YEARLY STATUS REPORT - 2020-2021

Part A	
Data of the Institution	
1.Name of the Institution	SHRI GAJANAN MAHARAJ SHIKSHAN PRASARAK MANDAL'S SHARADCHANDRA PAWAR COLLEGE OF PHARMACY
• Name of the Head of the institution	DR DAMA GANESH YOGIRAJ
• Designation	PRINCIPAL
• Does the institution function from its own campus?	Yes
• Phone no./Alternate phone no.	02132265729
• Mobile no	9860971334
• Registered e-mail	principalspcop2004@gmail.com
• Alternate e-mail	gydama2008@gmail.com
• Address	AT DUMBARWADI POST KHAMUNDI NEAR TOLL GATE NAGAR KALYAN HIGHWAY TALUKA JUNNAR DIST PUNE MAHARASHTRA 410504
• City/Town	OTUR PUNE
• State/UT	MAHARASHTRA
• Pin Code	410504
2.Institutional status	
• Affiliated /Constituent	AFFILIATED
• Type of Institution	Co-education

• Location	**Rural**	
• Financial Status	**Self-financing**	
• Name of the Affiliating University	**SAVITRIBAI PHULE PUNE UNIVERSITY PUNE**	
• Name of the IQAC Coordinator	**DR JOSHI SUMIT ASHOK**	
• Phone No.	**02132265729**	
• Alternate phone No.	**02132265730**	
• Mobile	**7875526666**	
• IQAC e-mail address	**sumit.ajohsi87@gmail.com**	
• Alternate Email address	**sumit.ajoshi87@gmail.com**	
3.Website address (Web link of the AQAR (Previous Academic Year)	http://spcop.in/wp-content/uploads/2022/02/AQAR-2019-20.pdf	
4.Whether Academic Calendar prepared during the year?	**Yes**	
• if yes, whether it is uploaded in the Institutional website Web link:	https://spcop.in/academic-calender/	

5.Accreditation Details

Cycle	Grade	CGPA	Year of Accreditation	Validity from	Validity to
Cycle 1	**B**	**2.49**	**2021**	**23/02/2021**	**26/02/2021**

6.Date of Establishment of IQAC	**23/07/2016**

7.Provide the list of funds by Central / State Government UGC/CSIR/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.,

Institutional/Department /Faculty	Scheme	Funding Agency	Year of award with duration	Amount
DR JOSHI SUMIT ASHOK	**MODROB AICTE NEW DELHI**	**AICTE, NEW DELHI**	**2019 TWO YEAR**	**1978000**

8.Whether composition of IQAC as per latest	**Yes**

NAAC guidelines		
• Upload latest notification of formation of IQAC	[View File](#)	
9.No. of IQAC meetings held during the year	4	
• Were the minutes of IQAC meeting(s) and compliance to the decisions have been uploaded on the institutional website?	Yes	
• If No, please upload the minutes of the meeting(s) and Action Taken Report	No File Uploaded	
10.Whether IQAC received funding from any of the funding agency to support its activities during the year?	No	
• If yes, mention the amount		

11.Significant contributions made by IQAC during the current year (maximum five bullets)

1. Organised 15 National level webinar on informative topics by eminent speaker in the field of pharmaceutical sciences. 2. Started certificate course for third year B. Pharmacy students in collaboration with MPREX PVT LTD, Pune for student development 3. MOUs Signed with PHARMASTAR ACADEMY Nanded for GPAT preparation 4. The College purchased the Microsoft Teams Software for the utilizing various tools for online teaching. 5. The innovation and incubation cell was established and project work like pharmacology software, herbal biscuits initiated.

12.Plan of action chalked out by the IQAC in the beginning of the Academic year towards Quality Enhancement and the outcome achieved by the end of the Academic year

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Plan of Action	Achievements/Outcomes
Initiation of Research Enrichment	Staffs are being promoted for publication and patent filling. Increases the number of publications and patent filling.
Solidification of Carrier Guidance and Enterpruinership Development Activities	Identification of renowned resource person for civil service exams, industry experts alumni talks to share the success stories to motivate the budding students. Maximum students benefited with above mentioned activities.
Effective Implementation of Mentoring System	Planning o activities initiated with all students through mentor. Which shows the actively participation by students in scientific and extra curricular activities.
Enhance the industry academic collaboration.	Increase the MoUs with academic, research institute, industry and collaboration and consultancy services

13.Whether the AQAR was placed before statutory body?	Yes

- Name of the statutory body

Name	Date of meeting(s)
COLLEGE DEVELOPMENT COMMITTEE	11/12/2021

14.Whether institutional data submitted to AISHE

Year	Date of Submission
2020	16/01/2020

Extended Profile

1.Programme

1.1 Number of courses offered by the institution across all programs during the year	03

File Description	Documents
Data Template	[View File](#)

2.Student

2.1 Number of students during the year	343

File Description	Documents
Institutional Data in Prescribed Format	[View File](#)

2.2 Number of seats earmarked for reserved category as per GOI/ State Govt. rule during the year	36

File Description	Documents
Data Template	[View File](#)

2.3 Number of outgoing/ final year students during the year	78

File Description	Documents
Data Template	[View File](#)

3.Academic

3.1 Number of full time teachers during the year	19

File Description	Documents
Data Template	[View File](#)

3.2 Number of sanctioned posts during the year	20

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File Description	Documents
Data Template	[View File](#)

4.Institution

4.1 Total number of Classrooms and Seminar halls	**6**
4.2 Total expenditure excluding salary during the year (INR in lakhs)	**13868610**
4.3 Total number of computers on campus for academic purposes	**45**

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institute is being affiliated to Savitribai Phule University (SPPU), following curricular framework and structure prescribed by the University in the aspect of tenure, content, delivery, evaluation and certification of the program. At present different patterns of the syllabus like 2015, 2018 and 2019 are being followed by the institution. Reviewing and restructuring of the syllabus content and curriculum by the University authorities at regular interval by maintaining minimum requirements, standards and quality of education as per the norms of statutory bodies like PCI and AICTE. Updating and revision of syllabus content and curriculum structure is being carried by means of syllabus orientation workshops. Critical evaluation and suggestions of members of Board of Studies (BOS) and subject experts of respective course are being considered during syllabus framing workshops. Components of program committee formed as per PCI regulations and members of academic advisory committee are involving actively in designing of academic time table taking into consideration inputs provided by the teachers of respective subjects. Academic calendar is being framed by the academic advisory committee containing probable list of activities like tenure of academic terms, holidays, period of examination (Internal & External), co- curricular & extra-curricular activities,

mentoring sessions, important instructions to the students and modalities of examination of respective course. Teaching plan for theory and practical as well as schedule plan for the conduct of continuous assessment is being prepared at the start of academic term by the respective faculty and it is filed in the course file. Subject teachers calculate the cumulative attendance of the individual student on monthly basis for individual subjects. Academic department asks for the syllabus completion details and sessional syllabus display records from every faculty well in advance before conduct of sessional examinations and it is filed under respective files. Examination department asks for the handwritten sessional theory question paper from individual teacher and it is being checked by the examination department, verified by academic department and further approved by the Principal to become ready for print. Academic advisory committee monitors the total number of theory and practical hours completed and syllabus covered under individual subject and prepare plan for the additional lectures and practical to be conducted. Respective laboratory in charge maintain the various documents like chemical indent book, laboratory job book, laboratory manual, chemicals and glassware issue register, chemicals and glassware requisition and demand records, daily chemicals and glassware consumption record, dead stock register for glassware, chemicals and instruments within individual laboratory, preparation of reagents records, daily laboratory cleaning records, laboratory occupancy with respect of laboratory time table and total hours of occupancy. Central library is well stocked with adequate number of books, journals, periodicals, CD's, digital library, online books and language laboratory as per AICTE standards. Seminars, guest lectures, workshops, Pharma model expo competition, Pharma Ralley, NSS activities, career guidance, coaching related to higher education, campus interview, etc. is organized. Academic meeting is called in the principal office on monthly basis with the agenda discussing plans to foster the overall growth of academics.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://spcop.in/academic-advisory-committee/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. Savitribai Phule Pune University declare schedule of examination regarding last date of acceptance of examination form, date of Commencement of examination and probable date of result declaration on the website. Examination department of college prepares the tentative examination schedule according to the university schedule.

2. The tentative schedule of examination for theory and practical is displayed on the notice board for students.

3. Same schedule is communicated to faculty of the college.

4. Faculty members declare the dates for conduction of the internal continuous assessments and schedule is display of notice board.

5. Time Table for each examination is prepared in advance and accordingly anexaminations are conducted.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://spcop.in/academic-calender/

1.1.3 - Teachers of the Institution participate in **A. All of the above** **following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University**

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	View File
Minutes of relevant Academic Council/ BOS meetings	View File
Institutional data in prescribed format (Data Template)	View File

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	View File
Brochure or any other document relating to Add on /Certificate programs	View File
List of Add on /Certificate programs (Data Template)	View File

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

98

File Description	Documents
Any additional information	View File
Details of the students enrolled in Subjects related to certificate/Add-on programs	View File

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Gender issues:

- The institute has been conducting different schemes implemented as per the guideline given by Savitribai Phule Pune University under which various programs are organized:
- Students were made aware of Gender equality and issues related with same by means of showing short films, videos of concern topics in the seminar hall.
- Yoga workshop is conducted by local yoga trainer at the college premises and NSS camp involving ladies staff and girl student.
- Annual day function and cultural events were also included with such gender related concepts within premises.
- International Women's day celebrated annually 8th march in college premises.
- Beti Bachao, beti Padhao Campaign conducted every year in college premises.

Environment and sustainability:

- Various films and videos related to environment protection, wildlife conservation, energy resources and utilization were shown to students to imbibe the knowledge of the same.
- A No Vehicle day is celebrated by the all staff and students.
- Various field trips are organized as a part of Environmental science subject (F. Y. B. Pharm.) which is attended by staff and students with a specialized tour operator to give information of the flora and fauna of the region being visited.
- Environment science projects were allotted to the students on various topics of natural resources, energy, pollution, etc.

Human Values

- NSS unit of the college has been actively conducting activities like health Covid-19 Awarness Rally, Village survey and Medicine awareness at dingore, Mask and Senitizer distribution, Cleaning of village, Woman Empowerment, , etc.
- We are providing food to orphanages every year in Otur village on the occasion of birthday of our Founder and Former President, Late Shri. Vilasrao Tambe saheb.

Professional Ethics

- **Code of Ethics of Pharmacist is displayed and circulated among students and staff.**
- **Institute is actively involved in various activities of Pharmacy Week celebration covering sports, indoor, outdoor games, cultural events, quizzes, debates, etc every year.**
- **One day workshop on Intellectual Property Rights and patent filing was conducted to the students and staff.**

File Description	Documents
Any additional information	View File
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	View File

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	View File
Programme / Curriculum/ Syllabus of the courses	View File
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	View File
MoU's with relevant organizations for these courses, if any	View File
Institutional Data in Prescribed Format	View File

1.3.3 - Number of students undertaking project work/field work/ internships

38

File Description	Documents
Any additional information	View File
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	View File

1.4 - Feedback System

1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni

A. All of the above

File Description	Documents
URL for stakeholder feedback report	https://spcop.in/feedback-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows

A. Feedback collected, analyzed and action taken and feedback available on website

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://spcop.in/feedback-2/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

109

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

67

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

As the institute is located in rural area students admitted are mostly from surrounding area having rural background which are found weak in English which is the medium of teaching and learning. These students face complexity in understanding and grasping of subject knowledge hence feel inferiority. Such students are encouraged to attend soft skill development programs in order to improve language and other soft skills. Institute practice the mentoring system in which a group of students are monitored by guardian teacher who looks in academic and personal development of the student.

Initially students are evaluated in terms of knowledge and skills by oral questionnaire based on the basic concepts of the subject. Further students are assessed regularly by one to one discussion by faculty during practical hours. Slow learners are also remarked on the basis of class test, internal continuous assessment, sessional marks and oral viva in practical hours.

- Identified slow learners are engaged in extra lectures where difficult topics are discussed.
- Question bank and course material is provided to the slow learners.
- Previous question papers are solved by the slow learners.

- **Remedial classes are conducted for them.**
- **Assignments are given to them to solve.**
- **Attendance of slow learners is maintained and monitored.**
- **Students are made aware about Good Laboratory Practices.**
- **Explored with hands on training.**
- **Some questions are given to them based on previously taught syllabus to solve in practical hours.**
- **Engaged by tutorial classes.**
- **Counselling students during mentoring session.**
- **Continuous communication with parents to monitor the student.**

Advanced learners are motivated by:

- **Extra guidance is provided to them by faculty through personal interaction.**
- **Motivation of the students for improvement in competitive exams for higher studies.**
- **Conducting practice exam modules of GPAT**
- **Conducting guest lectures on career guidance and GPAT**
- **Interacting the students with alumni through alumni association**
- **Continuous motivational mentoring.**
- **Assigning seminars, mini projects, extension work related to syllabus topics.**
- **Providing hands on training on various sophisticated instruments.**
- **Motivating them to participate in model making competition, poster presentation competition**
- **Exploring them by involving themselves in health check up camp, field visits and industry visits etc.**

File Description	Documents
Paste link for additional information	https://spcop.in/2576-2/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
302	19

File Description	Documents
Any additional information	[View File](#)

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The SPCOP institution cinch the use of student centric methodology such as experiential learning, Participative learning and problem solving methodologies in teaching learning process.

Institution always strive to conduct various activities to make teaching learning process more students centric. In year 2020-2021 college has conducted series of webinars on variety of topics from within and beyond syllabus by inviting eminent personalities and experts of respective areas. These webinars includes Webinar on '' Response surface Methodology software-minitab" by Dr. Ashwin Kuchekar., on 03-Jun-2020., Webinar on "Metabolomics Approaches for the newer biomolecules '' by Dr. Nalini kanta Sahoo on 04-Jun-2020., Webinars on " Regulatory affairs An interesting and challenging Profession '' by Mr. Pramod Dahibhate on 05-Jun-2020., Webinar on "Basics of Research" by Dr. Deshmukh Ravindra on 22-Jun-2020., Webinar on "Role of technology in Higher Education" by Mr. Sumit Kumar Pandey on 25-Jun-2020., Webinar on " Drug Powder inhalation challenges and opportunities by Dr.Vandana.B.Patravale on 22-Jun-2020., International webinar on "Role of Pharmaceutical education on Nano science Research'' by Dr. Pranay Srivastav on 25-Jun-2020., Webinars on "Lifestyle Management Amidst COVID 19 Pandemic '' by Dr. Monica Chopra on 04-July 2020.

Apart from these activities institute also manages to organize Teachers day, No vehicle Day, Pharmacist day, National constitution day, Gender sensitization, NSS Camp and various learning activities within it, Yoga Day, World Environmental Day, Induction Program etc.

Institute organized various guest lectures like Career Guidance by Archana Gawade, Soft Skill Development by Wishva Solutions, GPAT Gudance By C Vijaykumar, Carrier Gudance Clini India, Carrier Gudance MPSC UPSC By Mr. Buge Sir, Alumni Guest Lecture Smita Dumbre.

EXPERIENTIAL LEARNING:

Experimental and Collaborative gaining knowledge of is done through sensible periods, assignment guidance and tutorials. Special purpose

equipments are available for the students to designing on their projects. The students studying system within the laboratories is monitored on day by day basis. The experimental work of the students is offered of their journal record and evaluated via the faculty on everyday and also all defective monitored to all college students for the technical talent learning. The institution is providing an opportunity to all students to play a position as a trainer and having a revel in to teach in lecture room. Students also are constantly endorsed to arrange programmes at departmental level. This helps students to improve their knowledge, presentation capabilities and personality improvement. Workshops are prepared to offer palms on revel in. Hands on training become carried out for the B. Pharm Students by all faculties on various equipment i.e. tablet compression, dissolution, UV spectroscopy. The institution is also providing basic knowledge to entry level of first year B.Pharm students on various instruments like calibration of measuring equipment, pH meter, conductometer, hemocytometer, erythrocytometer, neubarchamber, sphygmomanometer, hot air oven, microscope, centrifuge. All theoretical concepts like Principal, Design & operating of tool have been defined to the students.

PARTICIPATIVE LEARNING

College makes use of Participative Learning to inspire students to actively contain them in gaining knowledge of method. The institution techniques for participative mastering like: Group Discussions, Small Group Exercises, Assignments, Quiz, house Project, workshop, seminar, poster presentation, publication and so forth. Departmental seminars and interaction through organization build self belief the various college students. They are able to explicit their thoughts freely and expectantly. They awareness on a particular issue and benefit extensive expertise of the challenge. It allows them to clear doubts when they have interaction with their pals and instructors in a specific difficulty. Students are the primary and foremost stakeholders of the college. The teaching studying system is pupil centric via default and enough area is furnished for that during instructional plan. Learner centric coaching techniques which includes organization work, role play, challenge work, discipline go to, commercial visits, seminars, displays are employed to make coaching and studying greater effective. All departments prepare guest lecturers via eminent personalities to expand the scholars to research on their very own. Visiting faculties drawn from enterprise and educational institutes of reputation complement the coaching manner and provide the information to bridge the distance between industry and academia. The collaborating students are from the equal branch or from other

departments which promotes interdepartmental collaborative activities. These sports are an vital a part of the departmental interest. These activities promote leadership qualities inside the students. It additionally inculcates the spirit of group work some of the students. In addition to the gathering of audio visual aids inside the important library, departmental libraries also have their personal collection, to promote clean access. Practical in science departments involve character in addition to institution work, beneath the steering of the trainer. On vital subjects, Interactive lectures with Industry professionals are initiated. Collaborative getting to know: The department continues departmental libraries and internet facility to get right of entry to all the journals, e-fabric, e-books and so forth., through library server enabling the scholars and faculty to keep abreast of the latest traits in their respective fields. Institute periodically conducts orientation programs / workshops on new pedagogy methods to the school. Problem primarily based gaining knowledge of was carried out in the educational training by the faculty. The institute also encourages getting MOU with the industries for better training in middle fields and bridging the gap between teachers and the industry.

PROBLEM SOLVING METHODOLOGIES

For exploring the problem solving methodologies time sure assignments are given with the aid of the respective subject faculty. Course goals and direction effects are designed for every route and communicated to the students. Teacher guarantees the delivery of the lectures for attainment of anticipated mastering consequences. Based on the remarks, teachers adapt adjustments within the transport of the lecture.

File Description	Documents
Upload any additional information	[View File]()
Link for additional information	https://spcop.in/pharma-darpan/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In today`s era of pandemic situation it has become essential for teachers as well as students to learn and handle advanced Information and Communication Technology (ICT) for teaching and learning. To cope up with technological requirements our teachers are continuously upgrading themselves for usage of ICT tools for

engagement of students in better learning. Institute had continuously enhanced and supports to upgrade ICT in education and administrative system.

Teachers uses following ICT tools for teaching and learning activity.

- LCD projectors: Installed in each classroom and seminar hall for delivering lectures, seminars.
- Desktops: Computer laboratory, Library and various departments including HOD cabins.
- Printers installed in Computer Laboratory and various prominent departments.
- Xerox machines in office and examination department.
- Scanners available in significant departments.
- Smart board: Installed in class room.
- Seminar halls equipped with cordless mike and sound system, camera, LCD projector and screen etc.
- E-resources like K-HUB for e-journals and CDs in Library.
- ERP software for Academic and administrative activities, where students attendance is monitored.
- Online teaching and sharing of study material through Google Classroom, Microsoft Teams.
- Online Examination conduction through MS Forms and Google Forms.
- Webinars and Parent meet through MS Teams and ZOOM.
- Virtual practical shared on You Tube.
- Important instructions and Notices communication through Whatsapp group.

Campus of the premises is accessed with free Wi-Fi facility for students and provided with 32MBPS broadband connection.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

10

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

College affiliated to Savitribai Phule Pune University (SPPU), follows the pattern and course structure proposed by SPPU to conduct internal examinations.

Theory Examinations Assessment:

After theory sessional, answer papers issued to subject incharge for assessment.

After assessment answer sheets shown to students.

Query of marks immediately rectified.

Then mark-sheet prepared and displayed.

Practical Examinations Assessment:

Assessment of performance of experiment, GLP, Viva, Journals is done.

Practical sessional examination is conducted according to schedule and assessed.

Mark-sheet prepared and displayed on the notice board.

Continuous assessments (CA) (for credit based 2015/2018/2019 pattern).

For 2015 Pattern MCQ test conducted.

For 2018 and 2019 pattern CA is as follows.

Theory

Criteria

Maximum Marks

Attendance

4

2

Academic Activity (2018 Patt. Av. Of any 3/ 2019 Patt. Av. Of any 2)

Quiz/ Assignment/Open book test/Field Work/Group discussion/seminar)

3

1.5

Student-Teacher interaction

3

1.5

Total

10

5

Practical

Attendance

2

Practical Record, Regular Viva-voce

3

Total

5

After conduction of the above mechanism, the procedure followed is:

The subject teacher enters the marks in the mother register before University exams.

The mother register shown to students and countersigned.

Then online mark entry is done.

Followed this SOP college maintain transparent and robust assessment system.

File Description	Documents
Any additional information	[View File]()
Link for additional information	https://spcop.in/exam-grievance-management/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

For any internal examination grievances, following mechanism is followed

1. In case of any grievance, student is asked to submit a written application to examination

department with details about the grievance.

2. Grievance related to subject, is conveyed to subject teacher and is resolved.

3. Any other exam related grievance is dealt by CEO (chief examination officer) and

resolved.

4. On verification by student, application is counter signed by teacher and student mentioning

the grievance as resolved.

For university examination related grievances SPPU has provided Web-mail facility,

through which college can communicate to Exam-Support system or Exam coordination

and the grievances can be rectified. Following mechanism is followed for the rectification.

1. Hand-written signed application from students addressed to exam section, mentioning the

grievance is taken (Filling of exam form /photocopy/ revaluation forms, Hall tickets, mark

entry, results, marksheet)

2. Within 2 working days, the queries are conveyed to university either telephonically or mail

on web mail or letter is sent, enclosing the application of student and necessary documents

forwarded through the Principal.

3. On verification, grievance is resolved by University within a week (confirmation either

telephonically or mail or receipt of letter).

4. On verification by student, application is countersigned by student, mentioning the

grievance as resolved. Thus all the grievances are efficiently resolved within the time

deadlines mentioned by the university hence mechanism to deal with examination related

grievances is transparent, time-bound and efficient.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://spcop.in/sop-internal-examination-2/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcomes, programme specific Outcome and course outcome for all programme designed by institute are displayed on website for communication with students and teachers. Programme Outcomes (POs): It is Knowledge and skills of the programme that student should possess after completion of the programme.

Course Outcomes (COs): It is knowledge and skills that students acquire after completion of the course.

Programme specific outcome (PSOs): It is an outcome of programme the programme which realizes the student about fact that knowledge and the skills acquired during the course has to be utilized for betterment of the society.

The PO, PSO and COs are designed, approved by department and institute head and conveyed to stake holders of the programme through institute website. PO and PSOs are displayed at visible locations in the premises for knowledge of students, staff and other stake holders. It is also displayed in the library, Laboratory, delivered to students through Practical records, annual magazine. COs for each course are discussed with students during course work by respective faculty. CO mapping with POs is performed during designing of question papers of internal examinations and after external examinations.

Programme outcomes

A. Pharmacy Knowledge: Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioural, social, and administrative pharmacy sciences; and manufacturing practices.

B. Planning Abilities: Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.

C. Problem analysis: Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.

D. Modern tool usage: Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.

E. Leadership skills: Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfilment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and wellbeing.

F. Professional Identity: Understand, analyse and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).

G. Pharmaceutical Ethics: Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behaviour that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.

H. Communication: Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.

I. The Pharmacist and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.

J. Environment and sustainability: Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.

K. Life-long learning: Recognize the need for and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self access and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.

Programme Specific Outcomes

1. Adequate knowledge and scientific information regarding basic principles of Pharmaceutical & Medicinal Chemistry, Pharmaceutics including Cosmeticology, Pharmacology, Pharmacognosy including herbal medicines.
2. The graduates are required to acquire in depth knowledge of formulation, quality assurance and storage of various pharmaceutical dosage forms including herbal medicines.
3. The graduates should also understand the concept of community pharmacy and be able to participate in health care programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://spcop.in/programme-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course Outcomes

As per the curriculum prescribed by Savitribai Phule Pune University, Pune, weightage of end semester exam marks and internal exam marks were considered, and it was decided to calculate the CO attainments as 75% weightage to the University term end examination and 25% weightage to the Internal Examination. (For curriculum 2018/19 Pattern)

75% of 3 +25% of 3 = 2.25 + 0.75 = 3

As per the curriculum prescribed by Savitribai Phule Pune University, Pune, weightage of end semester exam marks and internal exam marks were considered, and it was decided to calculate the CO attainments as 60% weightage to the University Term End Examination and 40% weightage to the Internal Examination. (For Curriculum 2015 Pattern)

60% of 3 + 40% of 3 = 1.8 + 1.2 = 3

As the University does not provide average or median marks, we have set 55% percentage marks as the target level for theory courses and practical courses.

1. If 60% of students have obtained marks above target then the

level is considered as low level 1.
2. If 70% of students have obtained marks above target then the
   level is considered as medium level 2.
3. If 80% of students have obtained marks above target then the
   level is considered as high level 3.

Attainment of Program Outcomes

PO attainment level will be based on attainment levels of direct
assessment and indirect assessment.

It is assumed that while deciding on the overall attainment level,
80% weightage may be given to direct assessment and 20% weightage to
indirect assessment through surveys from students(largely),
employers (to some extent).

Direct Attainment Tools

1. First continuous assessment tools (Quiz/open book/ assignment/
   library notes/ extension work/ class test etc.)
2. Second continues assessment tool (multiple choice/ objective
   type question paper)
3. Sessional/ Periodic exam
4. End semester exam

Indirect Attainment Tools

1. Graduate Exit Survey
2. Alumni Survey
3. Employer's Survey
4. Professional Social Activity
5. Guest Lecture
6. Students Projects
7. Co-curricular Activity
8. Extra-curricular Activity
9. Hands on Training
10. Industrial Visit
11. Student Council

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://spcop.in/programme-outcomes/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

76

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	View File
Upload any additional information	View File
Paste link for the annual report	https://spcop.in/annual-report/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://spcop.in/feedback-2/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	View File
e-copies of the grant award letters for sponsored research projects /endowments	View File
List of endowments / projects with details of grants(Data Template)	View File

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	View File
Any additional information	View File
Supporting document from Funding Agency	View File
Paste link to funding agency website	https://www.aicte-india.org/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Today the buzzword for industry is innovation, the innovations are to be not only important but also these should be inclusive. The colleges are hubs for innovative thinking minds and it is important to nourish them and provide ideal environment to incubate their ideas. At Sharadchandra Pawar College of Pharmacy we try to promote the industrious thinking amongst the students through Incubation of ideas. Entrepreneurship development cell. Research advisory committee. We try to provide the skills of students through development of skill sets needed for successful in industry and entrepreneurship alike. The training and placement cell organizes regular training sessions on personality development, communication skills to make the students understand how to present and express themselves. The experts from industry are invited to update their technical knowledge and latest happenings in industry. Efforts are

undertaken to make them aware about the importance of Intellectual property rights (IPR) & Patent filing through lectures from experts Mr. Vivek Tarte were invited as resource person. We also promote the research environment through the 'Research Advisory Committee' (RAC) of our college which consists of Principal and senior members from each discipline of pharmaceutical sciences. RAC monitors and motivates students for participation in various research competitions such as abstract compitation and Pharma quoate compitation to promote scientific attitude among budding young students, this compitations was one of its kind. Last but not the least we had been "Entrepreneurship Development Cell" is very useful for conducting the activities to enhance the skill set of students. The cell has conducted entrepreneurship awareness programmes such as PGDM, MBA, Pharmacovigilance and Drug Regulatory Affairs for all B. Pharm students. Also expert talks from eminent Pharma professionals and skill development workshops were organized.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/workshop-seminar-conferences/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://spcop.in/rd/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	View File
Any additional information	View File

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	View File
List of research papers by title, author, department, name and year of publication (Data Template)	View File

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	View File
List books and chapters edited volumes/ books published (Data Template)	View File

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Sharadchandra Pawar College of pharmacy is related to varied social

activities in encompassing space. Through NSS, per annum we've got been conducting Health check up camps with a blood group and Hemoglobin. At a same period of time college has conducted Swachha Bharat Abhiyan at Dumberwadi. Our institute NSS students had participated in rally organized by Government on the occasion of "Mahatma Gandhi Jayanti" 28 september to 2nd October 2016. In order to spread awareness about road safety, "Road Safety Abhiyan" was organized by NSS unit of the institute during 30 September to 31 September 2016. Since 2016, our NSS unit has adopted a village, named Dingore ; Taluka- Junnar, District-Pune and is carrying out various activities like cleaning of village, Yoga sessions, discussions on social topic with villagers, free health checkup camp, street plays on drug addiction, rally on the theme of "Save Girl". The major activity in camp was cleaning and Patient counseling. The institute has organized "Woman's Grievance Redressal and Student Grievance Redressal program Associated with Nirbhaya pathak police Department". On the Occasion of 70th birth anniversary of Shikshan Maharshi Late.Vilasrao Tambe sir. Shri gajanan maharaj shikshan prasarak mandal,s under all institute has organize "Eye check up Camp" on 2nd September 2017. Our institute students and other pharmacy college Student had participated in Pharma Model Expo organized by GMSPM's SPCOP on the occasion of "Pharmacy Day" 25 September 2017. Since 2018 our NSS unit adopted a village (Kolwadi) in collaboration with two other colleges namely as Dyaneshwar Gramonnati mandal Hon.Balasaheb Jadhav Arts commerce and Science college, Ale and VIPER college of Pharmacy, Ale and is carrying out various activities like cleaning, construction of Bandhara on surrounding area of Dyaneshwar Maharaj Samadhi Mandir, Discussion or seminar on snack bits. For Kolhapur flood rehabilitation, our all staff were contributed their one day salary to government of Maharashtra. Students had participated in rally organized by International Pharmaceutical Federation on the occasion of "World Pharmacy Day" on 25 September 2019. The theme of the program was Safe and effective medicine for all.

File Description	Documents
Paste link for additional information	https://spcop.in/nss/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from

Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	View File
Any additional information	No File Uploaded
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	View File

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

350

File Description	Documents
Report of the event	View File
Any additional information	View File
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	View File

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	View File
Any additional information	View File
Details of Collaborative activities with institutions/industries for research, Faculty	View File

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Physical Facilities

The sprawling college campus at Dumbarwadi, Otur, Pune. is spread over an area of over 5.00 Acres which includes 5669 sq meters ofbuilt up area & 0.5 acres of open space for garden and sports facilities. The teaching- learning process is facilitated in 4 class rooms with one smart class, 2 tutorial rooms, 12 specialized laboratories, 01 computer centers with high speed Internet connectivity, a seminar room, conference room, an auditorium and a fully spacious library. The entire college campus is Wi-Fi enabled. The construction of a new academic block has been completed and the teaching has started in new building.

Facilities

Library - library has constructed on second floor of the institute. There are separate sections in available in library such as Administrator and book issue section, reading section, reference section, journal section, E-Library including ERP, e-book, e-journal, C.D, rare book, thesis and 3D animation . All the books are segregated subject wise and shelved in the properly labeled cupboards. All the books are given accession number and bar coding. The reference books and books for issue-return are stored separately. Library is well stocked with books, titles and journals as well as electronic resources such as Bentham Science Pharmacy, K-Hub N-List for use of students and faculty. The library has a very good collection of books; periodicals and journals related to pharmacy and allied sciences. It has two sections that is reference and issue section. At present library has books worth Rs. 42 Lakhs which includes valuable titles from the various subjects like Quality assurance, Pharmaceutics and Pharmaco-kinetics, Medicinal chemistry, Analytical Chemistry, Pharmaceutical chemistry (Inorganic & Organic), Biochemistry, Biotechnology, Microbiology, Molecular biology, Pharmacognosy, Pharmacology, Pathology, Anatomy & Physiology, Physical Pharmacy.Library has also provided book bank, reprographic facility to all users. It regularly 05 daily news papers in Marathi and English.

Computer Lab –The institute has very well equipped Computer laboratory with unrestricted internet access with bandwidth 32 Mbps is made available for students to refer the online resources for

curricular and co-curricular needs. Moreover, all the computers in departments are well equipped with computers, printers, and internet facilities. Separate computing and internet facility like Wi-Fi connection and LAN connection is made available for all staff and at ground floor for M. Pharm Students.

Animal House Institution has a well ventilated animal house and has build-up area of 75 sq mt and is maintained in accordance with CPCSEA guidelines. Different sections are constructed in animal house as per the CPCSEA guidelines viz. instruction room, quarantine section, store room, surgical room, Breeding Section, Animal stock room, experimental room and Cleaning area. Institutional Animal Ethical Committee is formed according to CPCSEA guidelines to monitor the learning and research activities. CPCSEA has approved the animal house facility for experimentation as well as for breeding experimental animals (Reg. no.: 1197/PO/C/08/CPCSEA -under The Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) is a statutory Committee, which is established under Chapter 4, Section 15(1) of the Prevention of Cruelty to Animals Act 1960.

Chemical Store- The centralized Chemical store is divided into separate sections for acids, solid chemicals and inflammable solvents. From chemical store, required glassware and chemicals are distributed to respective departments as per their requisitions and maintain the record.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://spcop.in/infrastracture-facilities/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Extracurricular activities are important in overall development of students. Institute organizes the sports and cultural programs to motivate the students to participate in various sports activities in institute and intercollegiate level events. Besides providing basic facilities, the institution also offers flexibility in academic schedules to the students representing the institution at various events. The followings facilities are available for the students:

Sport and Outdoor Games: The institute has huge and well maintained

playgrounds for outdoor events like cricket, volley ball and throw ball.

Indoor games: The institute has provided the facilities for indoor games like Table Tennis, Chess, Carom, Badminton etc.

Gymnasium: In order to motivate the students, institute has provided the gymnasium facility such as Yoga, Meditation; multipurpose gymnasium hall is available for students.

Cultural activity: Institute has activity hall for organizing cultural days. Students are promoted to participate in various cultural activities like Fresher's Program, Ganesh festival celebration etc. The institute provides open space pendol for organizing Annual social gathering.

Sr. No.

Facilities

Activities

Area/Size

1

Sports ground for outer games

Cricket, Volleyball, Throw ball

10000 sq m

2

Indoor games

Carom, Chess, Table Tennis

97.19 sq m

3

Indoor games (Workshop)

Badminton

170 sq m

4

Open space pendol

Annual Social Gathering

400 sq m

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/cultural-sport/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

06

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/infrastracture-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

38,17,000.00

File Description	Documents
Upload any additional information	View File
Upload audited utilization statements	View File
Upload Details of budget allocation, excluding salary during the year (Data Template	View File

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is well organized and stocked with books, titles, national and international journals as well as electronic resources such as e-journals, e-books from K-Hub for use of students, research scholars and faculty. There are separate sections of library such as administrator area, book issue section, reading & reference section, journal section and e-Library. All the books are segregated subject wise and shelved in the properly labeled cupboards. All the books are given accession number, the reference books and books for issue-return are stored separately. The latest volumes and issues of the subscribed journals are displayed in library in journals section. Old volumes and issues of the journals are hard bound every year and well labeled. The Library staff always encourages and motivates students and staff to join the national knowledge network by way of registration on National Digital Library (https://ndl.iitkgp.ac.in/) to get access to enormous and variety of digitized information and literature.

Library Services:

1. Computerized Library: Library is equipped with library automation software. It provides facility of book search with title or author wise. The cataloging & monitoring of issue-return is important attribute.
2. Reference Service: This section is open from 9:30 a.m. to 5:30 p.m. except on Sunday. It has a copy of all the books procured by the library and it is for use within the library only.
3. Borrowing Service: This section has a collection of all the textbooks and back volumes of periodicals.
4. Subscription of e-books and e-journals from K-Hub.
5. The database of E books, old thesis from our college is separately maintained for student's reference.
6. Library is installed with Integrated Library Management System

for smooth working of library that includes accessioning, issue return, data generation and stock verification. Name of software provider: MasterSoft ERP Solutions Pvt. Ltd.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://spcop.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources   A. Any 4 or more of the above

File Description	Documents
Upload any additional information	[View File](#)
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	[View File](#)

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4250536

File Description	Documents
Any additional information	[View File](#)
Audited statements of accounts	[View File](#)
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	[View File](#)

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

**The college is committed to provide and update information
technology (IT) facilities, access to required internet contents
with network security. The college has separate IT person which look
after the overall maintenance of IT facilities by means of System
Administrator.**

Information Security

**College is providing the security, privacy, confidentiality and full
integrity of all the information, assets, data through AMC services.
Every computer has been configured through secured user login id and
password to ensure the security of the data and the information. The
users are responsible for sharing the data with authorized users as
and when need arises.**

Network Security

**Quick heal Total Security Antivirus package prevents access to data
from any unauthorized outside person through internet or through
intranet. All the staff, Students and stakeholders have access to
all the journals and e learning resources, database and websites
except a few which do not come under purview of e-learning resources
through secured IP address. (Details are given in additional
information, table 4.3.1)**

Risk Management

**The college has established the centralized data backup centre to
recover the data in case of any incidences like crashing the system,
any disaster as and when required to recover the data and
information. Individual departments are also encouraged to save
their data on pen drive, hard disks, DVDs, CDs and separate PC for
backup only. Access to some of the unrequired and unwanted websites
e.g. social networking websites are restricted.**

Software Asset Management

The college has outsourced the Annual Maintenance Contract for all the hardware and have subscribed Quick Heal total security antivirus package, Microsoft Campus License Agreement for the software. Piracy is strictly discouraged and domain protection is enabled for installation of any software. (Details are given in additional information, table 4.3.2)

Open Source Resources

The college through its IT Cell does focus and encourage the proactive use of open source products, some specialized useful applications including operating systems and fosters an easy access to adapt and to install open source solutions and thereby keeping IT related expenditure at the lowest possible.

Green Computing

The college is committed to upkeep and maintain the environment by using efficient low power consuming IT products viz. Use of LCD monitors, screen saver, use of latest desktop PCs, Laptops of latest configuration which consume less power supply, regular maintenance and IT up keeping through outsourcing AMC for all PCs, and disposing all IT wastes in an ecofriendly manner. (Details are given in additional information, table 4.3.3 and 4.3.4)

LAN Facility

The college has a structured LAN and internet network facility. Network is in 3 tier architecture, comprising of the Core, Distribution & Access. All the end users/workstations are connected through 100 base ports. All the LAN attached users are connecting to the Access Switch Based on the VLAN & Security Policies associated to them as mentioned above. (Details are given in additional information, table 4.3.5)

32 Mbps 1:1 Broad Band Connection from Gazon Communication of Sai Digital Internet Service Provider.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://spcop.in/infrastracture-facilities/

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	View File
List of Computers	View File

4.3.3 - Bandwidth of internet connection in the Institution   **B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

57

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance department of college is handed over to Office Superintendent; it is taken care of by Office Superintendent and the respective departments. Each department is assigned the responsibility providing and maintaining the common facilities which includes all the common amenities and support systems such as water, electricity, carpentry, plumbing, internet and securities.

In every department one of the staff members is assigned as a lab incharge to supervise the laboratories, equipments and its maintenance. The demonstration of working and maintenance of every new instrument or equipment is arranged for faculty and supporting staff whereas use of sophisticated instruments and their maintenance is done under the supervision of in charge. The sensitive equipments are placed in air-conditioned central instrument room. Staff and students are instructed to follow standard operating procedures strictly during uses of instrument. Log book is maintained for all instrument/equipment to monitor the usage.

In Library, all the books are given accession number. The books are segregated subject wise. The old books are identified and properly bound to prevent further damage to the books. Entry register for staff and students is kept in the library. The Library room is cleaned every day by the sweepers.

All the computers in the premises are monitored and maintained from time-to-time by the full time system analyst. All the computers and printers in the institute are checked for maintenance of systems and software every month. Antiviruses are installed on the computer to protect from virus, firewall system is provided by campus to monitor the appropriate use of internet. The software updates, ICT tool and internet related problems are resolved from the respective service providers.

The class rooms are kept neat and tidy on daily basis. The fans, electrical fixtures, LCD projectors are maintained by the electrician available in college. The working of Central Processing Unit (CPU) in the seminar hall also monitored and taken care of by the computer technician.

Annual Maintenance Contract (AMC) have been made to check, inspect and resolve the issues related to water coolers, aqua guard water purifiers, printers and major sophisticated equipments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/infrastracture-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

127

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	[View File](#)
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	[View File](#)

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

File Description	Documents
Upload any additional information	[View File](#)
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	[View File](#)

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills

A. All of the above

File Description	Documents
Link to Institutional website	https://spcop.in/workshop-seminar-conferences/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1660

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1660

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees

A. All of the above

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institute has a dynamic 'Student Council' and representation of students on various academic and administrative committees. Students play a key role under the guidance of staff in initiating, planning

and executing various co-curricular, extra-curricular and extension activities in the Institute. It helps in developing qualities required in the competent management professionals like – planning, organizing, communication, direction, motivation, control, teamwork, leadership.

The details of student council and representation of students on various committees is given below.

1) Student Council/Gymkhana Committee: Sharadchandra Pawar College of Pharmacy has well defined structure of Student council as per public University act 2016 under section 99(3). The student council actively participates in extracurricular and co-curricular activities and is involved in college working committees. Extracurricular activities like Sports, Cultural, Annual Fest and National Service Scheme and Co-curricular activities like workshops, conferences and professional activities like, Pharmacist Day celebration is conducted by Student council.

2) College Development Committee: It is formed as per the guidelines of Amended University Ordinance 2016. The Committee plays key role in overall development of the Institute. There are student representatives on this committee.

3) Magazine Committee: This committee is responsible for editing and publication of the Magazine, and Management Brochure of the Institute every year. This is a platform created to encourage and develop the creative literature writing skills of the students.

4) Training &Placement Committee: Placement Committee works for internships and final placements of the students. The committee members are involved in organizing interviews at campus. The committee members take active part in organizing Aptitude Tests, Mock GD & PI sessions for students.

5)Alumni Committee: Students in this committee are involved in the all types of communications with the pass out students of SPCOP & their association.

6) National Service Scheme Committee (NSS): The students are actively involved in organizing various extension activities like – Tree Plantation, Swachh Bharat Abhiyan, Blood Donation Camp, Health Check-up Camps etc. These activities sensitize students towards social issues and inculcate sense of social responsibility among them.

7) Internal Complaints Committee / Women DevelopmentCell: The
Institute has formed ICC /Women Development Cellin which students
are involved to resolve all types of women grievances.

8)Anti-Ragging Committee: In this Committee students are
participated to monitor any type of misbehaviour of senior students
with newcomers.

9) Grievance Redressal Committee: Institute has formed this
committee to resolve all types of student grievances like college
facilities, Exam, Academic or any deficiency in the premises.

10) Environmental Club: In this Students are involved in various
activities like environmental tour, plastic collection, solid,
liquid & e-waste disposal, tree plantation.

11)Educational Tour Committee: This Committee is responsible for
organizing Industrial tour, Animal house visit trip, Industrial
training etc.

The students who participate in organizing various activities are
appreciated for their commendable efforts by giving certificates.
The participation of students in various committees and activities
enrich their experience and develop personality.

File Description	Documents
Paste link for additional information	https://spcop.in/student-council/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

9

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institute has active Alumni functional committee as well as Alumni registered Committee. It represents dynamic, talented, versatile and energetic network of Alumni of the Institute. Students who completed B. Pharm. or M. Pharm. from college are eligible as a member of the Alumni Committee. Alumni of the Institute are working in highly reputed organizations at good positions and contributing towards the success of their organizations. Some of the Alumni have become successful entrepreneurs and started their own enterprise. Alumni Association of the Institute includes alumni working at higher positions in reputed corporate organizations and successful entrepreneurs.

The Alumni Association is significantly contributing for the development of the Institute in manifold ways.

1.Alumni Association Meetings: The Alumni Association meetings are organized every year. During these meetings, the Institute's faculty members make the alumni aware about the activities and achievements of the Institute. The alumni share their experiences in the corporate world and provide valuable suggestions for improving quality of education.

2.Alumni Meet: The Institute along with Alumni Association members organizes 'Alumni meet' every year. Alumni Meet provides a classic opportunity for alumni to share their corporate experiences with present students and have refreshing interaction with friends and faculty members. Alumni become nostalgic, revisit the golden memories of the almamater, and enjoy the euphoria of the meet.

3.Participation of Alumni in Co-curricular, Extra-curricular and Extension Activities of the Institute: Alumni contribute in various activities of the Institute like - Experience sharing in Induction & Orientation Programs, Expert Sessions, Workshops, helping in organizing Industrial Visits, Entrepreneurship Development, Judges for various cultural and sports activities, supporting extension activities. All these activities lead to development of holistic personality and enhancing employability and entrepreneurial abilities of the students.

4.Support in Placement Activities: Alumni contribute significantly in supporting placement activities. The strong and wide network of alumni support in the form of offering Internships & Final Placements. Alumni provide their own reference and information about job openings to enable students to get their dream job. The contribution of alumni in career development of the students is laudable.

5.Feedback from Alumni and Employers: The Institute collects feedback from alumni and employers. The suggestions given by alumni and employers help in improving quality of education.

6. Financial Support: Institute provides financial support to alumni for conducting all the activities under alumni association like, Guest Lectures, Career Guidance, Alumni Meet, etc.

To enrol pass out students of SPCOP as an Alumni, Registration fees of Rs. 500/- is charged. Hence Alumni registration process started since 1/02/2020 onwards. 211 Alumni are Registered uptill now . Overall, the contribution of Alumni Association in development of the Institute is commendable.

File Description	Documents
Paste link for additional information	https://spcop.in/alumni-data-2/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)

D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	View File

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution has established the vision and mission through a consultative process involving internal and external stakeholders. Consideration of the future scope of the program and the societal requirements are shown below. Step 1: Vision and Mission of the institute are taken as an origin. Step 2: Views are taken from stakeholders of the Department such as industry, management, parents and professional bodies Step 3: The accepted views are analyzed and reviewed to check the consistency with the vision and mission of the institute.

Vision Statement:-

"To develop a center for academic excellence and get recognized globally in the field of value added based pharmaceutical education building competent pharmacist imparting quality pharmacy education to them".

Mission Statement:-

"To ensure achieving of the potential and growing needs of higher technical education, inspiring pharmacy students from both rural and urban areas with updated technologies, methodologies, well acquainted knowledge and training skill-sets, serving needs of pharmacy discipline and society in future".

A brief statement of mission mentioned here is applied to the B. Pharmacy program. A few important keywords are identified and defined in order to formulate program educational objectives (PEOs). a) International standards, M1: To produce qualified and competent pharmacists of international standards through outcome-based and self-learning strategies. b) Pharmacists of highest caliber, M2: To promote innovation-oriented and problem-based research capabilities in the young pharmacists to foster the progress of the society. c) Upholding human values, M3: To inculcate strong ethical values and good professional behavior, so as to adapt and absorb emerging changes in the field of pharmacy.

The Governing Body is the Supreme Body responsible for the management of the Institution. Its function shall include the following:

Finance Committee

Equipment Committee

Building Committee

Staff Selection Committee

Academic Committee

Internal Quality Assurance Cell (IQAC)

College Development Committee (CDC)

Women Development Cell

Student Grievance Redressal

Institutional Policies:

Development of infrastructure & its renovation with the discussion of governing body and committee members Academic concern like time table, academic calendar, number of holidays, number of leaves, vacation period etc. are monitored by the academic advisory members and program committee. Admission process to be discussed as per government policies by the Principal and management council. Purchase of chemicals, Glassware's, Equipments, instruments, stationary, etc. through equipment and purchase committee. Tentative budget allocation for all types of purchase as per discussion in the members of purchase and finance committee New recruitment for teaching, non-teaching and supportive staff in accordance with recruitment policies. Cultural, co-curricular and extra-curricular committee make plan regarding activities to be conducted in the respective academic year. Budget regarding affiliation fees is being sanctioned every year. Plan of new proposals for funding agencies like BCUD, AICTE, DST, DBT, ICMR, AYUSH etc. and discussion on earlier sanctioned proposals.

File Description	Documents
Paste link for additional information	https://spcop.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and

participative management.

Institute delegates with autonomy to the head of the departments and various coordinators to work towards improved decentralized governance system in the following way: 1. The Principal appoints heads of the department to execute various quality policies. 2. The coordinators of the various important bodies such as NSS, Training and placement, Research and development etc. work independently and report directly to the Principal. 3. Examination committee, grievances and anti-ragging committee, IQAC Cell, Training & Placement Committee, Hostel Committee, work independently in Decentralized manner and report directly to the Principal. 4. Senior and qualified faculty is appointed as Head of the Department. The respective heads are given freedom in framing, executing and fulfilling departmental policies. 5. The respective heads in consultation with departmental colleagues can finalize laboratory requirements and suggests future plans for development/ expansion. Participative management: The institute believes in participative management involving majority of its stakeholders

1. External Representation:

Following Institutional Committees have External Representation: 1. Institutional Animal Ethical Committee (IAEC) 2. Anti-ragging Committee 3. Internal Complaint committee/ Women's Development Cell 4. Internal Quality Assurance Cell (IQAC) 5. College development Committee (CDC)

2. Students Representation:

Following Institutional Committees have Students Representation: 1. Students Council 2. Hostel Committee 3. Anti-ragging Committee 4. Internal Complaint committee 5. IQAC 6. Alumni Committee 7. Grievance Redressal Committee 8. Institutional Magazine Committee

3. Parents Representation: Following Institutional Committees have Parent Representation a. IQAC b. Anti-ragging Committee c. Parent feedback d. Institutional Vision and Mission

File Description	Documents
Paste link for additional information	https://spcop.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan for the academic year 2020-2025 was prepared and approved by management of Shri Gajanan Maharaj Shikshan Prasarak Mandal's and Academic Monitoring Committee now IQAC (Internal Quality Assurance Cell). The prepared perspective plan contains various activities for the improvement like academic robust To promote the innovation in the profession of pharmacy and pharmaceutical sciences by young pharmacist by using imagination and creativity, with a view of securing through innovation having positive impact of community.

01) Academic Plan

02) Research and Innovation

03) Social Responsibilities and Social Services

04) Strengthen the Skills in pharmacy educations

05) Plan for Training and Placement Cell (Industry Institute Interaction)

06) Plan for Finance and Infrastructure

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://spcop.in/perspective-plan/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

The Principal of the institution shall be the member secretary of the governing body. The constitution is so prescribed that collective wisdom of the members of the society, government officials of the affiliating body and expert members are available for smooth running of the institution. Powers and Functions of Governing Body To form the following Sub-Committees and consider the recommendations made by them:

1. Finance Committee

2. Equipment Committee

3. Building Committee

4. Staff Selection Committee

5. Academic Committee

6. Internal Quality Assurance Cell (IQAC)

1. The Meeting of Governing body shall be called twice in a year.

2. The Principal Secretary shoulders the responsibility to finalize the date and agenda of meeting and communicate the same to the constitutional members. 3. The agenda of meeting should cover points mentioned Development of Infra Structure & Renovation Admission process to be discussed as per government policies Purchase of chemicals, Glassware's, Equipment's, instruments, stationary, printing jobs, maintenance, Xerox Machine, LCD projector, Generator, Power Backup, Furniture etc. Tentative budget allocated and finalize for all types of purchase Different vendors to be finalized for respective purchase New recruitment for teaching and non-teaching staff to be discussed Planning regarding curricular and co-curricular activities Budget to be sanctioned for affiliation fees Discussion regarding different committees to be held in the academic year Plan of new proposals for funding agencies like BCUD, AICTE, DST, DBT, ICMR, AYUSH etc. 5. Brief focus on minutes of previous meetings at a glance by the committee members and feed by principal secretary 6. The Principal Secretary will be responsible for taking follow up and execution of plan discussed in the meeting Promotional Policies

FOR TEACHING STAFF

1.Evaluation Criteria for Teaching Staff is framed on the basis of Yearly academic performance appraisal that covers following parameters as like Teaching Performance Result Analysis (Sessional & University) Research Publication Funds Raised Outside Participation Organization of Events Administrative Responsibilities Duties Assigned in Campus Punctuality of Work Curricular & Co-curricular Involvement 1.Performance Appraisal Report will be validated by the Principal Office 2.Internal Promotions Respective Staff will be promoted for the post on the basis of additional qualification like Ph.D. & Relevant Professional Experience Promotional Rewards, Awards

and Incentives will be honored by the Institution to the respective staff for their achievements. FOR NON TEACHING STAFF

Promotions for Non-Teaching Staff are on the following basis

1. Nature of Work

2. Attitude towards staff and students

3. Punctuality of their work

4. Behavior in the working premises

5. Completion of work within time period assigned

6. Maintenance of hygienic conditions in the allocated areas of work

7. Performance of work related to outside and other duties assigned

8. Performance evaluation committee will be constituted involving three staff members as Principal, Academic In-charge, Office Superintendent and recommendation reports decides promotions and awards thereof

Grievance Redressal and women grievance work separately

File Description	Documents
Paste link for additional information	https://spcop.in/governing-body/
Link to Organogram of the institution webpage	https://spcop.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Following Welfare measures are provided for Teaching and Non-teaching staff

1. **The institute offers promote, healthy, research oriented and supportive professional work environment to its faculty.**
2. **Institute provides necessary infrastructure and facilities to undertake research work**
3. **Duty leave and financial assistance is provided to staff participating in outside scientific session.**
4. **Various appreciation awards, recognition and felicitation are provided to the faculty securing professional achievements.**
5. **Free transport facility is provided to the teaching and non-teaching staff**
6. **Maternity leave is allowed for women faculty**

Teaching Staff

Non- Teaching

Casual Leave

Casual Leave

Duty Leave

Duty Leave

Employer Provident Fund (EPF)

Employer Provident Fund (EPF)

Maternity Leave

Maternity Leave

Service Book

Service Book

Group Insurance

Group Insurance

Free Transport

Free Transport

Canteen

Canteen

Credit Society Benefits to Enrolled Employees

Credit Society Benefits to Enrolled Employees

Compensatory Off

Compensatory Off

File Description	Documents
Paste link for additional information	http://spcop.in/wp-content/uploads/2022/03/Staff-Welfair-Scheme.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	[View File]()
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	[View File]()
Upload any additional information	[View File]()
Details of teachers attending professional development programmes during the year (Data Template)	[View File]()

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has a transparent performance appraisal system for teaching and non teaching staff. Appraisal is conducted at the end of every academic year. Student's feedback is taken twice a year and on that basis individual score is issued to teaching staff thereafter. According to portfolios office orders to be given to every teaching staff member at the beginning of the year and job accomplishment of which is submitted by them at the end of year. Job responsibilities of non teaching staff are also defined. On the basis of students feedback and completion of delegated work, appraisals, decisions regarding their annual increment, promotions and confirmation for permanent employment are taken and conveyed accordingly. The teaching and non teaching staff gives the review of the tasks completed in the previous academic year by means of Appraisal forms given to them. The appraisal form for teaching staff consists of two parts i.e. General information and academic performance indicators. The academic performance indicators include a comprehensive formation about

1. Teaching, Learning & Evaluation related activities, Institutional responsibilities & Student development and Extension activities.

2. Curricular and extracurricular and administrative activities.

3. Research, Publications and academic contributions.

4. Official conduct.

5. Any other information.

For non teaching staff appraisal parameters include

1. Punctuality.

2. Accuracy & Speed of work.

3. Ability to take up additional workload.

4. Integrity and character.

5. Interaction with colleagues & students.

6. General performance assessment.

7. HODs Remarks

File Description	Documents
Paste link for additional information	https://spcop.in/governing-body/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has an efficient mechanism of internal and external auditing in accordance with the auditing standards generally accepted in India. The accounts and procedures of internal control of finance are carried out by the head of the accounts team on a day to day basis and an annual audit is done by the statutory auditor. The audit of accounts and submission of income tax returns are being carried out regularly each year. The accounts of the College are audited regularly as per the Government rules by competent and registered C.A.s (Chartered Accountants). The external auditor conducts statutory audits at the end of the financial year. Books of accounts are prepared as per statutory requirements. The Balance sheet and Income and Expenditure account referred in agreement with books of account are submitted to the auditor. The auditor ensures the evidence supporting the amounts, disclosures in financial statements, accounting principles used and significant estimates made by management. After the audit, the report is sent to the Management for review.

File Description	Documents
Paste link for additional information	https://spcop.in/audit-report/
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has taken necessary steps for resource mobilization. The major heads of funds mobilization includes tuition fees, research grants and grants to conduct developmental activities. Conversely, the institution is having a proficient and effective mechanism for utilization of available financial resources. The tentative budget of college for each financial year is finalized by respective heads of each department, library and office and submitted to the Principal. Consequently, The same budget is forwarded to the management for approval through principal. The approved budget is allocated to different departments for purchases. According to the requirement given in budget, purchase requirement of equipments, chemicals, glassware's or other major items is prepared and requisition is submitted to purchase committee which is headed by the Principal. Purchase Committee invites quotations from various suppliers. The quotations submitted by suppliers are evaluated, comparative statement is prepared, suppliers are called for personal discussion and after comparing all aspects from various suppliers, orders are placed. The college also receives financial assistance and support as funding through the SPPU and AICTE for

development of infrastructure, library up gradation, seminar and workshop purchase of equipments, research and development and academic activities and funds granted are utilized as per their guidelines. The utilized grants are audited regularly as per the Government rules by competent and registered C.A.s (Chartered Accountants). The college has Decentralized administration to utilize the funds allocated in different heads such as (National service Scheme, personality development, Minor research project, Seminars) providing financial support and release of fund for scholarship disbursement to students who needs financial assistance. Management and institution encourage and motivate the faculties to apply for research grant to various funding agencies. The members of faculty are promoted to take-up various industries and organizations. This helps to train the research scholars, effective teaching and good research publications. Audited statement and utilization statement are submitted to the concerned after the completion of the event. Every financial transaction is recorded. All procedures and dealings are computerized.

File Description	Documents
Paste link for additional information	https://spcop.in/audit_report.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC was established in the year 2016 and formally constituted with the goals to promote the measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices. Also aim to develop a system for conscious, consistent and catalytic action to improve the academic and administrative activity of the institution.

The best practices institutionalized under IQAC are as below

01 Academic Advisory Committee

It has been constituted and comprising of academic in-charge, HOD's of concern department, class in-charge and Principal Chairman. The member's works efficiently and with consistent efforts to enhanced teaching learning related activities. At the start of every academic year newly admitted students are made familiar with the academic

curriculum, examination pattern, institutional facilities, curricular, extracurricular activities and introduction to available faculty via conduct of induction program. Parent meet is being held with the aim to ask suggestions from the parents and to communicate the progress report of the student that helps in resolving the concern issues within time. It includes framing and display of academic time table, consultation and allotment of workload among teachers, designing and circulation of academic calendar. Monitoring of regular classes for conduct of theory and practical, filing of teaching plan for theory, practical and tutorials from individual teacher, syllabus completion and sessional syllabus display records, preparation of academic file adhering to the index recommended by the academic advisory committee. The committee supervises smooth conduct of continuous assessment, internal sessional examination and external university examinations with respect to the plan of academic calendar. The committee advises to the respective class in-charge to monitor the student attendance on monthly basis and cumulative student attendance before university examination. The institution has taken efforts to promote the B. pharmacy final year students for M. pharmacy course through in-house conduct of series of GPAT examination practice on weekly basis. In accordance to inculcate innovative practice among the student and teachers the committee recommends to conduct soft skill development, pharma model expo, industry expert lectures, seminars and workshops on innovative topics. Mentor: Mentee system, guardian teachers and feedback system on various designed parameters ensures resolving student related and stakeholder problems in timely manner.

02. Decentralization of Administrative Work

Organizational structure framed inform of hierarchical organogram exploring decentralization of administrative system of the institution. Initiatives and efforts of the institution to form portfolio describing decentralization of the role and responsibilities of individual teacher as member of various administrative committees at each level. Basic objective of the practice is to promote all the teachers and students with decision making and problem solving ability in timely manner. This practice supports smooth and sound conduct of curriculum and enhances quality in academic performance. Accomplishment of the work at the end of every academic year pertains accountability and habitual documentary evidence.

File Description	Documents
Paste link for additional information	http://spcop.in/iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institutional IQAC has been established as per norms with predefined goals strategies and functions. The basic objective of the IQAC is to act as a nodal agency of the institution coordinating quality enhancement activities involving adoption and dissemination of best practices. IQAC members take reviews on teaching learning process, administrative and committees on portfolio, feedback response at the level of internal and external stakeholders. There is frequent and periodical monitoring of mentor mentee system, examination result analysis. Periodic review on student attendance by the academic monitoring committee and check over the completion of syllabus as prescribed by the university. There is alternative adjustment of teachers for the workload of teacher on leave. Defaulter students in attendance are identified and displayed on notice board and counselling is being carried out. During parent meet students' progress report is discussed and parents were asked for the suggestions for the further enhancement of quality. Decentralized administrative committee members maintain activity records as in form of minutes of meeting reviewed by the IQAC.

Accomplishment of the performed work is been filed at the end of every academic year supporting enhancement in the quality of the work. Students at the UG level are encouraged to admissions at the PG course by conduct of seminars and guest lectures focusing higher education opportunities. Continuous monitoring of laboratory related work including records like deadstock, lab issue, daily consumption, maintenance, breakage and fine, lab occupancy and lab workload, laboratory charts, equipment list and overall budget of the individual laboratory. Curricular and Extracurricular committee conducts and take reviews on various activities and its schedule.

File Description	Documents
Paste link for additional information	https://spcop.in/academic-advisory-committee/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)

A. All of the above

File Description	Documents
Paste web link of Annual reports of Institution	https://spcop.in/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender sensitization presides overgender sensitivity, the modification of behaviour by raisiing awareness of gender equality concerns. Gender sensitization may be seen as "the awareness informed propensity to behave in a manner which is sensitive to gender justice and gender equality issues." There are some ways through which the college shows gender sensitivity by providing necessary facilities and undertaking appropriate initiatives and sensitisation programmes. Improving student profile through inclusive practices towards gender and social sensitization by organizing meetings, seminars, workshops and social events providing

a platform of equal opportunity and co-existence. Orientation programme for fresh graduates and introduce them to the new higher education environment and help them cope from school life to a life of responsible adulthood.

College provides different safety and security facilities in the campus. College corridors, library and office premises are under CCTV vigilance. Fire extinguishers are mounted in all laboratories for safety purpose. Napkin Vending machine & incinerator are available in girls common room. Personalized Mentorship and counselling programs that give support and trust towards progression to higher education and placement. Personal counselling is done with all students by their respective mentors to solve all types of problems. There are different grievance committees like Anti Ragging Committee, Grievances Redressal Committee, Internal Complaints Committee which help the students to resolve their issues where equal opportunity is given to boys and girls.

Emergency telephone numbers of hospitals, blood bank, fire brigade, police station, ambulance and antiragging toll free numbers are displayed prominently in the premises. Each class has female and male class representative to coordinate between teachers and students. College has 24 hrs security guards in the campus to keep check on trespassers. Entry is allowed inside the campus against valid identity cards. Lady staff members also accompany the students during educational tours, industrial visits, NSS camp, field trips to ensure safety and security of female students. We have mentor system to understand and solve students' issues. Each staff member is assigned as mentor for fixed number of students. Monthly meetings are conducted to counsel the mentees. The objective of personal counselling is to understand the issues which a student may hesitate to speak communally. College has separate common rooms for boys and girls with required facilities like lockers, sitting arrangement, attached washroom etc. There is a sick room for the students in case of medical discomfort. To promote the awareness of gender equity, college regularly organizes various competitions like rangoli and poster making, etc with related themes. Student council department organizes various programs related to women health and welfare like yoga sessions and lectures, self defence training, haemoglobin check-up etc. Every year NSS unit organizes a special camp of seven days in the particular village where students interact with villagers. Local speakers are invited to talk on topics related to women empowerment and gender equality.

File Description	Documents
Annual gender sensitization action plan	https://spcop.in/womens-development-cell/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://spcop.in/womens-development-cell/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures   Solar energy Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

B. Any 3 of the above

File Description	Documents
Geo tagged Photographs	View File
Any other relevant information	View File

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The functioning of the college exerts negligible stress on environment. Our college students and Staff arranged different programmes to protect our environment and initiated to reduce the generation of wastes.

Waste-Management is the most challenging factor in our modern civilization. Over population, High population density is very challenging factors, on the other hand, we have getting some resource reutilization. Proper Waste management means to keep up clean and healthy environment.

1. Solid Waste

Solid waste is produced through regular activities includes paper, glass, food residue and packaging material, regular different useless material, wood, metals, leather, cardboard etc. we get duly thrown into appropriate bins which later are emptied by the proper waste disposal area in our college campus. Solid waste is regularly

collected in separate Dry and Wet Dustbins. Which is later are empty by the garbage collection van.

2. Liquid Waste

Liquid Waste is mostly generated in our college by:

Liquid waste is generated during regular Practicals and cleaning activities. Liquid waste from the college Washrooms is safely Well-maintained by underground drainage system and it Disposed off big underground chamber which suck naturally in soil that influence to make recharge ground water.

3. Biomedical waste management

College has contract with Life Secure Enterprises which is authorized by Maharashtra Pollution Control Board Under Biomedical Waste and Environment Protection Act 1986. Company person regularly collects biomedical waste material from college and dispose as per their protocol.

4. E- Waste Managment

Electronic Scrap component Such as Computer parts mainly and electrical device are sometimes reparable for use or appropriately disposed, ensuring no accumulation of such hazard elements inside the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus

B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows:

A. Any 4 or All of the above

1. **Restricted entry of automobiles**
2. **Use of bicycles/ Battery-powered vehicles**
3. **Pedestrian-friendly pathways**
4. **Ban on use of plastic**
5. **Landscaping**

File Description	Documents
Geo tagged photos / videos of the facilities	View File
Various policy documents / decisions circulated for implementation	View File
Any other relevant documents	View File

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities

A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	View File
Certification by the auditing agency	View File
Certificates of the awards received	View File
Any other relevant information	View File

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment   5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen   reading

A. Any 4 or all of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like (1) Women's day (2) Yoga

day, along with many regional festivals like Sankranti, Navaratra, Ganesh Utsav etc are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. NSS also organize gender sensitization programmes to disseminate Communal & socioeconomic messages. Hindi Day also celebrated every in the college to maintain harmony towards linguistic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country. The college has also conducted various activities on Move towards constitution where principal sir enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution. Singing of national anthem in the campus every day so as to bring a feeling of patriotism among all is practiced. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen.

The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we have organized an awareness rally for the students and took a tour in entire town to create awareness among all. The college has also conducted a Voter awareness programme for all the students and were sensitized about their constitutional powers of voting. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution.

The SPCOP Observes the Following Days Regularly through out the year…

25th January- Voter's Day

26th January- Republic Day

15th August- Independence Day

26th November- Constitution Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://spcop.in/human-values-professional-ethics/
Any other relevant information	https://spcop.in/events-gallery/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff   4. Annual awareness programmes on Code of Conduct are organized

A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year along with the National festivals, the birth anniversaries and death anniversaries of various great Indian Personalities, Heroes and Leaders are celebrated. The Sharadchandra Pawar College of Pharmacy strongly believes that unless the present generation of youth are not sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen the students will not be able to understand their responsibility to the nation. To build a nation of youth who are noble in their attitude and morally responsible, the College organizes the national festivals and birth/death anniversaries of Great Indian personalities so as to inculcate in the students and staff, besides the society and also to remind us about:

The unity which India has in its diversity that serves as the melting pot of cultures, religion, and ethnicity and develops qualities of tolerance and understanding amongst students. The sacrifices which great leaders and personalities like Mahatma Gandhi, Jawaharlal Nehru, Bhagat Singh, Swami Vivekananda, Maulana Abul Kalam Azad, Dr. APJ Abdul Kalam and others have made to make India for what it stands for - a Democracy that is developing and setting example to the rest of the world that a country in a short span of 70 years can achieve self-reliance and economic stability.

The SPCOP Observes the Following Days Regularly through out the year…

12th January - National Youth Day - Swami Vivekananda

19th February- Shiv Jayanti

28th February - National Science Day - Sir C V Raman

23rd March - Shaheed Diwas - Bhagat Singh

5th September - Teachers Day - Dr. Sarvepalli Radhakrishnan

25th September - World Pharmacists Day

2nd October - Gandhi Jayanthi

11th November - National Education Day - Maulana Abul Kalam Azad

These activities are organized by staff and students of the College by initiating many of the activities like motivational speeches, lectures, book stalls, Swacchata Abhiyan, visit at GMRT Narayangaon science exhibition, awareness programmes.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The SPCOP College is practicing many numbers of best practices regularly. Among which college will consider only the following best two practices so as to improve the functioning of academic and administrative system to achieve better educational objectives.

1. **Academic Monitoring: The main objective of this practice is to monitor and check over the regular academic related activities like designing and implementation of time table, academic calendar, distribution of workload, preparation of teaching plan for theory and practical, alternate workload adjustment, sessional syllabus display and syllabus completion records, maintaining of daily and monthly student's attendance, checking of result analysis, mentoring system, feedback system, conduct of continuous assessment, performance appraisal of teaching and non- teaching staff, compilation of**

individual academic file records. The practice aim to monitor overall teaching learning process effectively and ensuring of students are getting updated pharmacy knowledge and development of skills among them to sustain in the global competitive pharma field.

2. Decentralization of Administrative System: One of the best practices of the institutes is decentralization of administrative system by framing robust hierarchical organization structure with predefined and planned roles and responsibilities at each administrative level. Basic objective of the practice is to promote involvement and encouragement of individual faculty and students with decision making and problem solving ability. Ultimately it has helped to enhanced democracy and resolution of problems in timely manner achieving better outcomes. It becomes habitual in pertaining accountability and keeping documentary evidence maximizing performance and smoothening of educational system.

File Description	Documents
Best practices in the Institutional website	https://spcop.in/academic-advisory-committee/
Any other relevant information	https://spcop.in/portfolio/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Various possible efforts are made in teaching learning process and are compiled in the academic file at the end of every semester. The institution have three number of digital classrooms provided with the LCD projector and LAN facility.

Institute provided Microsoft teams software for smooth running of online teaching learning activities.Teachers are advised to use online teaching learning methods like PPT, videos, notes, e-books, e-journals, digital library etc.

Teachers are encouraged to organized and attend various Online seminars, workshop, conference, guest lectures on competitive examination, higher education, soft skill development etc.

National Service Scheme NSS unit conduct activities at the social

level includes swatch bharat abhiyan.

Institute has implemented online systems for activities like, alumni meet , Parent meet, Feedback system, Mentor mentee system.

By considering thrust areas of our institution and achieving the vision and mission we propose plan to give more emphasis on generation of more projects funds from different funding agencies, organizing of campus interview by inviting pharmaceutical companies, enhancement of research activity in term of research publications, scientific presentation and filing patents. In accordance to promote the social awareness and social responsibility of the institution we have planned to conduct different activities at the social level.

Part B

CURRICULAR ASPECTS

1.1 - Curricular Planning and Implementation

1.1.1 - The Institution ensures effective curriculum delivery through a well planned and documented process

The institute is being affiliated to Savitribai Phule Pune University (SPPU), following curricular framework and structure prescribed by the University in the aspect of tenure, content, delivery, evaluation and certification of the program. At present different patterns of the syllabus like 2015, 2018 and 2019 are being followed by the institution. Reviewing and restructuring of the syllabus content and curriculum by the University authorities at regular interval by maintaining minimum requirements, standards and quality of education as per the norms of statutory bodies like PCI and AICTE. Updating and revision of syllabus content and curriculum structure is being carried by means of syllabus orientation workshops. Critical evaluation and suggestions of members of Board of Studies (BOS) and subject experts of respective course are being considered during syllabus framing workshops. Components of program committee formed as per PCI regulations and members of academic advisory committee are involving actively in designing of academic time table taking into consideration inputs provided by the teachers of respective subjects. Academic calendar is being framed by the academic advisory committee containing probable list of activities like tenure of academic terms, holidays, period of examination (Internal & External), co- curricular & extra-curricular activities, mentoring sessions, important instructions to the students and modalities of examination of respective course. Teaching plan for theory and practical as well as schedule plan for the conduct of continuous assessment is being prepared at the start of academic term by the respective faculty and it is filed in the course file. Subject teachers calculate the cumulative attendance of the individual student on monthly basis for individual subjects. Academic department asks for the syllabus completion details and sessional syllabus display records from every faculty well in advance before conduct of sessional examinations and it is filed under respective files. Examination department asks for the handwritten sessional theory question paper from individual teacher and it is being checked by the examination department, verified by academic department and further approved by the Principal to become ready for print. Academic advisory committee monitors the total number of theory

and practical hours completed and syllabus covered under individual subject and prepare plan for the additional lectures and practical to be conducted. Respective laboratory in charge maintain the various documents like chemical indent book, laboratory job book, laboratory manual, chemicals and glassware issue register, chemicals and glassware requisition and demand records, daily chemicals and glassware consumption record, dead stock register for glassware, chemicals and instruments within individual laboratory, preparation of reagents records, daily laboratory cleaning records, laboratory occupancy with respect of laboratory time table and total hours of occupancy. Central library is well stocked with adequate number of books, journals, periodicals, CD's, digital library, online books and language laboratory as per AICTE standards. Seminars, guest lectures, workshops, Pharma model expo competition, Pharma Ralley, NSS activities, career guidance, coaching related to higher education, campus interview, etc. is organized. Academic meeting is called in the principal office on monthly basis with the agenda discussing plans to foster the overall growth of academics.

File Description	Documents
Upload relevant supporting document	[View File](#)
Link for Additional information	https://spcop.in/academic-advisory-committee/

1.1.2 - The institution adheres to the academic calendar including for the conduct of Continuous Internal Evaluation (CIE)

1. Savitribai Phule Pune University declare schedule of examination regarding last date of acceptance of examination form, date of Commencement of examination and probable date of result declaration on the website. Examination department of college prepares the tentative examination schedule according to the university schedule.

2. The tentative schedule of examination for theory and practical is displayed on the notice board for students.

3. Same schedule is communicated to faculty of the college.

4. Faculty members declare the dates for conduction of the internal continuous assessments and schedule is display of notice

board.

5. Time Table for each examination is prepared in advance and accordingly anexaminations are conducted.

File Description	Documents
Upload relevant supporting document	View File
Link for Additional information	https://spcop.in/academic-calender/

1.1.3 - Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the year. Academic council/BoS of Affiliating University Setting of question papers for UG/PG programs Design and Development of Curriculum for Add on/ certificate/ Diploma Courses Assessment /evaluation process of the affiliating University

A. All of the above

File Description	Documents
Details of participation of teachers in various bodies/activities provided as a response to the metric	View File
Any additional information	View File

1.2 - Academic Flexibility

1.2.1 - Number of Programmes in which Choice Based Credit System (CBCS)/ elective course system has been implemented

1.2.1.1 - Number of Programmes in which CBCS/ Elective course system implemented

3

File Description	Documents
Any additional information	[View File](#)
Minutes of relevant Academic Council/ BOS meetings	[View File](#)
Institutional data in prescribed format (Data Template)	[View File](#)

1.2.2 - Number of Add on /Certificate programs offered during the year

1.2.2.1 - How many Add on /Certificate programs are added during the year. Data requirement for year: (As per Data Template)

2

File Description	Documents
Any additional information	[View File](#)
Brochure or any other document relating to Add on /Certificate programs	[View File](#)
List of Add on /Certificate programs (Data Template)	[View File](#)

1.2.3 - Number of students enrolled in Certificate/ Add-on programs as against the total number of students during the year

98

File Description	Documents
Any additional information	[View File](#)
Details of the students enrolled in Subjects related to certificate/Add-on programs	[View File](#)

1.3 - Curriculum Enrichment

1.3.1 - Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum

Gender issues:

- **The institute has been conducting different schemes implemented as per the guideline given by Savitribai Phule Pune University under which various programs are organized:**
- **Students were made aware of Gender equality and issues**

related with same by means of showing short films, videos of concern topics in the seminar hall.

- Yoga workshop is conducted by local yoga trainer at the college premises and NSS camp involving ladies staff and girl student.
- Annual day function and cultural events were also included with such gender related concepts within premises.
- International Women's day celebrated annually 8th march in college premises.
- Beti Bachao, beti Padhao Campaign conducted every year in college premises.

Environment and sustainability:

- Various films and videos related to environment protection, wildlife conservation, energy resources and utilization were shown to students to imbibe the knowledge of the same.
- A No Vehicle day is celebrated by the all staff and students.
- Various field trips are organized as a part of Environmental science subject (F. Y. B. Pharm.) which is attended by staff and students with a specialized tour operator to give information of the flora and fauna of the region being visited.
- Environment science projects were allotted to the students on various topics of natural resources, energy, pollution, etc.

Human Values

- NSS unit of the college has been actively conducting activities like health Covid-19 Awarness Rally, Village survey and Medicine awareness at dingore, Mask and Senitizer distribution, Cleaning of village, Woman Empowerment, , etc.
- We are providing food to orphanages every year in Otur village on the occasion of birthday of our Founder and Former President, Late Shri. Vilasrao Tambe saheb.

Professional Ethics

- Code of Ethics of Pharmacist is displayed and circulated among students and staff.
- Institute is actively involved in various activities of

Pharmacy Week celebration covering sports, indoor, outdoor games, cultural events, quizzes, debates, etc every year.

- **One day workshop on Intellectual Property Rights and patent filing was conducted to the students and staff.**

File Description	Documents
Any additional information	[View File](#)
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	[View File](#)

1.3.2 - Number of courses that include experiential learning through project work/field work/internship during the year

03

File Description	Documents
Any additional information	[View File](#)
Programme / Curriculum/ Syllabus of the courses	[View File](#)
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	[View File](#)
MoU's with relevant organizations for these courses, if any	[View File](#)
Institutional Data in Prescribed Format	[View File](#)

1.3.3 - Number of students undertaking project work/field work/ internships

38

File Description	Documents
Any additional information	[View File](#)
List of programmes and number of students undertaking project work/field work/ /internships (Data Template)	[View File](#)

1.4 - Feedback System	
1.4.1 - Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders Students Teachers Employers Alumni	**A. All of the above**

File Description	Documents
URL for stakeholder feedback report	https://spcop.in/feedback-2/
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	View File
Any additional information	View File

1.4.2 - Feedback process of the Institution may be classified as follows	**A. Feedback collected, analyzed and action taken and feedback available on website**

File Description	Documents
Upload any additional information	View File
URL for feedback report	https://spcop.in/feedback-2/

TEACHING-LEARNING AND EVALUATION

2.1 - Student Enrollment and Profile

2.1.1 - Enrolment Number Number of students admitted during the year

2.1.1.1 - Number of students admitted during the year

109

File Description	Documents
Any additional information	View File
Institutional data in prescribed format	View File

2.1.2 - Number of seats filled against seats reserved for various categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy during the year (exclusive of

supernumerary seats)

2.1.2.1 - Number of actual students admitted from the reserved categories during the year

67

File Description	Documents
Any additional information	[View File](#)
Number of seats filled against seats reserved (Data Template)	[View File](#)

2.2 - Catering to Student Diversity

2.2.1 - The institution assesses the learning levels of the students and organizes special Programmes for advanced learners and slow learners

As the institute is located in rural area students admitted are mostly from surrounding area having rural background which are found weak in English which is the medium of teaching and learning. These students face complexity in understanding and grasping of subject knowledge hence feel inferiority. Such students are encouraged to attend soft skill development programs in order to improve language and other soft skills. Institute practice the mentoring system in which a group of students are monitored by guardian teacher who looks in academic and personal development of the student.

Initially students are evaluated in terms of knowledge and skills by oral questionnaire based on the basic concepts of the subject. Further students are assessed regularly by one to one discussion by faculty during practical hours. Slow learners are also remarked on the basis of class test, internal continuous assessment, sessional marks and oral viva in practical hours.

- Identified slow learners are engaged in extra lectures where difficult topics are discussed.
- Question bank and course material is provided to the slow learners.
- Previous question papers are solved by the slow learners.
- Remedial classes are conducted for them.
- Assignments are given to them to solve.
- Attendance of slow learners is maintained and monitored.
- Students are made aware about Good Laboratory Practices.
- Explored with hands on training.
- Some questions are given to them based on previously taught syllabus to solve in practical hours.

- **Engaged by tutorial classes.**
- **Counselling students during mentoring session.**
- **Continuous communication with parents to monitor the student.**

Advanced learners are motivated by:

- **Extra guidance is provided to them by faculty through personal interaction.**
- **Motivation of the students for improvement in competitive exams for higher studies.**
- **Conducting practice exam modules of GPAT**
- **Conducting guest lectures on career guidance and GPAT**
- **Interacting the students with alumni through alumni association**
- **Continuous motivational mentoring.**
- **Assigning seminars, mini projects, extension work related to syllabus topics.**
- **Providing hands on training on various sophisticated instruments.**
- **Motivating them to participate in model making competition, poster presentation competition**
- **Exploring them by involving themselves in health check up camp, field visits and industry visits etc.**

File Description	Documents
Paste link for additional information	https://spcop.in/2576-2/
Upload any additional information	View File

2.2.2 - Student- Full time teacher ratio (Data for the latest completed academic year)

Number of Students	Number of Teachers
302	19

File Description	Documents
Any additional information	View File

2.3 - Teaching- Learning Process

2.3.1 - Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences

The SPCOP institution cinch the use of student centric methodology such as experiential learning, Participative learning and problem solving methodologies in teaching learning process.

Institution always strive to conduct various activities to make teaching learning process more students centric. In year 2020-2021 college has conducted series of webinars on variety of topics from within and beyond syllabus by inviting eminent personalities and experts of respective areas. These webinars includes Webinar on '' Response surface Methodology software-minitab" by Dr. Ashwin Kuchekar., on 03-Jun-2020., Webinar on "Metabolomics Approaches for the newer biomolecules '' by Dr. Nalini kanta Sahoo on 04-Jun-2020., Webinars on " Regulatory affairs An interesting and challenging Profession '' by Mr. Pramod Dahibhate on 05-Jun-2020., Webinar on "Basics of Research" by Dr. Deshmukh Ravindra on 22-Jun-2020., Webinar on "Role of technology in Higher Education" by Mr. Sumit Kumar Pandey on 25-Jun-2020., Webinar on " Drug Powder inhalation challenges and opportunities by Dr.Vandana.B.Patravale on 22-Jun-2020., International webinar on "Role of Pharmaceutical education on Nano science Research'' by Dr. Pranay Srivastav on 25-Jun-2020., Webinars on "Lifestyle Management Amidst COVID 19 Pandemic '' by Dr. Monica Chopra on 04-July 2020.

Apart from these activities institute also manages to organize Teachers day, No vehicle Day, Pharmacist day, National constitution day, Gender sensitization, NSS Camp and various learning activities within it, Yoga Day, World Environmental Day, Induction Program etc.

Institute organized various guest lectures like Career Guidance by Archana Gawade, Soft Skill Development by Wishva Solutions, GPAT Gudance By C Vijaykumar, Carrier Gudance Clini India, Carrier Gudance MPSC UPSC By Mr. Buge Sir, Alumni Guest Lecture Smita Dumbre.

EXPERIENTIAL LEARNING:

Experimental and Collaborative gaining knowledge of is done through sensible periods, assignment guidance and tutorials. Special purpose equipments are available for the students to designing on their projects. The students studying system within the laboratories is monitored on day by day basis. The experimental work of the students is offered of their journal record and evaluated via the faculty on everyday and also all

defective monitored to all college students for the technical talent learning. The institution is providing an opportunity to all students to play a position as a trainer and having a revel in to teach in lecture room. Students also are constantly endorsed to arrange programmes at departmental level. This helps students to improve their knowledge, presentation capabilities and personality improvement. Workshops are prepared to offer palms on revel in. Hands on training become carried out for the B. Pharm Students by all faculties on various equipment i.e. tablet compression, dissolution, UV spectroscopy. The institution is also providing basic knowledge to entry level of first year B.Pharm students on various instruments like calibration of measuring equipment, pH meter, conductometer, hemocytometer, erythrocytometer, neubarchamber, sphygmomanometer, hot air oven, microscope, centrifuge. All theoretical concepts like Principal, Design & operating of tool have been defined to the students.

PARTICIPATIVE LEARNING

College makes use of Participative Learning to inspire students to actively contain them in gaining knowledge of method. The institution techniques for participative mastering like: Group Discussions, Small Group Exercises, Assignments, Quiz, house Project, workshop, seminar, poster presentation, publication and so forth. Departmental seminars and interaction through organization build self belief the various college students. They are able to explicit their thoughts freely and expectantly. They awareness on a particular issue and benefit extensive expertise of the challenge. It allows them to clear doubts when they have interaction with their pals and instructors in a specific difficulty. Students are the primary and foremost stakeholders of the college. The teaching studying system is pupil centric via default and enough area is furnished for that during instructional plan. Learner centric coaching techniques which includes organization work, role play, challenge work, discipline go to, commercial visits, seminars, displays are employed to make coaching and studying greater effective. All departments prepare guest lecturers via eminent personalities to expand the scholars to research on their very own. Visiting faculties drawn from enterprise and educational institutes of reputation complement the coaching manner and provide the information to bridge the distance between industry and academia. The collaborating students are from the equal branch or from other departments which promotes interdepartmental collaborative activities. These sports are an vital a part of the departmental interest. These activities promote leadership qualities inside the students. It

additionally inculcates the spirit of group work some of the students. In addition to the gathering of audio visual aids inside the important library, departmental libraries also have their personal collection, to promote clean access. Practical in science departments involve character in addition to institution work, beneath the steering of the trainer. On vital subjects, Interactive lectures with Industry professionals are initiated. Collaborative getting to know: The department continues departmental libraries and internet facility to get right of entry to all the journals, e-fabric, e-books and so forth., through library server enabling the scholars and faculty to keep abreast of the latest traits in their respective fields. Institute periodically conducts orientation programs / workshops on new pedagogy methods to the school. Problem primarily based gaining knowledge of was carried out in the educational training by the faculty. The institute also encourages getting MOU with the industries for better training in middle fields and bridging the gap between teachers and the industry.

PROBLEM SOLVING METHODOLOGIES

For exploring the problem solving methodologies time sure assignments are given with the aid of the respective subject faculty. Course goals and direction effects are designed for every route and communicated to the students. Teacher guarantees the delivery of the lectures for attainment of anticipated mastering consequences. Based on the remarks, teachers adapt adjustments within the transport of the lecture.

File Description	Documents
Upload any additional information	[View File](#)
Link for additional information	https://spcop.in/pharma-darpan/

2.3.2 - Teachers use ICT enabled tools for effective teaching-learning process. Write description in maximum of 200 words

In today`s era of pandemic situation it has become essential for teachers as well as students to learn and handle advanced Information and Communication Technology (ICT) for teaching and learning. To cope up with technological requirements our teachers are continuously upgrading themselves for usage of ICT tools for engagement of students in better learning. Institute had continuously enhanced and supports to upgrade ICT in education

and administrative system.

Teachers uses following ICT tools for teaching and learning activity.

- LCD projectors: Installed in each classroom and seminar hall for delivering lectures, seminars.
- Desktops: Computer laboratory, Library and various departments including HOD cabins.
- Printers installed in Computer Laboratory and various prominent departments.
- Xerox machines in office and examination department.
- Scanners available in significant departments.
- Smart board: Installed in class room.
- Seminar halls equipped with cordless mike and sound system, camera, LCD projector and screen etc.
- E-resources like K-HUB for e-journals and CDs in Library.
- ERP software for Academic and administrative activities, where students attendance is monitored.
- Online teaching and sharing of study material through Google Classroom, Microsoft Teams.
- Online Examination conduction through MS Forms and Google Forms.
- Webinars and Parent meet through MS Teams and ZOOM.
- Virtual practical shared on You Tube.
- Important instructions and Notices communication through Whatsapp group.

Campus of the premises is accessed with free Wi-Fi facility for students and provided with 32MBPS broadband connection.

File Description	Documents
Upload any additional information	View File
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process	View File

2.3.3 - Ratio of mentor to students for academic and other related issues (Data for the latest completed academic year)

2.3.3.1 - Number of mentors

13

File Description	Documents
Upload, number of students enrolled and full time teachers on roll	View File
Circulars pertaining to assigning mentors to mentees	View File
Mentor/mentee ratio	View File

2.4 - Teacher Profile and Quality

2.4.1 - Number of full time teachers against sanctioned posts during the year

19

File Description	Documents
Full time teachers and sanctioned posts for year (Data Template)	View File
Any additional information	View File
List of the faculty members authenticated by the Head of HEI	View File

2.4.2 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.B Superspeciality / D.Sc. / D.Litt. during the year (consider only highest degree for count)

2.4.2.1 - Number of full time teachers with Ph. D. / D.M. / M.Ch. /D.N.C Superspeciality / D.Sc. / D.Litt. during the year

7

File Description	Documents
Any additional information	View File
List of number of full time teachers with Ph. D. / D.M. / M.Ch./ D.N.B Super specialty / D.Sc. / D.Litt. and number of full time teachers for year (Data Template)	View File

2.4.3 - Number of years of teaching experience of full time teachers in the same institution (Data for the latest completed academic year)

2.4.3.1 - Total experience of full-time teachers

10

File Description	Documents
Any additional information	View File
List of Teachers including their PAN, designation, dept. and experience details(Data Template)	View File

2.5 - Evaluation Process and Reforms

2.5.1 - Mechanism of internal assessment is transparent and robust in terms of frequency and mode. Write description within 200 words.

College affiliated to Savitribai Phule Pune University (SPPU), follows the pattern and course structure proposed by SPPU to conduct internal examinations.

Theory Examinations Assessment:

After theory sessional, answer papers issued to subject incharge for assessment.

After assessment answer sheets shown to students.

Query of marks immediately rectified.

Then mark-sheet prepared and displayed.

Practical Examinations Assessment:

Assessment of performance of experiment, GLP, Viva, Journals is done.

Practical sessional examination is conducted according to schedule and assessed.

Mark-sheet prepared and displayed on the notice board.

Continuous assessments (CA) (for credit based 2015/2018/2019 pattern).

For 2015 Pattern MCQ test conducted.

For 2018 and 2019 pattern CA is as follows.

Theory

Criteria

Maximum Marks

Attendance

4

2

Academic Activity (2018 Patt. Av. Of any 3/ 2019 Patt. Av. Of any 2)

Quiz/ Assignment/Open book test/Field Work/Group discussion/seminar)

3

1.5

Student-Teacher interaction

3

1.5

Total

10

5

Practical

Attendance

2

Practical Record, Regular Viva-voce

3

Total

5

After conduction of the above mechanism, the procedure followed is:

The subject teacher enters the marks in the mother register before University exams.

The mother register shown to students and countersigned.

Then online mark entry is done.

Followed this SOP college maintain transparent and robust assessment system.

File Description	Documents
Any additional information	View File
Link for additional information	https://spcop.in/exam-grievance-management/

2.5.2 - Mechanism to deal with internal examination related grievances is transparent, time- bound and efficient

For any internal examination grievances, following mechanism is followed

1. In case of any grievance, student is asked to submit a written application to examination

department with details about the grievance.

2. Grievance related to subject, is conveyed to subject teacher and is resolved.

3. Any other exam related grievance is dealt by CEO (chief examination officer) and

resolved.

4. On verification by student, application is counter signed by teacher and student mentioning

the grievance as resolved.

For university examination related grievances SPPU has provided Web-mail facility,

through which college can communicate to Exam-Support system or Exam coordination

and the grievances can be rectified. Following mechanism is followed for the rectification.

1. Hand-written signed application from students addressed to exam section, mentioning the

grievance is taken (Filling of exam form /photocopy/ revaluation forms, Hall tickets, mark

entry, results, marksheet)

2. Within 2 working days, the queries are conveyed to university either telephonically or mail

on web mail or letter is sent, enclosing the application of student and necessary documents

forwarded through the Principal.

3. On verification, grievance is resolved by University within a week (confirmation either

telephonically or mail or receipt of letter).

4. On verification by student, application is countersigned by student, mentioning the

grievance as resolved. Thus all the grievances are efficiently resolved within the time

deadlines mentioned by the university hence mechanism to deal with examination related

grievances is transparent, time-bound and efficient.

File Description	Documents
Any additional information	[View File](#)
Link for additional information	https://spcop.in/sop-internal-examination-2/

2.6 - Student Performance and Learning Outcomes

2.6.1 - Programme and course outcomes for all Programmes offered by the institution are stated and displayed on website and communicated to teachers and students.

Programme Outcomes, programme specific Outcome and course outcome for all programme designed by institute are displayed on website for communication with students and teachers. Programme Outcomes (POs): It is Knowledge and skills of the programme that student should possess after completion of the programme.

Course Outcomes (COs): It is knowledge and skills that students acquire after completion of the course.

Programme specific outcome (PSOs): It is an outcome of programme the programme which realizes the student about fact that knowledge and the skills acquired during the course has to be utilized for betterment of the society.

The PO, PSO and COs are designed, approved by department and institute head and conveyed to stake holders of the programme through institute website. PO and PSOs are displayed at visible locations in the premises for knowledge of students, staff and other stake holders. It is also displayed in the library, Laboratory, delivered to students through Practical records, annual magazine. COs for each course are discussed with students during course work by respective faculty. CO mapping with POs is performed during designing of question papers of internal examinations and after external examinations.

Programme outcomes

A. Pharmacy Knowledge: Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioural, social, and administrative pharmacy sciences; and manufacturing practices.

B. Planning Abilities: Demonstrate effective planning abilities

including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.

C. Problem analysis: Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.

D. Modern tool usage: Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.

E. Leadership skills: Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfilment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and wellbeing.

F. Professional Identity: Understand, analyse and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).

G. Pharmaceutical Ethics: Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behaviour that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.

H. Communication: Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.

I. The Pharmacist and society: Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.

J. Environment and sustainability: Understand the impact of the

professional pharmacy solutions in societal and environmental
contexts, and demonstrate the knowledge of, and need for
sustainable development.

K. Life-long learning: Recognize the need for and have the
preparation and ability to engage in independent and life-long
learning in the broadest context of technological change. Self
access and use feedback effectively from others to identify
learning needs and to satisfy these needs on an ongoing basis.

Programme Specific Outcomes

1. Adequate knowledge and scientific information regarding
   basic principles of Pharmaceutical & Medicinal Chemistry,
   Pharmaceutics including Cosmeticology, Pharmacology,
   Pharmacognosy including herbal medicines.
2. The graduates are required to acquire in depth knowledge of
   formulation, quality assurance and storage of various
   pharmaceutical dosage forms including herbal medicines.
3. The graduates should also understand the concept of
   community pharmacy and be able to participate in health
   care programmes.

File Description	Documents
Upload any additional information	View File
Paste link for Additional information	https://spcop.in/programme-outcomes/
Upload COs for all Programmes (exemplars from Glossary)	View File

2.6.2 - Attainment of Programme outcomes and course outcomes are evaluated by the institution.

Attainment of Course Outcomes

As per the curriculum prescribed by Savitribai Phule Pune
University, Pune, weightage of end semester exam marks and
internal exam marks were considered, and it was decided to
calculate the CO attainments as 75% weightage to the University
term end examination and 25% weightage to the Internal
Examination. (For curriculum 2018/19 Pattern)

75% of 3 +25% of 3 = 2.25 + 0.75 = 3

As per the curriculum prescribed by Savitribai Phule Pune

University, Pune, weightage of end semester exam marks and internal exam marks were considered, and it was decided to calculate the CO attainments as 60% weightage to the University Term End Examination and 40% weightage to the Internal Examination. (For Curriculum 2015 Pattern)

60% of 3 + 40% of 3 = 1.8 + 1.2 = 3

As the University does not provide average or median marks, we have set 55% percentage marks as the target level for theory courses and practical courses.

1. If 60% of students have obtained marks above target then the level is considered as low level 1.
2. If 70% of students have obtained marks above target then the level is considered as medium level 2.
3. If 80% of students have obtained marks above target then the level is considered as high level 3.

Attainment of Program Outcomes

PO attainment level will be based on attainment levels of direct assessment and indirect assessment.

It is assumed that while deciding on the overall attainment level, 80% weightage may be given to direct assessment and 20% weightage to indirect assessment through surveys from students(largely), employers (to some extent).

Direct Attainment Tools

1. First continuous assessment tools (Quiz/open book/ assignment/ library notes/ extension work/ class test etc.)
2. Second continues assessment tool (multiple choice/ objective type question paper)
3. Sessional/ Periodic exam
4. End semester exam

Indirect Attainment Tools

1. Graduate Exit Survey
2. Alumni Survey
3. Employer's Survey
4. Professional Social Activity
5. Guest Lecture
6. Students Projects

7. Co-curricular Activity
8. Extra-curricular Activity
9. Hands on Training
10. Industrial Visit
11. Student Council

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional information	https://spcop.in/programme-outcomes/

2.6.3 - Pass percentage of Students during the year

2.6.3.1 - Total number of final year students who passed the university examination during the year

76

File Description	Documents
Upload list of Programmes and number of students passed and appeared in the final year examination (Data Template)	[View File](#)
Upload any additional information	[View File](#)
Paste link for the annual report	https://spcop.in/annual-report/

2.7 - Student Satisfaction Survey

2.7.1 - Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design its own questionnaire) (results and details need to be provided as a weblink)

https://spcop.in/feedback-2/

RESEARCH, INNOVATIONS AND EXTENSION

3.1 - Resource Mobilization for Research

3.1.1 - Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

3.1.1.1 - Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the year (INR in Lakhs)

File Description	Documents
Any additional information	[View File](#)
e-copies of the grant award letters for sponsored research projects /endowments	[View File](#)
List of endowments / projects with details of grants(Data Template)	[View File](#)

3.1.2 - Number of teachers recognized as research guides (latest completed academic year)

3.1.2.1 - Number of teachers recognized as research guides

1

File Description	Documents
Any additional information	[View File](#)
Institutional data in prescribed format	[View File](#)

3.1.3 - Number of departments having Research projects funded by government and non government agencies during the year

3.1.3.1 - Number of departments having Research projects funded by government and non-government agencies during the year

File Description	Documents
List of research projects and funding details (Data Template)	[View File](#)
Any additional information	[View File](#)
Supporting document from Funding Agency	[View File](#)
Paste link to funding agency website	https://www.aicte-india.org/

3.2 - Innovation Ecosystem

3.2.1 - Institution has created an ecosystem for innovations and has initiatives for creation and transfer of knowledge

Today the buzzword for industry is innovation, the innovations

are to be not only important but also these should be inclusive. The colleges are hubs for innovative thinking minds and it is important to nourish them and provide ideal environment to incubate their ideas. At Sharadchandra Pawar College of Pharmacy we try to promote the industrious thinking amongst the students through Incubation of ideas. Entrepreneurship development cell. Research advisory committee. We try to provide the skills of students through development of skill sets needed for successful in industry and entrepreneurship alike. The training and placement cell organizes regular training sessions on personality development, communication skills to make the students understand how to present and express themselves. The experts from industry are invited to update their technical knowledge and latest happenings in industry. Efforts are undertaken to make them aware about the importance of Intellectual property rights (IPR) & Patent filing through lectures from experts Mr. Vivek Tarte were invited as resource person. We also promote the research environment through the 'Research Advisory Committee' (RAC) of our college which consists of Principal and senior members from each discipline of pharmaceutical sciences. RAC monitors and motivates students for participation in various research competitions such as abstract compitation and Pharma quoate compitation to promote scientific attitude among budding young students, this compitations was one of its kind. Last but not the least we had been "Entrepreneurship Development Cell" is very useful for conducting the activities to enhance the skill set of students. The cell has conducted entrepreneurship awareness programmes such as PGDM, MBA, Pharmacovigilance and Drug Regulatory Affairs for all B. Pharm students. Also expert talks from eminent Pharma professionals and skill development workshops were organized.

File Description	Documents
Upload any additional information	View File
Paste link for additional information	https://spcop.in/workshop-seminar-conferences/

3.2.2 - Number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship during the year

3.2.2.1 - Total number of workshops/seminars conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during the year

5

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
List of workshops/seminars during last 5 years (Data Template)	[View File](#)

3.3 - Research Publications and Awards

3.3.1 - Number of Ph.Ds registered per eligible teacher during the year

3.3.1.1 - How many Ph.Ds registered per eligible teacher within the year

1

File Description	Documents
URL to the research page on HEI website	https://spcop.in/rd/
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc (Data Template)	[View File](#)
Any additional information	[View File](#)

3.3.2 - Number of research papers per teachers in the Journals notified on UGC website during the year

3.3.2.1 - Number of research papers in the Journals notified on UGC website during the year

10

File Description	Documents
Any additional information	[View File](#)
List of research papers by title, author, department, name and year of publication (Data Template)	[View File](#)

3.3.3 - Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during the year

3.3.3.1 - Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during year

2

File Description	Documents
Any additional information	[View File](#)
List books and chapters edited volumes/ books published (Data Template)	[View File](#)

3.4 - Extension Activities

3.4.1 - Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the year

Sharadchandra Pawar College of pharmacy is related to varied social activities in encompassing space. Through NSS, per annum we've got been conducting Health check up camps with a blood group and Hemoglobin. At a same period of time college has conducted Swachha Bharat Abhiyan at Dumberwadi. Our institute NSS students had participated in rally organized by Government on the occasion of "Mahatma Gandhi Jayanti" 28 september to 2nd October 2016. In order to spread awareness about road safety, "Road Safety Abhiyan" was organized by NSS unit of the institute during 30 September to 31 September 2016. Since 2016, our NSS unit has adopted a village, named Dingore ; Taluka- Junnar, District-Pune and is carrying out various activities like cleaning of village, Yoga sessions, discussions on social topic with villagers, free health checkup camp, street plays on drug addiction, rally on the theme of "Save Girl". The major activity in camp was cleaning and Patient counseling. The institute has organized "Woman's Grievance Redressal and Student Grievance Redressal program Associated with Nirbhaya pathak police Department". On the Occasion of 70th birth anniversary of Shikshan Maharshi Late.Vilasrao Tambe sir. Shri gajanan maharaj shikshan prasarak mandal,s under all institute has organize "Eye check up Camp" on 2nd September 2017. Our institute students and other pharmacy college Student had participated in Pharma Model Expo organized by GMSPM's SPCOP on the occasion of "Pharmacy Day" 25 September 2017. Since 2018 our NSS unit adopted a village (Kolwadi) in collaboration with two other colleges namely as Dyaneshwar Gramonnati mandal Hon.Balasaheb Jadhav Arts commerce and Science college, Ale and VIPER college of Pharmacy, Ale and is carrying out various activities like cleaning, construction of Bandhara on surrounding area of Dyaneshwar Maharaj Samadhi Mandir, Discussion

or seminar on snack bits. For Kolhapur flood rehabilitation, our all staff were contributed their one day salary to government of Maharashtra. Students had participated in rally organized by International Pharmaceutical Federation on the occasion of "World Pharmacy Day" on 25 September 2019. The theme of the program was Safe and effective medicine for all.

File Description	Documents
Paste link for additional information	https://spcop.in/nss/
Upload any additional information	View File

3.4.2 - Number of awards and recognitions received for extension activities from government / government recognized bodies during the year

3.4.2.1 - Total number of awards and recognition received for extension activities from Government/ Government recognized bodies year wise during the year

1

File Description	Documents
Any additional information	View File
Number of awards for extension activities in last 5 year (Data Template)	View File
e-copy of the award letters	View File

3.4.3 - Number of extension and outreach programs conducted by the institution through NSS/NCC/Red cross/YRC etc., (including the programmes such as Swachh Bharat, AIDS awareness, Gender issues etc. and/or those organized in collaboration with industry, community and NGOs) during the year

3.4.3.1 - Number of extension and outreach Programs conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., during the year

2

File Description	Documents
Reports of the event organized	[View File](#)
Any additional information	**No File Uploaded**
Number of extension and outreach Programmes conducted with industry, community etc for the during the year (Data Template)	[View File](#)

3.4.4 - Number of students participating in extension activities at 3.4.3. above during year

3.4.4.1 - Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations such as Swachh Bharat, AIDs awareness, Gender issue etc. year wise during year

350

File Description	Documents
Report of the event	[View File](#)
Any additional information	[View File](#)
Number of students participating in extension activities with Govt. or NGO etc (Data Template)	[View File](#)

3.5 - Collaboration

3.5.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship during the year

3.5.1.1 - Number of Collaborative activities for research, Faculty exchange, Student exchange/ internship year wise during the year

1

File Description	Documents
e-copies of related Document	[View File](#)
Any additional information	[View File](#)
Details of Collaborative activities with institutions/industries for research, Faculty	[View File](#)

3.5.2 - Number of functional MoUs with institutions, other universities, industries, corporate houses etc. during the year

3.5.2.1 - Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the year

6

File Description	Documents
e-Copies of the MoUs with institution./ industry/corporate houses	View File
Any additional information	View File
Details of functional MoUs with institutions of national, international importance, other universities etc during the year	View File

INFRASTRUCTURE AND LEARNING RESOURCES

4.1 - Physical Facilities

4.1.1 - The Institution has adequate infrastructure and physical facilities for teaching- learning. viz., classrooms, laboratories, computing equipment etc.

Physical Facilities

The sprawling college campus at Dumbarwadi, Otur, Pune. is spread over an area of over 5.00 Acres which includes 5669 sq meters ofbuilt up area & 0.5 acres of open space for garden and sports facilities. The teaching- learning process is facilitated in 4 class rooms with one smart class, 2 tutorial rooms, 12 specialized laboratories, 01 computer centers with high speed Internet connectivity, a seminar room, conference room, an auditorium and a fully spacious library. The entire college campus is Wi-Fi enabled. The construction of a new academic block has been completed and the teaching has started in new building.

Facilities

Library - library has constructed on second floor of the institute. There are separate sections in available in library such as Administrator and book issue section, reading section, reference section, journal section, E-Library including ERP, e-book, e-journal, C.D, rare book, thesis and 3D animation . All the books are segregated subject wise and shelved in the properly

labeled cupboards. All the books are given accession number and bar coding. The reference books and books for issue-return are stored separately. Library is well stocked with books, titles and journals as well as electronic resources such as Bentham Science Pharmacy, K-Hub N-List for use of students and faculty. The library has a very good collection of books; periodicals and journals related to pharmacy and allied sciences. It has two sections that is reference and issue section. At present library has books worth Rs. 42 Lakhs which includes valuable titles from the various subjects like Quality assurance, Pharmaceutics and Pharmaco-kinetics, Medicinal chemistry, Analytical Chemistry, Pharmaceutical chemistry (Inorganic & Organic), Biochemistry, Biotechnology, Microbiology, Molecular biology, Pharmacognosy, Pharmacology, Pathology, Anatomy & Physiology, Physical Pharmacy.Library has also provided book bank, reprographic facility to all users. It regularly 05 daily news papers in Marathi and English.

Computer Lab –The institute has very well equipped Computer laboratory with unrestricted internet access with bandwidth 32 Mbps is made available for students to refer the online resources for curricular and co-curricular needs. Moreover, all the computers in departments are well equipped with computers, printers, and internet facilities. Separate computing and internet facility like Wi-Fi connection and LAN connection is made available for all staff and at ground floor for M. Pharm Students.

Animal House Institution has a well ventilated animal house and has build-up area of 75 sq mt and is maintained in accordance with CPCSEA guidelines. Different sections are constructed in animal house as per the CPCSEA guidelines viz. instruction room, quarantine section, store room, surgical room, Breeding Section, Animal stock room, experimental room and Cleaning area. Institutional Animal Ethical Committee is formed according to CPCSEA guidelines to monitor the learning and research activities. CPCSEA has approved the animal house facility for experimentation as well as for breeding experimental animals (Reg. no.: 1197/PO/C/08/CPCSEA -under The Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) is a statutory Committee, which is established under Chapter 4, Section 15(1) of the Prevention of Cruelty to Animals Act 1960.

Chemical Store- The centralized Chemical store is divided into separate sections for acids, solid chemicals and inflammable

solvents. From chemical store, required glassware and chemicals are distributed to respective departments as per their requisitions and maintain the record.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/infrastracture-facilities/

4.1.2 - The Institution has adequate facilities for cultural activities, sports, games (indoor, outdoor), gymnasium, yoga centre etc.

Extracurricular activities are important in overall development of students. Institute organizes the sports and cultural programs to motivate the students to participate in various sports activities in institute and intercollegiate level events. Besides providing basic facilities, the institution also offers flexibility in academic schedules to the students representing the institution at various events. The followings facilities are available for the students:

Sport and Outdoor Games: The institute has huge and well maintained playgrounds for outdoor events like cricket, volley ball and throw ball.

Indoor games: The institute has provided the facilities for indoor games like Table Tennis, Chess, Carom, Badminton etc.

Gymnasium: In order to motivate the students, institute has provided the gymnasium facility such as Yoga, Meditation; multipurpose gymnasium hall is available for students.

Cultural activity: Institute has activity hall for organizing cultural days. Students are promoted to participate in various cultural activities like Fresher's Program, Ganesh festival celebration etc. The institute provides open space pendol for organizing Annual social gathering.

Sr. No.

Facilities

Activities

Area/Size

1

Sports ground for outer games

Cricket, Volleyball, Throw ball

10000 sq m

2

Indoor games

Carom, Chess, Table Tennis

97.19 sq m

3

Indoor games (Workshop)

Badminton

170 sq m

4

Open space pendol

Annual Social Gathering

400 sq m

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/cultural-sport/

4.1.3 - Number of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc.

06

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/infrastracture-facilities/
Upload Number of classrooms and seminar halls with ICT enabled facilities (Data Template)	[View File](#)

4.1.4 - Expenditure, excluding salary for infrastructure augmentation during the year (INR in Lakhs)

4.1.4.1 - Expenditure for infrastructure augmentation, excluding salary during the year (INR in lakhs)

38,17,000.00

File Description	Documents
Upload any additional information	[View File](#)
Upload audited utilization statements	[View File](#)
Upload Details of budget allocation, excluding salary during the year (Data Template	[View File](#)

4.2 - Library as a Learning Resource

4.2.1 - Library is automated using Integrated Library Management System (ILMS)

Library is well organized and stocked with books, titles, national and international journals as well as electronic resources such as e-journals, e-books from K-Hub for use of students, research scholars and faculty. There are separate sections of library such as administrator area, book issue section, reading & reference section, journal section and e-Library. All the books are segregated subject wise and shelved in the properly labeled cupboards. All the books are given accession number, the reference books and books for issue-return are stored separately. The latest volumes and issues of the subscribed journals are displayed in library in journals section. Old volumes and issues of the journals are hard bound every year and

well labeled. The Library staff always encourages and motivates students and staff to join the national knowledge network by way of registration on National Digital Library (https://ndl.iitkgp.ac.in/) to get access to enormous and variety of digitized information and literature.

Library Services:

1. Computerized Library: Library is equipped with library automation software. It provides facility of book search with title or author wise. The cataloging & monitoring of issue-return is important attribute.
2. Reference Service: This section is open from 9:30 a.m. to 5:30 p.m. except on Sunday. It has a copy of all the books procured by the library and it is for use within the library only.
3. Borrowing Service: This section has a collection of all the textbooks and back volumes of periodicals.
4. Subscription of e-books and e-journals from K-Hub.
5. The database of E books, old thesis from our college is separately maintained for student's reference.
6. Library is installed with Integrated Library Management System for smooth working of library that includes accessioning, issue return, data generation and stock verification. Name of software provider: MasterSoft ERP Solutions Pvt. Ltd.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for Additional Information	https://spcop.in/library/

4.2.2 - The institution has subscription for the following e-resources e-journals e-ShodhSindhu Shodhganga Membership e-books Databases Remote access toe-resources	A. Any 4 or more of the above

File Description	Documents
Upload any additional information	View File
Details of subscriptions like e-journals,e-ShodhSindhu, Shodhganga Membership etc (Data Template)	View File

4.2.3 - Expenditure for purchase of books/e-books and subscription to journals/e- journals during the year (INR in Lakhs)

4.2.3.1 - Annual expenditure of purchase of books/e-books and subscription to journals/e-journals during the year (INR in Lakhs)

4250536

File Description	Documents
Any additional information	View File
Audited statements of accounts	View File
Details of annual expenditure for purchase of books/e-books and journals/e- journals during the year (Data Template)	View File

4.2.4 - Number per day usage of library by teachers and students (foot falls and login data for online access) (Data for the latest completed academic year)

4.2.4.1 - Number of teachers and students using library per day over last one year

50

File Description	Documents
Any additional information	View File
Details of library usage by teachers and students	View File

4.3 - IT Infrastructure

4.3.1 - Institution frequently updates its IT facilities including Wi-Fi

The college is committed to provide and update information technology (IT) facilities, access to required internet contents with network security. The college has separate IT person which look after the overall maintenance of IT facilities by means of System Administrator.

Information Security

College is providing the security, privacy, confidentiality and full integrity of all the information, assets, data through AMC services. Every computer has been configured through secured user login id and password to ensure the security of the data and the information. The users are responsible for sharing the data with authorized users as and when need arises.

Network Security

Quick heal Total Security Antivirus package prevents access to data from any unauthorized outside person through internet or through intranet. All the staff, Students and stakeholders have access to all the journals and e learning resources, database and websites except a few which do not come under purview of e-learning resources through secured IP address. (Details are given in additional information, table 4.3.1)

Risk Management

The college has established the centralized data backup centre to recover the data in case of any incidences like crashing the system, any disaster as and when required to recover the data and information. Individual departments are also encouraged to save their data on pen drive, hard disks, DVDs, CDs and separate PC for backup only. Access to some of the unrequired and unwanted websites e.g. social networking websites are restricted.

Software Asset Management

The college has outsourced the Annual Maintenance Contract for all the hardware and have subscribed Quick Heal total security antivirus package, Microsoft Campus License Agreement for the software. Piracy is strictly discouraged and domain protection is enabled for installation of any software. (Details are given in additional information, table 4.3.2)

Open Source Resources

The college through its IT Cell does focus and encourage the proactive use of open source products, some specialized useful applications including operating systems and fosters an easy access to adapt and to install open source solutions and thereby keeping IT related expenditure at the lowest possible.

Green Computing

The college is committed to upkeep and maintain the environment by using efficient low power consuming IT products viz. Use of LCD monitors, screen saver, use of latest desktop PCs, Laptops of latest configuration which consume less power supply, regular maintenance and IT up keeping through outsourcing AMC for all PCs, and disposing all IT wastes in an ecofriendly manner. (Details are given in additional information, table 4.3.3 and 4.3.4)

LAN Facility

The college has a structured LAN and internet network facility. Network is in 3 tier architecture, comprising of the Core, Distribution & Access. All the end users/workstations are connected through 100 base ports. All the LAN attached users are connecting to the Access Switch Based on the VLAN & Security Policies associated to them as mentioned above. (Details are given in additional information, table 4.3.5)

32 Mbps 1:1 Broad Band Connection from Gazon Communication of Sai Digital Internet Service Provider.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/infrastracture-facilities/

4.3.2 - Number of Computers

45

File Description	Documents
Upload any additional information	[View File](#)
List of Computers	[View File](#)

4.3.3 - Bandwidth of internet connection in the Institution	**B. 30 - 50MBPS**

File Description	Documents
Upload any additional Information	View File
Details of available bandwidth of internet connection in the Institution	View File

4.4 - Maintenance of Campus Infrastructure

4.4.1 - Expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the year (INR in Lakhs)

4.4.1.1 - Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component during the year (INR in lakhs)

57

File Description	Documents
Upload any additional information	View File
Audited statements of accounts	View File
Details about assigned budget and expenditure on physical facilities and academic support facilities (Data Templates)	View File

4.4.2 - There are established systems and procedures for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc.

Maintenance department of college is handed over to Office Superintendent; it is taken care of by Office Superintendent and the respective departments. Each department is assigned the responsibility providing and maintaining the common facilities which includes all the common amenities and support systems such as water, electricity, carpentry, plumbing, internet and securities.

In every department one of the staff members is assigned as a lab incharge to supervise the laboratories, equipments and its maintenance. The demonstration of working and maintenance of every new instrument or equipment is arranged for faculty and supporting staff whereas use of sophisticated instruments and their maintenance is done under the supervision of in charge. The sensitive equipments are placed in air-conditioned central instrument room. Staff and students are instructed to follow

standard operating procedures strictly during uses of instrument. Log book is maintained for all instrument/equipment to monitor the usage.

In Library, all the books are given accession number. The books are segregated subject wise. The old books are identified and properly bound to prevent further damage to the books. Entry register for staff and students is kept in the library. The Library room is cleaned every day by the sweepers.

All the computers in the premises are monitored and maintained from time-to-time by the full time system analyst. All the computers and printers in the institute are checked for maintenance of systems and software every month. Antiviruses are installed on the computer to protect from virus, firewall system is provided by campus to monitor the appropriate use of internet. The software updates, ICT tool and internet related problems are resolved from the respective service providers.

The class rooms are kept neat and tidy on daily basis. The fans, electrical fixtures, LCD projectors are maintained by the electrician available in college. The working of Central Processing Unit (CPU) in the seminar hall also monitored and taken care of by the computer technician.

Annual Maintenance Contract (AMC) have been made to check, inspect and resolve the issues related to water coolers, aqua guard water purifiers, printers and major sophisticated equipments.

File Description	Documents
Upload any additional information	[View File](#)
Paste link for additional information	https://spcop.in/infrastracture-facilities/

STUDENT SUPPORT AND PROGRESSION

5.1 - Student Support

5.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

5.1.1.1 - Number of students benefited by scholarships and free ships provided by the Government during the year

127

File Description	Documents
Upload self attested letter with the list of students sanctioned scholarship	View File
Upload any additional information	View File
Number of students benefited by scholarships and free ships provided by the Government during the year (Data Template)	View File

5.1.2 - Number of students benefitted by scholarships, free ships etc. provided by the institution / non- government agencies during the year

5.1.2.1 - Total number of students benefited by scholarships, free ships, etc provided by the institution / non- government agencies during the year

6

File Description	Documents
Upload any additional information	View File
Number of students benefited by scholarships and free ships institution / non- government agencies in last 5 years (Date Template)	View File

5.1.3 - Capacity building and skills enhancement initiatives taken by the institution include the following: Soft skills Language and communication skills Life skills (Yoga, physical fitness, health and hygiene) ICT/computing skills	**A. All of the above**

File Description	Documents
Link to Institutional website	https://spcop.in/workshop-seminar-conferences/
Any additional information	View File
Details of capability building and skills enhancement initiatives (Data Template)	View File

5.1.4 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1660

5.1.4.1 - Number of students benefitted by guidance for competitive examinations and career counseling offered by the institution during the year

1660

File Description	Documents
Any additional information	View File
Number of students benefited by guidance for competitive examinations and career counseling during the year (Data Template)	View File

5.1.5 - The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases Implementation of guidelines of statutory/regulatory bodies Organization wide awareness and undertakings on policies with zero tolerance Mechanisms for submission of online/offline students' grievances Timely redressal of the grievances through appropriate committees	**A. All of the above**

File Description	Documents
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	View File
Upload any additional information	View File
Details of student grievances including sexual harassment and ragging cases	View File

5.2 - Student Progression

5.2.1 - Number of placement of outgoing students during the year

5.2.1.1 - Number of outgoing students placed during the year

15

File Description	Documents
Self-attested list of students placed	View File
Upload any additional information	View File
Details of student placement during the year (Data Template)	View File

5.2.2 - Number of students progressing to higher education during the year

5.2.2.1 - Number of outgoing student progression to higher education

18

File Description	Documents
Upload supporting data for student/alumni	View File
Any additional information	View File
Details of student progression to higher education	View File

5.2.3 - Number of students qualifying in state/national/ international level examinations during the year (eg: JAM/CLAT/GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/State government examinations)

5.2.3.1 - Number of students qualifying in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT/GRE/ TOEFL/ Civil Services/ State government examinations) during the year

6

File Description	Documents
Upload supporting data for the same	View File
Any additional information	View File
Number of students qualifying in state/ national/ international level examinations during the year (Data Template)	View File

5.3 - Student Participation and Activities

5.3.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national / international level (award for a team event should be counted as one) during the year

5.3.1.1 - Number of awards/medals for outstanding performance in sports/cultural activities at university/state/ national / international level (award for a team event should be counted as one) during the year.

0

File Description	Documents
e-copies of award letters and certificates	No File Uploaded
Any additional information	No File Uploaded
Number of awards/medals for outstanding performance in sports/cultural activities at university/state/national/international level (During the year) (Data Template)	View File

5.3.2 - Institution facilitates students' representation and engagement in various administrative, co-curricular and extracurricular activities (student council/ students representation on various bodies as per established processes and norms)

The Institute has a dynamic 'Student Council' and representation of students on various academic and administrative committees. Students play a key role under the guidance of staff in

initiating, planning and executing various co-curricular, extra-curricular and extension activities in the Institute. It helps in developing qualities required in the competent management professionals like – planning, organizing, communication, direction, motivation, control, teamwork, leadership.

The details of student council and representation of students on various committees is given below.

1) Student Council/Gymkhana Committee: Sharadchandra Pawar College of Pharmacy has well defined structure of Student council as per public University act 2016 under section 99(3). The student council actively participates in extracurricular and co-curricular activities and is involved in college working committees. Extracurricular activities like Sports, Cultural, Annual Fest and National Service Scheme and Co-curricular activities like workshops, conferences and professional activities like, Pharmacist Day celebration is conducted by Student council.

2) College Development Committee: It is formed as per the guidelines of Amended University Ordinance 2016. The Committee plays key role in overall development of the Institute. There are student representatives on this committee.

3) Magazine Committee: This committee is responsible for editing and publication of the Magazine, and Management Brochure of the Institute every year. This is a platform created to encourage and develop the creative literature writing skills of the students.

4) Training &Placement Committee: Placement Committee works for internships and final placements of the students. The committee members are involved in organizing interviews at campus. The committee members take active part in organizing Aptitude Tests, Mock GD & PI sessions for students.

5)Alumni Committee: Students in this committee are involved in the all types of communications with the pass out students of SPCOP & their association.

6) National Service Scheme Committee (NSS): The students are actively involved in organizing various extension activities like – Tree Plantation, Swachh Bharat Abhiyan, Blood Donation Camp, Health Check-up Camps etc. These activities sensitize students towards social issues and inculcate sense of social responsibility among them.

7) Internal Complaints Committee / Women DevelopmentCell: The Institute has formed ICC /Women Development Cellin which students are involved to resolve all types of women grievances.

8)Anti-Ragging Committee: In this Committee students are participated to monitor any type of misbehaviour of senior students with newcomers.

9) Grievance Redressal Committee: Institute has formed this committee to resolve all types of student grievances like college facilities, Exam, Academic or any deficiency in the premises.

10) Environmental Club: In this Students are involved in various activities like environmental tour, plastic collection, solid, liquid & e-waste disposal, tree plantation.

11)Educational Tour Committee: This Committee is responsible for organizing Industrial tour, Animal house visit trip, Industrial training etc.

The students who participate in organizing various activities are appreciated for their commendable efforts by giving certificates. The participation of students in various committees and activities enrich their experience and develop personality.

File Description	Documents
Paste link for additional information	https://spcop.in/student-council/
Upload any additional information	View File

5.3.3 - Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions)

5.3.3.1 - Number of sports and cultural events/competitions in which students of the Institution participated during the year

9

File Description	Documents
Report of the event	View File
Upload any additional information	View File
Number of sports and cultural events/competitions in which students of the Institution participated during the year (organized by the institution/other institutions (Data Template)	View File

5.4 - Alumni Engagement

5.4.1 - There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

The Institute has active Alumni functional committee as well as Alumni registered Committee. It represents dynamic, talented, versatile and energetic network of Alumni of the Institute. Students who completed B. Pharm. or M. Pharm. from college are eligible as a member of the Alumni Committee. Alumni of the Institute are working in highly reputed organizations at good positions and contributing towards the success of their organizations. Some of the Alumni have become successful entrepreneurs and started their own enterprise. Alumni Association of the Institute includes alumni working at higher positions in reputed corporate organizations and successful entrepreneurs.

The Alumni Association is significantly contributing for the development of the Institute in manifold ways.

1.Alumni Association Meetings: The Alumni Association meetings are organized every year. During these meetings, the Institute's faculty members make the alumni aware about the activities and achievements of the Institute. The alumni share their experiences in the corporate world and provide valuable suggestions for improving quality of education.

2.Alumni Meet: The Institute along with Alumni Association members organizes 'Alumni meet' every year. Alumni Meet provides a classic opportunity for alumni to share their corporate experiences with present students and have refreshing interaction with friends and faculty members. Alumni become nostalgic,

revisit the golden memories of the almamater, and enjoy the euphoria of the meet.

3.Participation of Alumni in Co-curricular, Extra-curricular and Extension Activities of the Institute: Alumni contribute in various activities of the Institute like - Experience sharing in Induction & Orientation Programs, Expert Sessions, Workshops, helping in organizing Industrial Visits, Entrepreneurship Development, Judges for various cultural and sports activities, supporting extension activities. All these activities lead to development of holistic personality and enhancing employability and entrepreneurial abilities of the students.

4.Support in Placement Activities: Alumni contribute significantly in supporting placement activities. The strong and wide network of alumni support in the form of offering Internships & Final Placements. Alumni provide their own reference and information about job openings to enable students to get their dream job. The contribution of alumni in career development of the students is laudable.

5.Feedback from Alumni and Employers: The Institute collects feedback from alumni and employers. The suggestions given by alumni and employers help in improving quality of education.

6. Financial Support: Institute provides financial support to alumni for conducting all the activities under alumni association like, Guest Lectures, Career Guidance, Alumni Meet, etc.

To enrol pass out students of SPCOP as an Alumni, Registration fees of Rs. 500/- is charged. Hence Alumni registration process started since 1/02/2020 onwards. 211 Alumni are Registered uptill now . Overall, the contribution of Alumni Association in development of the Institute is commendable.

File Description	Documents
Paste link for additional information	https://spcop.in/alumni-data-2/
Upload any additional information	View File

5.4.2 - Alumni contribution during the year (INR in Lakhs)	D. 1 Lakhs - 3Lakhs

File Description	Documents
Upload any additional information	[View File](#)

GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 - Institutional Vision and Leadership

6.1.1 - The governance of the institution is reflective of and in tune with the vision and mission of the institution

The institution has established the vision and mission through a consultative process involving internal and external stakeholders. Consideration of the future scope of the program and the societal requirements are shown below. Step 1: Vision and Mission of the institute are taken as an origin. Step 2: Views are taken from stakeholders of the Department such as industry, management, parents and professional bodies Step 3: The accepted views are analyzed and reviewed to check the consistency with the vision and mission of the institute.

Vision Statement:-

"To develop a center for academic excellence and get recognized globally in the field of value added based pharmaceutical education building competent pharmacist imparting quality pharmacy education to them".

Mission Statement:-

"To ensure achieving of the potential and growing needs of higher technical education, inspiring pharmacy students from both rural and urban areas with updated technologies, methodologies, well acquainted knowledge and training skill-sets, serving needs of pharmacy discipline and society in future".

A brief statement of mission mentioned here is applied to the B. Pharmacy program. A few important keywords are identified and defined in order to formulate program educational objectives (PEOs). a) International standards, M1: To produce qualified and competent pharmacists of international standards through outcome-based and self-learning strategies. b) Pharmacists of highest caliber, M2: To promote innovation-oriented and problem-based research capabilities in the young pharmacists to foster the progress of the society. c) Upholding human values, M3: To inculcate strong ethical values and good professional behavior,

so as to adapt and absorb emerging changes in the field of pharmacy.

The Governing Body is the Supreme Body responsible for the management of the Institution. Its function shall include the following:

Finance Committee

Equipment Committee

Building Committee

Staff Selection Committee

Academic Committee

Internal Quality Assurance Cell (IQAC)

College Development Committee (CDC)

Women Development Cell

Student Grievance Redressal

Institutional Policies:

Development of infrastructure & its renovation with the discussion of governing body and committee members Academic concern like time table, academic calendar, number of holidays, number of leaves, vacation period etc. are monitored by the academic advisory members and program committee. Admission process to be discussed as per government policies by the Principal and management council. Purchase of chemicals, Glassware's, Equipments, instruments, stationary, etc. through equipment and purchase committee. Tentative budget allocation for all types of purchase as per discussion in the members of purchase and finance committee New recruitment for teaching, non-teaching and supportive staff in accordance with recruitment policies. Cultural, co-curricular and extra-curricular committee make plan regarding activities to be conducted in the respective academic year. Budget regarding affiliation fees is being sanctioned every year. Plan of new proposals for funding agencies like BCUD, AICTE, DST, DBT, ICMR, AYUSH etc. and discussion on earlier sanctioned proposals.

File Description	Documents
Paste link for additional information	https://spcop.in/
Upload any additional information	View File

6.1.2 - The effective leadership is visible in various institutional practices such as decentralization and participative management.

Institute delegates with autonomy to the head of the departments and various coordinators to work towards improved decentralized governance system in the following way: 1. The Principal appoints heads of the department to execute various quality policies. 2. The coordinators of the various important bodies such as NSS, Training and placement, Research and development etc. work independently and report directly to the Principal. 3. Examination committee, grievances and anti-ragging committee, IQAC Cell, Training & Placement Committee, Hostel Committee, work independently in Decentralized manner and report directly to the Principal. 4. Senior and qualified faculty is appointed as Head of the Department. The respective heads are given freedom in framing, executing and fulfilling departmental policies. 5. The respective heads in consultation with departmental colleagues can finalize laboratory requirements and suggests future plans for development/ expansion. Participative management: The institute believes in participative management involving majority of its stakeholders

1. External Representation:

Following Institutional Committees have External Representation: 1. Institutional Animal Ethical Committee (IAEC) 2. Anti-ragging Committee 3. Internal Complaint committee/ Women's Development Cell 4. Internal Quality Assurance Cell (IQAC) 5. College development Committee (CDC)

2. Students Representation:

Following Institutional Committees have Students Representation: 1. Students Council 2. Hostel Committee 3. Anti-ragging Committee 4. Internal Complaint committee 5. IQAC 6. Alumni Committee 7. Grievance Redressal Committee 8. Institutional Magazine Committee

3. Parents Representation: Following Institutional Committees have Parent Representation a. IQAC b. Anti-ragging Committee c.

Parent feedback d. Institutional Vision and Mission

File Description	Documents
Paste link for additional information	https://spcop.in/
Upload any additional information	View File

6.2 - Strategy Development and Deployment

6.2.1 - The institutional Strategic/ perspective plan is effectively deployed

The perspective plan for the academic year 2020-2025 was prepared and approved by management of Shri Gajanan Maharaj Shikshan Prasarak Mandal's and Academic Monitoring Committee now IQAC (Internal Quality Assurance Cell). The prepared perspective plan contains various activities for the improvement like academic robust To promote the innovation in the profession of pharmacy and pharmaceutical sciences by young pharmacist by using imagination and creativity, with a view of securing through innovation having positive impact of community.

01) Academic Plan

02) Research and Innovation

03) Social Responsibilities and Social Services

04) Strengthen the Skills in pharmacy educations

05) Plan for Training and Placement Cell (Industry Institute Interaction)

06) Plan for Finance and Infrastructure

File Description	Documents
Strategic Plan and deployment documents on the website	View File
Paste link for additional information	https://spcop.in/perspective-plan/
Upload any additional information	View File

6.2.2 - The functioning of the institutional bodies is effective and efficient as visible from policies,

administrative setup, appointment and service rules, procedures, etc.

The Principal of the institution shall be the member secretary of the governing body. The constitution is so prescribed that collective wisdom of the members of the society, government officials of the affiliating body and expert members are available for smooth running of the institution. Powers and Functions of Governing Body To form the following Sub-Committees and consider the recommendations made by them:

1. Finance Committee

2. Equipment Committee

3. Building Committee

4. Staff Selection Committee

5. Academic Committee

6. Internal Quality Assurance Cell (IQAC)

1. The Meeting of Governing body shall be called twice in a year.

2. The Principal Secretary shoulders the responsibility to finalize the date and agenda of meeting and communicate the same to the constitutional members. 3. The agenda of meeting should cover points mentioned Development of Infra Structure & Renovation Admission process to be discussed as per government policies Purchase of chemicals, Glassware's, Equipment's, instruments, stationary, printing jobs, maintenance, Xerox Machine, LCD projector, Generator, Power Backup, Furniture etc. Tentative budget allocated and finalize for all types of purchase Different vendors to be finalized for respective purchase New recruitment for teaching and non-teaching staff to be discussed Planning regarding curricular and co-curricular activities Budget to be sanctioned for affiliation fees Discussion regarding different committees to be held in the academic year Plan of new proposals for funding agencies like BCUD, AICTE, DST, DBT, ICMR, AYUSH etc. 5. Brief focus on minutes of previous meetings at a glance by the committee members and feed by principal secretary 6. The Principal Secretary will be responsible for taking follow up and execution of plan discussed in the meeting Promotional Policies

FOR TEACHING STAFF

1.Evaluation Criteria for Teaching Staff is framed on the basis of Yearly academic performance appraisal that covers following parameters as like Teaching Performance Result Analysis (Sessional & University) Research Publication Funds Raised Outside Participation Organization of Events Administrative Responsibilities Duties Assigned in Campus Punctuality of Work Curricular & Co-curricular Involvement 1.Performance Appraisal Report will be validated by the Principal Office 2.Internal Promotions Respective Staff will be promoted for the post on the basis of additional qualification like Ph.D. & Relevant Professional Experience Promotional Rewards, Awards and Incentives will be honored by the Institution to the respective staff for their achievements. FOR NON TEACHING STAFF

Promotions for Non-Teaching Staff are on the following basis

1. Nature of Work

2. Attitude towards staff and students

3. Punctuality of their work

4. Behavior in the working premises

5. Completion of work within time period assigned

6. Maintenance of hygienic conditions in the allocated areas of work

7. Performance of work related to outside and other duties assigned

8. Performance evaluation committee will be constituted involving three staff members as Principal, Academic In-charge, Office Superintendent and recommendation reports decides promotions and awards thereof

Grievance Redressal and women grievance work separately

File Description	Documents
Paste link for additional information	https://spcop.in/governing-body/
Link to Organogram of the institution webpage	https://spcop.in/organogram/
Upload any additional information	View File

6.2.3 - Implementation of e-governance in areas of operation Administration Finance and Accounts Student Admission and Support Examination

A. All of the above

File Description	Documents
ERP (Enterprise Resource Planning)Document	View File
Screen shots of user inter faces	View File
Any additional information	View File
Details of implementation of e-governance in areas of operation, Administration etc(Data Template)	View File

6.3 - Faculty Empowerment Strategies

6.3.1 - The institution has effective welfare measures for teaching and non- teaching staff

Following Welfare measures are provided for Teaching and Non-teaching staff

1. **The institute offers promote, healthy, research oriented and supportive professional work environment to its faculty.**
2. **Institute provides necessary infrastructure and facilities to undertake research work**
3. **Duty leave and financial assistance is provided to staff participating in outside scientific session.**
4. **Various appreciation awards, recognition and felicitation are provided to the faculty securing professional achievements.**
5. **Free transport facility is provided to the teaching and non-teaching staff**
6. **Maternity leave is allowed for women faculty**

Teaching Staff

Non- Teaching

Casual Leave

Casual Leave

Duty Leave

Duty Leave

Employer Provident Fund (EPF)

Employer Provident Fund (EPF)

Maternity Leave

Maternity Leave

Service Book

Service Book

Group Insurance

Group Insurance

Free Transport

Free Transport

Canteen

Canteen

Credit Society Benefits to Enrolled Employees

Credit Society Benefits to Enrolled Employees

Compensatory Off

Compensatory Off

File Description	Documents
Paste link for additional information	http://spcop.in/wp-content/uploads/2022/03/Staff-Welfair-Scheme.pdf
Upload any additional information	View File

6.3.2 - Number of teachers provided with financial support to attend conferences/ workshops and towards membership fee of professional bodies during the year

6.3.2.1 - Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the year

7

File Description	Documents
Upload any additional information	View File
Details of teachers provided with financial support to attend conference, workshops etc during the year (Data Template)	View File

6.3.3 - Number of professional development /administrative training programs organized by the institution for teaching and non-teaching staff during the year

6.3.3.1 - Total number of professional development /administrative training Programmes organized by the institution for teaching and non teaching staff during the year

8

File Description	Documents
Reports of the Human Resource Development Centres (UGCASC or other relevant centres).	View File
Reports of Academic Staff College or similar centers	View File
Upload any additional information	View File
Details of professional development / administrative training Programmes organized by the University for teaching and non teaching staff (Data Template)	View File

6.3.4 - Number of teachers undergoing online/face-to-face Faculty development Programmes (FDP) during the year (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course etc.)

6.3.4.1 - Total number of teachers attending professional development Programmes viz., Orientation / Induction Programme, Refresher Course, Short Term Course during the year

16

File Description	Documents
IQAC report summary	View File
Reports of the Human Resource Development Centres (UGCASC or other relevant centers)	View File
Upload any additional information	View File
Details of teachers attending professional development programmes during the year (Data Template)	View File

6.3.5 - Institutions Performance Appraisal System for teaching and non- teaching staff

The college has a transparent performance appraisal system for teaching and non teaching staff. Appraisal is conducted at the end of every academic year. Student's feedback is taken twice a year and on that basis individual score is issued to teaching

staff thereafter. According to portfolios office orders to be given to every teaching staff member at the beginning of the year and job accomplishment of which is submitted by them at the end of year. Job responsibilities of non teaching staff are also defined. On the basis of students feedback and completion of delegated work, appraisals, decisions regarding their annual increment, promotions and confirmation for permanent employment are taken and conveyed accordingly. The teaching and non teaching staff gives the review of the tasks completed in the previous academic year by means of Appraisal forms given to them. The appraisal form for teaching staff consists of two parts i.e. General information and academic performance indicators. The academic performance indicators include a comprehensive formation about

1. Teaching, Learning & Evaluation related activities, Institutional responsibilities & Student development and Extension activities.

2. Curricular and extracurricular and administrative activities.

3. Research, Publications and academic contributions.

4. Official conduct.

5. Any other information.

For non teaching staff appraisal parameters include

1. Punctuality.

2. Accuracy & Speed of work.

3. Ability to take up additional workload.

4. Integrity and character.

5. Interaction with colleagues & students.

6. General performance assessment.

7. HODs Remarks

File Description	Documents
Paste link for additional information	https://spcop.in/governing-body/
Upload any additional information	View File

6.4 - Financial Management and Resource Mobilization

6.4.1 - Institution conducts internal and external financial audits regularly Enumerate the various internal and external financial audits carried out during the year with the mechanism for settling audit objections within a maximum of 200 words

The Institution has an efficient mechanism of internal and external auditing in accordance with the auditing standards generally accepted in India. The accounts and procedures of internal control of finance are carried out by the head of the accounts team on a day to day basis and an annual audit is done by the statutory auditor. The audit of accounts and submission of income tax returns are being carried out regularly each year. The accounts of the College are audited regularly as per the Government rules by competent and registered C.A.s (Chartered Accountants). The external auditor conducts statutory audits at the end of the financial year. Books of accounts are prepared as per statutory requirements. The Balance sheet and Income and Expenditure account referred in agreement with books of account are submitted to the auditor. The auditor ensures the evidence supporting the amounts, disclosures in financial statements, accounting principles used and significant estimates made by management. After the audit, the report is sent to the Management for review.

File Description	Documents
Paste link for additional information	https://spcop.in/audit-report/
Upload any additional information	View File

6.4.2 - Funds / Grants received from non-government bodies, individuals, philanthropers during the year (not covered in Criterion III)

6.4.2.1 - Total Grants received from non-government bodies, individuals, Philanthropers during the year (INR in Lakhs)

File Description	Documents
Annual statements of accounts	No File Uploaded
Any additional information	No File Uploaded
Details of Funds / Grants received from of the non-government bodies, individuals, Philanthropers during the year (Data Template)	No File Uploaded

6.4.3 - Institutional strategies for mobilization of funds and the optimal utilization of resources

The institution has taken necessary steps for resource mobilization. The major heads of funds mobilization includes tuition fees, research grants and grants to conduct developmental activities. Conversely, the institution is having a proficient and effective mechanism for utilization of available financial resources. The tentative budget of college for each financial year is finalized by respective heads of each department, library and office and submitted to the Principal. Consequently, The same budget is forwarded to the management for approval through principal. The approved budget is allocated to different departments for purchases. According to the requirement given in budget, purchase requirement of equipments, chemicals, glassware's or other major items is prepared and requisition is submitted to purchase committee which is headed by the Principal. Purchase Committee invites quotations from various suppliers. The quotations submitted by suppliers are evaluated, comparative statement is prepared, suppliers are called for personal discussion and after comparing all aspects from various suppliers, orders are placed. The college also receives financial assistance and support as funding through the SPPU and AICTE for development of infrastructure, library up gradation, seminar and workshop purchase of equipments, research and development and academic activities and funds granted are utilized as per their guidelines. The utilized grants are audited regularly as per the Government rules by competent and registered C.A.s (Chartered Accountants). The college has Decentralized administration to utilize the funds allocated in different heads such as (National service Scheme, personality development, Minor research project, Seminars) providing financial support and release of fund for scholarship disbursement to students who needs financial assistance. Management and institution encourage and motivate the faculties to apply for research grant to various funding agencies. The members of faculty are promoted to take-up various

industries and organizations. This helps to train the research
scholars, effective teaching and good research publications.
Audited statement and utilization statement are submitted to the
concerned after the completion of the event. Every financial
transaction is recorded. All procedures and dealings are
computerized.

File Description	Documents
Paste link for additional information	https://spcop.in/audit_report.php
Upload any additional information	View File

6.5 - Internal Quality Assurance System

6.5.1 - Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes

IQAC was established in the year 2016 and formally constituted
with the goals to promote the measures for institutional
functioning towards quality enhancement through internalization
of quality culture and institutionalization of best practices.
Also aim to develop a system for conscious, consistent and
catalytic action to improve the academic and administrative
activity of the institution.

The best practices institutionalized under IQAC are as below

01 Academic Advisory Committee

It has been constituted and comprising of academic in-charge,
HOD's of concern department, class in-charge and Principal
Chairman. The member's works efficiently and with consistent
efforts to enhanced teaching learning related activities. At the
start of every academic year newly admitted students are made
familiar with the academic curriculum, examination pattern,
institutional facilities, curricular, extracurricular activities
and introduction to available faculty via conduct of induction
program. Parent meet is being held with the aim to ask
suggestions from the parents and to communicate the progress
report of the student that helps in resolving the concern issues
within time. It includes framing and display of academic time
table, consultation and allotment of workload among teachers,
designing and circulation of academic calendar. Monitoring of
regular classes for conduct of theory and practical, filing of
teaching plan for theory, practical and tutorials from individual

teacher, syllabus completion and sessional syllabus display records, preparation of academic file adhering to the index recommended by the academic advisory committee. The committee supervises smooth conduct of continuous assessment, internal sessional examination and external university examinations with respect to the plan of academic calendar. The committee advises to the respective class in-charge to monitor the student attendance on monthly basis and cumulative student attendance before university examination. The institution has taken efforts to promote the B. pharmacy final year students for M. pharmacy course through in-house conduct of series of GPAT examination practice on weekly basis. In accordance to inculcate innovative practice among the student and teachers the committee recommends to conduct soft skill development, pharma model expo, industry expert lectures, seminars and workshops on innovative topics. Mentor: Mentee system, guardian teachers and feedback system on various designed parameters ensures resolving student related and stakeholder problems in timely manner.

02. Decentralization of Administrative Work

Organizational structure framed inform of hierarchical organogram exploring decentralization of administrative system of the institution. Initiatives and efforts of the institution to form portfolio describing decentralization of the role and responsibilities of individual teacher as member of various administrative committees at each level. Basic objective of the practice is to promote all the teachers and students with decision making and problem solving ability in timely manner. This practice supports smooth and sound conduct of curriculum and enhances quality in academic performance. Accomplishment of the work at the end of every academic year pertains accountability and habitual documentary evidence.

File Description	Documents
Paste link for additional information	http://spcop.in/iqac/
Upload any additional information	View File

6.5.2 - The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities

Institutional IQAC has been established as per norms with

predefined goals strategies and functions. The basic objective of the IQAC is to act as a nodal agency of the institution coordinating quality enhancement activities involving adoption and dissemination of best practices. IQAC members take reviews on teaching learning process, administrative and committees on portfolio, feedback response at the level of internal and external stakeholders. There is frequent and periodical monitoring of mentor mentee system, examination result analysis. Periodic review on student attendance by the academic monitoring committee and check over the completion of syllabus as prescribed by the university. There is alternative adjustment of teachers for the workload of teacher on leave. Defaulter students in attendance are identified and displayed on notice board and counselling is being carried out. During parent meet students' progress report is discussed and parents were asked for the suggestions for the further enhancement of quality. Decentralized administrative committee members maintain activity records as in form of minutes of meeting reviewed by the IQAC.

Accomplishment of the performed work is been filed at the end of every academic year supporting enhancement in the quality of the work. Students at the UG level are encouraged to admissions at the PG course by conduct of seminars and guest lectures focusing higher education opportunities. Continuous monitoring of laboratory related work including records like deadstock, lab issue, daily consumption, maintenance, breakage and fine, lab occupancy and lab workload, laboratory charts, equipment list and overall budget of the individual laboratory. Curricular and Extracurricular committee conducts and take reviews on various activities and its schedule.

File Description	Documents
Paste link for additional information	https://spcop.in/academic-advisory-committee/
Upload any additional information	View File

6.5.3 - Quality assurance initiatives of the institution include: Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analyzed and used for improvements Collaborative quality initiatives with other institution(s) Participation in NIRF any other quality

A. All of the above

audit recognized by state, national or international agencies (ISO Certification, NBA)	

File Description	Documents
Paste web link of Annual reports of Institution	https://spcop.in/annual-report/
Upload e-copies of the accreditations and certifications	View File
Upload any additional information	View File
Upload details of Quality assurance initiatives of the institution (Data Template)	View File

INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 - Institutional Values and Social Responsibilities

7.1.1 - Measures initiated by the Institution for the promotion of gender equity during the year

Gender sensitization presides overgender sensitivity, the modification of behaviour by raisiing awareness of gender equality concerns. Gender sensitization may be seen as "the awareness informed propensity to behave in a manner which is sensitive to gender justice and gender equality issues." There are some ways through which the college shows gender sensitivity by providing necessary facilities and undertaking appropriate initiatives and sensitisation programmes. Improving student profile through inclusive practices towards gender and social sensitization by organizing meetings, seminars, workshops and social events providing a platform of equal opportunity and co-existence. Orientation programme for fresh graduates and introduce them to the new higher education environment and help them cope from school life to a life of responsible adulthood.

College provides different safety and security facilities in the campus. College corridors, library and office premises are under CCTV vigilance. Fire extinguishers are mounted in all laboratories for safety purpose. Napkin Vending machine & incinerator are available in girls common room. Personalized Mentorship and counselling programs that give support and trust towards progression to higher education and placement. Personal counselling is done with all students by their respective mentors to solve all types of problems. There are different grievance

committees like Anti Ragging Committee, Grievances Redressal Committee, Internal Complaints Committee which help the students to resolve their issues where equal opportunity is given to boys and girls.

Emergency telephone numbers of hospitals, blood bank, fire brigade, police station, ambulance and antiragging toll free numbers are displayed prominently in the premises. Each class has female and male class representative to coordinate between teachers and students. College has 24 hrs security guards in the campus to keep check on trespassers. Entry is allowed inside the campus against valid identity cards. Lady staff members also accompany the students during educational tours, industrial visits, NSS camp, field trips to ensure safety and security of female students. We have mentor system to understand and solve students' issues. Each staff member is assigned as mentor for fixed number of students. Monthly meetings are conducted to counsel the mentees. The objective of personal counselling is to understand the issues which a student may hesitate to speak communally. College has separate common rooms for boys and girls with required facilities like lockers, sitting arrangement, attached washroom etc. There is a sick room for the students in case of medical discomfort. To promote the awareness of gender equity, college regularly organizes various competitions like rangoli and poster making, etc with related themes. Student council department organizes various programs related to women health and welfare like yoga sessions and lectures, self defence training, haemoglobin check-up etc. Every year NSS unit organizes a special camp of seven days in the particular village where students interact with villagers. Local speakers are invited to talk on topics related to women empowerment and gender equality.

File Description	Documents
Annual gender sensitization action plan	https://spcop.in/womens-development-cell/
Specific facilities provided for women in terms of:a. Safety and security b. Counseling c. Common Rooms d. Day care center for young children e. Any other relevant information	https://spcop.in/womens-development-cell/

7.1.2 - The Institution has facilities for alternate sources of energy and energy conservation measures Solar energy	B. Any 3 of the above

Biogas plant Wheeling to the Grid   Sensor-based energy conservation Use of LED bulbs/ power efficient equipment

File Description	Documents
Geo tagged Photographs	[View File](#)
Any other relevant information	[View File](#)

7.1.3 - Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 200 words) Solid waste management Liquid waste management Biomedical waste management E-waste management Waste recycling system Hazardous chemicals and radioactive waste management

The functioning of the college exerts negligible stress on environment. Our college students and Staff arranged different programmes to protect our environment and initiated to reduce the generation of wastes.

Waste-Management is the most challenging factor in our modern civilization. Over population, High population density is very challenging factors, on the other hand, we have getting some resource reutilization. Proper Waste management means to keep up clean and healthy environment.

1. Solid Waste

Solid waste is produced through regular activities includes paper, glass, food residue and packaging material, regular different useless material, wood, metals, leather, cardboard etc. we get duly thrown into appropriate bins which later are emptied by the proper waste disposal area in our college campus. Solid waste is regularly collected in separate Dry and Wet Dustbins. Which is later are empty by the garbage collection van.

2. Liquid Waste

Liquid Waste is mostly generated in our college by:

Liquid waste is generated during regular Practicals and cleaning activities. Liquid waste from the college Washrooms is safely Well-maintained by underground drainage system and it Disposed off big underground chamber which suck naturally in soil that influence to make recharge ground water.

3. Biomedical waste management

College has contract with Life Secure Enterprises which is authorized by Maharashtra Pollution Control Board Under Biomedical Waste and Environment Protection Act 1986. Company person regularly collects biomedical waste material from college and dispose as per their protocol.

4. E- Waste Managment

Electronic Scrap component Such as Computer parts mainly and electrical device are sometimes reparable for use or appropriately disposed, ensuring no accumulation of such hazard elements inside the campus.

File Description	Documents
Relevant documents like agreements / MoUs with Government and other approved agencies	View File
Geo tagged photographs of the facilities	View File

7.1.4 - Water conservation facilities available in the Institution: Rain water harvesting Bore well /Open well recharge Construction of tanks and bunds Waste water recycling Maintenance of water bodies and distribution system in the campus	B. Any 3 of the above

File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Any other relevant information	View File

7.1.5 - Green campus initiatives include

7.1.5.1 - The institutional initiatives for greening the campus are as follows: 1. Restricted entry of automobiles 2. Use of bicycles/ Battery-powered vehicles 3. Pedestrian-friendly pathways 4. Ban on use of plastic 5. Landscaping	A. Any 4 or All of the above

File Description	Documents
Geo tagged photos / videos of the facilities	[View File]()
Various policy documents / decisions circulated for implementation	[View File]()
Any other relevant documents	[View File]()

7.1.6 - Quality audits on environment and energy are regularly undertaken by the institution

7.1.6.1 - The institutional environment and energy initiatives are confirmed through the following 1.Green audit 2. Energy audit 3.Environment audit 4.Clean and green campus recognitions/awards 5. Beyond the campus environmental promotional activities	A. Any 4 or all of the above

File Description	Documents
Reports on environment and energy audits submitted by the auditing agency	[View File]()
Certification by the auditing agency	[View File]()
Certificates of the awards received	[View File]()
Any other relevant information	[View File]()

7.1.7 - The Institution has disabled-friendly, barrier free environment Built environment with ramps/lifts for easy access to classrooms. Disabled-friendly washrooms Signage including tactile path, lights, display boards and signposts Assistive technology and facilities for persons with disabilities (Divyangjan) accessible website, screen-reading software, mechanized equipment 5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading	A. Any 4 or all of the above

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File Description	Documents
Geo tagged photographs / videos of the facilities	View File
Policy documents and information brochures on the support to be provided	View File
Details of the Software procured for providing the assistance	View File
Any other relevant information	View File

7.1.8 - Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 200 words).

Institution provides an inclusive environment for everyone with tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities. Different sports and cultural activities organized inside the college promote harmony towards each other. Commemorative days like (1) Women's day (2) Yoga day, along with many regional festivals like Sankranti, Navaratra, Ganesh Utsav etc are celebrated in the college. This establishes positive interaction among people of different racial and cultural backgrounds. There are different grievance redressal cells in the institute like Student grievance redressal cell, Women grievance redressal cell which deal with grievances without considering anyone's racial or cultural background. Institute has code of ethics for students and a separate code of ethics for teachers and other employees which have to be followed by each one of them irrespective of their cultural, regional, linguistic, communal socioeconomic and other diversities. NSS also organize gender sensitization programmes to disseminate Communal & socioeconomic messages. Hindi Day also celebrated every in the college to maintain harmony towards linguistic diversities.

File Description	Documents
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	View File
Any other relevant information	View File

7.1.9 - Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens

Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens Our institution takes all possible initiatives in organizing various events and programmes for moulding the students and staff to become responsible citizens of the country by sensitizing them to the constitution of the country. As responsible citizens of the country the students are motivated to take part in various activities of the college. The college encourages the students to take part in blood donation camps, study tours for them that make them understand the importance of protecting the cultural heritage of the country. The college has also conducted various activities on Move towards constitution where principal sir enlightened the students about importance of the Indian constitution and how we must work in the direction of saving our constitution. Singing of national anthem in the campus every day so as to bring a feeling of patriotism among all is practiced. The students also being the responsible citizens take many community services and provide services to mankind and society. The students have taken up many cleanliness drives both inside the campus and nearby villages considering it as a responsibility of every citizen. The students have also taken up Plantation drives to provide a clean and green environment for all. Swachh Bharat Abhiyan has also been an important initiative taken up by the college where we have organized an awareness rally for the students and took a tour in entire town to create awareness among all. The college has also conducted a Voter awareness programme for all the students and were sensitized about their constitutional powers of voting. Every year Republic day is Celebrated on 26th Jan by organizing activities highlighting the importance of Indian Constitution.. Independence day is also celebrated each year to highlight the struggle of freedom and the importance of Indian constitution.

The SPCOP Observes the Following Days Regularly through out the year…

25th January- Voter's Day

26th January- Republic Day

15th August- Independence Day

26th November- Constitution Day

File Description	Documents
Details of activities that inculcate values; necessary to render students in to responsible citizens	https://spcop.in/human-values-professional-ethics/
Any other relevant information	https://spcop.in/events-gallery/

7.1.10 - The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard. The Code of Conduct is displayed on the website There is a committee to monitor adherence to the Code of Conduct Institution organizes professional ethics programmes for students, teachers, administrators and other staff 4. Annual awareness programmes on Code of Conduct are organized	A. All of the above

File Description	Documents
Code of ethics policy document	View File
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims	View File
Any other relevant information	View File

7.1.11 - Institution celebrates / organizes national and international commemorative days, events and festivals

Every year along with the National festivals, the birth anniversaries and death anniversaries of various great Indian Personalities, Heroes and Leaders are celebrated. The Sharadchandra Pawar College of Pharmacy strongly believes that unless the present generation of youth are not sensitized about the significance of the festivals of our secular country and the sacrifices which great men and women of this country have made for uplifting their countrymen the students will not be able to understand their responsibility to the nation. To build a nation

of youth who are noble in their attitude and morally responsible, the College organizes the national festivals and birth/death anniversaries of Great Indian personalities so as to inculcate in the students and staff, besides the society and also to remind us about:

The unity which India has in its diversity that serves as the melting pot of cultures, religion, and ethnicity and develops qualities of tolerance and understanding amongst students. The sacrifices which great leaders and personalities like Mahatma Gandhi, Jawaharlal Nehru, Bhagat Singh, Swami Vivekananda, Maulana Abul Kalam Azad, Dr. APJ Abdul Kalam and others have made to make India for what it stands for – a Democracy that is developing and setting example to the rest of the world that a country in a short span of 70 years can achieve self-reliance and economic stability.

The SPCOP Observes the Following Days Regularly through out the year…

12th January - National Youth Day - Swami Vivekananda

19th February- Shiv Jayanti

28th February - National Science Day - Sir C V Raman

23rd March - Shaheed Diwas - Bhagat Singh

5th September - Teachers Day - Dr. Sarvepalli Radhakrishnan

25th September - World Pharmacists Day

2nd October - Gandhi Jayanthi

11th November - National Education Day - Maulana Abul Kalam Azad

These activities are organized by staff and students of the College by initiating many of the activities like motivational speeches, lectures, book stalls, Swacchata Abhiyan, visit at GMRT Narayangaon science exhibition, awareness programmes.

File Description	Documents
Annual report of the celebrations and commemorative events for the last (During the year)	View File
Geo tagged photographs of some of the events	View File
Any other relevant information	View File

7.2 - Best Practices

7.2.1 - Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual.

The SPCOP College is practicing many numbers of best practices regularly. Among which college will consider only the following best two practices so as to improve the functioning of academic and administrative system to achieve better educational objectives.

1. Academic Monitoring: The main objective of this practice is to monitor and check over the regular academic related activities like designing and implementation of time table, academic calendar, distribution of workload, preparation of teaching plan for theory and practical, alternate workload adjustment, sessional syllabus display and syllabus completion records, maintaining of daily and monthly student's attendance, checking of result analysis, mentoring system, feedback system, conduct of continuous assessment, performance appraisal of teaching and non-teaching staff, compilation of individual academic file records. The practice aim to monitor overall teaching learning process effectively and ensuring of students are getting updated pharmacy knowledge and development of skills among them to sustain in the global competitive pharma field.

2. Decentralization of Administrative System: One of the best practices of the institutes is decentralization of administrative system by framing robust hierarchical organization structure with predefined and planned roles and responsibilities at each administrative level. Basic objective of the practice is to promote involvement and encouragement of individual faculty and students with decision making and problem solving ability. Ultimately it has helped to enhanced democracy and resolution of problems

in timely manner achieving better outcomes. It becomes habitual in pertaining accountability and keeping documentary evidence maximizing performance and smoothening of educational system.

File Description	Documents
Best practices in the Institutional website	https://spcop.in/academic-advisory-committee/
Any other relevant information	https://spcop.in/portfolio/

7.3 - Institutional Distinctiveness

7.3.1 - Portray the performance of the Institution in one area distinctive to its priority and thrust within 200 words

Various possible efforts are made in teaching learning process and are compiled in the academic file at the end of every semester. The institution have three number of digital classrooms provided with the LCD projector and LAN facility.

Institute provided Microsoft teams software for smooth running of online teaching learning activities.Teachers are advised to use online teaching learning methods like PPT, videos, notes, e-books, e-journals, digital library etc.

Teachers are encouraged to organized and attend various Online seminars, workshop, conference, guest lectures on competitive examination, higher education, soft skill development etc.

National Service Scheme NSS unit conduct activities at the social level includes swatch bharat abhiyan.

Institute has implemented online systems for activities like, alumni meet , Parent meet, Feedback system, Mentor mentee system.

By considering thrust areas of our institution and achieving the vision and mission we propose plan to give more emphasis on generation of more projects funds from different funding agencies, organizing of campus interview by inviting pharmaceutical companies, enhancement of research activity in term of research publications, scientific presentation and filing patents. In accordance to promote the social awareness and social responsibility of the institution we have planned to conduct

different activities at the social level.

File Description	Documents
Appropriate web in the Institutional website	View File
Any other relevant information	View File

7.3.2 - Plan of action for the next academic year

Internal Quality Assurance Cell (IQAC) of SPCOP has prepared following plans for next academic year.

1. Academic Activities: It has been planned to introduce some new ICT enabled teaching-learning processes in order to enhance quality of teaching and learning. Subject rotation is planned for upcoming academic year.

2. Accreditation: IQAC has planned to achieve its target of getting completion of NAAC related work to achieve good ranking and score. We are planning to get recognized by UGC for 2(f)/12(b).

3. Research: Institution has planned to encourage applied, socially and commercially viable research projects. IQAC has directed to individual research department on submission of research projects for grants.

4. Publications and Presentations: Planning for research papers publications in Scopus, web of science, UGC listed journals are targeted. Faculty members are motivated to participate in state, national, international conferences are planned.

5. Book / Chapters in Book: Faculty members are encouraged to write a book or text book on their subject.

6. Academic and administrative audit plan is prepared.