

**Vision :** To be a leader in Pharmacy Education, Pharmacy Training and Research in Pharmaceutical Sciences

**Mission:** To educate and train students in the knowledge and practice of pharmaceutical sciences

To contribute to improvement of health of the society through education programs

To contribute to improvement of health of the society through research programs

Minutes of the IQAC meeting of Bombay College of Pharmacy (BCP) vide No. IM/007/2021 held Online (Microsoft Teams) on **Friday, 27<sup>th</sup> August, 2021** from 10.00 a.m. to 11.00 a.m.

**Link for the meeting:**

[https://teams.microsoft.com/join/19%3ameeting\\_ZGMxMjBiODYtZGZkYy00YjYzLTg1YjMtMzI2ZjA2NjUyZmNh%40thread.v2/0?context=%7b%22Tid%22%3a%22089d9a4a-9be1-4e74-bfe6-86bbe7ef2b5d%22%2c%22Oid%22%3a%224cf6959e-df81-47ee-9ca8-74b7cf00aca0%22%7d](https://teams.microsoft.com/join/19%3ameeting_ZGMxMjBiODYtZGZkYy00YjYzLTg1YjMtMzI2ZjA2NjUyZmNh%40thread.v2/0?context=%7b%22Tid%22%3a%22089d9a4a-9be1-4e74-bfe6-86bbe7ef2b5d%22%2c%22Oid%22%3a%224cf6959e-df81-47ee-9ca8-74b7cf00aca0%22%7d)

Following members were present for the meeting:

Sr. No.	Name of the Committee Member	Designation
1	Dr. N. Sivaprasad	President, Indian Pharmaceutical Association-Maharashtra State Branch (The IPA-MSB)
2	Dr. Krishna Iyer	I/c Principal and Chairperson-IQAC, BCP
3	Dr. Ujwala Shinde	IQAC Co-ordinator and HOD Pharmaceutics, BCP
4	Dr. Krishnapriya Mohanraj	Professor of Pharmaceutical Analysis, BCP
5	Dr. M. S. Nagarsenkar	Professor Emeritus, BCP
6	Dr. Premlata Ambre	Associate Professor and HOD-Pharmaceutical Chemistry, BCP
7	Dr. Vaishali Shirsat	Associate Professor and HOD-Pharmaceutical Analysis, BCP
8	Dr. Dipti Gatne	Associate Professor, Dept. of Pharmaceutical Analysis, BCP
9	Dr. Clara Fernandes	Associate Professor, Dept. of Pharmaceutics, BCP
10	Mrs. S. M. Pitkar	Secretary, The IPA-MSB
11	Dr. Shalaka Dhat	Executive Assistant to Principal, BCP
12	Mrs. Pushkala Ganesh	Competency Development Manager, Tata Consultancy Services, Mumbai
13	Dr. Anandi Krishnan	Principal Consultant- Sidvim Life Sciences Pvt. Ltd, Mumbai
14	Ms. Deepa Warriar	Ph.D Student, BCP

Following members were not available for the meeting:

Sr. No.	Name of the Committee Member	Designation
1	Dr. Evans Coutinho	Ex-Professor, Dept. of Pharmaceutical Chemistry, BCP
2	Dr. Alka Mukne	Assistant Professor and Head, Dept. of Pharmacognosy and Phytochemistry
3	Dr. Vivek Dhawan	Assistant Professor, Dept. of Pharmaceutics, BCP
4	Mrs. Manjusha Pimplodkar	Senior Manager, Dr. M. K. Rangnekar Memorial Drug Testing and Training lab
5	Mr. B.G. Kawade	Office Superintendent, BCP

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Agenda Points	Recommendations/Action taken
The Meeting was started with a warm welcome to all the members.	
Confirmation of the minutes of the meeting held on 27 <sup>th</sup> March 2021.	The minutes of the previous IQAC meeting (IM/004/2021) held on Saturday 27 <sup>th</sup> March 2021, were circulated to all the members by mail prior to the meeting. Suggestions/ modifications to the minutes of the meeting were requested from all the members by Dr. Ujwala. Since there were no changes, the minutes of meeting were formally approved and confirmed.
To discuss the suggestions/ recommendations received from External Peer Team Review members on the performance of Bombay College of Pharmacy under Autonomous Status.	<p>Dr. Ujwala Shinde informed all the members that an External Peer Team Review meeting was held on 20<sup>th</sup> August 2021 to review the performance of Bombay College of Pharmacy under autonomous status for the academic years 2019-20 and 2020-21. She added that Dr. Munira Momin, Principal and Professor, Department of Pharmaceutics, Dr. Bhanuben Nanavati College of Pharmacy, Mumbai and Dr. Tejal Shah Mehta, Professor and Head, Department of Pharmaceutics, Institute of Pharmacy and Deputy Director-Centre for Academic Excellence and Research, Nirma University, Ahmedabad were invited as External Peer Team members. Every suggestion/comment received from the External Peer Team members was discussed, deliberated, and resolved as under:</p> <p><b>1. Composition of Internal Quality Assurance Cell (IQAC) of BCP:</b></p> <p>Dr. Ujwala Shinde mentioned that the External Peer Team had recommended inclusion of students from S.Y., T.Y, Final Year B.Pharm, M.Pharm and Ph.D as a part of IQAC. In addition, the committee should also include a recently passed out alumni currently working in industry or is an entrepreneur.</p> <p>a. Dr. Anandi welcomed the suggestion and added that the results would be positive provided the students have willingness and ability to contribute to IQAC. Dr. Pushkala agreed and stressed on encouraging openness in the students to express their opinions.</p> <p>b. To decide on the number and type of students that can be further included in the 20 member IQAC committee, it was suggested by Prof. Krishna Iyer that choosing a mixture of 2 students (Academically weak/average/toppers) of either gender be chosen.</p>

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Prof. Krishnapriya shared that one representative each from B Pharm & M Pharm and one recently passed out Alumni can help to bring out issues that students face after they pass out from the college and would help in improving the quality of teachings that student carry with them when they leave the college. Prof. Nagarsenker agreed to the idea of having students as a part of alumni, however she stressed that the no. of students should be limited or if more students are to be included then a student Sub-cell comprising of one student from each class be made and a representative from each programme can be a part of IQAC.

After discussion and deliberations, it was resolved that the composition of IQAC be revised with addition of one student representative from each class (S.Y.T.Y, Final Year, M.Pharm, Ph.D and one recently passed out alumni who is preferably an entrepreneur. Further, the newly added student members shall have balanced gender with 50% boys and 50% girl student members.

## 2. Framing of Syllabus for Undergraduate (UG) and Post Graduate Programmes(PG):

Dr. Ujwala mentioned the External Peer team recommendation for involvement of industry experts and student alumni in framing the syllabus of UG and PG programmes. Further, it was suggested that an Industry Institute Committee be constituted, and the recommendations received from the industry experts be well documented.

a. Dr Pushkala mentioned that right from grant of autonomy, TCS had been actively involved in selection of the electives for the UG and PG programmes and that the Industry-Institute interaction already existed. Prof. Krishnapriya agreed and thanked Dr. Anandi and Dr. Pushkala for their active role as industry representatives in making suitable changes to the syllabus. She added that role of industry in modification of syllabus had been shared with the external peer team members and the same was appreciated by the members.

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b. Prof. Krishna Iyer added that because of mandatory implementation of syllabus framed by Pharmacy Council of India (PCI) nationwide, it was not possible to make any major changes, especially deletion in the content of the PCI syllabus. However, before the syllabus is placed for recommendation before Board of Studies, most of the departments take advice from industry experts and whatever small suggestions provided by the experts are incorporated in the syllabus without changing the basic framework prescribed by PCI. He emphasized that the only change that needs to be done is to set up a system wherein the role of the industry in the process can be well documented.

The HoDs agreed with the decision and unanimously it was recommended that prior to the BoS meeting, all the departments will prepare report on a brief meeting/ mail communication with the industry experts and document the recommendations received from the industry experts for minor additions to the syllabus. The report shall be put forth before the BoS for recommendation.

### 3. Students-Teacher Engagement:

Dr. Ujwala placed before the members recommendation of External Peer Team members with respect to Student-Teacher engagement. She added that both the team members had experienced that having the same mentor for a particular group of students right from their first year till they pass out from the college, had yielded more promising results than having a separate mentor for students every year. Dr. Ujwala also mentioned that the team believed that for lateral entry students, initially there should be a separate mentor but in the next semester/year, these students should be mixed up with the entire class and should not be left as an isolated group.

a. Dr. Anandi appreciated the concept, however she emphasized that it was necessary to take a silent feedback from the students as well as the mentors to understand if both are comfortable with each other.

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*Handwritten signatures and initials: WZ, M, G, H, K, AN*





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b. Prof. Krishna Iyer expressed his opinion that the present mentor-mentee system existing in BCP needed improvisation. He welcomed the suggestion of the external peer team of having the same mentor for a particular group of students for all 4 years of UG Programme. He added that, though the mentor would remain the same, the students would be free to talk to any of the teachers for guidance. He however raised a concern about what step should be taken if in the span of 4 years, the mentor leaves the institute.

c. Dr. Pushkala suggested that a separate slot of 15-30 mins/week be allotted for the mentoring session.

d. Prof. Krishna Iyer suggested that we should make provision for mentoring session in the timetable itself. He added that one hour on the 4<sup>th</sup> Saturday of every month can be dedicated for online mentoring session. If the mentor or the mentee feels that for a specific problem there is a need of face-to-face meeting, the same can be conducted on any of the working days of the college. He further added that the newly admitted lateral entry students can be divided among the mentors who are mentoring the S.Y.B. Pharm students and the same mentors will continue mentoring the lateral entry students along with the regular students till the end of final year B.Pharm.

e. Prof. Krishnapriya added that the same may be implemented from academic year 2021-2022. She added that the faculty members who are not currently mentors for any class can be assigned as mentors for the students that will be admitted to the F.Y.B. Pharm batch of 2021-2022.

f. Dr. Ujwala Shinde mentioned that it was necessary to maintain a ratio of 16 students/mentor and requested Dr. Alka Mukne to plan the distribution of mentor-mentees such that the ratio is maintained.

After discussion and deliberations, it was resolved that


i. From the academic year 2021-2022, the mentors allotted for a group of students newly admitted to F.Y.B. Pharm will get additional lateral entry students in the academic year 2022-2023 (1:16 ratio or less in total being maintained) and the mentor will be mentoring both the regular as well as lateral entry students allotted to him/her till they pass out from the college.

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ii. A provision shall be made in the timetable for a separate one hour Online mentoring session on the 4<sup>th</sup> Saturday of every month.

#### 4. Certificate Course:

The external peer team had recommended to create a data base of the existing and the earlier batch of students who had completed the certificate course on 'Data Analytics in Health Care' introduced in September 2020 by Bombay College of Pharmacy and Navigo Analytix in association with Indian Pharmaceutical Association-Maharashtra State Branch. The team further suggested that career progress of the students who had completed this course be mapped to determine its impact on their careers.

Prof. Krishnapriya mentioned that she had personally briefed Dr. Ashish Baktiwale-Managing Director, Navigo Analytix regarding the recommendations of the external peer team. She added that a formal letter regarding the same be sent to Dr. Baktiwale for necessary action.









The members unanimously recommended that the suggestions of the external peer team be welcomed and the necessary action for creating data base of the current batch of students and the students who had completed the Certificate Course in Data Analytics in Health Care along with mapping of the impact of the course on their career progress be initiated.

#### 5. Placement:

Dr. Ujwala briefed the IQAC members regarding the suggestion of the external peer team members to have a separate Student Placement Cell and to present the placement data for a particular batch of students in a manner such that the representation highlights the number of students who have opted for higher studies, those opted for skill development courses, those placed and those that are yet to be placed.

Dr. Premlata welcomed the suggestions of the External Peer Team members and mentioned that the necessary action for formation of a separate Student Placement Cell had been initiated and the

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composition of the same shall be shared soon with the committee members.

Based on the discussion, the committee **recommended that Student Placement Cell be formed and the composition of the same be shared with the committee members.**

#### 6. Green Initiative:

Dr. Ujwala informed that the External Peer Team members appreciated the Green initiatives that were undertaken by the college in the past two years and were of the opinion that a 'Green Audit' be conducted. She added that Green audit which includes Waste and waste water audit, Energy Audit, Solid waste audit, Biowaste management and Travel and transport management was an important part of NAAC criteria 7 and hence it was necessary to be conducted in BCP campus.

Prof. Krishna Iyer recalled that the agency, Varshasookt Consultants, Thane which had installed Solar Panels at Bombay College of Pharmacy was also involved in conducting Green Audit for institutions. He requested Ms. Swati madam to enquire about the same.

Dr. Ujwala added that Ms. Swati Pitkar and Dr. Alka Mukne, Coordinator for Criterion 7 can take up the matter further for necessary action.

Dr. Sivaprasad enquired if 'Green Chemistry' was being followed in laboratories. Dr. Iyer explained that for B.Pharm practicals, Green Experiments are a part of the syllabus. Dr. Premlata added that for animal Euthanasia, an anaesthesia chamber had been purchased recently, thereby avoiding exposure of faculty and Ph.D students performing experiments involving the same.

Dr. Pushkala mentioned that the Fire Audit was also important and enquired whether the same was being done. She also added that a mock drill should be conducted for fire in the lab and a proper methodology should be adopted for evacuating the people from the lab.

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Ms. Swati informed that the fire extinguishers are filled periodically, and the housekeeping, security and the IPA-MSB staff have been provided with Safety Training. She added that for Fire Audit, communication has been sent to the concerned department and the inspection for the same is awaited.  
Dr. Sivaprasad Sir added that it was also important to conduct Structural and Safety audit.

Based on the discussions, the members recommended that necessary actions be taken for initiating the process for conducting Green Audit for BCP Campus.

Dr. Ujwala Shinde thanked all the members for sparing their valuable time and providing their suggestions for implementing the recommendations provided by the External Peer Team members. Since there were no other matters to be discussed, the meeting was concluded with Vote of thanks to all the members of IQAC.

Dr. N. Sivaprasad  
President The IPA-MSB

9/10/19  
Prof. Krishna Iyer  
**PRINCIPAL**  
Bombay College of Pharmacy  
Kalina, Mumbai - 400 098.

Ujwala Shinde  
Dr. Ujwala Shinde  
IQAC Coordinator

Dr. Premlata Ambre  
HOD-Pharmaceutical Chemistry

Vaishali Shirsat  
Dr. Vaishali Shirsat  
HOD Pharmaceutical Analysis

Dr. Alka Mukne  
HOD Pharmacognosy



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