10th May 2025**IQAC Meet- MoM**

A Third IQAC Meet was organized on 9th May 2025, in Office Cabin, at 3.00 pm. The following members were present for the same.

Sr. No	Name	Role in IQAC	Designation	Signature
1	Dr. (Mrs.) Sudha Rathod	Chairman	Principal, OCP	<i>S. Rathod</i>
2	Prof. Dr. Mohib Khan	Coordinator	Professor, OCP	<i>M. Khan</i>
3	Dr. Pradnya Palekar-Shanbhag	Member	Professor, OCP	<i>P. Shanbhag</i>
4	Dr Vandana Jain	Member	Professor, OCP	<i>V. Jain</i>
5	Dr. Amjad Ali	Member	Professor, OCP	<i>A. Ali</i>
6	Dr. Megha Chaukiyal	Member	Assistant Professor, OCP	<i>M. Chaukiyal</i>
7	Dr. Neenu Ganesh	Member	Assistant Professor, OCP	<i>N. Ganesh</i>
8	Mr. Abhijit Kanavaje	Member	Assistant Professor, OCP	<i>A. Kanavaje</i>
9	Mr Melroy D'sa	Member	Assistant Professor, OCP	<i>M. D'sa</i>
10	Mrs. Sonali Waval	Member	Assistant Librarian, OCP	<i>S. Waval</i>
11	Mr. Shreeraj Jagtap	Member	Student, OCP	

The following was the agenda of meet.

1. To review/ inform previous meetings.
2. To collect and analyse feedback from all stakeholders
3. To send students of Third Year B.Pharm students for Industrial Training
4. To check status of viva/result of M.Pharm 2022-24 batch
5. To inform about University exam on the projects of B.Pharm Final Year
6. To maintain standards of Sessional and Semester exam at college
7. To see about short semester for First Year B.Pharm/M.Pharm
8. To take follow up of Placement activities
9. To speak about infrastructure development
10. To say about various policies prepared
11. To state about summer vacation
12. To organize Convocation 2025
13. To discuss about Academic and Administrative Audit (AAA)
14. To prepare Annual Quality Assurance Report (AQAR)
15. To raise any issue with permission to chair

The above agenda was discussed and finalized as follow

1. Review of previous meet

The points of second IQAC Meet were read and confirmed.

2. To collect and analyse feedback from all stakeholders

It is informed that there are 5 types of feedback to be collected from stakeholders as follow

- a- Students feedback
- b- Teachers feedback
- c- Parents feedback
- d- Alumni feedback and
- e- Employers feedback

It is said to collect all of above and analyze and submit the report to office.

3. To send students of Third Year B.Pharm students for Industrial Training

It is said that all the students of Third Year B.Pharm are sent for Industrial Training from 5th May 2025 onwards for one month.

4. To check status of viva/result of M.Pharm 2022-24 batch

It said that almost all the studnts of 20222-24 batch of M.Pharm class faced their viva exam, except, as follows

- a- One student of Dr Vandana Jain Mam is not responding to the call
- b- One external examiner with Dr Vandana Jain Mam is not responding to call
- c- One student of Dr Pradnya Shanbagh Mam would face viva exam on 10th May 2025.

5. To inform about University exam on the projects of B.Pharm Final Year

It is discussed that the exam of B.Pharm Final Year for their project is scheduled from 26th May 2025 to 29th May 2025. Dr Melroy D'sa will be Internal Referee and Dr Nalini Kurup, Gahlot College of Pharmacy, will be convener appointed by University of Mumbai. It is suggested to take mock presentation of mentee under teacher's guidance.

6. Maintain standards of exam

It was said to submit the Sessional Question Paper, maximum, 7 days in advance and minimum, 3 days in advance to the Exam Department. It is also said to submit the evaluated answer sheets with mark sheet to Exam Department within 15 days from the date of exam.

7. To see about short semester for First Year B.Pharm/M.Pharm

It is said that the short semester is running smoothly.

8. To take follow up of Placement activities

9. To speak about infrastructure development

It is said that the Management has decided to renovate the office before 30th June 2025.

10. To prepare various policies

It is said that as per the directives of General Secretary IQAC has prepared following policies and submitted for approval.

1. Summer Leave Policy
2. Winter Leave Policy
3. Casual Leave Policy
4. Public Holiday Policy
5. Diwali Festival Holiday Policy
6. Ganapati Festival Holiday Policy
7. Compensatory Leave Policy
8. Study Leave Policy
9. Patent Policy and
10. Research Paper Publication Policy

11. To state about summer vacation

It is said that the vacation will be from 15th May 2025 for 21 days in two parts for those who completed 2 years at Oriental College of Pharmacy.

12. To organize Convocation 2025

It is informed that convocation ceremony will be held for 2024 passed out students in the next month on 14th June 2025.

13. To discuss about Academic and Administrative Audit (AAA)

It is informed all to put efforts for completion of documents for AAA.

14. To prepare Annual Quality Assurance Report (AQAR)

It is said to prepare AQAR and submit it to IQAC on or before 31st May 2025.

15. To raise any issue with permission to chair

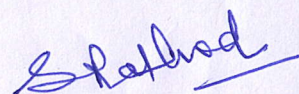
- a- It is asked whether examinee be allowed to move out of exam hall. It is said to handle this as per seriousness. It is directed to check University rule in this regard.
- b- One of the member asked to give the M.Pharm Degree at Convocation Ceremony.
- c- One of the member asked to assist in placing student for job after degree course.
- d- It is said that M.Pharm and Ph.D. project should be industry oriented.

The meeting ended at 4.00 pm with thanks to the chair.

Compiled By



IQAC Coordinator
Prof. Dr. Mohib Khan



Principal
Dr. Mrs. Sudha Rathod

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Ref. No. OCP/2024-25/

Date: 08/05/2025

NOTICE

All the members of IQAC are hereby informed that Third IQAC Meet for the Academic Year 2024-25 is scheduled on 9th May 2025, Friday, at 3.00 pm in the Office Cabin.

Shalini
Principal

M. Khan
8/5/25
IQAC Coordinator

Agenda:

1. To review/ inform previous meetings.
2. To collect and analyse feedback from all stakeholders
3. To send students of Third Year B.Pharm students for Industrial Training
4. To check status of viva/result of M.Pharm 2022-24 batch
5. To arrange mock exam on the projects of B.Pharm Final Year
6. To maintain standards of Sessional and Semester exam at college
7. To see about short semester for First Year B.Pharm/M.Pharm
8. To take follow up of Placement activities
9. To speak about infrastructure development
10. To prepare policies as per directives
11. To state about summer vacation
12. To organize Convocation 2025
13. To discuss about Academic and Administrative Audit (AAA)
14. To prepare Annual Quality Assurance Report (AQAR)
15. To raise any issue with permission to chair

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Information Notice- Third IQAC Meet

Sr. No	Name of the Members	Designation	Sign
1	Dr. Sudha Rathod	Chairperson, IQAC	<i>[Signature]</i>
2	Dr. Mohib Khan	Co-ordinator, IQAC	<i>[Signature]</i>
3	Dr. Megha Chaukiyal	IQAC- Core Committee Member	<i>[Signature]</i>
4	Dr. Neenu Ganesh	IQAC- Core Committee Member	<i>[Signature]</i>
5	Mr. Abhijeet Kanawaje	IQAC- Core Committee Member	<i>[Signature]</i>
6	Dr. Pradnya Palekar- Shanbhag	Member, Faculty Representative	<i>[Signature]</i>
7	Dr. Vandana Jain	Member, Faculty Representative	<i>[Signature]</i>
8	Dr. Amjad Ali	Member, Faculty Representative	<i>[Signature]</i>
9	Dr. Sayyed Mateen Moin	Member, Faculty Representative	
10	Dr. Ajay Kharche	Criteria Incharge	<i>[Signature]</i>
11	Dr. Amol Borade	Criteria Incharge	<i>[Signature]</i>
12	Mr. Melroy D'Sa	Criteria Incharge	<i>[Signature]</i>
13	Mrs. Sonali Waval	Member, Library Representative	<i>[Signature]</i>
14	Mrs. Sheela Warbhuvan	Member, Lawyer nominated by OES	
15	Mr. Sufi Ayaz	Member, Industrialist	
16	Mrs. Shamim Menghrani	Member, Parent	
17	Mr. Amit Shukla	Member, Alumni	
18	Mr. Deeptesh Patil	Member, Alumni	
19	Mr. Shreeraj Jagtap	Member, Student	<i>[Signature]</i>
20	Mr. Om Singh	Member, Student	

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Date: 09/05/2025

Information Notice- Third IQAC Meet

Sr. No.	Name of the Members	Signature
1	Dr. Sudha Rathod	<i>Sudha Rathod</i>
2	Dr. Mohib Khan	
3	Dr. Megha Chaukiyal	<i>Megha</i>
4	Dr. Neenu Ganesh	<i>Neenu</i>
5	Mr. Abhijeet Kanawaje	<i>Abhijeet Kanawaje</i>
6	Dr. Pradnya Palekar- Shanbhag	<i>Pradnya</i>
7	Dr. Vandana Jain	<i>Vandana</i>
8	Dr. Amjad Ali	<i>Amjad Ali</i>
9	Dr. Sayyed Mateen Moin	
10	Dr. Ajay Kharche	<i>Ajay</i>
11	Dr. Amol Borade	<i>Amol</i>
12	Mr. Melroy D'Sa	<i>Melroy D'Sa</i>
13	Mrs. Sonali Waval	<i>Sonali</i>
14	Mrs. Sheela Warbhuvan	
15	Mr. Sufi Ayaz	
16	Mrs. Shamim Menghrani	
17	Mr. Amit Shukla	
18	Mr. Deeptesh Patil	
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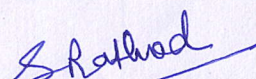
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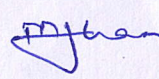


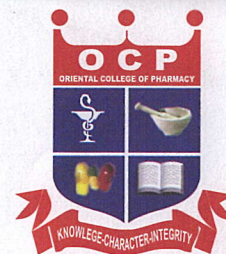
5th May 2025

Action Taken Report against Second IQAC Meet held on 8th February 2025

Sr No	Parameter/Decision	Action Taken
01	Conduct Audits	Few audits like Green Audit and Energy Audit require finance. The matter was discussed with management
02	Organize gravity	Gravity (Cultural Program) was organised in the first week of March 2025, on 4 th March 2025. The Chief guest will be Mr Shreyash Bansal and Guest of Honour, Mrs Manjari Bansal.
03	Maintain standards of exam	Teachers submit the Sessional Question Paper, maximum, 7 days in advance and minimum, 3 days in advance to the Exam Department. Teachers submit evaluated answer sheets with mark sheet to Exam Department within 15 days from the date of exam.
04	Discipline issues	'Code of conduct' in every classroom and laboratory document is displayed
05	Placement activities	Out of 115 of students (2023-24 batch) who qualified B.Pharm; 46 students were placed, 40 went for higher studies, 12 were working as pharmacist, 9 have their own business and 8 students took gap.
06	Infrastructure improvement	Placed clock in the classroom, kept stools in the laboratory and taps in the boys' toilet.


Principal


IQAC Coordinator

**NAAC Accreditation with 'A' Grade**17th February 2025**IQAC Meet-MoM**

A second IQAC Meet was organised on 8th February 2025, in Office Cabin, at 3.15 pm. The following members were present for the same.

Sr. No	Name	Role in IQAC	Designation	Signature
1	Dr. (Mrs.) Sudha Rathod	Chairman	Principal, OCP	<i>S. Rathod</i>
2	Prof. Dr. Mohib Khan	Coordinator	Professor, OCP	<i>M. Khan</i>
3	Dr. Pradnya Shanbhag Palekar	Member	Professor, OCP	
4	Dr. Amjad Ali	Member	Professor, OCP	<i>Amjad</i>
5	Dr. Sayyed Mateen	Member	Associate Professor, OCP	<i>Dr. Mateen</i>
6	Dr. Megha Chaukiyal	Member	Assistant Professor, OCP	<i>Megha</i>
7	Dr. Neenu Ganesh	Member	Assistant Professor, OCP	<i>Neenu</i>
8	Mr. Abhijit Kanavaje	Member	Assistant Professor, OCP	<i>Abhijit</i>
9	Mrs Sonali Waval	Member	Librarian, OCP	<i>S. Waval</i>
10	Mr Amish Shukla	Member	Alumni, OCP	

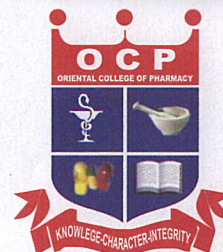
The following was the agenda of meet.

1. To review/ inform previous meetings
2. To discuss various audits
3. To organize Gravity
4. To maintain standards of exam
5. To inform about discipline issues
6. To take follow up of Placement activities
7. To decide about infrastructure

The above agenda was discussed and finalized as follow

1. **Review of previous meet**

The points of first IQAC Meet were read and confirmed.



2. Various Audits

It was said that various audits like Library, Laboratory, Exam, Store, Green, Energy are necessary. It is informed that for Academic Year 2024-25, in the month of November, 2024; Laboratory Audit was done. It was decided that before the end of the Academic year all other audits would be done.

Few audits like Green Audit and Energy Audit require finance, so it was told to ask for quotations and submit application to Management for finance with quotation.

3. Organize gravity

It was informed that Gravity (Cultural Program) will be organised in the first week of March 2025, on 4th March 2025. The Chief guest will be Mr Shreyash Bansal and Guest of Honour, Mrs Manjari Bansal. The program would be from 8 am to 2 pm.

4. Maintain standards of exam

It was said to submit the Sessional Question Paper, maximum, 7 days in advance and minimum, 3 days in advance to the Exam Department. It is also said to submit the evaluated answer sheets with mark sheet to Exam Department within 15 days from the date of exam.

5. Discipline issues

It was said that the girls and boys were so much notorious. It was said to display 'code of conduct' in every classroom and laboratory. It was decided that Principal and Vice Principal will go to every class and explain the seriousness of discipline.

6. Placement activities

It was said that out of 115 of students (2023-24 batch) who qualified B. Pharm; 46 students were placed, 40 went for higher studies, 12 were working as pharmacist, 9 have their own business and 8 students took gap.

7. Infrastructure

It was said to place clock in the classroom, keep stools in the laboratory. Taps in the boys' toilet. It was said to convert machine room to pilot plant.

The meeting ended at 4.00 pm with thanks to the chair.

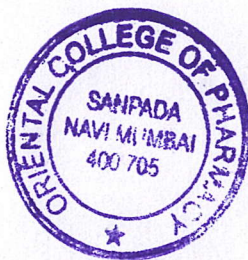
Compiled By

Prof Dr Mohib Khan

IQAC Coordinator

Dr Mrs Sudha Rathod

Principal



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Date: 08/02/2025

Information Notice- Second IQAC Meet

Sr. No.	Name of the Members	Signature
1	Dr. Sudha Rathod	
2	Dr. Mohib Khan	
3	Dr. Megha Chaukiyal	
4	Dr. Neenu Ganesh	
5	Mr. Abhijeet Kanawaje	
6	Dr. Pradnya Palekar- Shanbhag	
7	Dr. Vandana Jain	
8	Dr. Amjad Ali	
9	Dr. Sayyed Mateen Moin	
10	Dr. Ajay Kharche	
11	Dr. Amol Borade	
12	Mr. Melroy D'Sa	
13	Mrs. Sonali Waval	
14	Mrs. Sheela Warbhuvan	
15	Mr. Sufi Ayaz	
16	Mrs. Shamim Menghrani	
17	Mr. Amit Shukla Amresh Shukla	
18	Mr. Deeptesh Patil	
19	Mr. Shreeraj Jagtap	
20	Mr. Om Singh	

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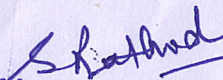


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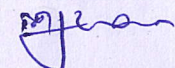
Date: 06/02/2025

NOTICE

All the members of IQAC are hereby informed that Second IQAC Meet for the Academic Year 2024-25 is scheduled on 8th February 2025, Saturday, at 3.15 pm in the Office Cabin.


Principal
Oriental College of Pharmacy
Plot No. 3, 4 & 5, Sector-2,
Sanpada, Navi Mumbai.
Agenda:




IQAC Coordinator

1. To review/ inform previous meetings.
2. To discuss various audits
3. To organize Gravity
4. To maintain standards of exam
5. To inform about discipline issues
6. To take follow up of Placement activities
7. To decide about infrastructure

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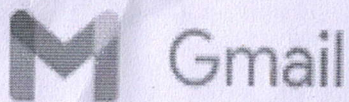
Information Notice- Second IQAC Meet

Sr. No.	Name of the Members	Designation	Sign
1	Dr. Sudha Rathod	Chairperson, IQAC	<i>[Signature]</i>
2	Dr. Mohib Khan	Co-ordinator, IQAC	<i>[Signature]</i>
3	Dr. Megha Chaukiyal	IQAC- Core Committee Member	<i>[Signature]</i>
4	Dr. Neenu Ganesh	IQAC- Core Committee Member	<i>[Signature]</i>
5	Mr. Abhijeet Kanawaje	IQAC- Core Committee Member	<i>[Signature]</i>
6	Dr. Pradnya Palekar- Shanbhag	Member, Faculty Representative	<i>[Signature]</i>
7	Dr. Vandana Jain	Member, Faculty Representative	<i>[Signature]</i>
8	Dr. Amjad Ali	Member, Faculty Representative	<i>[Signature]</i>
9	Dr. Sayyed Mateen Moin	Member, Faculty Representative	<i>[Signature]</i>
10	Dr. Ajay Kharche	Criteria Incharge	<i>[Signature]</i>
11	Dr. Amol Borade	Criteria Incharge	<i>[Signature]</i>
12	Mr. Melroy D'Sa	Criteria Incharge	<i>[Signature]</i>
13	Mrs. Sonali Waval	Member, Library Representative	<i>[Signature]</i>
14	Mrs. Sheela Warbhuvan	Member, Lawyer nominated by OES	
15	Mr. Sufi Ayaz	Member, Industrialist	
16	Mrs. Shamim Menghrani	Member, Parent	
17	Mr. Amit Shukla	Member, Alumni	
18	Mr. Deeptesh Patil	Member, Alumni	
19	Mr. Shreeraj Jagtap	Member, Student	<i>[Signature]</i>
20	Mr. Om Singh	Member, Student	

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Ramchandra Kalel <clerk@ocp.edu.in>

IQAC Meet

Ramchandra Kalel <clerk@ocp.edu.in>

Fri, Feb 7, 2025 at 4:26 PM

To: Ameesh Shukla <shukla.ameesh1@gmail.com>, HAMZA MENGHRANI
<hamza.menghrani_b.pharma@ocp.edu.in>, Diptesh Patil <diptesht.patil@gmail.com>
Cc: "Dr. Sudha Rathod" <principal@ocp.edu.in>, "Prof. Dr. Mohib Khan"
<mohib.khan@ocp.edu.in>

Respected All,
Please find attached file.

Regards,
Ramchandra Kalel
OCP



IQAC Meet.pdf
751K