

**ACTION TAKEN REPORT**

On the decisions of the College Development Committee Meeting scheduled on 23<sup>rd</sup> January 2025.

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

Sr. No.	Decisions	Action Taken
1.	Student's Welfare Activities Fund	Prepared and Approved
2.	Teacher's Welfare Activities Fund (Research Contingency Grant, Publication Charges, Appreciation Awards, Teacher's Day Celebration and Birthday Celebrations)	Prepared and Approved
3.	Research Contingency Grants for Ph.D. Students: Rs. 10,000/- (Per Student)	Prepared and Approved
4.	Research Contingency Grants for Second Year M. Pharm Students: Rs. 5000/- (Per Student)	Prepared and Approved
5.	Research Contingency Grants for Final Year B. Pharm Students: Rs. 5000/- (Per Group)	Prepared and Approved
6.	Commencement of Ph.D. Course in Quality Assurance	Application has been forwarded to University of Mumbai
7.	Purchase of Equipment's	Prepared and Approved
8.	Advertisement for additional Teaching Posts	Prepared and Approved. Interviews were conducted on 28 <sup>th</sup> April 2025.
9.	College Activities Fund (NSS, PHO)	Prepared and Approved

**Dr. (Mrs.) Sudha Rathod****Principal****PRINCIPAL****ORIENTAL COLLEGE OF PHARMACY**



Ref No.OCP/24-25/ 898

Date: - 5/04/2025

To,  
The Deputy Registrar,  
Affiliation Section,  
University of Mumbai,  
Fort-Mumbai

**Subject: Submission of Annual Report of College Development  
Committee A.Y. 2024-25**

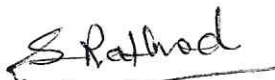
Dear Sir,

Please find enclosed herewith Annual Report of College Development  
Committee for the A.Y. 2024-25 for your kind perusal.

Kindly acknowledge the receipt of same.

Thanking You,

Yours Truly,

  
Principal  
Dr. Sudha Rathod



Encl; - Annual Report of CDC

PRINCIPAL  
ORIENTAL COLLEGE OF PHARMACY





Date: 29<sup>th</sup> January, 2025

### MINUTES OF COLLEGE DEVELOPMENT COMMITTEE MEETING

The college development committee meeting was scheduled on 23<sup>rd</sup> January 2025 in the Conference Room Ground Floor at Oriental College of Pharmacy.

Mode: Hybrid Mode

Time: 2:00 p.m.

Sr. No.	Name of Members	Role	Designation
1.	Mr. Waseem Khan	Chairman	General Secretary, OES
2	Dr. Azeem Khan	Member	Treasurer, OES
3.	Dr. Haider - E - Karrar	CEO	CEO, OES
4.	Dr. (Mrs.) Sudha Rathod	Member Secretary	Principal, OCP
5.	Dr. (Mrs.) Pradnya Palekar -Shanbhag	Member	Professor and HoD, (Department of Pharmaceutics)
6.	Dr. Mohib Khan	Member (IQAC)	Professor and HoD, (Department of Pharmacognosy)
7.	Dr. (Mrs.) Vandana Jain	Member	Professor and HoD, (Department of Quality Assurance)
8.	Dr. Amjad Ali	Member	Professor and HoD, (Department of Pharmaceutical Chemistry)
9.	Dr. Sayyed Mateen	Member	Associate Professor and HoD, (Department of Pharmacology)
10.	Mr. Melroy M. D'Sa	Member	Assistant Professor (Department of Pharmaceutics)
11.	Dr. Sameer Padhye	Member	Expert from Industry nominated by the Society
12.	Mr. Sachin Dorage	Member	IT Expert
13.	Mr. Ayaz Sufi	Member	Entrepreneur
14.	Mr. Ravi Jaiswal	Member	Industrialist
15.	Mr. Ameesh Shukla	Member	Alumni
16.	Mr. Mahir Nager	Member	General Secretary, College Students' Council
17.	Ms. Tanvi Sadaye	Member	Associate General Secretary, College Students' Council
18.	Mrs. Surekha Gaikwad	Member	Non-Teaching Staff, Office Superintendent



*S. Rathod*

ORIENTAL COLLEGE OF PHARMACY



Dr. (Mrs.) Sudha Rathod, Principal-Oriental College of Pharmacy welcomed all the members on behalf of the General Secretary.

The following points were addressed:

- **To review and confirm minutes of previous meeting:**

The minutes of the previous meeting scheduled on 12<sup>th</sup> July 2023 were reviewed and confirmed. The Principal also updated the committee members about the action taken report (ATR).

- **To discuss the overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth:**
- **Admission:** The Principal informed the members about 100% admission of both B. Pharm and M. Pharm Programme for the Academic Year 2024-2025.
- **Academic:** The Principal briefed the members about various pedagogical approaches that the teaching staff members implement during the conduct of lectures and practical's.
- **Induction/Orientation Programmes/Parents Teachers Meeting:** Induction and Orientation Programmes were conducted especially for the newly admitted students i.e. First Year B. Pharm and First Year M. Pharm. Parents Teachers Meeting were conducted for all B. Pharm Classes. This helps the parents to understand the progress of their ward.
- **Industrial Connect:** To bridge the gap between Academia and Industries, the Principal informed the members about MOU's signed by the College, currently the college has 06 functional MOU's with Academic Institutes and 17 functional MOU's with Pharmaceutical Industries and Research Labs. The objective of MOU's is to collaborate for research projects/ consultancy projects and to aid students for One-Month In-plant Training especially for Third Year B. Pharm Students and to enhance the placement profile of the college.
- **Infrastructural Growth:** The Principal informed the members about adequate classrooms and laboratories available for the conduct of lectures and practical's. The Principal also briefed about the purchase of various equipment's such as FTIR, Extrusion-Spheronizer, Particle Size Analyser, ELISA-Kit, Fuming Hood and HPLC Column and software such as Design Expert required for the conduct of research projects.



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- **To decide about the overall teaching programmes and annual calendar of the College:**

The Principal informed the members that the annual academic calendar is prepared and implemented. The teaching plans submitted by the teaching faculty members, duly signed by the HoD and Principal are displayed in the classrooms and laboratories. The same is signed by class representatives (CR's) of each class on completion of the syllabus.

- **To inform management about additional teaching and administrative posts:**  
The Principal informed the members about the number of teaching staff and non-teaching staff required as per Pharmacy Council of India (PCI). Currently the college has 29 teaching members, 14 non-teaching staff members.

- **To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college:**

The Principal also informed about additional instruments required to foster research culture at the college. The management has already sanctioned the following research grants mentioned below:

- **Contingency Grant for the conduct of Final Year B. Pharm. Research Projects** (Semester VIII), Consolidated 1 Lac, 50 Thousand (5,000 Rupees/- per group).
- **Student Contingency Grant for the conduct of Second Year M. Pharm. Research Projects** (Semester III and IV), Consolidated (5,000 Rupees/- per group).
- **Ph.D. Research Grant:** To provide research grant to Ph.D. students pursuing Ph.D. (Rs. 10,000/- per Faculty).

The Principal also mentioned a strong concern and requirements for fostering research activities in the college mentioned below:

- **Remuneration of Publication Charges to Faculty** (on case-to-case basis): 100% charges to be paid by the college (Rs. 5000/-).
- **Research Grant for Faculty:** To increase research grant to Internal Faculty to carry out Research Projects (Rs. 30,000/- per Faculty).
- **Appreciation Awards:** To be provided to Faculty publishing articles/ book chapters and books indexed in Scopus and Bentham.
- **NSS Activities:** Approval of Rs. 15,000/- for the execution of NSS activities such as NSS Camp and other awareness programs.
- **PHO Activities:** Approval of Rs. 10,000/- for the execution of PHO activities
- Commencement of Ph.D. Course in Quality Assurance.

- **To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research:**

The Principal expressed strong need for collaborations with academic Institutes, Pharmaceutical Industries and Research Laboratories.



- **To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process:**

The Principal updated the members about IT facilities provided by the college such as WiFi Access, use of Common Folders and also the college has an existing computer/ language lab. Quality by Design (QbD) a new software has been purchased by the Management.

- **To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college:**

The Principal expressed strong desire in getting the faculty members trained by trainers (Senior Academicians and Research). The management has already sanctioned Rs. 20,000/- for the conduct of the same.

- **To prepare the annual financial estimates (budget) and financial statement of the college or institution and recommend the same to the management for approval:**

The Principal informed that the annual financial estimates (budget) and financial statement of the college has been approved by the Management.

- **To formulate proposals of new expenditure not provided in the annual financial estimates (budget):**

The Principal proposed active support from the Management to Faculty members who are keen on conducting research activities in the college. A sanction of Rs. 30,000/- per Faculty needs to be approved by the Management.

- **To make recommendations regarding the students' and employees' welfare activities in the college:**

Recommendations put forth by the Principal w.r.to Employees Welfare are mentioned below:

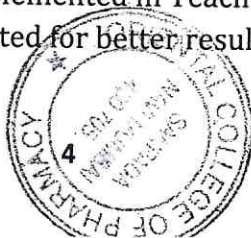
- Leave Structure: Fixed number of Casual Leaves, Medical Leaves, Vacation Leaves and On-Duty Leave have been fixed by the Management.

- **To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations:**

Following concerns were raised by the IQAC Members:

1. To maintain Faculty cadre ratio as per PCI Norms.
2. Academic Results are as per expectations (Last three Academic Years): 95-100%
3. Pedagogical approach to be implemented in Teaching-Learning process.
4. Free GPAT Classes to be conducted for better results and higher education.

*S. Rajesh*





5. More focus should be given to Industrial Research Projects, Consultancy Projects, Publications, Grants and Patents.
6. Sophisticated Instrument facility for result oriented research.
7. Pilot plant needs to be re-constructed.
8. Each department needs to conduct two activities in a given academic year.

- **To frame suitable admissions procedure by following statutory norms:**

The Principal informed the members that admissions are conducted as per the statutory norms and as per the Centralised Admission Procedure (CAP)

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

The Principal informed the members that all the events are conducted as per the circulars of University of Mumbai, Pharmacy Council of India (PCI) and Directorate of Technical Education (DTE). The Principal also informed the tentative list of cultural and sports activities that are conducted throughout the academic year for the overall holistic development of students.

Events conducted by the college are: Republic Day, Independence Day, Marathi Diwas, Hindi Diwas, Teachers Day, International Yoga Day, PHO Activities, Constitution Day, Pharmacy Week Celebration, Women Development Cell Activities, Sports Week, IPR Day, Convocation Ceremony, Annual Day (Gravity), Alumni Meet, DLLE Activities, NSS Activities, IIC Activities, Farewell Party and Fresher's Party.

- **To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college:**

The Principal informed the members that efforts are been taken by faculty members in order to maintain discipline and classroom etiquettes while the students are in the college. The discipline committee has also prepared the code of conduct for the same.

- **To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports:**

As per the latest inspection reports the management has fulfilled the remarks raised by LIC and PCI.

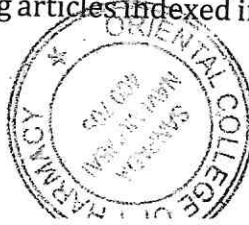
- **To recommend distribution of Prizes, Medals and Awards to Faculty Members and Students:**

- The Principal informed the members that the budget for the purchase of Prizes, Medals and Awards for the students is approved by the Management. She has also mentioned that for the on-going academic year the college has proposed a budget of Rs. 25,000/- to award Cash Prizes and registration charges to participate in inter-collegiate events. The Principal also requested the Management to provide appreciation awards to Faculty publishing articles indexed in Scopus and Bentham

*S. Rathod*

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or Book Chapter in Elsevier/ Bentham/ Scopus or faculty members who have received a Patent Grant.

- **Any other matter with the permission of the chair:**

Mr. Waseem Khan (Chairman, CDC) expressed his interest in Faculty contribution towards publications and book chapters. Mr. Waseem Khan also expressed his interest towards installation of Smart Boards in all classes of the Pharmacy College. Dr. Azeem Khan (Treasurer, OES) informed the members on fostering the OPAA-Alumni Network. Mr. Ayaz Sufi expressed his interest in conducting seminars and workshops for B. Pharm Students. Principal also informed the need of commencing Ph.D. Course in Quality Assurance. Principal also requested the management to provide funds towards setting of an IIC-Start-Up.

The meeting ended with a vote of thanks to the members present both offline and online.

**Minutes Compiled by**  
Mr. Melroy M. D'Sa

**Minutes Approved by**  
Dr. (Mrs.) Sudha Rathod

**Chairman**  
Mr. Waseem Khan

**PRINCIPAL**  
ORIENTAL COLLEGE OF PHARMACY





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

(Approved by PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2015)  
NAAC ACCREDITATION WITH 'A' GRADE



Date: 17<sup>th</sup> January, 2025

**NOTICE**

Following members are hereby informed that College Development Committee (CDC) meeting is scheduled on Thursday, 23<sup>rd</sup> January, 2025 from 2:00 p.m. onwards.

The agenda of the meeting is enclosed herewith.

Sr. No.	Name of Members	Role	Designation	Signature
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. (Mrs.) Sudha Rathod	Member Secretary	Principal	
5.	Dr. (Mrs.) Pradnya Palekar -Shanbhag	Member, <del>Co-ordinator</del>	Professor and HoD, (Department of Pharmaceutics)	
6.	Dr. Mohib Khan	Member (IQAC)	Professor and HoD, (Department of Pharmacognosy)	
7.	Dr. (Mrs.) Vandana Jain	Member	Professor and HoD, (Department of Quality Assurance)	
8.	Dr. Amjad Ali	Member	Professor and HoD, (Department of Pharmaceutical Chemistry)	
9.	Dr. Sayyed Mateen	Member	Associate Professor and HoD, (Department of Pharmacology)	
10.	Mr. Melroy M. D'Sa	Member <del>Co-ordinator</del>	Assistant Professor (Department of Pharmaceutics)	
11.	Dr. Sameer Padhye	Member	Expert from Industry nominated by the Society	
12.	Mr. Sachin Dorage	Member	IT Expert	
13.	Mr. Ayaz Sufi	Member	Entrepreneur	
14.	Mr. Ravi Jaiswal	Member	Industrialist	
15.	Mr. Ameesh Shukla	Member	Alumni	
16.	Mr. Mahir Nager	Member	General Secretary, College Students' Council	
17.	Ms. Tanvi Sadaye	Member	Associate General Secretary, College Students' Council	
18.	Mrs. Surekha Gaikwad	Member	Non-Teaching Staff, Office Superintendent	



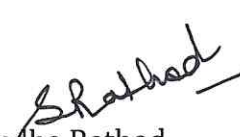
Dr. (Mrs.) Sudha Rathod  
Principal

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### **Agenda of CDC Meeting**

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

  
Dr. (Mrs.) Sudha Rathod  
Principal



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



Date: 23<sup>rd</sup> January, 2025

Following members were present for the College Development Committee (CDC) meeting scheduled on Thursday, 23<sup>rd</sup> January, 2025 from 2:00 p.m. onwards.

Sr. No.	Name of Members	Role	Designation	Signature
1.	Mr. Waseem Khan	General Secretary	General Secretary, OES	
2.	Dr. Azeem Khan	Member	Treasurer	
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10.	Mr. Melroy M. D'Sa	Member	Assistant Professor (Department of Pharmaceutics)	
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Dr. (Mrs.) Sudha Rathod

Principal

ORIENTAL COLLEGE OF PHARMACY



**Agenda of CDC Meeting scheduled on Thursday, 23rd Jan 2025 at 2.00 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.
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17. Any other matter with the permission of the Chair.



**Dr. Sudha Rathod**  
**Principal**

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





Date: 29<sup>th</sup> January, 2025

### MINUTES OF COLLEGE DEVELOPMENT COMMITTEE MEETING

The college development committee meeting was scheduled on 23<sup>rd</sup> January 2025 in the Conference Room Ground Floor at Oriental College of Pharmacy.

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- **To make recommendations regarding the students' and employees' welfare activities in the college:**

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- **To recommend the administration about appropriate steps be taken regarding the discipline, safety and security issues of the college:**

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- **To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports:**

As per the latest inspection reports the management has fulfilled the remarks raised by LIC and PCI.

- **To recommend distribution of Prizes, Medals and Awards to Faculty Members and Students:**

- The Principal informed the members that the budget for the purchase of Prizes, Medals and Awards for the students is approved by the Management. She has also mentioned that for the on-going academic year the college has proposed a budget of Rs. 25,000/- to award Cash Prizes and registration charges to participate in inter-collegiate events. The Principal also requested the Management to provide appreciation awards to Faculty publishing articles indexed in Scopus and Bentham





or Book Chapter in Elsevier/ Bentham/ Scopus or faculty members who have received a Patent Grant.

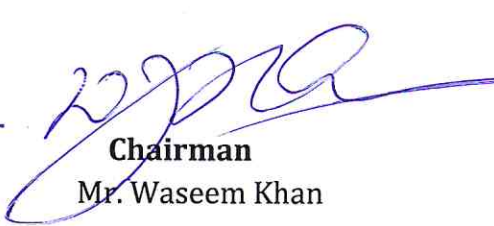
- **Any other matter with the permission of the chair:**

Mr. Waseem Khan (Chairman, CDC) expressed his interest in Faculty contribution towards publications and book chapters. Mr. Waseem Khan also expressed his interest towards installation of Smart Boards in all classes of the Pharmacy College. Dr. Azeem Khan (Treasurer, OES) informed the members on fostering the OPAA-Alumni Network. Mr. Ayaz Sufi expressed his interest in conducting seminars and workshops for B. Pharm Students. Principal also informed the need of commencing Ph.D. Course in Quality Assurance. Principal also requested the management to provide funds towards setting of an IIC-Start-Up.

The meeting ended with a vote of thanks to the members present both offline and online.

  
**Minutes Compiled by**  
Mr. Melroy M. D'Sa

  
**Minutes Approved by**  
Dr. (Mrs.) Sudha Rathod

  
**Chairman**  
Mr. Waseem Khan

PRINCIPAL  
ORIENTAL COLLEGE OF PHARMACY







**Date:** 17<sup>th</sup> January, 2025

### NOTICE

Following members are hereby informed that College Development Committee (CDC) meeting is scheduled on Thursday, 23<sup>rd</sup> January, 2025 from 2:00 p.m. onwards.

The agenda of the meeting is enclosed herewith.

Sr. No.	Name of Members	Role	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. (Mrs.) Sudha Rathod	Member Secretary	Principal
5.	Dr. (Mrs.) Pradnya Palekar -Shanbhag	Member, Co-ordinator	Professor and HoD, (Department of Pharmaceutics)
6.	Dr. Mohib Khan	Member-IQAC	Professor and HoD, (Department of Pharmacognosy)
7.	Dr. (Mrs.) Vandana Jain	Member	Professor and HoD, (Department of Quality Assurance)
8.	Dr. Amjad Ali	Member	Professor and HoD, (Department of Pharmaceutical Chemistry)
9.	Dr. Sayyed Mateen	Member	Associate Professor and HoD, (Department of Pharmacology)
10.	Mr. Melroy M. D'Sa	Member	Assistant Professor (Department of Pharmaceutics)
11.	Dr. Sameer Padhye	Member	Expert from Industry nominated by the Society
12.	Mr. Sachin Dorage	Member	IT Expert
13.	Mr. Ayaz Sufi	Member	Entrepreneur
14.	Mr. Ravi Jaiswal	Member	Industrialist
15.	Mr. Ameesh Shukla	Member	Alumni
16.	Mr. Mahir Nager	Member	General Secretary, College Students' Council
17.	Ms. Tanvi Sadaye	Member	Associate General Secretary, College Students' Council
18.	Mrs. Surekha Gaikwad	Member	Non-Teaching Staff, Office Superintendent



*S. Rathod*  
 Dr. (Mrs.) Sudha Rathod  
**Principal**

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



### **Agenda of CDC Meeting**

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




*Sudha*  
Dr. (Mrs.) Sudha Rathod  
**Principal**  
**PRINCIPAL**  
ORIENTAL COLLEGE OF PHARMACY





**Agenda of CDC Meeting scheduled on Thursday, 23rd Jan 2025 at 2.00 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.
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15. To consider and make appropriate recommendations on Inspection Reports, Local Inquiry reports.
17. Any other matter with the permission of the Chair.

  
**Dr. Sudha Rathod**  
**Principal**

P.T.O