

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

The 6th Internal Quality Assurance Cell (IQAC) annual meeting was held on October 02, 2021, 2.00 pm – 5.00 pm on MS Teams platform.

The following members were present.

Sr. No.	Name	Role
1	Dr. Munira Momin (Principal, BNCP)	Chairperson
2	Dr. Nupur Mehrotra RUSA Nodal Officer & Head, Dept. Biochemistry, SVKM's Mithibai College Autonomous, Mumbai	Academic member
3	Dr. Sandeep Zokande Associate Vice President-Analytical, R & D Centre, Indoco Remedies Limited, Mumbai	Industry member
4	Dr. Madhumita Dasgupta Global Science & Systems, India Global Technology Centre Colgate – Palmolive (India) Ltd, Mumbai	Industry member
5	Mrs. Neeta Adappa Proprietrix, Prakriti Herbals, Banagalore,	Industry/ Entrepreneur member
6	Dr. Tabassum Khan Professor, Dept. of Pharm Chem & QA	IQAC Coordinator
7	Dr. Sujata Sawarkar Professor, Dept. of Pharmaceutics	Faculty member
8	Dr. Lokesh Bhatt Associate Professor, Dept. of Pharmacology	Faculty member
9	Dr. Padmini Ravikumar Assistant Professor, Dept. of Pharmaceutics	Faculty member
10	Ms. Rashmi Mallya Assistant Professor, Dept. of Pharmacognosy	Faculty member
11	Dr. Arati Prabhu Associate Professor, Dept. of Pharm Chem & QA	Faculty member
12	Dr. Prabha Singh Assistant Professor, Dept. of Pharmaceutics	Faculty member
13	Mr. Hiren Bhatt Brand Operations Manager-Neuro Abbott Healthcare Pvt. Ltd., Mumbai	Alumni (B. Pharm) member
14	Mr. Anurag Bedekar B. Pharm final year student	Current student (B. Pharm) Div A member
15	Ms. Bhirisha Sharma B. Pharm final year student	Current student (B. Pharm) Div B member
16	Ms. Shruti Dudhat Sem IV M. Pharm student	Current student (M. Pharm) member
17	Ms. Greeshma S Sem III M. Pharm student	Current student (M. Pharm) member
18	Ms. Niha Desai Third year Ph D scholar	Current student (Ph. D) member



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The following members were unable to attend this meeting- Shri. Asoke Basak (CEO SVKM), Senior administrative officer; Shri. Jayesh Choksi (Mentor BNCP), Management member; Gauri Chaudhari, Co-founder, Brand Innerworld, Mumbai, Industry/ Brand building & Pharma Management member; Mr. Vishwas Vora, Key Account Manager, S H Kelkar and Company Limited, Mumbai, Alumni (B. Pharm) member; Mr. Anish Chaurasia, Business Development Manager-Exports, Cheryl Laboratories Pvt. Ltd., GOVIL'S, Mumbai, Alumni (M. Pharm) member and Ms. Reshma S (Registrar, BNCP), Administration member.

Agenda of IQAC meeting- a critical review the institute activities of the AY 2020-21:

1. Approval of the MOM of the 5th IQAC meeting of August 19, 2020.
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 5th IQAC meeting held on August 19, 2021. The IQAC presentation was highly interactive with dialogue and deliberation among all the members. The committee reviewed the 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 application received for upgradation/promotion under career advancement scheme (CAS). One application was received – Dr. Manisha Oza for consideration under CAS of the 7th CPC. The detailed proforma of the applicant was presented to the IQAC panel and discussed at length in the purview of the eligibility credentials for promotion to the next level. After the discussion and review of faculty CAS application, the meeting continued with the IQAC co-ordinator's presentation of the institute activities for 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 2020-21 and appreciated the efforts taken by the institute to maintain a high standard of teaching -learning process in spite of the COVID lockdown period.



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- The members appreciated the improvement in NIRF ranking from 30 to 28 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.
- The members reviewed the programme educational objectives (PEOs) and after critical deliberations revised them for subsequent approval by the CDC and GB of the institute. The revised PEO statements for approval were:
PEO 1- Graduates equipped with sound pharmacy knowledge lead successful and competent professional life in the pharmaceutical and healthcare industry.
PEO 2- Graduates pursue higher education in reputed national and international institutes.
PEO 3- Graduates are professionally competent and socially sensitive.
- The institute should 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 institute to step up its 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 can be rolled out in collaboration with industry.
- The Shadow internship program to be relooked and pursued in the post COVID period with industry (connect with Dr. Sandeep Zokhande as the initial step in this direction) 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). The internship cell of the institute can function as a liaison for management and tracking of such projects.
- The institute to evaluate the feasibility of initiating an Certificate course on Entrepreneurship in addition to the existing bouquet of short-term certificate courses was reemphasized by Ms. Neeta Adappa . The course syllabus could include topics like ideation to market journey, start-up statutory requirements, business plan development, accounting skills, negotiating skills, professional email writing, market evaluation, building brands, negotiating skills to name some. The members suggested that students should be sensitized to brainstorm on industry problems and come up with potential solutions as a competition on the lines of Parishodhana, the institute can liaison with industry to get these problems and float them to the students. She suggested to revisit the previous year 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 the students entrepreneurs within professional jobs highlighting the need of students to be innovative in their thought and action.



- Dr. Sandeep Zokande offered his help in initiating the inclusion of industry mentors to students in addition to the current practice of academic mentors. He has volunteered to help us find industry mentors. The panel also felt that having the concept of alumni mentors would be useful for student development. He suggested that ideas and concepts seeded in the institute either by faculty members or students should be explored with relevant industries in an Idea Sharing initiative to evaluate its translational potential.
- Ms. Madhumita offered to connect the institute with Colgate Palmolive HR department for potential internships and job prospects. She also suggested that the students can be sensitized and trained in product development aspects of FMCG products in addition to pharma products. She suggested that the institute could hold a Creative Idea/ Design workshop and a contest to mobilize and channelize the creative talent of the students. The members also stressed the importance of having assignment based projects that could be graded as a part of overall student development program.
- Dr. Nupur Mehrotra reiterated the importance of imparting diverse skill sets to students to make them competitive, she suggested that the institute could explore the potential of organizing an Internship Mela or a Placement Mela, that would serve as an interactive platform for the students, the institute and the industry. She suggested that a corpus fund could be generated for student research projects that would serve as seed money to kickstart some of these projects. She suggested that the presentation of IQAC could follow a structured format as per the prescribed guidelines of NAAC.
- Mr. Hiren Bhatt, reiterated the importance of student segmentation right in the first year B. Pharm itself (this was last year's input that we could not implement due to COVID lockdown). A set of students with common professional goals could be grouped together and industry and alumni could be invited to induct such student groups into the careers of their choice and prepare them over the period of 4 years towards these career choices. He commented that the institute needs to continually ponder, brainstorm and organize activities/events that will make our institute different from the rest and put in the league of premier pharmacy institutes of the country. He suggested that sharing videos of infrastructure, equipment operation, endorsement from HODs and industry collaborators on social media would prove to be a better tool for mobilization of resources and maximizing the leverage from social media platforms. The members appreciated the high retention of the faculty members with many being more than 10 years in the institute. Hiren suggested that it would be a good idea to organize sessions for the faculty that keeps them updated and connected with healthcare industry, sessions that help them acquire new teaching-learning skills/technology especially digital platforms by resource persons from national and international academic institutes. the institute could also explore the



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feasibility of creating an Integrated Industry Exposure Plan (IIEP) for the students to facilitate understanding of all aspects of a typical pharma industry beginning from R& D and culminating with marketing & distribution. The feasibility of an internship program for students after each semester /year can be evaluated to maximize industry connect and correlation of theory and practice. Hiren suggested that alumni connect could be strengthened by identification of a small number of alumni passionate about their role in institute development and value addition to brand BNCP. These could be integrated in college activities/ events, committees and would contribute towards the overall growth of the students and the institute.

- Ms. Bhirisha Sharma, current final year B. Pharm student member was enthusiastic to be a part of IQAC of the institute and eager to do her bit to maximize student opportunities and development. She suggested that more seminars should be organized to familiarize the students with the FMCG sector- maybe organize a series of lectures/workshops or visits.
- Mr. Anurag Bedekar, current final year B. Pharm student member of the panel, was excited to be a part of the IQAC and could relate to the institute efforts in preparing them for the industry. In line with Hiren's student segmentation concept, Anurag suggested that students be given the flexibility of selecting their own mentors for a more effective and productive mentor-mentee interaction. he suggested that an Induction Week could be organized at the beginning of the first semester to provide a holistic view of the Pharmacy profession to the first year students. He also suggested that the summer industry internship program could be reviewed and revised to include training/visit of all departments of a typical pharma industry to maximize learning and application of curriculum.
- 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 2020-21 and appreciated the continuous growth of the institute in diverse student activities- academic and co-curricular achievements, faculty - research projects, industry consultancy and publications. They commended the institute's efforts towards student development & 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



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IQAC Coordinator

Date: October 31, 2021

Some glimpses of the IQAC meeting, October 02, 2021



