



MAHARASHTRA EDUCATIONAL SOCIETY'S
H. K. COLLEGE OF PHARMACY

PRATIKSHA NAGAR OSIIWARA, JOGESHIWARI (W), MUMBAI 400102
Affiliated to Mumbai University, Approved by A.I.C.T.E., P.C. I., D.T.E. & Govt. of Maharashtra
University Code: 738 A.I.C.T.E Approval No. 06/07/MS/PHARM/2008/007 D.T.E Code No. PH3234

VISION: To Be recognized as the Institution providing quality education in Pharmacy to serve the health care sector

CIRCULAR

Dear IQAC members

The external meeting of IQAC is schedule on 7th July ,2023 at 03.00 pm in the conference room on the third floor

Agenda for the meeting is as follows:

- Review
 - Reconstitution of committee
 - Confirm minutes of the previous IQAC meeting
 - Action taken based on discussion in previous meeting
- Academic plan 2023 -2024
 - Implementation of Practice school
 - Conduct UHV course
 - Final Year research projects
 - Certificate course

All members are requested to be present for the same



Dr M.N Saraf

Principal
PRINCIPAL

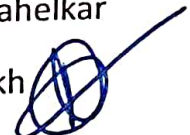
H.K.COLLEGE OF PHARMACY
Jogeswari (W), Mumbai-400 102

Dr Anagha Raut

Dr Mohd Wais 

Dr Archana Upadhya 

Ms Akshata Pahalkar

Ms Nida Shaikh 

TEL NO.: 022-2688462 / 26788709 / 26774639 / 26776221 FAX NO. 022-26790095

Email: pharmacy.director@hkcp.edu.in



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Approved by Pharmacy Council of India, A.I.C.T.E., D.T.E., Govt. of Maharashtra & Affiliated by University of Mumbai
UNIVERSITY CODE NO. 73B A.I.C.T.E. APPROVAL NO. 06/07/MB/PHARM/2006/2007 D.T.E. CODE NO. P/3234

Vision: To be recognized as the Institute providing Quality Education in Pharmacy to serve the Healthcare Sector.
Minutes of Meeting (IQAC Committee)

Date: 07.07.2023

The meeting of the IQAC committee was held on 7th July 2023 at 2:30 pm in the meeting room on 3rd floor.

Attended By:

Internal Members: Dr. M. N. Saraf (Principal), Dr. Azeem Khan, Dr. Anagha Raut, Dr. Mohd. Waís, Dr Archana Upadhyaya, Ms. Nida Shaikh

External Members: Dr. Munira Momin, Mr. Rushabh Mamanía, Mr. Shailesh Katariya

Agenda:

- Review
 - Confirm minutes of the previous IQAC meeting
 - Action taken based on discussion in previous meeting
- Academic plan 2023 -2024
 - Implementation of Practice school
 - Conduct UHV course
 - Final Year research projects
 - Certificate course
- Review the NAAC application status
- Any other point with the permission of the chairperson

Following points were discussed in the meeting.

I. Review:

Minutes of previous meeting were read. The action taken based on the previous meeting was discussed.

1. Green Initiative:

- QR code for SOP's: Created QR code for all the laboratory SOPs and training was provided to all the laboratory assistants. The initiative was aimed to reduce the usage of paper
- Beach Clean –up drive: The mass cleanup drive was planned on World Earth Day, 23rd April 2023. The drive was undertaken in association with the NGO, "Muskurate Raho" at Mahim beach
- Mango seed donation: The college organized a Mango seed collection drive on the occasion of World Environment Day on 2nd June 2023. On this day students collected the dry mango seeds and submitted to for plantation during rainy season.
- World Environment Day celebration: Celebrated World Environment Day, 5th June 2023 by planting the trees in college premises.

Dr. Munira Momin appreciated the green efforts made by the institution. She suggested installation of auto cut-off switches to reduce energy consumption. She also suggested that fixing aerators in the taps can reduce water consumption. She suggested that display of placards with environment messages can have impact on the minds of the students.

Dr. Munira also enquired regarding the academic audit. Dr. Anagha said that we have an internal audit team which performs audit at the end of each semester. She suggested addition of an external member to the audit team. Principal, Dr. Saraf appreciated the suggestion and said we will positively think on introduction of external member.



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2. **Training of Non-teaching Staff**
- Two training programs were organized for non-teaching staff
- Basic Microbiology Lab Training - 4 days
 - Fire Safety Training and Lab Safety Training - 2 days

Dr. Munira suggested that these trainings should be imparted to post graduate students as well. Dr. Anagha replied that we have already conducted these training sessions separately for the M. Pharm. students. She also suggested display of signages to understand the usage of firefighting equipment in case of emergency. Principal, Dr. Saraf said that signages can be displayed at appropriate locations.

Dr. Munira also said that WRIC team voluntarily conducts workshops on Handling & Maintenance of Instrumentation. Principal, Dr. Saraf suggested to collaborate with WRIC for such workshops.

3. **Alumni talk:**

Dr. Anagha informed that we are planning to introduce alumni talks on monthly basis from AY 2023 – 2024. This is in addition to the mentor-mentee program.

Dr. Munira said that she appreciates your mentor-mentee program. She spoke about introduction of shadow program for select mentees. She suggested to invite alumni for Orientation & Convocation programs. Principal, Dr. Saraf asked the alumni Mr. Rushabh & Mr. Shailesh for their active involvement in alumni connect. They said that informal connects will help the students understand the industry needs.

4. **Analysis of Semester VII results**

Dr. Anagha informed that our student has secured third position, however, there is a large difference in CGPA of first and third position. Also no. of students reflecting in five position is only one.

The following measures were implemented

- Strict monitoring of attendance in Semester VIII through class coordinator & mentors
- Monitoring the performance in assignment & quiz through subject In-charges

The alumni suggested that formation of groups of students will help in active group learning. The said that practicing together helps in better understanding and concept clearance. Principal, Dr. Saraf informed about the remedial measures initiated for students failing in the subjects.

5. **Metrics for NIRF ranking**

The following measures were implemented

- i. Placement committee was asked to negotiate salary with employers.
- ii. Celebration of important days in a month and uploading of photos on social media accounts.
- iii. Research publications for the AY 2022 – 2023 were 47

Dr. Munira said that negotiating salary is a difficult task. She asked to involve Alumni to train the students for corporate readiness. Dr. Saraf suggested the alumni to take active interest in such trainings. Dr. Munira suggested to publish articles in Scopus indexed or Web of Science journals.

II. **Academic Plan 2023 – 2024**

1. **Implementation of Practice School**

Dr. Anagha discussed the plan for implantation of Practice School. She informed that the practical of practice school have been planned considering multidisciplinary in nature of projects.



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2. Conduct of UHV course

Dr. Anagha informed that the community engagement activities under UHV course have been planned to be undertaken through Hospital visits/Orphanage visits/Health campaign etc. The teaching plan of UHV has been prepared and the slots have been incorporated in the time table.

3. Final Year Projects

Dr. Anagha informed that each faculty will be guiding about 4-5 students. The tentative plan for project work has been drafted.

Dr. Munira suggested that the evaluation of project work can be done through Project monitoring Committee.

4. Certificate Course

Dr. Anagha informed that we are planning to initiate certificate course from the month of August 2023. The slots for certificate course have been incorporated in the time table.

Dr. Munira suggested to take poll to decide the topic of certificate course. Principal, Dr. Saraf suggested to involve alumni in the conduct of certificate courses. The alumni agreed to this and said that they are willing to help.

5. NAAC accreditation

Dr. Anagha informed the members that the institution has filled IIQA on 5th July 2023. She explained the tentative timelines to the members.

Dr. Munira suggested that she can help us with process. The alumni agreed to help the institution in the process. Dr. Saraf suggested the alumni to actively involve and nurture the alumni association.

Dr. Munira suggested reconstitution of the committee to include student & placement co-ordinator

The meeting ended with vote of thanks

Prepared by
Dr. Anagha Raut

Principal
Dr. M. N. Saraf

PRINCIPAL
H.K. COLLEGE OF PHARMACY
Jogeshwari (W), Mumbai-400 102



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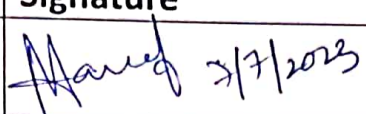
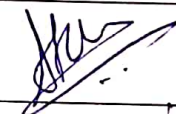
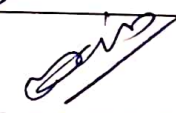
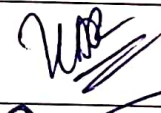
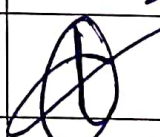
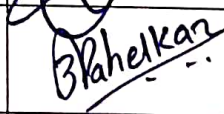
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Attendance Sheet

Internal IQAC Meeting held on 7th JULY 2023

Sr. No	Committee Members	Signature
1	Prof (Dr) M.N. Saraf (Principal)- Chairmen IQAC	 3/7/2023
2	Mr. Waseem Khan General secretary	Online present
3	Mr. Azeem Khan Trustee	
4	Dr. Angha Raut Associate Assistant Professor	
5	Dr. Mohd Wais Associate Professor	
6	Dr. Archana Upadhyia Associate Assistant Professor	
7	Ms Nida Shaikh Assistant Professor	
8	Ms. Akshata Pahelkar Assistant Professor	
9	Mr. Pradeep Gadre Managing Director SciTech Centre.	
10	Dr. Ashish Mungantiwar Executive President Macleod Pharma	
11	Dr. Suresh Saravdekar Honorary consultant, Institute of Medical science, Banaras Hindu University.	



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12	Dr Munira Momin Principal, BNCP	<i>Momin</i>
13	Mr. Shailesh Katariya Business development manager Scandinavia South and west Europe	<i>Katariya</i>
14	Mrs. Rushabh Maman Proprietor Jain distributors (Surgical products and rehabilitation Aids) Mumbai	<i>Rm</i>
15	Ms. Walia Khan Student H.K. college of Pharmacy	



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DATE: 4/08/2023

Point Discussed

1. Reconstitution of the IQAC Committee
2. Discussion about IIQA approval
3. To discuss about SSR filing

Action taken report:

1. Remedial classes for Second year Golden ATKT students has been started.
2. Module of Practice school has been formed and circulated among students and faculties.
3. IQAC Committee has been revised and circulated to the website.

Prepared by

Ms Nida Shaikh



Dr Tushar Lokhande

Principal

PRINCIPAL
H.K. COLLEGE OF PHARMACY
Jogeshwari (W), Mumbai-400 102

NOTICE

07/08/2023

Dear IQAC members,

The meeting of IQAC is schedule on 10th August,2023 at 02.00 pm in the meeting room on the second floor

Agenda for the meeting is as follows:

1. To Discuss and confirm the MOM of previous meeting
2. To make revisions in the IQAC committee
3. To Discuss about the NAAC data filling and documentation.
4. To discuss about the workload distribution for First year B. Pharm and M. Pharm.



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



MINUTES OF MEETING

The meeting of the IQAC committee was held on 10th August 2023 at 2.00 pm in the meeting room.

Attended By:

Internal Members: Dr. Tushar Lokhande (Principal), Dr. M. N. Saraf (Principal), Dr. Anagha Raut, Dr. Mohd. Wais, Dr Archana Upadhya, Ms. Akshata Pahelkar, Ms. Nida Khan, Ms. Walia Khan, Mr. Riyaz Ahmed.

External Members: Mr. Shailesh Katariya

Agenda:

1. To Discuss and confirm the MOM of previous meeting
2. To revise the members of IQAC committee
3. To Discuss about the NAAC data filling and documentation.
4. To discuss about the workload distribution for First year B. Pharm and M. Pharm.

Following points were discussed in the meeting.

1. Review

Minutes of previous meeting held on 7th July 2023 were read by Dr. Anagha Raut, IQAC coordinator and discussed along with the action taken report.

2. To revise the members of IQAC committee

Dr. Tushar Lokhande has been appointed as Principal from 1st August 2023. Dr. Anagha Raut requested him to accept the post of IQAC chairman. Here onward Dr. Tushar Lokhande, Principal will be IQAC chairman. This resolution was passed unanimously.

3. To Discuss about the NAAC data filling and documentation

Dr. Tushar Lokhande reviewed the NAAC data filling status and suggested the key points to be considered while uploading data. He also directed the Criterion coordinator about maintaining the files of data and documents. All the members accepted his suggestions and resolution was passed unanimously.

4. Discuss about the workload distribution for First year B. Pharm. and M. Pharm.

Dr. Tushar Lokhande reviewed the workload distribution and timetable and instructed to conduct the classes on time.

The meeting concluded with vote of thanks by Dr. Anagha










Dr. Anagha Raut
IQAC Coordinator



Dr. T.N. Lokhande
Principal



Attendance of Meeting held on 10/08/2023

Sr. No	Committee Member	Signature
1	Dr. Tushar Lokhande, Principal, MES's H. K. College of Pharmacy Chairman IQAC	
2	Mr. Waseem Khan, General secretary, Maharashtra Educational Society Member of the Management	—
3	Mr. Azeem Khan Trustee, Maharashtra Educational Society Member of the Management	—
4	Dr. M.N Saraf, Professor, MES's H. K. College of Pharmacy Faculty	
5	Dr. Anagha Raut, Asso. Prof., MES's H. K. College of Pharmacy IQAC Coordinator	
6	Dr. Mohd. Wais, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
7	Dr. Archana Upadhyay, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
8	Ms. Akshata Pahalkar, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
9	Ms. Nida Shaikh, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
10	Mr. Pradeep Gadre, Managing Director, SciTech Centre Nominee from Industry	—
11	Dr. Ashish Mungantiwar, Executive President, Macleod Pharma Nominee from Industry	—
12	Dr. Suresh Saravdekar, Honorary Consultant, Institute of Medical Science Banaras Hindu University, Varanasi Nominee from Industry	—

13	Dr. Munira Momin, Principal, BNCP Academician	—
14	Mr. Shailesh Katariya, Business development manager Scandinavia, South and west Europe Nominee from Industry & Alumni	<i>Shakti</i>
15	Mrs. Rushabh Mamania, Proprietor, Jain distributors (Surgical products and rehabilitation Aids) Entrepreneur & Alumni	—
16	Ms. Walia Khan, Third Year B. Pharm. Student Nominee from Student	<i>Walia</i>
17	Riyaz Ahmed Khan, Father of Third Year B. Pharm. Student Nominee from Parent	<i>Riyaz</i>

Action Taken Report

Action taken Report on the meeting held on 10/08/2023

Sr. No	Resolution	Action Taken
1	To Discuss and confirm the MOM of previous meeting	The minutes of the last meeting held on 07/07/2023 were noted and filed.
2	To make changes in IQAC members	Dr. Tushar Lokhande, Principal, has taken charge as IQAC Chairman
3	Discuss about the NAAC data filling and documentation.	The Criterion Coordinators were assigned the task, and the timelines were informed.
4	Workload distribution for First year B. Pharm and M. Pharm.	Workload was distributed and Timetable was prepared. An effective date will be announced after completion of the admission process.

Date: 07/09/2023



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



NOTICE

06/09/2023

Dear IQAC members,

The meeting of IQAC is scheduled on 09th September 2023 at 02.00 pm in the seminar hall on third floor.

Agenda for the meeting is as follows:

1. To Discuss and confirm the MOM of previous meeting
2. To review about the NAAC data filling and documentation.
3. To discuss about the internal examinations.



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



MINUTES OF MEETING

The meeting of the IQAC committee was held on 9th September 2023 at 2.00 pm in the meeting room.

Attended By: Dr. Tushar Lokhande (Principal), Dr. M. N. Saraf (Principal), Dr. Anagha Raut, Dr. Mohd. Wais, Dr Archana Upadhya, Ms. Akshata Pahelkar, Ms. Nida Khan, Ms. Walia Khan

Following points were discussed in the meeting.

1. Review

Minutes of previous meeting held on 10th August 2023 were read by were read by Dr. Tushar Lokhande, Principal and discussed along with the action taken report.

2. Review of the NAAC data filling and documentation

Dr. Tushar Lokhande, Principal, had reviewed the NAAC documentation and data uploading to NAAC portal. He suggested the staff to complete their respective work at earliest and if required to work beyond the college timing and even on Sundays and holidays.

3. Discussion about the internal examinations

Dr. Mohd. Wais informed to the IQAC about the internal examinations to be conducted for B. Pharm. and M. Pharm. second year students. He also added that the examination will be conducted as per the academic calendar. He informed that since the admission process for first year B. Pharm. & first year M. Pharm. has initiated, a tentative schedule has been planned for them.









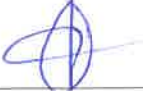
Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



Attendance of Meeting held on 09/08/2023

Sr. No.	Committee Member	Signature
1	Dr. Tushar Lokhande, Principal, MES's H. K. College of Pharmacy Chairman IQAC	
2	Mr. Waseem Khan, General secretary, Maharashtra Educational Society Member of the Management	—
3	Mr. Azeem Khan Trustee, Maharashtra Educational Society Member of the Management	—
4	Dr. M.N Saraf, Professor, MES's H. K. College of Pharmacy Faculty	
5	Dr. Anagha Raut, Asso. Prof., MES's H. K. College of Pharmacy IQAC Coordinator	
6	Dr. Mohd. Wais, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
7	Dr. Archana Upadhyay, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
8	Ms. Akshata Pahelkar, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
9	Ms. Nida Shaikh, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
10	Mr. Pradeep Gadre, Managing Director, SciTech Centre Nominee from Industry	—
11	Dr. Ashish Mungantiwar, Executive President, Macleod Pharma Nominee from Industry	—
12	Dr. Suresh Saravdekar, Honorary Consultant, Institute of Medical Science Banaras Hindu University, Varanasi Nominee from Industry	—

13	Dr. Munira Momin, Principal, BNCP Academician	—
14	Mr. Shailesh Katariya, Business development manager Scandinavia, South and west Europe Nominee from Industry & Alumni	—
15	Mrs. Rushabh Mamania, Proprietor, Jain distributors (Surgical products and rehabilitation Aids) Entrepreneur & Alumni	—
16	Ms. Walia Khan, Third Year B. Pharm. Student Nominee from Student	<i>Walia Khan</i>
17	Riyaz Ahmed Khan, Father of Third Year B. Pharm. Student Nominee from Parent	—

Action taken Report of the meeting held on 09/09/2023

Sr. No	Resolution	Action Taken
1	To Discuss and confirm the MOM of previous meeting	The minutes of the last meeting held on 10/08/2023 were noted and filed.
2	To review about the NAAC data filling and documentation	Dr. Tushar Lokhande, Principal, had reviewed the data updating to NAAC portal. He asked staff to work up to 6.00 pm. NAAC data was uploaded and submitted on 30 th September 2023.
3	To discuss about the internal examinations.	The timetable for the internal examination was prepared and displayed on the noticeboard along with seating arrangement.

Date 13/10/2023



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



NOTICE

11/10/2023

Dear IQAC members,

The meeting of IQAC is schedule on 17th October 2023 at 02.30 pm in the seminar hall at third floor

Agenda for the meeting is as follows:

1. To Discuss and confirm the MOM of previous meeting
2. To discuss the further course of action for NAAC accreditation.



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



MINUTES OF MEETING

The meeting of the IQAC committee was held on 17th October 2023 at 2.30 pm in the meeting room.

Attended By: Dr. Tushar Lokhande (Principal), Dr. M. N. Saraf (Principal), Dr. Anagha Raut, Dr. Mohd. Wais, Dr Archana Upadhya, Ms. Akshata Pahlkar, Ms. Nida Khan, Ms. Walia Khan

Following points were discussed in the meeting.

1. Review

The minutes of meeting held on **09/09/2023** were read by Dr. Tushar Lokhande, Principal, and discussed along with the action taken report. The minutes were approved and accepted.

2. Discussion on the process of NAAC accreditation

Dr. Tushar Lokhande, Principal, informed that NAAC has accepted the SSR filled by the college. He directed Dr. Anagha Raut to take the necessary action as soon as the DVV is received. He also said to ask the Criteria coordinators to facilitate DVV. He mentioned that all must complete the DVV clarification within time. Dr. Tushar Lokhande asked to take help from Dr. Bharat Tekade as he has previous experience in the process of NAAC accreditation.




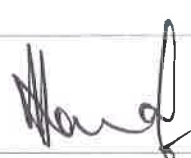




Dr. Anagha Raut
IQAC Coordinator




Dr. T. N. Lokhande
Principal



Attendance of Meeting held on 17/10/2023

Sr. No	Committee Member	Signature
1	Dr. Tushar Lokhande, Principal, MES's H. K. College of Pharmacy Chairman IQAC	 17-10-23
2	Mr. Waseem Khan, General secretary, Maharashtra Educational Society Member of the Management	—
3	Mr. Azeem Khan Trustee, Maharashtra Educational Society Member of the Management	—
4	Dr. M.N Saraf, Professor, MES's H. K. College of Pharmacy Faculty	
5	Dr. Anagha Raut, Asso. Prof., MES's H. K. College of Pharmacy IQAC Coordinator	
6	Dr. Mohd. Wais, Asso. Prof., MES's H. K. College of Pharmacy Faculty	Online
7	Dr. Archana Upadhyay, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
8	Ms. Akshata Pahelkar, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
9	Ms. Nida Shaikh, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
10	Mr. Pradeep Gadre, Managing Director, SciTech Centre Nominee from Industry	—
11	Dr. Ashish Mungantiwar, Executive President, Macleod Pharma Nominee from Industry	—
12	Dr. Suresh Saravdekar, Honorary Consultant, Institute of Medical Science Banaras Hindu University, Varanasi Nominee from Industry	—

13	Dr. Munira Momin, Principal, BNCP Academician	—
14	Mr. Shailesh Katariya, Business development manager Scandinavia, South and west Europe Nominee from Industry & Alumni	—
15	Mrs. Rushabh Mamania, Proprietor, Jain distributors (Surgical products and rehabilitation Aids) Entrepreneur & Alumni	—
16	Ms. Walia Khan, Third Year B. Pharm. Student Nominee from Student	
17	Riyaz Ahmed Khan, Father of Third Year B. Pharm. Student Nominee from Parent	—

Action taken Report on the meeting held on 17/10/2023

Sr. No	Resolution	Action Taken
1	To Discuss and confirm the MOM of previous meeting	The minutes of the last meeting held on 09/09/2023 were noted and filed.
2	To discuss and review about the DVV received from NAAC	Dr. Tushar Lokhande, Principal, had reviewed the data for DVV received and same was approved and uploaded for the DVV clarification to NAAC.

Date 03/01/2024



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



NOTICE

06/01/2024

Dear IQAC members,

The meeting of IQAC is schedule on 10th January 2024 at 02.00 pm in the seminar hall at third floor

Agenda for the meeting is as follows:

1. To Discuss and confirm the MOM of previous meeting
2. To discuss and review about the NAAC documentation.
3. To discuss about Maintenance and repair of Physical facilities.
4. To Discuss Organizing the Sports day events.
5. Any point raised during the meeting with the permission of the Principal.



Dr. Angha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



MINUTES OF MEETING

The meeting of the IQAC committee was held on 10th January 2024 at 2.30 pm in the meeting room.

Attended By: Dr. Tushar Lokhande (Principal), Dr. M. N. Saraf (Principal), Dr. Anagha Raut, Dr. Mohd. Wais, Dr Archana Upadhya, Ms. Akshata Pahelkar, Ms. Nida Khan, Mr. Shailesh Katariya, Mr. Rushabh Mamania, Ms. Walia Khan, Dr. Bharat Tekade

Dr. Munira Momin was present in online mode

Following points were discussed in the meeting.

1. Review

The minutes of meeting held on **17/10/2023** were read by Dr. Tushar Lokhande, Principal, and discussed along with the action taken report. The minutes were approved and accepted.

2. Discussion and review of the NAAC documentation.

Dr. Angha Raut, IQAC coordinator, informed that the SSR and DDV to SSR was approved by NAAC and NAAC peer team visit is awaited. She had disused the format of files to be organized. Dr. Tushar Lokhande insisted that all the criteria coordinators should prepare and arrange the files as per instruction given. Dr. Anagha Raut requested to Dr. Tushar Lokhande to arrange the MOCK visit to check the preparedness for NAAC peer team visit. Dr. Munira Momin agreed to help in the process of Mock Visit. All other members supported her suggestion, and the resolution was passed unanimously. Mr. Rushabh Mamania & Mr. Shailesh agreed to talk to their batchmates and other alumni regarding their presence during NAAC Peer Team Visit.

3. Discussion regarding maintenance and repair of physical facilities

Dr. M.N. Saraf suggested to complete the minor repairs and maintenance of infrastructure facilities. Dr. Bharat Tekade had suggested to install the smart boards in the classroom to improve the teaching learning experience. Dr. Tushar Lokhande assured about the completion of the minor repairs and maintenance of infrastructure facilities. He also accepted that the smart interactive boards to be install in the classrooms. Hence it was decided to complete the minor repairs and maintenance of infrastructure facilities and to install the smart interactive boards in the classrooms. He directed Dr. Bharat Tekade to collect the information and quotation of smart boards.

4. Discussion about Organizing the Sports day events.

Dr. Anagha informed regarding the plan of events for sports day. Dr. Tushar Lokhande, Principal, instructed to ensure the smooth conduct of academic activities during the sports and cultural week celebration. Sir insisted to maintain discipline during the conduct of events.

The meeting was concluded by Dr. Tushar Lokhande, Principal, by instructing all the member regarding preparation for NAAC peer team visit.




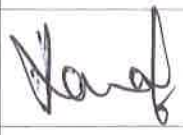





Dr. Angha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



Attendance of Meeting held on 10/01/2024

Sr. No	Committee Member	Signature
1	Dr. Tushar Lokhande, Principal, MES's H. K. College of Pharmacy Chairman IQAC	
2	Mr. Waseem Khan, General secretary, Maharashtra Educational Society Member of the Management	—
3	Mr. Azeem Khan Trustee, Maharashtra Educational Society Member of the Management	—
4	Dr. M.N Saraf, Professor, MES's H. K. College of Pharmacy Faculty	
5	Dr. Anagha Raut, Asso. Prof., MES's H. K. College of Pharmacy IQAC Coordinator	
6	Dr. Mohd. Wais, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
7	Dr. Archana Upadhyay, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
8	Ms. Akshata Pahalkar, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
9	Ms. Nida Shaikh, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
10	Mr. Pradeep Gadre, Managing Director, SciTech Centre Nominee from Industry	—
11	Dr. Ashish Mungantiwar, Executive President, Macleod Pharma Nominee from Industry	—
12	Dr. Suresh Saravdekar, Honorary Consultant, Institute of Medical Science Banaras Hindu University, Varanasi Nominee from Industry	—

13	Dr. Munira Momin, Principal, BNCP Academician	Online
14	Mr. Shailesh Katariya, Business development manager Scandinavia, South and west Europe Nominee from Industry & Alumni	<i>Shailesh</i>
15	Mrs. Rushabh Mamania, Proprietor, Jain distributors (Surgical products and rehabilitation Aids) Entrepreneur & Alumni	<i>Rmm</i>
16	Ms. Walia Khan, Third Year B. Pharm. Student Nominee from Student	<i>Walia</i>
17	Riyaz Ahmed Khan, Father of Third Year B. Pharm. Student Nominee from Parent	—

Action taken Report of the meeting held on 10/01/2024

Sr. No	Resolution	Action Taken
1	To Discuss and confirm the MOM of previous meeting	The minutes of the last meeting held on 17/10/2024 were noted and filed.
2	To discuss and review about the NAAC documentation	Dr. Tushar Lokhande, Principal, had reviewed the data for DVV received and same was approved and uploaded the DVV clarification to NAAC. As per the notification received from NAAC the data for DVV was again uploaded in the month of January 2024. This was due to some technical problem with the NAAC website. He checked the file for the same. He also organized the MOCK visit scheduled for March 2024.
3	To Discuss about Maintenance and repair of Physical facilities	Dr. Tushar Lokhande submitted the repair and maintenance work details to the higher authority. Dr. Bharat Tekade had collected the information and quotation of smart board and demo of the same was organized and same were installed in the classrooms.
4	To Discuss about Organizing the Sports day events	The sports day and cultural week was conducted successfully in the college.

Date 09/03/2024



Dr. Angha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



NOTICE

11/03/2024

Dear IQAC members,

The meeting of IQAC is schedule on 14th March 2024 at 02.00 pm in the seminar hall at third floor

Agenda for the meeting is as follows:

1. To Discuss and confirm the MOM of previous meeting
2. To discuss and review preparedness for NAAC Peer team visit.
3. Work distribution for the three days of NAAC peer team Visit.
4. Any point raised during the meeting with the permission of the Principal.



Dr. Angha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



MINUTES OF MEETING

The meeting of the IQAC committee was held on 14th March 2024 at 2.30 pm in the meeting room.

Attended By: Dr. Tushar Lokhande (Principal), Dr. M. N. Saraf (Principal), Dr. Bharat Tekade, Dr. Anagha Raut, Dr. Mohd. Wais, Dr Archana Upadhyaya, Ms. Nida Khan, Mr. Rushabh Mamania, Ms. Walia Khan.

Following points were discussed in the meeting.

1. Review

The minutes of meeting held on 10th January 2024 were read by Dr. Tushar Lokhande, Principal, and discussed along with the action taken report. The minutes were approved and accepted.

2. Review of preparedness for NAAC Peer team visit.

Dr. Tushar Lokhande reviewed the status of NAAC documentation and motivated the staff member for better performance. Dr. Tushar Lokhande discussed about the remarks and suggestion received during the MOCK Peer team visit. He also suggested staff to work on the suggestions during visit. Dr. Tushar Lokhande asked the IQAC Coordinator to replace the name of Ms. Akshata Pahlkar, as she has resigned from the college, with Dr. Bharat Tekade.

3. Work distribution for the three days of NAAC peer team Visit.

Dr. Anagha explained the distribution of tasks during the three days of the NAAC Peer Team visit. The logistic arrangement of the inspector during visit was given to Dr. Mohd. Wais. Coordination with the parents for the Meet was assigned to Dr. Jaya Agnihotri. The coordination with alumni was assigned to Mrs. Rachal Britto. Mr. Rushabh Mamania volunteered to coordinate with his batchmates. He informed that some of them have already given confirmation. Dr. Bharat Tekade and Dr. Angha Raut were directed to receive the Peer team members.



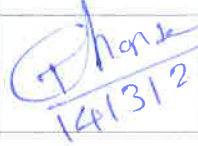





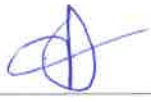
Dr. Angha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



Attendance of Meeting held on 14/03/2024

Sr. No	Committee Member	Signature
1	Dr. Tushar Lokhande, Principal, MES's H. K. College of Pharmacy Chairman IQAC	 14/3/24
2	Mr. Waseem Khan, General secretary, Maharashtra Educational Society Member of the Management	—
3	Mr. Azeem Khan Trustee, Maharashtra Educational Society Member of the Management	—
4	Dr. M.N Saraf, Professor, MES's H. K. College of Pharmacy Faculty	
5	Dr. Anagha Raut, Asso. Prof., MES's H. K. College of Pharmacy IQAC Coordinator	
6	Dr. Mohd. Wais, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
7	Dr. Archana Upadhyay, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
8	Dr. Bharat Tekade, Prof., MES's H. K. College of Pharmacy Faculty	
9	Ms. Nida Shaikh, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
10	Mr. Pradeep Gadre, Managing Director, SciTech Centre Nominee from Industry	—
11	Dr. Ashish Mungantiwar, Executive President, Macleod Pharma Nominee from Industry	—
12	Dr. Suresh Saravdekar, Honorary Consultant, Institute of Medical Science Banaras Hindu University, Varanasi Nominee from Industry	—

13	Dr. Munira Momin, Principal, BNCP Academician	—
14	Mr. Shailesh Katariya, Business development manager Scandinavia, South and west Europe Nominee from Industry & Alumni	—
15	Mrs. Rushabh Mamania, Proprietor, Jain distributors (Surgical products and rehabilitation Aids) Entrepreneur & Alumni	<i>Rmm</i>
16	Ms. Walia Khan, Third Year B. Pharm. Student Nominee from Student	<i>Wk</i>
17	Riyaz Ahmed Khan, Father of Third Year B. Pharm. Student Nominee from Parent	—

Action taken Report on the meeting held on 14/03/2024

Sr. No	Resolution	Action Taken
1	To Discuss and confirm the MOM of previous meeting	The minutes of the last meeting held on 14 th March 2024 were noted and filed.
2	NAAC Peer Team Visit	NAAC inspection was completed successfully. The college was accredited with NAAC grade 'A'.

Date: 21st May 2024



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



NOTICE

15/05/2024

Dear IQAC members,

The meeting of IQAC is scheduled on 25th May 2024 at 03.00 pm in the seminar hall on the third floor.

Agenda for the meeting is as follows:

1. To confirm the minutes of last meeting held on 14th March 2024.
2. To discuss the NAAC Result.
3. Revision of IQAC composition
4. Planning for academic Year 2024 - 2025



Dr. Anagha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



MINUTES OF MEETING

The meeting of the IQAC committee was held on 25th May 2024 at 3.00 pm in the meeting room.

Attended By: Dr. Tushar Lokhande (Principal), Dr. M. N. Saraf (Principal), Dr. Bharat Tekade, Dr. Anagha Raut, Dr. Mohd. Wais, Dr Archana Upadhya, Ms. Nida Khan, Mr. Rushabh Mamania, Mr. Shailesh Katariya Ms. Walia Khan, Mr. Riyaz Ahmad

Dr. Azeem Khan & Dr. Munira Momin were present in online mode

Following points were discussed in the meeting.

1. Review

The minutes of meeting held on 14th March 2024 were read by Dr. Tushar Lokhande, Principal, and discussed along with the action taken report. The minutes were approved and accepted.

2. Discussion on NAAC Result.

NAAC declared the result in April 2024 and college received A grade. Dr. Tushar Lokhande congratulated all the stake holders and appreciated the efforts taken by all the staff members. Dr. Anagha Raut, IQAC Coordinator, also expressed her gratitude toward Management, Principal and all the staff for their hard work. Dr. Azeem Khan appreciated everyone for their effort and asked to work on the weakness pointed in the detailed report by NAAC Peer Team.

Dr. Tushar Lokhande, Principal, discussed the report in detail with all the stakeholders. He asked to improve the criteria where less points have been scored. He said that the weak areas need to be improved in the academic year 2024 – 2025.

3. Revision of IQAC committee.

Dr. Anagha informed that there was need to revise the IQAC composition to align with requirement of NAAC. It was decided to replace the names of Nominees from the Industry due to their unavailability. The resolution regarding revision was passed and accepted unanimously.

4. Planning for Academic Year 2024-2025

Dr. Tushar Lokhande, Principal presented a detailed plan for the academic year 2024-2025. This included the academic calendar, workload distribution, timetable. Dr. Tushar Lokhande directed the IQAC Coordinator to revise the composition of the various committees and define their roles and responsibilities.




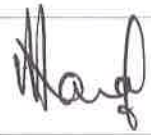




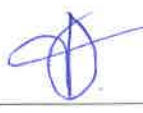
Dr. Angha Raut
IQAC Coordinator



Dr. T. N. Lokhande
Principal



Attendance of Meeting held on 25th May 2024

Sr. No	Committee Member	Signature
1	Dr. Tushar Lokhande, Principal, MES's H. K. College of Pharmacy Chairman IQAC	
2	Mr. Waseem Khan, General secretary, Maharashtra Educational Society Member of the Management	—
3	Mr. Azcem Khan Trustee, Maharashtra Educational Society Member of the Management	Online
4	Dr. M.N Saraf, Professor, MES's H. K. College of Pharmacy Faculty	
5	Dr. Anagha Raut, Asso. Prof., MES's H. K. College of Pharmacy IQAC Coordinator	
6	Dr. Mohd. Wais, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
7	Dr. Archana Upadhyay, Asso. Prof., MES's H. K. College of Pharmacy Faculty	
8	Ms. Akshata Pahelkar, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
9	Ms. Nida Shaikh, Asst. Prof., MES's H. K. College of Pharmacy Faculty	
10	Mr. Pradeep Gadre, Managing Director, SciTech Centre Nominee from Industry	—
11	Dr. Ashish Mungantiwar, Executive President, Macleod Pharma Nominee from Industry	—
12	Dr. Suresh Saravdekar, Honorary Consultant, Institute of Medical Science Banaras Hindu University, Varanasi Nominee from Industry	—

13	Dr. Munira Momin, Principal, BNCP Academician	Online
14	Mr. Shailesh Katariya, Business development manager Scandinavia, South and west Europe Nominee from Industry & Alumni	<i>Shailesh Katariya</i>
15	Mrs. Rushabh Mamania, Proprietor, Jain distributors (Surgical products and rehabilitation Aids) Entrepreneur & Alumni	<i>Rushabh Mamania</i>
16	Ms. Walia Khan, Third Year B. Pharm. Student Nominee from Student	<i>Walia Khan</i>
17	Riyaz Ahmed Khan, Father of Third Year B. Pharm. Student Nominee from Parent	<i>Riyaz Ahmed Khan</i>