



# GRY INSTITUTE OF PHARMACY

(UGC Autonomous Institute, NAAC Accredited)

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

## Academic Council

Sunday 22 February, 2026


Venue: GRY Conference room from 10:30 AM onwards

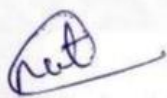
## Minutes of Meeting

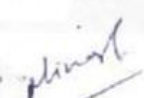
The meeting of the Academic Council of the Institute was convened to deliberate upon and review key academic matters related to the effective implementation and continuous enhancement of the institute in compliance with the norms and UGC autonomous guidelines. The meeting focused on promoting academic excellence, examination guidelines, industry relevance, and outcome-based education aligned with the institutional vision and objectives.


The agenda encompassed review and approval of the BOS, examination guidelines, examiner and valuation criteria: examination-related processes; allocation and utilization of seed money; industry collaborations; question paper patterns aligned with Bloom's Taxonomy: integration of emerging trends, add-on courses, and AI/ML concepts; evaluation reforms; CO-PO mapping; and strategies for strengthening the teaching-learning process.


The deliberations were carried out in a collaborative and constructive manner. The recommendations and resolutions of the Council are duly recorded in the ensuing minutes for approval and implementation. A detailed draft of the minutes, comprising 10 pages, is attached herewith.


  
Dr. Prabhat Das  
HOD Pharmacology


  
Dr. Nitin Deshmukh  
HOD Pharm Chemistry


  
Mr. Narendra Bhadore  
HOD Pharmacognosy


  
Mr. Rampal Mandloi  
HOD Pharmaceutics

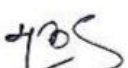
  
Dr. Koushal Patel  
Teacher Member

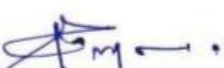
  
Mr. Vijay Salvekar  
Teacher Member


  
Dr. Nilesh Mnadloi  
Teacher member

  
Mrs. Mohini Patidar  
Teacher member


  
Dr. Sanjay Chouhan  
IQAC Head

  
Dr. Nikhlesh Birla  
Exam Controller

  
Mr. Bhagwan Yadav  
Head T & P

  
Dr. Sunil Sugandhi  
Expert

  
Dr. Nagendra K Singh  
Expert

  
Prof. Suman Ramteke  
RGPV, Nominee

  
Prof. Love Kumar Soni  
RGPV, Nominee

  
Dr. Sujit Pillai  
Chairperson



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## Minutes of Meeting

The meeting of academic council of GRY Institute of Pharmacy was held on **22/02/2026**. In the conference hall of the institute, the meeting was headed by Chairperson and in the presence of Prof. Love Soni (RGPV, Nominee) in physical mode and Prof. Suman Ramteke (RGPV, Nominee) in hybrid mode through google meet.

At the outset, the chairperson welcomed the members of the academic council and thereafter with the permission of chairperson started the proceedings of the meeting.

### **Agenda 01: Confirmation and approval of the minutes of the BOS meeting.**

**Resolution:** All the agenda of the BOS are discussed in the presence of both RGPV Nominees and members of the academic council and approved.

### **Agenda No. 02: Review and approval of the proposed Academic Calendar and syllabus for first year B. Pharm, M. Pharm and Diploma Pharmacy.**

**Resolution:** The Academic Council deliberate on the agenda for the adoption of the scheme and syllabus in accordance with the norms and guidelines prescribed by the PCI and RGPV, and agreed on the existing curriculum framework, credit structure, teaching hours, examination pattern, and course outcomes to ensure alignment with the regulatory requirements. Necessary modifications, updates, and restructuring of courses will be done to maintain academic standards, industry relevance, and compliance with statutory provisions. The faculty and students should be prepared for implementation strategies, documentation requirements for smooth execution of scheme and syllabus.

The Academic Council deliberate on adherence for the effective implementation of the academic calendar for the forthcoming academic session in alignment with the guidelines of the RGPV and PCI. The academic calendar outlines the prescribed number of working days, the schedule of teaching-learning activities, timely conduct of internal assessments, mid-semester and end-semester examinations, declaration of results, and completion of syllabus within the stipulated timeframe, co-curricular and extracurricular activities (Guest lectures / Industrial visits, Seminars / Workshops / Conferences, Cultural activities, Research orientation programs, celebration of days of National/International & pharmacy importance, institutional events) and Holidays.

1.1 There will be an End Semester Examination (Theory and Practical) at the end of each semester. These examinations will be designated as follows:

1.1.1 During First Year: First semester B. Pharm and M. Pharm exam, second semester B. Pharm and M. Pharm Exam.

1.1.2 During Second Year: Third semester B. Pharm and M. Pharm Exam, fourth semester B. Pharm and M. Pharm Exam.

1.1.3 During Third Year: Fifth semester and Sixth semester B. Pharm Exam.



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1.1.4 During fourth Year: Seventh semester and Eighth semester B. Pharm Exam.

1.2 Minimum two sessional examination shall be conducted in each semester for B. Pharm / M. Pharm in a period of minimum 90 working days courses.

1.3 For Diploma Pharmacy, there will be an end year examination (Theory and Practical) at the end of each year. These examinations will be designated as follows:

1.3.1 During First Year: First Year D. Pharm Exam.

1.3.2 During Second Year: Second Year D. Pharm Exam.

1.4 Minimum three sessional examination shall be conducted for D. Pharm course in a period of 180 working days.

1.5 At the end of the examination Student & Faculty Feedback will be taken for all courses.

The scheme & syllabus may be modified and adopted as and when it is done by RGPV Bhopal & PCI New Delhi.

**Execution/monitoring:** This part of agenda will be executed and monitored by Dean Academic and Examination committee.

## **Agenda No. 03: Criteria for identifying slow learner and advance learner students and implementation for conducting remedial classes for academically weak students.**

**Resolution:** For first year/semester pharmacy the students are categorized as slow learners if they have secured less than 60 % marks in qualifying examination for admission in pharmacy, for subsequent years/semesters students who scores below 50% in first sessional exam, fail in university examinations, subject teacher observation is categorized as slow learner. Whereas advanced learners are identified through scores  $\geq 75\%$  in first sessional, active participation, problem-solving ability, and consistent academic discipline.

The slow learners are offered curricular interventions such as remedial classes, mentoring, bridge courses, additional assignments, personal teaching and doubt clearing. While advanced learners will receive enrichment through conference presentations, group discussion, surveys, research paper writing, add on programs, made to teach slow learners.

**Execution/monitoring:** This part of agenda will be executed and monitored by Teaching learning cell.

## **Agenda No. 04: Discussion, proposal, and adoption for integration of AI/ML concepts into Diploma, UG and PG Pharmacy curriculum.**

**Resolution:** The plan for certificate programmes for the upcoming session to be implemented as per the need and availability of students at the time of execution. The credit earned can be transfer to the student favour as per the regulatory guidelines of the institute. Value added courses may be implemented as and when required.



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## 6-month certification program with industry collaboration in Online/offline/hybrid mode:

- ✓ Clinical Research & Pharmacovigilance
- ✓ Regulatory Affairs
- ✓ QA/QC in Pharma Industry
- ✓ Medical Coding
- ✓ Healthcare Data Analytics (future-focused)
- ✓ Clinical Data Management

## One year certificate/diploma program:

### ✓ Pharma-specific

- Diploma in AI & Digital Pharmacy
- PG Diploma in Pharmaceutical Data Analytics
- Diploma in AI Applications in Drug Development

### ✓ Healthcare-oriented

- PG Diploma in AI in Healthcare & Pharmacy
- Diploma in Digital Health & Hospital Informatics

### ✓ Industry-friendly titles

- Diploma in Pharma Industry 4.0 & Automation
- Diploma in Clinical Data & Pharmacovigilance Analytics

### ✓ Value added courses:

- Campus to Corporate-Soft skills
- Emotional Intelligence and Mental Wellness
- Entrepreneurship and Start Up

**Execution/monitoring:** This part of agenda will be executed and monitored by IQAC cell of the institute.

**Agenda No. 05: Approval of examination policies, guidelines, and standard operating procedures (SOP) for panel of examiners, for conducting examinations, question paper pattern, moderation and evaluation process, improvement examination.**

### **Resolution:**

#### **5.1 Institutional Examination Committee**

The Institutional Examination Committee is constituted to organize internal and main theory & practical examination and to take care of all the examination work, the committee will be responsible for planning, organizing, and monitoring all examination-related activities to

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ensure transparency, fairness, and adherence to regulatory norms prescribed by RGPV and PCI. The Committee will frame examination policies, prepares schedules, approves question paper formats, and ensures proper implementation of Bloom's Taxonomy and CO-PO mapping. It will supervise moderation, copy viewing, evaluation, result processing, and timely declaration of results. The Committee also address grievances, maintains confidentiality, ensures compliance with Standard Operating Procedures (SOPs), and continuously reviews assessment practices to uphold academic integrity and quality standards within the institution. Institutional Examination Committee on rotation basis will consist of controller of examination, deputy controller of examination, exam coordinator, & senior professor.

**5.2** The Paper Moderation Committee is constituted to ensure the quality, fairness, and academic standard of question papers before examinations. The Committee reviews question papers to verify syllabus coverage, appropriate difficulty level, clarity of language, and alignment with course outcomes and Bloom's Taxonomy levels. It ensures balanced distribution of marks, avoidance of repetition, and adherence to examination guidelines prescribed by the RGPV and PCI. The Committee also checks typographical errors and maintains confidentiality throughout the process. On rotation basis the paper moderation committee members will consist of controller of examination, deputy controller of examination, head valuer, academic In-charge & senior faculty of the institute.

### 5.3 Assessment and examination policies.

#### Resolutions:

For the assessment of the students there will be sessional examination and internal practical examination for all running courses.

#### 5.3.1 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

a. Quiz, assignments, tutorials and regularity	10%
b. Mid - semester test	15%
c. End – semester examination	75%
Total	100%

#### Practical Block

a. Lab work, fieldwork /seminar, Quiz, assignment and regularity	15%
b. End – semester examination	35%
Total	50%

#### 5.3.2 Assessment structure for D. 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

Quizzes, assignments, tutorials and regularity	5%
Mid - semester test	15%
End – semester examination	80%
Total	<b>100%</b>

## Practical Block

Lab work, field work/seminar, quizzes, assignment and regularity	20%
End – semester examination	80%
Total	<b>100%</b>

## 5.4 Question paper standards

### 5.4.1 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:

- cover the sections of the course syllabus uniformly
- be unambiguous and free from any defects/errors
- emphasize knowledge testing, problem solving and quantitative methods
- contain adequate data/ other information on the problems assigned
- have clear and complete instructions to the students.
- taking into consideration Bloom's Taxonomy and PO CO attainment.

### 5.4.2 Format of Question Paper

Each Question paper for B.Pharm & M.Pharm 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 (15 marks)

#### Section B

- Short answer type question (12 marks)

#### Section C

- Long answer type question (48 marks)

Each Question paper for D. Pharm 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 (20 marks)

## Section B

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

## Section C

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

### 5.4.3 Marking system & Result processing:

The marking scheme for B.Pharm, D.Pharm and M.Pharm will be adopted as per PCI, RGPV, and UGC current structure and may be modified and adopted as and when it is done by RGPV Bhopal, PCI New Delhi, and UGC guidelines.

### 5.5 Panel of paper setters required for theory and Panel of external examiner required for practical examinations.

The Head of the institute is authorized to tick and select the paper setter from the panel of subject expert submitted to him by the examination committee. Question paper should be prepared in two sets for each subject and the head of Institute has rights to select a question paper from the set.

### Criteria of Paper Setters

#### 5.5.1 Eligibility:

- For B. Pharm course: Relevant subject expertise with at least 5 years of teaching experience after post graduate in the subject specialisation.
- For D. Pharm course: Relevant subject expertise with at least 3 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 Ph.D. 03 years of experience in the subject specialisation.

### 5.6 Appointment of External examiner:

The Head of the institute has rights to tick and select the external examiner for practical from the panel of subject expert submitted to him by the examination committee.

#### 5.6.1 Eligibility:

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

### 5.7 Criteria of Evaluators:

#### 5.7.1 Eligibility:

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

- For D.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 Ph.D in the subject area.

## 5.8 Valuation, copy viewing, revaluation and result declaration.

### 5.8.1 Valuation:

- The valuation is to be done by the subject expert selected by the head of the institution
- Valuation shall be conducted strictly as per the scheme of marking.
- Evaluation must be fair, unbiased, and in accordance with norms prescribed by the RGPV.
- Marks should be awarded stepwise for correct methodology, relevant points, and logical presentation.
- No overwriting of marks is permitted without proper authentication and signature of the examiner.
- Totalling of marks must be verified carefully to avoid computational errors.
- Confidentiality of answer books and student identity must be strictly maintained.
- Checking and retotalling should be done before marks entry
- Evaluated answer books must be submitted within the stipulated timeframe to ensure timely declaration of results.

### 5.8.2 Copy Viewing:

- Copy viewing is open for all students who have appeared for examination on a fix date and schedule as declared by examination committee after the valuation process is completed.
- There will be no fees for viewing of answer copies.
- Students will be allowed to see only his/her answer copies, under no circumstance the fellow student copy will be allowed for viewing.
- Copy viewing is permitted only for verification of totalling errors or unassessed answers.
- The satisfied student should write a remark on answer copy “seen & satisfied **or** seen & unsatisfied” and put signature with date and time, unsatisfied student can apply for revaluation after the declaration of result.
- The viewing process shall be conducted in the presence of authorized faculty or examination staff.
- Students are not allowed to carry mobile phones, cameras, or any electronic devices during viewing.
- No marking, writing, or tampering with the answer book is permitted.
- Any discrepancies identified shall be recorded formally and addressed as per examination rules.

**5.8.3 Revaluation:** Revaluation allows for a check if marks differ significantly (usually  $\geq 10\%$ ) from the original, with the best advantage given to the candidate. The revaluation of answer books will be through guidelines as mentioned below

## Key Details regarding Revaluation:

- Application Process: Students must apply online via the institute ERP portal
- Revaluation Fee: A fee is charged per subject for the revaluation process.
- Eligibility: Only theory papers are typically eligible; practical exams usually cannot be revalued.
- Procedure: If revalued marks differ by more than 10% of the maximum marks, the average of the closest two examiners (out of the original and two new ones) is taken.
- No Reduction: If marks are reduced during revaluation, the original marks are maintained.
- The revaluation of answer copies will be done by a subject expert outside the institution.

**5.8.4 Challenge/persuasion:** Institute allows students to apply for a challenge/persuasion process if they are unsatisfied with their results after paying required fee. The process requires submit relevant documents justifying answers to the controller examination office via email. Deadlines: within 10 days after declaration of revaluation results.

## 5.8.5 Declaration of Results:

- The institution shall declare examination results in a transparent, timely, and systematic manner. Results shall be processed after completion of evaluation, moderation, and verification of marks and approval of **tabulation register (TR)** from RGPV.
- The Examination Committee shall approve the final results prior to publication.
- Results will be published on the official notice board and/or on ERP portal of the institute within the stipulated timeframe mentioned in the Academic Calendar.
- Any discrepancies or grievances related to results must be submitted in writing from the student within the prescribed period.
- Confidentiality, data security, and proper record maintenance shall be strictly ensured throughout the result processing and declaration procedure.

**Execution/monitoring:** This part of agenda will be executed and monitored by the Examination Committee of the institute.

## Agenda No. 06: Additional credit for certificate courses/add-on courses.

Resolution: The add-on courses shall be offered to the students with duration of 30 hours. These courses will carry 02 credits for UG programmes & 02 and 01 credit for Diploma programmes. The add-on courses for PG program will Carry up to 7 credits. The mode of teaching for these add-on courses shall be Online, Offline, or Hybrid mode depending upon the feasibility and availability of resources. To strengthen industry–institute interaction and enhance practical exposure for students, the institution shall involve industry experts and experienced professionals in academic activities.

The involvement may include:

- Guest lectures and expert talks
- Workshops and seminars
- Curriculum design and review
- Industrial training guidance

- Project mentoring and evaluation
- MOUs for Internship and placement support

Execution/monitoring: This part of agenda will be executed and monitored by T&P cell and Teaching learning cell.

## **Agenda No. 07: Valuation of Student of the year based on the received applications.**

**Resolution:** Committee members discussed about application and evaluation parameters for students of the year. The resolution given by committee is as follows:

1. Application for student of the year (Format attached with minutes of the meeting)
2. Evaluation criteria for selection:
  - Academic excellence
  - Attendance record
  - Co-curricular and extracurricular achievements
  - Leadership qualities
  - Discipline and conduct
3. The evaluation process and scoring methodology were explained.
4. The Academic Council will review the candidates.
5. After scrutinization by the competent authority
  - a. The award shall be conferred during the Annual Day / Graduation Ceremony.
  - b. The administration department shall issue the official notification.
  - c. The certificate, memento and cash prize will be awarded to the eligible candidate.

**Execution/monitoring:** This part of agenda will be executed and monitored by Teaching learning cell.

## **Agenda No. 08: Seed money for research and research publications, support for student projects, Faculty Development Programs (FDPs), and seminar grants.**

**Resolution:** The council proposed to form a Research and Development cell, for distribution of seed money equally in each department for research project, publication, patents etc. on receiving the proposal from a department.

The Breakup of sanctioned amount is mentioned below:

SI	Expenses	Percentage of fund utilization
01	Consumable (Equipment, Glassware, chemicals, animals)	50%
02	Publication/patents	25%
03	Contingency (Travelling, printing, Stationary, Evaluation studies)	25%
<b>Total Expenses</b>		100%

- Un-utilized funds in particular head/department can be utilized in other head/department after the prior approval of the R & D cell.

**Execution/monitoring:** This part of agenda will be executed and monitored by Research & Development cell of the institute.

**Agenda No. 09: Grant for FDP, Seminar, Conference & other academic activities sponsored/recognized by any govt. agencies.**

**Resolution:** In Seminar/conferences, author must present poster/oral presentation for release of funds. In FDPs/training programmes participant must attend total duration prescribed by the organizing authority. Maximum registration fees amount of 1000/- (Rupees one thousand only) will be reimbursed by the institute after approval by the R & D cell. Higher registration fees of reputed national/international conferences will be evaluated by the R & D cell and finance committee and reimbursed as per decision by the competent authority. Travelling allowance in station/out station will be reimbursed as per guidelines of Institute Trust.

**Execution/monitoring:** This part of agenda will be executed and monitored by Research & Development cell & Finance committee of the institute.