



Children's Education Society (Regd.)

The Oxford College of Pharmacy

(Recognized by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health Science, Karnataka;
Approved by Pharmacy Council of India, New Delhi)

Accredited by NAAC and International Accreditation Organization (IAO)

Ref No: TOCP/18/IQAC/2019-20

1st July 2019.

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 18th Internal Quality Assurance Cell (IQAC) meeting is scheduled on 8th July 2019 at 12:30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

AGENDA

1. Review of 17th IQAC MOM and ATR.
2. Approval of department-specific timetables and plans to ensure quality curriculum delivery.
3. Reconstitution of IQAC committee.
4. IQAC plans of actions for the next academic year.
5. Review of Add-on courses for year 2018-2019.
6. ICT teaching and learning methodologies adoption.

P. Padua
Chairperson

PRINCIPAL

The Oxford College Of Pharmacy
No 6/9, 1st 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 2019-2020

Date: 8th July 2019

Time: 12:30 PM

AGENDA

1. Review of 17th MOM and ATR.
2. Approval of department-specific timetables and plans to ensure quality curriculum delivery.
3. Reconstitution of IQAC committee.
4. IQAC plans of actions for the next academic year.
5. Review of Add-on courses for year 2018-2019.
6. ICT teaching and learning methodologies adoption.

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	PRINCIPAL	CHAIRMAN	P. Padma
2	DR GURU RAJ KULAKARNI	PROF. & HOD	MEMBER	G.R.
3	DR. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jaikumar
4	DR G. PARTHASARATHY	PROF. & HOD	MEMBER	G. Parthasarathy
5	DR V. C. YELIGAR	PROF. & HOD	MEMBER	V. C. Yeligar
6	MRS. LAVANYA N.	ASST. PROFESSOR	MEMBER	Lavanya N.
7	MRS.SONA MARIUM. P.	ASST. PROFESSOR	MEMBER	Sona Marium P.
8	DR. SHEBA BABY JOHN	ASST. PROFESSOR	MEMBER	Sheba.
9	DR. JYOTI SHRIVASTAVA	ASSOC. PROFESSOR	MEMBER	Jyoti Shrivastava
10	MRS. HYMA SARA VARGHESE	ASST. PROFESSOR	MEMBER	Hyma Sara Varghese
11	MR. RAMESH J.	LIBRARIAN	MEMBER	Ramesh J.
12	MS. SHILPA N K	OFFICE ASSISTANT	MEMBER	Shilpa N K
13	Dr AMARNATH	MANAGEMENT REPRESENTATIVE	MEMBER	Amarnath
14	MR. MANIKANTH B. N.	STUDENT	MEMBER	Manikanth B. N.
15	MR. RAGHAVENDRA S	ALUMNI	MEMBER	Raghavendra S.
16	MR. P. AJITH KUMAR	STAKEHOLDER	MEMBER	P. Ajith Kumar
17	DR. M.D. KARVEKAR	EXTERNAL EXPERT	MEMBER	M.D. Karvekar



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The IQAC Chairperson welcomed all members to the meeting.

Agenda 1: Review of MOM and ATR

- IQAC Committee members discussed and analysed the 17th IQAC MOM and action taken report of previous IQAC 2018-19.
- 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 previous IQAC 2018-19.

Agenda 2: Approval of department-specific timetables and plans to ensure quality curriculum delivery.

- 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: Reconstitution of IQAC committee.

- It was discussed and decided to reconstitute the IQAC committee by adding the new members.
- The following members are appointed as new members of the IQAC committee:
 - Dr. Gururaj Kulkarni
 - Dr. V.C. Yeligar
 - Mrs. Shilpa NK
 - Dr. Amarnath
- The roles and responsibilities of the newly appointed members were briefly discussed.

Resolution:

The committee members approved to reconstitute the IQAC committee by adding Dr. Gururaj Kulkarni, Dr. V.C. Yeligar, Mrs. Shilpa NK and Dr. Amarnath as new members. Their roles and responsibilities, including active participation in formulating policies, assessing academic and administrative activities, and promoting continuous improvement, were discussed and approved.



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Agenda 4: IQAC plans of actions for the next academic year.

Discussion has been done regarding the IQAC's strategic plans and actions for the upcoming academic year. Key areas of focus include:

- Conducting comprehensive internal quality audits to assess and improve various aspects of academic and administrative functioning.
- Implementing feedback mechanisms to gather input from stakeholders and implementing suggestions for enhancing the quality of education and services.
- Organizing faculty development programs and workshops to enhance teaching methodologies and promote research culture.
- Enhancing student support services to ensure holistic development and well-being.

Resolution:

To conduct internal quality audits, implement feedback mechanisms, organize faculty development programs, and enhance student support services for comprehensive institutional improvement.

Agenda 5: Review of Add-on courses for year 2018-2019.

- Reviewed Add-on courses from 2018-2019 for effectiveness, relevance, and student uptake.
- Assessed student participation and feedback on add-on courses.
- Analysed impact on student skill development and academic experience.
- Discussed strategies to enhance awareness and enrolment.
- Emphasized increasing student involvement and ensuring timely course completion for improved outcomes.

Resolution:

The add-on courses offered during the academic year 2018-2019 were reviewed for effectiveness, relevance, and student uptake. Student participation and feedback were assessed, along with the impact on skill development and academic experience. Strategies were discussed to enhance awareness and enrolment. It was emphasized to increase student involvement and ensure timely course completion for improved outcomes.

Agenda 6: ICT teaching and learning methodologies adoption.

- Evaluated the institution's current ICT integration levels and infrastructure, assessing their impact on student engagement and learning outcomes, while aligning methodologies with curriculum objectives.



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- Discussed past allocations for funding and infrastructure needs related to ICT, exploring strategies to enhance student engagement and provide technical support, and establishing metrics for assessing effectiveness, alongside developing a roadmap for future integration and innovation.

Resolution:

Approved the evaluation of ICT integration impact, discussed past allocations, explored enhancement strategies, and developed a map for future integration.

P. Padua
Chairperson

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ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
15/07/2019	IQAC team of TOCP has presented the action taken report of 17 th 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 17 th 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.
	It was discussed to reconstitute the IQAC committee by adding the following new members along with the discussion of roles and responsibilities: <ul style="list-style-type: none"> ➤ Dr. Gururaj Kulkarni ➤ Dr. V.C. Yeligar ➤ Mrs. Shilpa NK ➤ Dr. Amarnath 	The committee members approved to reconstitute the IQAC committee by adding Dr. Gururaj Kulkarni, Dr. V.C. Yeligar, Mrs. Shilpa NK and Dr. Amarnath as new member by explaining the roles and responsibilities.	The IQAC committee has been reconstituted with the mentioned new members and roles and responsibilities has been allotted to the new members.
	The IQAC's strategic plans for the upcoming academic year focus on conducting comprehensive internal quality audits, implementing	To conduct internal quality audits, implement feedback mechanisms, organize faculty development programs, and enhance	It has been initiated to finalize the topics for FDP and workshops to enhance the support for faculty as well as staff holistic



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	<p>mechanisms, organizing faculty development programs and workshops, and enhancing student support services for holistic development and well-being</p>	<p>support services for comprehensive institutional improvement.</p>	<p>mechanisms were also recommended as well.</p>
	<p>The review of Add-On courses from 2018-2019 focused on effectiveness, relevance, student uptake, participation, feedback, and their impact on skill development, while discussing strategies to enhance awareness, enrolment, student involvement, and timely course completion for improved outcomes.</p>	<p>The Add-On courses offered during the academic year 2018-2019 were reviewed for effectiveness, relevance, and student uptake. It was emphasized to increase student involvement and ensure timely course completion for improved outcomes.</p>	<p>Add-On courses for 2018-19 were reviewed by HODs for the completion and result analysis of the courses as well as feedback analysis were also reviewed for improved outcomes in upcoming years.</p>
	<p>The evaluation of current ICT integration and infrastructure assessed their impact on student engagement and learning outcomes, discussed past funding allocations and needs, and explored strategies for enhancement, support, and future innovation, with metrics for effectiveness.</p>	<p>Approved the evaluation of ICT integration impact, discussed past allocations, explored enhancement strategies, and developed a map for future integration.</p>	<p>IQAC committee recommended for ICT integration for enhanced strategies.</p>

P. Padma
Chairperson

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Ref No: TOCP/19/IQAC/2019-20

10th October 2019.

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 19th IQAC meeting is scheduled on 16th October 2019 at 3:30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

AGENDA

- Review of 18th MOM and ATR.
- Academic related works-syllabus completion.
- Planning for FDPs, Webinars & Conferences for the academic year.
- Discussion on improving the quality & quantity of research.
- Discussion on enhancing extra-mural fundings.
- Any other discussion with the permission of chair.

P. Padua
Chairperson

Copy to:

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

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IQAC MINUTES OF THE MEETING 2019-2020

Date: 16th October 2019

Time: 3.30 PM

AGENDA

1. Review of 18th MOM and ATR.
2. Academic related works.
3. Planning for FDPs, Webinars & Conferences for the academic year.
4. Discussion on improving the quality & quantity of research.
5. Discussion on enhancing extra-mural fundings.
6. Any other discussion with the permission of chair.

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	PRINCIPAL	CHAIRMAN	P. Padma
2	DR GURU RAJ KULAKARNI	PROF. & HOD	MEMBER	G.R.
3	DR. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jai Kumar
4	DR G. PARTHASARATHY	PROF. & HOD	MEMBER	G. Parthasarathy
5	DR V. C. YELIGAR	PROF. & HOD	MEMBER	V. C. Yeligar
6	MRS. LAVANYA N.	ASST. PROFESSOR	MEMBER	Lavanya N.
7	MRS.SONA MARIUM. P.	ASST. PROFESSOR	MEMBER	Sona Marium P.
8	DR. SHEBA BABY JOHN	ASST. PROFESSOR	MEMBER	Sheba Baby John
9	DR. JYOTI SHRIVASTAVA	ASSOC. PROFESSOR	MEMBER	Jyoti Shrivastava
10	MRS. HYMA SARA	ASST. PROFESSOR	MEMBER	Hyma Sara
11	MR. RAMESH J.	LIBRARIAN	MEMBER	Ramesh J.
12	MS. SHILPA N K	OFFICE ASSISTANT	MEMBER	Shilpa N K
13	DR. AMARNATH	MANAGEMENT REPRESENTATIVE	MEMBER	Amarnath
14	MR. MANIKANTH B. N.	STUDENT	MEMBER	Manikanth B. N.
15	MR. RAGHAVENDRA S	ALUMNI	MEMBER	Raghavendra S
16	MR. P. AJITH KUMAR	STAKEHOLDER	MEMBER	P. Ajith Kumar
17	DR. M.D. KARVEKAR	EXTERNAL EXPERT	MEMBER	M.D. Karvekar



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The IQAC Chairperson welcomed all members to the meeting.

Agenda 1: Review of 18th MOM and ATR.

- IQAC team of TOCP has presented the action taken report of 17th 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 17th IQAC minutes.

Agenda 2: Academic related works.

- IQAC chairperson discussed on the academic related works like status of syllabus completion for all courses Pharm, M. Pharm, Pharm.D and D. Pharm.
- Instructions have been given to Dean Academics to do the Academic calendar review.
- Discussion has been done about the strengthening of mentor system and remedial classes to continue student support in overall development.

Resolution:

The IQAC resolved to monitor the syllabus completion for all courses, instructed the Dean of Academics to review the academic calendar, decided to strengthen the mentor system and continue remedial classes for student support.

Agenda 3: Planning for online FDP and webinars & conferences for the academic year.

- Discussed on planning for FDPs, Webinars & Conferences for the academic year.
- IQAC chairperson stressed on topics and themes selection and identification of potential resource persons and their availability.
- Discussion has been done on the confirmation of process for inviting and finalizing the date.

Resolution:

The IQAC resolved to prioritize the planning of FDPs, Webinars, and Conferences for the academic year.

Agenda 4: Discussion on improving the quality & quantity of research publications and grants.

- Discussed on strategies to strengthen the research publications and grants from faculty as well as student.
- Discussion has been done on planning and implementation of capacity-building programs, workshops, and training sessions to aim the enhanced research skills, methodologies, and publications among faculty and researchers.



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- IQAC chairperson also encouraged the faculty to publish papers in Scopus, UGC or any other peer-reviewed journals.

Resolution:

The IQAC resolves to strengthen research publications and grants by implementing capacity-building programs and encouraging faculty and students to enhance research skills and publish in recognized peer-reviewed journals.

Agenda 5: Discussion on enhancing extra-mural fundings.

- The IQAC Chairperson discussed exploring opportunities for grants from government and non-government bodies, as well as from RGUHS.
- Discussions were held to develop competitive grant proposals, which included organizing writing workshops, conducting proposal reviews, and ensuring access to grant-writing resources.

Resolution:

The IQAC committed to explore grant opportunities from various entities and developing competitive proposals through workshops, reviews, and resource accessibility.

Agenda 6: Any other discussion with the permission of chair.

- IQAC also discussed on Infrastructure, feedback analysis and identify the quality enhancement strategies.

Resolution:

The IQAC resolves to address infrastructure needs, analyse feedback, and identify strategies for enhancing quality.

Copy to:

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

P. Padma
Chairperson

PRINCIPAL

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ACTION TAKEN REPORT

Date	Minutes of Meetings	Resolution	Action taken
21/10/2019	<p>IQAC team of TOCP has presented the action taken report of 18th 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 18th IQAC minutes.</p>	<p>The committee members approved the minutes of the meeting (MOM) and the action taken report.</p>
	<p>The IQAC Chairperson discussed the status of syllabus completion for all pharmacy courses and instructed the Dean of Academics to review the academic calendar. Additionally, discussions were held on strengthening the mentor system and continuing remedial classes to support overall student development.</p>	<p>The IQAC resolved to monitor the syllabus completion for all courses, instructed the Dean of Academics to review the academic calendar, decided to strengthen the mentor system and continue remedial classes for student support.</p>	<p>Academic calendar was initiated and mentor system was enhanced. Instructed to continue the remedial classes.</p>
	<p>The IQAC discussed planning for Faculty Development Programs (FDPs), Webinars, and Conferences for the academic year. The Chairperson emphasized selecting topics and themes and identifying potential resource persons, focusing on their availability. Additionally, the process for confirming invitations and finalizing dates was discussed.</p>	<p>The IQAC resolved to prioritize the planning of FDPs, Webinars, and Conferences for the academic year.</p>	<p>Topics were selected for FDPs and potential resource persons were also identified. Initiated for invitation and other related works.</p>



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	<p>The IQAC discussed strategies to enhance research publications and grants from both faculty and students. The IQAC Chairperson also encouraged faculty to publish papers in recognized peer-reviewed journals such as Scopus, UGC, or other reputable platforms</p>	<p>The IQAC resolves to strengthen research publications and grants by implementing capacity-building programs and encouraging faculty and students to enhance research skills and publish in recognized peer-reviewed journals.</p>	<p>Initiated to organize capacity-building programs, workshops, and training sessions to enhance research skills and methodologies. Identified key areas for skill development and initiated sessions focusing on these topics.</p>
	<p>The IQAC Chairperson discussed exploring grant opportunities from government, non-government bodies, and RGUHS. Discussions focused on developing competitive grant proposals, which involved organizing writing workshops, conducting proposal reviews, and ensuring access to grant-writing resources.</p>	<p>The IQAC committed to explore grant opportunities from various entities and developing competitive proposals through workshops, reviews, and resource accessibility.</p>	<p>Decided to encourage competitive research proposals.</p>
	<p>IQAC also discussed on Infrastructure, feedback analysis and identify the quality enhancement strategies.</p>	<p>The IQAC resolves to address infrastructure needs, analyse feedback, and identify strategies for enhancing quality.</p>	<p>Infrastructure needs were identified, understood and IQAC committee recommended for the updation.</p>

P. Radwa
Chairperson

PRINCIPAL

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Ref No: TOCP/20/IQAC/2019-20

12th December, 2019

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 20th IQAC meeting is scheduled on 17th December 2019 at 3.30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

AGENDA

1. Review of 19th MOM and ATR
2. Discussion on various academic works and syllabus completion.
3. Review of Stakeholder Feedback on curriculum.
4. Discussion on Grants and Publications.
5. NAAC related works.
6. Any other discussion with the permission of chair.

P. Padua
Chairperson

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IQAC MINUTES OF THE MEETING 2019-2020

Date: 17th December 2019
Time: 3.30 PM

AGENDA

1. Review of 19th MOM and ATR
2. Discussion on various academic works and syllabus completion.
3. Review of Stakeholder Feedback on curriculum.
4. Discussion on Grants and Publications.
5. Discussion on NAAC related works.
6. Any other discussion with the permission of chair.

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	PRINCIPAL	CHAIRMAN	P. Padma
2	DR GURU RAJ	PROF. & HOD	MEMBER	AB
3	DR. S. JAIKUMAR	PROF. & HOD	MEMBER	S. Jai k
4	DR G. PARTHASARATHY	PROF. & HOD	MEMBER	
5	DR V. C. YELIGAR	PROF. & HOD	MEMBER	
6	MRS. LAVANYA N.	ASST. PROFESSOR	MEMBER	Lavanya
7	MRS.SONA MARIUM. P.	ASST. PROFESSOR	MEMBER	Sona M
8	DR. SHEBA BABY JOHN	ASST. PROFESSOR	MEMBER	Sheba.
9	DR. JYOTI SHRIVASTAVA	ASSOC. PROFESSOR	MEMBER	
10	MRS. HYMA SARA	ASST. PROFESSOR	MEMBER	Hyma
11	MR. RAMESH J.	LIBRARIAN	MEMBER	R. J
12	MS. SHILPA N K	OFFICE ASSISTANT	MEMBER	Shilpa
13	Dr AMARNATH	MANAGEMENT REPRESENTATIVE	MEMBER	Amarnath
14	MR. MANIKANTH B. N.	STUDENT	MEMBER	
15	MR. RAGHAVENDRA S	ALUMNI	MEMBER	
16	MR. P. AJITH KUMAR	STAKEHOLDER	MEMBER	
17	DR. M.D. KARVEKAR	EXTERNAL EXPERT	MEMBER	



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IQAC Chairperson and the coordinators welcomed all members to the meeting

Agenda 1: Review of 19th MOM and ATR

- IQAC team of TOCP has presented the action taken report of 19th 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 18th 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.
- 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.
- HODs are motivated to attend and conduct one National Level Conference for the academic year.

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: Review of Stakeholder Feedback on curriculum.

- IQAC members were briefed an overview of the feedback from students, faculty, alumni, employers.
- The analysed stake holder feedback was presented to the member whereas stakeholder wise points were discussed where feedback is found satisfactory and scope for improvement.

Resolution:

It was resolved that the committee appreciated the efforts and suggested to continue the same. Also, the committee stressed that the areas identified for scope for improvement should be addressed immediately and the action taken to be presented in the subsequent meetings and same to be forwarded to the Governing Council and same will be brought to the notice of RGUHS authorities during respective BOS meeting.



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Agenda 4: 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:

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 5: 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 6: Any other discussion with the permission of chair.

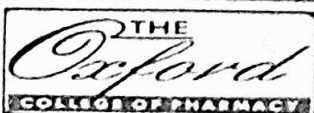
As there were no points to discuss the meeting was ended with vote of thanks by IQAC chairperson.

P. Padua
Chairperson

Copy to:

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

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ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
19/12/2019	IQAC team of TOCP has presented the action taken report of 19 th 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 19 th IQAC minutes.	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	The IQAC reviewed syllabus completion progress for the upcoming sessional exams, discussed strategies to address challenges, and suggested using library hours if needed; additionally, they addressed support for slow and advanced learners and encouraged HODs to conduct a National Level Conference.	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.	After conduction of review for the syllabus completion with HODs and No. of remedial classes also increased to help slow learners to enhance their results.
	IQAC members received an overview of stakeholder feedback from students, faculty, alumni, and employers, with an analysis highlighting satisfactory areas and opportunities for improvement.	It was resolved that the committee appreciated the efforts and suggested to continue the same. Also, the committee stressed that the areas identified for scope for improvement should be addressed immediately the same will be forwarded to GC and RGUHS.	The IQAC committee appreciated the efforts and suggested continuing them, while emphasizing the areas identified for improvement should be addressed immediately and also forwarded to GC and RGUHS.



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	The IQAC Chairperson emphasized applying for research grants and encouraged faculty to increase the quantity and quality of their research publications to enhance 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 IQAC committee decided to recommended the support faculty in applying for research grants and enhancing the quality of their research publications.
	The discussion highlighted NAAC-related tasks, focusing on compliance with accreditation standards and implementing action plans from previous assessments to improve institutional performance.	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.	The committee decided to prioritize NAAC-related tasks to improve institutional performance and ensure compliance with accreditation standards.

P. Padma
Chairperson

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Ref No: TOCP/21/IQAC/2019-20

6th March 2020

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 21st IQAC meeting is scheduled on 11th March 2020 at 3.30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore.

All members of the IQAC are requested to attend the meeting.

AGENDA

1. Review of 20th IQAC MOM and action taken report
2. Discussion student research projects and publications.
3. Discussion on status of Add-On courses.
4. NAAC related works.

P. Padma

Chairperson

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Copy to:

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



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IQAC MINUTES OF THE MEETING 2019-2020

Date: 11th March 2020

Time: 3:30 PM

AGENDA

1. Review of 20th IQAC MOM and action taken report
2. Discussion student research projects and publications.
3. Discussion on status of Add-On courses.
4. NAAC related works.

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	PRINCIPAL	CHAIRMAN	
2	DR GURU RAJ	PROF. & HOD	MEMBER	
3	DR. S. JAIKUMAR	PROF. & HOD	MEMBER	
4	DR G. PARTHASARATHY	PROF. & HOD	MEMBER	
5	DR V. C. YELIGAR	PROF. & HOD	MEMBER	
6	MRS. LAVANYA N.	ASST. PROFESSOR	MEMBER	
7	MRS.SONA MARIUM. P.	ASST. PROFESSOR	MEMBER	
8	DR. SHEBA BABY JOHN	ASST. PROFESSOR	MEMBER	
9	DR. JYOTI SHRIVASTAVA	ASSOC. PROFESSOR	MEMBER	
10	MRS. HYMA SARA	ASST. PROFESSOR	MEMBER	
11	MR. RAMESH J.	LIBRARIAN	MEMBER	
12	MS. SHILPA N K	OFFICE ASSISTANT	MEMBER	
13	Dr AMARNATH	MANAGEMENT REPRESENTATIVE	MEMBER	
14	MR. MANIKANTH B. N.	STUDENT	MEMBER	
15	MR. RAGHAVENDRA S	ALUMNI	MEMBER	
16	MR. P. AJITH KUMAR	STAKEHOLDER	MEMBER	
17	DR. M.D. KARVEKAR	EXTERNAL EXPERT	MEMBER	



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IQAC Chairperson and the coordinators welcomed all members to the meeting

Agenda 1: Review of 20th MOM and ATR

- IQAC team of TOCP has presented the action taken report of 20th 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 20th IQAC minutes.

Agenda 2: Discussion on student research projects and publications.

- The IQAC Chairperson emphasized the significance of inculcating interest in research and highlighted the importance of implementing UG projects.
- The Chairperson instructed faculty members to encourage students to publish the research and review papers in peer-reviewed journals.

Resolution

The IQAC resolved to inculcate interest among student's project implementation. Faculty members are instructed to encourage student publication in peer-reviewed journals, enhancing scholarly output.

Agenda 3: Discussion on status of Add-On courses

- Discussion has been done on status of Add-On courses completion as per the session plan.
- IQAC chairperson stressed on student involvement and feedback also discussed regarding to assess the quality and relevance of the curriculum content, learning materials, and instructional methods used in Add-On courses.

Resolution:

The IQAC resolved to prioritize the completion of Add-On courses as per the session plan and stressed on student involvement and feedback in assessing the quality and relevance of curriculum content, learning materials, and instructional methods used in these courses.

Agenda 4: Discussion on NAAC related works.



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- IQAC committee discussed on the status of timely completion of NAAC related documentation.
- Discussed to adhere to timelines for completing and submitting the AQAR.
- 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 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 qualitative parameters.

P. Padua
Chairperson

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



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ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
18/03/2020	<p>IQAC team of TOCP has presented the action taken report of 20th 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 20th IQAC minutes.</p>	<p>The committee members approved the minutes of the meeting (MOM) and the action taken report.</p>
	<p>The IQAC Chairperson emphasized the importance of fostering research interest and implementing UG projects, and instructed faculty to encourage students to publish their research and review papers in peer-reviewed journals.</p>	<p>The IQAC resolved to inculcate interest among student's project implementation. Faculty members are instructed to encourage student publication in peer-reviewed journals, enhancing scholarly output.</p>	<p>Faculty members initiated UG research projects and provided guidance to students on publishing their research and review papers in peer-reviewed journals.</p>
	<p>The IQAC discussed the status of Add-On course completion as per the session plan. The Chairperson emphasized student involvement and feedback to assess the quality and relevance of the curriculum, learning materials, and instructional methods used in these courses.</p>	<p>The IQAC resolved to prioritize the completion of Add-On courses as per the session plan and stressed on student involvement and feedback in assessing the quality and relevance of curriculum content, learning materials, and instructional methods used in these courses.</p>	<p>Student feedback was collected to evaluate quality and relevance of the curriculum.</p>



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	<p>The IQAC committee discussed the status of NAAC documentation, adherence to AQAR submission timelines, and the process of collecting data, including stakeholder feedback and qualitative parameters.</p>	<p>The IQAC committee resolved to ensure timely completion and submission 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 qualitative parameters.</p>	<p>The IQAC committee discussed the status of NAAC documentation, adherence to AQAR submission timelines, and the process of collecting data, including stakeholder feedback and qualitative parameters.</p>
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P. Padma
Chairperson

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