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 Approved by PCI and Accredited by National Assessment and Accreditation Council

## IQAC MINUTES OF MEETINGS & ACTION TAKEN REPORT-2020-21.

S. No	Date of circular	Agenda	Date of Meeting	Minutes of meeting	Action taken
1	08/08/20	Appointment of NAAC Co-Ordinator for 2020-21	10/08/20	Chairman discussed the appointment of a new NAAC Co-ordinator	Dr. Gururaj S Kulkarni was appointed as NAAC Co-ordinator with immediate effect for the academic year 2020-21. Chairman & Co-ordinator further addressed about NAAC criteria wise break-up work in the meeting.
		AQAR Submission		Discussed the preparation of AQAR associated data.	AQAR submission date was finalized i.e., 30/10/2020. The Chairman further also stressed that the documents should be prepared in uniform manner and the documents prepared should be verified once before they are subjected for uploading in the website.
		Review of workloads of different departments		Chairman discussed the workloads of all departments	The tentative workloads of all departments viz., Pharmacognosy, pharmaceuticals, pharmacology, pharmacy practice & pharmaceutical chemistry were reviewed by the chairman.
		Subject allotment		Chairman enquired regarding subject allotments of various departments.	The principal told to timetable committee to allot equal workload to all faculties and the same was allotted as per instructions.
		Academic completion activity of 2019-20		Discussed academic completion activity.	The academic completion activity was submitted within the stipulated date.
		Discussion on certificate courses & value-added courses.		Topics of certificate courses and value-added courses were discussed.	After meeting with respective department HOD's, the topics were finalized.
	27/10/20	AQAR Report Status	28/10/20	Chairman enquired & discussed on AQAR Report.	AQAR Report was submitted to the chairman after rechecking of all the

					documents of each and every criterion by the in-charge of the same.
		Confirmation of subject's allotment & workload		Chairman enquired about the workload of faculties.	HODs of each department informed to the chairman details of the workload of their department faculties for the upcoming academic year taking into consideration the faculties requirement for department, who are on leave etc. for continued and effective learning process either online /offline classes.
		NAAC Criterion documentation process		Status of AQAR report before its submission.	The Chairman & NAAC co-ordinator stressed on the AQAR report contents and also asked to prepare the supporting documents of the same. They made sure the contents such as IQAC organized activities documents as well as different audit reports, curriculum enrichment & value added course of the present academic year, student performance, and learning outcomes, reports of feedback analysis, resource Mobilization for Research , Research Publications and Awards , Extension Activities, Number of Collaborative activities for research, upgradation in library contents, physical facilities, overall Technology Upgradation of the institution, Expenditure incurred on maintenance of physical facilities and academic support facilities,Scholarships and Financial Support for the academic year,Student Progression in overall performance in academic as well as co-curricular activities and programs under Alumni association should be prepared according to the NAAC guidelines and has to be verified by NAAC coordinator before submission.
3	18/01/21	Completion of NAAC work for AY	23/01/21	Chairman discussed documents have to be	The deadline for documents submission date was 27/1/21. The

		2019-20		submitted.	Chairman further conveyed to all the faculties that the documents should be prepared in uniform manner and the documents prepared as discussed earlier.
		NAAC committee's activities and their documents updating		Chairman discussed NAAC work status & told to prepare reports of events in time and update minutes of meeting as well as clicking geotagged photos of respective events for 2020-21.	All criteria in charge faculties were briefed regarding the new guidelines of NAAC, and they have agreed to work as per NAAC guidelines. Further they were instructed to prepare respective criteria documents in the standard format and get verified by the NAAC co-ordinator. In case of any further queries they can clarify with either the NAAC co-ordinator or the Chairman.
		Review of committee members numbers		Chairman enquired about committee members.	For the speedy completion of the NAAC documentation and in absence or resignation of any faculty members in-charge of criteria/member of the same, alternative was discussed. Chairman agreed to include more members in the Criteria where need was there. As a result, Chairman agreed to include Mrs. Keerthana CK under Criteria 6 & 7.
		Status work for 2020-21		Chairman reviewed NAAC status work for 2020-21	It was decided that every month 2 <sup>nd</sup> Saturday, all deans' meetings will be conducted.
		Any other works		Chairman informed regarding carryover of the subjects.	So 100% carryover is given to the 2017-18 batch of B. Pharm Semester by RGUHS. This was conveyed to the staff.
4	10/2/2021	Committee's activities under deans for the AY 2020-21	13/02/21	Completion and preparation of all activities as per schedule.	Chairman & NAAC coordinator scheduled the meeting of all criteria in-charges to know the current status. They also enquired regarding any obstruction found in their flow of work and addressed the same so as to make the submission of reports within stipulated date to the NAAC co-ordinator.
		Status of Certificate and value-added courses		Completion of Certificate and value-added courses as per scheduled time.	Criteria 1 in-charge & respective members were asked to convey to the co-ordinators of Certificate course & value-added course of each department, that the topic

					selected should not be repeated in the academic year and if same topic as of previous year is selected then minimum of 20% change in the syllabus is mandatory. The minimum number of hours to be conducted should be 30 hrs & 15 hrs for Certificate course & Value-added course respectively. The faculties were further instructed for uploading of the class taken videos on Microsoft Teams for students' reference.
		Syllabus completion status of all courses		Chairman discussed syllabus completion as well as revision.	Revision classes were conducted for the preparation of university exams.
		Preparation of sessional and university exams		Chairman enquired regarding completion of syllabus of their respective department subjects.	Sessional exams shall be conducted from 22/2/21. Chairman told to Dean examinations to prepare time-table for the same.
		Status of criterion 1 for 2019-20		Status of criterion 1 document completion .	The final date of submission was given on 20/2/2021.
		Any other works		Chairman told to conduct awareness programs for freshers.	Awareness programs such as orientation to the freshers, briefing regarding anti-ragging zone & also gave details of faculty in-charge to students so that in case of any ragging case they can report or bring to the notice of the in-charge faculty.
				And further minutes of the meeting to be updated immediately.	Minutes of meeting to be updated & submitted to chairman by 20/2/2021.
5	12/4/21	NAAC Work discussion	17/4/2021	Chairman enquired about cultural & sports activities.	Chairman of cultural committee was asked to schedule the cultural & sports activities which can be conducted in the present pandemic situation. It was discussed that these co-curricular activities will be held on online platform. Taking into consideration of pandemic the cultural committee decided to conduct inter-collegiate chess competition and on the interest of student's dance competition can also be held.
		Pandemic classes & syllabus covered		Chairman enquired about the status of the syllabus because of the pandemic situation.	Chairman scheduled the meeting of all faculties to enquire regarding the status of syllabus completed and to know a rough idea of

					remaining portion. It was informed that, if the State Government imposes lockdown, then the classes will be resumed online for completing the syllabus as well as to revise the same. The Chairman insisted to compulsorily conduct revision, tests etc. so the students can do better in the upcoming University examinations.
		Planning for online classes		Chairman said that, if the state government announces lockdown, then the classes will be conducted online	The chairman told all the HOD's, staff to take preparatory measures such as collecting the student details for Teams ID creation, creating of respective subject teams, enrolling the students once ID created, Informing students regarding the same. So, the classes can be conducted as scheduled.
		Any other works		Chairman told senior staff to apply for research grants.	NAAC coordinator addressed the faculty members regarding the different funding/grant sources, importance of the grants in their profile. NAAC coordinator encouraged staffs to apply for research grants to different granting bodies/university. The Chairman insisted each department to find the area of interest in research and work on the same.
6	27/7/2021	Committee activities	31/07/21	Chairman told to prepare all the webinar and seminar reports	NAAC coordinator as discussed in previous meeting has insisted the Criterion in-charges to prepare the reports in uniform format. HODs of respective departments who organized the webinars were asked to submit softcopies as well as hard copies of their department in the format circulated by Criterion in-charges according to NAAC guidelines by 25/8/2021.
		Documentation status		Chairman told to complete all the documentation work.	The Chairman & NAAC coordinator asked all criterion in-charges to complete all the documents according to the requirement of AQAR report to be submitted. They specified the reports prepared for various activities should be in same format, which has to be re-verified by the

					<p>criteria in-charge before uploading. The deadline was given for completion by 31/8/2021.</p>
		<p>Planning of Value-added &amp; certificate courses for AY 2021-22</p>		<p>Chairman told to plan regarding Value added &amp; certificate courses for next academic year.</p>	<p>Chairman asked Criteria 1 in-charge to inform the co-ordinators of every department to select topics well in advance for the next academic year.</p>
		<p>Selection of Dean of exam</p>		<p>In the meeting appointment of the new Dean for Exam was discussed.</p>	<p>Dean Examination post was vacant and therefore Dr. G Nagalakshmi, Assistant Professor, Department of Pharmaceutical Chemistry was selected for the post. She was briefed regarding her responsibilities.</p>
		<p>Inclusion of new members for NAAC criteria</p>		<p>The chairman granted permission for the inclusion of new staff for criteria work.</p>	<p>The chairman asked the Dean HR, Dean Examination, Dean Academics and Dean Administration to frame the committees for the next Academic year before 31<sup>st</sup> July 2021. They were all instructed to include new members in case if previous members have resigned.</p>
		<p>Preparation of III Sessional timetable</p>		<p>Chairman asked Dean exam to prepare III Sessional time table.</p>	<p>Dean examination prepared III sessional time table and circulated</p>

Chairman