



Internal Quality Assurance Cell Meeting – Minutes of the meeting

The Internal Quality Assurance Cell (IQAC) annual meeting was held on August 19, 2020, 10.30 am – 1.30 pm. The primary aim of the IQAC is:

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

This meeting was convened to critically review the institute activities for the academic year 2019-20, garner inputs from our key stakeholders (industry, alumni, students, Management representatives and teachers- heads of the institute departments) to evolve mechanisms and procedures for:

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks of the institute.
- b) Equitable access to and affordability of academic programmes for various sections of society and student scholarships and mentorship.
- c) The relevance and quality of academic and research programmes along with short term certificate courses.
- d) Optimization and integration of modern methods of teaching and learning.
- e) Faculty and staff continuing education programs for overall professional growth.
- f) The credibility of institute evaluation procedures, performance appraisal system and faculty promotions under career advancement scheme.
- g) Ensuring the adequacy, maintenance and proper allocation of support structure and services towards institute development.
- h) Sharing of research findings and networking/collaborations with national and international institutes.

The meeting began with the welcome address by Dr. Munira Momin, Principal and Chairperson of IQAC followed by introduction of the IQAC panel by Dr. Tabassum Khan, IQAC coordinator. The IQAC panel comprises of 21 members (Annexure 1- Composition of IQAC), of these Dr. Madhumita Dasgupta, industry representative expressed her inability to attend due to other commitments. Shri Jayesh Choksi, Mentor BNCP shared his opinion and expectations from this meeting that would contribute to institute progress and student development.

This meeting was organized as a hybrid meeting with Shri Asoke Basak, CEO, SVKM, Shri Jayesh Choksi, Mentor BNCP along with the external members and current students joining online (Microsoft Teams platform), the Principal, IQAC coordinator and heads of departments joining physically from the institute. Dr. Tabassum Khan presented the institute report of the activities of the AY 2019-20 as



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per the agenda beginning with the action taken report (Annexure 2) on the suggestions given by the panel in the previous IQAC meeting held on December 14, 2019.

Agenda of IQAC meeting- a critical review the institute activities of the AY 2019-20:

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

The 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 applications received for upgradation/promotion under career advancement scheme (CAS). Five applications were received – Dr. Padmini Ravikumar, Dr. Arati Prabhu, Dr. Vasanti Suvarna, Dr. Atul Sherje and Dr. Prabha Singh for consideration under CAS of the 7th CPC. The detailed proforma of each 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 applications, 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 institute should pay special attention to building brand BNCP and increase the institute external reflection and perception. Brand building can be measured by periodic tracking of number of web searches of BNCP versus other premier Pharmacy institutes of the country. Constitution of a special cell pursuing and reaching out to the pharma and other healthcare industries can be envisaged as an action plan towards this.
- The institute can devise a plan based on the concept of reskilling and cross skilling students as a part of career development activity. Short term/vacation management internship projects can be rolled out in collaboration with Mrs. Gauri Chaudhari, Co-founder, Brand Innerworld, Mumbai.



- A Shadow internship program can be explored with industry 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.
- Mrs. Neeta Adappa, Proprietrix, Prakriti Herbals, Bangalore proposed to add a course on Entrepreneurship to the existing bouquet of short-term certificate courses. 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. She suggested to hold 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 shared an excellent idea of having industry mentors allocated 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. Dr. Sandeep suggested that strengthening the institute infrastructure and product development facilities would help build our brand in terms of garnering more industry consultancy projects leading to revenue generation and better industry-institute interaction. Basak Sir suggested that upgradation of institute laboratories can be taken up as an initial exercise to bring it par with the premier pharmacy institutes of the city.
- Dr. Nupur Mehrotra, Head, Dept. Biochemistry, SVKM's Mithibai College Autonomous, Mumbai suggested use of real case studies being shared with the students as a measure of continuous assessment. She indicated that the institute infrastructure be made open to other academic institutes thereby mobilizing resources for revenue generation. She also shared that as a part of NAAC SSR application, a policy document in this context be drafted. A suitable marketing strategy for institute infrastructure and facilities be developed and rolled out.
- Mr. Anish Chaurasia, Cheryl Laboratories Pvt. Ltd., GOVIL'S, Mumbai (M. Pharm alumni 2013-15) shared his first industry experience of not being industry ready after M. Pharm and has recommended that PG students be given industry projects to better equip them. This was agreed upon by the entire panel. He has initiated talks with his parent company for such projects and these will be rolled out in AY 2020-21 beginning with projects in the analytical method development department of his company.
- Mr. Vishwas Vora, Key Account Manager, S H Kelkar and Company Limited, Mumbai (B. Pharm alumni graduating batch 2011) shared that his batch and the other batches can be pursued



for alumni activities by creating a professional email BNCP alumni group and the database be shared with all. This group can also serve as a platform to share proactive research of the institute to get active research especially with industry based alumni. Another interesting idea he shared was to explore the option of having an individual student development program to map his interests and strengths with the professional career choices he makes and nurture the student towards his goal. Dr. Nupur suggested that a module on individual development program can be factored into the current soft skills and communication course curriculum.

- Mr. Hiren Bhatt, Brand Operations Manager-Neuro, Abbott Healthcare Pvt. Ltd., Mumbai (B. Pharm alumni graduating batch 2011) expressed the importance of student segmentation right in the first year B. Pharm itself. 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. The panel suggested that this exercise would give sufficient time for the student and the institute to help each other in overall student development making them more competitive and ready for the changing scenarios of the healthcare industry that is opening up new vistas. The panel also expressed that the students should be trained in new career dimensions with a thoughtful selection of courses offered to them viz. data analytics, medical writing, artificial intelligence, creative design, graphics design, product and brand management.
- Ms. Shreya Savla, current M. 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. As she comprehended the panellists comments and suggestions, she shared that constituting an Internship Cell would help the students secure good internships and suggested that students be an integral part of this cell as this could translate into a win-win situation for the students and the institute. M. Pharm summer internships/industry projects would add a lot of value to the overall profile of the students. She shared her views on strengthening institute guidance for students planning to pursue international higher education programs which would help students plan their international studies in a more robust manner.
- Ms. Sanaya Shenoy, current 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. She suggested that few workshops or certificate course on the management part could be devised to increase student awareness of simple management tools used to conduct market research surveys, consumer tests and related market assessment knowledge, fuel interest in the market and business perspective of the pharma and allied healthcare sectors.
- The minutes of the meeting, approval and action taken report to be prepared and shared with IQAC.



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- The IQAC meeting can be scheduled twice a year- 1 in August and the other in December of each academic year.
- Shri Asoke Basak, CEO, SVKM shared his thoughts on the feasibility and translation of the suggestions discussed in the meeting into workable outcomes that could subsequently be extended to other SVKM institutes as applicable. Basak Sir shared his thoughts on augmenting application based research and initiation of postdoctoral programs, striving to improve the institute NIRF ranking, submission of NAAC application in the current academic year AY 2020-21, follow up on permanent affiliation application with the University of Mumbai eventually gearing BNCP towards autonomy. He expressed that the institute focus on student development as discussed in the meeting and consider allocation of different portfolios like international relations, career development, alumni with chairpersons assigned for effective execution and outcomes.

The panel applauded the institute for the awards received in the AY 2019-20 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 and professional growth.

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

Prepared by

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IQAC Coordinator

Date: August 23, 2020

Some glimpses of the IQAC meeting, August 19, 2020





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Annexure 1- Composition of IQAC

Internal Quality Assurance Cell (IQAC) 2020-2021

Sr. No.	Name	Role
1	Dr. Munira Momin (Principal, BNCP)	Chairperson
2	Mr. Asoke Basak (CEO SVKM)	Senior administrative officer
3	Mr. Jayesh Choksi (Mentor BNCP)	Management member
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	Mrs. Neeta Adappa Proprietrix, Prakriti Herbals, Banagalore,	Industry/ Entrepreneur member
8	Gauri Chaudhari Co-founder, Brand Innerworld, Mumbai	Industry/ Brand building & Pharma Management member
9	Dr. Tabassum Khan Professor, Dept. of Pharm Chem & QA	IQAC Coordinator
10	Dr. Sujata Sawarkar Professor, Dept. of Pharmaceutics	Faculty member
11	Dr. Lokesh Bhatt Associate Professor, Dept. of Pharmacology	Faculty member
12	Dr. Padmini Ravikumar Assistant Professor, Dept. of Pharmaceutics	Faculty member
13	Ms. Rashmi Mallya Assistant Professor, Dept. of Pharmacognosy	Faculty member
14	Dr. Arati Prabhu Associate Professor, Dept. of Pharm Chem & QA	Faculty member
15	Dr. Prabha Singh Assistant Professor, Dept. of Pharmaceutics	Faculty member
16	Mr. Hiren Bhatt Brand Operations Manager-Neuro Abbott Healthcare Pvt. Ltd., Mumbai	Alumni (B. Pharm) member
17	Mr. Vishwas Vora Key Account Manager S H Kelkar and Company Limited, Mumbai	Alumni (B. Pharm) member
18	Mr. Anish Chaurasia Business Development Manager-Exports Cheryl Laboratories Pvt. Ltd., GOVIL'S, Mumbai	Alumni (M. Pharm) member
19	Ms. Sanaya Shenoy Final year B. Pharm student	Current student (B. Pharm) member
20	Ms. Shreya Savla M. Pharm second year student	Current student (M. Pharm) member
21	Ms. Reshma S (Registrar, BNCP)	Administration member



Annexure 2

Action taken report of December 14, 2019 IQAC meeting

S. No	Suggestions given	Actions taken
Institute related matters		
1	Research projects of M. Pharm and PhD students to be conceptualized based on industry demands and promote interdisciplinary research	Some of our Ph. D and M. Pharm students working at BARC and NIRRH on interdisciplinary and collaborative research projects.
2	Industry candidates be encouraged to register for PhD programs which will led to better research and science with translational potential	One industry candidate enrolled for PhD in Pharmaceutics in current AY 2019-20.
3	Sensitization of students in the fourth semester to help prepare a robust and effective add-on certificate course bouquet by conducting awareness seminars/workshops	Not conducted, will be taken in the current AY 2020-21.
4	Credits to be given for the short term certificate course and can be mentioned on the certificate (02 credits for 60 hours coursework). The feasibility of new courses like data analytics, supply chain management, design thinking, research methodology, e-commerce, IPR etc. to be explored for the upcoming year	To be reviewed for feasibility in the next academic year AY 2021-22.
5	A comprehensive database of alumni to be generated, tracking the facebook followers of the institute and alumni be invited from versatile fields to deliver a series of lectures and promote interaction with the current students. Best alumni award can be constituted and promoted on the college website and a faculty member be assigned for strengthening the alumni connect of the college-	<ul style="list-style-type: none">• Alumni database preparation work initiated• Faculty member assigned to strengthen alumni connect• Lectures under the Alumni Lecture series organized for all classes-05• Extempore interaction with students done as and when alumni come to college
6	A BNCP incubation centre / think tank be established as an off-shoot of the Entrepreneurship Development Cell to promote students setting up their online trading ventures and related activities.	<ul style="list-style-type: none">• Student startup, innovation and EDC cell established to provide a platform for ideation process and is open to current students and alumni• Awareness session and interaction planned in September 2020
7	Organization of instrument handling and trouble-shooting workshop for students and teachers conducted with industry support (Indoco-Remedies)	<ul style="list-style-type: none">• Workshops conducted in collaboration with – Toshvin Analytical and Electrolab, April 2020 for students, faculty and lab assistants• Workshop with Indoco Remedies to be organized



Student related matters		
1	Detailed description and exposure to alternate careers (job profiles, job responsibilities and industry expectations) to be conducted as a part of the Career guidance cell activity of the college.	<p>Career guidance Cell activities (40 sessions spanning B. Pharm and M. Pharm programs) with a well-defined curriculum and learning outcomes</p> <ul style="list-style-type: none"> • Soft Skills for first year students • Pre-Placement Session for M. Pharm first year students • Mock for final year M. Pharm and B. Pharm students
2	Mentorship system of students to be reviewed and roles and responsibilities of mentor-mentee to be clearly defined and outcomes of this interaction be clearly indicated. Provision of focus group for advanced /fast learners to be defined with learning outcomes	<ul style="list-style-type: none"> • Review of Mentorship process initiated • Focus group platform is in place for slow learners • Focus group platform for fast learners to be streamlined
3	The current communication and skill development modules to be revised to include topics like creative thinking, design thinking and innovation, influencing and negotiation, presentation skills, sustainability in professional life, handling depression and professional pressure, handling conflict and failure. These can be organized via guest lectures and seminars.	Not implemented; however, dialogue initiated to conduct awareness sessions and guest lectures on Design thinking in the last quarter (OND 2020)
4	Student satisfaction survey to be conducted for all years before the semester examination and critically analyzed by the IQAC.	Not implemented Will be conducted in the current academic year AY 2020-21
Faculty related matters		
1	The faculty to promote industry collaboration to augment the utility of the college infrastructure and generate revenue.	Industry collaborative research in AY 2019-20 with Skinn Rituals, Abbott, ACG, Brassica, Oracle, Cipla, Gufic Biosciences, VPLYfe
2	Promoting sensitization and nurturing the undergraduate students for SCINTELLECT- a platform to conduct small research projects upfront in the first year and second year B. Pharm orientation program.	<p>SCINTELLECT outcomes</p> <ul style="list-style-type: none"> • 3 publications (IF=3.22 and 3.65) • 1 presentation (AVISHKAR Research Convention 2019-20)
3	Faculty industry training and FDPs to be renamed as faculty continuing education program.	Incorporated in AY 2020-21 college committees list and Program Assessment Committee MOM, August 2020



4	Inter-institute collaborations with national and international institutes/organizations to be strengthened and encouraged for collaborative research projects and publications.	Initiated international University collaborations:- <ul style="list-style-type: none">• School of Pharmacy, University of Houston, USA (1 Publication communicated)• Instituto de Investigação e Formação Avançada em Ciências e Tecnologias da Saúde, Gandra, Portugal (Publication; EODD, IF= 4.83)
5	The faculty to be motivated to visit national and international Universities (new MOUs to be explored and old MOUs to be nurtured and strengthened).	<ul style="list-style-type: none">• Planned visit shelved due to COVID Lockdown (Poland)• Collaborations/MOUs<ol style="list-style-type: none">1. Laurentian University- (1 publication EODD, IF= 4.83)2. MOUs under review with Ajman University and Dubai University
Miscellaneous matters		
1	Minutes of meeting, approval and action taken report to be prepared and shared with IQAC.	<ul style="list-style-type: none">• MOM shared, Dec 20, 2019• ATR presented in IQAC meeting, August 19, 2020
2	Internal IQAC meetings to have formal minutes of meeting documented.	Internal Audit Committee constituted and will initiate quarterly NAAC-Criteria review and audit
3	IQAC presentation can be organized as per NAAC criteria	To be reviewed for decision and implementation next academic year onwards