



Shri Vile Parle Kelavani Mandal's  
**Dr. Bhanuben Nanavati College of Pharmacy**

Gate No. 1, Mithibai College Campus, First Floor, V.M. Road,  
Vile Parle (W), Mumbai- 400 056  
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**SVKM's Dr. Bhanuben Nanavati College of Pharmacy**  
**Internal Quality Assurance Cell (IQAC) 2016-2017**  
**Composition of IQAC**

Sr. No.	Name	Role
1	Dr. Munira Momin (I/C Principal)	Chairperson
2	Shri. Asoke Basak (CEO SVKM)	Senior administrative officer
3	Shri. Jayesh Choksi (Mentor BNCP)	Management member
4	Dr. Tejal Mehta Head & Professor, Dept. of Pharmaceutics & Pharmaceutical Technology, Institute of Pharmacy, NIRMA University, Ahmedabad	External University IQAC expert
5	Dr. Krishnapriya Mohanraj Head & Professor, Dept. of Pharmaceutical analysis, Bombay College of Pharmacy, Mumbai.	External institute IQAC expert
6	Dr. Tabassum Khan (Associate Professor, Dept. of Pharm Chem)	Coordinator
7	Dr. Sujata Sawarkar (Associate Professor, Dept. of Pharmaceutics)	Member
8	Dr. Lokesh Bhatt (Associate Professor, Dept. of Pharmacology)	Member
9	Mr. Maulik Shah	Alumni nominee
10	Ms. Diti Goradia	Student nominee
11	Dr. Dudhat (Stakeholder-Parent)	One nominee Employer/Industrialist/Stakeholder
12	Ms. Reshma S (O.S. BNCP)	Administration member

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10-07-2016



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Principal  
SVKM's  
DR. BHANUBEN NANAVATI  
COLLEGE OF PHARMACY,  
V. M. Road, Vile Parle (West)  
Mumbai-400 056.

## IQAC External audit of BNCP November 11, 2016- A Report

The IQAC was established in July 10, 2015 for improvement of the academic processes practiced by the college. An external IQAC audit was held on November 11, 2016 and the audit team comprised of Dr. Tejal Mehta, Head & Professor, Dept. of Pharmaceutics & Pharmaceutical Technology, Institute of Pharmacy, NIRMA University, Ahmedabad and Dr. Krishnapriya Mohanraj, Head & Professor, Dept. of Pharmaceutical analysis, Bombay College of Pharmacy, Mumbai. The audit team visited and inspected the institute, facilities, infrastructure and the documents maintained by the college. Some of the comments by the NBA peer team include:

1. The peer team appreciated the infrastructure of the college.
2. They reviewed the documentation system and gave valuable inputs on the system of library resources, mentorship, budget, placement and functioning of IQAC.
3. They appreciated the faculty and staff welfare schemes provided and practiced by the SVKM Trust.
4. They gave valuable inputs on enhancing the research portfolio of the college.
5. They stressed the need for maintaining a mandatory cadre ratio as per the AICTE/PCI norms in the B. Pharm & M. Pharm programme.



Prepared by

Dr. Tabassum Khan

IQAC Coordinator

Date: January 10, 2017



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**Inputs from the external IQAC Audit team-Nov 11 2016**

The following suggestions and recommendations were given by the external IQAC team comprising of Dr. Tejal Mehta and Dr. Krishnapriya Mohanraj:

1. Stakeholders interaction to be recorded as per the agenda, minutes of the meeting and action taken report for the particular aspect in the context of which the interaction was scheduled.
2. Faculty participation in syllabus framing, discussion and blueprint meetings to be supported by participation letters from the organizing authority (college or University of Mumbai).
3. Faculty cadre ratios to be maintained for both UG and PG programmes as per the specified protocol of the approving authorities- AICTE, UGC, PCI.

UG: Principal- 01  
Professor- 01  
Associate Professor- 04  
Assistant Professor- 11  
Total- 17

PG: Professor- 01  
Associate Professor- 01  
Assistant Professor- 03  
Total- 05

4. IQAC cell composition to be kept same for 5 years post which it can be revised.
5. Frequency of IQAC/PAC meetings with agenda, minutes of the meeting and action taken report to be maintained as per the frequency of the meeting preferably once a month.
6. Student feedback on course and faculty to be discussed by Principal, HOD with faculty and faculty to discuss with students for understanding and improvisation.
7. Identification of slow and fast learners and working with them so as to enhance and maximize their potential respectively.
8. Mentorship program should have a Central mentorship coordinator  
Frequency of mentorship – twice a semester or on a need basis.  
Filing system to be kept current and mentor to submit a summary at the end of a year of the mentorship activities conducted.
9. Add on courses relevant documents to be maintained that are easily retrievable.
10. Guest lectures  
Documentation Attendance sheet separate for students and faculty with details of the guest lecture like title, speaker and date preferably signed by the speaker and guest lecture committee members in addition to a proper feedback form format, feedback summary sheet. Have few sessions for all years, if the lecture addresses a curricular gap, beyond syllabus mention in the guest lecture sheet.
11. Alumni file  
Alumni cell and association to be registered.  
Suggestions from alumni to be documented and action taken report to be prepared.  
Alumni mentoring student option can be explored.



*Pravin*  
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12. Placement committee

Composition and validity period, frequency of meetings held, agenda, minutes of the meeting, action taken report wherever applicable.

Summary of highest package and average package, remove range from the placement data.

Higher studies record and breakup summary.

Career guidance cell- composition, and validity period, frequency of meetings held, agenda, minutes of the meeting, action taken report wherever applicable.

13. CO attainment and CO-PO mapping using Blooms taxonomy –

Lower years knowledge based and higher years application based.

Question paper review committee.

Result analysis and action taken report of the students who have failed and follow up activities.

14. Library

Titles as per AICTE norms

Student Feedback form

Book bank

More copies of books that have more than 80% usage

Record of % utilization of books dept. wise students and faculty

BLACKBOARD usage record of students and faculty

15. Faculty

Faculty welfare activities summary sheet yearwise to include list of faculty, faculty promotions (Selection / CAS), special allowance, loyalty benefit, travel grant, seminar, workshop grant, publications incentive.

Publications academic yearwise, faculty citations, H index

Faculty research projects summary and datasheet dept. wise

16. Budget

Guest lecture honorarium and expenses to be reflected in the budget, proposed/estimated budget and actuals.

17. IQAC cell activities update

Six month status update summary May 15 2017

Propose annual external audit November 15 2017

Prepared by

Dr. Tabassum Khan

Jan 28, 2017



*Dr. Tabassum Khan*  
Principal  
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