

The Oxford College of Pharmacy  
 No 6/9, Begur main road Hongasandra  
 Bangalore-560068.

**MINUTES OF THE MEETING AND THE ACTION TAKEN REPORT 2019-20**

4/10/2019

| S.No | Discussed point      | Action taken   |
|------|----------------------|--|
| 1    | NAAC Coordinator     | Chairman proposed the name of Dr D Sheshadri Sekhar for NAAC coordinator and it was unanimously decided to appoint him for academic year 2019-20.  |
| 2    | AQAR Report          | Chairman discussed about preparation of AQAR report for 2018-19 and asked to prepare the report and submit by December with IQAC members, Deans and HODS.  |
| 3    | Department wise work | Chairman enquired about department wise work status like syllabus completion of respective departments subjects with all HODS and advised them to complete the work according planned time in the view of December semester examination. |

8/11/2019

| S.No | Discussed point     | Action taken  |
|------|---------------------|---|
| 1    | NAAC Report         | Chairman started the meeting and enquired about the status of AQAR report status. Chairman advised to adhere the date to complete the report by December to all NAAC members, Deans and HODS.         |
| 2    | New faculty         | Chairman welcomed new faculty members and assigned them for different NAAC criterion work. Chairman advised new members and coordinator to work for AQAR report to complete in a specified time.      |
| 3    | Value added courses | Chairman discussed about value added and certification courses for the next academic year and advised HODS to work on this and decide which department will be conducting for the next academic year. |

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|---|-----------------------------|--|
| 4 | Social awareness programmes | The chairman advised to Deans and HODS to visit nearby villages to educate common people about health disorders like chikungunya, dengue, malaria, etc and how to control it and measures to be taken. |
| 5 | Alumni                      | Chairman advised alumni in charge faculty to decide the date for alumni meet and invite all the alumni members for this meeting.   |

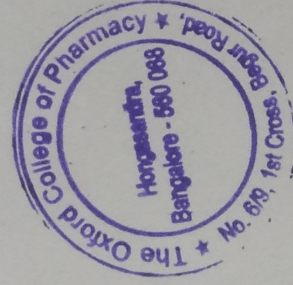
19/03/2020

| S.No | Discussed point                    | Action taken   |
|------|------------------------------------|--|
| 1    | Research Grants                    | Chairman and HODS discussed about various financial resources for research grants and chairman advised to HODS and their team members to apply for grants to research proposals, seminar and workshop programs to RGUHS.           |
| 2    | Feedback                           | Chairman asked to take feedback for the academic year and advised in charge faculties to collect the feedback of students, alumni and parents. Chairman also told to compile the feedback and submit it.                           |
| 3    | Workshops/seminars                 | Chairman enquired about planning and completion of workshops/seminars to departments HODS and advised to conduct workshops at least one from each department of Pharmaceutics and Pharmacology, same accepted by departments HODS. |
| 4    | NAAC files                         | Chairman advised all NAAC criteria members and deans to finish the documents filing and update the details.  |
| 5    | NAAC criterion allotments          | Chairman decided to allot the criterions to deans and distributed all the criterions between the four deans of admin, academic, HR and examination.  |
| 6    | Course outcome and program outcome | Chairman advised all the faculties to prepare course outcome and program outcome of their subjects and submit in the office.   |
| 7    | Remedial measures                  | Chairman instructed to maintain the attendance properly with complete information of remedial subjects and details about improvement in the remedial measurement taken.  |
| 8    | Advance learning programs          | Chairman discussed about the advance learning process programs, technologies, software platforms for our academic activities and asked faculty to use these things for the benefits of students.                                   |

27/05/2020

| S.No | Discussed point           | Action taken  |
|------|---------------------------|---|
| 1    | AQAR Report               | Chairman enquired and discussed about the AQAR reports files compilation for 2019-20 and preparation of NAAC work for 2020-21.  |
| 2    | Criterion documentation   | Chairman advised all the dean and NAAC criterion members to complete all your respective criterions work and close the files for 2019-20.   |
| 3    | Sessional Examination     | Chairman advised all to see that students prepare well for sessional examination and as online classes are going on. Tests can be conducted using forms; quiz etc. 3 sessional exam will be conducted using examly software with proper monitoring. |
| 4    | AQAR Report               | Chairman advised to compile the report and coordinate with all relevant information, so that it can be verified.  |
| 5    | Soft copies in PDF format | Chairman advised all the NAAC criterion members and coordinator to prepare NAAC documents in softcopy pdf format as per requirements of NAAC guidelines to upload on website.   |

*P. Padma*  
Chairman, IQAC



*[Signature]*  
NAAC Coordinator