

**Draft Minutes of the Second Meeting of Governing Body
St. John Institute of Pharmacy and Research (Autonomous), Palghar
held on Saturday, 19th July 2025 at 12:00 p.m.**

The Second Meeting of the Governing Body of St. John Institute of Pharmacy and Research (Autonomous) was held on Saturday 19th July, 2025 at 12:00 pm, in the Conference Room, Ground Floor of the Institute.

The following members and special invitees were present offline / online:

1. Mrs. Elaine D'Souza Buthello
2. Mr. Aldridge D'Souza (Online)
3. Mr. George Castelino (Online)
4. Dr. Krishna Iyer (Online)
5. Dr. Evans Coutinho (Online)
6. Mr. Vidyadhar Patil (Online)
7. Dr. Govind Asane
8. Dr. Norma Rebello
9. Dr. Bharat Dhokchawle
10. Dr. Deepak Bharati
11. Dr. Popat Mohite
12. Mr. Satheesh Shetty
13. Dr. Savita Tauro

The following members were granted leave of absence:

1. Mr. Albert W D'Souza
2. Mrs. Elvina D'Souza
3. Mr. Errol DeSouza
4. Dr. D. J. Zawar
5. Mr. Sudhir Babu

The Meeting commenced with the Campus Anthem, the Universal Prayer for Peace. Following this, a one-minute silence was observed as a mark of respect and prayer for the departed soul of Mrs. Elizabeth D'Souza, the mother of our Chairman, Mr. Albert W. D'Souza.

In the absence of the Chairman of the Governing Body, Treasurer of Aldel Education Trust, Mrs. Elaine D'Souza Buthello, Representative of the Management, presided over the meeting. Principal, Dr. Savita Tauro, welcomed all the members and the following agenda was transacted

1. To confirm Minutes of the 1st Meeting of the Governing Body held on 11th June 2024
2. To review the academic progress during 2024-25 including the actions taken on the recommendations and approvals of the Governing Body at the 1st Meeting.
3. To consider and accept the recommendations of the Academic Council for conduct of the UG and PG programs from AY 2025-26
4. To consider and approve the requirement of Teaching Faculty and Staff for AY 2025-26
5. To consider and approve the recommendations of the Finance Committee
6. Any other matter with the permission of the Chair

AGENDA NO. 1

To confirm the minutes of the First Meeting of the Governing Body held on 11th June 2024

The minutes of the First Meeting were circulated; no corrections were received. Minutes were approved

AGENDA NO. 2

To review the academic progress during 2024-25 including the actions taken on the recommendations and approvals of the Governing Body at the 1st Meeting

The Academic Progress Report for the academic year 2024-25 was presented with actions taken by each of the following committees of the Institute

- Internal Quality Assurance Cell
- Program Committee
- Examination and Evaluation Committee
- Career Guidance, Training and Placement Cell
- Student Support and Development Cell
- Innovation, Entrepreneurship, Research and Development Cell

Deliberations and suggestions on the above included the following:

Examination and Evaluation

- ✓ Dr. Evans Coutinho suggested that audit for question paper of semester exam should be carried out by external experts. He suggested that a matrix for assessment of question paper be prepared and a sample Question Paper from each department be evaluated. Dr. Krishna Iyer added that four experts may be appointed, one for each department, but all question papers should be audited with more focus on question papers of higher semesters.
- ✓ Mr Aldridge Dsouza asked for statistics of open house whether any specific subjects have totaling error, Principal replied that in detail analysis will be conducted subject wise and faculty wise regarding errors in assessment. Dr. Krishna Iyer added that 4 to 5 additional days may be taken for declaration of results as error can occur due to very stringent deadlines for result declaration. It was also discussed that error may be reduced in totaling with Onscreen marking but Dr. Krishna Iyer said that software also needs to be programmed precisely to avoid error in totalling. The Principal and CoE mentioned that the analysis of Open House was done to identify areas of improvement to reduce such errors.
- ✓ Mrs. Elaine Dsouza Buthello opined that students should be oriented for ways in which that answer MCQs and also regarding numbering the question properly. It was also suggested by Mr Aldridge Dsouza to assess the use of online mode for internal exams where such issues could be minimized.

Career Guidance, Training and Placement Activities

- ✓ Dr. Evans Coutinho highlighted that program for lifelong learning may be started for Alumni or employers from nearby industries. Feedback can be taken from corporate companies on areas of lifelong learning that needs to be focused on.

Student participation in Extracurricular and Cocurricular Activities

- ✓ Mr Aldridge Dsouza suggested that focus should be on participation of a greater number of students in internal as well as external technical events.

Based on the above discussions and suggestions the following Resolutions were passed:

- 1. Resolved that an Audit will be conducted for ascertaining the quality of Question Papers of the End Semester Examinations with an external expert for each department**
- 2. Resolved that the time duration from the last day of semester examination to declaration of results can be increased from 10 to 15 working days**

AGENDA NO. 3

To consider and approve the resolutions of the Academic Council for conduct of the UG and PG programs from AY 2025-26

The resolutions passed by the Academic Council at its 2nd Meeting on 29th November 2024 and 3rd Meeting on 9th May 2025 were placed before the Governing Body for information and approval.

It was resolved to approve the resolutions passed by the Academic Council in its Meetings held on 29th November 2024 and 9th May 2025 on the following:

- ✓ **Regulations for Course of Study, Scheme of Examinations for M. Pharm.**
- ✓ **Panel of Examiners for B. Pharm. and M. Pharm.**
- ✓ **Inclusion of Revaluation in the Examination and Evaluation Process**
- ✓ **Academic Calendar for Academic Year 2025-26**
- ✓ **Inclusion of Credit for participation in Co-curricular and Extracurricular activities**

AGENDA NO. 4

To consider and approve the requirement of Teaching Faculty and Staff for AY 2025-26

The revised norms for Teaching Faculty as per the circular from Pharmacy Council of India issued in January 2025 were presented.

It was resolved to abide by the norms for Teaching Faculty as per the revised circular of January 2025 issued by the Pharmacy Council of India

Agenda No. 5

To consider and approve the recommendations of the Finance Committee

The following points were discussed

1. Remuneration paid to PG Demonstrators to be considered as 'Stipend' under Research Expenses

Resolved that the remuneration paid to PG Demonstrators be considered as 'Stipend' under Research Expenses

2. Summary of the utilization of Training and Development Fees utilization of the balance amount Faculty Development and Training.

It was discussed that the matter needs further evaluation and will be presented to the Board of Trustees for their review and approval.

Principal Dr. Savita Tauro thanked all the members of the Governing Body for their valuable inputs and suggestions with an assurance to work on them positively and the meeting ended at 1:30 pm.

Member Secretary

Chairman