GRY INSTITUTE OF PHARMACY

(UGC Autonomous Institute, NAAC Accredited)

(Approved by PCI, Affiliated to RGPV, Recognized by Govt. of M.P.)

Board of Studies, GRY Institute of Pharmacy

Saturday 14 February, 2026

Venue: GRY Conference room from 10:30 Am onwards

Minutes of Meeting

The meeting of the Board of Studies (BOS) of the Institute was convened to deliberate upon and review academic matters pertaining to the effective implementation and continuous improvement of the curriculum in accordance with the norms and guidelines of the University Grants Commission and other statutory and regulatory authorities. The meeting aimed to ensure academic excellence, industry relevance, and outcome-based education in alignment with institutional objectives.

The agenda included review and approval of syllabus, academic calendar, panel of examiner, exam policies, seed money utilization, industry collaboration, exam pattern according to Bloom's taxonomy, incorporation of emerging trends and skill-based courses, evaluation reforms, CO–PO mapping, and strategies to enhance teaching–learning processes. The Board also considered feedback from stakeholders, including students, faculty, alumni, and industry experts, to strengthen academic quality and employability outcomes.

The deliberations were conducted in a collaborative and constructive manner, and the recommendations made by the Board are recorded in the following minutes for necessary approval and implementation. The detailed draft of minutes of meeting is attached the total pages in this minutes of meetings is 86 pages .

Dr. Prabhat Das
HOD Pharmacology

Dr. Nitin Deshmukh
HOD Pharm Chemistry

Mr. Narendra Bhadore
HOD Pharmacognosy

Mr. Rampal Mandloi
HOD Pharmaceutics

Mr. Manvendra Bhadore
Industry expert

Dr. Ankit Sharma
Alumni

Dr. Sanjay Chouhan
IQAC Head

Dr. Nikhlesh Birla
Exam Controller

Dr. Gajanand Engla
RGPV Nominee

Dr. Sujit Pillai
Chairperson

Secretary,
JNCET, Borawan
Dist.KhargoneMP-451228

Chairman
JNCET, BORAWAN
Dist. Khargone M.P.- 451228

Principal,
GRY. Institute of Pharmacy
BORAWAN (Khargone)451228

Agenda 1: Discussion and review of the theory and practical examination schedule, duration of theory and sessional examinations, duration of final practical examinations for the Pharmacy program, B. Pharm and M. Pharm.

Resolutions: Members reviewed the existing theory and practical examination schedule for B. Pharm and M. Pharm programs, ensuring alignment with Rajiv Gandhi Proudyogiki Vishwavidyalaya and Pharmacy Council of India norms. Discuss adequacy of duration for theory, sessional, and final practical examinations to maintain academic requirement, feasibility, and effective assessment of students' competencies.

Execution/monitoring: Examination committee

Agenda 2: Discussion and review of the theory and practical examination schedule, duration of theory and sessional examinations, duration of final practical examinations for the Pharmacy program. (For D. Pharmacy)

Resolutions: Members reviewed the existing theory and practical examination schedule for D. Pharm program, ensuring alignment with Rajiv Gandhi Proudyogiki Vishwavidyalaya and Pharmacy Council of India norms. Discuss adequacy of duration for theory, sessional, and final practical examinations to maintain academic requirement, feasibility, and effective assessment of students' competencies.

Execution/monitoring: Examination committee

Agenda 3: Approval of the scheme of examination, detailed syllabi, and academic calendar for the academic session 2025–26, ensuring compliance with regulatory norms and institutional academic planning requirements.

Resolution: Members deliberate on the proposed scheme of examination, detailed course syllabi, and academic calendar for the academic session 2025–26 in compliance with guidelines by the PCI and RGPV and proposed to adopt same scheme & syllabus as given by PCI and RGPV. The academic calendar should reflect balanced scheduling of instructional days, sessional examinations, practical assessments, co-curricular activities, and vacation periods to enhance academic quality, transparency, feasibility, and effective implementation throughout the academic year**. (Attached Annexure-I, Page no 23-27)**
Execution/monitoring: Academic in charge, Examination committee

Agenda 4: Approval of the eligibility criteria for appointment of subject experts as paper setters and theory exam evaluators, and for external practical examiners for B. Pharm and M. Pharm programmes.

Resolutions: Members deliberate on and approve the eligibility criteria for appointment of subject experts as paper setters and theory examination evaluators, as well as external practical examiners for B. Pharm and M. Pharm programmes. Preference to be given to faculty from PCI-approved institutions in accordance with norms prescribed by the Pharmacy Council of India and RGPV. Emphasis should be placed on maintaining confidentiality, transparency, impartiality, and high standards in assessment to ensure credibility and quality of the examination system.

Criteria of Paper Setters

Eligibility:

- For B. Pharm course: Relevant subject expertise with at least 5 years of teaching experience after post graduate in the subject specialisation.
- For M. Pharm course: Relevant subject expertise with at least 10 years of teaching experience after post graduate or Post PhD 03 years of experience in the subject specialisation.

Appointment of External examiner:

Eligibility:

- For B. Pharm course: External subject experts with at least 3 years of teaching experience after post graduate in the subject area.
- For M. Pharm course: External subject experts with at least 5 years of teaching experience with PhD in the subject area.

Criteria of Evaluators:

Eligibility:

- For B. Pharm course: Relevant subject expertise with at least 3 years of teaching experience after post graduate in the subject area.
- For M. Pharm course: Relevant subject expertise with at least 3 years of teaching experience after post graduate in the subject area.

Institutional Examination Committee

The Institutional Examination Committee is constituted to organize internal and university practical and theory examination and to take care of all the examination work.

Execution/monitoring: Examination committee

Agenda 5: Approval of assessment and examination policies, evaluation methods, grading system, moderation procedures, revaluation guidelines, and measures to ensure transparency, fairness, and academic integrity in examinations.

Resolutions: Members review and approved the assessment and examination policies, including evaluation methods, grading system, moderation procedures, and revaluation guidelines. The discussion focused on ensuring alignment with the norms of the PCI and RGPV.

Assessment structure for B. Pharm and M Pharm

The distribution of weightage / marks for each component shall be decided by the respective Board of Studies and approved by the Academic Council and the Governing Body subject to such stipulation as given under:

Theory Block

i	Quizzes, assignments, tutorials and regularity	10%

ii	Mid - semester test	15%
iii	End – semester examination	75%
	Total	**100%**

Practical Block

I.	Lab work, field work/seminar, quizzes, assignment and regularity	15%
II.	End – semester examination	35%
	Total	**50%**

Question paper standards

Question Papers:

For being able to conduct achievement testing of the students in an effective manner, good question paper shall be used as the principal tool, making it necessary for the question papers to:

i. cover the sections of the course syllabus uniformly

ii. be unambiguous and free from any defects/errors

iii. emphasize knowledge testing, problem solving and quantitative methods

iv. contain adequate data/ other information on the problems assigned

v. have clear and complete instructions to the students.

vi. taking into consideration Bloom's Taxonomy.

Format of Question Paper

Each Question paper shall have Three sections, Section A & Section B and Section C. Section wise details of the questions are as follows:

Section A

- MCQ type questions covering all units with Blooms taxonomy (15 marks)

Section B

- Short answer type question with Blooms taxonomy (12 marks)

Section C

- Long answer type question with Blooms taxonomy (48 marks)

Grading & Result processing:

Each student, registered for a course, shall be awarded a grade on the basis of his/her relative performance in the class. The relative grading system shall be used for awarding letter grades. All component wise evaluation shall be done in marks for the award of grades in a course. The marks of different components i.e., assignments, technical quizzes, mid semesters & end semesters so obtained shall be converted to grades. The minimum cut-off marks for D grade shall be 35% (A+ to F).

Table: Description of Grades

Grade	Grade Point (p)	Description of performance
A+	10	Outstanding
A	9	Excellent
B+	8	Very Good
B	7	Good
C+	6	Average
C	5	Satisfactory
D	4	Minimum Passing Grade
F	0	Fail Grade
I	0	Incomplete Grade
W	0	Withdrawal
AB	0	Absent

Award of Division: The student shall be awarded division at the end of B.Pharm. Semester VIII after passing all semesters, as per the table given below:

CGPA Score	Division
7.5 ≤ CGPA	First division with Honors
6.0≤ CGPA < 7.5	First Division
5.0≤ CGPA < 6.0	Second Division

Execution/monitoring: Examination Committee

Agenda 6: Approval of the eligibility criteria for appointment of subject experts as paper setters and theory exam evaluators, and for external practical examiners for D. Pharmacy

Resolutions: Members deliberate and approved the eligibility criteria for appointment of subject experts as paper setters and theory examination evaluators, as well as external practical examiners for D. Pharm programmes. Preference to be given to faculty from PCI-approved institutions in accordance with norms prescribed by the Pharmacy Council of India and RGPV. Emphasis should be placed on maintaining confidentiality, transparency, impartiality, and high standards in assessment to ensure credibility and quality of the examination system.

Criteria of Paper Setters
Eligibility:

- For D. Pharm course: Relevant subject expertise with at least 3 years of teaching experience after post graduate in the subject specialisation.

Appointment of External examiner:

Eligibility:

- For D. Pharm course: External subject experts with at least 3 years of teaching experience after Post graduation in the subject area.

Selection of Evaluators:

Eligibility:

- For D. Pharm course: Relevant subject expertise with at least 3 years of teaching experience after post graduate in the subject area.

Execution/monitoring: Exam committee

Agenda 7: Approval of assessment and examination policies, evaluation methods, moderation procedures, revaluation guidelines, and measures to ensure transparency, fairness, and academic integrity in examinations.

Resolutions: Members review and approved the assessment and examination policies, including evaluation methods, moderation procedures, and revaluation guidelines. The discussion focused on ensuring alignment with the norms of the PCI and RGPV.

Execution/monitoring: Examination committee

Agenda 8: Professional development programs for faculty, including seed money for research and research publications, support for student projects, Faculty Development Programs (FDPs), and seminar grants.

Resolution: The members proposed to form a Research and Development cell, for attending seminar conference for students/staff and FDP also for distribution of seed money equally in each department for research project, publication, patents etc. on receiving the proposal from a department. **(SOP Attached Annexure-II, Page No. 28-45)**

Execution/monitoring: R & D Cell

Agenda 9: Approval of skill development programs for pharmacy students to enhance practical competencies, industry readiness, clinical exposure, and employability in alignment with current pharmaceutical and healthcare sector requirements.

Resolution:

The Board of Studies approves the introduction and implementation of structured skill development programs for pharmacy students. The programs shall focus on practical training, soft skills, clinical orientation, research aptitude, and industry interaction. The Head of the Institution and concerned departments are authorized to design, schedule, and implement the programs.

The Strategy: Bridging the Gap

The goal is to move from **"knowing" to "doing."** Based on current industry trends, programs should be categorized by their impact on employability:

Category	Focus Areas	Format Suggestion	Duration	Semester
Basic concept of Pharmacy	Dosage forms, Pharmacopoeia, Pharmaceutical industry structure, Pharmaceutical Calculations, Basic Pharmacology, Analysis	Add-on Credits	30 hr	III, IV
Practical Mastery	HPLC/UV handling and other analytical methods, Tablet punching, Quality Control, extraction, Isolation, Pharmacological evaluation	Add-on Credits, Certificate Courses	30 hr	V, VI
Technical Core/ Professional Edge	Pharmacovigilance, Regulatory Affairs (CTD/eCTD), Clinical Research, Medical writing, Entrepreneurship, Soft skills	Workshop / Seminar Certificate Courses (30+ hours)	30 hr	VII, VIII
Clinical Excellence	Patient counselling, ADR monitoring.	Integrated Internship, Health Survey, Awareness program	30 hr	VII, VIII

To ensure the curriculum is robust and meets global standards, Institute has designed three distinct tracks. Each track addresses a specific "employability pillar" and is categorized by its administrative structure (Credit-based, Add-on, or Value-added).

Category: Basic concept of Pharmacy

Track 1 — Pharmacy Profession & Industry Overview (6 hr)

- Pharmacy career pathways (Industry, Clinical, Regulatory, Research)
- Pharmaceutical industry structure
- Roles of pharmacist in manufacturing & QA/QC
- Introduction to drug lifecycle

Track2 — Dosage Forms & Drug Delivery(6 hr)

- Classification of dosage forms
- Solid, liquid, semisolid preparations
- Controlled release & novel delivery systems
- Packaging &labeling basics

Track3 — Pharmaceutical Calculations(6 hr)

- Metric system & conversions
- Percentage solutions
- Dilutions & concentrations
- Dose calculations

Track4 — Basic Pharmacology(6 hr)

- Drug action mechanisms
- Receptor theory basics
- ADME fundamentals
- Adverse drug reactions

Track5 — Pharmaceutical Analysis Basics(6 hr)

- Introduction to analytical techniques
- pH measurement
- Titration basics
- Instrument overview (UV, IR, HPLC – concept only)

Category: Practical Mastery

Track 1: Industrial Pharmacy & Quality Assurance

Type: Credit-based (Integrated) Rationale: Essential technical skills must be part of the official transcript to satisfy regulatory bodies (like PCI) and industrial recruiters.

Curriculum: Advanced Pharmaceutical Manufacturing & Analysis

- **Module 1: Analytical Instrumentation (10 Hours)**
    - Hands-on HPLC: Column selection, mobile phase preparation, and troubleshooting.
    - Spectroscopic validation (UV-Vis/IR) as per ICH Q2 (R1) guidelines.
- **Module 2: Industrial Scale-Up (10 Hours)**
    - Pilot plant scale-up techniques for solid orals.
    - Operation of high-speed rotary tablet presses and coating machines.
- **Module 3: Quality Management Systems (10 Hours)**
    - CAPA (Corrective and Preventive Action) and Deviation handling.
    - QA Documentation: Preparation of Batch Manufacturing Records (BMR), Preparation of Master Batch Record (MBR).

Category: Technical Core/ Professional Edge

Track 2: Clinical Research &Pharmacovigilance

Type:Value-added Certificate (3-Month Duration) Rationale: These are specialized roles in MNCs and CROs. A standalone certificate proves the student has gone beyond the standard university syllabus.

Curriculum: Global Drug Safety & Clinical Data Management

- **Module 1: Pharmacovigilance Foundations (20 Hours)**
  - ICSR (Individual Case Safety Report) processing.
  - Coding with MedDRA and WHO-Drug dictionaries.
  - Narrative writing for Serious Adverse Events (SAEs).
- **Module 2: Regulatory Affairs & CTD (15 Hours)**
  - Preparation of Common Technical Document (CTD) and eCTD (electronic Common Technical Document).
  - Dossier filing for USFDA (ANDA) and (European Medicines Agency) EMA.
- **Module 3: Clinical Trial Coordination (10 Hours)**
  - GCP (Good Clinical Practice) compliance and Ethics Committee protocols.
  - Informed Consent Form (ICF) design.
- **Module 4: Medical writing, Entrepreneurship, Soft skills (10 Hours)**
  - Seminar, workshop and certification courses
  - MSME entrepreneurship training program

Category: Clinical Excellence

Track 3: Professionalism & Pharmacy Management

Type: Add-on / Extra-curricular (Weekend Workshops) Rationale: Soft skills and entrepreneurship are "survival skills" that enhance performance in any role but don't necessarily require academic credits.

Curriculum: The Pharmacist-Entrepreneur Program

- **Module 1: Communication & Patient Counselling (10 Hours)**
  - Simulation: Handling "difficult" patients and medication therapy management (MTM).
  - Medical writing: Drafting scientific abstracts and posters.
- **Module 2: Retail & Hospital Management (10 Hours)**
  - Inventory management using ABC/VED analysis.
  - Understanding pharmacy software (ERP/Billing).
- **Module 3: Pharmacy Entrepreneurship (10 Hours)**

- Legal requirements for starting a pharmacy business/start-up.
- Digital marketing for healthcare services.

Skill Assessment Rubric – Basic Concepts of Pharmacy

1. Conceptual Understanding (Theory Knowledge)

Criteria	**4**	**3**	**2**	**1**
Pharmacy Fundamentals	Explains concepts with examples	Explains clearly	Basic explanation	Unable to explain
Dosage Forms	Identifies & compares	Identifies correctly	Recognizes some	Cannot identify
Pharmacology Basics	Relates mechanism to effect	Understands mechanism	Partial understanding	No clarity

2. Practical & Laboratory Skills

Criteria	**4**	**3**	**2**	**1**
Instrument Handling	Confident & accurate	Minor handling errors	Needs guidance	Cannot operate
Measurement Accuracy	Precise results	Small deviation	Acceptable error	Incorrect
Safety Compliance	Always follows SOP	Mostly follows	Sometimes careless	Unsafe practices

3. Pharmaceutical Calculations

Criteria	**4**	**3**	**2**	**1**
Unit Conversions	100% accurate	Minor error	Multiple errors	Incorrect
Dose Calculations	Accurate & quick	Accurate but slow	Partial	Incorrect method

4. Regulatory & Documentation Skills

Criteria	**4**	**3**	**2**	**1**
SOP Writing	Industry standard	Clear format	Basic structure	Poor
Label Interpretation	Complete analysis	Mostly correct	Partial	Incorrect
Compliance Awareness	Explains GMP/GLP	Understands basics	Limited knowledge	No understanding

Skill Assessment Rubric: Laboratory/Industrial Pharmacy (Instrument Handling)

A. Instrument Knowledge & Understanding

Criteria	**4 – Excellent**	**3 – Good**	**2 – Satisfactory**	**1 – Needs Improvement**
Principle of Instrument (UV, HPLC, FTIR, Dissolution, etc.)	Clearly explains theory and application	Understands basic principle	Partial understanding	Unable to explain principle
Parts & Function	Identifies all	Identifies major	Limited component	Cannot identify

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Identification	components accurately	parts	knowledge	parts
SOP Awareness	Thorough understanding of SOPs and compliance	Follows SOP with minor clarification	Needs supervision	Ignores SOP
Calibration & Validation Awareness	Understands calibration, IQ/OQ/PQ concepts	Basic knowledge of calibration	Limited understanding	No awareness

B. Instrument Operation Skills

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Startup& Shutdown Procedure	Performs correctly without errors	Minor procedural errors	Requires guidance	Unsafe operation
Sample Preparation	Accurate and contamination-free	Minor measurement errors	Needs supervision	Poor preparation
Parameter Setting	Correctly selects wavelength, flow rate, temp, etc.	Minor corrections needed	Requires assistance	Incorrect settings
Troubleshooting Ability	Identifies and resolves minor technical issues	Recognizes problems but needs help	Limited troubleshooting ability	Unable to recognize errors
Data Acquisition & Analysis	Accurate interpretation and reporting	Minor interpretation errors	Needs guidance	Incorrect data handling

C. Safety & Compliance

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Laboratory Safety Practices	Strict adherence to PPE & GLP	Minor lapses	Needs reminders	Unsafe practices
Chemical Handling & Waste Disposal	Follows proper segregation & disposal	Minor procedural	Basic awareness	Unsafe disposal

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
		errors		
Good Manufacturing Practice (GMP) Awareness	Strong understanding of GMP in industry	Basic GMP knowledge	Limited awareness	No GMP knowledge
Documentation & Logbook Entry	Accurate, audit-ready documentation	Minor errors	Needs supervision	Incomplete records

D. Industrial Exposure (For Industrial Pharmacy Students)

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Equipment Handling (Granulator, Tablet Press, Coating Pan, etc.)	Independently operates equipment	Operates with minimal supervision	Requires assistance	Unable to operate
Process Understanding	Understands batch manufacturing process	Basic understanding	Partial understanding	No process awareness
Quality Control Testing	Accurately performs tests (Assay, Dissolution, Hardness, Friability)	Minor errors	Needs guidance	Incorrect testing

Skill Assessment Rubric: **Technical Core/ Professional Edge**

A. Clinical Research Competency

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Knowledge of GCP & Regulatory Guidelines	Thorough understanding of ICH-GCP, CDSCO, USFDA, EMA; applies guidelines accurately	Good understanding with minor gaps	Basic awareness of guidelines	Limited or incorrect understanding
Protocol Understanding	Critically analyzes study protocol, identifies risks and deviations	Understands major protocol elements	Understands basic structure only	Difficulty understanding protocol
Informed Consent Process	Explains and documents ICF process ethically and accurately	Conducts consent with minimal errors	Requires supervision during consent	Unable to conduct properly
Case Report Form	Accurate data entry, query	Minor errors in	Requires frequent	Incomplete or

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
(CRF) Handling	resolution independently	documentation	correction	inaccurate documentation
Clinical Trial Documentation	Maintains essential documents as per TMF standards	Maintains documents with minor lapses	Needs supervision for documentation	Poor documentation practices
Ethics & Patient Safety	Proactively identifies safety issues and ethical concerns	Understands ethical requirements	Basic awareness of ethics	Lacks understanding of ethical principles
Monitoring & Audit Readiness	Prepares site for audits confidently	Participates effectively in monitoring	Limited exposure to audits	No understanding of audit process

B. Pharmacovigilance Competency

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Adverse Event (AE) Reporting	Accurately identifies and reports AE/SAE within timelines	Reports correctly with minor guidance	Requires assistance in classification	Fails to identify/report correctly
Causality Assessment	Applies WHO-UMC/Naranjo scale correctly and independently	Understands causality principles	Basic understanding only	Incorrect assessment
ICSR Processing	Complete and accurate case processing	Minor data entry errors	Requires supervision	Incomplete case processing
Signal Detection Awareness	Understands signal detection & risk management	Basic knowledge of signal concepts	Limited exposure	No knowledge of signal detection
Regulatory Reporting Timelines	Accurately follows global & local timelines	Minor confusion in timelines	Requires reference guidance	Unaware of reporting timelines
Pharmacovigilance Databases	Skilled in Argus/ArisG or similar software	Basic operational knowledge	Limited software exposure	No database knowledge
Risk Management Plan (RMP)	Understands PSUR, PBRER, RMP preparation	Basic knowledge of aggregate	Limited awareness	No knowledge

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
		reports		

C. Soft Skills & Professional Competency

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Communication Skills	Clear, professional, and regulatory-appropriate communication	Good communication	Needs improvement in clarity	Poor communication
Documentation Accuracy	Error-free and compliant documentation	Minor corrections required	Frequent errors	Major documentation issues
Teamwork & Coordination	Leads and coordinates effectively	Works well in team	Participates passively	Poor collaboration
Time Management	Meets deadlines consistently	Occasional delays	Requires reminders	Misses deadlines frequently
Ethical Conduct	High integrity and compliance	Generally ethical	Occasional lapses	Unethical behavior concerns

Skill Assessment Rubric: Professionalism & Pharmacy Management

A. Professionalism Competency

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Ethical Practice	Consistently adheres to pharmacy code of ethics and patient confidentiality	Generally ethical with minor lapses	Basic awareness of ethics	Violates ethical principles
Professional Behaviour	Demonstrates punctuality, accountability, and leadership	Professional with minor improvements needed	Sometimes inconsistent	Frequently unprofessional
Communication Skills	Clear, empathetic, and patient-centered	Communicates effectively	Needs improvement in	Poor communication

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
	communication		clarity	
Interprofessional Collaboration	Actively collaborates with healthcare team	Participates effectively	Limited interaction	Poor teamwork
Patient Counseling Skills	Provides accurate, complete, and confident counseling	Provides correct information with minor gaps	Requires supervision	Inadequate counseling
Legal & Regulatory Compliance	Thorough knowledge of pharmacy laws and regulations	Good understanding	Basic knowledge	Unaware of legal requirements
Continuing Professional Development (CPD)	Actively participates in seminars, workshops, CME	Occasionally participates	Limited participation	No interest in CPD

B. Pharmacy Management Competency

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Inventory Management	Efficient stock control, expiry management, and procurement planning	Minor errors in stock handling	Requires supervision	Poor inventory control
Store & Cold Chain Management	Maintains proper storage conditions and documentation	Maintains with minor lapses	Needs reminders	Neglects storage standards
Financial & Budget Management	Understands pricing, margins, and budgeting	Basic financial awareness	Limited financial knowledge	No understanding
Drug Distribution System	Ensures safe and accurate dispensing	Minor dispensing errors	Requires supervision	Frequent dispensing errors
Prescription Screening	Identifies interactions, contraindications independently	Identifies major issues	Needs assistance	Fails to detect errors
Quality Assurance	Implements SOPs and quality	Follows SOPs	Basic awareness of	Ignores SOPs

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Practices	checks effectively		SOPs	
Leadership & Decision Making	Leads pharmacy team and resolves conflicts	Makes sound decisions	Hesitant in decision-making	Poor decision-making skills

C. Workplace & Organizational Skills

Criteria	4 – Excellent	3 – Good	2 – Satisfactory	1 – Needs Improvement
Time Management	Meets deadlines consistently	Occasional delays	Needs reminders	Frequently late
Documentation & Record Keeping	Accurate and audit-ready records	Minor documentation errors	Requires supervision	Poor record maintenance
Customer Service Orientation	Highly patient-focused and empathetic	Generally patient-friendly	Basic service approach	Poor patient handling
Stress Management	Handles workload effectively	Manages moderate stress	Sometimes overwhelmed	Unable to cope with stress

Execution/monitoring: Teaching Learning cell and Training and Placement cell

Agenda 10: Discussion and approval of industrial tie-ups with pharmaceutical industries, hospitals, and research organizations to enhance training, internships, research, and placement opportunities for Pharmacy students

GD and Aptitude Reasoning Conduction

The institution systematically conducts structured Group Discussions and Aptitude & Reasoning sessions as part of its competency enhancement initiatives. These programs are designed to strengthen students' analytical thinking, logical reasoning, quantitative aptitude, and communication proficiency. Regular assessments and guided mentoring ensure continuous skill development and improved preparedness for competitive examinations and campus recruitment processes.

Structured Internship Programs

The institution has established a comprehensive and structured internship framework to facilitate experiential learning and industry exposure. Students are placed in reputed pharmaceutical industries, healthcare institutions, and research organizations under defined training objectives and professional supervision. Periodic evaluation and reporting mechanisms ensure effective integration of theoretical knowledge with practical competencies.

Entrepreneurship and Startup Support

To promote innovation and self-reliance, the institution fosters an entrepreneurial ecosystem through structured capacity-building programs, expert sessions, and industry interactions. Students are provided guidance on business planning, regulatory compliance, intellectual property awareness, and startup development. Institutional support mechanisms encourage the translation of innovative ideas into sustainable entrepreneurial ventures within the pharmaceutical and healthcare sectors.

Alumni and Industry Mentorship Programs

The institution maintains sustained engagement with alumni and industry professionals through structured mentorship initiatives, guest lectures, and career guidance programs. These collaborative efforts provide students with industry insights, professional networking opportunities, and exposure to contemporary practices. Such initiatives significantly enhance employability, career readiness, and overall professional development.

Execution/monitoring: T & P Cell and Academic In-charge.

Agenda 11: Discussion and suggestions for adopting innovative teaching–learning techniques to enhance the quality and effectiveness of pharmacy education.

Resolution: Committee members discussed about Current teaching practices, outcome-based education and implementation of innovative teaching methods and like problem-based learning, flipped classroom approach, Animated Videos, simulation labs, experiential learning, project-based learning, use of technology e-learning platforms, ERP, smart classrooms, digital content, online quizzes, and recorded lectures. Student engagement strategies, like group discussions, presentations, presentation in seminar conference for the upcoming session.

Execution/monitoring: Teaching Learning Cell

Agenda 12: Mid-Semester examination paper pattern and assessment formats, including Bloom's Taxonomy (BT) levels and CO–PO mapping, for Pharmacy courses.

Resolution – Formative assessment methods for Practical– Common Rubrics used for all subject practicals.

Rubrics for Attendance during internal Practical

Attendance in %	Grade
Above 90%	A
>85 To <90%	B
>75 to <85%	C
<75%	D

There should be provision for overall Attendance grade of individual subject in practical Record.

Formative assessment method for theory class
Depends on the individual faculty at least two methods used for assessment.

- **Retrieval Practice (Brain Dumping)**
- **Frequency - Weekly**
- **How it works -**Spend the first 05 minutes of class asking students to write down everything they remember from the previous topic on a blank sheet of paper, without looking at their notes.
- **Documentation** Student Upload the Screen shot of the written document on their ERP Portal
- **Evaluation** If >30% of the class can't recall the topic of the previous class, you must start the next class with a 10-minute recap of that specific topic
- **Measure to be taken**

  Document this recap in Lesson Plan: "Remedial action taken based on formative assessment feedback."

- **"One-Minute Paper" (Reflective Feedback)**
- **Frequency -Bi Weekly**
- **How it works:** last 5 minutes of lecture. Ask two questions:

  1. "What was the most important thing you learned today?"
  2. "What is still unclear in current lecture?"

- **Documentation** Student Upload the Screen shot of the written document on their ERP Portal
- **Evaluation** If >30% of the class can't recall the topic of the previous class,
- **Measure to be taken** Must start the next class with a 10-minute recap of that specific topic
- Document this recap in Lesson Plan: "Remedial action taken based on formative assessment feedback."

- **Quiz**

- **How it works:** After end of each unit 5 MCQs of the unit uploaded on ERP portal.
- **Evaluation-If <50% students not secure equal or more than 50% marks**
- **Measure to be taken**Revision of particular unit in the next lecture.
  Document this recap in Lesson Plan: *"Remedial action taken based on formative assessment feedback."*
- Minimum 5 quizzes should be conducted in semester for each theory subject.

RUBRICS FOR FORMATIVE ASSESSMENT – THEORY CLASSES

Retrieval Practice (Brain Dumping)

Frequency: Weekly

Duration: 5 Minutes

Documentation: Screenshot upload on ERP

- **Evaluation Rubric (Individual Student Level)**

Level	**Performance Descriptor**	**Criteria**
4 – Excellent Recall	Comprehensive and accurate recall	≥75% key concepts, definitions, examples correctly mentioned
3 – Good Recall	Mostly accurate recall	50–74% key concepts mentioned
2 – Basic Recall	Limited recall	25–49% concepts recalled
1 – Poor Recall	Minimal or incorrect recall	<25% concepts recalled

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- **Class-Level Action Trigger**

Condition	**Action Required**
>30% students at Level 1 or 2	10-minute structured recap in next lecture
≤30% students at Level 1 or 2	Continue as planned

- **Documentation Entry:**

"Remedial action taken based on formative assessment feedback."

One-Minute Paper (Reflective Feedback)

Frequency: Bi-Weekly

Duration: 5 Minutes

Documentation: ERP Upload

- **Rubric (Clarity & Understanding Level)**

Level	Understanding Indicator	Criteria
4 – Clear Understanding	Identifies key concept correctly; no confusion mentioned	
3 – Minor Doubt	Correct learning stated; minor clarification needed	
2 – Moderate Confusion	Partial understanding; significant concept unclear	
1 – Major Confusion	Unable to identify key learning; major misunderstanding	

- **Class-Level Action Trigger**

Condition	Action
>30% students at Level 1 or 2	10-minute focused recap next class
≤30% students at Level 1 or 2	Clarify briefly and continue

- **Documentation Entry:**

"Remedial action taken based on formative assessment feedback."

Unit Quiz (MCQ Based Assessment)

Frequency: After each Unit

Minimum: 5 Quizzes per Semester

Format: 5 MCQs (1 mark each)

Mode: ERP Portal

- **Individual Student Performance Rubric**

Marks (Out of 5)	Percentage	Performance Level	Interpretation
4–5	80–100%	Excellent	Strong conceptual clarity

Marks (Out of 5)	Percentage	Performance Level	Interpretation
3	60%	Good	Adequate understanding
2	40%	Basic	Needs improvement
0–1	0–20%	Poor	Serious learning gap

- **Class-Level Action Trigger**

Condition	Action
<50% students scoring ≥50% marks	Structured revision of the unit in next lecture
≥50% students scoring ≥50% marks	Proceed to next unit

- **Documentation Entry:**

"Remedial action taken based on formative assessment feedback."

Blue print for Internal Theory Examination

Maximum Marks	25 marks (15 marks for written & 10 marks for Mcqs on ERP)
Duration	1.15 hours for written and 15 minutes for MCQs
No. of Questions	4–6 main questions, with internal choice if required
Question Types	Long answer, short answer, very short answer(MCQs)
Bloom's Taxonomy Coverage	I and II year Knowledge: 50%; Understanding: 30%; Application/Analysis:5-10% Evaluate 5-10% III and IV year Knowledge: 30%; Understanding: 30%; Application/Analysis10- 20% Evaluate 10-20%
CO-PO mapping	All questions should be mapped with CO-PO

SOP for setting Question paper for internal theory examination

Section A. Quiz Examination conducted on ERP portal

- All questions compulsory
- Duration: 15 Minutes
- Maximum Marks: 10
- Pattern: 10 MCQs (1 mark each)
- Each question mapped with:
    - CO (Course Outcome)
    - PO (Program Outcome)
    - BTL (Bloom's Taxonomy Level)

Sessional Theory Examination

- Duration: 1:30 Hours
- Maximum Marks: 15
- Question paper set in two sets A and B
- Pattern

Section	Type	Marks
Section B	Short Answer (2 Questions × 2.5 marks) Internal choice not compulsory	5
Section C	Long Answer (2 Questions × 5 marks) Internal choice not compulsory	10

Blue print for internal practical Examination

Maximum Marks	15 marks
Duration	4 hours
No. of Questions	3
Question Types	Major Experiment Synopsis / Quiz / Spotting Viva Voce

Bloom's Taxonomy Coverage	I and II year Major Experiment BTL 3 or 4 Synopsis consist of BTL 1and 2 III and IV year Major Experiment BTL 3/ 4 /5 Synopsis consist of BTL 1and 2
CO-PO mapping	All questions should be mapped with CO-PO

SOP for setting Question paper for internal Practical examination

- Each question mapped with:
    - CO (Course Outcome)
    - PO (Program Outcome)
    - BTL (Bloom's Taxonomy Level

Section A. Major Experiment different object for each batch

Section B. Synopsis / Quiz / Spotting

- This consist of fill in the blanks or one word answer type questions or MCQs
- Each batch consist of new set of questions (language change is allowed)

Execution/monitoring: Exam cell & BOS

Agenda 13: Approval of Program Educational Objectives (PEOs), Program Outcomes (POs), and Course Outcomes (COs) for Pharmacy programs.

Resolution: PO-CO approved **(Attached Annexure-III, page No 46-86)**

Execution/monitoring: Academic In charge, IQAC cell, & BOS