



Children's Education Society (Regd.)

# The Oxford College of Pharmacy

(Recognised by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Sciences, Karnataka;

Approved by Pharmacy Council of India, New Delhi)

Accredited by NAAC and International Accreditation Organization (IAO)

RefNo: TOCP/26/IQAC/2021-22

14<sup>th</sup> July 2021

## CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 26<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 19<sup>th</sup> July 2021 at 4:00 PM in the first floor Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

## AGENDA

1. Review of 25<sup>th</sup> IQAC MOM and ATR.
2. Approval of department wise timetable and pedagogical plans for ensuring quality curriculum delivery
3. Preparation of timetable for Pharm D and D. pharm sessional examination.
4. Appointment Process for Dean of Examinations.
5. Review of Add-on courses for year 2020-2021.
6. Reconstitution of IQAC committee.
7. Progress update on NAAC Documentation.

*P. Padua*  
Chairperson

**PRINCIPAL**

The Oxford College Of Pharmacy  
No 6/9, 1<sup>st</sup> Cross, Begur Road, Hongasandra  
Bangalore - 560 068

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs



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## IQAC MINUTES OF THE MEETING 2021-2022

Date: 19<sup>th</sup> July 2021

Time: 04:00 PM

### AGENDA

1. Review of 25<sup>th</sup> IQAC MOM and ATR.
2. Approval of department wise timetable and pedagogical plans for ensuring quality curriculum delivery.
3. Preparation of timetable for Pharm D and D. pharm sessional examination.
4. Appointment Process for Dean of Examinations.
5. Review of Add-on courses for year 2020-2021.
6. Reconstitution of IQAC committee.
7. Progress update on NAAC Documentation.

### COMMITTEE MEMBERS:

S.NO.	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	Dr. PADMAA M. PAARAKH	PROFESSOR&PRINCIPAL	CHAIRPERSON	P. Padma
2	Dr. PARTHASARATHY G	PROF. & HOD	MEMBER	Mr. G
3	Dr. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jaikumar
4	Dr. JYOTI SRIVASTAVA	ASSOC PROF	MEMBER	Jyoti
5	Dr. VIKRAM T	ASST. PROFESSOR	MEMBER	Vikram
6	Mrs. DIVYA S KUMAR.	ASST. PROFESSOR	MEMBER	Divya
7	Dr. JUVERIA BANU	ASST. PROFESSOR	MEMBER	Juveria Banu
8	Dr. NAGALAKSHMI G	ASST. PROFESSOR	MEMBER	Naga
9	Mrs. SRAVANI T	ASST. PROFESSOR	MEMBER	S. Sravan
10	Dr. ANJALI RAJ	ASST. PROFESSOR	MEMBER	Anjali



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11	Dr. RAMESH J.	LIBRARIAN	MEMBER	
12	Mr. MUNISH	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	
13	Mrs. HEMAMALINI.J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICER	
15	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICER	
16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	
17	Mr. PRAVEEN REDDY	STUDENT	MEMBER	
18	Miss. DIVYA R	ALUMNI	MEMBER	
19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	
20	Dr. SHIVAPRASAD	MANAGING DIRECTOR	INDUSTRIAL REPRESENTATIVE	
21	Mr. H S JAGADEESHA	STAKEHOLDER	MEMBER	
22	Dr. GURURAJ S KULKARNI	PROF &HOD	NAAC RDINATOR	

The IQAC Chairperson welcomed all members to 26<sup>th</sup> IQAC meeting.

Agenda 1: Review of 25<sup>th</sup> IQAC MOM and ATR.

- IQAC team of TOCP has presented the action taken report of 25<sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.

**Resolution:**

The committee members approved the MOM and action taken report of 25<sup>th</sup> IQAC minutes.

Agenda 2: Approval of department wise timetable and pedagogical plans for ensuring quality curriculum delivery.



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- Department heads and Dean Academics presented timetables and plans, aligning with curriculum and resource availability.
- After discussion and optimization suggestions, all department-specific plans were unanimously approved.

## Resolution:

The department-specific timetables and plans presented by department heads have been thoroughly reviewed and unanimously approved for implementation, ensuring quality curriculum delivery.

## **Agenda 3: Preparation of timetable for Pharm D and D. pharm sessional examination.**

- Discussion has been done on the status of syllabus completion for 2<sup>nd</sup> sessional examinations for Pharm D and D. Pharm courses.
- IQAC chairman instructed the Dean-Examinations to make the proposed time table for sessional examination and get approval for the same.

## Resolution:

Decided to check the plan of study with lesson plan to ensure the status of syllabus completion and then decision can be taken for the sessional timetable.

## **Agenda 4: Appointment Process for Dean of Examinations.**

- Discussion has been done to appoint new Dean Examinations on this basis of candidates' qualifications, experience, and fit for the role.
- Candidates were screened for the same nominated by IQAC chairperson, members and as well as stakeholders.

## Resolution:

Decided to appoint Dr. Nagalakshmi as new Dean Examinations unanimously.

## **Agenda 5: Review of Add-on courses for year 2020-2021.**

- The IQAC chairman stressed on status of completion of Add-on courses like completion of courses as per the session plan, student satisfaction survey on courses, and learning outcomes.
- Discussed regarding to assess the quality and relevance of the curriculum content, learning materials, and instructional methods used in Add-On courses.



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## Resolution:

Emphasized completion of Add-on courses per session plan, conduct student satisfaction surveys, and assess curriculum quality, relevance, and instructional methods.

## Agenda 6: Reconstitution of IQAC committee.

In the meeting, it was discussed that the IQAC committee would be reconstituted to include new members, Mrs. Sravani T, Mr. Munish, Mrs. Hemamalini. J, Mrs. Suprabha Raju, Mr. Vusanathrajan, Mr. Thamaram Chowdhary, Mr. Praveen Reddy, miss. Divya R, Mr. Bheemeshwar Reddy, Dr. Shivaprasad, Mr. H s Jagadeesha, Dr. Gururaj S Kulkarni, who bring valuable expertise and experience to enhance the quality assurance processes.

## Resolution:

Resolved that the Internal Quality Assurance Cell (IQAC) committee to be reconstituted with new members to enhance the quality assurance processes.

## Agenda 7: Progress update on NAAC Documentation.

- IQAC chairperson discussed on collecting the data required for NAAC accreditation.
- Instructions have been given to all criteria heads to complete the work on-time for filing the NAAC work.

## Resolution:

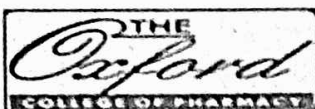
Resolved to emphasize the importance of collecting and organizing the required data for NAAC preparation and all Criteria Heads have been instructed to do the same.

The meeting was ended with vote of thanks to the chair.

## Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

*P. Padua*  
Chairperson IQAC  
PRINCIPAL  
The Oxford College Of Pharmacy  
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## ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
26/07/2021	IQAC team of TOCP has presented the action taken report of 25 <sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.	The committee members approved the MOM and action taken report of 25 <sup>th</sup> IQAC minutes.	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	Department heads and the Dean of academics presented and optimized timetables and plans, aligning with the curriculum and resources, which were then unanimously approved.	The Department-Specific timetables and plans presented by department heads have been thoroughly reviewed and unanimously approved for implementation, ensuring quality curriculum delivery.	The Department-Specific timetables and plans were approved for implementation of quality curriculum delivery.
	Reviewed syllabus completion for 2nd sessional examinations for Pharm D and D. Pharm courses, and instructed the Dean-Examinations to draft and approve the sessional examination timetable.	Decided to check the plan of study with lesson plan to ensure the status of syllabus completion and then decision can be taken for the sessional timetable.	Plan of study and lesson plan has been checked by HODs and finalized the 2 <sup>nd</sup> sessional timetable for Pharm.D and D. Pharm courses.



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	Discussion has been done to appoint new Dean Examinations on this basis of candidates' qualifications, experience, and fit for the role.	Decided to appoint Dr. Nagalakshmi to appointment new Dean Examinations unanimously.	Dr. Nagalakshmi has been appointed as Dean Examinations.
	The IQAC Chair stressed reviewing Add-On courses completion status, ensuring adherence to session plans and assessing student satisfaction and learning outcomes.	Emphasized completion of Add-On courses per session plan, conduct student satisfaction surveys, and assess curriculum quality, relevance, and instructional methods.	IQAC chairperson congratulated the successful completion of Add-On courses and on positive student satisfaction survey.
	In the meeting, it was discussed that the IQAC committee would be reconstituted with Mrs. Sravani T, Mr. Munish, Mrs. Hemamalini. J, Mrs. Suprabha Raju, Mr. Vasanthrajan, Mr. Thamaram Chowdhary, Mr. Praveen Reddy, miss. Divya R, Mr. Bheemeshwar Reddy, Dr. Shivaprasad, Mr. H s Jagadeesha, Dr. Gururaj S Kulkarni as new members to enhance the quality assurance process.	Resolved that the Internal Quality Assurance Cell (IQAC) committee to be reconstituted with Mrs. Sravani T, Mr. Munish, Mrs. Hemamalini. J, Mrs. Suprabha Raju, Mr. Vasanthrajan, Mr. Thamaram Chowdhary, Mr. Praveen Reddy, miss. Divya R, Mr. Bheemeshwar Reddy, Dr. Shivaprasad, Mr. H s Jagadeesha, Dr. Gururaj S Kulkarni.	New members were added Internal Quality Assurance Cell (IQAC) committee.
	The IQAC chairperson discussed on the collection and organization of data for NAAC accreditation, instructed criteria heads to meet deadlines for filing NAAC work.	Resolved to emphasize the importance of collecting and organizing the required data for NAAC preparation and all Criteria Heads have been instructed to do the same.	Criteria Heads accepted to complete the NAAC work as per timeline.

*P. Radwa*  
Chairperson  
**PRINCIPAL**

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Ref No: TOCP/27/IQAC/2021-22

7<sup>th</sup> October 2021

## CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 27<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 12<sup>th</sup> October 2021 at 4:00 PM in the first floor Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

## AGENDA

1. Review of 26<sup>th</sup> IQAC MOM and ATR.
2. Status on preparedness on RGUHS examinations Oct-Nov 2021.
3. Discussion regarding the status of the AQAR & NAAC work.
4. Discussion about changes of AQAR.
5. Discussion on FDP/Conference to be conducted.
6. To conduct Internal Academic Audit.

*P. Padma*  
Chairperson

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Bangalore - 560 068

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs



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**IQAC MINUTES OF THE MEETING 2021-2022**

Date: 12<sup>th</sup> October 2021

Time: 04:00 PM

**AGENDA**

1. Review of 26<sup>th</sup> IQAC MOM and ATR.
2. Status on preparedness on RGUHS examinations Oct-Nov 2021.
3. Discussion regarding the status of the AQAR & NAAC work.
4. Discussion about changes of AQAR.
5. Discussion on FDP/Conference to be conducted.
6. To conduct Internal Academic Audit.

**COMMITTEE MEMBERS:**

<u>S.NO.</u>	<u>NAME OF THE MEMBER</u>	<u>DESIGNATION</u>	<u>POST</u>	<u>SIGNATURE</u>
1	Dr. PADMAA M. PAARAKH	PROFESSOR&PRINCIPAL	CHAIRPERSON	P. Padma
2	Dr. PARTHASARATHY G	PROF. & HOD	MEMBER	mbh
3	Dr. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jaikumar
4	Dr. JYOTI SRIVASTAVA	ASSOC PROF	MEMBER	Jyoti
5	Dr. VIKRAM T	ASST. PROFESSOR	MEMBER	Vikram
6	Mrs. DIVYA S KUMAR.	ASST. PROFESSOR	MEMBER	Divya
7	Dr. JUVERIA BANU	ASST. PROFESSOR	MEMBER	Juveria
8	Dr. NAGALAKSHMI G	ASST. PROFESSOR	MEMBER	Nagalakshmi
9	Mrs. SRAVANI T	ASST. PROFESSOR	MEMBER	Sravani
10	Dr. ANJALI RAJ	ASST. PROFESSOR	MEMBER	Anjali
11	Dr. RAMESH J.	LIBRARIAN	MEMBER	R. J.
12	Mr. MUNISH	MAMGER ADMISSION	MANAGEMENT EPRESENTATIVE	Munish



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13	Mrs. HEMAMALINI J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	<i>Hemamalini J.</i>
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICER	<i>SB</i>
15	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICER	<i>Vasanathrajan</i>
16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	<i>Thamaram C.</i>
17	Mr. PRAVEEN REDDY	STUDENT	MEMBER	<i>Pr</i>
18	Miss. DIVYA R	ALUMNI	MEMBER	<i>DR</i>
19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	<i>Bheemeshwar</i>
20	Dr. SHIVAPRASAD	MANAGING DIRECTOR	INDUSTRIAL REPRESENTATIVE	<i>Shivaprasad</i>
21	Mr. H S JAGADEESHA	STAKEHOLDER	MEMBER	<i>HS</i>
22	Dr. GURURAJ S KULKARNI	PROF & HOD	NAAC RDINATOR	<i>GS</i>

The IQAC Chairperson welcomed all members to 27<sup>th</sup> IQAC meeting.

Agenda 1: Review of 26<sup>th</sup> IQAC MOM and ATR

- IQAC team of TOCP has presented the action taken report of 26<sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.

### Resolution:

The committee members approved the MOM and action taken report of 26<sup>th</sup> IQAC minutes.

Agenda 2: Status of preparedness on RGUHS examinations Oct-Nov 2021

- IQAC Chairperson and committee members discussed on the status of completion of syllabus for regular RGUHS examinations for the courses of B. Pharm and Mepharm.
- Committee members also discussed on identify and scrutiny the repeaters who is appearing supplementary RGUHS examination of Pharm.D course.



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- IQAC chairperson instructed the Dean-Examinations to make arrangements for RGUHS exams as per university notification.

## Resolution:

**IQAC chairperson instructed all HODs to check the syllabus completion for RGUHS examinations in B. Pharm and M. Pharm and Pharm. D. The IQAC Chairperson instructed the Dean-Examinations to make necessary arrangements in accordance with university notification**

## **Agenda 3: Discussion regarding the status of the AQAR & NAAC work.**

- IQAC committee discussed on the status of timely completion of AQAR related works.
- Discussed to adhere to timelines for completing and submitting the AQAR and NAAC-related documentation.
- Assessed the process of collecting data required for the AQAR, including stakeholders feedback and other qualitative parameters.

## Resolution:

**The IQAC committee resolved to ensure timely completion and submission of AQAR and NAAC-related documentation, emphasizing adherence to set timelines. Additionally, efforts will be made to enhance the data collection process for the AQAR, focusing on stakeholders' feedback and the same will be presented to the Governing Council as well as RGUHS.**

## **Agenda 4: Discussing about changes in AQAR report.**

- IQAC Committee discussed on the changes in AQAR qualitative and quantitative parameters.
- IQAC emphasized on the changes in the AQAR with the latest guidelines provided by the NAAC and ensure the newly added key indicators to follow with priority in the documentation to maintain the standards.

## Resolution:

**The IQAC Committee discussed changes in AQAR qualitative and quantitative parameters, emphasizing adherence to the latest NAAC guidelines.**





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## Agenda 5: Discussion on FDP/Conference to be conducted.

- IQAC chairperson instructed all the department to conduct the FDP and conference as per the plan without fail.
- Enquired on the status of selection of topics, resource persons and finalize the dates without disturbing the academic calendar.

### Resolution:

The IQAC Chairperson instructed departments to conduct FDPs and Conferences as planned. Status updates on topic selection, resource persons, and scheduling were reviewed to ensure alignment with the Academic Calendar.

## Agenda 6: To Conduct Internal Academic Audit.

- IQAC committee proposed to conduct the Internal Academic Audit to improve the quality of quality of academic and administrative processes.
- IQAC Chairperson instructed to evaluate the process of Internal Academic Audit and its evaluation.

### Resolution:

- It has been resolute that propose the Internal Academic Audit to improve the high standards of excellence.

The meeting was ended with vote of thanks to the chair.

### Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

*P. Padma*  
Chairperson IQAC  
PRINCIPAL

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## ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
18/10/2021	IQAC team of TOCP has presented the action taken report of 26 <sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.	The committee members approved the MOM and action taken report of 26 <sup>th</sup> IQAC minutes.	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	The IQAC Chairperson and committee members discussed the syllabus completion status for regular RGUHS exams for B. Pharm and M. Pharm courses, scrutinized repeaters for the supplementary Pharm.D exams, and instructed the Dean-Examinations to arrange the RGUHS exams as per University notifications.	IQAC Chairperson instructed all HODs to check the syllabus completion for RGUHS examinations in B. Pharm and M. Pharm and Pharm.D. The IQAC Chairperson instructed the Dean-Examinations to make necessary arrangements in accordance with university notification.	All HODs reviewed and confirmed the syllabus completion with the subject in charges and Dean Examinations initiated the exam preparations as per the notification.



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	<p>The IQAC committee discussed the timely completion of AQAR-related tasks, adherence to timelines for AQAR and NAAC documentation submission, and assessed the data collection process, including stakeholder feedback and other qualitative parameters</p>	<p>The IQAC committee resolved to ensure timely completion and submission of AQAR and NAAC-related documentation, emphasizing adherence to set timelines. Additionally, efforts will be made to enhance the data collection process for the AQAR, focusing on stakeholders' feedback and same will be forwarded to GC as well as RGUHS.</p>	<p>IQAC committee emphasized adherence to timelines for submitting AQAR and assessed the data collection process, including stakeholder feedback. The feedback forwarded to GC as well as RGUHS.</p>
	<p>The IQAC Committee discussed changes in AQAR qualitative and quantitative parameters and ensure the newly added key indicators are prioritized in documentation to maintain standards.</p>	<p>The IQAC Committee discussed changes in AQAR qualitative and quantitative parameters, emphasizing adherence to the latest NAAC guidelines.</p>	<p>The IQAC Committee reviewed the changes in AQAR parameters, emphasized compliance with the latest NAAC guidelines.</p>
	<p>The IQAC Chairperson discussed to conduct FDPs and conferences as planned and enquired about the status of topic selection, resource persons, and finalizing dates without disrupting the academic calendar.</p>	<p>The IQAC Chairperson instructed departments to conduct FDPs and conferences as planned. Status updates on topic selection, resource persons, and scheduling were reviewed to ensure alignment with the academic calendar.</p>	<p>The IQAC Chairperson directed all departments to proceed with the planned FDPs and conferences and initiated the selection of topic and resource persons.</p>



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	<p>The IQAC committee proposed conducting an internal academic audit to improve academic and administrative quality, with the chairperson instructing to evaluate this process.</p>	<p>It has been resolute that propose the internal academic audit to improve the high standards of excellence.</p>	<p>IQAC committee suggested the formation of committee for conducting internal audit.</p>
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*P. Radu*

Chairperson

**PRINCIPAL**

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Ref No: TOCP/28/IQAC/2021-22

9<sup>th</sup> December, 2021

## CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 28<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 14<sup>th</sup> December 2021 at 4:00 PM in the first floor Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

## AGENDA

1. Review of 27<sup>th</sup> IQAC MOM and ATR
2. Discussion on Grants and Publications.
3. Research methodology practice through curriculum delivery to the students so as to inculcate research culture among students.
4. Any other discussion with the permission of chair.

*P. Padma*  
Chairperson

## Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

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The Oxford College of Pharmacy  
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## IQAC MINUTES OF THE MEETING 2021-2022

Date: 14<sup>th</sup> December 2021

Time: 4.00 PM

### AGENDA

1. Review of 27<sup>th</sup> IQAC MOM and ATR
2. Discussion on Grants and Publications.
3. Research methodology practice through curriculum delivery to the students so as to inculcate research culture among students.
4. Any other discussion with the permission of chair.

### COMMITTEE MEMBERS:

S.NO.	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	Dr. PADMAA M. PAARAKH	PROFESSOR&PRINCIPAL	CHAIRPERSON	P. Padma
2	Dr. PARTHASARATHY G	PROF. & HOD	MEMBER	[Signature]
3	Dr. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jai Kumar
4	Dr. JYOTI SRIVASTAVA	ASSOC PROF	MEMBER	Jyoti
5	Dr. VIKRAM T	ASST. PROFESSOR	MEMBER	Ve.
6	Mrs. DIVYA S KUMAR.	ASST. PROFESSOR	MEMBER	[Signature]
7	Dr. JUVERIA BANU	ASST. PROFESSOR	MEMBER	Juveria
8	Dr. NAGALAKSHMI G	ASST. PROFESSOR	MEMBER	Ga
9	Mrs. SRAVANI T	ASST. PROFESSOR	MEMBER	AB
10	Dr. ANJALI RAJ	ASST. PROFESSOR	MEMBER	Anjali
11	Dr. RAMESH J.	LIBRARIAN	MEMBER	RJ
12	Mr. MUNISH	MAMGER ADMISSION	MANAGEMENT EPRESENTATIVE	G. Munish



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13	Mrs. HEMAMALINI.J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	Hemamalini.J
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICER	SR
15	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICER	Vasanathrajan
16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	Thamaram
17	Mr. PRAVEEN REDDY	STUDENT	MEMBER	Praveen
18	Miss. DIVYA R	ALUMNI	MEMBER	DR
19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	Bheemeshwar
20	Dr. SHIVAPRASAD	MANAGING DIRECTOR	INDUSTRIAL REPRESENTATIVE	Shivaprasad
21	Mr. H S JAGADEESHA	STAKEHOLDER	MEMBER	HS
22	Dr. GURURAJ S KULKARNI	PROF &HOD	NAAC RDINATOR	Gururaj

The IQAC Chairperson welcomed all members to 28<sup>th</sup> IQAC meeting.

#### Agenda 1: Review of 27<sup>th</sup> IQAC MOM and ATR

- IQAC team of TOCP has presented the action taken report of 27<sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.

#### Resolution:

The committee members approved the MOM and action taken report of 27<sup>th</sup> IQAC minutes.

#### Agenda 2: Discussion on Grants and Publications.

- The IQAC Chairperson stressed the importance of applying the research grants to enhance funding opportunities.
- The Chairperson encouraged faculty members to focus on increasing the quantity and quality of their research publications to boost the institutions and individual profile.

#### Resolution:



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To enhance research endeavours, the IQAC Chairperson resolved to streamline grant application processes and support faculty in increasing the quantity and quality of research publications.

**Agenda 3: Research methodology practice through curriculum delivery to the students so as to inculcate research culture among students**

- Discussion has been done to integrate practical research methodology modules into the curriculum to provide experience and skill development for students.
- Also discussed to offer workshops, seminars, and mentorship programs to supplement classroom learning and cultivate a research-oriented mindset among students.

**Resolution:**

Resolute to integration the research methodology into curriculum delivery to enhance a research-centric culture among students.

**Agenda 4: Any other discussion with the permission of chair.**

- IQAC chairperson stressed on extension activities and sports activities to be initiated once examinations complete as per the schedule.
- Faculty were encouraged to participate in FDP and conference as well as refresher courses.

**Resolution:**

Decided to encourage extension activities and sports to start after exams as planned, and motivate faculty to engage in FDPs, conferences, and refresher courses.

The meeting was ended with vote of thanks to the chair.

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

*P. Padma*  
Chairperson

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## ACTION TAKEN REPORT

Date	Minutes of Meetings	Resolution	Action taken
21/12/2021	IQAC team of TOCP has presented the action taken report of 27 <sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.	The committee members approved the MOM and action taken report of 27 <sup>th</sup> IQAC minutes.	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	The IQAC Chairperson emphasized applying for research grants and encouraged faculty to increase the quantity and quality of their research publications to boost institutional and individual profiles.	To enhance research endeavours, the IQAC Chairperson resolved to streamline grant application processes and support faculty in increasing the quantity and quality of research publications.	The committee decided to support faculty in enhancing the quantity and quality of their research publications and research grants.
	Discussions included integrating practical research methodology modules into the curriculum for student skill development and providing supplementary workshops, seminars, and mentorship programs to foster a research-oriented mindset among students.	Resolute to integration the research methodology into curriculum delivery to enhance a research-centric culture among students.	Decided to include some online research modules after the completion of exams and organizing a series of workshops, seminars, to encourage research-oriented mindset among students.



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	<p>The IQAC chairperson emphasized post-exam commencement of extension and sports activities, while also encouraging faculty participation in FDPs, conferences, and refresher courses.</p>	<p>Decided to encourage extension activities and sports to start after exams as planned, and motivate faculty to engage in FDPs, conferences, and refresher courses.</p>	<p>Directed to the concern committees to initiate the same.</p>
--	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------

*P. Padma*  
Chairperson

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Ref No: TOCP/29/IQAC/2021-22

22<sup>nd</sup> March, 2022

### CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 29<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 29<sup>th</sup> March 2022 at 4:00 PM in the first floor Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

### AGENDA

1. Review of 28<sup>th</sup> IQAC MOM and ATR
2. Discussion on various academic works and syllabus completion.
3. Discussion on NAAC related works.
4. NRIF portal registration and filing plan
5. Any other discussion with permission of chair

### Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

*P. Padma*  
Chairperson

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## IQAC MINUTES OF THE MEETING 2021-2022

Date: 29<sup>th</sup> March 2022

Time: 4.00 PM

### AGENDA

1. Review of 28<sup>th</sup> IQAC MOM and ATR
2. Discussion on various academic works and syllabus completion.
3. Discussion on NAAC related works.
4. NRIF portal registration and filing plan
5. Any other discussion with permission of chair

### COMMITTEE MEMBERS:

S.NO.	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	Dr. PADMAA M. PAARAKH	PROFESSOR&PRINCIPAL	CHAIRPERSON	P. Padma
2	Dr. PARTHASARATHY G	PROF. & HOD	MEMBER	Phu
3	Dr. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jai kumar
4	Dr. JYOTI SRIVASTAVA	ASSOC PROF	MEMBER	Jyoti
5	Dr. VIKRAM T	ASST. PROFESSOR	MEMBER	Vikram
6	Mrs. DIVYA S KUMAR.	ASST. PROFESSOR	MEMBER	Divya
7	Dr. JUVERIA BANU	ASST. PROFESSOR	MEMBER	Juveria
8	Dr. NAGALAKSHMI G	ASST. PROFESSOR	MEMBER	Naga
9	Mrs. SRAVANI T	ASST. PROFESSOR	MEMBER	S. Sravani
10	Dr. ANJALI RAJ	ASST. PROFESSOR	MEMBER	Anjali
11	Dr. RAMESH J.	LIBRARIAN	MEMBER	R. J.



12	Mr. MUNISH	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	<i>Munish</i>
13	Mrs. HEMAMALINI J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	<i>Hemamalini</i>
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICER	<i>Suprabha</i>
15	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICER	<i>Vasanathrajan</i>
16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	<i>Thamaram</i>
17	Mr. PRAVEEN REDDY	STUDENT	MEMBER	<i>Praveen</i>
18	Miss. DIVYA R	ALUMNI	MEMBER	<i>Divya</i>
19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	<i>Bheemeshwar</i>
20	Dr. SHIVAPRASAD	MANAGING DIRECTOR	INDUSTRIAL REPRESENTATIVE	<i>Shivaprasad</i>
21	Mr. H S JAGADEESHA	STAKEHOLDER	MEMBER	<i>H S Jagadeesha</i>
22	Dr. GURURAJ S KULKARNI	PROF &HOD	NAAC RDINATOR	<i>Gururaj</i>

The IQAC Chairperson welcomed all members to 29<sup>th</sup> IQAC meeting.

**Agenda 1: Review of 28<sup>th</sup> IQAC MOM and ATR**

- IQAC team of TOCP has presented the action taken report of 28<sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.

**Resolution:**

The committee members approved the MOM and action taken report of 28<sup>th</sup> IQAC minutes.

**Agenda 2: Discussion on various academic works and syllabus completion.**

- IQAC team reviewed the progress of syllabus completion for the upcoming sessional examination across all department HODs and other faculty.





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- Discussed strategies to address any challenges hindering syllabus completion and instructed to utilize the library hours if necessary.
- Discussion also done on slow and advanced learners to improve the results.

## Resolution:

**IQAC team conducted a comprehensive review of syllabus completion progress with department HODs. Additionally decided to increase the remedial classes if necessary to improve the performance of slow learners to enhance examination results.**

## **Agenda 3: Discussion on NAAC related works.**

- The discussion stressed on various NAAC-related tasks and initiatives aimed at ensuring compliance with accreditation standards and enhancing institutional quality assurance processes.
- The meeting also addressed the implementation of action plans derived from previous NAAC assessments to continuously improve institutional performance and meet accreditation requirements.

## Resolution:

**The resolution includes prioritizing NAAC-related tasks to meet accreditation standards, enhancing institutional quality assurance processes, and implementing action plans from past assessments to improve the institutional performance.**

## **Agenda 4: NRIF portal registration and filing plan**

- The plan involves registering on the NRIF portal and establish the plan for filing necessary documentation to ensure compliance with the platform.

## Resolution:

**The resolution is to efficiently execute the plan by registering on the NRIF portal and complete the necessary documentation.**

## **Agenda 5: Any other discussion with permission of chair**

- IQAC team appreciated the continuous efforts of NSS activities by the team.
- Stressed to encourage the student entrepreneurship and placement related works.



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- IQAC chairman appreciated the continuous efforts of team for the academic and research requirement.

## Resolution:

The IQAC team appreciated and encouraged to continue the same.

The meeting was ended with vote of thanks to the chair.

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

*P. Padua*  
Chairperson

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## ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
01/04/2022	<p>IQAC team of TOCP has presented the action taken report of 28<sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.</p>	<p>The committee members approved the MOM and action taken report of 28<sup>th</sup> IQAC minutes.</p>	<p>The committee members approved the minutes of the meeting (MOM) and the action taken report.</p>
	<p>The IQAC team reviewed syllabus completion progress for the upcoming sessional examination, discussed strategies to overcome challenges, and addressed the needs of both slow and advanced learners.</p>	<p>IQAC team conducted a comprehensive review of syllabus completion progress with department HODs. Additionally decided to increase the remedial classes if necessary to improve the performance of slow learners to enhance examination results.</p>	<p>Assigned department HODs and faculty to monitor syllabus completion and continue the remedial classes to support the slow learners.</p>
	<p>The discussion emphasized NAAC-related tasks and initiatives to ensure compliance with accreditation standards and improve institutional quality assurance processes. The meeting also addressed the implementation of action plans derived from previous NAAC assessments to enhance institutional performance and meet accreditation requirements continuously.</p>	<p>The resolution includes prioritizing NAAC-related tasks to meet accreditation standards, enhancing institutional quality assurance processes, and implementing action plans from past assessments to improve the institutional performance.</p>	<p>NAAC-related tasks and initiatives, ensuring alignment with accreditation standards and facilitating the implementation of action plans derived from previous assessments to enhance institutional performance.</p>



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	The IQAC Chairperson discussed on NRIF portal registration and establish the plan for filing necessary documentations.	The resolution is to efficiently execute the plan by registering on the NRIF portal and complete the necessary documentation.	Initiated the action plan for NRIF portal registration and filing necessary documentation.
	The IQAC chairperson appreciated the ongoing efforts in NSS activities, emphasized the promotion of student entrepreneurship and placement initiatives, and recognized the team's commitment to academic and research requirements.	The IQAC team appreciated and encouraged to continue the same.	Initiated to implement workshops and mentorship programs to encourage student entrepreneurship and support placement endeavours.

Copy to:

1. Chairman
2. Member Secretary, IQAC
3. All HODs

*P. Padma*

Chairperson

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