SHRI GOVINDRAM SEKSARIA INSTITUTE OF TECHNOLOGY AND SCIENCE, INDORE
DEPARTMENT OF PHARMACY

Date: 05-07-2025

BOARD OF STUDIES
Minutes of Meeting

A meeting of board of studies of Department of Pharmacy was held on 05th July 2025 at 11:00 am in the seminar hall of the department in the hybrid (offline/online) mode, to discuss on the various agenda points. Following were present in the meeting along with **Dr. Lalit Purohit**, Dean (ARSD) (Online mode)

S. No.	Name	Role	Mode
1.	Prof. (Mrs.) Meena Tiwari	CHAIRPERSON, HOD	Offline
2.	Dr. Vineet Singh	Member	Offline
3.	Dr. Suresh Kumar Paswan	Member	Offline
4.	Mr. Gaurav Jain	Member	Offline
5.	Dr. Shubham Sharma	Member	Offline
6.	Dr. Sharad Prakash Pandey	Member	Offline
7.	Dr. Rakesh Sagar	Member	Offline
8.	Dr. Abhishek Kumar Sah	Member	Offline
9.	Dr. Omprakash Tanwar	Member	Offline
10.	Dr. Bijay Kumar Padhi*	Member	Online
11.	Dr. Shubash Ajmani**	Member	Online
12.	Ms. Amritha Nair	Invitee – Student member	Offline

Subject experts from outside the parent university nominated by the academic council.

**Postgraduate meritorious alumnus nominated by the Director.*

Chairperson open the session with welcome remarks and address the members about the need of change in the paradigm shift from traditional **teacher-centred** to **student centred** teaching in the higher education, where in student's active role has to be focused in the learning process and teacher has to be act like more as facilitator or guide & learning will be more interactive, **problem-based, collaborative**, and often **personalized**. In order to transform **student centred** approach in our department following features need to be absorbed:

1. Teaching methodology should have more components of Group work, case studies, simulations.

2. Assessment should have critical components of **Outcome-Based Education (OBE)** such as Rubrics, projects, presentations. It makes evaluation transparent and aligned with learning outcomes (COs/POs/PSOs).

Looking into the key address, members discuss on following agenda items and agreed upon the following resolutions:

Item no. 1: Review and Decision on Syllabus

After a thorough discussion and feedback from stakeholders (students, faculty, industry), it wa resolved **not to make any changes to the existing syllabus** for the academic year 2025–2026. However, it was decided that feedback should continue to be collected systematically for potential revisions in the next academic cycle.

Item no. 2: Introduction of Additional new PG Courses

The board approved the initiation of **additional new PG courses**.

Item no. 3: Mapping and Review of POs, COs, and PSOs

A committee was constituted to systematically map:

a) **Program Outcomes (POs)**

b) **Program Specific Outcomes (PSOs)**

c) **Course Outcomes (Cos)**

A standardized format aligned with **Bloom's Taxonomy** and **Outcome-Based Education (OBE)** was approved for all UG and PG courses.

A deadline of **31st August 2025** was set for completion of mapping.

Item no. 4: Evaluation Parameters for UG & PG Courses and align them with PCI guidelines.

The board discussed the need to update evaluation tools to align with **Institute Policy & Pharmacy Council of India (PCI)** guidelines.

Rubric-based evaluation for sessional work of **Project work (Annexure-I), Journal club (Annexure-II) & seminar (Annexure-III)**

Transparent and uniform marking scheme for Sessional exam, Final Exam and Dissertation viva. A working group will draft and finalize the guidelines by **15th September 2025**.

Item no. 5: Proposal for Value-Added and Certificate Courses

The following value-added and certificate courses **were proposed and approved:**

1. **Certificate Course in Regulatory Affairs**
2. **Certificate Course in Intellectual Property Rights (IPR) in Pharma**
3. **Certificate Course in Artificial Intelligence in Drug Discovery**
4. **Certificate Course in Herbal Product Standardization**
5. **Certificate Course in Clinical Research & Trials**

These courses are intended to run during semester breaks or as weekend classes.

Item no. 6: Preparation of Departmental Research and Publication Policy

The BoS approved the drafting of a Research and Publication Policy which will include:

a) Guidelines for ethical publication
b) Minimum publication requirements for faculty and students
c) Incentive structure for high-impact journal publications
d) Policy on plagiarism and publication ethics

The draft is to be submitted for review by **Department Research Committee** by **30th September 2025**.

Item no. 7: Agenda Preparation for DPAQIC
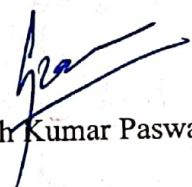
The board discussed and proposed the following agenda items for the upcoming Departmental Program Assessment and Quality Improvement Committee (DPAQIC) **meeting:**

1. Review of academic and research performance metrics
2. Industry interaction and internship support

The meeting ended with vote of thanks to the chair.
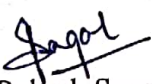
Prof. Meena Tiwari

Dr. Vineet Singh

Dr. Suresh Kumar Paswan

Mr. Gaurav Jain

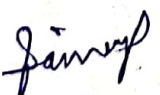Dr. Shubham Sharma

Dr. Sharad Prakash Pandey

Dr. Rakesh Sagar

Dr. Abhishek Kumar Sah

Dr. Omprakash Tanwar

on line
Dr. Bijay Kumar Padhi

online
Dr. Shubash Ajmani

Ms. Amritha Nair

Dr. Puneet K. Samaiya

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DEPARTMENT OF PHARMACY

M. Pharm. Project Work Phase-II (SESSIONAL WORK) Evaluation Rubric (Total: 100 Marks)

S. No.	Evaluation Criteria	Marks	Description
1	Literature Review & Problem Identification	10	Depth of literature survey, clarity in identifying the research gap and justification of topic.
2	Objectives & Hypothesis	10	Clearly defined objectives, well-formulated hypothesis, and relevance to current pharmaceutical science.
3	Methodology / Experimental Design	15	Appropriateness and detailing of methods, selection of materials, design of experiments, and standardization of techniques.
4	Work Execution & Research Skills	15	Ability to carry out experiments independently, lab skills, troubleshooting, and maintaining lab records.
5	Data Analysis & Interpretation	15	Quality of data collected, statistical treatment, meaningful analysis, and logical interpretation.
6	Innovative Approach / Originality	10	Novelty in idea, new approach or improvement over existing methods, creativity in problem-solving.
7	Results, Discussion & Conclusion	10	Clarity and depth in presentation of results, comparison with previous studies, scientific discussion, and justification of conclusions.
8	Thesis / Dissertation Quality	10	Formatting, structure, language, clarity of writing, proper referencing (as per guidelines like Vancouver Style (Most Common), ACS referencing guidelines, etc.).
9	Viva-Voce / Oral Presentation	10	Communication skills, confidence, ability to answer questions, clarity in presentation, and understanding of project work.
10	Attendance, Regularity & Work Discipline	5	Regular attendance in lab, timely progress, record keeping, and discipline during project tenure.

M. Tiwari

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DEPARTMENT OF PHARMACY

Effective date: 05-07-2025

Journal Club Evaluation Rubric (Total: 100 points)

Category	Criteria	Points
1. Article Selection & Relevance	- Article is recent, peer-reviewed, and relevant to the course/topic. - Justification of selection is clear and appropriate.	10
2. Background & Rationale	- Clear explanation of research context and objectives. - Prior work and hypothesis well described.	10
3. Study Design & Methodology	- Description of experimental design, controls, and procedures. - Appropriateness and clarity of methods used.	15
4. Data Presentation & Analysis	- Clear and accurate explanation of key figures/tables. - Interpretation is correct and thorough.	15
5. Critical Evaluation	- Strengths and weaknesses are discussed. - Addresses validity, reproducibility, or limitations.	15
6. Scientific Insight	- Connects results to broader scientific context or future implications. - Suggests potential follow-up studies or applications.	10
7. Clarity of Presentation	- Logical structure and flow of presentation. - Visual aids (slides) are clear and informative.	10
8. Communication Skills	- Speaks clearly and confidently; stays within time limits. - Engages audience with eye contact and enthusiasm.	5
9. Q&A Handling	- Responds to questions thoughtfully and accurately. - Demonstrates mastery of the topic.	5
10. References & Ethics	- Proper citation of sources. - Acknowledges collaborators or tools appropriately.	5

Total: /100 points

Journal Club Member Interaction Evaluation (Total: 10 points)

Criteria	Excellent (Full Points)	Points
1. Participation	Asks insightful, relevant questions or contributes meaningfully to discussion.	3
2. Critical Thinking	Demonstrates understanding by making thoughtful observations, critiques, or connecting to other literature.	3
3. Respectful Engagement	Listens actively, doesn't interrupt, and responds respectfully to peers.	2
4. Frequency of Contribution	Participates in most or all meetings actively.	1
5. Support for Presenter	Provides constructive feedback and encourages discussion.	1

Total Points: 10 points

The overall rubric (**Total = 100 + 10 interaction = 110 pts**).

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SEMINAR (SW) EVALUATION RUBRICS (Total: 100 Points)

Criteria	Excellent (Full Marks)	Good (>75%)	Average (50–75%)	Needs Improvement (<50%)	Marks Allotted
1. Content Quality	Demonstrates thorough understanding; covers topic in depth with relevant data and examples	Good understanding with adequate coverage	Some content gaps or lack of depth	Poor understanding or irrelevant content	25
2. Organization & Structure	Logically structured; clear intro, body, conclusion	Mostly well-organized with minor lapses	Some disorganization or unclear transitions	Poor structure or confusing layout	15
3. Delivery & Communication	Confident, clear voice, appropriate pace, eye contact, and body language	Minor issues in delivery or clarity	Uneven delivery, reads too much, low confidence	Poor voice clarity, no eye contact, distracting gestures	15
4. Visual Aids (PPT, Charts, etc.)	Professionally designed, clear, supports presentation well	Mostly relevant and readable visuals	Basic visuals, sometimes unclear	Poor design, hard to read or irrelevant visuals	10
5. Response to Questions	Answers all questions clearly and confidently	Answers most questions well	Struggles with some questions	Avoids or incorrectly answers questions	10
6. Time Management	Finished within allotted time (±1 minute)	Slightly over/under time limit	Exceeds or short of time by 2–3 minutes	Over/under time by more than 3 minutes	5
7. Relevance & Originality	Topic is highly relevant and demonstrates originality/novelty	Relevant topic with moderate originality	Generic or commonly used topic	Irrelevant or plagiarized topic	10
8. Referencing & Acknowledgment	Properly cites all sources and acknowledges contributions	Minor errors in referencing	Limited referencing or unclear sources	No citations or misrepresented work	5
Total					**/100**