:00 p.m.

9. To conduct seminars and conferences

Principal madam mentioned that all the department heads are to co-ordinate with IQAC and arrange seminars/workshops/conferences as per the academic calendar.

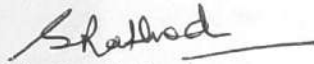
Minutes Prepared by:



**Ms. Hemali Savla**  
Assistant Professor, Pharmaceutics  
Co-coordinator, IQAC




Minutes Checked by:



**Dr. (Mrs.) Sudha Rathod**  
Principal  
Chairperson, IQAC

**PRINCIPAL**  
**ORIENTAL COLLEGE OF PHARMACY**



**Dr. Mohib Khan**  
Vice Principal  
Co-ordinator, IQAC