



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 7<sup>th</sup> 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 

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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 7<sup>th</sup> July 2023 at 2:30 pm in the meeting room on 3<sup>rd</sup> floor.

Attended By:

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

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

Agenda:

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- 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 5<sup>th</sup> 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**  
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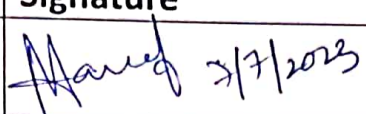
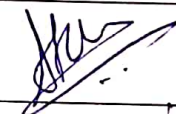
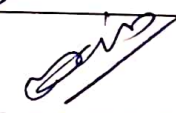
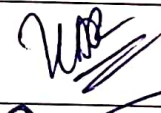
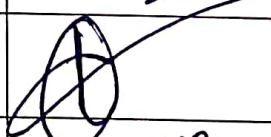
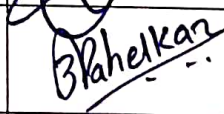
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### Attendance Sheet

### Internal IQAC Meeting held on 7<sup>th</sup> 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

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