

**Internal Quality Assurance Cell Meeting – Minutes of the meeting**

The 7th Internal Quality Assurance Cell (IQAC) annual meeting was held on October 15, 2022, 3.00 pm – 6.00 pm in hybrid mode (BNCP first floor conference room and MS Tams). The following members were present.

Sr. No.	Name	Role
1	Dr. Munira Momin (Principal, BNCP)	Chairperson
2	Shri. Asoke Basak (Advisor to President SVKM)	Senior administrative officer
3	Shri Sudhir Shrivastava (CEO SVKM)	Senior administrative officer
4	Dr. Nupur Mehrotra RUSA Nodal Officer & Head, Dept. Biochemistry, SVKM's Mithibai College Autonomous, Mumbai	Academic member
5	Dr. Sandeep Zokande Associate Vice President-Analytical, R & D Centre, Indoco Remedies Limited, Mumbai	Industry member
6	Dr. Madhumita Dasgupta Global Science & Systems, India Global Technology Centre Colgate – Palmolive (India) Ltd, Mumbai	Industry member
7	Dr. Tabassum Khan Professor, Dept. of Pharm Chem & QA	IQAC Coordinator
8	Dr. Sujata Sawarkar Professor, Dept. of Pharmaceutics	Faculty member
9	Dr. Lokesh Bhatt Associate Professor, Dept. of Pharmacology	Faculty member
10	Dr. Arati Prabhu Associate Professor, Dept. of Pharm Chem & QA	Faculty member
11	Dr. Rashmi Mallya Assistant Professor, Dept. of Pharmacognosy	Faculty member
12	Mr. Hiren Bhatt Brand Operations Manager-Neuro Abbott Healthcare Pvt. Ltd., Mumbai	Alumni (B. Pharm) member
13	Mr. Anish Chaurasia Head- Global Business & Strategy Cheryl Laboratories Pvt. Ltd., GOVIL'S, Mumbai	Industry & Alumni (M. Pharm) member
14	Mr. Fateh Khan Business Development Specialist Athena Drug Delivery Solutions Pvt. Ltd., Mumbai	Industry, Entrepreneur & Alumni (M. Pharm) member
15	Ms. Sakina Badshah B. Pharm final year student	Current student (B. Pharm) Div A member
16	Mr. Ishan Shah B. Pharm final year student	Current student (B. Pharm) Div B member
17	Ms. Shreya Ajithkumar Sem IV M. Pharm student	Current student (M. Pharm) member
18	Ms. Mrunal Jadhav Ph D research	Current student (Ph. D) member
19	Ms. Reshma S (Registrar, BNCP)	BNCP Administration member



The following members were unable to attend this meeting- Shri. Jayesh Choksi (Mentor BNCP), Management member; Gauri Chaudhari, Co-founder, Brand Innerworld, Mumbai, Industry/ Brand building & Pharma Management member; Mrs. Neeta Adappa, Proprietrix, Prakriti Herbals, Bangalore; Mr. Vishwas Vora, Key Account Manager, S H Kelkar and Company Limited, Mumbai, Alumni (B. Pharm) member

Agenda of IQAC meeting- a critical review the institute activities of the AY 2021-22:

1. Approval of the MOM of the 6th IQAC meeting of October 02, 2021.
2. Institutional awards.
3. Student development activities.
4. Academic performance of students.
5. Extra-academic student participation and awards.
6. Placement review- a critical analysis.
7. Research activities of faculty-- a critical analysis.
8. Faculty training and awards.
9. Best practices of the institute- - a critical analysis.
10. Infrastructure facilities and resource mobilization-- a critical analysis.
11. College processes and systems practised towards institutional quality enhancement.
12. Roadmap of future growth.
13. Review of faculty promotions under Career Advancement Scheme.
14. Institute SWOT analysis and improvement measures- - a critical analysis.
15. Any other matter with the permission of the chair.

The meeting began with the approval of the minutes of the meeting of the 6th IQAC meeting of October 02, 2021. The IQAC presentation was very interactive with critical review and deliberations of the IQAC members. The committee reviewed the progress report of AY 21-22, student and faculty achievements, strengths, weaknesses, opportunities and challenges of the institute and gave suggestions on ways to improve and transform the identified weaknesses into strengths.

Dr. Munira Momin presented the faculty applications received for upgradation/promotion under career advancement scheme (CAS). Two applications were received – Dr. Lokesh Bhatt and Dr. Radhika Raheja for consideration under CAS of the 7th CPC. The detailed proforma of the applicants was presented to the IQAC panel and discussed at length in the purview of the eligibility credentials for promotion to the next level. Basak Sir recommended that henceforth, the CAS applications be screened at the department level and based on prescribed quality requirements and parameters before being put forth in IQAC for review. of After the discussion and review of faculty CAS applications, the meeting



continued with the IQAC co-ordinator's presentation of the institute activities of faculty and student development.

The following suggestions and comments were given during the interactive discussion on institute activities by the members:

- The members applauded the awards received by the institute in the AY 2021-22 and appreciated the efforts taken by the institute to maintain a high standard of teaching - learning process in spite of the COVID lockdown period and initiation of the academic session post lockdown.
- The members discussed the institute NIRF ranking of 38 and commended the institute's approach of critical review and analysis of the NIRF ranking in comparison to other premier pharmacy institutes of the country and its action plan for improving its rank in 2023.
- They opined that the institute should continue and aggressively step up its efforts in building brand BNCP and increase the institute external reflection and perception by academia, central and state government research organizations and industry. Brand building to be measured by periodic tracking of number of web searches of BNCP versus other premier Pharmacy institutes of the country.
- The members expressed that industry and research lab internships for M. Pharm students would give them an exposure to the professional world and provide a competitive advantage. The institute should continue with focussed efforts to devise a plan based on the concept of reskilling and cross skilling students as a part of career development activity. Short term/vacation pharma industry, pharma management internship projects to be actively and persistently be pursued in collaboration with industry and research labs.
- The initiation of Shadow internship program comprising of alumni hand holding a current student for a short internship project in the industry (alumni and industries to be tapped for a win-win strategy development) was initiated in this session and appreciated by the students enrolled for this Shadow program. The Alumni Cell of the institute to step up efforts for increasing the number of alumni participating in this and augment new liaisons.
- The members reviewed the bouquet of certificate courses offered by the institute, student enrolment, merits and demerits of starting new courses and strategies to increase student enrolment for the same in view of course fee waivers. The Management members suggested that the institute can explore offering some free certificate courses along with paid courses to increase student enrolment. A very important decision was taken in this meeting to extend the benefits of certificate courses to maximum students. The decision that the SVKM Management will bear 50% of the course fees for students enrolled with the student bearing only the remaining 50% was unanimously applauded by all.



- The members suggested that the institute can evaluate the feasibility of initiating certificate courses in emerging areas like data analytics, big data management, machine learning and artificial intelligence, entrepreneurship in addition to the existing bouquet of short-term certificate courses. They stressed the importance of conducting orientation sessions on the new courses to increase the student awareness of the scope of these emerging areas in their professional career. Basak Sir suggested that an initial idea of student interests can be collected from the data of high demand Coursera courses and these be rolled out to the students at 50% scholarship by the institute. The institute should seriously consider development of modules of certificate courses on communication skills, mental health and well-being, social interaction and life skills that will prepare the students to face adversity like COVID lockdown.
- The panel suggested to revisit the previous year's suggestion of organizing a business plan development competition to sensitize the students towards entrepreneurship development. The panel stressed that the institute needs to strive towards making students entrepreneurs within professional jobs highlighting the need of students to be innovative in their thought and action.
- The members appreciated the successful completion of four RGSTC funded research projects by the institute with good outcomes of patents and publications. The faculty to be motivated to file more patents, trademarks with support and suggestions from Dr. Alka Mehta, SSPSPTM which will contribute to increased IP output of the institute translating to better NIRF ranking.
- Accreditation matters- the members re-emphasized the need to proceed with first cycle NAAC and second cycle NBA application for accreditation simultaneously and put up the quantitative metric data to ensure smooth evaluation by DVV. Dr. Munira Momin mentioned that based on the preliminary quantitative metric analysis by Dr. Meena Chintamaneni, BNCP was expecting a score of +3.25. They will further streamline their documents and evidence for submission of IIQA in Dec 2022-Jan 2023 followed by submission of SSR, DVV clearance of the SSR followed by peer team visit in 2023.
- Alumni matters- Several suggestions were put forth to strengthen alumni connect, interaction and contribution in the overall growth of the institute. The alumni association to be an independent body and should interact with college as per mutually agreed objectives and outcomes; the institute can organize high tea and related events to augment interaction with alumni; increase institute perception via alumni strength and reach out to alumni at both national and international level; alumni mentors can be selected to train and mentor current students on an ongoing basis in placement and higher education matters; alumni success stories can be shared on college website for a more effective engagement; Dr. Munira Momin commented that the institute has a LinkedIn page that shares one alumni story a month, to which the members suggested that this page can be made interactive to make it more productive for students and institute.



- The institute roadmap should be developed along with the perspective plan and quality policy which is to be finally approved by the IQAC.
- The current students of final year B. Pharm, M. Pharm and PhD were enthusiastic to be a part of IQAC of the institute and could relate to the institute efforts in preparing them for the industry. They were eager to do share their thoughts and expectations to maximize student opportunities and development. They suggested that more hands-on-workshops, seminars should be organized to groom the students in important niche professional areas in addition to the core ones of lectures/workshops or visits. The M. Pharm and PhD student members stressed that industry visits and internships across a spectrum of professional avenues would add huge value to their profiles and strengthen their candidature for industry placement with better opportunities and packages.
- The minutes of the meeting, approval and action taken report to be prepared and shared with IQAC members.
- The panel applauded the institute for the awards received in the AY 2021-22 and appreciated the continuous growth of the institute in diverse student activities- academic and co-curricular achievements, faculty - research, industry consultancy, patents and publications.
- They commended the institute's efforts towards student development and professional growth, faculty and staff development and training programs.

The meeting ended with a vote of thanks to all the members of the IQAC.

Prepared by

Dr. Tabassum Khan
IQAC Coordinator

Date: October 25, 2022

Some glimpses of the IQAC meeting, October 15, 2022



