



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/30/IQAC/2022-23

7th July 2022.

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 30th Internal Quality Assurance Cell (IQAC) meeting is scheduled on 11th July 2022 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 29th IQAC MOM & ATR.
2. Review of AQAR 2021-22 plan of actions.
3. Planning of FDPs and conferences to be conducted for the academic year 2022-23.
4. Discussion on Result Analysis of RGUHS Examination for year 2021-22.
5. Review of Add-on courses for year 2021-2022.

P. Padma
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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30

IQAC MINUTES OF THE MEETING 2022-2023

Date: 11th July 2022

Time: 12:30 PM

AGENDA

1. Review of 29th IQAC MOM & ATR.
2. Review of AQAR 2021-22 plan of actions.
3. Planning of FDPs and conferences to be conducted for the academic year 2022-23.
4. Discussion on Result Analysis of RGUHS Examination for year 2021-22.
5. Review of Add-on courses for year 2021-2022.

COMMITTEE MEMBERS:

S.NO.	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	DR. PADMAA M. PAARAKH	PROFESSOR & PRINCIPAL	CHAIRPERSON	P. Padma
2	DR. GURURAJ S KULKARNI	PROFESSOR & HOD	NAAC CORDINATOR	G. Kulkarni
3	DR. PARTHASARATHY G	PROFESSOR & HOD	MEMBER	P. Parthasarathy
4	DR. JYOTI SHRIVASTAVA	PROFESSOR & HOD	MEMBER	J. Shrivastava
5	DR. NOOPUR SRIVASTAVA	ASSOSIATE PROFESSOR	MEMBER	N. Srivastava
6	DR. VIKRAM T	ASSISTANT PROFESSOR	MEMBER	V. Vikram
7	MRS. DIVYA S KUMAR.	ASSISTANT PROFESSOR	MEMBER	D. Divya
8	DR. C. SRIPRIYA	ASSISTANT PROFESSOR	MEMBER	C. Sri Priya
9	DR. NAGALAKSHMI G	ASSISTANT PROFESSOR	MEMBER	N. Nagalakshmi
12	MR. RAMESH J.	LIBRARIAN	MEMBER	R. Ramesh
13	MR. MUNISHA	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	M. Munisha
14	Mrs. HEMAMALINI.J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICERS	H. Hemamalini
15	MRS. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	S. Suprabha



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16	MR. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICERS	
17	MR. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	
18	MS. YUKTHA .H.J	STUDENT	MEMBER	
19	MS. DIVYA R	ALUMNI	MEMBER	
20	MR. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	
21	DR. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	
22	MR. H S JAGADEESHA	STAKEHOLDER	MEMBER	

The IQAC Chairperson welcomed all members to the meeting.

Agenda 1: Review of 28th IQAC MOM & ATR.

- IQAC Committee members discussed and analysed the MOM and action taken report of previous IQAC 2021-22.
- 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 2021-22.

Agenda 2: Review of AQAR 2021-22 plan of actions.

- Committee members discussed about the various methods to strengthen between the college and industry such as improving the internships, collaborative research projects, guest lectures from industry experts, and industry-relevant curriculum development.
- Committee members addressed the goals and strategies to improve the institution's ranking in the National Institutional Ranking Framework (NIRF) by enhancing teaching quality, research output, infrastructure, and overall academic performance.
- Talked about supporting faculty in producing great research papers, including discussing options like grants, workshops, collaborations, and recognizing achievements.



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Resolution:

The committee members approved all the Plans of actions and suggested that the implementation status of the same should be presented in the upcoming IQAC meetings.

Agenda 3: Planning of FDPs and Conferences to be conducted for the academic year 2022-23.

- Discussion has been done about FDPs and conferences to be conducted in this academic year 2022-23.
- IQAC Chairperson stressed on the point that number of FDPs has to be increased in this academic year and instructed to plan some workshops or guest lectures on IPR and Research Methodology.
- IQAC members also proposed to conduct one National Level Conference for this academic year.

Resolution:

The committee members agreed to increase the number of FDPs, organize workshops on IPR and Research Methodology, and conduct a National Level Conference in the current academic year.

Agenda 4: Discussion on Result Analysis of RGUHS Examination for year 2021-22.

- The RGUHS Result Analysis were presented by Dean Examination for various courses for academic session 2021-22.
- Members actively participated in the discussion to identify the strengths, weakness and also the key statistics to focus on the areas of improvement.
- The IQAC Chairperson extended heartfelt congratulations to the dedicated faculty and esteemed HODs their exemplary efforts that led to the attainment of satisfactory results.
- The Chairperson emphasized the need to motivate and offer support to students who faced failure in exams.

Resolution:

The committee members acknowledged the RGUHS Result Analysis and congratulated the faculty and HODs for satisfactory results. They agreed to actively engage in identifying strengths and weaknesses of the students to provide motivation and support to students facing exam failures.



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Agenda 5: Review of Add-on courses for 2021-22.

- The Committee members discussed the impact of add-on courses on students' skill development and overall academic experience of 2021-2022.
- Chairperson enquired about the status of completion of certificates for the Add-on courses for the academic year 2021-22.
- IQAC instructed the Add-on Course committee to take decision on the course topics for the next academic year 2022-23 at the earliest.

Resolution:

The Committee members reviewed the impact of add-on courses on student development for 2021-2022, checked completion status of certificates, and directed the committee to decide on topics for the next academic year 2022-23.

P. Padma
Chairperson

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ACTION TAKEN REPORT

Date	Minutes of Meetings	Resolution	Action taken
18/07/2022	IQAC team of TOCP has presented the action taken report of 29 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 29 th IQAC minutes	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	Discussed about plan of actions AQAR 21-22 like NIRF ranking, Academic-Industry Collaboration and active participation in 'Children's Education Society's Golden Jubilee Celebration.	The committee members approved all the Plans of actions and suggested that the implementation status of the same should be presented in the upcoming IQAC meetings.	Formed a committee to improve NIRF ranking. The committee emphasized on through faculty development, research initiatives, and collaborations with industry, while also planning events for active participation in the 'Children's Education Society's Golden Jubilee Celebration.
	Discussed upcoming FDPs and conferences for the academic year; emphasized by IQAC Chairperson to increase the number of FDPs and instructed planning of workshops or guest lectures on IPR and Research Methodology.	Resolved to increase the number of FDPs, organize workshops on IPR and Research Methodology, and conduct a National Level Conference in the current academic year.	Implemented actions include expanding the schedule to accommodate additional FDPs, planning and executing workshops on IPR and Research Methodology, and initiating preparations for a National Level Conference in adherence to the resolution made.



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	<p>Dean Examination presented RGUHS Result Analysis; members actively discussed strengths, weaknesses, and key statistics for improvement; IQAC Chairperson congratulated faculty and HODs for satisfactory results, emphasizing the importance of supporting students facing exam failure.</p>	<p>HODs are directed to identify students for UG projects and provide concise project summaries.</p>	<p>After receiving approval from the Research Dean, the revised research proposals are currently pending notification from RGUHS before proceeding to the next phase.</p>
	<p>The Committee reviewed the impact of add-on courses on student skill development and academic experience for 2021-2022. The Chairperson inquired about the completion status of certificates for these courses. IQAC instructed the Add-on Course Committee to decide on course topics for 2022-2023 promptly.</p>	<p>The Committee members reviewed the impact of add-on courses on student development for 2021-2022, checked completion status of certificates, and directed the committee to decide on topics for the next academic year 2022-23.</p>	<p>The Committee assessed the impact of add-on courses 2021-22, instructed the Add-on Course Committee to promptly decide on topics for the 2022-2023 courses.</p>

P. Padma
Chairperson

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Ref No: TOCP/31/IQAC/2022-23

12th October 2022.

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 31st Internal Quality Assurance Cell (IQAC) meeting is scheduled on 19th October 2022 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 30th IQAC MOM & ATR.
2. Discussion on various academic works.
3. General review and instructions to HODs.
4. NAAC related works.
5. Approval of UG, PG and Pharm.D research projects to be conducted.
6. Any other discussion with the permission of chair.

Copy to:

1. Chairman
2. Member Secretary, IQAC
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P. Padma
Chairperson
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IQAC MINUTES OF THE MEETING 2022-2023

Date: 19th October 2022

Time: 3.30 PM

AGENDA

1. Review of 30th IQAC MOM & ATR.
2. Discussion on various academic works.
3. General review and instructions to HODs.
4. NAAC related works.
5. Approval of UG, PG and Pharm.D research projects to be conducted.
6. 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. Dr. GURURAJ S KULKARNI	PROF &HOD	NAAC COORDINATOR	Gururaj
3	Dr. PARTHASARATHY G	PROF. & HOD	MEMBER	Parthasarathy
4	Dr. S. JYOTI SHRIVASTAVA	PROF &HOD	MEMBER	Jyoti
5	Dr. NOOPUR SRIVASTAVA	ASSO. PROF	MEMBER	Noopur
6	Dr. VIKRAM T	ASST. PROFESSOR	MEMBER	Vikram
7	Mrs. DIVYA S KUMAR.	ASST. PROFESSOR	MEMBER	Divya
8	Dr. T. SRIPRIYA	ASST. PROFESSOR	MEMBER	Sripriya
9	Dr. NAGALAKSHMI G	ASST. PROFESSOR	MEMBER	Nagalakshmi
10	Mrs. SUVARNA LAKSHMI	ASST. PROFESSOR	MEMBER	Suvarna
11	Mrs. K S BHAVANI	ASST. PROFESSOR	MEMBER	K. Bhavani
12	Mr. RAMESH J.	LIBRARIAN	MEMBER	Ramesh
13	Mr. MUNISHA	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	Munisha
14	Mrs. HEMAMALINI.J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICERS	Hemamalini
15	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	Suprabha



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20	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	
21	DR. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	
22	Mr. H S JAGADEESHA	STAKEHOLDER	MEMBER	

The IQAC Chairperson welcomed all members to the meeting.

Agenda 1: Review of 30th IQAC MOM & ATR.

- IQAC team of TOCP has presented the action taken report of previous external IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.
- The committee members reviewed the preparedness of NAAC and suggested all the ongoing activities to be completed in the defined timelines.

Resolution:

The committee members approved the MOM and action taken report of previous IQAC minutes.

Agenda 2: Discussion on various academic works

- IQAC Chairperson advised HODs to ensure the preparedness of the study material for their respective courses in the department.
- It has been informed HODs to concentrate on slow learners and also motivate the advanced learners to aim for better results and university ranks.
- Chairperson advised HOD's to get involved in all placement activities and motivate the students to actively participate in placements.
- Plan of action to improve placement with higher package in core companies.
- Discussed the importance of getting more books and editions for the library and making sure people use them more often.
- Engaged in a discussion regarding the finalization of Internal Assessment (IA) marks.



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Resolution:

Agreed to prepare study materials, support learners, boost placements, strategize for better job opportunities, and focus on enhancing library resources' availability and usage. Team Concluded discussions on the finalization of Internal Assessment (IA) marks.

Agenda 3: General review and instructions to HODs

- IQAC chairperson is advised to all members to concentrate on completion of syllabus and enquired about the preparedness for RGUHS examinations of all B. Pharm, M. Pharm and Pharm D courses.
- IQAC chairperson informed about the selected short-term UG projects from RGUHS and also congratulated the faculties who motivated the students for the same.

Resolution:

The IQAC team of TOCP suggested that all the proposed plans of actions of examination should be adhere strictly.

Agenda 4: NAAC related works:

- Chairperson reviewed the current status of ongoing NAAC-related tasks and initiatives
- IQAC Team discussed the progress of data collection and documentation required for NAAC accreditation.
- Explored strategies for ensuring the quality and accuracy of data and documentation.

Resolution:

Decided to move forward with NAAC tasks by reviewing progress, discussing data collection, and planning strategies to ensure accurate documentation.

Agenda 5: Approval of UG, PG and Pharm.D research projects to be conducted.

- Research Dean and IQAC instructed to HODs to identify the students for UG short-term projects of RGUHS and other government and nongovernment bodies.
- IQAC discussed the proposal of R&D committee about the UG, PG and Pharm.D research projects allocation and instructed the HODs to inform the faculty the same.
- Also instructed to capture the concise summary of the project proposals.



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Resolution:

Research Dean and IQAC instructed HODs to identify students for UG short-term projects, discuss and allocate UG, PG, and Pharm.D research projects, and emphasize the capture of concise summaries for the project proposals.

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

- RGUHS affiliation and PCI affiliation to be completed on time.
- IQAC chairperson instructed and also motivated HODs and Faculty about Shiksha Awards.

Resolution:

Resolved to ensure timely completion of RGUHS and PCI affiliations and faculty members to actively participate in the Shiksha Awards.

P. Padma
Chairperson

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ACTION TAKEN REPORT

Date	Minutes of meeting	Resolution	Action taken
22/10/2022	IQAC team of TOCP has presented the action taken report of 30 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 30 th IQAC minutes	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	IQAC Chair advised HODs to prepare study materials, focus on both slow and advanced learners, actively engage in placement activities, plan for improved placements, and discussed enhancing the library with more books.	Agreed to prepare study materials, support learners, boost placements, strategize for better job opportunities, and focus on enhancing library resources' availability and usage.	HODs initiated study material preparation, targeted both slow and advanced learners, actively engaged in placements, implemented improvement plans, and ongoing efforts for library enhancement with more books.
	IQAC chairperson advised members on syllabus completion and inquired about RGUHS exam preparedness, informed about selected UG projects, and motivated HODs and faculty for Shiksha Awards.	The IQAC team of TOCP suggested that all the proposed plans of actions of examination should be adhere strictly.	Actions initiated involve prioritizing syllabus completion and RGUHS exam readiness, recognizing faculty for motivating students in UG projects, and motivating HODs and faculty for Shiksha Awards.
	Dr. Gururaj Kulakarni, IQAC coordinator, is assigned to review and update the status of all NAAC criteria, as discussed in the meeting.	To conduct a thorough review and provide updates on the status of all NAAC criteria.	P Dr. Gururaj Kulakarni, IQAC coordinator, conducted a thorough review of all NAAC criteria and provided updates, effectively



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	<p>The Research Dean and IQAC instructed HODs to identify students for UG short-term projects from RGUHS and other bodies, discussed the R&D committee's proposal on UG, PG, and Pharm.D research project allocations, and directed HODs to inform faculty and capture concise summaries of the project proposals.</p>	<p>Research Dean and IQAC instructed HODs to identify students for UG short-term projects, discuss and allocate UG, PG, and Pharm.D research projects, and emphasize the capture of concise summaries for the project proposals.</p>	<p>Implemented actions include the initiation of UG, PG, and Pharm.D research projects with dedicated committees.</p>
	<p>Timely completion of RGUHS and PCI affiliations was emphasized, and the IQAC chairperson motivated HODs and faculty about the Shiksha Awards</p>	<p>Resolved to ensure timely completion of RGUHS and PCI affiliations and faculty members to actively participate in the Shiksha Awards.</p>	<p>The RGUHS and PCI affiliations were completed on time, and the IQAC chairperson motivated HODs and faculty regarding the Shiksha Awards.</p>

P. Padma
Chairperson

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8th December, 2022

CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 32nd Internal Quality Assurance Cell (IQAC) meeting is scheduled on 12th December 2022 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 31st IQAC MOM & ATR.
2. Approval of department wise timetable and pedagogical plans for ensuring quality curriculum delivery.
3. Approval on Add-On courses 2022-23.
4. Course Outcome mapping for various courses.
5. Review of Stakeholder Feedback on curriculum.
6. Discussion on grants and publications.
7. NAAC related works.

Copy to:

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3. All HODs

P. Padma

**Chairperson
PRINCIPAL**

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Time: 3.30 PM

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COMMITTEE MEMBERS:

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2	Dr. GURURAJ S KULKARNI	PROF &HOD	NAAC COORDINATOR	G. S. Kulkarni
3	Dr. PARTHASARATHY G	PROF. & HOD	MEMBER	P. Parthasarathy
4	Dr. S. JYOTI SHRIVASTAVA	PROF &HOD	MEMBER	S. Jyoti
5	Dr. NOOPUR SRIVASTAVA	ASSO. PROF	MEMBER	N. Srivastava
6	Dr. VIKRAM T	ASST. PROFESSOR	MEMBER	V. Vikram
7	Mrs. DIVYA S KUMAR.	ASST. PROFESSOR	MEMBER	D. Divya
8	Dr. T. SRIPRIYA	ASST. PROFESSOR	MEMBER	T. Sri Priya
9	Dr. NAGALAKSHMI G	ASST. PROFESSOR	MEMBER	G. Nagalakshmi
10	Mrs. G. SUVARNA LAKSHMI	ASST. PROFESSOR	MEMBER	G. Suvarna
11	Mrs. K S BHAVANI	ASST. PROFESSOR	MEMBER	K. Bhavani
12	Mr. RAMESH J.	LIBRARIAN	MEMBER	R. Ramesh
13	Mr. MUNISHA	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	A.B.
14	Mrs. HEMAMALINI.J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICERS	Hemamalini
15	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	S. Suprabha



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16	MR. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICERS	<i>[Signature]</i>
17	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	<i>[Signature]</i>
18	Ms. YUKTHA.H. J	STUDENT	MEMBER	<i>[Signature]</i>
19	Miss. DIVYA R	ALUMNI	MEMBER	<i>[Signature]</i>
20	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	<i>[Signature]</i>
21	DR. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	<i>[Signature]</i>
22	Mr. H S JAGADEESHA	STAKEHOLDER	MEMBER	<i>[Signature]</i>

IQAC Chairperson and the coordinators welcomed all members to the meeting

Agenda 1: Review of 31st IQAC MOM & ATR

- IQAC team of TOCP has presented the action taken report of 31st 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 previous IQAC minutes.

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

- Department heads and Dean academics presented timetables and plan of actions, 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.



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Agenda 3: Approval on Add-on courses 2022-23

- IQAC Chairperson discussed about Add-on courses topics to each department and proposed to approve the topics for the same.

Resolution:

The committee members approved all the Plans of actions and suggested that the implementation status of the same should be presented in the upcoming IQAC meetings.

Agenda 4: Course Outcome mapping for various courses.

Explored strategies for Course Outcome mapping and ensuring successful attainment of Course Outcomes as a key agenda point in the meeting.

- Discussed methodologies and approaches for effective alignment and achievement of educational objectives.

Resolution:

Decided to use discussed methods for achieving Course Outcomes effectively.

Agenda 5: Review of Stakeholder Feedback on curriculum

- The committee has reviewed the feedback analysis report of stakeholders pertaining to curriculum for the academic year 22-23.
- The committee members were briefed on the suggestions given by various stakeholders and proposed actions in line with the same.

Resolution:

It is resolved that committee members have approved the proposed plans of actions in line with the same and also suggested to present the action taken status in the next meeting.

Agenda 6: Discussion on grants and publications

- Research Dean and IQAC instructed to HODs to encourage senior faculty for projects of RGUHS and other Government and Non-Government bodies.
- Instructed to enhance the quality of publications by selecting the good Impact Factor Journals and Scopus journals.
- HODs are motivated to conduct the National Level Conference.



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- Also instructed to capture the concise summary of the project proposals.
- Discussion is also done on M. Pharm Dissertation and Publication status.

Resolution:

Decided to involve senior faculty in RGUHS and other projects, emphasizing quality publications through high-impact journals, promoting National Level Conferences, and capturing project summaries as instructed by HODs and IQAC.

Agenda 7: NAAC related works

- Discussion has been done to add new NAAC members in the IQAC team for next academic year.
- IQAC team informed members on the status of NAAC preparedness.

Resolution:

As per the IQAC discussion, reviewed the preparedness of initiating NAAC work and the NAAC accreditation and assessment process.

Copy to:

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

P. Padme

Chairperson

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ACTION TAKEN REPORT

Date	Minutes of meeting	Resolution	Action taken
16/12/2022	IQAC team of TOCP has presented the action taken report of 31 st 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 31 st IQAC minutes.	The committee members approved the minutes of the meeting (MOM) and the action taken report.
	Department-specific time tables were presented by each department HODs and IQAC committee has been through review on that for effective curriculum delivery.	IQAC accepted timetables which was presented by HODs for effective curriculum delivery	Approved timetables by the IQAC committees were recommended to the departments.
	IQAC Chairperson discussed and approved Add-On course topics for each department, also allocating students for each course and instructing faculty to focus on these courses.	The IQAC Chairperson finalized and approved Add-On course topics for each department, also assigning students to each course and instructing faculty to prioritize these courses.	Successfully concluded the approval of Add-On course topics for each department, assigned students to respective courses, and provided clear instructions to faculty members to prioritize these courses.
	Explored strategies for COPO mapping and discussed methodologies for effective alignment, emphasizing the successful attainment of Course Outcomes-Program Outcomes (COPO) as a key agenda point in the meeting	Decided to use discussed methods for achieving Course Outcomes-Program Outcomes (COPO) alignment effectively.	Initiated actions involve exploring COPO mapping strategies and discussing methodologies for effective alignment in achieving successful Course Outcomes-Program Outcomes (COPO)



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<p>IQAC members presented stakeholder feedback, highlighted curriculum strengths and areas for improvement, and discussed assigning responsibilities for executing the necessary improvements.</p>	<p>It was resolved to compile stakeholder feedback and create actionable plans based on identified strengths and areas for improvement. Responsibilities were assigned to relevant departments or individuals to implement changes, with continuous monitoring and feedback for ongoing curriculum enhancement. Feedback analysis to be forwarded to GC as well as RGUPHS.</p>	<p>Stakeholder feedback was compiled, actionable plans were developed, responsibilities were assigned, and a system for continuous monitoring and also forwarded to GC as well as RGUHS.</p>
<p>Research Dean and IQAC instructed HODs to encourage senior faculty for projects, enhance publication quality, motivate National Level Conference conduct, and capture concise project proposal summaries.</p>	<p>HODs agreed and instructions has been given to the senior faculties to apply for M. Pharm projects and publish in high impact factor journals.</p>	<p>Actions taken involve promoting faculty engagement in projects, enhancing publication quality, motivating conferences, and emphasizing on M. Pharm dissertation project summaries, aligning with resolutions.</p>
<p>The IQAC team welcomed new NAAC members and provided updates to all members regarding the current status of NAAC preparedness.</p>	<p>The resolution includes incorporating new NAAC members into the IQAC team and directing the communication of NAAC preparedness updates to all team members.</p>	<p>New NAAC members have been integrated into the IQAC team and NAAC preparedness have been effectively communicated to all team members.</p>

P. Padua
Chairperson

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Ref No: TOCP/33/IQAC/2022-23

23rd March 2023

CIRCULAR

IQAC Meeting Notification - Reg.

This is to inform all Deans, HOD's and IQAC members that 33rd Internal Quality Assurance Cell (IQAC) meeting is scheduled on 28th March 2023 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 32nd IQAC MOM & ATR.
2. Discussion on various academic works.
3. Discussion about SWOC analysis.
4. NAAC related works.
5. Any other discussion with the permission of chair.

P. Padma
Chairperson

PRINCIPAL

The Oxford College Of Pharmacy
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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 2022-2023

Date: 28th March 2023

Time: 3:30 PM

AGENDA

1. Review of 32nd IQAC MOM & ATR.
2. Discussion on various academic works.
3. Discussion about SWOC analysis.
4. NAAC related works.
5. 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. Dr. GURURAJ S KULKARNI	PROF &HOD	NAAC COORDINATOR	Gururaj S
3	Dr. PARTHASARATHY G	PROF. & HOD	MEMBER	Parthasarathy G
4	Dr. S. JYOTI SHRIVASTAVA	PROF &HOD	MEMBER	S. Jyoti
5	Dr. NOOPUR SRIVASTAVA	ASSO. PROF	MEMBER	Noopur Srivastava
6	Dr. VIKRAM T	ASST. PROFESSOR	MEMBER	Vikram T
7	Mrs. DIVYA S KUMAR.	ASST. PROFESSOR	MEMBER	Divya S Kumar
8	Dr. T. SRIPRIYA	ASST. PROFESSOR	MEMBER	T. Sri Priya
9	Dr. NAGALAKSHMI G	ASST. PROFESSOR	MEMBER	Nagalakshmi G
10	Mrs. SUVARNA LAKSHMI	ASST. PROFESSOR	MEMBER	Suvarna Lakshmi
11	Mrs. K S BHAVANI	ASST. PROFESSOR	MEMBER	K. S. Bhavani
12	Mr. RAMESH J.	LIBRARIAN	MEMBER	Ramesh J.
13	Mr. MUNISHA	MAMGER ADMISSION	MANAGEMENT REPRESENTATIVE	Munisha
14	Mrs. HEMAMALINI.J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICERS	Hemamalini J
15	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	Suprabha Raju
16	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE	Vasanathrajan



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			OFFICERS	
17	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	
18	Ms. YUKTHA .H.J	STUDENT	MEMBER	
19	Miss. DIVYA R	ALUMNI	MEMBER	
20	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	
21	DR. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	
22	Mr. H S JAGADEESHA	STAKEHOLDER	MEMBER	

IQAC Chairperson and the coordinators welcomed all members to the meeting

Agenda 1: Review of 32nd IQAC MOM & ATR

- IQAC team of TOCP has presented the action taken report of previous external IQAC meeting to the committee members.

Resolution:

The committee members approved the MOM and action taken report of previous IQAC minutes.

Agenda 2: Discussion on various academic works.

- Chairperson advised all the HODs to make sure to complete the syllabus for upcoming RGUHS examinations and motivate the students to aim the university ranks.
- IQAC team discussed about the various financial resources for research grants and it has been advised to faculty to apply for grants to research proposals, seminars and workshop grants to RGUHS.
- Discussion has also been done for Add-On courses status and instructed the course co-ordinators to complete the courses on time.
- IQAC Chairperson advised Alumni in charge to decide the date for Alumni meet and invite all the Alumni members for the meeting.



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Resolution:

The resolution includes advising HODs on syllabus completion, urging faculty to apply for research grants, instructing Add-On course coordinators for timely completion, and directing the Alumni in charge to decide and invite members for the Alumni meet.

Agenda 3: Discussion about SWOC analysis

- Explored the significance of SWOC analysis during the IQAC meeting, emphasizing its role in understanding internal strengths and weaknesses while identifying external opportunities and challenges for strategic planning and ongoing institutional enhancement.

Resolution

Resolved to conduct SWOC analysis, acknowledging its role in evaluating internal strengths and weaknesses, recognizing external opportunities and challenges for effective strategic planning and continuous institutional advancement.

Agenda 4: NAAC related works

- Discussed about the key indicators of each criterion, capacity building, document preparation and also the stakeholder's involvement for the upcoming cycle.
- Decided to conduct the MOCK evaluation to check the preparedness of the AQAR.

Resolution

Decided to prioritize understanding key indicators, capacity building, document preparation, and stakeholder involvement for the upcoming cycle. Additionally, agreed to conduct a Mock evaluation to ensure AQAR readiness.

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

- IQAC team discussed about the website updation and important events and faculty details to be updated in the college website.



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- HODs instructed about the Co-curricular, and extension activities should be conducted as per the schedule by the allotted faculty.

Resolution:

Agreed to update the college website with events and faculty info. Also, directed HODs to ensure Co-curricular activities run on schedule.

P. Padula
Chairperson

Copy to:

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

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ACTION TAKEN REPORT

Date	Minutes of Meeting	Resolution	Action taken
30/03/2023	The IQAC team of TOCP presented the action taken report from the 32 nd IQAC meeting to the committee members, who emphasized completing all ongoing activities within defined timelines.	The committee members approved the MOM and action taken report of 32 nd IQAC minutes.	The IQAC team of TOCP will ensure that all ongoing activities are executed according to the defined timelines as suggested by the committee members.
	Chairperson advised HODs for timely syllabus completion and student motivation, discussed research grant opportunities and instructed faculty to apply. Add-On course coordinators were advised for timely completion. Alumni in-charge directed to decide and invite for the meet.	The resolution includes advising HODs on syllabus completion, instructed faculty to apply for research grants, instructing Add-On course coordinators for timely completion, and directing the Alumni in-charge to decide and invite members for the Alumni meet.	Alumni meet Date has been finalized by IQAC team. It has been decided that library hours can be utilised to complete the syllabus if necessary.
	Discussion done on importance of SWOC analysis for the Institution to identify the Strengths, Weakness, Opportunities and Challenges.	Resolved to conduct the SWOC analysis for effective strategic planning and continuous Institutional advancement.	Identified the Strengths, Weakness, Opportunities and Challenges on successful completion of SWOC.



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	<p>Discussed about the key indicators of each criterion, capacity building, document preparation and also the stakeholder's involvement for the upcoming cycle.</p> <p>IQAC Chairperson instructed co-ordinator to conduct MOCK analysis to know the status.</p>	<p>IQAC team agreed for MOCK analysis and also accepted to focus on capacity building document preparation.</p>	<p>Actions taken encompass the IQAC team's approval for MOCK analysis and their commitment to focus on the preparation of capacity-building documents.</p>
	<p>The IQAC team discussed updating the website with important events and faculty details. HODs were instructed to ensure scheduled co-curricular and extension activities are conducted by the assigned faculty.</p>	<p>Agreed to update the college website with events and faculty info. Also, directed HODs to ensure Co-curricular activities run on schedule.</p>	<p>Website Updation and Co-curricular activities were recommended by IQAC to the respective committees.</p>

P. Padma
Chairperson

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