

**Minutes of the First Meeting of the Board of Studies held on  
Tuesday, 4<sup>th</sup> June 2024 at 10:30 am.**

The First meeting of the Board of Studies of AET's St. John Institute of Pharmacy and Research (Autonomous) was held on Tuesday, 4<sup>th</sup> June 2024, at 10:30 am in the Conference Room, SJIPR, Palghar.

The following Members and Special Invitees were present

Members		Special Invitees	
Dr. Vandana Patravale	Dr. Abhijeet Puri	Ms. Swapnali Shinde	Mr. Albert W. D'souza
Dr. Prashant Kharkar	Mrs. Vrushali Gokhale	Mrs. Macveena Martin	Mrs. Elvina D'Souza
Dr. Premlata Ambre	Mrs. Deepali Nahar	Mr. Sagar Pardeshi	Mr. Aldridge D'Souza
Mr. Heramb Sakpal	Mrs. Meeta Jain	Dr. Sudarshan Kakad	Dr. Evans Coutinho
Dr. Savita Tauro	Mr. Jegan Nadar	Mrs. Trupti Jadhav	
Dr. Govind Asane	Mr. Amol Gholap	Mr. Tanavirsing Rajput	
Dr. Norma Rebello	Mr. Ramesh Bhusal	Dr. Nitin Sen	
Dr. Bharat Dhokchawle	Mr. Prashant Dalvi	Ms. Apoorva More	
Dr. Deepak Bharati	Mrs. Ekta Thakor	Ms. Sayali Churi	
Dr. Popat Mohite	Mr. Prakash Khandagale		

The meeting commenced with the Campus Anthem, The Universal Prayer of Peace. Principal, Dr. Savita Tauro welcomed the members and the following agenda was presented.

1. Proposal for B. Pharm. Regulations, Courses of Study and Syllabus from A.Y. 2024-25
2. Examination and Assessment methods for all examinations of B. Pharm.
3. Academic Calendar for 2024-25 for B. Pharm.
4. Introduction of Value-Added Courses for B. Pharm.

The discussions and deliberations on the above points with suggestions are as follows:

**Item No. 1 – B. Pharm. Regulations, Courses of Study and Syllabus from A.Y. 2024-25**

- Regulations, Courses of Study and Syllabus Structure will be in accordance with the B. Pharm. Regulations mandated by the Pharmacy Council of India.
- Course Outcomes for every course should be included in the respective course syllabi.
- References for every course should mention the latest editions. Additional references of a few relevant websites may be included in the reference section of the course. Faculty should indicate the references used during their lectures. Students should be made aware of reference writing styles.
- Link for reference e-books can be provided in the syllabus document hosted on the website.
- Library books available can be enlisted/displayed for students. Librarian can notify/display the list of editions for respective titles available in the Institute Library.

- During the conduct of Practical Courses, the Material Safety Data Sheets of the chemicals/reagents used in the experiments should be discussed, alternatively students should refer the toxicity profile of the chemicals prior the practical session. Alternate chemicals/excipients to the corrosive/irritant/harmful chemicals can be used and be justified.
- For the subject of Chemistry, some of the experiments listed in the syllabus, e.g., Sodium Fusion Test for Elemental Analysis, may be demonstrated and may not be performed compulsorily by the students. Such test sometimes gives false positive results based on the water used. Alternatively, identification of functional groups and compounds by interpretation of analytical data and spectra can be introduced
- Reaction Mechanisms to be explained during the practical sessions. This should be implemented for all types of reactions – whether synthetic, analytical or even interactions in formulations.
- Pharmaceutics Practical Course should cover all types of formulations included in the corresponding Theory Course.
- Novel concepts to provide updates on recent technologies can be introduced in the Theory Courses e.g., Emulgel, in the Course covering gels, within the specified number of hours for the Course.
- Practical Courses should be conducted to include the documentation, i.e., reporting of experiment observations, results and conclusions in the journal, within the respective practical sessions.
- Allotment of Elective Courses should be done on Merit (CAP round method may be used)
- Practical sessions in the Practice School of Semester VII in respective domains should be planned to comprise small projects which can also be extended to Semester VIII Project work in the respective domain culminating in the research article or research project. This could ensure optimum utility of available resources and can also be linked to the PG projects.
- Faculty teaching the same subjects in different divisions should interchange the distribution of topics in subsequent academic year.

**Item No. 2 - Examination and Assessment methods for all examinations of B. Pharm.**

- Scheme of Assessment and Distribution of Marks for Continuous Assessment, Internal Sessional Examinations and End Semester Examinations for all Theory and Practical Courses will be in accordance with the B. Pharm. Regulations mandated by the Pharmacy Council of India.
- Academic Progression, Grading of Performance and Award of Degree will be in accordance with the B. Pharm. Regulations mandated by the Pharmacy Council of India.
- Following Process of End Semester Examination is Recommended
  - ✓ End Semester Examinations for all Theory and Practical Courses will be conducted as per the schedule of the Academic Calendar
  - ✓ Assessment, Evaluation and Moderation will be as per the guidelines and Ordinances of the University of Mumbai
  - ✓ 'Open House' will be conducted within 7 working days from the last day of the End Semester Examination.

- ✓ All queries / grievances on evaluation of answer books will be addressed during the 'Open House' and the process of 'Photocopy' and 'Revaluation' will be omitted.
- ✓ End Semester Results will be declared within 10 working days from the last day of the End Semester Examination.
- ✓ Improvement Sessional will be conducted only for 'Fail' students prior to the Re-examination for the respective Semester
- ✓ Re-examination will be conducted 15 days from the Declaration of Results of the End Semester Examination
- ✓ 'Open House' will be conducted within 4 working days and Results of the Re-examination will be declared within 7 working days from the last day of the Re-examination
- Following Process of End Semester Examination is Not Recommended
  - ✓ The proposal of 'On Demand' examination for students failing in the Final Year and for progression to next academic year with Special Fee structure
- Following proposal was discussed and recommended for setting Question Papers for End Semester Theory Examinations
  - ✓ Question Papers for End Semester Examinations will be drawn out of a Question Bank using a software. Proposed software is 'QnSmart i' by IPSR Solutions Ltd. The software provides Question Paper as per the Blueprint and incorporating levels of difficulty and Bloom's Taxonomy as well as mapping with COs.
  - ✓ Question Bank will be populated by Faculty teaching the subject and External Subject Experts. The quality and strength of questions for the respective course will be evaluated by Senior External Experts
  - ✓ 20% of the questions in the bank should be renewed every year
  - ✓ Question Paper will be generated on the day of the examination in the presence of the Controller of Examination.
- Evaluation of Answer books of all Theory courses will be done by physical mode with due diligence to avoid malpractices during 'Open House'
- End Semester Practical Courses for Semester I to VI will be evaluated by Internal Examiners.
- End Semester Practical Courses for Semester VII and Project Viva-voce will be evaluated with External Examiners.
- It was proposed to adopt 'Normalization of Scores' for Elective Courses and Projects in Semester VIII.
- All other statutory procedures requirements as per the guidelines of University of Mumbai and Pharmacy Council of India including the Unfair Means Committee will be followed.

### **Item No. 3 – Academic Calendar 2024-25 for B. Pharm.**

- Academic Calendar 2024-25 for Second, Third and Final Year B. Pharm. was presented
- It was suggested to have a comprehensive calendar of all activities and to be made available to students at the commencement of the academic year.
- Odd Semesters III, V and VII will commence from Tuesday, 18<sup>th</sup> June 2024

- Academic Calendar will be updated for Semester I based on the date of commencement declared by the State CET Cell
- Academic Calendar will be updated for Lateral Entry Admissions to Semester III and Remedial Plan to bring them at par with the regular Semester III will be prepared

**Item No. 4 – Introduction of Value-Added Courses for B. Pharm.**

- Proposal to add 2-Credit Value-added Courses in Semesters II, III, IV, V and VII which will be conducted along with External Resources
- This will increase a total of 10 Credits in the B. Pharm. Program.
- The Credits for Value-added courses will be reflected in the Marksheet and students will also get Certificates.
- The 3 Courses in Semesters II, III and IV will be common for the entire class
- For the 2 Courses in Semester V and VII there will be a Choice of Value-Added Courses
- Separate the basket of Value-Added Courses for Semesters V and VII. It was suggested to provide Courses on ‘Drug Regulatory Affairs & IPR, Quality Management Systems and Clinical Data Management’ for Semester V as it would help them during Internship.
- Additional Value-Added Courses like Machine Learning, AI, Basics in Statistics etc., were suggested. Experts for the courses could be identified with the help of Alumni.
- Nominal charges for Value-added Courses was discussed. It was suggested to review the same with the Finance Committee.

**Item No. 5 – Any other matter**

The following additional points were suggested:

- For Students: In addition to the existing Mentoring Program, the Campus Counsellor should meet all First Year students and guide them on how to go about the professional academic program.
- For Faculty / Staff: In addition to technical/sports, some non-technical, motivational and team building activities to be conducted preferably at the end of a semester.

The meeting ended at 1:30 pm

Chairman