

Where Education is a Passion
Faculties of the University:

- Faculty of Dental Sciences
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- Faculty of Physiotherapy &
Allied Health Sciences
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- Faculty of Medicine
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(Estd. 2005)
- Faculty of Management &
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(Estd. 2009)
- Faculty of Fine Arts
(Estd. 2009)
- Faculty of Arts & Social
Science
(Estd. 2009)
- Subharti Polytechnic
College (Estd. 2010)
- Faculty of AYUSH
(Estd. 2011)
- Faculty of Science
(Estd. 2013)

Ref. No. Pharmacy/BOS/Pharmaceutical Chemistry/2024/07/24

Date: 18/07/2024

Department of Pharmaceutical Chemistry

NOTICE

All faculty members of the Department of Pharmaceutical Chemistry are hereby informed that a Board of Studies meeting is scheduled to be held on **24/07/2024** at **11:00 AM** in the **Conference Hall**. The meeting will focus on the planning and preparation for the upcoming academic session. Your presence is highly encouraged as your inputs are essential for the successful planning and execution of the department's activities.

The agenda for the meeting is as follows:

Agenda No. 1: Admission and Academic Planning

- **Sub-Agenda 1.1:** Review and discussion on admissions for M. Pharm students for the upcoming academic session.
- **Sub-Agenda 1.2:** Finalization and allocation of subjects to faculty members for regular classes.
- **Sub-Agenda 1.3:** Discussion on the practical schedule and planning for the upcoming session.
- **Sub-Agenda 1.4:** Assessment of the chemical and reagent requirements for practical sessions based on the upcoming session's practical plan.

Agenda No. 2: Preparations and Compliance

- **Sub-Agenda 2.1:** Preparation for the upcoming PCI inspection, including the readiness of labs and documentation.
- **Sub-Agenda 2.2:** Attaching the list of experiments to the respective labs, ensuring that each lab has the necessary equipment and materials.
- **Sub-Agenda 2.3:** Review and finalization of lab manuals and course files for the upcoming session, ensuring they are up-to-date and comprehensive.

Please make it a priority to attend the meeting and come prepared to discuss the listed agenda items. Your contributions are vital for the smooth functioning and success of our department.

Venue: Conference Hall

Date: 24/07/2024

Time: 11:00 AM

(Prof) Dr. Manish Kumar Pathak

H.O.D

Chairman

Department of Pharmaceutical Chemistry
Kharvel Subharti College of Pharmacy

Cc to: (Member)

1. QEWC
2. All BOS members

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Where Education is a Passion
Faculties of the University:

Minutes for Meeting of Board of Studies

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A meeting for Board of studies was held on 24/07/2024 at 11:00 AM in the conference hall of KSCP.

Following members were present during meeting.

S.No	Name of faculty	Designation	Signature
1.	Dr. Manish Kumar Pathak	Chairman	
2.	Dr. Aadesh Kumar	Member Secretary	
3.	Dr. Vikrant Verma	Member	
4.	Dr., Nidhi Dhama	Member	
5.	Ms. Swati Wadhawan	Member	
6.	Ms. Swasti Arora	Member	
7.	Ms. Anchal Tyagi	Member	
8.	Ms. Nandini Sharma	Member	
9.	Mr Vipin Kumar	Member	
10.	Mr. Amit Kumar	Member	
11.	Mohd. Haider	Member	
12.	Mr. Lavdeep Singh	Member	
13.	Dr. Amit Kumar	External expert	

Following members were not able to mark their presence for meeting:

S.No	Name of faculty	Designation
1.	---	---

At the onset, the chairperson BOS welcomed all members and thanked outside expert member for sparing their time.

The following agendas were discussed during the meeting:

Agenda No. 1: Admission and Academic Planning



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Sub-Agenda 1.1: Review and discussion on admissions for M. Pharm students for the upcoming academic session

Discussion: The current status of admissions for the M. Pharm program was reviewed. The department noted the overall number of applicants and the quality of candidates. Challenges regarding admissions were discussed, including the need for increased outreach to prospective students.

Resolution: It was resolved that the admissions committee would implement additional outreach strategies to attract more quality applicants, with a progress review scheduled for the next meeting after one month. The Principal endorsed this resolution.

Action to be taken by	Principal
Timeline to complete the assigned task	24/08/2024

Sub-Agenda 1.2: Finalization and allocation of subjects to faculty members for regular classes

Discussion: Faculty members were considered for their expertise and current workload to ensure the optimal allocation of subjects. The goal was to balance faculty loads while maximizing student learning.

Resolution: Subject allocation was finalized, and the schedule was prepared. The department head will circulate the finalized subject allocation by **28/07/2024**. This resolution was approved by the Chairman of the Board of Studies.

Action to be taken by	Chairman
Timeline to complete the assigned task	completed

Sub-Agenda 1.3: Discussion on the practical schedule and planning for the upcoming session

Discussion: The practical schedule for the upcoming session was reviewed in alignment with the theoretical subjects. Coordination with lab technicians and faculty members was emphasized to ensure a smooth execution of practical classes.

Resolution: The practical schedule was approved, and it was decided that all necessary preparations must be completed by **05/08/2024**. This resolution was endorsed by the Chairman.



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Action to be taken by	Chairman
Timeline to complete the assigned task	completed

Sub-Agenda 1.4: Assessment of the chemical and reagent requirements for practical sessions based on the upcoming session's practical plan

Discussion: A detailed assessment of chemical and reagent requirements was conducted. Faculty members submitted their lists, and discussions centered around budget constraints and procurement timelines.

Resolution: The procurement of required chemicals and reagents was authorized, with a strict deadline for procurement set for **15/08/2024** to ensure readiness for practical sessions. University sanctioned this resolution.

Action to be taken by	University
Timeline to complete the assigned task	15/08/2024

Agenda Item No. 2: Preparations and Compliance

Sub-Agenda 2.1: Preparation for the upcoming PCI inspection, including the readiness of labs and documentation

Discussion: The department reviewed the compliance requirements for the upcoming PCI inspection. This included the status of lab preparations, equipment calibration, and necessary documentation.

Resolution: A task force was established to oversee the inspection preparations. All labs and documentation should be inspection-ready by **12/08/2024**. The Principal and the Chairman jointly approved this resolution.

Action to be taken by	The Principal and the Chairman
Timeline to complete the assigned task	Completed

Sub-Agenda 2.2: Attaching the list of experiments to the respective labs, ensuring that each lab has the necessary equipment and materials



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Discussion: The importance of organizing labs with the required experiments and ensuring the availability of materials was discussed. This is essential for smooth lab operations and inspection readiness.

Resolution: The department resolved to attach the finalized list of experiments to each lab by 05/08/2024. A follow-up meeting to check the progress will be held on 08/08/2024. This resolution was confirmed by the Chairman.

Action to be taken by	Chairman
Timeline to complete the assigned task	Completed

Sub-Agenda 2.3: Review and finalization of lab manuals and course files for the upcoming session, ensuring they are up-to-date and comprehensive

Discussion: The existing lab manuals and course files were reviewed for their relevance and completeness. Faculty members were asked to submit any updates or revisions.

Resolution: The updated lab manuals and course files were approved, with the final versions to be printed and distributed by 05/08/2024. The resolution was endorsed by the Chairman.

Action to be taken by	Chairman
Timeline to complete the assigned task	Completed

Nadesh Kumar
 Sign of Member Secretary

[Signature]
 Sign and Stamp of Chairman



Where Education is a Passion
 Faculties of the University:

Ref. No Pharmacy/BOS/Pharmaceutical Chemistry/2024/08/30

Date: 30/08/2024

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DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

Action Taken Report

The meeting of Board of studies was held on 30/08/2024. Following agendas were discussed in the meeting and actions taken of agenda are given below:

Item No.	Agenda	Resolution	Assigned Task and timeline	Task Completed on	Remark
1.1	Review and discussion on admissions for M. Pharm students for the upcoming academic session	It was resolved that the admissions committee would implement additional outreach strategies to attract more quality applicants, with a progress review scheduled for the next meeting after one moth.	Completed	Within time	--
1.2	Finalization and allocation of subjects to faculty members for regular classes	Subject allocation was finalized, and the schedule was prepared. The department head will circulate the finalized subject allocation by 28/07/2024.	Completed	Within time	--
1.3	Discussion on the practical schedule and planning for the upcoming session.	The practical schedule was approved, and it was decided that all necessary preparations must be completed by 05/08/2024.	Completed	Within time	--
1.4	Assessment of the chemical and reagent requirements for practical sessions based on the upcoming session's practical plan	The procurement of required chemicals and reagents was authorized, with a strict deadline for procurement set for 15/08/2024 to ensure readiness for practical sessions.	Under Process	-	--
2.1	Preparation for the upcoming PCI inspection, including the	A task force was established to oversee the inspection preparations. All labs and documentation should be	Completed	Within time	--

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	readiness of labs and documentation	inspection-ready by 12/08/2024.			
2.2	Attaching the list of experiments to the respective labs, ensuring that each lab has the necessary equipment and materials	The department resolved to attach the finalized list of experiments to each lab by 05/08/2024. A follow-up meeting to check the progress will be held on 08/08/2024.	Completed	Within time	
2.3	Review and finalization of lab manuals and course files for the upcoming session, ensuring they are up-to-date and comprehensive	The updated lab manuals and course files were approved, with the final versions to be printed and distributed by 05/08/2024.	Completed	Within time	

Adesh Kumar
 Sign of Member Secretary

[Signature]
 Sign and Stamp of Chairman



Where Education is a Passion
Faculties of the University:

Ref. No. Pharmacy/BOS/Pharmaceutical Chemistry/2024/01/22

Date: 15/01/2024

Department of Pharmaceutical Chemistry

NOTICE

All faculty members of the Department of Pharmaceutical Chemistry are hereby informed that a Board of Studies (BOS) meeting is scheduled to be held on **22/01/2024 at 9:00 AM** in the **Conference Hall** for the even semester. The meeting will focus on the planning and preparation for the upcoming academic session. Your presence is highly encouraged as your inputs are essential for the successful planning and execution of the department's activities.

The agenda for the meeting is as follows:

1. Course Planning and Development for the Even Semester
2. Procurement and Approval of Chemical List
3. Subject Distribution and Faculty Allocation
4. Design of Practical Experiment List
5. Planning Seminars and Guest Lectures
6. Schedule Instrumentation Training Programs

Your cooperation is appreciated.



Dr. Ganesh Parshad Mishra

H.O.D

Chairman, Department of Pharmaceutical Chemistry
Kharvel Subharti College of Pharmacy

Cc to: (Member)

1. QEWC
2. All BOS members

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Minutes for Meeting of Board of Studies

A meeting for Board of studies was held of **Department of Pharmaceutical Chemistry**

Date: 22/01/2024

Time: 9:00 AM

Venue: Conference Hall

List of Members Present:

S.No	Name of Faculty	Designation	Signature
1.	Dr. Ganesh Parshad Mishra	Chairman	<i>Ganesh</i>
2.	Dr. Manish Kumar Pathak	Member Secretary	<i>Manish</i>
3.	Dr. Vikrant Verma	Member	<i>Vikrant</i>
4.	Ms. Nidhi Dhama	Member	<i>Nidhi</i>
5.	Mr. Aadesh Kumar	Member	<i>Aadesh</i>
6.	Ms. Swati Wadhawan	Member	<i>Swati</i>
7.	Ms. Swasti Arora	Member	<i>Swasti</i>
8.	Ms. Anchal Tyagi	Member	<i>Anchal</i>
9.	Ms. Nandini Sharma	Member	<i>Nandini</i>
10.	Mr. Vipin Kumar	Member	<i>Vipin</i>
11.	Dr. Amit Kumar	External Expert	<i>Amit</i>

Members Absent:

S.No	Name of Faculty	Designation
1.	-	-



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Proceedings:

At the onset, the chairperson, Dr. Ganesh Parshad Mishra, welcomed all members and thanked the external expert, Dr. Amit Kumar, for sparing his time. The following agendas were discussed during the meeting:

Agenda No. 1: Course Planning and Development for the Even Semester

- **Discussion:**
The committee discussed the curriculum for the even semester, reviewing potential updates and the inclusion of new topics to align with industry developments.
- **Resolution:**
The resolution was endorsed by **Dr. Ganesh Parshad Mishra**.

Action to be taken by	Dr. Manish Kumar Pathak
Timeline to complete the assigned task	10/02/2024

Agenda No. 2: Procurement and Approval of Chemical List

- **Discussion:**
The chemical requirements for the even semester were discussed, and a proposed list was reviewed for procurement and approval to ensure lab activities run smoothly.
- **Resolution:**
The resolution was endorsed by **Dr. Manish Kumar Pathak**.

Action to be taken by	Dr. Manish Kumar Pathak
Timeline to complete the assigned task	05/02/2024

Agenda No. 3: Subject Distribution and Faculty Allocation

- **Discussion:**
The allocation of subjects to faculty members was reviewed, taking into consideration faculty expertise and feedback from the previous semester.
- **Resolution:**
The resolution was endorsed by **Dr. Ganesh Parshad Mishra**.

Action to be taken by	Dr. Ganesh Parshad Mishra
Timeline to complete the assigned task	15/02/2024



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Agenda No. 4: Design of Practical Experiment List

Discussion:

The committee discussed and finalized the list of practical experiments to be conducted in the even semester, ensuring that the experiments align with the course outcomes and industry needs.

Resolution:

The resolution was endorsed by **Dr. Manish Kumar Pathak**.

Action to be taken by	Dr. Manish Kumar Pathak
Timeline to complete the assigned task	20/02/2024

Agenda No. 5: Planning Seminars and Guest Lectures

Discussion:

The planning of seminars and guest lectures was discussed, focusing on inviting experts to cover contemporary topics such as biotechnology and regulatory affairs.

Resolution:

The resolution was endorsed by **Dr. Manish Kumar Pathak**.

Action to be taken by	Dr. Manish Kumar Pathak
Timeline to complete the assigned task	28/02/2024

Agenda No. 6: Schedule Instrumentation Training Programs

Discussion:

Instrumentation training programs were scheduled for students to gain hands-on experience with advanced lab instruments like HPLC and FTIR.

Resolution:

The resolution was endorsed by **Dr. Amit Kumar** (External Expert).

Action to be taken by	Mr. Vipin Kumar
Timeline to complete the assigned task	15/03/2024



Sign of Member Secretary



Sign and Stamp of Chairman



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DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

Ref. No Pharmacy/BOS/Pharmaceutical Chemistry/2024/03/15

Date: 15/03/2024

S.No	Agenda	Action Taken	Status
1.	Course Planning and Development	Curriculum was updated with new topics and aligned with industry needs.	Completed
2.	Procurement and Approval of Chemical List	Required chemicals were procured and stocked for the even semester practical sessions.	Completed
3.	Subject Distribution	Subjects were allocated based on faculty expertise and workloads.	Completed
4.	Design of Practical Experiment List	Practical experiment list was finalized and distributed to faculty members for implementation.	Completed
5.	Planning Seminars and Guest Lectures	Seminars were scheduled, and invitations were sent to industry experts and academicians.	Completed
6.	Schedule Instrumentation Training Programs	Instrumentation training programs were scheduled; invitations for external trainers were sent.	Completed

This report outlines the actions taken following the Board of Studies meeting held on 22/01/2024. All tasks are either completed or currently in progress as per the resolutions passed during the meeting.


Sign of Member Secretary


Sign and Stamp of Chairman



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Ref. No. Pharmacy/BOS/Pharmaceutical Chemistry/2023/08/01

Date: 01/08/2023

**Department of Pharmaceutical Chemistry
Notice**

All faculty members of the Department of Pharmaceutical Chemistry are hereby informed that a Board of Studies (BOS) meeting is scheduled to be held on **12/08/2023 at 11:00 AM** in the **Conference Hall**. The meeting will focus on the planning and preparation for the upcoming academic session. Your presence is highly encouraged as your inputs are essential for the successful planning and execution of the department's activities.

The agenda for the meeting is as follows:

1. Admission
2. Academic Planning
3. Allocation of subjects to faculty members
4. Practical schedule and planning
5. Finalization of lab manuals and course files

Your cooperation is appreciated.

Venue: Conference Hall

Date: 24/07/2024

Time: 11:00 AM

Branch

Dr. Ganesh Parshad Mishra

H.O.D

Chairman, Department of Pharmaceutical Chemistry
Kharvel Subharti College of Pharmacy

Cc to: (Member)

1. QEWC
2. All BOS members



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Minutes for Meeting of Board of Studies

Department of Pharmaceutical Chemistry

Date: 12/08/2023

Time: 11:00 AM

Venue: Conference Hall

List of Members Present:

S.No	Name of Faculty	Designation	Signature
1.	Dr. Ganesh Parshad Mishra	Chairman	
2.	Dr. Manish Kumar Pathak	Member Secretary	
3.	Dr. Vikrant Verma	Member	
4.	Ms. Nidhi Dhama	Member	
5.	Mr. Aadesh Kumar	Member	
6.	Ms. Swati Wadhawan	Member	
7.	Ms. Swasti Arora	Member	
8.	Ms. Anchal Tyagi	Member	
9.	Ms. Nandini Sharma	Member	
10.	Mr. Vipin Kumar	Member	
11.	Dr. Amit Kumar	External Expert	

Members Absent:

S.No	Name of Faculty	Designation
1.	-	-



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Proceedings:

At the onset, the chairperson, Dr. Ganesh Parshad Mishra, welcomed all members and thanked the external expert, Dr. Amit Kumar, for sparing his time. The following agendas were discussed during the meeting:

Agenda No. 1: Admission

- **Discussion:**
 The committee discussed the admission status and strategies to attract more students for the upcoming academic session. Various promotional activities, such as online webinars and campus tours, were proposed to enhance student enrollment.
- **Resolution:**
 The resolution was endorsed by **Dr. Manish Kumar Pathak**.

Action to be taken by	Dr. Manish Kumar Pathak
Timeline to complete the assigned task	15/09/2023

Agenda No. 2: Academic Planning

- **Discussion:**
 The academic calendar was reviewed, and the committee finalized the schedule for lectures, practicals, and assessments. Suggestions were made for including new topics relevant to recent industry developments.
- **Resolution:**
 The resolution was endorsed by **Dr. Manish Kumar Pathak**.

Action to be taken by	Dr. Manish Kumar Pathak
Timeline to complete the assigned task	25/08/2023

Agenda No. 3: Allocation of Subjects to Faculty Members

- **Discussion:**
 The committee reviewed faculty expertise and teaching load to allocate subjects efficiently. A provisional list was prepared, and adjustments were made to balance the workload among members.



Where Education is a Passion
Faculties of the University:

- Faculty of Dental Sciences (Estd. 1996)
- Faculty of Physiotherapy & Allied Health Sciences (Estd. 1999)
- Faculty of Medicine (Estd. 2000)
- Faculty of Nursing (Estd. 2000)
- Faculty of Law (Estd. 2002)
- Faculty of Engineering & Technology (Estd. 2005)
- Faculty of Management & Commerce (Estd. 2007)
- Faculty of Education (Estd. 2008)
- Faculty of Pharmacy (Estd. 2009)
- Faculty of Fine Arts (Estd. 2009)
- Faculty of Arts & Social Science (Estd. 2009)
- Subharti Polytechnic College (Estd. 2010)
- Faculty of AYUSH (Estd. 2011)
- Faculty of Science (Estd. 2013)

Resolution:

The resolution was endorsed by **Dr. Ganesh Parshad Mishra.**

Action to be taken by	Dr. Ganesh Parshad Mishra
Timeline to complete the assigned task	30/08/2023

Agenda No. 4: Practical Schedule and Planning

Discussion:

The practical schedule was discussed in detail, with emphasis on conducting hands-on sessions with advanced instruments. A tentative schedule was prepared, focusing on student proficiency.

Resolution:

The resolution was endorsed by **Dr. Vikrant Verma.**

Action to be taken by	Dr. Vikrant Verma
Timeline to complete the assigned task	05/09/2023

Agenda No. 5: Finalization of Lab Manuals and Course Files

Discussion:

The committee reviewed and finalized lab manuals and course files for each subject. Suggestions were made to update lab manuals with recent advancements in pharmaceutical chemistry.

Resolution:

The resolution was endorsed by **Dr. Amit Kumar** (External Expert).

Action to be taken by	Dr. Amit Kumar
Timeline to complete the assigned task	10/09/2023



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DEPARTMENT OF PHARMACEUTICAL CHEMISTRY

Ref. No Pharmacy/BOS/Pharmaceutical Chemistry/2023/10/15

Date: 15/10/2023

Action Taken Report

The meeting of Board of studies was held on 12/08/2024. Following agendas were discussed in the meeting and actions taken of agenda are given below:

S.No	Agenda	Action Taken	Status
1.	Admission	Online webinars and campus tours were organized to enhance student enrolment.	Completed
2.	Academic Planning	The academic calendar was updated with new topics as per industry requirements and was finalized.	Completed
3.	Allocation of Subjects	Subject allocation was finalized, and all faculty members were informed of their responsibilities.	Completed
4.	Practical Schedule and Planning	A comprehensive practical schedule was prepared, and lab sessions commenced as planned.	Completed
5.	Finalization of Lab Manuals	Lab manuals and course files were updated with the latest developments and approved for distribution.	Completed

This report outlines the actions taken following the Board of Studies meeting held on 12/08/2023. All tasks are either completed or in progress as per the resolutions passed during the meeting.

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(Dr. Ganesh P. Mishra)



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