



Children's Education Society (Regd.)

# The Oxford College of Pharmacy

(Recognised by the Govt. of Karnataka, Affiliated to Rajiv Gandhi University of Health sciences, Karnataka;

Approved by Pharmacy Council of India, New Delhi)

Accredited by NAAC and International Accreditation Organisation (IAO)

Ref No: TOCP/01/IQAC/2023-24

1<sup>st</sup> July 2023

## CIRCULAR

This is to inform all Deans, HOD's and IQAC members that 34<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 4<sup>th</sup> July 2023 at 4:00 PM in the first floor Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

## AGENDA

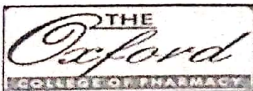
1. Review of 33<sup>rd</sup> IQAC MOM and action taken report.
2. Review of AQAR 2022-23 plan of actions.
3. Addressing Grievances Received by the Institution.
4. Discussion on Plan of action and Add-on courses for academic year 2023-24.
5. Discussion on Result Analysis of RGUHS Examination for year 2022-23.
6. Planning of FDPs and conferences to be conducted for the academic year 2023-24.

*P. Padua*

Chairperson IQAC

**PRINCIPAL**

The Oxford College Of Pharmacy  
No 6/9, 1st Cross, Begur Road, Hongasandra  
Bangalore - 560 068



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## 34<sup>th</sup> IQAC MINUTES OF THE MEETING 2023-2024

Date: 4<sup>th</sup> July 2023

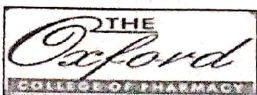
Time: 04:00 PM

### AGENDA

1. Review of 33<sup>rd</sup> IQAC MOM and action taken report.
2. Review of AQAR 2022-23 plan of actions.
3. **Addressing Grievances Received by the Institution.**
4. Discussion on Plan of action and Add-on courses for academic year 2023-24.
5. Discussion on Result Analysis of RGUHS Examination for year 2022-23.
6. Planning of FDPs and conferences to be conducted for the academic year 2023-24.

### COMMITTEE MEMBERS:

S.NO.	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	Dr. PADMAA M PAARAKH	PROFESSOR & PRINCIPAL	CHAIRPERSON	P. Padma
2	Dr. NOOPUR SRIVASTAVA	ASSOCIATE PROFESSOR	IQAC COORDINATOR	N. Srivastava
3	Dr. PARTHASARATHY G	PROFESSOR & HOD	MEMBER	Partasarathy
4	Dr. GURURAJ S KULKARNI	PROFESSOR & HOD	MEMBER	G. S. Kulkarni
5	Dr. VIKRAM T	ASSISTANT PROFESSOR	MEMBER	V. Vikram
6	Mrs. DIVYA S KUMAR	ASSISTANT PROFESSOR	MEMBER	D. Divya
7	Dr. T SRIPRIYA	ASSISTANT PROFESSOR	MEMBER	T. Sri Priya
8	Dr. NAGALAKSHMI G	ASSOCIATE PROFESSOR	MEMBER	N. Lakshmi
9	Mrs. G. SUVARNA LAKSHMI	ASSISTANT PROFESSOR	MEMBER	G. Suvarna
10	Mrs. K S BHAVANI	ASSISTANT PROFESSOR	MEMBER	K. Bhavani
11	Mr. RAMESH J	LIBRARIAN	MEMBER	R. Ramesh
12	Mr. MUNEESEA	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	M. Muneesa
13	Mrs. HEMAMALINI J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	H. Hemamalini
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	S. Suprabha
15	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE	V. Vasanthrajan



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				OFFICERS
16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	
17	Ms. SAVITHA TV	STUDENT	MEMBER	
18	Ms. DIVYAR	ALUMNI	MEMBER	
19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	
20	Dr. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	
21	Mr. VENKATE GOWDA BV	STAKE HOLDER	MEMBER	

The IQAC Chairperson welcomed all members to 34<sup>th</sup> IQAC meeting.

**Agenda 1: Review of 33<sup>rd</sup> IQAC MOM and action taken report.**

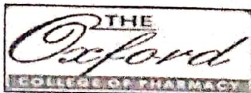
- IQAC Committee members discussed and analysed the MOM and action taken report of 33<sup>rd</sup> IQAC meeting dated 28<sup>th</sup> March 2023.
- Committee members discussed and also suggested that all the ongoing activities should be completed in the defined timelines.

**Resolution:**

The committee members approved the MOM and action taken report of 33<sup>rd</sup> IQAC meeting dated 28<sup>th</sup> March 2023.

**Agenda 2: Review of AQAR 2022-23 plan of actions.**

- The IQAC, working with the R&D committee, has started actions to improve research skills and promote a strong research culture. This effort has led to the publication of 39 high-quality papers in respected journals
- Career Counselling Cell reported organizing sessions on higher education prospects. Emphasized opportunities for further studies within the institution, offering M. Pharm and Pharm D (PB) courses. Resulted in ten UG final-year students enrolling in PG courses and three in Pharm D PB courses. Some students pursued higher education externally
- The institution fostered a research culture through the TOCOP research committee, motivating and supporting faculty and students to publish research and review articles in quality indexed journals, resulting in over thirty-nine publications.
- The institution promoted research grant applications from students and staff. Sixth-semester students applied for University Short-Term Research Grants, and faculty from relevant departments applied for RGUHS grants. Resultantly, three short-term research grants were approved by the university for the academic year 2022-23.



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## Resolution:

The committee reviewed the plans of actions proposed and suggested to initiate all necessary actions.

### Agenda 3: Addressing Grievances Received by the Institution.

- Discussed to evaluate the grievances received by the institution from students, faculty, and staff during the previous period.
- Some student welfare issues like Facilities and Infrastructure, student welfare discrimination etc also discussed and addressed by the chairperson.

## Resolution:

Grievance addressal committee to be functional inline with SRA guidelines and the Grievance addressal mechanisms to be displayed on the website with provision for the registering on-line Grievances.

### Agenda 4: Review of Add-on courses for year 2022-2023.

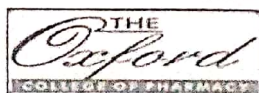
- Total 25 programs have been offered in line with stakeholder feedback so as to bridge industry-academia interface.
- The Committee members spread across all the departments of the institution where as more than 60% of the total students got benefit from the Add-on courses.
- Further the committee has briefed with methodology to collect the feedback and was found satisfactory.

## Resolution:

The committee reviewed the 25 Add -on- Programmes offered and suggested some improvement measures to be implemented from next year onwards. Also, feedback collection methodology is found satisfactory.

### Agenda 5: Discussion on Result Analysis of RGUHS Examination for year 2022-23.

- The RGUHS Result Analysis were presented by Dean Examination for various courses for academic session 2022-23.
- The IQAC Chairperson extended heartfelt congratulations to the dedicated faculty and esteemed HODs their exemplary efforts which helped to secure 100% result.



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## Resolution:

The committee appreciated the result analysis presented by the Dean Examination for the academic session 2022-23. The IQAC Chairperson congratulated the faculty and HODs for their outstanding efforts, leading to a 100% pass rate.

## **Agenda 6: Planning of FDPs and conferences to be conducted for the academic year 2023-24**

- Discussed, finalized themes and topics for FDPs based on current trends and institutional priorities.
- Determined criteria for syllabus framing, selecting resource persons and experts for the events.
- Outlined a tentative schedule and addressed logistical aspects such as venue selection and event management.

## Resolution:

The committee suggested to proceed with finalized themes and topics for FDPs based on current trends and institutional priorities and to update the implementation status in the upcoming meetings.

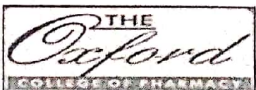
Copy to:

1. Chairperson
2. All HODs
3. IQAC Cell

*P. Padma*  
Chairperson, IQAC

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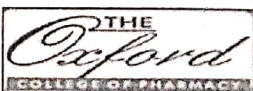
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## 34<sup>th</sup> IQAC MEETING ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
5 <sup>th</sup> July 2023	The IQAC Committee members reviewed and analysed the MOM of the 33 <sup>rd</sup> meeting held on March 28, 2023, along with the action taken report. They emphasized the importance of completing all ongoing activities within the specified timelines.	The committee members approved the MOM and action taken report of 33 <sup>rd</sup> IQAC meeting dated 28 <sup>th</sup> March 2023.	Following the discussion, the IQAC Committee ensured that necessary actions were taken to expedite ongoing activities in accordance with the defined timelines.
	The institution, through collaborative efforts between IQAC and the R&D committee, organized career counselling sessions leading to enrolment in PG and Pharm D courses, fostering a research culture	The committee resolved to review the AQAR for the academic year 2022-23 and formulate actionable plans based on the findings and recommendations outlined in the report.	Implemented joint efforts between IQAC and R&D committee to improve research skills, resulting in 39 published papers, and also organized career counselling sessions. and facilitated research grant approvals for three projects.
	The committee discussed evaluating grievances received from students, faculty, and staff, including student welfare issues such as facilities, infrastructure, and discrimination, which were addressed by the chairperson.	Grievance addressal committee to be functional in line with SRA guidelines and the Grievance addressal mechanisms to be displayed on the website with provision for the registering on-line Grievances.	The Grievance Addressal Committee has been established to operate in accordance with the SRA guidelines.
	Implemented stakeholder feedback to enhance industry-academia interaction; Committee members from all departments with good student participation in Add-on courses, with a satisfactory feedback	The committee approves the offering of 25 programs. The feedback collection methodology is approved.	Implemented 25 programs to strengthen industry-academia interaction and ensured over 60% student participation. Upon analysis stakeholder feedback it was observed that the programmes were



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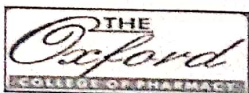
collection		well received by the participants.
The Dean of Examinations presented the RGUHS Result Analysis for various courses in the academic session 2022-23.	The committee appreciated the result analysis presented by the Dean Examination for the academic session 2022-23. The IQAC Chairperson congratulates the faculty and HODs for their outstanding efforts, leading to a 100% pass rate.	The commendable efforts of the faculty and HODs were recognized and appreciated, with plans made to continue supporting and encouraging their dedication towards maintaining high academic standards.
Discussed selecting themes for FDPs based on trends and priorities, set criteria for syllabus creation and speaker selection.	The committee has decided to proceed with finalizing themes and topics for FDPs based on current trends by discussing with all HODs and Deans.	Committee has been framed to finalize FDP themes, set syllabus and speaker criteria for smooth organization.

*P. Padma*

Chairperson IQAC

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9<sup>th</sup> October 2023

**CIRCULAR**

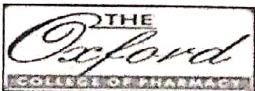
This is to inform all Deans, HOD's and IQAC members that 35<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 13<sup>th</sup> October 2023 at 3:30 PM in the First Floor Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

**AGENDA**

1. Review of 34<sup>th</sup> IQAC MOM and action taken report dated 4<sup>th</sup> July 2023.
2. Review and discussion on various academic works.
3. Presentation on Departmental Performance by HODs.
4. Initiation of NAAC Re- accreditation cycle 3 related works.
5. Approval of UG, PG and Pharm.D research projects to be conducted.
6. Any other discussion with the permission of chair.

*P. Padma*  
Chairperson IQAC

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## 35<sup>th</sup> IQAC MINUTES OF THE MEETING 2023-2024

Date: 13<sup>th</sup> October 2023

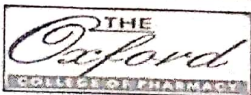
Time: 3.30 PM

### AGENDA

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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. NOOPUR SRIVASTAVA	ASSOCIATE PROFESSOR	IQAC COORDINATOR	N. Srivastava
3	Dr. PARTHASARATHY G	PROFESSOR & HOD	MEMBER	[Signature]
4	Dr. GURURAJ S KULKARNI	PROFESSOR & HOD	MEMBER	[Signature]
5	Dr. VIKRAM T	ASSISTANT PROFESSOR	MEMBER	[Signature]
6	Mrs. DIVYA S KUMAR	ASSISTANT PROFESSOR	MEMBER	[Signature]
7	Dr. T SRIPRIYA	ASSISTANT PROFESSOR	MEMBER	[Signature]
8	Dr. NAGALAKSHMI G	ASSOCIATE PROFESSOR	MEMBER	[Signature]
9	Mrs. G. SUVARNA LAKSHMI	ASSISTANT PROFESSOR	MEMBER	G. Suvana
10	Mrs. K S BHAVANI	ASSISTANT PROFESSOR	MEMBER	K. Bhavani
11	Mr. RAMESH J	LIBRARIAN	MEMBER	[Signature]
12	Mr. MUNEESHA	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	[Signature]
13	Mrs. HEMAMALINI J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	[Signature]
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	[Signature]



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16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	
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19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	
20	Dr. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	
21	Mr. VENKATE GOWDA BV	STAKE HOLDER	MEMBER	

The IQAC Chairperson welcomed all members to the meeting.

## Agenda 1: Review of 34<sup>th</sup> IQAC MOM and action taken report dated 4<sup>th</sup> July 2023

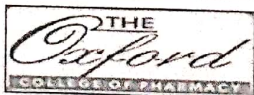
- IQAC team of TOCP has presented the action taken report of 34<sup>th</sup> IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.
- The committee members reviewed the preparedness of NAAC and suggested all the ongoing activities to be completed in the defined timelines.

### Resolution:

The committee members approved the MOM and action taken report of 34<sup>th</sup> IQAC meeting.

## Agenda 2: Review and discussion on various academic works.

- The IQAC Chairperson has advised Heads of Departments to ensure the readiness of study materials for their respective courses within the department.
- Heads of Departments have been notified to prioritize support for students with varying learning paces, while also encouraging high achievers to strive for improved outcomes and university rankings.
- Chairperson advised HOD's to get involved in all placement activities and motivate the students to actively participate in placements.
- Discussed on increasing the volumes and editions for the library and making sure people use them more often.
- The committee discussed finalizing the Continuous Internal Assessment (CIA) process, aiming to enhance its effectiveness and align it with the institution's quality assurance objectives.



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- The committee discussed integrating cross-cutting issues into the institution's quality assurance framework, emphasizing the importance of addressing multidisciplinary and interdisciplinary aspects for a comprehensive approach to enhancing quality.

## Resolution:

- Resolved to implement a structured approach to ensure the readiness of study materials.
- Resolved to establish a monitoring mechanism to track the academic progress of students.
- Resolves to mandate the active involvement of HODs in all placement activities.
- Resolved to enhance the library resources by increasing the volumes and editions.
- Resolved to expedite the finalization of the Continuous Internal Assessment (CIA) process, with the goal of enhancing its effectiveness.

## Agenda 3: Presentation of Departmental Performance by HODs

- The Heads of Departments (HODs) presented departmental performance to the committee, emphasizing academic achievements, feedback, teaching quality, professional development, efforts to increase extramural grants, and adoption of innovative teaching methodologies.

## Resolution:

The committee resolves to fully support the Heads of Departments' initiatives aimed at advancing academic achievements, improving teaching quality, and enhance professional development within their departments.

## Agenda 4: Initiation of NAAC Re- accreditation cycle 3 related works

- The principal expressed gratitude to the committee members and announced the institute's plan to commence the NAAC cycle 3 accreditation process, seeking suggestions and approval from the committee to proceed accordingly.
- The committee members recommended initiating actions for the NAAC cycle 3 accreditation process, proposing to file the Institutional Quality Assurance Report (IIQA) in the last quarter of the academic year 2023-2024.
- It is further proposed to include the Academic Administrative Audit (AAA) and Quality Audit in the upcoming agenda for updates.

## Resolution:

The committee fully supports the institute's plan to begin NAAC cycle 3 accreditation and file the IIQA by the last quarter of the academic year 2023-2024, as recommended. Additionally, updates on the AAA and Quality Audit shall to be included in the agenda for the next meeting.



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## 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.

### Resolution:

Committee members suggested Research Dean & HODs to develop Student short-term projects, discuss and allocate UG, PG, and Pharm.D research projects, and 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.
- The IQAC chairperson provided instructions and motivated Heads of Departments and faculty regarding the submission of book chapters and participation in awards such as the Shiksha Award and Young Scientist Awards.

Copy to:

1. Chairperson
2. All HODs
3. IQAC Cell

*P. Raghu*

Chairperson, IQAC

**PRINCIPAL**

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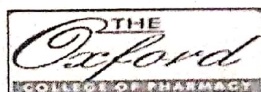
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## 35<sup>th</sup> IQAC MEETING - ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
14 <sup>th</sup> October 2023	The TOCP IQAC team presented the action taken report of the 34 <sup>th</sup> meeting, and committee members emphasized completing all ongoing activities, including NAAC readiness, within defined timelines.	The committee members approved the MOM and action taken report of 34 <sup>th</sup> IQAC meeting.	The TOCP IQAC team have been prioritize completing ongoing activities, including NAAC readiness, within defined timelines as suggested by committee members, ensuring effective implementation of recommendations from the 34 <sup>th</sup> meeting.
	The IQAC Chairperson instructed Heads of Departments to prepare study materials promptly. Additionally, HODs were advised to actively participate in placement activities and motivate students. The committee also discussed expanding the library's collection and encouraging its use.	Resolved to implement a structured approach for study material readiness, establish a monitoring mechanism for student academic progress, mandate HOD involvement in placement activities, enhance library resources, and finalization of the CIA process to enhance effectiveness.	Implemented structured approach for study material readiness, mandated HOD involvement in placement activities, enhanced library resources, and finalized CIA process for improved effectiveness.
	HODs presented departmental performance focusing on academic achievements, feedback, teaching quality, professional development, efforts to secure extramural grants.	The committee resolves to fully support the HOD's initiatives aimed at advancing academic achievements, improving teaching quality, and enhance professional development within their departments.	The committee reviewed the departmental performance presentations, and encouraged further efforts in professional development, securing extramural grants, and implementing innovative teaching methodologies.



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	<p>The principal announced plans to start NAAC cycle 3 accreditation, seeking approval and suggestions. The committee recommended initiating actions and proposed filing the IIQA by the last quarter of the academic year 2023-2024 and also for quality audits.</p>	<p>The committee fully supports the institute's plan to begin NAAC cycle 3 accreditation and file the IIQA by the last quarter of the academic year 2023-2024, as recommended. Additionally updated on the AAA and Quality Audit will be included in the agenda for the next meeting.</p>	<p>The institution-initiated actions for NAAC cycle 3 accreditation as recommended by the committee, with plans to file the IIQA by the last quarter of the academic year 2023-2024. Additionally, updates on AAA and Quality Audit were included in future agenda discussions.</p>
	<p>The committee and IQAC instructed HODs to identify students for students' short-term projects from RGUHS and other organizations, discussed and instructed HODs about the allocation of UG, PG, and Pharm.D research projects.</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.</p>	<p>Following the directives, HODs initiated the identification of students for students' short-term projects from RGUHS and other organizations, informed faculty about project allocations as per the R&amp;D committee's proposal.</p>
	<p>RGUHS and PCI affiliations must be completed promptly, while the IQAC chairperson motivated Heads of Departments and faculty for active participation in submitting book chapters and applying for awards like Shiksha Awards and Young Scientist Awards.</p>	<p>Resolved to ensure timely completion of RGUHS and PCI affiliations and faculty members to actively participate in the Shiksha Awards and Young Scientist Awards.</p>	<p>Efforts were made to ensure timely completion of RGUHS and PCI affiliations and also about the book chapters.</p>

*P. Padma*  
Chairperson, IQAC

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Ref No: TOCP/03/IQAC/2023-24

7<sup>th</sup> December, 2023

**CIRCULAR**

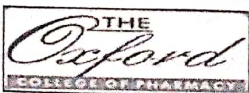
This is to inform all Deans, HOD's and IQAC members that 36<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 11<sup>th</sup> December 2023 at 12.30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

**AGENDA**

1. Review of 35<sup>th</sup> IQAC MOM and action taken report.
2. Review on Add-On courses 2023-24.
3. Course Outcome mapping and achievement across different courses.
4. Discussion about implementation of various audit-plans.
5. Review of Stakeholder Feedback on curriculum.
6. Discussion on grants and publications.
7. NAAC related works.

*P. Padma*  
Chairperson IQAC

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## 36<sup>th</sup> IQAC MINUTES OF THE MEETING 2023-2024

Date: 11<sup>th</sup> December 2023

Time: 12.30 PM

### AGENDA

1. Review of 35<sup>th</sup> IQAC MOM and action taken report.
2. Review on Add-On courses 2023-24.
3. Course Outcome mapping and achievement across different courses.
4. Discussion about implementation of various audit-plans.
5. Review of Stakeholder Feedback on curriculum.
6. Discussion on grants and publications.
7. NAAC related works

### COMMITTEE MEMBERS:

S.NO.	NAME OF THE MEMBER	DESIGNATION	POST	SIGNATURE
1	Dr. PADMAA M PAARAKH	PROFESSOR & PRINCIPAL	CHAIRPERSON	P. Padma
2	Dr. NOOPUR SRIVASTAVA	ASSOCIATE PROFESSOR	IQAC COORDINATOR	Noopur
3	Dr. PARTHASARATHY G	PROFESSOR & HOD	MEMBER	Parthasarathy
4	Dr. GURURAJ S KULKARNI	PROFESSOR & HOD	MEMBER	G. S. Kulkarni
5	Dr. VIKRAM T	ASSISTANT PROFESSOR	MEMBER	V. Vikram
6	Mrs. DIVYA S KUMAR	ASSISTANT PROFESSOR	MEMBER	D. Divya
7	Dr. T SRIPRIYA	ASSISTANT PROFESSOR	MEMBER	T. Sri Priya
8	Dr. NAGALAKSHMI G	ASSOCIATE PROFESSOR	MEMBER	N. Nagalakshmi
9	Mrs. G. SUVARNA LAKSHMI	ASSISTANT PROFESSOR	MEMBER	G. Suvarna
10	Mrs. K S BHAVANI	ASSISTANT PROFESSOR	MEMBER	K. S. Bhavani
11	Mr. RAMESH J	LIBRARIAN	MEMBER	R. Ramesh
12	Mr. MUNEESHA	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	M. Muneesha
13	Mrs. HEMAMALINI J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	H. Hemamalini
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	S. Suprabha



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15	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICERS	
16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	
17	Ms. SAVITHA TV	STUDENT	MEMBER	
18	Ms. DIVYA R	ALUMNI	MEMBER	
19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	
20	Dr. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	
21	Mr. VENKATE GOWDA BV	STAKE HOLDER	MEMBER	

The IQAC Chairperson and coordinators extended a warm welcome to all members attending the meeting.

## Agenda 1: Review of 35<sup>th</sup> IQAC MOM and action taken report

- 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.

### Resolution:

The committee members approved the MOM and action taken report of 35<sup>th</sup> IQAC minutes.

## Agenda 2: Review on Add-On courses 2023-24.

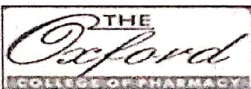
- IQAC chairperson discussed about Add-On courses (25 identified in line with stakeholder feedback) topics and syllabus pertaining to the same.
- Discussed about the initiatives aimed at providing adequate support and guidance to students enrolled in Add-On courses.

### Resolution:

It has been resolved to finalize topics and syllabi for 25 identified Add-On Programmes to implement. Feedback collected from students pertaining to the Add-on courses shall be discussed in the upcoming meetings.

## Agenda 3: Course Outcome mapping and achievement across different courses.

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



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- It has been discussed that the assessment process is designed to achieve course outcomes (COs) in accordance with university guidelines. As the university has not provided any program outcomes (POs), only partial attainment has been possible, and no individual weightage attainment for individual COs no being calculated.
- Discussed methodologies and approaches for effective alignment and achievement of educational objectives.

### Resolution:

**Resolved to proceed with finalized methodologies for achieving course outcomes and no weightage to be calculated for POs as per the university guidelines.**

### **Agenda 4: Discussion about implementation of various audit-plans.**

- The principal updated committee members on the progress of AAA and quality audit plans, stating that internal audits for both have been completed.
- Additionally, the principal briefed members on the internal audit findings and mentioned that external and quality audits will be conducted in due course.

### Resolution:

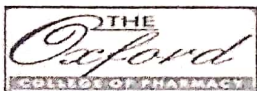
**The committee were briefed by principal on the status of AAA and quality audit plans, including the completion of internal audits and the proposal for external quality audits in due course.**

### **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 2022-2023.
- 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.**



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## Agenda 6: Discussion on grants and publications

- Research Dean and IQAC suggested HODs to encourage senior faculty to nurture junior faculty members and students to apply for extramural fundings.
- Suggested to enhance the quality of publications by publishing in high-quality Journals.

### Resolution:

- The committee members suggested that Dean R&D to start a road map for enhancing the research culture in the institution. Also suggested to organise FDPs on Modalities of developing research proposals and nurturing writing skills among all the faculties.
- It is also suggested to develop a concept note bank in line with competency matrix of the institution.
- Resolved to motivate faculty to publish papers in journals of high repute which is high index.

## Agenda 7: NAAC related works

- The committee members recommended initiating actions for the NAAC cycle 3 accreditation process, proposing to file the IIQA in the last quarter of the academic year 2023-2024.
- IQAC team informed members on the status of NAAC preparedness.

### Resolution:

The committee resolved to commence actions for NAAC cycle 3 accreditation, aiming to submit the IIQA by the final quarter of the 2023-2024 academic year, following updates from the IQAC team on NAAC preparedness.

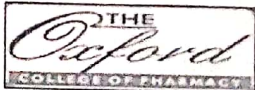
Copy to:

1. Chairperson
2. All HODs
3. IQAC Cell

*P. Paidma*  
Chairperson, IQAC

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## 36<sup>th</sup> IQAC MEETING - ACTION TAKEN REPORT

Date of Meeting	Minutes of Meetings	Resolution	Action taken
13 <sup>th</sup> December 2023	<p>IQAC team of TOCP has presented the action taken report of previous IQAC meeting to the committee members. Committee members suggested that all the ongoing activities should be completed in the defined timelines.</p>	<p>The committee members approved the MOM and action taken report of 35<sup>th</sup> IQAC minutes.</p>	<p>Following the approval of the Minutes of Meeting and Action Taken Report of the 35<sup>th</sup> IQAC meeting by the committee members. The IQAC initiated the implementation of outlined decisions and resolutions, ensuring effective progress and compliance with agreed-upon actions.</p>
	<p>The IQAC chairperson reviewed topics and syllabus for the Add-On courses based on stakeholder feedback and discussed initiatives to provide courses.</p>	<p>It has been resolved to finalize topics and syllabi for 25 identified Add-On to implement support initiatives for enrolled students. Feedback collected from students pertaining to the Add-on courses shall be discussed in the upcoming meetings.</p>	<p>IQAC chairperson implemented initiatives to provide adequate support and guidance to students enrolled in the 25 identified Add-On courses, ensuring alignment with discussed topics and syllabus.</p>
	<p>The meeting explored strategies for mapping Course Outcomes (CO) and ensuring their successful attainment, but due to the absence of POs, only partial attainment is feasible with no weightage calculation.</p>	<p>Resolved to proceed with finalized methodologies for achieving course outcome.</p>	<p>Actions were taken to implement strategies discussed for mapping Course Outcomes (CO) and ensuring their successful attainment, but decided to not give any weightage to POs as per the university guidelines.</p>



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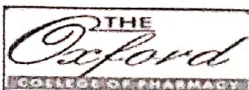
	<p>The principal informed committee members about the completion of internal audits for the Academic Administrative Audit (AAA) and quality audit, and mentioned plans for internal audits.</p>	<p>The committee resolved that the principal's briefing on the status of AAA and quality audit plans, including the completion of internal audits.</p>	<p>The principal ensured completion of internal audits for the Academic Administrative Audit (AAA) and quality audit, with plans in place for external audits.</p>
	<p>The committee members and IQAC suggested HODs mentor senior faculty and students for extramural funds and focus on publishing in high-quality journals. The committee proposed starting NAAC cycle 3 accreditation actions, aiming for IIQA submission by late 2023-2024.</p>	<p>The committee resolved to implement suggestions from the IQAC, focusing on mentoring for extramural funds and high-quality journal publications. Additionally, they decided to initiate actions for NAAC cycle 3 accreditation, aiming for IIQA submission by late 2023-2024.</p>	<p>Actions were taken to implement the resolutions, including mentoring programs for extramural funds and publication guidance. Additionally, steps were initiated towards NAAC cycle 3 accreditation, with plans for IIQA submission by late 2023-2024, while the IQAC team continued to provide updates on NAAC preparedness.</p>

*P. Padma*

Chairperson IQAC

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RefNo: TOCP/04/IQAC/2023-24

22<sup>nd</sup> February 2024

## CIRCULAR

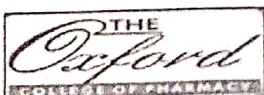
This is to inform all Deans, HOD's and IQAC members that 37<sup>th</sup> Internal Quality Assurance Cell (IQAC) meeting is scheduled on 26<sup>th</sup> February 2024 at 3:30 PM in the Smart Room, The Oxford College of Pharmacy, Bangalore. All members of the IQAC are requested to attend the meeting.

## AGENDA

1. Review of 36<sup>th</sup> IQAC MOM and action taken report.
2. Examination and Syllabus Completion Review Session.
3. NAAC related works.
4. Any other discussion with the permission of chair.

*P. Padma*  
Chairperson IQAC

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## 37<sup>th</sup> IQAC MINUTES OF THE MEETING 2023-2024

Date: 26<sup>th</sup> February 2024

Time: 3:30 PM

### AGENDA

1. Review of 36<sup>th</sup> IQAC MOM and action taken report.
2. Examination and Syllabus Completion Review Session.
3. NAAC related works.
4. 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	
2	Dr. NOOPUR SRIVASTAVA	ASSOCIATE PROFESSOR	IQAC COORDINATOR	
3	Dr. PARTHASARATHY G	PROFESSOR & HOD	MEMBER	
4	Dr. GURURAJ S KULKARNI	PROFESSOR & HOD	MEMBER	
5	Dr. VIKRAM T	ASSISTANT PROFESSOR	MEMBER	
6	Mrs. DIVYA S KUMAR	ASSISTANT PROFESSOR	MEMBER	
7	Dr. T SRIPRIYA	ASSISTANT PROFESSOR	MEMBER	
8	Dr. NAGALAKSHMI G	ASSOCIATE PROFESSOR	MEMBER	
9	Mrs. G. SUVARNA LAKSHMI	ASSISTANT PROFESSOR	MEMBER	
10	Mrs. K S BHAVANI	ASSISTANT PROFESSOR	MEMBER	
11	Mr. RAMESH J	LIBRARIAN	MEMBER	
12	Mr. MUNESHA	MANAGER ADMISSION	MANAGEMENT REPRESENTATIVE	
13	Mrs. HEMAMALINI J	MANAGER ACADEMICS	SENIOR ADMINISTRATIVE OFFICER	
14	Mrs. SUPRABHA RAJU	GROUP MANAGER (PURCHASE)	SENIOR ADMINISTRATIVE OFFICERS	
15	Mr. VASANATHRAJAN	MANAGER ACCOUNTS	SENIOR ADMINISTRATIVE OFFICERS	
16	Mr. THAMARAM CHOWDHARY	BUSINESS	LOCAL SOCIETY	
17	Ms. SAVITHA TV	STUDENT	MEMBER	



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18	Ms. DIVYA R	ALUMNI	MEMBER	R. Raja
19	Mr. BHEEMESHWAR REDDY	AQUITY SOLUTIONS	EMPLOYER	N. Sheela
20	Dr. SANGAMESH PURANIK	FOUNDER & DIRECTOR SASKIA LABS PVT LTD	INDUSTRIAL REPRESENTATIVE	P. Prasad
21	Mr. VENKATE GOWDA BV	STAKE HOLDER	MEMBER	V. Venkatesh

IQAC Chairperson and the coordinators welcomed all members to the meeting

## Agenda 1: Review of 36<sup>th</sup> IQAC MOM and action taken report.

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: Examination and Syllabus Completion Review Session.

- 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 chairperson initiated for taking feedback from faculty regarding challenges faced in completing syllabus and addressing student learning needs.
- The Chairperson briefed all members on the CIA methodology and outcomes, while also addressing strategies for supporting both slow and advanced learners within the institution.

### Resolution:

The Chairperson's instructions to HODs for timely syllabus completion and student motivation, along with gathering faculty feedback, are noted. Additionally, completion of Add-On courses and organizing an Alumni meet is suggested.

## Agenda 4: NAAC related works

- The Chairperson extended congratulations to the IQAC team and IQAC coordinator for the timely submission of the AQAR for the academic year 2022-2023.
- The Chairperson emphasized the importance of diligently working on the SSR to ensure timely submission and to enhance its quality.
- The committee noted that preparations for drafting the Self-Study Report (SSR) are currently underway.



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## Resolution

The committee resolved to prioritize the timely submission of AQAR, emphasizing the importance of diligent SSR preparation.

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.
- HODs instructed about the Co-curricular, and extension activities should be conducted as per the schedule by the allotted faculty.
- 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.
- The compliance with the Strategic Plan for the academic year 2022-23 was discussed and subsequently approved

## Resolution:

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

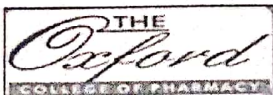
Copy to:

1. Chairperson
2. All HODs
3. IQAC Cell

*P. Padma*  
Chairperson, IQAC

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## 36<sup>th</sup> IQAC MEETING - ACTION TAKEN REPORT

28/02/2024	IQAC team of TOCP has presented the action taken report of previous external IQAC meeting to the committee members.	The committee members approved the MOM and action taken report of previous IQAC minutes.	Following approval, the committee members ensured implementation of the action items outlined in the approved MOM and action taken report of the previous IQAC minutes.
	The Chairperson directed HODs to complete syllabi for RGUHS exams and motivate students for university ranks, initiated faculty feedback on syllabus challenges, also briefed members on CIA methodology and support strategies for all learners.	The Chairperson's instructions to HODs for timely syllabus completion and student motivation, along with gathering faculty feedback, are noted. Additionally, completion of Add-On courses and organizing an Alumni meet	HODs ensured syllabus completion for RGUHS exams and motivated students for university ranks. Faculty feedback on syllabus challenges and student needs was collected, and strategies for supporting all learners were implemented following the Chairperson's briefing on CIA
	The Chairperson praised the IQAC team and coordinator for timely AQAR submission and stressed the importance of diligently working on the SSR for timely submission and improved quality. The committee noted ongoing preparations for drafting the SSR.	The committee resolved to commend the IQAC team for timely AQAR submission, emphasized the importance of diligently working on the SSR, and noted ongoing preparations for its drafting.	Following the Chairperson's directives, the IQAC team and coordinator continued their diligent work on the SSR to ensure timely submission and enhance its quality. Additionally, the committee actively engaged in preparations for drafting the SSR.
	The IQAC team discussed website updates, HODs were instructed on conducting scheduled co-curricular and extension activities, Add-On course coordinators were reminded to ensure timely completion, and the Alumni in charge was advised to schedule an Alumni meet and invite all members.	Agreed to update the college website with events and faculty info. Also, directed HODs to ensure Co-curricular activities run on schedule.	HODs were instructed to ensure that co-curricular activities were conducted according to the specified schedule.

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