Anand Pharmacy College, Anand

(An Autonomous College under UGC regulations, 2023)
(Managed by Shri Ramkrishna Seva Mandal)
(Approved by PCI, NAAC Accredited – A+ Grade, 3.38 CGPA)

Minutes of 34th Meeting of Governing Body

The 34th Governing Body meeting of Anand Pharmacy College (APC), Anand was held on 15th May, 2025 at 11:30 am in board room, APC. The list of members attended the meeting is enclosed (**Enclosure – I**).

Attendees:

1. Shri Hemantbhai J. Patel, Chairman and President, Shri Ramkrishna Seva Mandal, Anand
2. Smt. Jyotsnaben K. Patel, Hon. Secretary, Shri Ramkrishna Seva Mandal, Anand
3. Shri Parixitbhai K. Patel, Joint Secretary, Shri Ramkrishna Seva Mandal, Anand
4. Dr. Vijaysinh M. Vanar, Principal, Anand Commerce College, Anand
5. Dr. Mukul Jain, President, Zydus Research Center, Ahmedabad
6. Dr. Rajesh A. Thakker, Director R & D Cell, Gujarat Technological University, Ahmedabad
7. Dr. Tejal R. Gandhi, Principal, Anand Pharmacy College, Anand
8. Dr. Kalpana Patel, Professor, Anand Pharmacy College, Anand
9. Dr. Anita A. Mehta, Professor, Anand Pharmacy College, Anand
10. Mr. Sunny Macwan, Office Superintendent, Anand Pharmacy College, Anand

Following members conveyed their absence for the meeting.

1. Shri Kaushikbhai J. Doshi, Vice President, Shri Ramkrishna Seva Mandal, Anand
2. Dr. Ketankumar Modi, I/C Principal, Government Pharmacy College, Gandhinagar

The agenda for the meeting is as follows:

2.1. Approval of the minutes of the 33rd Governing Body Meeting held on 24th October 2024.

2.2. Action taken on the proceedings of the 33rd Governing Body Meeting held on 24th October 2024.

2.3. Approval of items recommended by Academic Council

2.3.1. Academic Regulations

- 2.3.2. PEOs, POs, PSOs
- 2.3.3. Syllabus and Course Outcomes for upcoming terms
- 2.3.4. Academic Term Plan
- 2.3.5. Examination related matter

2.4. Extension of Approval and Application of new Courses

2.5. NAAC - AQAR submission

2.6. Budget related matter

2.7. Infrastructure development and New Equipment Purchase

2.8. Staff recruitment related matter

2.9. Review and approval of

- 2.9.1. Institute seed research grant scheme for faculty
- 2.9.2. Addendum I - Student Development Scheme
- 2.9.3. Addendum II - Student Development Scheme

2.10. Result Analysis

2.11. Any other matter

Initiation:

Dr. Tejal R. Gandhi, Principal and Member Secretary, initiated the meeting with a welcome note to all members and highlighted the academic achievements of the institute at the university level, GSIRF 5-star rating and IPR Excellence award 2025 (Faculty Innovation Category and Institute Category). The meeting further progressed with the agenda items.

The agenda wise discussion is as follows:

Agenda, Proceedings and Resolution

Agenda 2.1: Approval of the minutes of the 33rd Governing Body Meeting held on 24th October 2024.

Proceedings: Member secretary informed to all the members that the draft minutes of the last meeting was circulated via email dated 6th December,2024 seeking their suggestions. No suggestions were received from the members. The minutes of the last meeting hence were unanimously approved by all the members after review. **(Enclosure – II)**.

Resolution 34.2.1: The committee members unanimously approved the minutes of the last meeting held on 24/10/2024 without any modification.

Agenda 2.2: Action taken on the proceedings of the 33rd Governing Body Meeting held on 24th October 2024.

Proceedings: Dr. Gandhi provided a brief overview of the actions taken in response to the suggestions and recommendations made by the committee members during the proceedings of the 34th Governing Body Meeting, held on 15th May,2025. The members expressed their appreciation for the institute's efforts and conveyed their satisfaction that their suggestions had been acted upon.

Agenda Item No.	Agenda and Suggestions	Action taken and Remarks
1.3	**Briefing new members related to long term and short-term goals of the institution**	
	Dr. Rajesh Thakkar suggested that for Technology Transfer process, the institute can approach GTU to seek guidance for commercialization.	Technology transfer cell was constituted at institute along with defined functions. The research projects screening was done by industry experts from commercialization point of view.
	Dr. Mukul Jain added that Technology Transfer Cell can also be displayed on the institute website along with the list of the Granted patents which will support in commercialization and suggested to commercialize various Nutraceuticals / herbal products.	Technology transfer tab on the institute website was created with display of granted patents to the institute.
1.4.	**Consideration and approval of the recommendations of the Board of Studies (BoS) and Academic Council (AC) with respect to courses of study, academic regulations, curricula, syllabi, course outcomes, exam manual etc.**	
	Dr. Mukul Jain suggested that elective courses like AI (Artificial Intelligence) in healthcare, Data Analytics, can be introduced in future.	New certificate course on AI/ML in Pharmaceutical science was designed and approved in BoS (05/03/2025) and Academic Council meeting (05/04/2025).
	Dr. Rajesh also suggested that institute can go for introduction of Python, R, Deep and Machine Learning, Introduction to Matrix for inclusion in 1st Semester Mathematics, NPTEL courses / Joy of Computing (IIT) etc. in future.	MOOC courses based on Proficiency in computer skills were released for the students for selection as per their interest.

1.5	**Approval of certificate courses recommended by the Board of Studies (BoS) and Academic Council.**	
	Dr. Rajesh suggested to drop email to GTU for certification issued by the institute to be endorsed with GTU and keep him informed for the same via email.	The discussion was carried out verbally with CCE section by Controller of examination for the same. And it was decided to put up logo of GTU on brochure of certificate course.

Highlights of Proceedings: Dr. Jain provided information on availability of funds for starting an incubation center. It was informed by the member secretary that the pre-incubation center is available at the institute and projects with significant outcome can be promoted to incubation centers at GTU and LMCP. He also proposed further the establishment of a small-scale company with government assistance; however, it was further discussed that the same should align as per SRKSM objectives. Dr. Jain also discussed the industry practice of inviting instrument vendors for Reagent Rental Agreement and same can be adopted at the institute if the instrument usage is too high. He expressed his appreciation for the certificate course launched on Artificial Intelligence and Machine Learning (AI/ML) and was pleased with the institute's forward-thinking initiatives.

Resolution 34.2.2: The committee members noted and appreciated the Action Taken Report presented.

Agenda 2.3: Approval of items recommended by Academic Council

2.3.1. Academic Regulations

2.3.2. PEOs, POs, PSOs

2.3.3. Syllabus and Course Outcomes for upcoming terms

2.3.4. Academic Term Plan

2.3.5. Examination related matter

Proceedings: The Member Secretary presented a detailed overview of two new courses applied to the Pharmacy Council of India (PCI), namely M. Pharm in Pharmaceutical Analysis and Pharm D (Post Baccalaureate). The addendum included course of study for M. Pharm (Pharmaceutical Analysis). Moreover, the new academic regulations for Pharm D (Post Baccalaureate) prepared was presented for review and comment. These regulations aligned with the PCI requirements and NEP-2020. The Program Educational Objectives (PEOs), Program Outcomes (POs), and Program Specific Outcomes (PSOs) for both programs; M. Pharm in Pharmaceutical Analysis and Pharm D (Post Baccalaureate) were presented and discussed. The syllabi and course outcomes for various programs were presented for review and approval by the members. The academic term plan, revised examination manual for M. Pharm with the inclusion of M. Pharm (Pharmaceutical Analysis) and new examination manual framed for Pharm D course, examiner panel for dissertation, subject wise list of examiners panel approved in academic council were further taken into consideration and reviewed and approved by the members.

Highlights of the Proceedings: Dr. Rajesh suggested to include the MOOC courses in teaching scheme where domain for MOOC course can be specified. The integration of MOOC courses in B. Pharm, M. Pharm and Pharm D programs in lieu of various approved SEC, VAC, AEC, MDC was discussed in alignment with NEP 2020 implementation and UGC recommendation. Further, it was presented that MOOC courses list will be released every year for students of various programs after approval in the institution program committee. The maximum credits will be transferred as per the approved teaching scheme. The examination will be conducted by the institution if required in special cases (if MOOC course examination dates, pattern not aligned with institution academic term, or in case of unsuccessful result on attempting MOOC, etc.) after completion of MOOC course.

The equivalency point for transfer of admissions in B. Pharm, M. Pharm and Pharm D was discussed, and it was decided that a committee will be formed to make decisions on such matters. Additionally, any student seeking transfer (to / from the institute) shall be issued a No Objection Certificate (NOC), along with an equivalency certificate.

The new course codes for M. Pharm Skill Enhancement Courses (SEC) approved by Board of Studies and Academic Council [Essential Skills for Quality Assurance (M000305EP), Fundamental Techniques for the manufacturing of Oral Solid dosage forms (M000306EP), Fundamental Techniques for Preclinical Research (M000307EP), Essential Skills for Regulatory Affairs (M000308EP)] were presented for review and approval for inclusion into the regular teaching scheme.

Resolution 34.2.3.1: It was resolved by the committee to approve the addendum to Academic Regulations of M. Pharm (Pharmaceutical Analysis), new academic regulations of Pharm D (Post Baccalaureate), PEOs, POs, and PSOs of both M. Pharm (Pharmaceutical Analysis) and Pharm D (Post Baccalaureate), academic term plans for even semester B. Pharm and M. Pharm for academic year 2024–25 and for odd and even semester B. Pharm, M. Pharm and Pharm D for academic year 2025–26 without any modification. The syllabus and course outcomes for various programs, 3rd and 4th semesters of B. Pharm and M. Pharm across all specializations, the 2nd year of the Pharm D program, the 1st year of Pharm D (Post Baccalaureate), and the 1st and 2nd semesters of M. Pharm in Pharmaceutical Analysis were approved without any modification. The syllabus, examination pattern and other items related to proposed certificate course was approved without any modification.

Resolution 34.2.3.2: It was resolved by the committee to approve revised examination manual for M. Pharm (Pharmaceutical Analysis) and new examination manual for Pharm D (Post Baccalaureate), PG dissertation and subject-wise examiner panel without any modification.

Resolution 34.2.3.3: It was also resolved by the committee that the equivalency point for transfer of admissions in B. Pharm, M. Pharm and Pharm D a committee to be framed and their decision will be final to the board.

Resolution 34.2.3.4: The committee also approved and recommended the New Course Codes for M.Pharm Skill Enhancement Course.

Agenda 2.4: Extension of Approval and Application of new Courses.

Proceedings: Member Secretary, Dr. Gandhi, briefed the members on the application submitted to the Pharmacy Council of India (PCI) for the extension of approval for existing courses as well as the introduction of two new courses namely M. Pharm in Pharmaceutical Analysis and Pharm D (Post Baccalaureate). She also informed the members that the institute underwent an inspection by PCI for the same on 1st and 2nd May, 2025.

Resolution 34.2.4: The committee took note of the extension of Approval of existing courses and application of two new courses namely M. Pharm in Pharmaceutical Analysis and Pharm D (Post Baccalaureate).

Agenda 2.5: NAAC - AQAR submission

Proceedings: The last date for submission of the Annual Quality Assurance Report (AQAR) to NAAC is 31st December 2025, subject to the opening of the online submission portal by NAAC. The deadline may be rescheduled, either advanced or extended, based on NAAC's directives. In both cases, the institute will make every effort to complete the AQAR submission within the prescribed time limit.

Resolution 34.2.5: The committee took note of the deadline for the AQAR submission.

Agenda 2.6: Finance related matter

Proceedings: Member Secretary presented the income and expenditure details as part of the annual budget recommended by the Finance Committee for the academic year 2025–26, which was reviewed and approved by the committee members **(Enclosure – III).** The expenditure details for the year 2024–25 were also reviewed by the committee. Member Secretary informed about deviations of the budget utilization for the year 2024–25 and all members took note of the same. **(Enclosure – IV).** Dr Jain suggested for revenue generation other than fees. He suggested to have a NABL accredited laboratory. It was informed by member secretary that as per decision of the finance committee the amount under the Student Welfare/Aid Fund is to be transferred at SRKSM APC student welfare fund. The amount of interest received in this student welfare fund shall be used for supporting the deserving students who are not receiving any assistance from the Govt. or any other scholarship agencies. From the academic year 2025-26, it was decided to distribute Rs. 4000/- instead of Rs. 2500/- to deserving students.

Resolution 34.2.6: The committee took note of the budget utilization for the year 2024–25 and then after resolved to approve the proposed budget for the 2025-26.

Agenda 2.7: Infrastructure development and New Equipment Purchased.

Proceedings: The newly developed infrastructure and recently purchased equipment's were reviewed and appreciated by the committee. The new developments proposed by the Member Secretary were also reviewed and duly approved by the committee.

Resolution 34.2.7: The committee reviewed and appreciated the developments related to infrastructure and equipment's.

Agenda 2.8: Staff recruitment related matter

Proceedings: Dr. Gandhi presented the current faculty position and informed the committee about the redesignation of two faculty members, one as Professor (Dr. Subhash Patel) and the other as Associate Professor (Ms. Hemangini Rana). She also reported that four lab technicians holding B. Pharm degrees have been recruited. Additionally, it was noted that Dr. Hitesh Raval recently completed his Ph.D. and has been promoted to the position of Professor, with all formalities duly completed as per GTU norms. Furthermore, it was informed that four new Assistant Professors were recruited since last GB meeting (24/10/2024). GTU recruitment process was completed in the month of April 2025, where total 1 Professor and 9 Assistant Professors have been endorsed as faculty by GTU after completion of recruitment.

Resolution 34.2.8: The committee approved the redesignation of Dr. Subhash Patel as Professor and Ms. Hemangini Rana as Associate Professor but with conditions mentioned in the letter of redesignation.

Agenda 2.9: Review and approval of

2.9.1. Institute seed research grant scheme for faculty

2.9.2. Addendum I - Student Development Scheme

2.9.3. Addendum II - Student Development Scheme

Proceedings: The objective of the seed research grant scheme for faculty was presented by the member secretary. Further, Addendum I as Travel Support Scheme for participation in Hackathon, Boot Camp, Startup Summit, Expos, Innovation/Entrepreneurship-related training and Competition, and SDG Challenges were presented as students were participating in majority of innovation related events; Addendum II - Norms for felicitation of student Innovation and Entrepreneurship award were also presented for motivation to achiever students.

Resolution 34.2.9: The proposal for institute seed research grant for faculty, Addendum I and Addendum II to the student development scheme norms were approved without any modification by the committee members.

Agenda 2.10: Result Analysis

Proceedings: The members appreciated the excellent academic achievements during the last academic year among which four PG students received five gold medals, Ms. Kakade Tejaswini Ramesh (Course Topper & Branch Topper- M. Pharm- Pharmaceutical Quality Assurance), Ms. Riddhi Chauhan (M. Pharm -Regulatory Affairs) Ms. Payal Makwana (M. Pharm -Pharmacology); Ms. Katrodiya Janvi (M. Pharm - Pharmaceutical Technology) at University level from the institute that was commendable. Dr. Jain commented that these accomplishments reflect the dedicated efforts of the institute's academic team, guided under the dynamic leadership of Dr. Tejal Gandhi, which consistently enables students to excel at GTU.

Resolution 34.2.10: The committee took note of the results and achievements and appreciated the same.

Agenda 2.11: Any Other Matter

Member Secretary took the permission of the Chairman Shri Hemantbhai Patel and presented

1) **LWP Rule (1:2 Ratio):**

   Proceedings: Staff members availing more than 5 days of Leave without Pay (LWP) in a year without a genuine reason will be subjected to a revised rule where 1 day of

LWP will be counted as 2 days. A committee chaired by the Head of the Institute (HoI) will review and decide on such cases. In instances involving genuine reasons established by the Committee, the standard 1:1 ratio will apply.

2) **Amendment in laboratory charges for the PhD students** (Part time not working at institute):

   Proceedings: The amendment to laboratory charges for part-time PhD students not employed by the institute was reviewed and approved by the committee members.

3) **Penalty of Rs.500/- for Faculty using mobiles during the institute hours (Approval from committee chaired by HoI).**

   Proceedings: A penalty of ₹500 will be imposed on faculty members found using mobile phones during institute hours. Further HOI is being given authority for subsequent step by step implementation after proper discussion and interaction with faculty members. It was also suggested that the institute should develop dedicated infrastructure for secure mobile phone storage.

Resolution:

Resolution 34.2.11.1: It was resolved that LWP rule 1:2 will be applicable to the staff w.e.f. 01-06-2025 taking leaves unnecessary and exceeding 5 LWP on decision of the committee chaired by the Head of the Institute (HoI) to review and decide on such cases. In instances involving genuine reasons established by the Committee, the standard 1:1 ratio will apply.

Resolution 34.2.11.2: It was resolved that the amendment to laboratory charges for part-time PhD students not employed by the institute was reviewed and approved by the committee members.

Resolution 34.2.11.3: It was resolved the HOI is being given authority for subsequent step by step implementation after proper discussion and interaction with faculty members to impose Rs. 500/- penalty to staff using mobile phones during office hours, and also to develop infrastructure for the same.

Concluding remarks: Dr. Gandhi concluded the meeting by thanking all the members for their insightful suggestions and comments and expressed gratitude for their presence.