



M.C.E. Society's

# INSTITUTE OF PHARMACY

Accredited by NBA

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Dr. P.A. Inamdar

President  
M.C.E. Society

Dr. V.N. Jagtap

PhD. M. Pharm (Med. Chem.)  
Principal

## MINUTES OF GOVERNING BOARD MEETING HELD ON 24-08-2020 at 11.00 a.m.

The Governing Board meeting held on 24-08-2020 at 11.00 am in the Board room. Chairman LMC and other members welcomed for the meeting. The files of meeting along with the agenda handed over to the members.

The various points of the agenda discussed and progress on the directions of Chairman will be as follows

The following matters were discussed

Sr. No.	Agenda	Discussion/Direction				
1.	<b>Item No. 1</b>  <b>Discussion</b>	<b><u>To read and confirm the minutes of the last meeting held on 31-07-2019</u></b> The <a href="#">minutes of meeting held on 31-07-2019</a> tabled for reading and confirmation				
2.	<b>Item No. 2</b>  <b>Discussion</b>	<b><u>To discuss action taken plan on last meeting held on 31-07-2019</u></b> The action taken plan on last meeting held on 31-07-2019 tabled for reading and confirmation. <table border="1"><tbody><tr><td><b>Item No. 11</b> <b><u>To discuss various schemes of financial assistance to colleges and teachers, and to approve/ note proposals submitted/ proposed to be submitted to concerned councils and other funding agency for financial assistance under such schemes.</u></b></td><td><b>AICTE proposals:</b> i. Institute received grant of 8.45 Lacks under <a href="#">MODROB proposal</a> (2018-19). Out of which Rs. 6,76,000/- received. ii. Margadarshak: Not granted iii. FDP proposal: Proposal not shortlisted for evaluation iv. STTP: Proposal not recommended.</td></tr><tr><td><b>Item No. 16</b> <b><u>To discuss report on progress of studies and internal evaluation</u></b></td><td>Due to Covid 19 situation, only two sessional were conducted. Third sessional was not conducted. First year's result was declared based on score in the sessional. Institute is still waiting for MSBTE instruction to conduct final year's examination.</td></tr></tbody></table>	<b>Item No. 11</b> <b><u>To discuss various schemes of financial assistance to colleges and teachers, and to approve/ note proposals submitted/ proposed to be submitted to concerned councils and other funding agency for financial assistance under such schemes.</u></b>	<b>AICTE proposals:</b> i. Institute received grant of 8.45 Lacks under <a href="#">MODROB proposal</a> (2018-19). Out of which Rs. 6,76,000/- received. ii. Margadarshak: Not granted iii. FDP proposal: Proposal not shortlisted for evaluation iv. STTP: Proposal not recommended.	<b>Item No. 16</b> <b><u>To discuss report on progress of studies and internal evaluation</u></b>	Due to Covid 19 situation, only two sessional were conducted. Third sessional was not conducted. First year's result was declared based on score in the sessional. Institute is still waiting for MSBTE instruction to conduct final year's examination.
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3.	<b>Item No. 3</b> <b>Discussion</b>	<b><u>To review admission position of the course.</u></b> Following matter discussed. <ul style="list-style-type: none"> <li>➤ F.Y. admission process form filling has started from 10<sup>th</sup> of August to 10<sup>th</sup> of September 2020.</li> <li>➤ In S.Y. 79 students admitted.</li> <li>➤ Due to Covid 19 situation Online teaching is going on with the help of Google meet and Gnomio moodle for second year students. (<a href="https://mceiopdph2.gnomio.com">https://mceiopdph2.gnomio.com</a>)</li> </ul>
4.	<b>Item No. 4</b> <b>Discussion</b>	<b><u>To receive and adopt the audited report for the Financial Year ending March 2020</u></b> The audited report for the financial year ending March 2020 received and checked.
5.	<b>Item No.5</b> <b>Discussion</b>	<b><u>To receive and approve the statement of receipt and payment from 01/08/2019 to 31/03/2020 and 01/04/2020 to 31/07/2020</u></b> The statement of receipt and payment for financial year 01/08/2019 to 31/03/2020 and 01/04/2020 to 31/07/2020 received and checked. EBC scholarship distribution checked.
6.	<b>Item No.6</b> <b>Discussion</b>	<b><u>To approve budget and expenditure for the academic year 2020-21</u></b> The Institute Budget & Expenditure for the academic year 2020- 21 before the committee members for discussion.
7.	<b>Item No. 7</b> <b>Discussion</b>	<b><u>To review pending fees and steps to be taken to recover the same.</u></b> <b><u>Outstanding Fees Balance for the year 2019-20 as on 31/08/2020</u></b>

No.	Particular	Total Fee	Fees Recd	Balance
1	First Year	7626000	7042518	583482
2	Second Year	6779500	6083964	695536
	<b>T O T A L</b>	<b>14405500</b>	<b>13126482</b>	<b>1279018</b>

**Scholarship details for the year 2019-2020 as on 31/08/2020**

No.	Particular	No. of students eligible for scholarship	Total scholarship to be received	Scholarship received	Scholarship balance	Tuition fees balance	Total balance
1	First Year	23	2875000	2505802.5	369197.50	214285	583482
2	Second Year	21	2498500	2164380	334119.8	366000	700119.8
	<b>Total</b>	<b>-</b>			<b>590054.00</b>	<b>688964.00</b>	<b>1283601.80</b>

**Outstanding Fees Balance for the year 2020-2021 as on 31/08/2020**

No.	Particular	No. of students admitted	Total Fee	Fees Recd	Balance
1	First Year	60	8160000	0	8160000
2	Second Year	79	9875000	2517120	7357880
	<b>T O T A L</b>	<b>-</b>	<b>18035000</b>	<b>2517120</b>	<b>15517880</b>

8.	<b>Item No. 8 Discussion</b>	<b><u>To discuss about progress of NBA reaccreditation.</u></b> Due to Covid 19 situation, SAR will be submitted in September. Institute is waiting for evaluation sheet from NBA.																																																																														
9.	<b>Item No.9 Discussion</b>	<b><u>To discuss about purchase of books and library up-gradation</u></b> Following matter noted Books worth Rs. 3604/- purchased on 5 <sup>th</sup> of November 2019 Seven National & international periodicals worth Rs. 16970/- were purchased in Jan 2019. Book purchase provision is made in the budget for 2020-21																																																																														
10.	<b>Item No. 10 Discussion</b>	<p><b><u>To approve sponsorship for attending national/international conferences, seminars and workshops</u></b></p> <p><b>For faculty:</b></p> <table border="1"> <thead> <tr> <th colspan="6">Workshop</th> </tr> <tr> <th>Sr. No.</th> <th>Date</th> <th>Organizer/Place</th> <th>Name Of The Topic</th> <th>Name Of The Faculty Attended Workshop</th> <th>Amount sponsored</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>11<sup>th</sup> to 23<sup>rd</sup> Nov</td> <td>AICTE Sponsored Quality Improvement Programme Cell At Bharti Vidyapeeth Poona College of Pharmacy</td> <td>Conceptualization to success in drug Discovery and Development: Spectacles to Teaching and Learning</td> <td>Mr.D. Mushtaq Ali Khan Mr.Aarif Khan Phatan</td> <td>400/-</td> </tr> <tr> <td>2.</td> <td>24<sup>th</sup> frb 2020</td> <td>PDEA's Shakarrao Ursal College of Pharmacy, Pune</td> <td>Good Laboratory Practices</td> <td>Mrs. Seema, Mrs. Aasma, Mrs. Almas, Ms. Shaheen</td> <td>400/-</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th colspan="6">Seminar</th> </tr> <tr> <th>Sr. No.</th> <th>Date</th> <th>Organizer/Place</th> <th>Name Of The Topic</th> <th>Name Of The Faculty Attended Conference</th> <th>Amount sponsored</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>29<sup>th</sup> Nov</td> <td>Bharti Vidyapeeth Poona College of Pharmacy with AICTE, Government of India &amp; Society for ethnopharmacology India</td> <td>International Conference on Emerging Trends in Delivery of Phytoconstituents &amp; Entanopharmacology -Validation of Traditional Medicine</td> <td>Mr.V.N.Jagtap</td> <td>2000/-</td> </tr> <tr> <td>2.</td> <td>26<sup>th</sup> Feb 2020</td> <td>Shakarrao Ursal College of pharmacy, Pune</td> <td>GMP seminar</td> <td>Mrs. Seema Ms. Shaheen Ms.Asmsa Mrs. Almas</td> <td>400/-</td> </tr> </tbody> </table> <p><b>For students:</b></p> <table border="1"> <thead> <tr> <th>Sr. No.</th> <th>Date</th> <th>Program</th> <th>No. of students</th> <th>Amount sponsored</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>16/09/2019</td> <td>One day workshop on Pharma marketing by Dr.M.D.Burande</td> <td>57</td> <td>28,500/-</td> </tr> <tr> <td>2.</td> <td>30/09/2019</td> <td>Registration fees to IPA for NPQ</td> <td></td> <td>1500/-</td> </tr> <tr> <td>3.</td> <td>18/10/2019</td> <td>NPW registration fees and travelling allowances to students</td> <td>25</td> <td>7,310/-</td> </tr> <tr> <td>4.</td> <td>18/12/2019</td> <td>One day workshop on Time and stress management by Lt. Col. Sameer Kulkarni</td> <td>60</td> <td>14,160/-</td> </tr> <tr> <td>5.</td> <td>25/01/2020</td> <td>Elocution competition at All Maharashtra Lady Taherunnisa Intercollegiate Trilinfual Elocution Competition Abeda Inamdar Abeda Inamdar Senior College</td> <td>2</td> <td>300/-</td> </tr> </tbody> </table>	Workshop						Sr. No.	Date	Organizer/Place	Name Of The Topic	Name Of The Faculty Attended Workshop	Amount sponsored	1.	11 <sup>th</sup> to 23 <sup>rd</sup> Nov	AICTE Sponsored Quality Improvement Programme Cell At Bharti Vidyapeeth Poona College of Pharmacy	Conceptualization to success in drug Discovery and Development: Spectacles to Teaching and Learning	Mr.D. Mushtaq Ali Khan Mr.Aarif Khan Phatan	400/-	2.	24 <sup>th</sup> frb 2020	PDEA's Shakarrao Ursal College of Pharmacy, Pune	Good Laboratory Practices	Mrs. Seema, Mrs. Aasma, Mrs. Almas, Ms. Shaheen	400/-	Seminar						Sr. No.	Date	Organizer/Place	Name Of The Topic	Name Of The Faculty Attended Conference	Amount sponsored	1.	29 <sup>th</sup> Nov	Bharti Vidyapeeth Poona College of Pharmacy with AICTE, Government of India & Society for ethnopharmacology India	International Conference on Emerging Trends in Delivery of Phytoconstituents & Entanopharmacology -Validation of Traditional Medicine	Mr.V.N.Jagtap	2000/-	2.	26 <sup>th</sup> Feb 2020	Shakarrao Ursal College of pharmacy, Pune	GMP seminar	Mrs. Seema Ms. Shaheen Ms.Asmsa Mrs. Almas	400/-	Sr. No.	Date	Program	No. of students	Amount sponsored	1.	16/09/2019	One day workshop on Pharma marketing by Dr.M.D.Burande	57	28,500/-	2.	30/09/2019	Registration fees to IPA for NPQ		1500/-	3.	18/10/2019	NPW registration fees and travelling allowances to students	25	7,310/-	4.	18/12/2019	One day workshop on Time and stress management by Lt. Col. Sameer Kulkarni	60	14,160/-	5.	25/01/2020	Elocution competition at All Maharashtra Lady Taherunnisa Intercollegiate Trilinfual Elocution Competition Abeda Inamdar Abeda Inamdar Senior College	2	300/-
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12.	<p><b>Item No. 12</b></p> <p><b>Discussion</b></p>	<p><b><u>To note important letters / circulars / report of E.M.C. /PCI/ AICTE/ MSBTE/ DTE received and their compliance.</u></b></p> <table border="1"> <thead> <tr> <th>Name of official Bodies</th> <th>Status of Approval</th> </tr> </thead> <tbody> <tr> <td>NBA</td> <td>Accreditation ended on 30/06/2020. Waiting for SAR submission.</td> </tr> <tr> <td>AICTE</td> <td>Approved upto 2020-21</td> </tr> <tr> <td>PCI</td> <td>Approved upto 2023-24</td> </tr> <tr> <td>MSBTE</td> <td>Approved upto 2020-21</td> </tr> <tr> <td>MSBTE EMC</td> <td>Excellent award. Due to NBA accreditation there was no External monitoring takes place.</td> </tr> </tbody> </table>	Name of official Bodies	Status of Approval	NBA	Accreditation ended on 30/06/2020. Waiting for SAR submission.	AICTE	Approved upto 2020-21	PCI	Approved upto 2023-24	MSBTE	Approved upto 2020-21	MSBTE EMC	Excellent award. Due to NBA accreditation there was no External monitoring takes place.		
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13.	<b>Item No. 13</b>  <b>Discussion</b>	<b><u>To review MOU collaboration / tie-up with other organization.</u></b>  <table border="1" data-bbox="464 152 1445 439"> <thead> <tr> <th data-bbox="464 152 986 192">Organization</th> <th data-bbox="986 152 1445 192">MOU date</th> </tr> </thead> <tbody> <tr> <td data-bbox="464 192 986 226">Influx Healthcare Pvt. Ltd, Mumbai</td> <td data-bbox="986 192 1445 226">05/07/2019 to 31/06/2024 ( 5year)</td> </tr> <tr> <td data-bbox="464 226 986 259">CIMET'S Inamdar hospital, Pune</td> <td data-bbox="986 226 1445 259">01/04/2019 to 31/03/2024 (5 years)</td> </tr> <tr> <td data-bbox="464 259 986 293">Wellness forever Medicare PVT Ltd., Pune</td> <td data-bbox="986 259 1445 293">07/07/2016 to 31/06/2021 (5 year)</td> </tr> <tr> <td data-bbox="464 293 986 327">IPER, Pune</td> <td data-bbox="986 293 1445 327">31/01/2017 to 31/12/2021 (4 years)</td> </tr> <tr> <td data-bbox="464 327 986 360">m-woodpecker charitable trust, Pune</td> <td data-bbox="986 327 1445 360">01/07/2019 to 31/06/2024 (5 Years)</td> </tr> <tr> <td data-bbox="464 360 986 394">Ruby Medical hall, Pune</td> <td data-bbox="986 360 1445 394">01/07/2019 -2024 (In process)</td> </tr> <tr> <td data-bbox="464 394 986 427">Jahangir Hospital, Pune</td> <td data-bbox="986 394 1445 427">01/07/2019 -2024 (In process)</td> </tr> </tbody> </table>	Organization	MOU date	Influx Healthcare Pvt. Ltd, Mumbai	05/07/2019 to 31/06/2024 ( 5year)	CIMET'S Inamdar hospital, Pune	01/04/2019 to 31/03/2024 (5 years)	Wellness forever Medicare PVT Ltd., Pune	07/07/2016 to 31/06/2021 (5 year)	IPER, Pune	31/01/2017 to 31/12/2021 (4 years)	m-woodpecker charitable trust, Pune	01/07/2019 to 31/06/2024 (5 Years)	Ruby Medical hall, Pune	01/07/2019 -2024 (In process)	Jahangir Hospital, Pune	01/07/2019 -2024 (In process)
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14.	<b>Item No. 14</b>  <b>Discussion</b>	<b><u>To discuss co-curricular and extra-curricular activities conducted and proposed to be conducted.</u></b> Proposed academic plan for the year 2020-2021 tabled. Exact status can not be defined due to Covid 19 situation. <a href="#">Co-curricular</a> and <a href="#">extra-curricular activities</a> conducted last year verified & noted. <a href="#">Award</a> won by the institute checked.																
15.	<b>Item No. 15</b>  <b>Discussion</b>	<b><u>To discuss online attendance of the students and suggest measures for improvement.</u></b> Online lectures are going on by using Google Meet G suit. YouTube videos were prepared. Lectures, notes, quiz and assignments were uploaded in Gnomio moodle and students are using it. Messages for absentees are regularly sent to parents. About 30 % syllabus has been covered.																
16.	<b>Item No. 16</b>  <b>Discussion</b>	<b><u>To discuss results of examination held in March/April 2020 and propose necessary steps to improve performance / results whenever necessary.</u></b> Because of Covid 19 situation summer examinations 2020 were not conducted. Summarize Results of examination held in April 2020 discussed. F.Y.D.Pharm Percentage Result: 93.33 S.Y.D.Pharm Percentage Result: Waiting for exams																
17.	<b>Item No. 17</b>  <b>Discussion</b>	<b><u>To take review of placement activity.</u></b> Because of Covid 19 lockdown, no placement activities conducted in academic year 2019-20																
18.	<b>Item No. 18</b>  <b>Discussion</b>	<b><u>To discuss and approve performance appraisal of staff.</u></b> Self-assessment report for the Academic year 2019-20 filled by faculty and staff. Assessment of report is done by Principal and remark of Chairman LMC taken.																
19.	<b>Item No. 19</b>  <b>Discussion</b>	<b><u>To assess progress of computerization and suggest step to be taken for meeting target set by the management in this respect.</u></b> Following points noted <ul style="list-style-type: none"> <li>• Ioncudos software for preparation of NBA SAR purchased working on the same going on.</li> <li>• Online lecturers are going on with the help of Google meet and Gnomio moodle (Learning Management Sysytem).</li> <li>• Records of the stores like Chemicals; Glassware &amp; Equipment is</li> </ul>																

		<p>maintained with the help of Inventory Software successfully.</p> <ul style="list-style-type: none"> <li>• Digital library is functional.</li> </ul>
20.	<p><b>Item No. 20</b></p> <p><b>Discussion</b></p>	<p><b><u>Any other matter with permission of the chair.</u></b></p> <p>No any other matter discussed.</p>

The meeting ended at 12.15 pm with a Vote of Thanks by Principal.

Minutes confirmed by

**Chairman**

**Local management Committee**

Date: \_\_\_\_\_