

ADITYA COLLEGE OF PHARMACY(A)

(An Autonomous Institution)

Approved by AICTE, New Delhi, *Permanently Affiliated to JNTUK, Kakinada

Accredited by NAAC A Grade and CGPA of 3.24

Recognized by UGC Under Sections 2(f) of the UGC Act, 1956

Aditya Nagar, ADB Road, Surampalem, Gandepalli Mandal, East Godavari - 533437, A.P

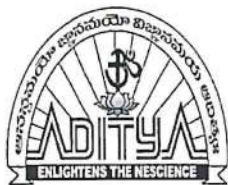
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BOS MEETING ON 30/12/2023

AGENDA

1. Welcome address by Chairman
2. Ratification of Vision, Mission, CO's, PO's, PSO's and PEO's
3. Academic Structure and Syllabus for B.Pharm, Pharm.D and M.Pharm
4. Academic Calendar, effective implementation from the year 2023-24
5. Meticulous Planning about conductance of examination Theory / Practical with strict discipline.
6. Amendment of exam registration fee for Regular / Supply exams
7. Implementation of digital valuation procedure for the conducting external examination using BET pro software
8. Ratification of Model Question Papers
9. Finalization of Question Paper setting and Evaluation
10. Analysis of Results
11. Any other items with the approval of the Chairman
12. Next BOS Schedule
13. Word of thanks

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Department of Pharmaceutical Sciences

BOS Minutes of Meeting

<u>Program:</u>	<u>BOS Meeting</u>
Meeting Purpose:	Discuss and review the syllabus of theory and practical courses
Meeting Date:	30/12/2023 (Saturday)
Meeting Time:	10:00 AM to 1:00 PM
Meeting Location:	Board room- Ground floor
Meeting Facilitator:	Dr.K.Ravi Shankar
Attendees:	Faculty Members:06
Minutes issued by:	Dr.K.Ravi Shankar
Mode of conduction:	Hybrid

Discussions:

Agenda 1.1: Welcome address by the BOS Chairperson.

1. The chairperson of BOS initiated the meeting by welcoming all the BOS members.
2. The chairperson introduced the experts and presented the highlights of the students such as student and faculty achievements, admissions, placements, research activities, etc.,

Agenda 1.2: Discussion and Ratification of Vision, Mission, CO's, PO's, PSO's and PEO's

1. The chairperson presented the department's vision and mission and requested the BOS members for suggestions.

- Few of the BOS members have suggested combining Mission -1 and Mission -2.


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- However majority of the BOS members approved the department's vision and mission statements.

2. The chairperson presented PEOs and PSOs and requested BOS members for approval.

- Few of the BOS members have suggested to combine the Mission -1 and Mission -2.
- However majority of the BOS members approved PEOs and PSOs.

Agenda 1.3: Academic Structure and Syllabus for B.Pharm, Pharm.D and M.Pharm

1. The chairperson presented the Syllabus for B.Pharm, Pharm.D and M.Pharm and requested the BOS members for suggestions.

- Few of the BOS members have suggested to include choice based credit system open for all subjects.
- Few of the BOS members have suggested introducing Value added /certificate courses, communication classes to enhance their skills and courses related to professional ethics, Gender, Human values, Environment and Sustainability.
- Few of the BOS members have proposed in implementing self learning activities among students and organization of practical oriented / skill development programs.
- Few of the BOS members have suggested creating awareness among students about the benefits of participating in learning courses such as MOOCS.
- The BOS members also suggested for concern experts to conduct a workshop for discussing and finalizing the framework of syllabus.

Agenda 1.4: Academic Calendar, effective implementation from the year 2023-24

1. The chairperson presented the Academic Calendar for B.Pharm, Pharm.D and M.Pharm and requested the BOS members for suggestions.

- Few of the BOS members have suggested to conduct parent teacher meeting after the completion of mid examination to evaluate his/her performance.
- Few of the BOS members have discussed the similarity of the proposed course structure with reference to JNTUK regulations and requested the members to approve the same.

Agenda 1.5: Meticulous Planning about conductance of examination Theory / Practical with strict discipline.

- The BOS members also suggested to make an examination Manual includes examination fee for regular, Supply, Advanced Supply, question paper distribution, question paper valuation, Confidential Verification, Attendance,


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Duration of exam, Declaration of Results, Fee and Notifications for Revaluation and Supply exams etc.

- Few of the BOS members have discussed that two sets of question papers for each subject are to be prepared which is later selected and confirmed by Controller of examinations.
- The BOS members also suggested regarding verification of paper by subject experts and if any correction/modification in question paper required should be intimated prior to Controller of examinations such that it would be rectified.
- The BOS Members also advised to follow PCI regulation for distribution of marks.
- The BOS Members approved the distribution of 70 for external and 30 for Internal for M.Pharmacy and Pharm.D programme.
- The BOS Members also approved the distribution of 75 for external and 25 for internal for B.Pharmacy.

Agenda 1.6: Amendment of exam registration fee for Regular / Supply exams

- The Chairperson presented the amendment of exam registration fee for Regular/Supply exams for all the programmes and BOS Members approved the same.
- The members of BOS also proposed that Conduction of practical examinations for Pharm.D Supplementary candidates is not recommended.
- The BOS members also suggested that supplementary examination will be held in the upcoming semester for all the courses.

Agenda 1.7: Implementation of digital valuation procedure for the conducting external examination using BET pro software.

- The BOS members proposed in organizing an online training session for all the faculty to enhance awareness of software in the evaluation process.
- The BOS members also suggested in preparing BET PROSOFTWARE Manual for easy evaluation process.

Agenda 1.8: Ratification of Model Question Papers

1. The chairperson presented the Model question paper to BOS .

- The BOS members approved the inclusion of 10 one mark questions and 10 MCQs, Long and Short questions for final examinations of B.Pharmacy.
- The PCI Question paper Model is followed for Pharm.D and M.Pharmacy.
- The BOS members also suggested to follow the internal and external evaluation process as per the JNTUK for both UG and PG courses.

Agenda 1.9: Finalization of Question Paper setting and Evaluation



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- The BOS members suggested listing out the expertise inside /outside the state or government colleges and including them as panel members for question paper setting.
- The BOS members advised the eligibility standards for question paper setting should have an experience of atleast 5 years and time allotted for question paper setting should be given for 7-10 days.
- The BOS Members advised to make a list of Examiners for external Lab Examination and list of Evaluators having more than 5years experience or University Faculty or other State Autonomous Colleges for End Theory Examinations.
- The BOS Members advised to make a 2 sets of question papers by question paper setter with clear instructions to equally distribute questions from all the units to fulfill the CO-PO mapping and Bloom's taxonomy.
- The BOS members suggested the Double evaluation for PG Programme.
- The BOS Members proposed to conduct the meeting with parents after the results declared.
- The BOS Members approved that the Supplementary exams will be conducted after 1/2months of declaration of result.

Agenda 1.10: Analysis of Results

1. The chairperson thoroughly explained the admission and success rates and analyzed the department results.

Agenda 1.11: Any other items with the approval of the Chairman

- Few of the members have proposed altering the format of continuous evaluation to place greater emphasis on internal assessment rather than external assessment

Agenda 1.12: Next BOS Schedule

- The BOS members planned to organize the next BOS meeting in June 2024.

Agenda 1.13: Vote of Thanks

- The BOS chairperson provided a concise summary of all the suggestions that were discussed in the meeting. Finally, the meeting was concluded with a Vote of Thanks.


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