

**IK Gujral Punjab Technical University
Main Campus**

Department of Food Science and Technology

Minutes of Meeting

The first meeting of the campus Board of Studies Clinical Research was held in the Department of Academics, Conference Hall 2nd floor, IK Gujral Punjab Technical University on 25/07/2019 at 10.30 AM.

The following members were present:

1. Dr. Rajneesh Kant Sachdev, HOD, Food Engineering, IKGPTU (*Chairperson*)
2. Dr. R.K. Goel, Professor, Department of Pharmaceutical Sciences and Drug Research, Punjabi University, Patiala
3. Dr. Shalini Salwan, Professor, Department of Pharmacology, Punjab Institute of Medical Sciences, Jalandhar
4. Dr. Deepak Prabhakar Bhagwat, Associate Professor, School of Pharmacy, Maharaja Agrasen University
5. Dr. Gaurav Bhargawa, Department of Chemical Sciences, IKGPTU, Main Campus
6. Dr. Megha Sood, Associate Professor, Department of Pharmacology, Punjab Institute of Medical Sciences, Jalandhar
7. Er. Gazal Sharma, Assistant Professor, Department Food Science & Technology, IKGPTU, Main Campus
8. Dr. Shabir Sidhu, Assistant Professor, Department Food Science & Technology, IKGPTU, Main Campus (*Coordinator*)
9. Dr. Anoop Kumar, Assistant Professor, Department of Pharmacology & Toxicology, NIPER, Raebareli.
10. Mr. Ravi Thakur, Student Representative, Department Food Science & Technology, IKGPTU, Main Campus

The following members could not attend the meeting due to busy schedule:

1. Dr. G. D. Gupta, Professor, ISF College of Pharmacy, Moga
2. Dr. Barinderjit Singh, Assistant Professor, Food Engineering, IKGPTU (Member)
3. Dr. Abhishek Kaler, Drug Safety Scientist, Parexel International India Pvt Ltd., Chandigarh
4. Dr. Deepti Rathee, Manager- Aggregate Reports, Worldwide Medical and Safety, Pfizer Healthcare India Pvt. Ltd., Chennai, Tamil Nadu
5. Dy. Director / Assistant Director CR&A, Deptt. of CR&A, IKGPTU

Megha Sood
25/07/19

Anoop Kumar

Shabir Sidhu

Ravi Thakur

Ravi Thakur

The meeting commenced with the formal introduction of the newly constituted Clinical Research BOS for campus programs. Chairman BOS took up the formal agenda items point wise.

Item 1.1: To welcome the new Board of Study

Chairperson welcomed the new board of studies with the brief introduction about the university, its working and the Department of Food Science and Technology. The members were informed about functions to be executed by the BOS and all members took keen interest in contributing towards all functions. The members were informed that Department of Academics, IKG PTU has issued guidelines regarding MSc. Skeleton for designing of the curriculum. The curriculum thus designed will in line with it.

Item 1.2: To consider the updation of scheme and curriculum of M.Sc. Clinical Research (Batch 2019-21 onwards)

The syllabus of MSc. Clinical Research for batch 2019-21 was finalized for first and second semester after the deliberations and suggestions of BOS. The board decided to adopt the syllabus prepared by previous BOS with necessary modifications and rectifications and the following recommendations have been made:

1. The basic skeleton of MSc. Clinical Research study scheme was finalized by taking into consideration guidelines issued by Department of Academics, IKG PTU, and guidelines issued by UGC including generic electives and discipline specific elective courses.
2. The course codes were assigned as per the guidelines issued by Director Office, Main Campus. The course outcomes of the course were prepared and the mapping of course outcomes and program outcomes was done.
3. The first semester course "Fundamentals of Clinical Research" was revised. The module on intellectual property rights was replaced by pre clinical toxicity studies.
4. The nomenclature of first semester course "Pharmacology" was changed to "General Pharmacology" and the module on animal models of disease and toxicology studies was replaced with basic pharmacokinetics module.
5. The course "Ethics in Clinical Research" in first semester was removed as a separate course. The content of the course "Clinical Research Regulations" was enriched with

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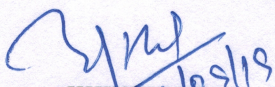
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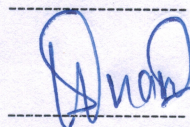
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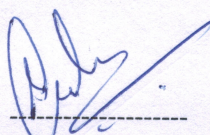
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modules on ethics in clinical research. Accordingly, the nomenclature of the course changed to “Clinical Research Regulations & Ethics”.

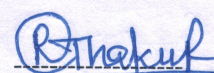
6. In the first semester “Pharmacokinetics” course was removed and in its place, “Clinical Pharmacokinetics” was introduced.
7. The nomenclature of the course “Human Biology” was changed to “Fundamentals of Physiology”. The nomenclature of the courses “Etiopathology & Pharmacotherapy-I” and “Etiopathology and Pharmacotherapy-II” was changed to “Pharmacotherapeutics-I” and “Pharmacotherapeutics-II” respectively.
8. The content of the course “Pharmacotherapeutics-I” was revised. The content on pharmacoconomics of this course was added to course “Pharmacoconomics and Health Technology Assessment”.
9. A new course “International Regulatory Affairs” was introduced in the second semester as discipline specific elective.
10. In the previous scheme the course type of “Ethics in Clinical Research” was discipline specific elective. In the new scheme this course was replace by “Intellectual Property Rights” course from the pool of second semester discipline specific elective course.
11. After detailed deliberation, it was decided to retain journal club course in the first, second and third semester of new study scheme. In this course, the students will be presenting literature, which would give them exposure to the latest advancements in the field and skill enhancement for better scientific communication and critical analysis of data.
12. Members deliberated that keeping in view the significance of documentation and scientific writing in the field of clinical research Medical Writing course is very important.
13. The ability enhancement courses, professional communication in the first semester and professional communication lab in second semester were included in the scheme. These courses will foster the ability to communicate both orally and in writing as per the demands of the profession.
14. The scheme and syllabus as finalized by the BOS is annexed (Annexure 1).


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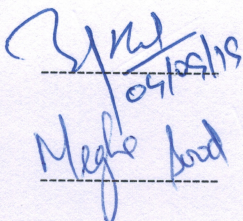


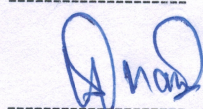
Item 1.3: To review and finalize Department Vision and Mission statement and Program Educational Outcomes and Program Outcomes of MSc. Clinical Research

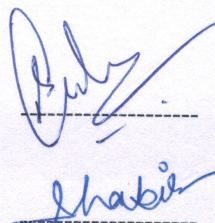
1. Members deliberated on the matter of Department Vision and Mission. The members appreciated that foundation of the Department is multi-disciplinary/ inter-disciplinary as per the global trends and demand of time. However, it was felt that minor modifications in the vision and mission of the department are required to reflect the multi-disciplinary/ inter-disciplinary nature of the department and to encompass all the courses running in the department.
2. It was decided that accordingly Department Vision and Mission would be revised. The revised Vision and Mission will be circulated through e-mail to all the members for their suggestions and finalization.
3. It was decided to write a preamble of the program MSc. Clinical Research.
4. The Program Educational Objectives and Program Outcomes prepared by previous BOS were adopted with minor modifications (Annexure 2).

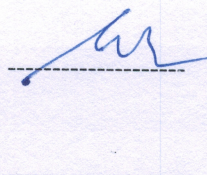
Item No. 1.4: To finalize the curriculum of MSc. Clinical Research semester third and fourth (Batch 2018).

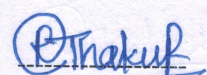
1. The new BOS adopted the study scheme and syllabus prepared by the previous BOS for the batch 2018.
2. The Study scheme and syllabus of first and second semester were adopted as such. However, the scheme and syllabus of third and fourth semester were adopted after few rectifications.
3. The nomenclature of the course "Concepts in Clinical Trials" was changed to "Clinical Study Design".
4. The syllabus of the course "Research Methodology" was revised to include content on meta-analysis.
5. A new course related to research work entitled "Synopsis" of two credits carrying 50 marks was introduced in the third semester study scheme. The evaluation of the course was decided to be internal only. The purpose of the course is to finalize the research problem to be undertaken by the student in the final semester.


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6. The dissertation scheme finalized by the previous BOS was modified as per the new notification issued by Registrar IKGPTU (IKGPTU/Reg/NF/157 dated 04-04-2019).
7. The scheme and syllabus finalized by the BOS is attached (Annexure 3).

Item No.1.5: To review the scheme of internal assessment

1. As per the study scheme, the laboratory courses are of 02 credit points carrying 50 marks.
2. Further, the division of 50 marks is 30 internal and 20 external. The evaluation scheme for awarding internal and external marks was finalized as follows:

Internal (30 Marks)	Continuous Comprehensive Assessment(= 26
	Attendance = 04
External (20 Marks)	Synopsis = 05
	Performance = 10
	Viva = 05
Total	50 Marks

Item No.1.6: To review the scheme of internal assessment

1. As per the study scheme, the internal assessment has two components i.e. continuous mode and sessional exams. The criteria for the evaluation of continuous mode was finalized as follows:

a) For theory courses having internal of 30 marks

- Sessional Exams: 20 Marks
- Continuous Mode: 10 Marks

Continuous Mode Scheme

Criteria	Maximum Marks
Attendance	4
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	6
Total	10

b) For theory courses having internal of 15 Marks

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- Sessional Exams: 10 Marks
- Continuous Mode: 05 Marks

Continuous Mode Scheme

Criteria	Maximum Marks
Attendance	2
Academic activities (Average of any 3 activities e.g. quiz, assignment, open book test, field work, group discussion and seminar)	3
Total	5

Item No.1.7: To finalize the guidelines for allotment of marks for attendance

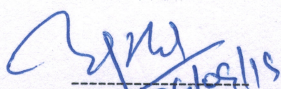
1. One of the components of continuous mode of internal assessment is attendance. The following guidelines for the award of marks for attendance were finalized by the board:

Guidelines for the Allotment of Marks for Attendance

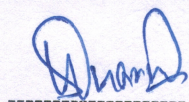
Percentage of Attendance	Theory (Attendance Maximum Marks 04)	Theory(Attendance Maximum Marks 02)	Practical(Attendance Maximum Marks 04)
More Than 93	4	2	4
87-92	3	1.5	3
81-86	2	1	2
75-80	1	0.5	1
Lessthan75	0	0	0

Item No.1.8: To review the matter of minimum credits required for the award of MSc. Clinical Research Degree.

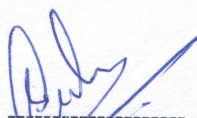
1. The board deliberated in detail on the matter of minimum credits that a student has to earn for the award of degree. The members were of the view that in addition to course work during the degree students should be encouraged to participate in conference, scientific presentations and other activities for the holistic development of the students. Further, it was decided that by participation in such activities students will be awarded credits. These credits will then add up in the final credits earned by the students at the end of degree.




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2. The study scheme of the program has in total 86 credits for the coursework undertaken during the degree and it was decided that for award of degree a student has to earn minimum 90 credits (i.e. $86+04^* = 90$) . The remaining credit can be earned by the student through any of the co-curricular activities of his/her choice from the list provided below. Further, it was decided that the maximum credits, which a student can earn, would be 95 (i.e. $86+09^*=95$). The student will earn the credits for co-curricular activities anytime during the duration of MSc.
3. The board also decided that the Head of Department would award these credits in the fourth semester to students.
4. The members agreed the draft of fourth semester DMC displaying the credits of co-curricular activities presented to the board. Further, it was decided that before finalization of the same the matter should be taken up with COE, IKG PTU for resolving administrative issues if any.

Semester Wise Credits Distribution

Semester	Credits
I	22
II	20
III	24
IV	20
Co-curricular Activities	04
Total Credit Points	$86 + 4^* = 90$

*Credits for Co-curricular Activities

*Credits not included towards calculation of CGPA

Guidelines for Awarding Credits for Co-curricular Activities

Name of the Activity	Credit Points
Successful completion of MOOCs Courses other than generic elective (4 weeks)	04
Successful completion of MOOCs Courses other than generic elective (2 weeks)	02
Hospital Training (minimum 4weeks)	02
Participation in Seminar/ Conference/ Workshop/ Symposium/ Training Programs (related to the specialization of the student)	01
Presentation in Seminar/ Conference/ Symposium/ (related to the specialization of the student)	02

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Presentation in Seminar/ Conference/ Symposium/ (related to the specialization of the student) and with award	03
Research / Review Publication in indexed in Scopus / Web of Science	03
Research / Review Publication in peer reviewed journals	02
Minimum ten days residential camp organized by NSS/ Youth Affairs	02
Inter University participation in cultural or sports activity	02
Inter University award in cultural or sports activity	03
Inter College participation in cultural or sports activity	01
Inter College participation in cultural or sports activity	02

5. Subsequent to the BOS meeting, the matter of minimum credits required for award of degree was discussed with COE, IKG PTU. He conveyed that uniformity should be maintained in the credits earned by the student for award of degree. Hence, it was decided that credits for co-curricular activities should be fixed as 04. Thus, all the students will be awarded degree with 90 credits. The students who will obtain 04 credits will be given satisfactory grade.

Draft DMC

Grade Sheet
Master of Science Clinical Research
Semester IV

Name:

Father's Name:

Mother's Name:

Subject Code	Subject	Type	Credits	Grade Int/Ext
xxx	ABCD	Theory	4	B+
yyy	EFGH	Practical	2	A
-	Co-curricular Activities	-	4*	Satisfactory

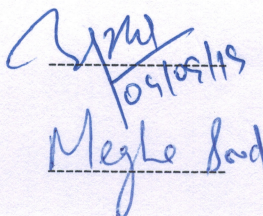
Credits Registered in the Semester: 20

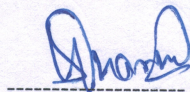
Semester Grade Point Average (SGPA):

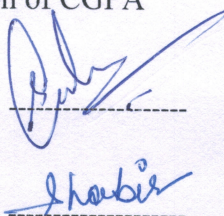
Cumulative Grade Point Average (CGPA):

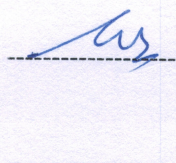
Total Credits Earned = 86 + 4* = 90

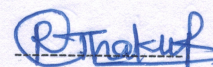
*Credits not included towards calculation of CGPA


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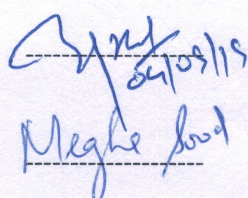
Item No. 1.9: Addition of MOOCs courses in the pool of Generic Elective Courses.

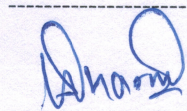
1. The board decided to include the SWAYAM/MOOCs courses in the pool of generic elective courses for all semester. It was also decided that these courses will updated in the list of generic elective courses from time to time in accordance to courses available at the platform.
2. The board as given below approved the list of SWAYAM/MOOCs courses for the coming semester.

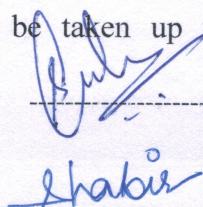
List of Courses

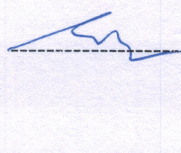
S. No	Course Title	Start Date	End Date	Duration	Course Type	Exam Date	URL
1	Biochemistry & Molecular Biology	08 Aug. 2019	31 Oct 2019	12 weeks	Elective		https://swayam.gov.in/nd2_cec19_bt02/preview
2	Neuroscience of Human Movements	29 Jul 2019	18 Oct 2019	12 weeks	Elective	16 Nov 2019	https://swayam.gov.in/nd1_noc19_ge28/preview
3	Research Ethics	15 Jul 2019	30 Oct 2019	15 weeks	Core		https://swayam.gov.in/nd2_ugc19_ge04/preview
4	Health Research Fundamentals	29 Jul 2019	20 Sep 2019	8 weeks	Elective	29 Sep 2019	https://swayam.gov.in/nd1_noc19_ge24/preview
5	Organic Chemistry in Biology and Drug Development	29 Jul 2019	18 Oct 2019	12 weeks	Elective	16 Nov 2019	https://swayam.gov.in/nd1_noc19_cy22/preview
6	Ultrafast Optics and Spectroscopy	29 Jul 2019	18 Oct 2019	12 weeks	Elective	17 Nov 2019	https://swayam.gov.in/nd1_noc19_cy28/preview
7	Soft Skills	29 Jul 2019	18 Oct 2019	12 weeks	Elective	16 Nov 2019	https://swayam.gov.in/nd1_noc19_hs33/preview

3. The members agreed upon the mechanism presented before the board for transfer of credits earned through such courses. Further, it was decided that before finalization of the same the matter should be taken up with COE, IKG PTU for resolving


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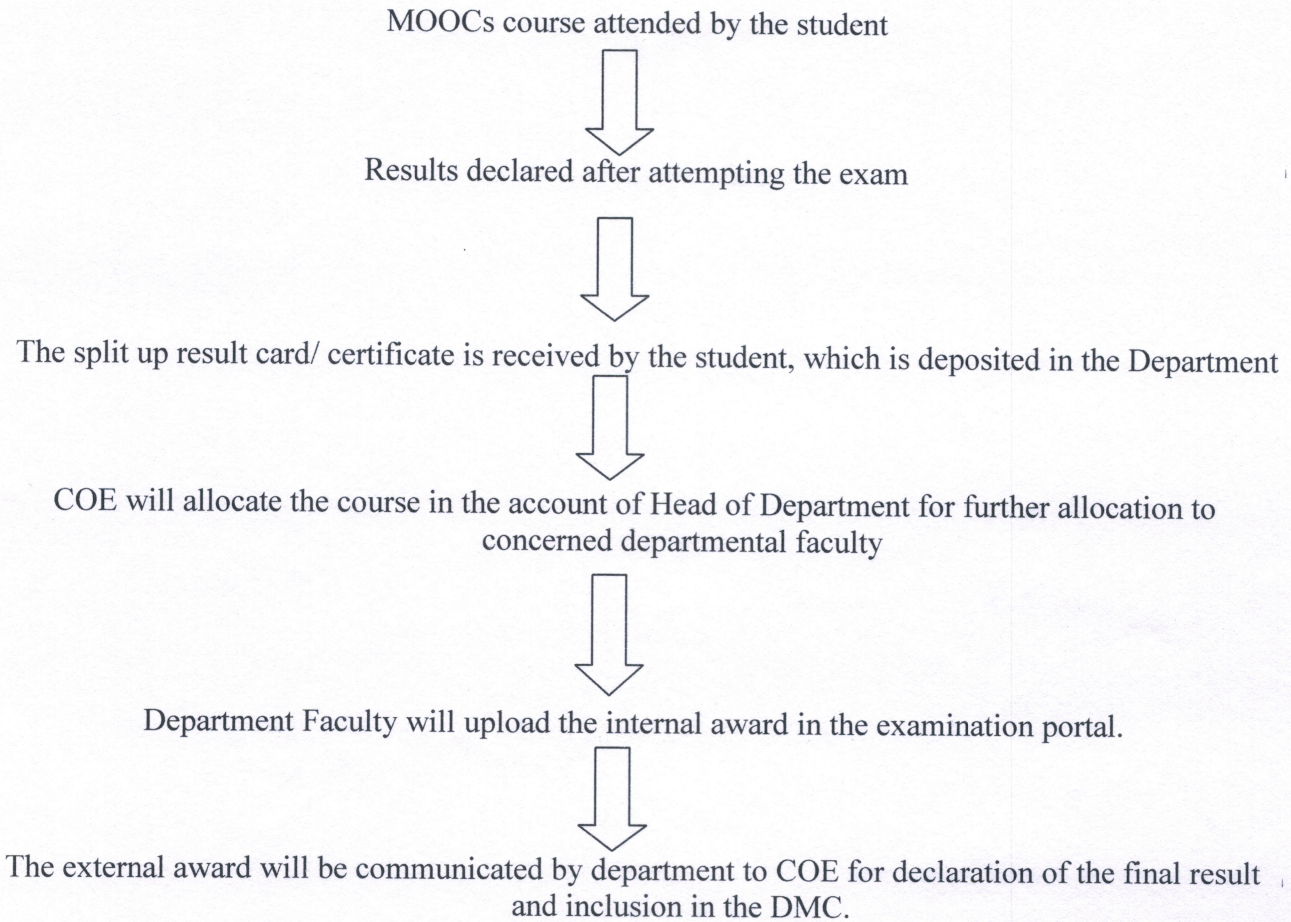

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administrational issues if any. The proposed mechanism for transfer of credits is as under:



4. Subsequent to the BOS meeting, the matter of credit transfer for SWAYAM/MOOCs was discussed with COE, IKG PTU. He agreed with the proposed mechanism for credit transfer.

Item No. 1.10: Any other item with the permission of chair.

1. The matter of end semester exam of the course Biostatistics in Clinical Research was discussed. The question paper was entirely theoretical without any numerical. It was decided that in the next meeting board would draft guideline for the question paper setters for setting end semester exam question papers. Further, it was decided that the



