

MINUTES OF THE THIRD BOARD OF STUDIES MEETING OF
B. Voc. PHARMA ANALYTICAL SCIENCE
HELD ON 12th MARCH 2019, 10.00 a.m. ONWARDS
AT DDU KAUSHAL KENDRA, RAMNARAIN RUIA AUTONOMOUS COLLEGE

MEETING NO. : 03/2019

THE FOLLOWING MEMBERS WERE PRESENT:

Sr. No.	Name of the Person	Designation	Sr. No.	Name of the Person	Designation
01.	Dr. Sasikumar Menon	HOD & Senior Teacher	05.	Dr. Mandar Mhatre	Senior Teacher
02.	Prof. Anushree Lokur	Hon. Director, Kaushal Kendra. (Special Invitee)	06.	Ms. Vimal Temkar	Junior Teacher
03.	Dr. Vandana Patravale	VC Nominee & Subject Expert from outside the parent university	07.	Dr. Sujata Suvarnapatki	Dean, Academics
04.	Dr. Krishnapriya Mohanraj	Subject Expert			

LEAVE OF ABSENCE WAS GRANTED TO THE FOLLOWING MEMBERS:

Sr. No.	Name of the Person	Designation	Sr. No.	Name of the Person	Designation
1.	Dr. Shailesh Singh	Representative from Industry/ Corporate Sector (Professional Expert)			

The meeting commenced with Dr. Sasikumar Menon, the senior most faculty of Pharma Analytical Sciences, as the Chairperson. Dr. Menon welcomed all members present and started the proceedings

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 12/03/2019

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 12/03/2019



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MEETING NO. : 03/2019

Agenda item No. 01: Minutes of Earlier meeting

The Minutes of the earlier meeting (02/2018), held on 23rd March 2018, was placed before the members. It was pointed out by Dr. Krishnapriya that the phrase "Root cause analysis" in page 3, was wrongly spelt as "Route cause Analysis" and needs to be corrected.

The members unanimously approved the minutes.

Resolution No. 3.1.1:

The members unanimously resolved to approve minutes of the second meeting (02/2018) held on 23rd March 2018 with the correction on page 3.

Agenda item No. 02: Action Taken / Not Taken on minutes of earlier meeting

Dr. Menon enumerated various actions that were taken as per minutes of earlier meeting.

Resolution No. 3.2.1 :

The members unanimously agreed to the actions taken and noted the same.

Agenda item No. 03: To revise, if needed, and pass the syllabi for FY/SY/TY BVoc PAS Classes.

The members deliberated on the syllabus and noted that no major revisions are needed to be made in the syllabus.

Resolution No.3.3.1

The members unanimously resolved to approve the F.Y.B.Voc Pharma Analytical syllabus for the year 2019-20

Resolution No.3.3.2

The members unanimously resolved to approve the S.Y.B.Voc Pharma Analytical syllabus for the year 2019-20

Resolution No.3.3.3

The members unanimously resolved to approve the T.Y.B.Voc Pharma Analytical syllabus for the year 2019-20

Agenda item no.04 : To decide on the changes in the modalities of assessment, if any, which includes the question paper pattern, for internal and external examination.

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 12/03/2019

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The members deliberated on the evaluation pattern and noted that the internal evaluation is based on regular involvement in allotted QC/QA duties, participation in external programs, class tests and industrial projects. External evaluation is mainly by practical conducted with theory consisting of only 40% of the marks. Arising out of the discussion on Question Paper format, it was suggested that each question of ten marks be divided into two sub-questions of five marks. This would provide better option for students, enable easier correction and better coverage of important aspects in topics.

Resolution No. 3.4.1

The members unanimously resolved to approve the evaluation pattern. The members unanimously approved the question paper pattern with incorporation of "five-marks" questions for the academic year 2019-20.

Agenda item no.05: To approve the Certificate Courses/Swayam/MOOC Courses with syllabi, duration, costing and evaluation, if any.

Dr. Menon appraised members regarding proposed certificate courses like patents and intellectual property, regulatory affairs that could be started after the initiation of MVoc Programme.

Resolution No.3.5.1

The members unanimously resolved that certificate courses like patents and intellectual property, regulatory affairs should be initiated after commencement of MVoc program and should be made available to graduate students of B.Voc Pharma Analytical Sciences.

Agenda item No.06: To review the feedback of students on the Curricula

The members interacted with T.Y.B.Voc PAS students (five), academic year 2018-19. They enquired the response of students to the syllabus in general, the workshops they participated and also the research paper they presented. The students pointed out the need for more elaborate Chemistry Lectures and also more Industrial Visits for F.Y and S.Y students. The members were happy with the students' response and felt that they were enjoying the course. All members extended their best wishes to the students for their future endeavors.

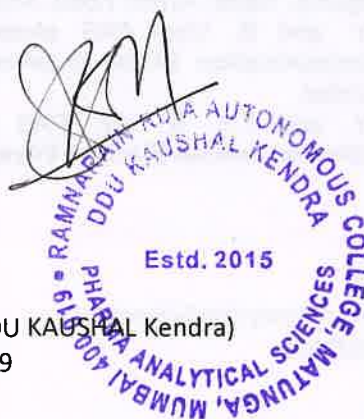
Resolution No.3.6.1

The members unanimously agreed that the Department of Pharma Analytical Sciences undertake additional training to improve skills of the students in addition to the regular curriculum. The following additional trainings were appreciated.

1. Special Workshop for advanced instruments.
2. Special Workshop for corporate grooming.
3. Invited lectures in allied topics

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The members appreciated the compulsory participation of B.Voc Students in Avishkar, Delegation of Quality Control responsibilities in regular calibration and upkeep of instruments etc. The members appreciated the station-based evaluation of practical skills of the students in various techniques of bioanalysis.

Resolution No.3.6.2

The members unanimously suggested that additional Chemistry lectures be arranged and more Industrial Visits be arranged for F.Y. and S. Y. students with emphasis on practice of QA and QC aspects in Pharma.

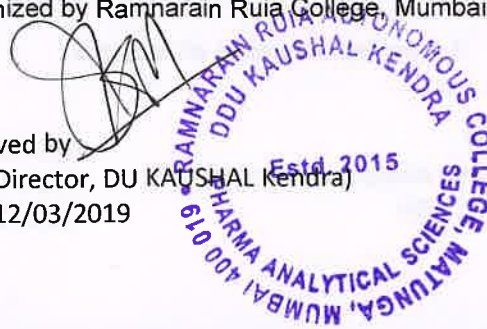
Agenda item No. 07: To appraise members on activities of Pharma Analytical Sciences in the Academic year 2018-19

Dr. Menon through his presentation apprised the members of various activities undertaken for the academic year 2018-19. The activities undertaken are listed as follows:

- T.Y. B. Voc. PAS students (Academic year 2017-18) (all 17 students) has been selected for six month industrial training cum internship at various laboratories (internship programme involved project planning, proposal preparation, financials, outcomes and potential applications (guided by the institutional faculty and/or industrial expert(s)).
 - Nichem Solutions Pvt. Ltd., (Three students for internship out of one student got placement)
 - Bio Scientific Research Laboratories (I) Pvt. Ltd. (Eight students for internship cum placement)
 - Macleods Pharmaceuticals Ltd. (Six students for internship cum placement)
- T.Y. B. Voc. PAS students (all 16 students) presented their papers (poster and oral presentation) in first round of **Avishkar Research Convention** at R.A. Podar College of Commerce and Economics, Matunga, Mumbai, held on 19th December 2018. Two groups (containing 08 students) have been selected for next round (university level round).
- T.Y. B. Voc. PAS students (08 students) presented their research papers at Jignyasa Research meet and poster presentation (21st December, 2018) organized by at **SIES autonomous college, Sion** (One group has got first prize for poster presentation).
- T.Y. B. Voc. PAS students (08 students) presented their research papers at Dept. of Biotechnology (12th January, 2019) organized by at **Ramnarain Ruia autonomous college, Matunaga** (One group has got first prize for poster presentation).
- TY B. Voc. and SY B. Voc. PAS students had attended two days workshop on **Development of Skills, Behavior and Corporate Etiquettes**, organized by Wasan Knowledge Hub at Hyatt Regency, Sahar Airport Road, Andheri East, Mumbai- 400 099.
- S.Y. and B. Voc. PAS students had given online aptitude test on **Analytical and Communication Skills**, organized by Wasan Knowledge Hub at Ramnarain Ruia College, Mumbai.
- S.Y. and T.Y. B. Voc. PAS students had attended one day enriching workshop on **Entrepreneurship (Parallel Voyage)**, organized by Ramnarain Ruia College, Mumbai.

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MEETING NO. : 03/2019

- S.Y. and T.Y. B. Voc. PAS students had attended one day enriching workshop on **Entrepreneurship (HUNAR Talent hunt, in search of Gen Y entrepreneurs)**, organized by Jaro Education (iFEEL). Five students have been selected for next round (Western zonal level round).
- Dept. of Pharma analytical Sciences has organized one day environment awareness programme for TY and SY B. Voc. PAS Students at Sanjay Gandhi National Park, Yeoor hills, Thane dated on 26th October 2018.
- TY B. Voc. PAS students had attended Five days workshop on **various analytical instrumentation (AAS, GC, GC-MS, FTIR and HPLC)**, organized by Dr. P. S. Ramanathan Advanced Instrumentation Centre (PSRAIC), Ramnarain Ruia Autonomous College, Matunga, (13 to 17 November 2018).
- **Participation in Industrial Projects:**
Students were involved in various industrial projects that were being conducted at the DDU KAUSHAL Kendra. These projects were sponsored industrial projects and the T.Y. B. Voc students were assigned various roles in QA, QC, sample processing and routine documentation. The students actively interacted with industry observers and were subjected to audits and evaluation by the industry coordinators of projects. S.Y. B. Voc students were assigned independent roles while F.Y. B. Voc students were involved as observers to understand the nuances of the projects and practice of GLP and GCP.

Resolution no.3.7.1

The members unanimously agreed to various activities conducted in the year and opined that these additional programs should continue. They suggested that more visits to pharmaceuticals should be encouraged.

Agenda item no.8: Any other matter with the permission of the chair.

3.8.1 M.Voc in PAS

Dr. Menon informed the members that M.Voc Programme in PAS is delayed in implementation because of the delay in receiving approval letter from Government of Maharashtra for the M. Voc programme. He informed that all formalities have been completed at the university level and the approval from the government is expected any time.

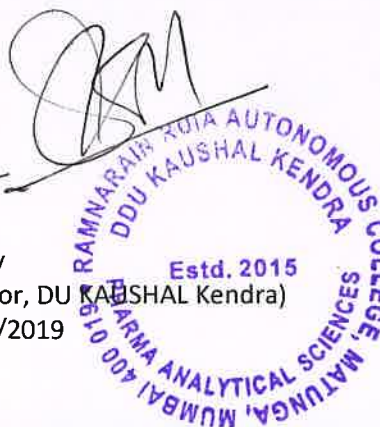
Resolution no.3.8.1

The members unanimously agreed to the commencement of MVoc program in Pharma Analytical Sciences. They noted that the syllabus for the same have been submitted to the University of Mumbai. They urged Dr. Menon to follow-up vigorously with the University and ensure that the program is announced in time.

The meeting ended with a vote of thanks to the chair.

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 12/03/2019

Approved by
(Hon. Director, DDU KAUSHAL Kendra)
Date: 12/03/2019



MINUTES OF THE FIFTH BOARD OF STUDIES MEETING OF
B. Voc. PHARMA ANALYTICAL SCIENCE
HELD ON 8th April 2020, 11.00 a.m. ONWARDS
ONLINE THROUGH ZOOM AAP
(LINK.....)

MEETING NO. : 05/2020

THE FOLLOWING MEMBERS WERE PRESENT:

Sr. No.	Name of the Person	Designation	Sr. No.	Name of the Person	Designation
01.	Dr. Sasikumar Menon	HOD & Senior Teacher	05.	Dr. Krishnapriya Mohanraj	Subject Expert
02.	Dr. Varsha Shukla	Associate Professor (Special Invitee)	06.	Dr. Sujata Suvarnapatki	Dean Academics, Ramnarain Ruia Autonomous College
03.	Dr. Mandar Mhatre	Senior Teacher	07.		
04.	Dr. Vandana Patravale	VC Nominee & Subject Expert from outside the parent university	08.		

LEAVE OF ABSENCE WAS GRANTED TO THE FOLLOWING MEMBERS:

Sr. No.	Name of the Person	Designation	Sr. No.	Name of the Person	Designation
01.	Dr. Shailesh Singh	Representative from Industry/ Corporate Sector (Professional Expert)			
02.		Alumnus			

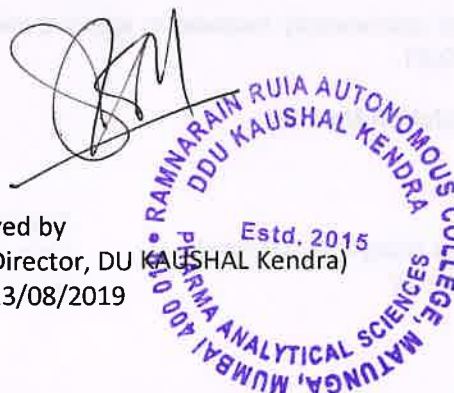
The meeting commenced with all members linking up through the Zoom App. The meeting was with both video and audio linking through the Zoom link : *****

Dr. Sasikumar Menon, the senior most faculty of Pharma Analytical Sciences, as the Chairperson.

Dr. Menon welcomed all members present online and started the proceedings

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 23/08/2019

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 23/08/2019



MINUTES OF THE FIFTH BOARD OF STUDIES MEETING OF
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(LINK.....)

MEETING NO. : 05/2020

Agenda item No. 01: Minutes of Earlier meeting

The Minutes of the earlier meeting (04/2019), held on 23rd August 2019, had already been circulated to all members and was accepted by all members. The members therefore, unanimously approved the minutes.

Resolution No. 5.1.1:

The members unanimously resolved to approve minutes of the second meeting (04/2019) held on 23rd August 2019.

Agenda item No. 02: Action Taken / Not Taken on minutes of earlier meeting

Dr. Menon enumerated various actions that were taken as per minutes of earlier meeting like the initiatives for additional instrumental training, additional lectures and the use of the evaluation pattern as approved in the earlier meeting. The members expressed their approval for the same.

Resolution No. 5.2.1:

The members unanimously agreed to the actions taken on earlier minutes and noted the same.

Agenda item No. 03: To decide on the changes in the syllabus, modalities of assessment, if any, which includes the internal and external examination.

Dr. Menon informed members that no major revisions have been envisaged for the academic year 2020-21. The members noted that no major revisions are needed to be made in the syllabus, including Class test pattern, types of Assignment, breaks-up of marks for assignment.

Resolution No.5.3.1

The members unanimously resolved to approve the F.Y. B.Voc Pharma Analytical syllabus for the year 2020-21

Resolution No.5.3.2

The members unanimously resolved to approve the S.Y. B.Voc Pharma Analytical Sciences syllabus for the year 2020-21.

Resolution No.5.3.3

The members unanimously resolved to approve the T.Y. B.Voc Pharma Analytical Sciences syllabus for the year 2020-21.

Resolution No.5.3.4

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 23/08/2019

Approved by
(Hon. Director, DDU KAUSHAL Kendra)
Date: 23/08/2019



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MEETING NO. : 05/2020

The members appreciated the participation of T.Y. B.Voc Students in Avishkar and that two teams of four students each advanced to the round two of the competition.

The members unanimously resolved to suggest that the participation of T.Y. BVoc Pharma Analytical Sciences students in AVISHKAR be continued with more vigor and support.

Agenda item No. 04: To decide on the changes in the modalities of assessment, if any, which includes the internal and external examination.

Dr. Menon informed members that no major changes have been envisaged for the academic year 2020-21 in the pattern of evaluation and modalities of assessment. The members pointed out that due to the prevailing lockdown due to COVID-19 and the consequent industrial conditions, it will be difficult for the TYBVoc students of the academic year 2019 – 2020, to complete their internships. In this context, the members suggested that a back-up plan be drawn up so that the students are not put to undue hardships since internship carried a considerable percent of credits. It was also noted that the current syllabus does mention alternates like projects and assignments in case the students can't get placements for internships. Some of the following suggestions were made by the members;

- Projects to be completed by the students in the areas of method development, validation etc.
- Assignments to be given related to syllabus topics like comparison of regulatory guidelines of different countries, planning method development strategies using published research articles for specific APIs etc.
- Review of study reports from audit point of view and submitting reports; students to be provided with clinical trial reports (which are old and out of confidentiality agreement periods)
- Preparation of SOPs for analytical protocols based on published research articles for specific therapeutic drug biomolecules, proteins etc.
- Survey of different ADRs and SADR for drugs as listed in clinical trial reports available online and formulating clinical trial strategies.

Resolution No.5.4.1

The members unanimously resolved that the department should draw up back-up plans as listed above as alternate strategies of evaluation for internship since students will find it difficult to complete the stipulated periods of internship due to the ongoing COVID lockdown.

Agenda item No. 05: Discussion and suggestions for redistribution of credits (for SY (semester III and/or IV) and TY (Semester V and/or VI)).

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MEETING NO. : 05/2020

Dr. Menon informed members that the students of BVoc PAS need to improve their soft skills and life skills and it is very important for them since they are being trained as employment-ready skilled youth. In light of this it has been envisaged to encourage and orient students to take up extra-curricular activities that would broaden their scope of outlook to life skills. These activities could be in the field of Arts, Craft, Sports or any allied hobby-related activities. It was also explained that activities related to religion, religious organisations, politics and political organisations are not expected. These activities will be considered under GENERAL COMPONENT 3 in the practical part with an allocation of 60 marks in semester 4 and 40 marks in semester 4.

The students will have to show documentary and outcome related proofs of having pursued the activity sincerely and diligently. It is expected that the students should pursue such activities by joining a professional association or organisation or be mentored or trained under an expert in the field. Proofs of such membership or training should also be presented. The students should pursue the activity continuously throughout the year during semester 3 to semester six. The time allotted for such activities should not be less than the hours equivalent to the practical hours allotted for one credit (i.e. 30 Hr in two semesters).

Evaluation of these activities will be done separately along with the semester end evaluation of Semester 4 and semester 6. The students will inform in writing to the department about the activities that they would be pursuing the beginning of semester 3. The department will thus have an overall idea of various activities the students would be pursuing and accordingly they will identify experts from outside the department or outside the institution for evaluating the student performance. The evaluation will be made out of total marks of 60 at semester 4 and total marks of 40 at semester 6. The passing criteria as applicable to other practical passing heads will be applicable to GC 3.

It was also informed that since General Component incorporates all soft skills and life skills, this would fit within the objectives of the skilling program of KAUSHAL. General Component training is under the institutional option as per KAUSHAL guidelines. It was mentioned that the suggested modality will help make the students more outgoing which is very important for their industry-ready training.

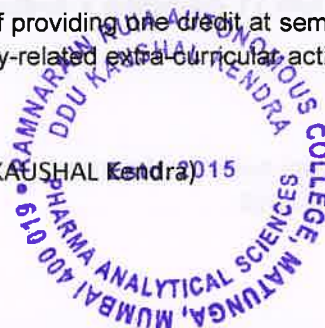
The members deliberated on the suggestion and unanimously approved the suggestion and resolved as follows;

Resolution No.5.5.1

The members unanimously resolved to approve the suggestion of providing one credit at semester 4 and one credit at semester 6 to the students for having pursued hobby-related extra-curricular activities in the

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Date: 23/08/2019

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Date: 23/08/2019



S. P. MANDALI'S RAMANARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA, MUMBAI 400 019
DDU- KAUSHAL KENDRA

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MEETING NO. : 05/2020

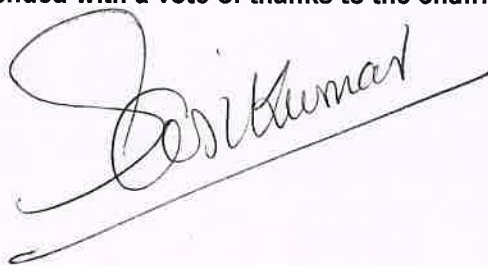
fields of arts, crafts, sports etc. But not any activity related to religion, religious organizations, politics or political organizations. The student will give hours not less than 30 hours (equivalent to one practical credit) to such activities and will provide documents to prove that they pursued the activities sincerely and under the guidance of an expert / exponent. The students will be evaluated by external experts from either outside the department or outside the institution and will be provided marks out of 60 at semester 4 and marks out of 40 at semester 6.

The member unanimously approved to implement the change in credit distribution under the condition that the suggestion is approved duly by the academic council of the institution and implemented as per the suggestion of the academic council.

Agenda item No. 6: Any other matter with the permission of the chair.

There were not any items to be discussed under this agenda item.

The meeting ended with a vote of thanks to the chair.



Prepared by
(HOD, Pharma Analytical Sciences)
Date: 23/08/2019

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 23/08/2019

