

MINUTES OF THE SIXTH BOARD OF STUDIES MEETING OF
B. Voc. PHARMA ANALYTICAL SCIENCE

HELD ON 24th October 2020, 11.30 a.m. ONWARDS
ONLINE THROUGH GOOGLE MEET

(Meeting URL: <https://meet.google.com/ocp-mryf-vng>)

MEETING No. : 06/2020

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	---	---	---
04.	Dr. Vandana Patravale	VC Nominee & Subject Expert from outside the parent university	---	---	---

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)	---	---	---

The meeting commenced with all members linking up through the Google Meet. The meeting was with both video and audio linking through the Google meet link:
Meeting URL: <https://meet.google.com/ocp-mryf-vng>

Time: October 24, 2020 11:30 AM (IST)

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 24/10/2020

Approved by
(Hon. Director, DU KAUSHAL KENDRA)
Date: 24/10/2020



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

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B. Voc. PHARMA ANALYTICAL SCIENCE

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MEETING No. : 06/2020

Dr. Sasikumar Menon, the senior most faculty member of Pharma Analytical Sciences, as the Chairperson. Dr. Menon welcomed all members present online and started the proceedings

Agenda item No. 01 (A): Minutes of Earlier meeting

The Minutes of the earlier meeting (05/2020), held on 08th April 2020, had already been circulated to all members (via e-mail) and was accepted by all members. The members therefore, unanimously approved the minutes.

Resolution No. 6.1.1:

The members unanimously resolved to approve minutes of the second meeting (05/2020) held on 8th April 2020.

Agenda item No. 01 (B): 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 online lectures and the use of the evaluation pattern as approved in the earlier meeting. The members expressed their approval for the same.

Resolution No. 6.1.2:

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

Agenda item No. 01 (C): 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 revisions have been envisaged for the academic year 2020-21. The members noted that no revisions are needed to be made in the syllabus.

Resolution No.6.1.3

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

Agenda item No. 02: To review specific topics / practicals in the syllabi for FY/ SY/ TY BVoc PAS - syllabus from the point of view of online classes. And to decide on the changes in the modalities of assessment, if any, which includes the question paper pattern, for internal and external

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 24/10/2020

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 24/10/2020



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MEETING No. : 06/2020

examination. (Special discussion seeking opinion regarding online examinations (type of questions etc) / projects/practical. in the current scenario of pandemic).

Dr. Mhatre has informed to BOS 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 B. Voc. students, to complete their skill based training programme especially practicals. In this context, the members suggested that a using suitable online training through suitable platform can be drawn up.

Since classroom teaching not permitted as per Government instructions, Dr. Mhatre informed BOS members about teaching and assessment modalities acquired through online classes through Google Classroom platform. He has also informed to members about, upcoming exams will be conducted through online platform (internal class tests and semester end exams) Google classroom and Eklavya software platform. For practical components, whichever possible method e.g. identification, SOP preparations, evaluation of current test guidelines, evaluation and processing of raw data, QC / retrospection of reports etc. will be conducted online mode. Instrumental training and usage will be conducted via online demonstration video and students will be encouraged to conduct online courses available on SWAYAM, MOOC & e-skilling programme by LSSSDC.

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) and Preparation of SOPs for analytical protocols based on published research articles for specific therapeutic drug biomolecules, proteins etc.

Resolution No.6.2.1

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 24/10/2020

Approved by
(Hon. Director, DDU KAUSHAL Kendra)
Date: 24/10/2020



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MEETING No. : 06/2020

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-19 lockdown.

Agenda item No. 03: To Review the question papers (for FY, SY and TY for Semester II, IV and VI).
Dr. Mhatre presented schematics of Question papers to BOS members for review along with blue print. The members suggested to add specific application based MCQs and short answer based questions for online exams (preferably containing 1 or 2 marks for each will helpful for better evolution).

Resolution No.6.3.1

The member reviewed the previous semester's questions papers and had suggested to implement the change in online exam schematics with appropriate marking distribution.

Agenda item No. 04: To seek approval for the implementation of M. Voc in PAS as approved by the UGC recently.

Dr. Mhatre informed the members that M. Voc Programme in PAS have got approval from UGC and Government of Maharashtra. He informed that all formalities have been completed at the university level and course will be started in current academic year.

- **Resolution No.6.4.1**
- The members unanimously resolved to approve the M. Voc. Pharma Analytical syllabus for the year 2020-21. The M.Voc. Syllabus as approved by University of Mumbai was placed before the members of board. It was noted that no changes have been made to the University syllabus of M.Voc. The members noted the status of the M.Voc syllabus implementation.

➤ **approval for the existing skill based courses
B. Voc - PAS as approved by the UGC recently:**

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 24/10/2020

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 24/10/2020



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MEETING No. : 06/2020

**APPROVAL FOR THE EXISTING SKILL BASED COURSES
B. VOC - PAS AS APPROVED BY THE UGC RECENTLY**

UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg
New Delhi-110002

Approval of existing skill based courses to institutions for the academic year 2020-21

Sl. No.	Institution Name	Address	Programme	Course Name
200	Maharashtra Ramanarain RUIA College	Ramanarain RUIA Autonomous College, L. N. Road, Matunga (EAW), Mumbai 400019	B.VOC. Degree	PHARMA ANALYTICAL SCIENCES
			B.VOC. Degree	GREEN HOUSE MANAGEMENT
			B.VOC. Degree	TOURISM AND TRAVEL MANAGEMENT

- To seek approval for the implementation of M. Voc. - PAS as approved by the UGC recently:

**TO SEEK APPROVAL FOR THE IMPLEMENTATION OF M.VOC - PAS
AS APPROVED BY THE UGC RECENTLY**

NSQF: SKILL BASED PROGRAMS FOR THE ACADEMIC YEAR
2020-2021

Institution Details

Name	Affiliating University	Name
Maharashtra	Maharashtra University, Mumbai	Ramanarain RUIA College

Full Postal Address: [Blank] State: [Blank] Pin: [Blank] Nature: [Blank]
Telephone No. (Institution): [Blank] Telephone No. (Office): 022-2454-2086 400019 [Blank]

UNIVERSITY GRANTS COMMISSION
Bahadur Shah Zafar Marg
New Delhi-110002

Approval of new skill based courses to institutions under NSQF for the academic year 2020-21

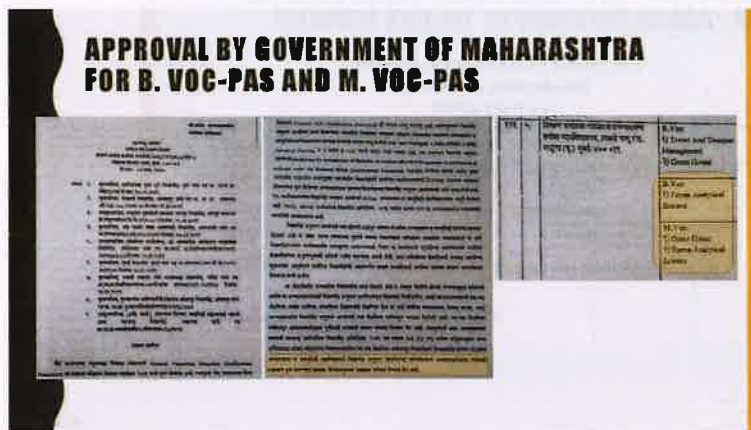
Sl. No.	Institution Name	Address	Programme	Trade/Course
01	Maharashtra Ramanarain RUIA College	Ramanarain RUIA Autonomous College, L. N. Road, Matunga (EAW) Mumbai 400019	Diploma D.C. Diploma M.VOC. Degree	Agriculture: Floristry Tourism and Hospitality Lib Sciences: PHARMA ANALYTICAL SCIENCES
			Certificate	UNDERWATER ACOUSTIC SURVEYS



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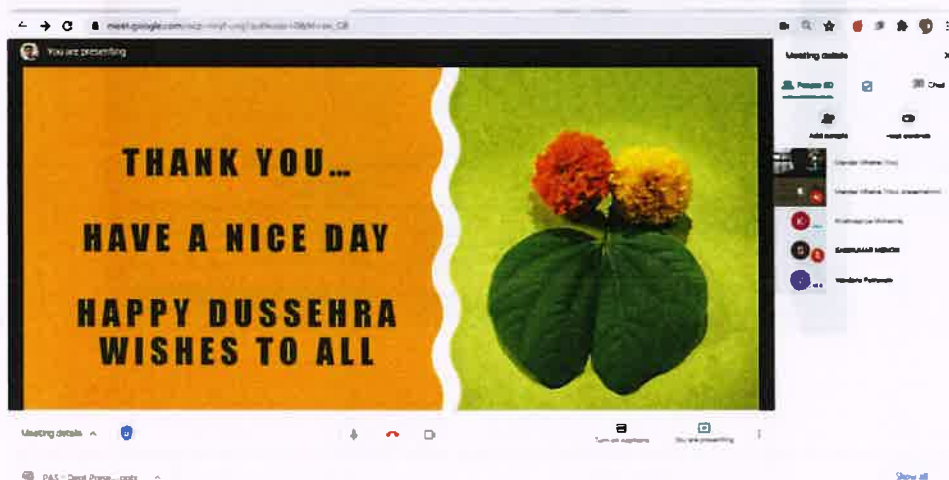
MEETING No. : 06/2020

➤ **Approval by Government of Maharashtra For B. Voc-PAS and M. Voc-PAS**



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

- **Screenshot of online meeting held through Google Meet:**



Prepared by
(HOD, Pharma Analytical Sciences)
Date: 24/10/2020

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 24/10/2020



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

MINUTES OF THE SIXTH BOARD OF STUDIES MEETING OF
B. Voc. PHARMA ANALYTICAL SCIENCE

HELD ON 13th May 2021, 10.30 a.m. ONWARDS

ONLINE THROUGH GOOGLE MEET

(Meeting URL <https://meet.google.com/mvk-bufo-pre>)

MEETING No.: 07/2021

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.	---	---
03.	Dr. Mandar Mhatre	Former Sr. Teacher (Special Invitee)	---	---	---
04.	Dr. Vandana Patravale	VC Nominee & Subject Expert from outside the parent university	---	---	---

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	Dr. Sujata Suvarnapatki	Dean, Academics

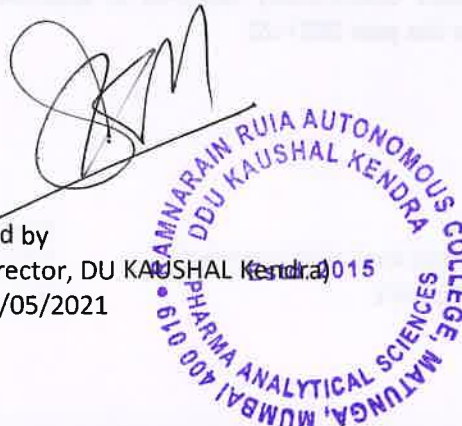
The meeting commenced with all members linking up through the Google Meet. The meeting was with both video and audio linking through the Google meet link:
Meeting URL: <https://meet.google.com/mvk-bufo-pre>

Time: May 13, 2021 10:30 AM (IST)

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 13/05/2021

Approved by
(Hon. Director, DU KAUSHAL KENDRA)
Date: 13/05/2021

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S. P. MANDALI'S RAMANARAIN RUIA AUTONOMOUS COLLEGE, MATUNGA, MUMBAI 400 019
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MINUTES OF THE SIXTH BOARD OF STUDIES MEETING OF
B. Voc. PHARMA ANALYTICAL SCIENCE
HELD ON 13th May 2021, 10.30 a.m. ONWARDS
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MEETING No.: 07/2021

Dr. Sasikumar Menon, the senior most faculty member of Pharma Analytical Sciences, as the Chairperson. Dr. Menon welcomed all members present online and started the proceedings

Agenda item No. 01 (A): Minutes of Earlier meeting

The Minutes of the earlier meeting (06/2020), held on 24th October 2020, had already been circulated to all members (via e-mail) and was accepted by all members. The members therefore, unanimously approved the minutes.

Resolution No. 7.1.1:

The members unanimously resolved to approve minutes of the earlier meeting (06/2020) held on 24th October 2020.

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 lectures with peoples from pharma industry and online workshops and webinars. The members expressed their approval for the same. MVoc in PAS was not yet started and this point was mentioned in action not taken. Dr. Krishnapriya suggested to start the MVoc course after lockdown considering importance of hands-on training part in the course.

Resolution No. 7. 2.1:

The members unanimously agreed to the actions taken / not 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 revisions have been envisaged for the academic year 2020-21. The members noted that no revisions are needed to be made in the syllabus.

Resolution No.7.3.1

The members unanimously resolved to approve the F.Y., S.Y. and T.Y. B. Voc. Pharma Analytical syllabus for the year 2021-22

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 13/05/2021

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 13/05/2021



MINUTES OF THE SIXTH BOARD OF STUDIES MEETING OF
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HELD ON 13th May 2021, 10.30 a.m. ONWARDS

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MEETING No.: 07/2021

Agenda item No. 04: To review specific topics / practical's in the syllabi for FY/ SY/ TY BVoc PAS - syllabus from the point of view of online classes. And to decide on the changes in the modalities of assessment, if any, which includes the question paper pattern, for internal and external examination. (Special discussion seeking opinion regarding online examinations (type of questions etc) / projects/practical. in the current scenario of pandemic).

Dr. Menon has informed to BOS members that no major changes have been envisaged for the academic year 2021-22 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 B. Voc. students, to complete their skill-based training programme especially practical and hands-on training on instruments. In this context, the members suggested that a plan for the use of suitable online training through suitable platform should be drawn up.

Since classroom teaching is not permitted as per Government instructions, Dr. Menon informed BOS members about teaching and assessment modalities acquired through online using Google Classroom platform. He has also informed members that the upcoming exams will be conducted through online platform (internal class tests and semester end exams) Google classroom and Eklavya software platform. For practical components, whichever possible method e.g. identification, SOP preparations, evaluation of current test guidelines, evaluation and processing of raw data, QC / retrospection of reports etc. will be conducted online mode. Instrumental training and usage will be conducted via online demonstration video and students will be encouraged to conduct online courses available on SWAYAM, MOOC & e-skilling programme by LSSSDC.

Resolution No.7. 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-19 lockdown. Members suggested to take pending LSSSDC exams also during the 2020-21 academic year. Members unanimously approved the use of online platform for conduct of examinations (both internal and external) due to continued lockdown situation.

Resolution No.7.4.2

- The members unanimously resolved to approve the B. Voc. Pharma Analytical syllabus for the year 2021-22. The M.Voc. Syllabus as approved by University of Mumbai was approved to be implemented as and when the course commenced. It was noted that no changes have been made to the syllabus of M.Voc for the academic year 2021-2022.

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 13/05/2021

Approved by
(Hon. Director, DDU KAUSHAL Kendra)
Date: 13/05/2021



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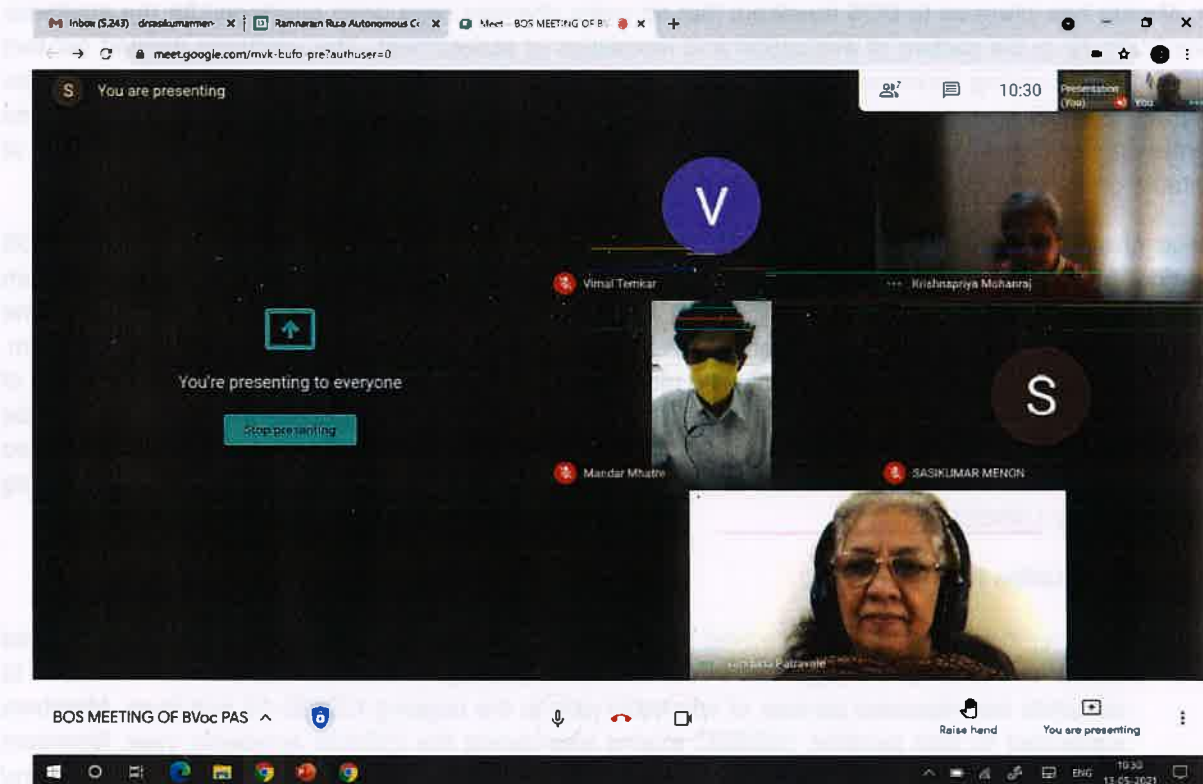
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MEETING No.: 07/2021

Agenda Item No. 5:

There were no other items to be discussed under this agenda item.

Screenshot of online meeting held through Google Meet:



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

Prepared by
(HOD, Pharma Analytical Sciences)
Date: 13/05/2021

Approved by
(Hon. Director, DU KAUSHAL Kendra)
Date: 13/05/2021

