

# **SELF STUDY REPORT**

**FOR**

**1<sup>st</sup> CYCLE OF ACCREDITATION**

**SANDIP INSTITUTE OF PHARMACEUTICAL SCIENCES**

MAHIRAVANI, TRIMBAK ROAD, NASHIK  
422213

[www.sips.sandipfoundation.org](http://www.sips.sandipfoundation.org)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

**(Draft)**

# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

Sandip Foundation Campus founded in 2005 by visionary Chairman Dr. Sandip Jha with the aim to create, preserve, renew and disseminate knowledge for the betterment of the world we live in. The solitary objective of the Sandip Foundation is to offer quality education in the fields of technical education & allied sciences.

Sandip Institute of Pharmaceutical Sciences (SIPS) is located in the scenic, eco-friendly and conducive-to-study campus at an elevation off the Trimbak Road, Nashik, Maharashtra leading to one of the twelve renowned pilgrimages of Jyotirlingas known as Trimbakeshwar. SIPS is self-financing institute approved by Pharmacy Council of India (PCI), All India Council for Technical Education (AICTE) and affiliated to SavitribaiPhule Pune University, Pune.

SIPS started in the year 2011 with undergraduate course i.e.B.Pharmacy and Post Graduate course added in subject Pharmaceutics in 2013 and Quality Assurance in 2014.

The Governing Council of SIPS is formed under the guidance of Hon. Chairman Dr. Sandip Jha, With the goal of providing quality education, SIPS is giving importance to qualified and experienced faculty for effective teaching-learning process with spacious classrooms and well developed library. The institute has well equipped laboratories with best-in-class instrument and developing overall knowledge of the students. Institute also has a dedicated Training and Placement cell that contributes in making the students industry ready and employable.

### **Vision**

To be a leader amongst Pharmacy organizations in India, constantly pursuing excellence, and offering world class education with values.

### **Mission**

- To provide a dynamic educational experience to a high-achieving, high potential student body, thus empowering them to translate scientific knowledge into fruitful research.
- To develop and advance the core competencies, team spirit and professional skills that can meet the necessity of pharmaceutical industry.
- To develop center of excellence encouraging interdisciplinary research to engender world-class technocrats and advance entrepreneur.
- To create an ideal pharmacist responsible for excellent patient care and contribute toward health care system for wellbeing of society.

## **1.2 Strength, Weakness, Opportunity and Challenges(SWOC)**

### **Institutional Strength**

Excellent infrastructure with well-equipped laboratories, classrooms, Library etc

Team of highly skilled and experienced faculty members with good number of Ph.D. holders.

Well equipped central library with adequate collection of books and e-resources

Effective Value Addition Programs.

Transparent management with delegation of responsibilities to HOD.

Excellent placement record

MoU with International Universities - Student Internship

Workshops, seminars and expert lectures on various subjects.

Student's participation in co-curricular, extra-curricular and community services

Appreciation of top academic performers in each class

Continuous guidance to students who wish to pursue higher education

Effective implementation of Mentor system

Separate and well equipped girls and boys hostels.

Employability skill training to all students

Twenty-four hours medical care

### **Institutional Weakness**

Research Patents

Networking with reputed Institutes and organizations

Research Grants from Government and different research agencies.

### **Institutional Opportunity**

To start Research Centre & Ph.D Programme.

Interdisciplinary R & D Projects.

Quality publications.

Increase collaborations with research institutes for projects and consultancy work.

Interface with industry for learning advanced technology.

### **Institutional Challenge**

Placements in MNC Companies.

Attracting Meritorious Students.

Encouraging Students for Entrepreneurship.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Sandip Institute of pharmaceutical sciences, Nashik develops a purposeful, progressive, and systematic process to create positive improvements in the educational system. Being affiliated institute, the college has to follow the curriculum designed by Savitribai Phule Pune University (SPPU). The entire curriculum of all academic programs has set up by SPPU and the syllabus has been drafted by the board of studies, in concern with the technical competencies and its applicability should be attained by the students of pharmacy. The institution has specific objectives and goals towards the effective delivery of curriculum as listed below:

- The flexibility of curriculum was achieved with hands on training in the field of Analytical instruments, Industrial exposure and training, Personality and Soft Skills development programs.
- The traditional format of lectures is supplemented by classroom discussions, student presentations, group discussions, and project work.
- The students are encouraged to participate in seminars and conferences which make them abreast with current industrial scenario and research activity. The students are oriented towards optimum use of the knowledge resources.
- Training programme was designed with an objective to get expertise in handling of sophisticated analytical instruments.
- Guest lectures and interactive sessions with eminent scholars, and experts are planned and conducted as a part of the curricula learning.

The institute thrives to nurture research temperament among students at different stages of learning. Industrial training, projects in industry, alumni meet also promotes employability of students

### **Teaching-learning and Evaluation**

Sandip Institute of pharmaceutical sciences ensures publicity and fully transparency in the admission process of all programmes. All admissions are done by DTE, Mumbai. Admissions are allotted as per merit and as per constitutional reservation for backward class category.

Institute organizes induction programme for newly admitted students to give information about courses, examination, ERP, mentor System, scholarships and rules along with campus visit. Institution continuously monitors teaching learning process through Academic Monitoring Committee (AMC). The institute prepares the academic calendar before the commencement of the semester.

Institute motivates and initiates the students about moral, ethical values and their citizenship role. Institute attends to the diverse health issues physically and mentally of staff and students by providing accidental insurance facility and arranging guest lectures on health issues. Institute focuses on student's centric learning through interactive learning. Institute always promotes the innovation and creativity in teaching-learning process. The use of ICT is integrated into the teaching-learning process.

Appointment of faculty is through staff selection committee appointed by university. College provides various facilities and assistance to faculty for academically recharges and rejuvenates.

The examination pattern and evaluation process is clearly described in the course structure and is completely transparent. College follows guidelines stated by university for conducting examination and prevention of malpractice in examination. Student's performance is assessed by setting and displaying the programme outcomes, program educational objectives and course outcome for all courses. Attainment of program outcome, program educational objectives and course outcome are evaluated by the institution.

### **Research, Innovations and Extension**

Sandip Institute of pharmaceutical sciences believes that Teaching & Research is an integral part and has a symbiotic relationship. It has an institutional research and development committee to promote research activities by inculcating research culture and scientific temperament in its faculty and students.

To reinforce culture of research and excellence, college provides platform to interact with galaxy of renowned researchers and academicians. Faculty members in coordination with students are encouraged by institute to submit research projects to various funding agencies, publish papers in reputed journals and incline towards patentable research. The college has Plagiarism checker software to ensure scientific relevance.

Interdisciplinary/multidisciplinary research ongoing in the institute has led to the following major achievements:

- Signed MOU with various industries.

- Collaborated with Foreign
- Published research papers in reputed journals and six different books with ISBN number.
- Received grant from affiliated university.

The efforts are made to bring greater awareness through extension activities.

Under Aarogyam forum, various activities has organized including blood donation camp, tree plantation, health check up, Women's day and Swachh Bharat Abhiyan.

Special camps like self medication awareness, blood pressure check-up and AIDS awareness activities are conducted to bring awareness of social issues among people.

### **Infrastructure and Learning Resources**

Sandip Institute of Pharmaceutical Sciences is situated in Mahiravani village, Nashik. College has established its own free-standing and self-contained building with well-equipped and state of the art laboratories. All Classrooms of institute are ICT enabled. College has CPCSEA approved animal house. Some common facilities like Bus transportation, RO water, Bank and ATM, cafeteria, parking, ambulance etc are provided by institute. A lavish and gigantic amphitheater with more than 10,000 seating capacity is available in sandip foundation campus to conduct extracurricular activities. College is providing ample facilities for gymnasium, green gym and sports like cricket, volleyball, football, carom, chess, table tennis etc. A well-furnished and upgraded library with reading room facilities is provided by the institute. The college library committee frequently upgrades library contents to meet the requirement of curriculum and recent trends in pharmacy field. College has subscription of e-journals articles and e-books like DELNET, NDL, Science Direct and Bentham Science. College has adequate number of computers with internet connectivity and Wi-Fi facility. College is frequently upgrading the IT facilities with latest configuration to meet the requirements and to make students competent with recent technologies. College has well defined and established policies for utilization and maintenance of all facilities.

### **Student Support and Progression**

College has a well-established and functional system for student support and mentoring to advice and encourages them to participate in various activities. College prospectus is published regularly which provides detail information regarding infrastructure, government scholarship schemes, extracurricular and co-curricular activities, training and placement activity of the college. College information is available online on the website link <http://www.sips.sandipfoundation.org/>

Institution offers scholarships/ freeships to the students available from different government bodies. The services provided includes healthcare and health insurance, assistance to slow-learners, guidance to students regarding admissions, scholarships, educational loans, library/laboratory work, seminar presentations, project work, career enhancement, placements, students publications like journals, wall magazines and facility for differently-abled students. The female students are encouraged to participate equally in sports competitions as well as cultural events. The college has anti-ragging committee, grievances-redressal committee, sexual harassment control committee for welfare of students in terms of health and safety. The Training and Placement Cell provides adequate training and has connections with the pharmaceutical industry for placement of the students. The college provides necessary facilities to students to acquire significant learning experiences and to facilitate development and progression. The college simplifies vertical movement of students to a higher level of education and placement. Students are motivated to participate in conferences and technical fest to present their research and innovative thinking. The college has constituted student council as per Savitribai Phule Pune University guidelines. Students are involved in various committees like Anti-ragging Alumni, Cultural, Sports, Hostel, etc. to modulate the college functioning for quality.

### **Governance, Leadership and Management**

The institute has well defined vision, mission, goals and objectives and believes in transparent and visionary governance which motivates all the stakeholders for the overall growth. The Governing Body gives general guidelines for appropriate governance to realize the vision. The management is keen for e-governance strategies. Through a proper system of participative management at various hierarchy levels, the stakeholders are responsible for smooth and uniform conduction of academics and implementing the best practices at the institutional level.

The organizational structure decentralizes the power and responsibilities among the internal stakeholders for developing and drafting policies and making strategic plans for teaching and learning, research and development, community engagement, developing human resource, and industrial interaction. Careful planning of budget for academic and administrative activities and monitoring the proper and optimal utilization of financial resources through internal and external audits ensure sound financial management. The management also extends full support for the faculty and the professional development programmes for the teaching and non-teaching staff

Internal Quality Assurance Cell (IQAC) formerly known as Academic Monitoring Committee (AMC) takes the initiative to enhance and maintain quality as per the Quality Policy of academic and administrative activities of the Institution. It monitors all the Academics, Student Feedback and overall teaching learning process to achieve maximum academic performance of the students.

### **Institutional Values and Best Practices**

Institute organizes various gender equity promotion programmes. It shows gender sensitivity in providing facilities such as safety & security, counseling & common room. Institute displays sensitivity to issues like climate change and environmental issues. It adopts environment friendly practices and takes necessary actions such as energy conservation, rain water harvesting, waste management carbon neutral, green practices etc. The institution facilitates the differently abled by provision of physical resources. Also institute is engaged with the local community by taking initiatives beneficial to society. The institute clear the way for effective dealing of location advantages (situatedness). The institute organizes various programmes which explicit concern for

human values and professional ethics among students and staff.

Institute has internally evolved in various best practices leading to positive impact on the regular functioning of the institution of which holistic development of students and ERP system are the predominant. It is in respect of various outcomes such as excellence of students in technical skills, increased number of students taking up post graduation research, establishing positive attitude, communication skills, soft skill & links with others, improvement in attendance of students etc.

Institution is recognized for certain of its attributes of which make it distinct is "Training and Placement". With a dedicated training and placement officers, our students fetched placements in various elite companies. Institute has signed MOUs with Pharma industries and International University which provides better platform to all the candidates in terms of Industrial Visit, Pre-placement Offers and Final recruitment.

NAAC



## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	Sandip Institute of Pharmaceutical Sciences
Address	Mahiravani, Trimbak Road, Nashik
City	Nashik
State	Maharashtra
Pin	422213
Website	<a href="http://www.sips.sandipfoundation.org">www.sips.sandipfoundation.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Anil Govindrao Jadhav	02594-222591	9158886004	02594-222555	principal@sandipharmacy.org
Associate Professor	Sushil Prabhakar Narkhede	02594-222595	8446231031	02594-222592	sushil.narkhede@sandipharmacy.org

Status of the Institution	
Institution Status	Private

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	01-08-2011

**University to which the college is affiliated/ or which governs the college (if it is a constituent college)**

State	University name	Document
Maharashtra	Savitribai Phule Pune University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date
2f of UGC	
12B of UGC	

**Details of recognition/approval by stationary/regulatory bodies like AICTE, NCTE, MCI, DCI, PCI, RCI etc (other than UGC)**

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day, Month and year (dd-mm-yyyy)	Validity in months	Remarks
AICTE	<a href="#">View Document</a>	10-04-2017	12	

**Details of autonomy**

Does the affiliating university Act provide for conferment of autonomy (as recognized by the UGC), on its affiliated colleges?	No
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**Recognitions**

Is the College recognized by UGC as a College with Potential for Excellence (CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

<b>Location and Area of Campus</b>				
<b>Campus Type</b>	<b>Address</b>	<b>Location*</b>	<b>Campus Area in Acres</b>	<b>Built up Area in sq.mts.</b>
Main campus area	Mahiravani, Trimbak Road, Nashik	Rural	250	50000

## 2.2 ACADEMIC INFORMATION

<b>Details of Programmes Offered by the College (Give Data for Current Academic year)</b>						
<b>Programme Level</b>	<b>Name of Programme/Course</b>	<b>Duration in Months</b>	<b>Entry Qualification</b>	<b>Medium of Instruction</b>	<b>Sanctioned Strength</b>	<b>No.of Students Admitted</b>
UG	BPharm, Bachelor Of Pharmacy	48	HSC Science	English	100	100
PG	MPharm, Master Of Pharmacy	24	B.Pharm	English	18	18
PG	MPharm, Master Of Pharmacy	24	B.Pharm	English	24	24

### Position Details of Faculty & Staff in the College

<b>Teaching Faculty</b>												
	<b>Professor</b>				<b>Associate Professor</b>				<b>Assistant Professor</b>			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	4				5				20			
Recruited	0	0	0	0	0	0	0	0	3	2	0	5
Yet to Recruit	4				5				15			
Sanctioned by the Management/Society or Other Authorized Bodies	3				4				22			
Recruited	3	0	0	3	4	0	0	4	4	18	0	22
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				6
Recruited	0	0	0	0
Yet to Recruit				6
Sanctioned by the Management/Society or Other Authorized Bodies				6
Recruited	6	0	0	6
Yet to Recruit				0

<b>Technical Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				7
Recruited	0	0	0	0
Yet to Recruit				7
Sanctioned by the Management/Society or Other Authorized Bodies				7
Recruited	2	5	0	7
Yet to Recruit				0

### Qualification Details of the Teaching Staff

<b>Permanent Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	4	0	0	0	0	0	0	0	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	4	0	0	3	18	0	25

<b>Temporary Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Part Time Teachers</b>										
<b>Highest Qualification</b>	<b>Professor</b>			<b>Associate Professor</b>			<b>Assistant Professor</b>			<b>Total</b>
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt.	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0

<b>Details of Visting/Guest Faculties</b>					
<b>Number of Visiting/Guest Faculty engaged with the college?</b>	<b>Male</b>		<b>Female</b>		<b>Total</b>
	0	0	0	0	0

**Provide the Following Details of Students Enrolled in the College During the Current Academic Year**

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
PG	Male	32	0	0	0	32
	Female	51	0	0	0	51
	Others	0	0	0	0	0
UG	Male	193	0	0	0	193
	Female	132	0	0	0	132
	Others	0	0	0	0	0

**Provide the Following Details of Students admitted to the College During the last four Academic Years**

Programme		Year 1	Year 2	Year 3	Year 4
SC	Male	2	2	4	7
	Female	5	5	2	13
	Others	0	0	0	0
ST	Male	0	0	0	6
	Female	4	7	7	6
	Others	0	0	0	0
OBC	Male	24	35	40	46
	Female	34	48	54	81
	Others	0	0	0	0
General	Male	49	55	56	66
	Female	48	73	78	73
	Others	0	0	0	0
Others	Male	13	12	10	14
	Female	10	17	12	22
	Others	0	0	0	0
Total		189	254	263	334

### 3. Extended Profile

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#### 3.1 Programme

**Number of courses offered by the institution across all programs during the last five years**

**Response : 63**

**Number of self-financed Programmes offered by college**

**Response : 3**

**Number of new programmes introduced in the college during the last five years**

**Response : 1**

#### 3.2 Student

**Number of students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
334	263	254	189	148

**Number of seats earmarked for reserved category as per GOI/State Govt rule year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
173	114	129	101	89

**Number of outgoing / final year students year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
68	79	55	13	1

**Total number of outgoing / final year students**

**Response : 215**

#### 3.3 Academic



**Number of teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
25	22	20	15	12

**Number of full time teachers year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
25	22	20	15	12

**Number of sanctioned posts year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
25	22	20	15	12

**Total experience of full-time teachers****Response : 171.9****Number of teachers recognized as guides during the last five years****Response : 2****Number of full time teachers worked in the institution during the last 5 years****Response : 38****3.4 Institution****Total number of classrooms and seminar halls****Response : 7****Total Expenditure excluding salary year wise during the last five years ( INR in Lakhs)**

2016-17	2015-16	2014-15	2013-14	2012-13
276.32	277.78	294.55	336.34	198.16

**Number of computers**

**Response : 60**

**Unit cost of education including the salary component(INR in Lakhs)**

**Response : 1.23**

**Unit cost of education excluding the salary component(INR in Lakhs)**

**Response : 0.75**

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## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

##### 1.1.1 The institution ensures effective curriculum delivery through a well planned and documented process

##### Response:

'Effective Curriculum Delivery' is actually the many ways, by which a curriculum enables learners to achieve their learning goals. Teaching, learning support, advice and guidance, coaching, mentorship, peer and collaborative learning, feedback and assessment, personal development planning and tutoring, skills development and practice, and access to resources are processes encompassed by the term 'Effective Curriculum Delivery'. Curriculum delivery is part of dynamic interrelationship with curriculum design and as such can be seen as a component of a curriculum development lifecycle. **Sandip Institute of pharmaceutical sciences, Nashik develop** a purposeful, progressive, and systematic process to create positive improvements in the educational system. It includes consideration of aims, intended learning outcomes, syllabus, learning and teaching methods, and assessment.

- **Academic Calendar** is prepared by Head of department for every Academic year.
- Subjects are allotted to the teachers according to their area of specialization. In guest appointments too, the focus of the selection committee is to induct the faculty that can deal with the papers that they are expected to teach.
- Each department prepares and submits the **workload** and the workload committee meets well before the beginning of the semester to decide, ascertain and recommend the filling of vacant posts in each department.
- The **time table** committee too meets before the commencement of the classes and the master time table for the college as well as for each department is prepared well in time and display on college notice board.
- **Teaching Plan** is submitted for each subject by individual faculty.
- Conduct and delivery of regular Lectures and Practical as per curriculum design.
- Teachers follow various teaching aids to make the teaching-learning process interesting and effective. The traditional format of lectures is supplemented by classroom discussions, student presentations, group discussions, and project work.
- The first day of the college is the **orientation day** where the first year students are informed about the course structure, subjects, exam pattern, reading lists, time table and other such information as necessary for the effective implementation of the curriculum.
- Regularly institute organizes **Industrial visits and Interactive sessions** with the Pharma professionals.
- **Guest lectures** and interactive sessions with eminent scholars, experts, and activists are planned and conducted as a part of the curricula learning.
- Various **seminars** are organized by individual teachers on topics related to their subjects.
- The institute thrives to nurture **research temperament** among students at different stages of learning. Mandatory research projects & dissertations for all PG students.
- Programs offered are with blend of academics and contemporary research. Value-based add-on

components expand their out of curriculum knowledge base for more employability.

- Curriculum with extension components where students has an opportunity to learn through extension programs and outreach activities to serve the rural population towards development of healthier society.

<b>File Description</b>	<b>Document</b>
additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.1.2 Number of certificate/diploma program introduced during the last five years

**Response: 1**

#### 1.1.2.1 Number of certificate/diploma programs introduced year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of the certificate/Diploma programs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.1.3 Percentage of participation of full time teachers in various bodies of the Universities/ Autonomous Colleges/ Other Colleges, such as BoS and Academic Council during the last five years

**Response: 0**

#### 1.1.3.1 Number of teachers participating in various bodies of the Institution, such as BoS and Academic Council year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

<b>File Description</b>	<b>Document</b>
Details of participation of teachers in various bodies	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 1.2 Academic Flexibility

**1.2.1 Percentage of new courses introduced of the total number of courses across all programs offered during the last five years**

**Response:** 31.75

1.2.1.1 How many new courses are introduced within the last five years

Response: 20

File Description	Document
Details of the new courses introduced	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.2 Percentage of programs in which Choice Based Credit System (CBCS)/Elective course system has been implemented**

**Response:** 66.67

1.2.2.1 Number of programs in which CBCS/ Elective course system implemented.

Response: 2

File Description	Document
Name of the programs in which CBCS is implemented	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.2.3 Average percentage of students enrolled in subject related Certificate/ Diploma programs/Add-on programs as against the total number of students during the last five years**

**Response:** 1.86

1.2.3.1 Number of students enrolled in subject related Certificate or Diploma or Add-on programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
31	0	0	0	0

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of the students enrolled in Subjects related to certificate/Diploma/Add-on programs	<a href="#">View Document</a>

## 1.3 Curriculum Enrichment

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

#### Response:

#### List of core courses

1. **Environment and Sustainability-** Environmental Sciences
2. **Human Values-** Pharmaceutical Business and Disaster Management
3. **Professional Ethics-** Pharmaceutical Jurisprudence & Drug Regulatory Affairs

1. **Environment and Sustainability:** *Environmental Sciences* includes details about Scope and importance of Environmental studies, Ecology and Ecosystems such as Forest, Grassland, Desert and Aquatic, Biodiversity and its conservation, Natural Resources. Environmental Pollution. Social Issues and the Environment, Human Population and the Environment, Environmental issues related to the specific discipline for Pharmacy Course. Field Work in course includes ,visit to local area to document environmental assets-river/ forest/ Grasslands/Hill/ Mountain, visit to a local pollution site in Urban/Rural/Industrial/Agricultures etc, Study of common plants, insects, birds. Study of simple ecosystems like pond, river, hill slopes, etc. or any other field work fulfilling the demand of subject.

2. **Human Values:** Curriculum includes courses like *Pharmaceutical Business Management* and *Pharmaceutical Business & Disaster Management* to gain knowledge about Management, Planning, Organizing and Decision making. To learn about marketing and to develop skills of Leadership, Communication, Motivation and Performance appraisal.

3. **Professional Ethics:** To understand the significance and relevance of Pharmaceutical laws in India, curriculum includes courses like :

- **Pharmaceutical Jurisprudence.** It has topics like Intellectual Property Rights (IPR), Patent System Filing and Processing of Patents, Silent features of Indian Patents Act 1970 and Drug Regulatory Affairs. Important rules and regulations and procedures made to execute the laws are included in the course.
- **Drug Regulatory Affairs** which gives understanding of -
  - Legislation to regulate the profession of pharmacy.
  - Legislation to regulate, import, manufactures distribution and sales of drugs & cosmetics.
  - Legislation to control the advertisements, excise duties & prices of drug.
  - The Drugs and Magic Remedies Act & Rules The Drug Price Control Order 1985.
  - Legislation to control the operations relating to dangerous drugs & opium.

- Narcotic Drugs & Psychotropic Substance Act 1985.
- Aims, objects and salient features of following legislations governing Pharmaceutical Industry.
- Pollution Control Act.
- Prevention of Food Adulteration Act 1954 Industrial Development & Regulation Act 1951.
- Consumer Protection Act.
- Standard institutes & certification agencies like ISI, BSS, ASTM, SO, WHO, US-FDA, UK-MCA, TGA.
- New Drug Application.
- Management of Intellectual Property in Drugs & Pharmaceuticals.
- Indian Patent Act 1970 and amendments there under, Copyright (Indian) Act
- Pollution & Environment Control Act.
- Consumer & Environment Control Act.
- Drug Master File.
- Material Safety Data Sheet (MSDS) preparation.
- Industrial Safety & Health.
- Guide lines for filing in countries like US & EU.
- Good Clinical Practice Guideline.
- Good Laboratory Practice Guidelines.
- GMP Guidelines.
- Drug Regulatory Agencies-Historical perspectives, organization structure activities & responsibilities: India, US, EU, Japan.
- Study of compendia – Evolution, Study of parts of compendia like: Policies, General notices, Monographs, Comparative picture of IP, USP, BP, EP & GP.

File Description	Document
Any Additional Information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 1.3.2 Number of valued added courses imparting transferable and life skills offered during the last five years

**Response:** 4

1.3.2.1 Number of value-added courses imparting transferable and life skills offered during the last five years

**Response:** 4

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of the value-added courses imparting transferable and life skills	<a href="#">View Document</a>

**1.3.3 Percentage of students undertaking field projects / internships****Response:** 13.73**1.3.3.1 Number of students undertaking field projects or internships****Response:** 56

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
List of students enrolled	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**1.4 Feedback System****1.4.1 Structured feedback on curriculum obtained from 1) Students 2) Teachers 3) Employers 4) Alumni 5) Parents For design and review of syllabus semester wise/ year wise****A. Any 4 of the above****B. Any 3 of the above****C. Any 2 of the above****D. Any 1 of the above****Response:** A. Any 4 of the above

<b>File Description</b>	<b>Document</b>
Action taken report of the Institution on feedback report as stated in the minutes of the Governing Council, Syndicate, Board of Management	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL for stakeholder feedback report	<a href="#">View Document</a>

**1.4.2 Feedback processes of the institution may be classified as follows:****A. Feedback collected, analysed and action taken and feedback available on website****B. Feedback collected, analysed and action has been taken****C. Feedback collected and analysed****D. Feedback collected**



**Response:** A. Feedback collected, analysed and action taken and feedback available on website

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
URL for feedback report	<a href="#">View Document</a>

NAAC

## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrolment and Profile

#### 2.1.1 Average percentage of students from other States and Countries during the last five years

**Response:** 1.15

##### 2.1.1.1 Number of students from other states and countries year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	8	4	1	0

File Description	Document
List of students (other states and countries)	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.2 Average Enrolment percentage (Average of last five years)

**Response:** 87.01

##### 2.1.2.1 Number of students admitted year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
334	263	254	189	148

##### 2.1.2.2 Number of sanctioned seats year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
376	336	294	228	150

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.1.3 Average percentage of seats filled against seats reserved for various categories as per applicable reservation policy during the last five years

**Response:** 78.31

2.1.3.1 Number of actual students admitted from the reserved categories year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
173	84	75	66	84

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.2 Catering to Student Diversity

**2.2.1 The institution assesses the learning levels of the students, after admission and organises special programs for advanced learners and slow learners**

**Response:**

Institute assesses the learning levels of students by:

Institute identify advanced learners and slow learners by academic performance through academic results, class test and assessment during practical and marks in internal exams, interactive session, group activities and presentations. First year students are identified through regular monitoring by mentors during practical and theory hours and regular discussions.

**Efforts taken towards learning needs of slow learner:**

Institution appoints a mentor for every 20 students at the beginning of the year.

Mentors give personal attention to slow learners, so that they can cover and cope up with flow of regular students. Also motivation and additional guidance is provided to such students as and when needed.

- Remedial classes are conducted for slow learner to clear their basics in respective courses.
- Special attention is given to slow learner during tutorial class and practical hours.

Based on their academic performance, bridge classes and remedial classes are arranged.

Study materials are also provided for subjects which requires improvement

Unit tests are conducted periodically for slow learners.

**Efforts taken towards learning needs of advanced learner:**

- Identified advanced learners are guided and promoted for in depth studies and innovative research.

These students are motivated and guided to participate in various competitions like: Paper presentation competition intercollegiate poster presentation competition, debate competition and quiz competition.

- Advanced learners are appreciated during the conduction of academics and other activities.
- Advanced learners are guided for publishing research papers in reputed journals.
- Extra lectures by expert faculty are arranged for advanced learners for competitive exam GPAT preparation.
- Interested students are encouraged to enhance their presentation skills by means of delivering a topic to their juniors during seminar hours.
- They are also assisted to show case their talents in writing research papers and review articles.

### 2.2.2 Student - Full time teacher ratio

**Response:** 14.07

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

### 2.2.3 Percentage of differently abled students (Divyangjan) on rolls

**Response:** 0

#### 2.2.3.1 Number of differently abled students on rolls

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 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

**Response:**

**Experiential Learning:**

- Well-equipped laboratories, ICT enabled multimedia class rooms and seminar hall is provided for enhancing learning experience.
- Students are motivated to give seminars on various topics of their interest to different class groups.
- Faculty takes efforts to encourage self study, learning beyond syllabus and e-learning.
- Research projects are provided for student's participation and to increase technical ability and experimental learning. Guidance from industry and academic experts is provided for problem solving methodologies and research projects.
- Latest knowledge about advancements, students were assigned with industrial training of minimum one month period. Industry-institute linkage is strengthened to bridge the gap between curriculum

and industry requirements. This enables them to have enhancement in learning experiences.

- Students are encouraged to participate in poster presentation, paper presentation in conferences organized by other institutes.

#### **Participative Learning:**

- Students prefer group study for easy and better understanding of the topic and learning through ICT.
- Institute provides an interactive learning environment to students with all possible ICT support.
- Student's involvement in co-curricular and extra-curricular activities helps them to develop leadership qualities and team spirit.
- Students are motivated to attend workshop, seminar and State / National level conferences.

#### **Problem Solving Methodologies:**

- Involvement of students and faculty in solving the problems with research orientation on advance topics.
- Faculty makes use of case study model to better understand problem solving.
- We demonstrate and give solution to technical difficulty in laboratory, handling the advanced instruments/equipment's.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### **2.3.2 Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc.**

**Response:** 86.21

#### **2.3.2.1 Number of teachers using ICT**

Response: 25

File Description	Document
List of teachers (using ICT for teaching)	<a href="#">View Document</a>

### **2.3.3 Ratio of students to mentor for academic and stress related issues**

**Response:** 19.43

#### **2.3.3.1 Number of mentors**

Response: 21

File Description	Document
Year wise list of number of students, full time teachers and students to mentor ratio	<a href="#">View Document</a>

### 2.3.4 Innovation and creativity in teaching-learning

#### Response:

Innovative and creative teaching methods are adopted and implemented by the faculty to enhance the learning experience of the students.

- Institution has signed Memorandum of Understandings (MOU's) with various Research laboratories like Orchid Scientific, Nashik, Neutralitica Lab, Nashik, Reliable Laboratory, Thane, Mumbai etc. During internship students are exposed to the recent advancement in their respective fields and acquire knowledge about design and development of novel venture.
- Institution has signed Memorandum of Understandings (MOU's) with foreign Vilnius University, Lithuania for summer training camp. This training session provide an open, collaborative forum in which student explore, test, adopt and integrate effective, often innovative technology.
- Institution has developed in house instruments like Spreadability Apparatus, Bulk Density Apparatus, Electroconvulsimeter etc. in alliance with engineering students as a practice of interdisciplinary research.
- Faculty makes use of computer based software's for teaching practical concepts. Various pharmacology practical's are performed by using newer techniques on animal experimentation with the help of software like X-cology (Experimental pharmacology) - An interactive educational CD-ROM for Pharmacy and X-Pharma for simulated experiments in pharmacology. Use of factorial design software for optimization of formula in pharmaceuticals. Use of statistical software to perform calculations.
- Faculty perform audio-visual teaching session (viz. animated videos, PPT presentations/slideshow). This method will not only develop their ability to listen, but will also help them understand the concepts better.
- Faculty uses an example of real life situations/story/case study to make the concept easy to understand and easy to learn.
- Faculty encourages students to do self-study through access to NPTEL video lectures, extra library hours and reading rooms.
- Faculty uses Chart and model for simplification of topic.
- Faculty provide full support and freedom for the use and handling of sophisticated instruments. Practical demonstration of the instruments by the faculty to students and by the student to students.
- Institution has signed MOU's with various training companies in order to conduct employability skill sessions for all students. This action enhances student's placements, their professional career graph and overall development.

## 2.4 Teacher Profile and Quality

### 2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years

**Response:** 100

File Description	Document
Year wise full time teachers and sanctioned posts for 5 years	<a href="#">View Document</a>
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>

**2.4.2 Average percentage of full time teachers with Ph.D. during the last five years****Response:** 7.42**2.4.2.1 Number of full time teachers with Ph.D. year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
2	2	1	1	1

File Description	Document
List of number of full time teachers with PhD and number of full time teachers for 5 years	<a href="#">View Document</a>

**2.4.3 Teaching experience of full time teachers in number of years****Response:** 5.93

File Description	Document
List of Teachers including their PAN, designation,dept and experience details	<a href="#">View Document</a>

**2.4.4 Average percentage of full time teachers who received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the last five years****Response:** 0**2.4.4.1 Number of full time teachers receiving awards from state /national /international level from Government recognised bodies year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

#### 2.4.5 Average percentage of full time teachers from other States against sanctioned posts during the last five years

**Response:** 1.6

##### 2.4.5.1 Number of full time teachers from other states year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description	Document
List of full time teachers from other state and state from which qualifying degree was obtained	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Reforms in Continuous Internal Evaluation(CIE) system at the institutional level

**Response:**

College is affiliated to SPPU and has introduced the following reforms during the last few years. The University has introduced bar-coding in place of manual coding before evaluation of the annual examination answer scripts. Online question paper system is introduced. The question papers are downloaded half an hour before the commencement of the examination.

Special observer is appointed at theory examination by University. The examination branch at the college ensures the effective implementation of these reforms.

#### **Undergraduate Level:**

As per University Rules and Regulations, for the annual pattern of B.Pharm course, three sessional examinations are conducted and averages of best two performances are taken into consideration. From the academic year 2013-14, Semester pattern has been introduced for the B. Pharm course. The evaluation scheme for the B.Pharm /M.Pharm course is:

#### **Table No. : Examination reformation implementation details**



Course	Internal Assessment weightage (Th./Pr.)	Term end Assessment weightage (Th./Pr.)	Total mark
B.Pharm 2008 Pattern	20% (960)	80% (3840)	4800
B.Pharm 2013 Pattern	30% (2760)	70% (6440)	9200
B.Pharm 2015 Pattern	40% (3680)	60% (5520)	9200
M.Pharm 2013 Pattern	50% (900)	50% (900)	1800

### Post Graduate Level:

As per the University Rules and Regulations, the institute has implemented Credit and grading Semester System in Post Graduate Courses from academic year 2013-14. Evaluation scheme includes an In semester assessment like Assignments, Seminars, Case Studies, Quizzes, Viva, Open book test and sessional examination and End semester assessment (semester end examination). As the M.Pharm Course is based on Papers and research, the curriculum is designed with equal weightage to research work at Sem II level. To enhance and encourage research activities experts with research expertise are invited to evaluate research envisage seminars for M. Pharm students. Students are encouraged to take up Research projects which can generate publication or patents.

- Examination change advisory group has been shaped by college and settled standards and example of assessment for development in examination forms. The college takes after same and in light of these inward and outer examinations are led. The understudies are consistently assessed at the season of functional by taking viva-voce. Remedial tests are taken for moderate students at the season of healing class. Faculty members provide, question bank of their individual subjects to understudies which have emphatically affected the examination result. College dependably cares for to guarantee more prominent straightforwardness in assessment framework. The institution has made its own particular courses of action for directing inward sessional, semester and supplementary examination. At the season of yearly day best out going understudy grant is given in every scholarly year for graduate understudies. E-assessment of faculty feedback is carried out to strengthen the teaching-learning process. Syllabus coverage reports monitor by AMC keenly. Evaluation of the practical experiment is carried out by faculty at regular intervals. On the basis of syllabus coverage reports extra lectures and re-conduction of practicals are arranged. Institute monitors the academics through attendance and lecture reports of ERP.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.5.2 Mechanism of internal assessment is transparent and robust in terms of frequency and variety

#### Response:

- Institute prepares academic calendar consisting of schedules of test, monthly attendance, parents meet, and events, at the start of semester & display it on notice board. Internal evaluation criteria

based on continuous assessment, timely submission and regular attendance is conveyed to each student before the commencement of the course.

- The examination time table is displayed on the notice board at least two weeks before the Internal examination, same is circulated amongst teachers.
- The attendance record of each student is maintained in theory class and practical sessions. Students can check their attendance through ERP login. Parent teacher meeting is arranged at the mid of every semester to discuss the progress of student with parents and solve the problems regarding academic deficiencies.
- Students can discuss issues regarding academic & test performance with the concerned teacher at the time of tutor meeting. Tutor communicates to parents of his/her ward about internal examination marks and attendance. This helps the students and parents to ensure their attendance and progress.
- The teacher set question paper of respective subjects and submit it to examination section. The Xerox copies are done by the examination section. The examinations are held under strict invigilation by the teachers. The principal and examination committee are also vigilant so as to avoid any malpractice by the students.
- The internal evaluation is done by respective subject teacher on the basis of class attendance, class assignment, students' behaviour and communication skill. Evaluated sessional theory answer sheets are shown to the students, any conflict in the paper is than resolved by subject teacher. If the students are not satisfied it is discussed with examination section and rectified. The answer sheets are then submitted to the examination section and mark sheet is displayed on notice board.
- One sessional examination is conducted as per the examination scheme for each semester. The students who secure less than 40% mark in the sessional examination or unable to appear for the scheduled sessional examination may be permitted for the sessional examination in the same semester which is approved by college examination committee. At the end of the semester the internal marks are entered in mother register and are signed by concerned subject teacher and students. Examination committee supervises the entry of internal marks. Further any grievance of the student is sorted out by the Examination committee and Principal. For B.Pharm/ M.Pharm practical examination the internal assessment is based on day to day assessment like Journal writing, day to day performance and viva. The institution follows the guidelines set by university for conducting annual theory examinations. University appoints an External Sr. Supervisor to supervise the examination process. College Exam Officer and Internal Sr. Supervisors are appointed by the Principal for coordinating and conducting the University exam. The password protected question paper of the university theory exam is accessed and downloaded prior to the commencement of exam by the College.

### **2.5.3 Mechanism to deal with examination related grievances is transparent, time-bound and efficient**

#### **Response:**

- The respective subject in-charge evaluates the answer sheets as per guidelines of Principal and CEO within specified period which are shown to students during which, subject teacher explained marking system and how the answer sheets are evaluated and what are expected answers. Any query from the concerned student is sorted out by the teacher. In case the student is not satisfied with the concerned teacher, the examination Committee examines the case in detail and makes

suitable changes if warranted. Furthermore any grievances related to online examination application, discrepancies of any sort related to examination etc are resolved by the committee in time bound period. For the supplementary exam, students are allowed to improve their internal marks by appearing for improvement sessional exam.

- The objections/queries related to exam raised by students are solved by Examination committee. The other queries related to examinations are addressed by CEO in coordination with the university officials.

### **SPPU semester examination**

- During conduct of exam, if questions from out of syllabus, or if any error in question paper is observed students inform their grievance to the subject teacher and it is communicate to the Controller of Examinations through Principal. The CEO shall do the needful as per the standard practices. Any grievance regarding examination process is noticed and communicated to university.
- The examiners appointed by SPPU evaluate the answer sheets at central assessment program center. CAP CENTER processes the data of marks and sends it to SPPU where result sheet and mark sheet of each student with certification of class/grade awarded are generated and printed. The university then announces the result online and detailed ledgers along with Marksheet are sent to the respective institutes for distribution to students. Students having grievances regarding evaluation in any subject for the end term assessment may apply online for reevaluation. Students have to submit their application through the Principal to the University for the Photocopy of the answer book within 10 days from the declaration of result. They get answer book checked by subject teachers. In case of any discrepancy, the student further applies for reevaluation by paying requisite fee to the University.
- Furthermore The SPPU has started a confidential webmail communication system connected to various University departments, for the smooth functioning of the examination section SPPU introduced the “Exam Online” system which facilitates the coordination between the Examination department of SPPU, its affiliated institutes and the students. Through the Exam online system of SPPU, the affiliated institutes can inward the examination forms of the students, generate the payment challan, enter the In semester marks etc. The students can fill the online examination forms, can fill up the Photocopy and Reevaluation form online, can check the various schedules and time tables of the examination etc. The College Examination Officer (CEO) is appointed by the affiliated institutes, who act as the link between the affiliated institutes and the SPPU examination section.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>

### **2.5.4 The institution adheres to the academic calendar for the conduct of CIE**

#### **Response:**

- Savitribai Phule Pune University (SPPU) provides an academic calendar before the commencement

of academic year which contains the number of days for teaching and examination dates.

- To fulfil the program requirements institute level academic calendar is prepared by Academic Monitoring Committee (AMC). Committee prepare the academic calendar well in advance before the commencement of the semester. The calendar outlines the semester class work schedule, internal examination schedule, seminars, workshops, sport activities, industrial visit, external examination schedule.
- The faculty members are prepares the lesson plan before the commencement of semester, indicating the topics to be covered lecture wise including the evaluation process for each subject and it is duly reviewed by the one of the senior faculty in the department and approved by the head of the department. It is then, made available to the students. The teaching plan submitted by the faculties includes Course Objectives, the topics to be covered lecture wise including the evaluation process for each subject, teaching methods, etc. The teaching plan is made available to the students by the respective subject teacher.
- Timetable in-charge prepares the timetable as per the guidelines of respective statutory bodies for the number of credit hours for each subject prior to the commencement of the semester. Time-table is displayed on the notice boards.
- A student shall be required to attend every lecture, tutorial and practical class. However, for late registration, sickness or other such exigencies, absence may be allowed as provided for in the regulation as per the academic policy of institute.
- The performance of the students is assessed on a continuous basis by conducting one internal sessional exam as per the SPPU University norms per semester. In addition to the sessional Examination, assignments, open book test, multiple choice question and class test are also the part of Continuous Internal Evaluation. The evaluated answer books are returned to the students and an opportunity is given to the students to discuss the evaluation with the teacher.
- Slow learners are permitted to improvise their marks by rewriting the examination if they have scored low. All such modifications will be displayed on notice boards for student reference.
- Academic audit is conducted by Academic Monitoring Committee (AMC) to monitor the coverage of syllabus and practical's.
- Teachers are expected to complete the desired syllabus before the start of In-sem and end-sem examination as prescribed by Savitribai Phule Pune University (SPPU). In case of any lapse in teaching plan, Head of Department asks the faculty to conduct extra classes or take extra measures to complete the syllabus.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Program outcomes, program specific outcomes and course outcomes for all programs offered by the Institution are stated and displayed on website and communicated to teachers and students**

**Response:**

Yes, learning outcomes of each academic program have been stated clearly and the course curriculum reflects outcome.

- The learning objectives for each course are stated for the benefit of the student as part of the course plan which is shared with the students at the beginning of the semester.

- Teachers are aware of the learning outcomes by attaining various course related programmes.

Awareness of learning outcomes is increased by publishing it in different sources like

- Institution website
- Notice board
- Library
- Study material
- Computer centre
- Faculty meetings
- Induction program

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 2.6.2 Attainment of program outcomes, program specific outcomes and course outcomes are evaluated by the institution

#### Response:

- The real test of the extent to which teaching learning has been effective is reflected in the student performance in the **examination**
- This will be apparent from the results of assessment and reports of **External Exam**.
- Institutions review results or other statistics annually to determine whether there are trends in achievement, and if so whether they require further investigation and action.
- **Student feedback and analysis of results** of courses may enable institutions to assess whether the learning outcomes are appropriate
- To ensure that the stated learning outcomes have been achieved, the institution has prepared and planned a system of well-defined learning objectives with the help of direct and indirect attainment tool as-

1. **Direct attainment:** through

- Assignments
- Class tests
- Semester exams
- Synopsis
- Viva-voce which are conducted routinely

1. **Indirect attainment:** through

- Annual academic report preparation
- Personalized counselling of students(Mentor meeting)
- Feedback from students
- Alumni
- Parents meeting

**Attainment of COs, POs**

- The process of attainment of COs, POs starts from writing appropriate COs for each course of the program from first year to fourth year in a four year degree program.
- The course outcomes are written by the respective faculty member.
- Then, a correlation is established between COs and POs in the scale of 1 to 3, 1 being the slight(low), 2 being moderate (medium) and 3 being substantial (high)
- A mapping matrix is prepared in this regard for every course in the program. The course outcomes written and their mapping with POs are reviewed frequently by a committee of senior faculty members before they are finalized.
- From the mapping matrix of COs and POs for all the courses, program level course-PO matrix of all the courses including first year courses is prepared.
- Course outcomes are narrower COs that describe what students are expected to know, and be able to do at the end of each course relates to skills, knowledge
  
- In a university affiliated college the CO attainment levels can be measured based on the results of the internal assessments and external examination conducted by the university.
- This is a form of direct measurement of attainment.
- In the university to which the institute is affiliated to, internal assessment test and improvement test are conducted for each course in a semester.

Achievement of attainment is measured through university results, internal theory and practical examinations in following manner:

1. Result analysis of university and internal theory and practical examinations.
2. The following guidelines for arriving at an attainment level

- Attainment level 1: Students in the range of marks between 40-50

- Attainment level 2: Students in the range of marks between 51-60
- Attainment level 3: Students in the range of marks between > 60

III) Final attainment level is calculated using following formula :

### 2.6.3 Average pass percentage of Students

**Response:** 90.13

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

Response: 201

2.6.3.2 Total number of final year students who appeared for the examination

Response: 223

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>

## 2.7 Student Satisfaction Survey

2.7.1 Online student satisfaction survey regarding teaching learning process

**Response:**

File Description	Document
Database of all currently enrolled students	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

**3.1.1 Grants for research projects sponsored by government/non government sources such as industry ,corporate houses, international bodies, endowment, chairs in the institution during the last five years**

**Response:** 0

3.1.1.1 Total Grants for research projects sponsored by the government/non-government sources such as industry, corporate houses, international bodies, endowments, Chairs in the institution year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
List of project and grant details	<a href="#">View Document</a>

**3.1.2 Percentage of teachers recognised as research guides at present**

**Response:** 6.9

3.1.2.1 Number of teachers recognised as research guides

Response: 2

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**3.1.3 Average number of research projects per teacher funded by government and non government agencies during the last five years**

**Response:** 0.03

3.1.3.1 Number of research projects funded by government and non-government agencies during the last five years

Response: 1



File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
List of research projects and funding details	<a href="#">View Document</a>
Funding agency website URL	<a href="#">View Document</a>

## 3.2 Innovation Ecosystem

### 3.2.1 Institution has created an ecosystem for innovations including incubation centre and other initiatives for creation and transfer of knowledge

#### Response:

#### Overview

The Sandip Institute of pharmaceutical science has identified the need of establishing the Incubation and Innovation Centre at its well-resourced campus and is in process of developing the same. The proposed incubation centre shall nurtures innovation and encourages entrepreneurial talents among students, faculty and people of the region. It will facilitate inter-disciplinary research and provide incubation facilities to start ups and budding entrepreneurs.

The Sandip Institute of pharmaceutical science is having proposed aim of this Pharma innovation and incubation centre as, *“To encourage the students and faculty members with innovative ideas and develop these ideas into commercial products and bridging the gap between Industry and Academia”*. At the same time support will be given to protect the ideas of the students and scientists as patents.

#### Objectives

1. Encourage students and faculty for innovation, idea generation and product development.
2. Arrange workshops for students and faculty members.
3. Provide services such as training and High-speed Internet access.
4. Links to higher education resources.
5. Help with the patenting process
6. Promote and facilitate knowledge creation and innovation.
8. Transforming the students with vibrant ideas into young entrepreneurs

#### Thrust Area

1. Healthcare sector
2. Pharmaceuticals

**Mode of Operation:**

The training programs will be conducted round the year to motivate the young brains for innovative ideas and solutions to existing healthcare and pharmaceuticals related problems. The generated ideas will be mentored in the incubation centre to convert it in to a start-up. The incubation centre facilities can also be extended to support the small and medium scale healthcare industry for bringing solution to their day to day problems.

**Role of Institute:**

1. Provide all the basic infrastructural support i.e. Office space, meeting room, platform to do networking, management assistance, other support services specific to incubators.
2. Actively support the incubates by providing Library, Laboratory, Training, High speed internet access and Communication Facilities.
3. To arrange and facilitate networking with professional resources which include mentors, experts, consultants and advisors for the incubatee companies.
4. To act as platform for students to connect with mentors and opportunities through conducting workshops, seminars and interactive sessions.
5. To act as platform for students to connect with successful students- turned- entrepreneurs
6. To arrange Guest lecturers/interactions from industry experts
7. To conduct regular interactive sessions with entrepreneurs
8. To provide ready-to-use internet bandwidth
9. To act as platform for students to get information about Government and Non-Government initiatives about academics industry collaborations
10. To act as platform for students to get opportunities to work on live projects with the help of industry

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**3.2.2 Number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the last five years****Response:** 14

3.2.2.1 Total number of workshops/seminars conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	6	3	1	3

File Description	Document
List of workshops/seminars during the last 5 years	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

### 3.3 Research Publications and Awards

<b>3.3.1 The institution has a stated Code of Ethics to check malpractices and plagiarism in Research</b>	
Response: Yes	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>3.3.2 The institution provides incentives to teachers who receive state, national and international recognition/awards</b>	
Response: Yes	
File Description	Document
List of Awardees and Award details	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>3.3.3 Number of Ph.D.s awarded per teacher during the last five years</b>	
Response: 2	
3.3.3.1 How many Ph.Ds awarded within last five years	
Response: 4	
File Description	Document
List of PhD scholars and their details like name of the guide , title of thesis, year of award etc	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>
URL to the research page on HEI web site	<a href="#">View Document</a>

<b>3.3.4 Number of research papers per teacher in the Journals notified on UGC website during the last</b>
--

**five years**

**Response:** 0.33

3.3.4.1 Number of research papers in the Journals notified on UGC website during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	17	6	4

**File Description**

**Document**

List of research papers by title, author, department, name and year of publication

[View Document](#)

**3.3.5 Number of books and chapters in edited volumes/books published and papers in national/international conference proceedings per teacher during the last five years**

**Response:** 0.07

3.3.5.1 Total number of books and chapters in edited volumes / books published, and papers in national/international conference-proceedings year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	0	1	2

**File Description**

**Document**

List books and chapters in edited volumes / books published

[View Document](#)

Any additional information

[View Document](#)

### 3.4 Extension Activities

**3.4.1 Extension activities in the neighbourhood community in terms of impact and sensitising students to social issues and holistic development during the last five years**

**Response:**

**Social issue and Holistic development:**

An extension and outreach programme fosters the students to admonish for volunteer service and

humanitarianism. Following types of activities are organized to promote university-neighbourhood network and student engagement for the holistic development of the students:

- Students and staff members contribute and support financially to communities such as old age home, natural disasters like draught affected areas.
- Involving our students for the skill oriented programs through various competitions like debate and quiz competition by inviting professional soft skill trainers like Ms. Anup Suvarna, Abhijit Kumar Pathak and Mr. Prakash Tiwari by Rishicool & single point HR solutions Pvt.Ltd.
- For better career option with global awareness we organized Campus pool for our college students as well as various neighborhood pharmacy colleges in collaboration with Sun Pharmaceutical Ltd., Vadodara., IKS health ,Mumbai.
- Organized Industrial visit to various pharmaceutical companies.
- For the better employment and for development of life skills we organize programs like workshop, conferences, seminar related to training on equipment handling, current scenario in pharmacy fraternity.

Sandip Institute of Pharmaceutical sciences has taken led to start Aarogyam forum under which various activities like- blood donation camp, tree plantation, free health check up camp , AIDS awareness camps, Swachh Bharat Abhiyan and self medication awareness camp is organised.

Gender Equality is one of the key issues in today's world. Equal opportunity is given to the girls along with the boys in various working groups. Every year Women's day is celebrated to recognize the accomplishments and contributions of women towards society.

Under the forum ANOKHI, we arranged various guest lectures and workshop for women's including-

1. Zumba session by Tanjas dance Academy,
2. First aid and stress management, by Dr. Pushkarini Desai, (M. D.) Shatabdi Hospital, Nashik, wherein importance of work life balance and investment directions session are discussed.
3. Demonstration of CPR (Cardio Pulmonary Resuscitation) technique in case of emergency, by Dr. Desai. The staff & students take part in demonstration of CPR via mannequin.
4. Self defence training by Mr. Sachin Pawar (Master OF Martial Arts, Nashik)
5. A prominent conversation on I, Me and Myself by Dr. Gauree Pimpralekar (Gynecologist) was arranged for all womens.

Under Aarogyam forum we are arranging health care camp including Ear Nose Throat check up camp, Dental check up camp, importance of Yoga .

Every year sandip foundation has organised food distribuion to *varkari sampradayik supporter* as thousands of devotees from all the corners of Maharashtra going to visit Trambakeshwar to pay tribute to Sant Nivrutti Nath Maharaj.(Locally Known as Vari/ Dindi)

A Candle March was organized by the students of Sandip Foundation to pay a tribute to Indian Martyrs on 25th January 2017 at Nashik campus.

Every year Sandip foundation organises Eco friendly Ganesh Visargan, wherein we collect Ganesh Idols from devotees, thereby preventing water pollution caused idols made from by plaster of paris.

This year we provided Carbonate salts for dissolving the Ganesh Idol made up of Plaster of paris.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

### 3.4.2 Number of awards and recognitions received for extension activities from Government /recognised bodies during the last five years

**Response: 8**

3.4.2.1 Total number of awards and recognition received for extension activities from Government /recognised bodies year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
1	2	2	1	2

File Description	Document
Number of awards for extension activities in last 5 years	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.4.3 Number of extension and outreach programs conducted in collaboration with industry, community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc., during the last five years

**Response: 7**

3.4.3.1 Number of extension and outreach programs conducted in collaboration with industry,community and Non-Government Organisations through NSS/NCC/Red cross/YRC etc.,year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	3	1	0	0

File Description	Document
Number of extension and outreach programs conducted with industry, community etc for the last five years	<a href="#">View Document</a>
Reports of the event organized	<a href="#">View Document</a>

### 3.4.4 Average percentage of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the last five years

**Response:** 0.65

3.4.4.1 Total number of students participating in extension activities with Government Organisations, Non-Government Organisations and programs such as Swachh Bharat, Aids Awareness, Gender Issue, etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	3	1	1	0

File Description	Document
Average percentage of students participating in extension activities with Govt. or NGO etc.	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## 3.5 Collaboration

### 3.5.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc during the last five years

**Response:** 7

3.5.1.1 Number of linkages for faculty exchange, student exchange, internship, field trip, on-the-job training, research, etc year-wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	3	2	0	0

File Description	Document
Number of Collaborative activities for research, faculty etc.	<a href="#">View Document</a>
Copies of collaboration	<a href="#">View Document</a>

**3.5.2 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. during the last five years (only functional MoUs with ongoing activities to be considered)**

**Response: 2**

3.5.2.1 Number of functional MoUs with institutions of national, international importance, other universities, industries, corporate houses etc. year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	0	0	0

File Description	Document
Details of functional MoUs with institutions of national, international importance, other universities etc. during the last five years	<a href="#">View Document</a>
e-copies of the MoUs with institution/ industry/ corporate house	<a href="#">View Document</a>



## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

**4.1.1 The institution has adequate facilities for teaching- learning. viz., classrooms, laboratories, computing equipment, etc.**

**Response:**

- The Institute has all physical infrastructural facilities that support and facilitate teaching learning process in futuristic building as per the norms & requirements of the apex bodies (AICTE & PCI).
- The Institute has established its own free-standing and self-contained building with the well-equipped laboratories, classrooms, seminar hall, administrative office room, board room, library, reading room, play grounds for outdoor & indoor games, gymnasium, tutorial rooms, faculty room, cafeteria, wash rooms, common room for boys & girls, 24x7 ambulance facility in case of emergency, computer lab, museum, Wi-Fi facility, stationary store & reprography area and hostel facilities for students to ease and smooth conduction of various academic, curricular, extracurricular, research and training and perturbation activities associated with the teaching and learning processes.
- Institute has state of the art laboratories which are equipped with sophisticated instruments to conducts practical's & to give demonstration to escalate the teaching & learning process.
- The institute also has classrooms with LCD projectors and Internet facility for efficacious teaching and learning process.
- Institute has sufficient collection of books in its library with OPAC to search the status of the book. Sufficient volume and title of books per department are available as per AICTE norms.
- Institute provides digital library to get access to e-books, e-journals and e- Learning resources

#### 1. Other facilities provided by campus:

Sr. No.	Particulars	Availability
1	Bank & ATM Facilities	Yes
2	R.O. Plant	Yes
3	Potable Water Supply	Yes
4	Divyang Friendly Infrastructure	Yes
5	Power backup	Yes
6	Parking Facilities	Yes
7	Doctor & Medical Facilities	Yes
8	Solar Power System	Yes
9	All Weather Approach Road	Yes
10	Proper Sewage Disposal	Yes
11	Recreational Facilities	Yes
12	Transport Facilities	Yes
13	Fire Safety Provision	Yes

14	Guest house	Yes
15	Hostel	Yes

**Bifurcation of Amenities area is as follows:**

2. **Toilets (ladies and gents):** As per AICTE & PCI norms, toilet blocks for ladies and gents are required with an area of 150 m<sup>2</sup> & 48 m<sup>2</sup> areas are required respectively. Institute has separate toilet blocks for ladies and gents with an area of 226.7 m<sup>2</sup>.
3. **Boy's Common Room:** As per AICTE & PCI norms, 01 boy's common room is required for both with an area of 75 m<sup>2</sup> & 60 m<sup>2</sup> respectively. Institute has 01 boy's common room of total area 82.54 m<sup>2</sup>.
4. **Girl's Common Room:** As per AICTE & PCI norms, 01 girl's common room is required for both with an area of 75 m<sup>2</sup> & 60 m<sup>2</sup> respectively.. Institute has 01 girl's common room of total area 100.27 m<sup>2</sup>.
5. As per AICTE & PCI norms, 01 cafeteria for both with 150 m<sup>2</sup> and 100 m<sup>2</sup> area is required. Institute has cafeteria with an area of 696.37 m<sup>2</sup>.
6. **Stationary Store & Reprographic area:** As per AICTE, 01 Stationary Store & Reprographic area with 10 m<sup>2</sup> area is required and Institute has 01 Stationary Store & Reprographic area with an area of 12.29 m<sup>2</sup>.
7. **First Aid Cum Seek Room:** As per AICTE, 01 first aid cum seek room with 10 m<sup>2</sup> area is required. Institute has 01 first aid cum seek room of area 14.50 m<sup>2</sup>.

**8. Bifurcation of Administrative area is as follows:**

9. **Principal/Director office:** As per AICTE & PCI norms, 01 Principal office for both with 20 m<sup>2</sup> & 30 m<sup>2</sup> area is required respectively. Institute has 01 Principal office of area 30 m<sup>2</sup>.
10. **Board Room:** As per AICTE norms, 01 board room with 20 m<sup>2</sup> area is required. Institute has 01 board room of total area 26.24 m<sup>2</sup>.
11. **Office all inclusive:** As per AICTE & PCI norms, 01 office all inclusive for both with 150 m<sup>2</sup> & 60 m<sup>2</sup> area are required respectively. Institute has 01 office all inclusive of total area 150 m<sup>2</sup>.
12. **Examination control office:** As per AICTE, 01 examination control room with 30 m<sup>2</sup> area is required and Institute has 01 examination control room of area 50.13 m<sup>2</sup>.
13. **Training and placement office:** As per AICTE, 01 training and placement office with 30 m<sup>2</sup> area is required. Institute has 01 training and placement office of area 30.15 m<sup>2</sup>.
14. **Maintenance room:** As per AICTE, 01 Maintenance room with an area 10 m<sup>2</sup> is required and institute has 01 maintenance room with an area of 30.50 m<sup>2</sup>.
15. **Housekeeping room:** As per AICTE, 01 housekeeping room 10 m<sup>2</sup> is required and institute has 01 housekeeping room with an area of 25.50 m<sup>2</sup>.
16. **Central Store:** As per AICTE & PCI, 01 & 02 central stores with an area 30 m<sup>2</sup> and 120 m<sup>2</sup> areas required and institute has 02 central stores with an area of 145.53 m<sup>2</sup>.

**17. Bifurcation of Instructional area is as follows:**

- 18.: As per AICTE & PCI norms, 06 class rooms for both with 516 m<sup>2</sup> & 372 m<sup>2</sup> area are required respectively. Institute has 06 class rooms of total area 541.56 m<sup>2</sup>.
19. **Tutorial rooms:** As per AICTE norms, 02 Tutorial rooms & 02 PG classrooms with 132 m<sup>2</sup> area are required. Institute has 02 Tutorial rooms & 02 PG classrooms of total area 205.07 m<sup>2</sup>.

20. As per AICTE & PCI norms, 12 Laboratories for both with 945 m<sup>2</sup> & 910 m<sup>2</sup> area are required respectively. Institute has 16 Laboratories of total area 1448.59 m<sup>2</sup>.
21. **Computer centre:** As per AICTE & PCI norms, 01 computer centre for both with 75 m<sup>2</sup> area is required. Institute has 01 computer centre of area 86.46 m<sup>2</sup>.
22. **Library and Reading room:** As per AICTE & PCI norms, 01 Library and Reading room for both of 150 m<sup>2</sup> areas is required and Institute has 218.72 m<sup>2</sup> area.
23. **Animal House:** As per AICTE & PCI norms, 01 animal house with 75 m<sup>2</sup> & 80 m<sup>2</sup> area is required respectively. Institute has 01 animal house of area 84.96 m<sup>2</sup>.

24. **Details of facilities are as follows:**

25. **Instructional area:** As per AICTE norms required area for sanction intake is 2025 m<sup>2</sup> and area available in Institute is 2585.36 m<sup>2</sup>
26. **Administrative area:** As per AICTE norms required area for sanction intake is 460 m<sup>2</sup> and area available in Institute is 576.23 m<sup>2</sup>
27. **Amenities area:** As per AICTE norms required area for sanction intake is 470 m<sup>2</sup> and area available in Institute is 1132.67 m<sup>2</sup>
28. **Circulation & other area:** As per AICTE norms required area for sanction intake is 25% of Instructional, administrative & amenities i.e. 738.75m<sup>2</sup> and area available in Institute is 1466.96 m<sup>2</sup>

File Description	Document
additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:**

- Institute has adequate facilities for outdoor sports like cricket, football, Volleyball, Kabaddi etc. which are conducted on playgrounds which are sprawled over 28275 m<sup>2</sup> areas.
- Institute has adequate facilities to conduct indoor games like Table Tennis (TT), Chess, and Carom.
- Institution has all the necessary sports equipments in adequate number.
- Institute has made provision for centralize gymnasium with ultra-modern equipment's and accessories.
- Institute has also made provision for green gym.
- Institute has made provision for all cultural activities that are conducted at institute level & in centralize amphitheater with more than 10,000 capacities.

File Description	Document
additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

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

**Response:** 85.71

##### 4.1.3.1 Number of classrooms and seminar halls with ICT facilities

Response: 6

File Description	Document
Number of classrooms and seminar halls with ICT enabled facilities	<a href="#">View Document</a>
any additional information	<a href="#">View Document</a>
Link for additional information which is optional	<a href="#">View Document</a>

#### 4.1.4 Average percentage of budget allocation, excluding salary for infrastructure augmentation during the last five years.

**Response:** 33.54

##### 4.1.4.1 Budget allocation for infrastructure augmentation, excluding salary year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
54.6	36.08	71	226.2	86.37

File Description	Document
Audited utilization statements	<a href="#">View Document</a>
Details of budget allocation, excluding salary during the last five years	<a href="#">View Document</a>

## 4.2 Library as a Learning Resource

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

**Response:**

Sandip Institute of Pharmaceutical Sciences (SIPS) Central Library is established in 2011. The library has developed an excellent collection of books, journals, magazines, newspapers. Library with reading room is located on the Second floor, having total area of 218.72 m<sup>2</sup>. Library has very wide rich collection of more than 5015 books these include handbooks, dictionaries, standard reference books, quality textbooks. The collection has been Classified as per the Dewey Decimal Classification (DDC) system and arranged according to the Subject wise.

The library has open access i.e. the students are allowed to enter the book stack and choose. The students can also avail of the reading room facility, which has a seating capacity of around 100 students. Library uses KOHA (Library automation) software, along with barcode technology. Library has taken membership of National Digital Library (NDL) and DELNET Database.

- **Name of the ILMS software** : KOHA
- **Nature of automation (fully or partially)** : Fully
- **Version** : 3.18.11.000
- **Year of automation:** : 2011

Library Collection at a glance (Till 07/11/2017):-

Sr. No.	Particulars	Qty.
1	No. of Books	5015
2	No. of Reference Books	10
3	No of Journals/ Magazines	26
4	Non-Book Material (CD/DVD)	65
5	No of e-resources	02
6	E-library/ Digital Library facility	Yes
7	Total Area of the Library& reading room	218.72 m <sup>2</sup>
8	Seating Capacity of the Library	100
9	Reprographics Facility	Yes
10	Library Networking Facility	Yes
11	Working hours of Library	9.00 AM to 6.00 PM

**IT information:**

Sr. No.	Particulars	Qty.
1	Library Computers	11

2	Printer Canon	01
3	Scanner HP	01
4	Barcode Scanner	02

**Addition in Last Five years:**

Sr. No.	Year	Books	Cost (Rs.)
1	2016 -17	*	*
2	2015 -16	125	149031
3	2014 -15	131	153979
4	2013 -14	532	221280
5	2012 -13	238	44552

\* As per Savitribai Phule Pune University (2015-pattern), there was no change in syllabus and adequate numbers of books were available in academic year 2016-17.

**Books Preservation/ Safety: -**

- For the preservation pest control is carried out in every Month.
- Fire extinguisher.

**Library Services / Facilities:**

- OPAC Search System (Book Search)
- Open Access
- E-Library /Digital Library (E-books, Question Papers, Lecture Video etc.)
- Reprography Services
- Inter Library Loan Service
- Book Bank Service
- Reading Room
- Internet Facility
- News Papers/Magazines/Journals Facilitates.
- Preparing Identity Card Service

**E-Resources: -**

Library has taken Membership of the National Digital Library (NDL) and also Member of DELNET Database.

<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.2.2 Collection of rare books, manuscripts, special reports or any other knowledge resources for library enrichment

##### Response:

Details of rare books and other knowledge resource for library enrichment

Sr. No.	Name of the book	Name of the publisher	Name of the author	Number copies	of
1	Wealth of India	CSIR National Institute of Science Communication and Information Resource	CSIR	23	
2	Food Safety & Standards Act 2006, Rules 2011 Regulations	ICBCO International Law Book Company	ICBCO	4	
3	Manipal Manual of SURHERY	CBS	Shenoy Rajgopal K	1	
4	Body Language Your Success Mantra	S. chand	Dr Shalini Verma	2	
5	Industrial Psychology and Sociology	Career publisher	Wagh Milind	1	
6	Professional Communication Skills	S chand	Jain A.K	3	
7	The King's Grammar	S chand	Sanjay Kumar	1	
8	India Book Records 2013	Diamond Books	-	1	
9	The Biggest And The Best Whitakes's World of Facts	Penguin Books	Russell Ash	1	
10	English for the Teacher	Cambridge teacher training and development	Mary Spratt	1	
11	Teacher's Workbook Teach English	Cambridge teacher training and development	Adrian Doff	1	
12	Effecticve Teaching	S Chand	Dr Mathaew Thomas	1	
13	Word Power Made Hany	S Chand	Verma Shalini	2	
14	Mahashewta	Mehta Publishing House	Sudha Murti	1	
15	A Better India A Better World	N R Natrayana Murthy Penguin Allen Lane	N R Natrayana Murth	1	
16	Reader's Digest	Reader's Digest Association Limited	RR Donnelly	1	
17	RAJBANDHANI	Rajhans Prakashan	Navagul Prabha	1	
18	Ashecha Ankur	Gautam Prakashan	Nagarkar Raj	1	
19	Prakashwata	Samkalin Prakashan	Prakashbaba Aamte	1	

20	The White Tiger	HarperCollins Publishers	Aravind Adiga	1
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#### 4.2.3 Does the institution have the following:

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** B. Any 3 of the above

File Description	Document
Details of subscriptions like e-journals,e-ShodhSindhu,Shodhganga Membership etc.	<a href="#">View Document</a>

#### 4.2.4 Average annual expenditure for purchase of books and journals during the last five years (INR in lakhs)

**Response:** 5.82

4.2.4.1 Annual expenditure for purchase of books and journals year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
0.73	6.74	12.95	00	8.70

File Description	Document
Details of annual expenditure for purchase of books and journals during the last five years	<a href="#">View Document</a>

#### 4.2.5 Availability of remote access to e-resources of the library



<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Details of remote access to e-resources of the library	<a href="#">View Document</a>

<b>4.2.6 Percentage per day usage of library by teachers and students</b>	
<b>Response:</b> 40.27	
4.2.6.1 Average number of teachers and students using library per day over last one year	
Response: 176	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

<b>4.3.1 Institution frequently updates its IT facilities including Wi-Fi</b>				
<b>Response:</b>				
Yes, Institute has IT & Wi-Fi facilities which are frequently updated.				
Detail description of Wi-Fi Facility				
Sr. No.	Date of updation	Description		
1	30/03/2017	Brovis BZ 150-ABGN- outdoor extended 2.4 GHz 12 dBi Omni MIMO antenna		
◦ Institute has software's and details are shown in the table				
Detail description of Software's				
Sr. No.	Date of updation	Description	Cost (Rs.)	T
1	20/04/2011	Advance C++ Academic license	1461 X 10	1
2	20/04/2011	Windows 7 Professional Paper licenses	3661 X 30	11
3	26/07/2011	Finger + Card based time attendance system Model-RFBIO1500	18000	

4	16/09/2011	Linguaphone L21 with Eye speak	9549.75 X 10	9
5	16/09/2011	Linguaphone 21 English Multimedia Language	9549.75 X 10	9
6	11/09/2012	Bio-matrix Time Attendance System module X990 -Up gradation of existing X990 biometric system  -Installation, training and 1 year support  - Web based time attendance software module with employee management system	27233 X 1	
7	10/07/2013	Tally ERP 9 Gold subscription	6480 X 1	
8	01/03/2017	Tally.ERP 9 Gold Tally. -Net Renewal(1 year subscription to Tally.NET* Services)  Tally serial no. 793111185	5400 X 1	
9	08/09/2017	1. Microsoft O365 Pro Plus Open faculty shrdsvr ALNG Subs VL OL V E 1Mth AcdmcAP  2. Microsoft WINEDUE3 ALNG upgrade SAPk OL V E 1Y Acdmc Ent  Microsoft Intune Open Shrd Svr ALNG Subs VL OL V E 1Mth AcdmcAP felty renewal only	76794	

◦ **Institute has Computer, Printers, Scanners and internet connectivity details are shown in table**

Detail description of Computer, Printers, Scanners and internet connectivity

Sr. No.	Date of updation	Description	Cost (Rs.)
1	19/04/2011	Inkjet (Printer/Scanner/Fax) Sr. No. CNOC05Z470	3499.65 X 1
		Canon IR6000 ADF	184075.5 X 1
		HP G2410-A4 Scanner	4554.9 X 2
		Epson LQ-300 24 Pin 80 Col. Dot Matrix Printer	9989.7 X 1
		Epson LQ-11709 Pin 136 Col. Dot Matrix Printer	9989.7 X 1
		Canon LBP2900B	20985.3 X 3
2	20/04/2011	Dell desktop:  Processor:- Intel CORE2DUO 2.93 GHz  RAM:- 2 GB DDR3  HDD: 500 GB SATA  Dell 17" Square TFT monitor	27800 X 50

3	20/04/2011	Dell Optical mouse & keyboard Sharp data projector (XR 50SL) 8x6 wall mounted projector screen Ceiling mounting kit 20 meter RGB cable with connector	38420.55 X 1
4	20/04/2011	Emerson 6 KVA/192 VDC online double conversion UPS system with single phase input  (With 12V/100 AH X 16 numbers SMF batteries)	169999.5 X 2
5	11/10/2011	Sharp data projector (XR 50SL) 8x6 wall mounted projector screen Ceiling mounting kit 20 meter RGB cable with connector	45250 X 1
6	11/12/2012	SHARP multimedia DLP projector Model XR-50S (SVGA) 2700 ANSI Luminance -Ceiling Mounting Kit -Cable Projector Data cable 20 meter -Projector screen wall mounting (6x8)	42791 X 1
6	10/07/2013	Cat 6 cable Cat 5 cable 8 port switch 6 U rack	323083
7	18/03/2014	Automatic master printers with digital scanning- Make: RISO Model:KZ30 Drum size:B4 Original Document size:184x257min 257x360max Printing area:247x340	149247 X 1
8	31/03/2015	Printer with scanner-	158000 X 1

		RISO make heavy Duty digital copy printer with scanner machine  Model RISO CZ 180  With RISO Approved UPS	
9	20/01/2016	Canon LBP 2900B A4/Mono	7150 X 1
10	23/03/2016	Printer-CANON IR 2520 WITH DADF  Digital Copier /Printer/Colour Scan Network Ready 20ppm  With Standard Duplex  1200dpi X 1200dpi printing  Standard collate and Sorting  250sheets paper cassette  110 sheets stack bypass  Recmm. Montly volume:20000  SizesA5-A3size  Upto A3 size color scanning	103950 X 1
11	16/03/2017	D Link 6 core fiber optic cable cat 6  LIU D link Make 12 port loaded  SC PIGTAILS SM D link  D Link make single mode SC-LC OFC patch cord  Module D Link Make DEM 310 GT  D link Make DGS 3120 24 port GIGA switch  D link ARMOUD Cat 6 cable  HDPE pipe	116589.40
12	22/03/2017	Canon LBP 2900B Laser Jet Printer	7399.86 X 1
13	22/03/2017	HP G3110 Photo Scanner L2698A	8799.06 X 1
14	18/08/2017	Sony VPL DX- 220 projector  Projector Screen (8x6)  Ceiling mount kit	36980 X 2

		HDMI cable		
	07/09/2017	HP colour Laser Jet Pro M252 dw-B4A22A Printer	36000 X	1
	07/09/2017	Canon Laser Jet Printer LBP 2900B	8199.82 X	1
	30/09/2017	Dell OptiPlex 3050 Minitower BTX base	55403.6 X	15
		Processor: Interl Core i5-7500		
		Windows 10 inux		
		RAM: 4 GB DDR 4		
		HDD: 1 TB SATA		

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 4.3.2 Student - Computer ratio

**Response:** 6.8

File Description	Document
Student - Computer ratio	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 4.3.3 Available bandwidth of internet connection in the Institution (Lease line)

<5 MBPS

5-20 MBPS

20-35 MBPS

35-50 MBPS

**Response:** >=50 MBPS

File Description	Document
Details of available bandwidth of internet connection in the Institution	<a href="#">View Document</a>
Additional information	<a href="#">View Document</a>

**4.3.4 Facilities for e-content development such as Media Centre, Recording facility, Lecture Capturing System (LCS)****Response:** Yes

File Description	Document
Facilities for e-content development such as Media Centre, Recording facility,LCS	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

**4.4 Maintenance of Campus Infrastructure****4.4.1 Average Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, as a percentage during the last five years****Response:** 21.41

4.4.1.1 Expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
80.53	90.12	72.45	30.01	23.65

File Description	Document
Details about assigned budget and expenditure on physical facilities and academic facilities	<a href="#">View Document</a>
Audited statements of accounts.	<a href="#">View Document</a>

**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.****Response:**

The institute has established its own policies and modus operandi to create & upgrade the infrastructure as per norms of AICTE& PCI. The Policies regarding the infrastructure requirements are planned accordingly.

**The following guidelines are followed to finalize the purchase procedure:**

- 1.Requirement raised by lab in charge according to syllabus of the subject.
- 2.Requirement is forwarded to the HOD for verification &further processing.

3. After verification by HOD it is forwarded to Principal of the institute & then finally to purchase committee.
4. Purchase committee would invite quotations from registered vendors.
5. Registered vendors will email quotations to registered Email ID at Head Office.
6. Head Office will forward quotations to concern purchase committee.
7. Purchase committee then would prepare comparative analysis sheet & do rate negotiations and prepare the final analysis sheet.
8. This sheet will then be presented to Chairman for final approval.
9. After approval PO will be raised by HOD.
10. Then it is send to Chairman for final approval on PO.
11. The approved PO then forwarded to purchase committee.
12. The PO then forwarded to the finalized approved vendor after negotiation & finally material is order in stipulated period.

### **Policy on Maintenance**

The maintenance of building & other fixed asset is carried out in three different ways

#### **a) Planned Budgeted Maintenance**

#### **b) Maintenance Before onset of every semester**

#### **c) The breakdown maintenance.**

1. Department wise budget for maintenance which is given by respective lab in-charge to HOD in advance every year. After compilation & discussion it is included in annual budget of institute by HOD and Principal. The budgeted amount then finally approved by Hon. Chairman.
  2. Before onset of every semester routine maintenance is carried out on building and other fixed asset with prior approval from respective higher authorities.
  3. Breakdown maintenance is done as unplanned expenditures on emergency basis with prior approval from respective higher authorities.
- 
1. For this entire sort of maintenance, the requirement note is raised by concerned in-charge, approved by the higher authorities of institute.
  2. For higher expenses, quotations are invited against the requirement from approved vendors and purchase orders are prepared and accordingly maintenance is prosecuted.

### **Policies of Utilization & Maintenance of Sports complex**

1. All students and faculty members have free access to all playgrounds before and after academic session and on holidays.
2. Sport materials are issued to students and issue-return register is maintained properly.
3. Physical director or sports in-charge will be present at the time of practice session for observation.
4. Preference is given to teams selected under various sports events outside the institute.
5. Intramural matches will be conducted on to spot talent and motivating others to participate.
6. Students are in gymnasium under the supervision & guidance of gym instructor.
7. Maintenance of all fields is done by project department.
8. Special curator for cricket is appointed and he is taking care of cricket ground in all aspects.

9. Indoor sports events are available for students during recess and non-academic session.
10. Students have to enrol their names in sport register which is maintained by store in-charge & sports equipment's are issued & collected accordingly.
11. Wooden sports equipment's are preserve by pest control.

### **Policies of Utilization & Maintenance of Computer laboratories**

Following instructions are followed by students for utilization and maintenance of computer lab-

1. All computer users have to make entry in computer utilization register while entering and leaving the computer lab.
2. Computer users have to maintain silence & behave obediently.
3. All the computer users have to follow the safe procedure of shutdown, instead of directly switching off.
4. Desktop or toolbar settings changing are strictly restricted without permission.
5. All computer users are instructed that avoid wastage of stationary as much as you can.
6. All Computer users are instructed that called to concern staff members in case of any operational difficulties and troubleshooting.
7. Use of floppies or CD without virus scan is strictly prohibited.
8. All Computer users are instructed that keep bags in shelf and only carry required material while using computer.
9. All students have to save their documents or files in the student's folder only.
10. Entry in computer lab in academic session is strictly restricted without permission.
11. Use of personal floppies is strictly prohibited without permission.
12. Downloading and/or installation of any software's on computer are strictly prohibited. Student will be punished as per provisions of IT Act if found while doing so.
13. In order to protect the computer equipment, no messy food or snacks are allowed near any computer.
14. All are familiarized with the location, use and limitations of the safety devices like Fire Extinguisher.
15. Turn off all electrical switches while leaving computer lab to conserve the energy.

### **Policies of Utilization & Maintenance of laboratories**

1. All students are instructed to maintain silence and behave obediently in laboratories.
2. All the students have to enrol their name in laboratory attendance register after entering in laboratory.
3. Always make sure that all the containers are closed properly when not in use.
4. Use equipment's and glassware only for their designed and intended purposes. Never use damaged equipment's or glassware.
5. The storage or consumption of food or beverages, application of make-up, and smoking is strictly prohibited in all laboratory areas and hazardous chemical storage areas.
6. Avoid routine exposures to chemicals. Do not taste and avoid smelling any hazardous chemicals. Never mouth pipette.
7. Always wash hands immediately upon contamination, after handling hazardous chemicals and before leaving the laboratory.
8. Entry to students without apron, mask, hand gloves, safety goggles, cap and shoes is strictly prohibited.



9. Floors and surfaces should be kept clean and spills cleaned up immediately.
10. Wearing contact lenses is highly discouraged when working with or near chemicals, particularly solvents.
11. All are familiarized with the location, use and limitations of the safety devices like First Aid Kit, Fire Extinguisher etc.
12. All are instructed to switch off water taps, electrical switches, gas connection & main connection before leaving laboratory.
13. Remove shoes while entering in instrumentation & aseptic room.
14. Immediately called concern staff members in case of accident or emergency.
15. To issue any material, indent will be raised by lab assistant. After getting approval from lab in-charge, HOD & principal, the material will be issued to respective lab and records are maintained accordingly.
16. Standard Operating Procedure (SOP) for all instruments are prepared & routinely revised/upgraded and same will be followed while using the instrument.
17. Department wise dead stock registers are properly maintained and updated.
18. Separate consumable register is maintained for chemicals & glassware.
19. Log book for instruments costing more than 1 lakh are maintained properly.
20. After every academic year, physical stock verification of all chemicals & materials is carried out and record of the same is maintained properly.
21. All the instruments are validated routinely or whenever required in order to meet the requirements.
22. All the accessories or parts of instruments are cleaned and store properly after use.
23. Mechanical parts of instruments are properly lubricated and inspected for physical damage.
24. Turn off all electrical switches while leaving laboratories to conserve the energy.

#### **Policies of Utilization & Maintenance of library**

1. All students are instructed to maintain silence and behave obediently in library and reading room.
2. College Library serves the library and research needs.
3. Library timing will be from 09:00 am to 06:00 pm on working days.
4. All staff members and students have to enrol their name in staff attendance & student attendance register respectively without fail.
5. The storage or consumption of food or beverages, application of make-up, and smoking is strictly prohibited in library and reading room.
6. The item should be returned before the due date in order to avoid fines.
7. A photo ID card is mandatory to check out library materials.
8. Two books are issued for one week to all students then it should be renewed within due period. Per day 1 rupee fine will be charged if student fails to return the books in stipulated period.
9. Ten books are issued for staff members and these books have to renew within one month.
10. Students are not allowed to enter in library in academic session without permission from concern staff member.
11. If books and/or other materials of library are lost, same should be reported to the Library immediately. Borrowers who have lost library books and/or other materials will be charged fee per item for replacement and processing.
12. If rare books, manuscript, special report, the fine will be charge as per the discussion with library committee.
13. Standard books and journals will be permitted outside the library premises with prior permission from concern staff or higher authorities.
14. All are familiarised with the location, use and limitations of the safety devices like Fire

Extinguisher.

15. Turn off all electrical switches while leaving library to conserve the energy.

### **Policies of Utilization & Maintenance of Class-rooms**

1. All students are instructed to maintain silence and behave obediently in classroom.
2. All students are instructed to be seated in assigned classroom.
3. All staff members have to follow academic timetable for conducting lectures.
4. Staff members willing to use ICT facilities have to make entry in LCD- projector usage register.
5. Use of mobile phone by students and staff members is strictly prohibited in classroom.
6. The storage or consumption of food or beverages, application of make-up, and smoking is strictly prohibited in classroom & college premises.
7. Don't throw plastic wrapper or any other material in classroom.
8. Turn off all electrical switches while leaving classroom to conserve the energy.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

#### 5.1.1 Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

**Response:** 62.83

5.1.1.1 Number of students benefited by scholarships and freeships provided by the Government year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
210	166	155	119	95

#### File Description

#### Document

Average percentage of students benefited by scholarships and freeships provided by the Government during the last five years

[View Document](#)

upload self attested letter with the list of students sanctioned scholarships

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships, etc. provided by the institution besides government schemes during the last five years

**Response:** 5.57

5.1.2.1 Total number of students benefited by scholarships, freeships, etc provided by the institution besides government schemes year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
20	18	18	15	0

#### File Description

#### Document

Any additional information

[View Document](#)

Number of students benefited by scholarships and freeships besides government schemes in last 5 years

[View Document](#)

**5.1.3 Number of capability enhancement and development schemes –**

1. For competitive examinations
2. Career counselling
3. Soft skill development
4. Remedial coaching
5. Language lab
6. Bridge courses
7. Yoga and meditation
8. Personal Counselling

A. 7 or more of the above

B. Any 6 of the above

C. Any 5 of the above

D. Any 4 of the above

**Response:** B. Any 6 of the above

File Description	Document
Details of capability enhancement and development schemes	<a href="#">View Document</a>
Link to Institutional website	<a href="#">View Document</a>

**5.1.4 Average percentage of student benefitted by guidance for competitive examinations and career counselling offered by the institution during the last five years**

**Response:** 5.66

5.1.4.1 Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
30	28	22	0	0

File Description	Document
Number of students benefitted by guidance for competitive examinations and career counselling during the last five years	<a href="#">View Document</a>

**5.1.5 Average percentage of students benefitted by Vocational Education and Training (VET) during the last five years****Response:** 0

## 5.1.5.1 Number of students attending VET year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

**File Description****Document**

Details of the students benefitted by VET

[View Document](#)**5.1.6 The institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases****Response:** Yes**File Description****Document**

Details of student grievances including sexual harassment and ragging cases

[View Document](#)

Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee

[View Document](#)**5.2 Student Progression****5.2.1 Average percentage of placement of outgoing students during the last five years****Response:** 43.26

## 5.2.1.1 Number of outgoing students placed year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
26	24	22	1	1

File Description	Document
Details of student placement during the last five years	<a href="#">View Document</a>
Self attested list of students placed	<a href="#">View Document</a>

### 5.2.2 Percentage of student progression to higher education (previous graduating batch)

**Response:** 22.06

#### 5.2.2.1 Number of outgoing students progressing to higher education

Response: 15

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of student progression to higher education	<a href="#">View Document</a>
Upload supporting data for student/alumni	<a href="#">View Document</a>

### 5.2.3 Average percentage of students qualifying in state/national/ international level examinations during the last five years (eg: NET/SLET/GATE/ GMAT/CAT, GRE/ TOFEL/ Civil Services/State government examinations)

**Response:** 3.85

#### 5.2.3.1 Number of students qualifying in state/ national/ international level examinations (eg: NET/SLET/GATE/GMAT/CAT, GRE/TOFEL/Civil Services/State government examinations) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	0	0	0

#### 5.2.3.2 Number of students who have appeared for the exams year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
35	51	10	1	1

File Description	Document
Number of students qualifying in state/ national/ international level examinations during the last five years	<a href="#">View Document</a>
Upload supporting data for the same	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

#### 5.3.1 Number of awards/medals for outstanding performance in sports/cultural activities at national / international level (award for a team event should be counted as one) during the last five years.

**Response:** 1

5.3.1.1 Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	1

File Description	Document
Number of awards/medals for outstanding performance in sports/cultural activities at national/international level during the last five years	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

#### 5.3.2 Presence of an active Student Council & representation of students on academic & administrative bodies/committees of the institution

**Response:**

As per the guidelines of university, every year student council is formed. The students are nominated as per the constitution of Students council, it would comprise of a General Secretary, Cultural Secretary, Ladies Representative, University Representative & Sports Secretary.

Students participate in decision making through representation in Student's Council and take active part in co-curricular and extracurricular, forum activities. Each class has a class representative who participates in the decision making of student related issues along with the class teacher & head of department to ensure effective implementation. Students participate in the learning process and are involved in the functioning of the institute.

Department and office staff provide the necessary support services for effective functioning of the institute.

Post	Designation
Chairman	Principal
Lecturer In-charge	Asst. Prof
General Secretary	Student
Class representative	Student (Final year)
	Student (Third year)
	Student (Second year)
	Student (First year)
Cultural representative	Student
Sports representative	Student
Ladies representative	Student

The objective of council body is to initiate the students to participate in development of the institute as well as develop their own personality, organizational skills and career through interactive programs with the faculty, administration and society.

The goal of the student council is to provide a common platform to students for co-curricular and extra-curricular activities like **National Pharmacy Week (NPW)**, **SANDIPOTSAV (Annual Social Gathering of the Institute)**, and **Tree Plantation and Health Check-up camp**. Student council responsible for all the major technical, cultural, literary and sports activities organized in the college premises.

To display their literary skills every year the college magazine “**Mrudgandh**” is published which showcases the creative qualities of the students of all the Institutes under the flagship of Sandip Foundation. Students shoulder all the responsibilities like collecting material, editing, designing and publishing.

The Sports committee is involved in conducting the sports activities at intercollegiate level during **Sandipostav, Girls Cricket under NPW**. The students enthusiastically organize and participate in various cultural events in **Sandipostav**.

Further academic and administrative bodies that have student representatives are described as follows:

#### **Anti-ragging committee:**

One senior student and one junior student nominated by Principal are members of the committee. Their feedbacks help to understand issues, if any, at an early stage.

#### **Training and Placement Cell:**

Placement representatives help TPO in arrangement of various activities related to placement.

**Hostel Committee:** The active students are nominated as Hostel representatives. They act as an interface



between hostel administration and students.

### Library Committee

- Library Committee had been constituted for the purpose of smooth functioning of the library and coordination with all Heads of the Department, faculty members, students and the management.
- The participation of students in Library Committee for open conversations about how to enhance library resources and services, and how to facilitate an exceptional student experience in Library.
- The committee facilitates direct communication between library management and students, providing the opportunity for students.
- They are involved in the decision making processes that guide the enhancement of learning spaces and library services.\

### The activities of Student Council include:

1. To organize state, national or university level events in each year to motivate students to participate in various events.
2. To organize the college level event annual social gathering “Sandipostav” that includes different cultural and sports events.
3. Celebration of Nationally important days like Independence day, Republic day etc., to develop the feeling and sense of nationalism.
4. To celebrate Teachers day and Pharmacist Day.
5. To organize blood donation camp, tree plantation, voter’s awareness programs in association with institute level association/professional bodies, etc.

Financial Assistance is provided by the Institute for the above events.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 5.3.3 Average number of sports and cultural activities/ competitions organised at the institution level per year

**Response:** 4.4

5.3.3.1 Number of sports and cultural activities / competitions organised at the institution level year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	5	5	4	4

File Description	Document
Number of sports and cultural activities / competitions organised per year	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## 5.4 Alumni Engagement

### 5.4.1 The Alumni Association/Chapters (registered and functional) contributes significantly to the development of the institution through financial and non financial means during the last five years

#### Response:

The college has Alumni Association (registration in process). We are conducting regular Alumni meets yearly.

During such meetings, Alumni provide feedback of the future plan, present details, suggestion for Program and competencies gained while they were students of the campus. Similarly, employers and other academicians give their opinion during their visit of the campus.

The institution has good alumni Members whose inputs are very useful in designing curriculum, placements, resource person, present scenario of pharmaceutical industries, R & D, Healthcare etc.

#### The objectives of alumni association are as follows:

- To build a long time relationship with all the ex-students and the present students of College.
- To ensure continuous alumni-student interaction to help the students keep abreast of latest trends in Pharmacy profession.
- To satisfy the professional and personal needs of the alumni and the students of institute.
- To develop professional contacts, new friends, network which will help the placement activities.
- To start projects with the aim of carrying out activities beneficial to the trust, institute as well as students.
- To provide freeship, scholarship and grant to the students who have a scholarly disposition and /or, who have no resource to pursue higher studies.
- To get the proficient advice and help for the desired requirements in the laboratories, library departments and co-curricular activities.

File Description	Document
Link for Additional Information	<a href="#">View Document</a>

**5.4.2 Alumni contribution during the last five years****<1 Lakh****1 Lakh - 3 Lakhs****3 Lakhs - 4 Lakhs****4 Lakhs - 5 Lakhs****Response: <1 Lakh**

File Description	Document
Alumni association audited statements	<a href="#">View Document</a>

**5.4.3 Number of Alumni Association / Chapters meetings held during the last five years****Response: 2****5.4.3.1 Number of Alumni Association /Chapters meetings held year wise during the last five years**

2016-17	2015-16	2014-15	2013-14	2012-13
0	1	1	0	0

File Description	Document
Any additional information	<a href="#">View Document</a>
Number of Alumni Association / Chapters meetings conducted during the last five years.	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

#### 6.1.1 The governance of the institution is reflective of an effective leadership in tune with the vision and mission of the institution

##### Response:

Sandip Institute of pharmaceutical Sciences, Nashik (SIPS) was established in 2011 under the patronage of Sandip Foundations, Nashik and it has created its own strong suit in the educational arena around Nashik in a very small span and is branded as a premier educational institute. The institute has articulated mission and vision in which goals and objectives of the program are summarized.

##### Vision

To be a leader amongst pharmacy organizations in India, constantly pursuing excellence, and offering world class education with values.

##### Mission

- To provide a dynamic educational experiences, to a high- achieving, high potential student body, thus empowering them to translate scientific knowledge into fruitful research.
- To developed and advance the core competencies, team spirit and professional skills that can meet the necessity of pharmaceutical industry.
- To develop center of excellence encouraging interdisciplinary research to engender world class technocrats and advances entrepreneur.
- To create an ideal pharmacist responsible for excellent patient care and contribute toward health care system for well being of society.

This institution believes in transparent and visionary governance which motivates all the stakeholders for overall growth.

The management encourages for all the activities to facilitate the need of stakeholders for providing quality education and supports vision that represents the best thinking about teaching and learning, research and promotion to higher studies.

Principal of the Institute performs all administrative and academic activities as per the detailed mentioned by the All India Council for Technical Education (AICTE), Directorate of Technical Education (DTE) and Savitribai Phule Pune University (SPPU) in all aspects. Additionally appoints appropriate faculty members according to the norms of the AICTE and affiliating University.

Academic-In-charge coordinates with Principal and HOD's for implementation of institutional Vision and Mission by proper academic planning, supervision and evaluation.

Office superintendent coordinates with Principal for planning and execution of general administration for the smooth functioning of the non-academic activities.

Head of the Department is responsible for all the academic affairs in coordination with the Principal and Academic-In-charge. HOD deals with all the issues related with faculty, staff and students of the department. HOD looks after co-curricular and extracurricular activities, expert Lectures, seminars, workshops, conferences, value added Programs and placements etc. Furthermore Industrial and Institutional collaborations are added in his duties for the exchange of knowledge.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.1.2 The institution practices decentralization and participative management

#### Response:

The college promotes culture of participative management at various hierarchy levels.

#### Decentralization and Participative management:

At the college level governing body is formed as per the UGC and AICTE norms. The college has also College Development Committee (CDC). Chairman elected faculty and non-teaching staff representatives are members along with the managing committee members.

Principal and office superintendent look after the overall administration of institute. Principal, Academic In-charge and Head of the departments meet at regular interval to discuss on academic initiatives, students and faculty development. Departmental Heads interact with the faculty regularly to convey the policies and take the related feedback. Principal and various committee In-charges interact regularly to review and monitor the overall functioning of the college.

For smooth functioning of institute, the management recognizes the need for decentralization for the growth of the institute and accords autonomy commensurate with the level of management. In-charges and heads are appointed who are given responsibilities for efficient governance.

**Case Study:** AMC is headed by Academic-In-charge along with Departmental Academic Co-coordinators. The representative from each department acting as Departmental Academic Coordinator, is the member of AMC. All coordinators are involved in policy making process. AMC is centralized (Institute level) committee responsible for drafting, regulating and implementing different academic policies. It is meant for smooth and uniform conduction of academics throughout the Institute.

#### Functionality of AMC:

There are various academic related responsibilities assign to AMC members such as Academic Monitoring, Feedback Analysis, Result Analysis, Course File Monitoring, Syllabus Coverage and Detention list Monitoring.

For planning and executing this various academic activities, AMC members in coordination perform the following functions-

Planning and observations for lecture being conducted by faculty member.

Collection of all Feedback Analysis from each department, do analysis and submit the report of feedback Analysis to Academics coordinator.

Collection of Result Analysis of all Exams from each department, do analysis and submit the report of Result Analysis to Academics coordinator.

Checking of course file verification report done by Departmental Academic coordinators of respective departments.

Collection and analyzing Syllabus Coverage Reports and Detention lists of each department.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 Perspective/Strategic plan and Deployment documents are available in the institution

#### Response:

The institute has a perspective plan developed for its overall growth as below.

- 1] Increase in student intake
- 2] Recruitment of more number of Teaching staff.
- 3] Infrastructure Development (Labs/Library/Classrooms)
- 4] Strengthening students placements with quality placements.
- 5] Tie-Ups and Exchange programs with international Universities.
- 6] Research & Development Activity.
- 7] To provide industrial training to the students with leading industries through tie-ups.
- 8] Increasing in research Publications.
- 9] Accreditation from various Affiliation Bodies

**Table 6.2.1 Strategic and Perspective plan**

A. Y.	1	2	3	4	5	6	7	8	9
2011-12			?						
2012-13			?						
2013-14			?			?	?	?	
2014-15	?	?	?	?		?	?	?	
2015-16		?		?		?	?	?	
2016-17	?	?	?	?	?	?	?	?	
2017-18		?	?	?	?	?	?	?	?
2018-19		?	?	?	?	?	?	?	?
2019-20		?	?	?	?	?	?		

**Case Study:****Tie-Ups and Exchange programs with international Universities and industries Activity:**

International collaborations will help students in connecting with the eminent academician and researchers around the globe and to discuss and share their innovative ideas with students of their area of interest. It is needed to explore and enrich the talents of the researchers.

With this objective the institute has planned to increase the International collaborations with reputed foreign Universities in scientific research, educational, technical and cultural domains. The major objective of this collaboration will be on faculty and student's exchange and joint innovative student projects for the former and collaborative research.

The Institute also focuses on International cooperation as well as support for organization collaborative symposiums, international scientific-practical conferences and workshops on actual problems of education and science

At present, one International MOU is already signed for professional tie-ups with renowned University across the globe for facilitating exchange of knowledge and technical insights. This agreement aims to promote international academic cooperation, organizing summer school, hold joint international conferences, conduct joint research projects, engage in all the activities to better enhance the mutual understanding and cooperation.

File Description	Document
Any additional information	<a href="#">View Document</a>

**6.2.2 Organizational structure of the institution including governing body, administrative setup, and**

**functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism**

**Response:**

### **Functions of Internal Quality Assurance Cell (IQAC)**

- IQAC Will be utilized to generate the good practices, ideas, planning, implementing and measuring outcome of academic and administrative functions of the institution.
- Internal Quality Assurance Cell (IQAC) conducts regular meetings with Department Academic monitoring Committees in order to monitor overall teaching learning process.
- It plays an important role in improving the quality of academic and administrative activities of the Institution.
- It monitors all the Academics, Student Feedback and overall teaching learning process to achieve maximum academic performance of the students.
- It prepares Academic Calendar at the beginning of semester for effective teaching learning process through out semester.
- This committee guides for teaching and load distribution, new faculty recruitment, procurement of new equipment's and library books which is very helpful for individual department to improve their performance in all aspects.
- Faculty & staff appraisal are also looked after by IQAC where it not only monitors the performance of individual faculty but also guide them to achieve their own objectives and objectives of Institute.
- IQAC conduct academic Audit to checks course files, theory and practical attendance sheets, Lab manuals, staff feedback, lab notice boards, lab dead stocks etc. in every semester.
- This committee also suggests remedial measures and motivates teachers to use latest technological aids.
- It helps in taking corrective measures to improve teaching learning process based on the issues raised by the above mentioned committees.

### **College Development Committee (CDC)**

#### **Functions**

- To plan the infrastructure development of the college as per the norms and regulations of the University, AICTE and UGC.
- To raise funds for the developmental purpose of the college
- To seek ways and means of promoting the academic excellence of the institutions
- To promote career development of teaching and non-teaching staff.
- To ensure periodic appraisal of the faculty members
- To facilitate the conduct of the refresher courses, seminars, etc for quality improvements
- To avail and utilize grants and funds from UGC and other agencies



## Grievance Redressal Procedure

To address the discontentment by any stake holders various committees desired by the approx bodies and system are formed which function according to their roles and responsibility.

### Committees:

- Anti Ragging Committee.
- Anti Ragging Squad.
- Women Grievance Committee.
- Student Grievance Committee.
- Student welfare committee.
- Girls Hostel Committee.
- SC/ST Grievance committee.
- OBC Category Grievance committee.

The complaints, grievances and suggestions received directly in the Department or through suggestion boxes are tried to settle at the department concerned level. If the issue is complicated for Department to handle the matter is referred to the committee concerned. The recommendations are implemented according to the guidelines issued by the committee in the matter in question.

### 6.2.3 Implementation of e-governance in areas of operation: 1.Planning and Development 2. Administration 3. Finance and Accounts 4. Student Admission and Support 5.Examination

A. All 5 of the above

B. Any 4 of the above

C. Any 3 of the above

D. Any 2 of the above

**Response:** A. All 5 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of implementation of e-governance in areas of operation Planning and Development,Administration etc	<a href="#">View Document</a>
Screen shots of user interfaces	<a href="#">View Document</a>

### 6.2.4 Effectiveness of various bodies/cells/committees is evident through minutes of meetings and implementation of their resolutions

**Response:****Training & Placement Committee :**

SIPS Placement Cell have taken various initiatives to enhance placement opportunities for all the students of Pharmacy. It includes following every minute thing emphasized upon industry ready candidates from institute.

**Aptitude Training:** Rigorous aptitude sessions from faculty and outsourced experts, helped students to develop logical thinking.

**Soft Skill Training:** Institute has taken lot of efforts to improve soft skills of student's right from first day of course. With self discipline of all the staff members it is possible to achieve excellence in communication and way of expressing the things. It is practice at SIPS to discuss everything in English to make students ready for international exposure.

**Resume Writing:** Professional profile plays the key role in presenting candidature of job seeker. Through this session students are mentored to prepare professional profile. To avoid general mistakes commonly made by candidates, this session is helpful.

**Industry-Institute Cooperation:** To cope up with corporate challenges institute have signed MOU's with local and multinational industries to provide better platform to all the candidates in terms of Internship, Sponsored Projects, Industrial Visit and Final Placements.

**Campus Recruitment:** Companies from various sectors are invited at Sandip Foundation to conduct campus recruitment drives for final year Pharmacy students.

**Activity successfully implemented based on the Minutes of the meeting of T&P :**

A regular meeting of various committees is scheduled with the management for the planning and setting strategies for enhancement of quality of academics in all respect at regular interval. Meeting held on 26th February 2014, management has suggested T&P cell to take campus drives by respective departments and centralize placement office for promoting the placements in the pharmaceutical companies. T&P cell planned accordingly, work on the same line and arranged the mega pharmaceutical campus drives due to which up to lot of companies visited the campus. Infugen Pharma Ltd arrived on 3rd January 2015 and shortlisted 28 students, Sun Pharma arrived the campus on 10th May 2016 and selected lot of students, 6 students were placed in TCS Pvt. Ltd, Mumbai and 6 in Wockhardth Ltd, Daman. Same trend continues for the training and placement in the next consecutive years with the graph moving upwards for UG as well as PG students

File Description	Document
Any additional information	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

The institute has effective welfare measures for teaching and non teaching staff such as.

- Provident Fund.
- Medical Insurance for Employees.
- Gratuity.
- Medical leave, Special Leave and other leaves.
- Maternity leaves for female Teaching & Non Teaching staff.
- Transportation facilities for staff.
- Emergency service (Ambulance, etc.)
- Financial support for up gradation of knowledge through QIP/ conferences/Workshops.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.3.2 Average percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 5.71

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

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	1	1	1

File Description	Document
Details of teachers provided with financial support to attend conferences,workshops etc. during the last five years	<a href="#">View Document</a>

#### 6.3.3 Average number of professional development /administrative training programs organized by the institution for teaching and non teaching staff during the last five years

**Response: 2.4**

6.3.3.1 Total number of professional development / administrative training programs organized by the Institution for teaching and non teaching staff year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	4	3	3	0

File Description	Document
Details of professional development / administrative training programs organized by the Institution for teaching and non teaching staff	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>

**6.3.4 Average percentage of teachers attending professional development programmes viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programme during the last five years**

**Response: 53.48**

6.3.4.1 Total number of teachers attending professional development programs, viz., Orientation Program, Refresher Course, Short Term Course, Faculty Development Programs year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
22	16	16	4	0

File Description	Document
Details of teachers attending professional development programs during the last five years	<a href="#">View Document</a>

**6.3.5 Institution has Performance Appraisal System for teaching and non-teaching staff**

**Response:**

Institute has well defined process for performance appraisal of teaching and non-teaching staff members.

General Parameters for performance appraisal of teaching staff are

1. Results of subjects taught
2. Students Feedback
3. Publications in National/ International Journals and Conferences, patents,
4. Research Projects/Testing and Consultancy
5. Participation in Co-curricular and Extra Curricular Activities
6. Maintenance and administrative works
7. Contribution in departmental activities
8. Behavioural Attitude
9. Efforts taken for Placement and promotional activities etc.
10. Student guidance and counselling
11. Examination related work
12. Institutional work

Parameters for Performance appraisal of non-teaching staff members includes-

1. Technical Competency
2. Participation in Co-curricular Activities and Extra Curricular Activities
3. Contribution in departmental activities
4. Contribution in foundation level work, overall behavioral Attitude.

Performance appraisal form of administration staff members includes parameters are qualification improvement, overall experience of the candidate, Grade on basis of performance.

All the staff members have to fill their respective performance appraisal form and submit to their respective department head. Head assesses the form of all staff members and assigns the points, based on the information provided by an individual. Then it is forwarded to the Principal for approval and authentication, and then it is submitted to management for compliance if any in the appraisal actions.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

### 6.4.1 Institution conducts internal and external financial audits regularly

#### Response:

Institute conducts Internal and External Financial audit every year to ensure financial compliance.

Internal audit is conducted by the parent body of Sandip Foundation. It is conducted twice a year. Financial compliance report of internal audit is submitted to Managing Trustee of Sandip Foundation.

The institution is having qualified practicing Chartered Accountant as an auditor. Statutory financial audit of Institute is conducted in two sessions, first in the month of October/ November/ December for period of six months starting from 1st April to September and second in the month of May/ June for the period from October to March. Finalization of account is completed in June and audited statement is prepared in July.

File Description	Document
Any additional information	<a href="#">View Document</a>

#### 6.4.2 Funds / Grants received from non-government bodies, individuals, Philanthropers during the last five years (not covered in Criterion III)

**Response: 2**

6.4.2.1 Total Grants received from non-government bodies, individuals, philanthropers year wise during the last five years (INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
1	1	0	0	0

File Description	Document
Details of Funds / Grants received from non-government bodies during the last five years	<a href="#">View Document</a>

#### 6.4.3 Institutional strategies for mobilisation of funds and the optimal utilisation of resources

**Response:**

The major source of institutional funding is through student's fees. The collected fund is deposited in bank and all expenses are carried out through bank transaction process. The institute has adopted well defined process for optimal utilization of resources.

1. Before the start of academic year, each department and section are preparing and submitting t budget to the Principal.
2. The budget includes major expenses like purchasing apparatus, equipment, instruments, consumables and semi-consumables items, printing material and stationary items.
3. The departmental budgets are discussed by the Principal, HOD's, office Superintendent, Account section in meeting and then sent to the management for approval. Then it is put up to the Governing Body for final approval.

4. Sanctioned budget copy is sent to the Principal, HOD's, Office Superintendent, account section and Central Purchase Committee (CPC ).
5. Requirement note with detailed specification & make is prepared by the concerned faculty of the concerned department, which is signed by the HOD, Principal & approved by the Hon. Mentor sir.
6. Approved copy of the requirement is sent to the CPC.
7. CPC send the price request letters to the registered vendors to call upon the quotations for the same.
8. Comparative statement is prepared by the CPC as per the quotations received & signed by the CPC, HOD & Principal .
9. Meeting is arranged with the HOD, CPC & lab in charge or experts for the discussions on technical specifications mentioned in the quotation by the vendor.
10. Shortlisted vendors are called upon for negotiation meeting with the HOD, CPC & lab in charge or experts.
11. Purchase order is prepared by the concerned department on the basis of the comparative statement & signed by the CPC, HOD, Principal, Hon. Mentor & Hon. Chairman.
12. PO is prepared in triplicate format. One signed copy is given to the vendor, one copy is kept with department & one copy is submitted to the account department.
13. Once the material is delivered, installation, testing and demonstration is carried out.
14. Department send one copy of PO along with the bills & delivery challan (stamped by security) to the store department.
15. Store department makes the entry in Central good register, and prepares the bill form.
16. The bill form along with the PO, bills & delivery challan is signed by the store, account section, Office superintendent & Principal.
17. According to the bill form, payment is made by cheque to the vendor.
18. Servicing, maintenance and repairs of instruments and equipment is carried out regularly.
19. Inter-departmental verification of dead stock and records is regularly maintained. Reports of which are regularly submitted to the Principal.
20. If in case, the requirement amount exceeds the sanction budgeted amount, then respective department head or section in charge put special sanction requirement note. This note clearly mentions the excess amount and gets it approved from Principal and management

## 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

#### Response:

IQAC plays an important role in improving the quality of academic and administrative activities of the Institution. Institute has Internal Quality Assurance Cell (IQAC) formerly known as Academic Monitoring Committee (AMC). AMC is headed by Academic-In-charge along with Departmental Academic Co-coordinators. AMC monitor all the Academics, Student Feedback and overall teaching learning process to achieve maximum academic performance of the students. AMC prepare Academic Calendar at the beginning of semester for effective teaching learning process through out semester. This committee also guide for teaching and load distribution, new faculty recruitment, procurement of new equipment's & library books which is very helpful for individual department to improve their performance in all aspects. Faculty and staff appraisal are also looked after by AMC where it not only monitors the performance of individual faculty but also guide them to achieve their own objectives and objectives of Institute.

AMC conduct academic Audit to checks course files, theory and practical attendance sheets, Lab manuals, staff feedback, lab notice boards, lab dead stocks etc. in every semester. This committee also suggests remedial measures and motivates teachers to use latest technological aids. AMC inform all the issues raised by Departmental Academic Co-coordinators to Principal. Principal then takes corrective measures to improve teaching learning process based on the issues raised by the above mentioned committees.

#### Best Practices in institute

1. Academic monitoring activity
2. ERP system
3. Mentoring System
4. Tie-Ups and Exchange programs with international Universities and industries
5. Scholarship for meritorious students
6. Training and Placement cell
7. Strategies for improving teaching practices
8. Soft Skill training Program

File Description	Document
Any additional information	<a href="#">View Document</a>



## 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

### Response:

#### 1) Feedback of teachers :

Feedback is an essential element of the teaching learning process. In its many forms, feedback allows faculty to reflect on their learning; clarifies areas where faculty can improve; and provides opportunity to self-assess their skills and capabilities. Feedback help them to achieve the intended learning outcomes for course.

At the end of every semester, feedback is taken from the students about their course teachers. Feedback is reviewed by HOD, Academic-In-charge and Principal. To encourage the faculty members, Appreciation are given to the faculty Members having Feedback above average, Undertakings are taken from Faculty Members having feedback below average. To improve the teaching process of that faculty members, counseling is done by HOD and academics-In-charge to modify their teaching strategies as well as motivate to attend workshops like Effective Classroom Teaching Program

#### 2) Syllabus Coverage Report :

Syllabus Coverage Report helps to keep the track how much syllabus has been covered as per teaching plan. At the beginning of semester, teaching plan is prepared for each subject. After beginning of semester, Syllabus coverage Report is taken on each and every month end by departmental AMC Co-coordinator. All departmental Syllabus coverage report is reviewed by Academic In-charge. If anyone is lagging or leading while completing the syllabus as per teaching plan, then necessary instructions are given by Academic Coordinator.

File Description	Document
Any additional information	<a href="#">View Document</a>

## 6.5.3 Average number of quality initiatives by IQAC for promoting quality culture per year

Response: 0.8

### 6.5.3.1 Number of quality initiatives by IQAC for promoting quality year-wise for the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
3	0	0	1	0

File Description	Document
Number of quality initiatives by IQAC per year for promoting quality culture	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 6.5.4 Quality assurance initiatives of the institution include:

1. Regular meeting of Internal Quality Assurance Cell (IQAC); timely submission of Annual Quality Assurance Report (AQAR) to NAAC; Feedback collected, analysed and used for improvements
2. Academic Administrative Audit (AAA) and initiation of follow up action
3. Participation in NIRF
4. ISO Certification
5. NBA or any other quality audit

A. Any 4 of the above

B. Any 3 of the above

C. Any 2 of the above

D. Any 1 of the above

**Response:** D. Any 1 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of Quality assurance initiatives of the institution	<a href="#">View Document</a>

#### 6.5.5 Incremental improvements made during the preceding five years (*in case of first cycle*) Post accreditation quality initiatives (*second and subsequent cycles*)

##### **Response:**

Initially the student was not good academically as well as in the basic aptitude, soft skill and the confidence level and this was clearly reflected in their results, quality placement and also they were not opting for higher studies. AMC reviews and discuss with departmental HODs to make the suitable strategy for enhancing the quality of students. All the faculties at the departmental and institutional level works on it and through quality teaching, counseling, mentoring, Expert lectures, Aptitude Training, Soft Skill Training, Mock sessions of Interviews, Resume Writing, Industry-Institute Cooperation & Job Fair, from 2014-15 onwards, there was upliftment of graph in their academic results. And also more students was placed in the pharmaceutical companies and opted for higher studies.

Year	SIPS Placement details	Higher Studies
2016-17	26	15
2015-16	24	23
2014-15	22	11

	% Student Passed				
	2011-12	2012-13	2013-14	2014-15	2015-16
<b>B. Pharm</b>					
First Year	83.67	95	93.62	85.96	86.66
Second Year	---	60	90.77	94	100
Third Year	----	---	89.80	90.90	96
Final Year	----	----	-----	84.09	94.52

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

**7.1.1 Number of gender equity promotion programs organized by the institution during the last five years**

**Response:** 13

7.1.1.1 Number of gender equity promotion programs organized by the institution year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
4	4	5	0	0

File Description	Document
Report of the event	<a href="#">View Document</a>
List of gender equity promotion programs organized by the institution	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.2

**1. Institution shows gender sensitivity in providing facilities such as:**

- 1. Safety and Security**
- 2. Counselling**
- 3. Common Room**

**Response:**

**Safety and security:**

- 24 hour, 365-day service
- Vigilance & monitoring of sensitive location
- Full-time **Security Officers** patrols the campus
- Intercom service
- Bouncers and security guards.
- Anti ragging committee for vigilance of student
- CCTV surveillance
- College Committee Against Sexual Harassment and Complaint Redressal Committee
- **Health facilities such as campus physician & lady doctor for girls, first aid & 24 hour ambulance service**
- **Fire alarm system with fire extinguishers**
- Timely and flexible public transport *services*.

**Security & Safety in Hostel:**

Beside the college campus, the boys and girls hostels are also heavily guarded and modern security measures have been provided for the residents. The entire Hostel and mess facilities are under the general supervision of the Admin Office. Shuttle facilities are provided to reach Nashik City on fixed timings. Health facilities are up to date and there is a daily & visiting campus physician and a nurse at the college campus. Two lady rectors are in-charge of girls hostel.

- Lady Warden also remains with the residents to look after their needs and ensure their safety at all times.
- Restricted entry for outside candidate.
- Daily attendance.
- Not allowed to go out of the hostel after 7.00 pm. in weekdays. On Sunday have to issue gate pass when going out.
- Compulsory thumb impression when students enter and exit hostel.
- CCTV surveillance
- Fire extinguisher.
- Fencing facility

**Counseling:**

Teachers as good counselors, mentors, ensures inculcating manners and etiquettes, self-motivation and professional development of lady faculties in each department, there is good bonding and rapport with all students. The institute has appointed several lady faculties. The institute has organized several programmes like Demonstration of Vending Machine, Guest lecture on Importance of Yoga By "Yoga By Myself" by Dr. Gauree Pimpralekar Gynecologist. Two lady faculties are present in each college bus to prevent any accident and to provide a good learning environment for all.

**Common room:**

Both Girls' and Boys' common rooms are spacious and airy. They have various indoor game facilities like table tennis, carom and chess. Magazines and newspapers are also arranged in the common room for recreation of students. Girls' common room is provided with nipi vending machine.

File Description	Document
Any additional information	<a href="#">View Document</a>

**7.1.3 Alternate Energy initiatives such as:****1. Percentage of annual power requirement of the Institution met by the renewable energy sources**

**Response:** 7.23

7.1.3.1 Annual power requirement met by the renewable energy sources (in KWH)

Response: 36000

7.1.3.2 Total annual power requirement (in KWH)

Response: 497732

File Description	Document
Any additional information	<a href="#">View Document</a>
Details of power requirement of the Institution met by renewable energy sources	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

#### 7.1.4 Percentage of annual lighting power requirements met through LED bulbs

**Response:** 7.12

7.1.4.1 Annual lighting power requirement met through LED bulbs (in KWH)

Response: 6.58

7.1.4.2 Annual lighting power requirement (in KWH)

Response: 92.46

File Description	Document
Details of lighting power requirements met through LED bulbs	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

#### 7.1.5 Waste Management steps including:

- Solid waste management
- Liquid waste management
- E-waste management

**Response:**

- The solid waste generated from gardens is properly disposed by project department of Sandip Foundation. Canteen waste is collected by canteen personal & sent to NMC for disposal. Separate dust-bins are provided for collecting biodegradable and non-biodegradable wastes. Modern tools and machines are used for cleaning purpose. Students are guided to dilute the reaction mixtures well before they throw it in the drain. Fuming chambers are provided in chemistry laboratory for proper disposal of hazardous fume. Regular activities are monitored digitally and through mail. Due to daily use of ERP, generation of paper waste is almost nil.
- A sewage treatment plant of 3.5 millions of liter capacity is being installed in campus through which recycled water will be used for gardening & flushing. Efficient plumbing and drainage systems exist on the campus. Regular checking of water leakage is done to rectify leakages. All plumbing maintenance work schedule includes two days in a week for lab, water cooler & toilet block checking & repairing.

- Institute has positive attitude towards reducing, reusing and recycling E-Waste. E-waste in the institute consists of non-working computers, monitors and printers. MOU with vendors with a tag of Buy-back policy will be the next move to take care of the e-waste.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.6 Rain water harvesting structures and utilization in the campus

#### Response:

- Rain water harvesting is done to store and conserve the rain water available in rainy season so that it can be used at other times of the year. Second purpose is to recharge the ground water table of that area.
- There are total 2 dams of capacity 13 to 14 cr lit & 7.5 cr lit & total 9 water harvesting wells, through which water supply to the whole campus is done. We have connected all the terraces of all building to rain water ducting system which is connected to well reservoir in our campus from which water for plantation and flushing system is being up-lifted.
- The institute's huge campus has naturally existing as well as artificially made contours that have helped creating beautiful landscape and useful watershed areas. Watershed area at the top with sloping ridges at its sides have facilitated maximum collection of water, without wastage, at certain points on the ground which discharges in the surface drains located at the side of the pedestrian roads. The uncollected freely flowing rain water is intercepted by the green plants which are present abundantly on the campus.
- Water Leakage: Regular checking is done to rectify leakages. All plumbing maintenance work schedule includes 2 days in a week for lab ,water cooler & toilet block checking & repairing of water leakages with:

- All lab sink cock ,waste pipe, waste coupling, spindle leakage, pvc connection & pvc wiser.
- All toilet basin ,waste pipe , waste coupling, spindle leakage, pvc connection & pvc wiser.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.7 Green Practices

- **Students, staff using**
  - Bicycles**
  - Public Transport**
  - Pedestrian friendly roads**
- **Plastic-free campus**

- **Paperless office**
- **Green landscaping with trees and plants**

**Response:**

- Sandip Foundation has been awarded Best Clean & Green Campus Award By ISTE.
- Students are not allowed to ride bikes or cars in campus. Parking vehicles outside the main campus help to reduce the carbon emission rate.
- All pavements are lined by flowering plants.
- Faculty commute to college by college buses or car sharing. Students are encouraged to make use of sharing college transport facility as an effort towards carbon neutrality.
- Use of electric cars helps in reducing carbon footprints.
- Campus is maintained plastic free by restricting its sale & use in campus.
- Campus is made paperless by performing regular activities through ERP & E-Mail system. Paper consumption is reduced by using both sides of paper.
- The college has been maintaining greenery with lawns, shrubs and trees for keeping carbon neutrality stable. There are 724 big trees and around 50,000 shrubs surrounding the institute.
- Sprinkler irrigation system is used for distribution of uniform water. Motivational slogans are displayed in campus in favor of green campus.
- Chief Guests are felicitated with herbal saplings or flowering plants.
- Students are made aware about environmental conservation through the subject of environmental science & by arranging environmental tours.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

### 7.1.8 Average percentage expenditure on green initiatives and waste management excluding salary component during the last five years

**Response:** 6.27

7.1.8.1 Total expenditure on green initiatives and waste management excluding salary component year wise during the last five years(INR in lakhs)

2016-17	2015-16	2014-15	2013-14	2012-13
19.59	29.14	24	10.13	5.16



File Description	Document
Green audit report	<a href="#">View Document</a>
Details of expenditure on green initiatives and waste management during the last five years	<a href="#">View Document</a>

### 7.1.9 Differently abled (Divyangjan) Friendlines Resources available in the institution:

1. Physical facilities
2. Provision for lift
3. Ramp / Rails
4. Braille Software/facilities
5. Rest Rooms
6. Scribes for examination
7. Special skill development for differently abled students
8. Any other similar facility (Specify)

A. 7 and more of the above

B. At least 6 of the above

C. At least 4 of the above

D. At least 2 of the above

**Response:** C. At least 4 of the above

File Description	Document
Any additional information	<a href="#">View Document</a>
Resources available in the institution for Divyangjan	<a href="#">View Document</a>
link to photos and videos of facilities for divyangjan	<a href="#">View Document</a>

### 7.1.10 Number of Specific initiatives to address locational advantages and disadvantages during the last five years

**Response:** 0

7.1.10.1 Number of specific initiatives to address locational advantages and disadvantages year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
0	0	0	0	0

File Description	Document
Number of Specific initiatives to address locational advantages and disadvantages	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 7.1.11 Number of initiatives taken to engage with and contribute to local community during the last five years (Not addressed elsewhere)

**Response:** 4

7.1.11.1 Number of initiatives taken to engage with and contribute to local community year wise during the last five years

2016-17	2015-16	2014-15	2013-14	2012-13
2	0	2	0	0

File Description	Document
Any additional information	<a href="#">View Document</a>
Report of the event	<a href="#">View Document</a>
Details of initiatives taken to engage with local community during the last five years	<a href="#">View Document</a>

### 7.1.12

**Code of conduct handbook exists for students, teachers, governing body, administration including Vice Chancellor / Director / Principal /Officials and support staff**

**Response:** Yes

File Description	Document
Any additional information	<a href="#">View Document</a>
URL to Handbook on code of conduct for students and teachers , manuals and brochures on human values and professional ethics	<a href="#">View Document</a>

<b>7.1.13 Display of core values in the institution and on its website</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide URL of website that displays core values	<a href="#">View Document</a>

<b>7.1.14 The institution plans and organizes appropriate activities to increase consciousness about national identities and symbols; Fundamental Duties and Rights of Indian citizens and other constitutional obligations</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Details of activities organized to increase consciousness about national identities and symbols	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

<b>7.1.15 The institution offers a course on Human Values and professional ethics</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Any additional information	<a href="#">View Document</a>
Provide link to Courses on Human Values and professional ethics on Institutional website	<a href="#">View Document</a>

<b>7.1.16 The institution functioning is as per professional code of prescribed / suggested by statutory bodies / regulatory authorities for different professions</b>	
<b>Response:</b> Yes	
<b>File Description</b>	<b>Document</b>
Provide URL of supporting documents to prove institution functions as per professional code	<a href="#">View Document</a>

<b>7.1.17 Number of activities conducted for promotion of universal values (Truth, Righteous conduct, Love, Non-Violence and peace); national values, human values, national integration, communal harmony and social cohesion as well as for observance of fundamental duties during the last five years</b>
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**Response: 11**

File Description	Document
Any additional information	<a href="#">View Document</a>
List of activities conducted for promotion of universal values	<a href="#">View Document</a>

### 7.1.18 Institution organizes national festivals and birth / death anniversaries of the great Indian personalities

**Response:**

Our institute celebrates national festivals such as Ganeshotsav and Dandiya as well as birth anniversary of Vinayak Damodar Savarkar, Dr. Sarvapalli Radhakrishnan, Savitribai Phule & Mahatma Gandhi.

We celebrates birth Anniversaries of Vinayak Damodar Savarkar, Dr, Sarvepalli Radhakrishnan, Savitribai Phule Mahtma Gandhi and other personalities also. **Vinayak Damodar Savarkar** (28 May 1883 – 26 February 1966) commonly known as *Swatantryaveer Savarkar* was an Indian pro-independence activist. Vinayak Damodar Savarkar was born in the Marathi Chitpavan Brahmin Hindu family of Damodar and Radhabai Savarkar in the village of Bhagur, near the city of Nashik, Maharashtra. **Sarvepalli Radhakrishnan** (5 September 1888 – 17 April 1975) was an Indian philosopher and statesman who was the First Vice President of India (1952–1962) and the Second president of India from 1962 to 1967. Radhakrishnan believed that "teachers should be the best minds in the country". Since 1962, his birthday is being celebrated in India as Teachers day on 5 September. **Savitribai Jyotirao Phule** (3 January 1831 –10 March 1897) was an Indian social reformer and poet. Along with her husband, Jyotiba Phule, she played an important role in improving women's rights in India during British rule. Phule, along with her husband founded the first girls' school in Pune in 1848, Savitribai was its first teacher. The couple also opened a care centre called Balhatya Pratibandhak Griha for pregnant rape victims and helped deliver their children. **Mohandas Karamchand Gandhi** (2 October 1869 – 30 January 1948) was an Indian activist who was the leader of the Inadian independence movement against British rule.

Our institute celebrates Ganeshostav every year. **Ganesh Chaturthi** also known as **Vinayaka Chaturthi** is the Hindu Festival that reveres god Ganesha. The festival is celebrated as the God of New Beginnings and the Remover of Obstacles. Offerings Prasad with daily prayers, that is distributed from the pandal to the community, include sweets such as modaka believed to be a favorite of the elephant-headed deity. Also **dandiya** is celebrated, it is the featured dance of Navratri evenings in Western India festival, in most of the cities of Gujrat & Rajasthan people gather and perform Garba dance. Originating as devotional dances, which were always performed in Durga's honour, this dance form is actually the staging of a mock-fight between the Goddess and Mahishasura.

File Description	Document
Any additional information	<a href="#">View Document</a>

### 7.1.19 The institution maintains complete transparency in its financial, academic, administrative and auxiliary functions

#### Response:

Our institution maintains complete transparency in its financial, academic, administrative and auxiliary functions.

Financial matters like investments in academic facilities; fee collection; remuneration of exam; investments towards the technical fest and cultural festival; project exhibition; final year project labs; well equipped seminar hall for each dept; Audited financial information and complete audit report, is sent to the Income Tax Department, the Charity Commissioner, the State Government and Fees Fixation Authority. The above Fees Fixation letter and report to that effect, as directed by Fees Regulating Authority, is also uploaded on web site which remains for the academic year for public domain till next upload.

Teachers maintain the academic transparency. Subjects are allotted to teachers according to their specialization and keep themselves updated with the current knowledge of the subject with journals and online information. Transparency is maintained by online ERP that help to facilitate students and staff with quick access, response and all types of processes like feedback, attendance. Syllabus, theory exam, practical exams conducted on time.

Organization can achieve expected progress only when it functions in transparent manner without any misuse of funds or interference of politics. Administration transparency is strictly maintained by implementing the code of conduct for Students, teachers, Principal and Governing bodies, faculty selection and retention, quality services to the students, acting as the interface between the university and the institute. Important information like Institute level quota seats for Admissions, Fees fixed by the Fees Regulating Authority etc are uploaded on Institute Web site and the notice boards. Similarly the various details submitted to AICTE for Extension of Approval are uploaded on the Website in the form of Mandatory disclosure remains for the academic year, till the next upload.

## 7.2 Best Practices

### 7.2.1 Describe at least two institutional best practices (as per NAAC Format)

#### Response:

#### Best Practice -1

**Title of the practice: Holistic development of the students**

#### Objectives :

- To improve practical knowledge and technical skills
- To understand various aspects pharma manufacturing, packaging, quality control, regulatory guidelines by arranging industrial visits.
- To induce research acumen at undergraduate level by conducting innovative practicals.
- To inculcate soft skills in students.

- To involve students in community health service and social services.

**Intended outcome:**

- It will improve the performance of student along with over all development in his behavior, skill, attitude, health of student.
- It will increase the access of students to the industry and research.

**Practice-**

**Practical skills and technical competence**

B. Pharm students have freedom to operate all the equipments like HPLC, ART-IR, Motic microscope, probe sonicator, bath sonicator, Brookfield viscometer, microwave oven, dissolution apparatus, UV spectrophotometer, rotary tablet press, all purpose equipment, multimill, colloidal mill, disintegration test apparatus, friability test apparatus, capsule filling machine etc

**Industrial visits**

Undergraduate and postgraduate students based on their curricular subjects visit reputed industries like Glenmark, Blue Cross, Naprod life sciences, Cipla, Blossom, Maxheal, Neutraalytica, Hexagon, Shrikrishna Labs Pvt Ltd.

**Graduate and post graduate research**

Many students have completed mini research at graduation level such as- To formulate & evaluate herbal handwash, Chocklate as a formulation for herbal nervine tonic, Formulation & evaluation of herbal hair oil, Developement of micrencapsules for mosquito repeller. Post graduate students are encouraged to do their research projects in industry .

**Organization of workshops at the institute-**

Students are offered various workshops on subjects like Dissolution & Bioequivalence, Recent Trends in Clinical Trials & Quality by Design which are practiced regularly by the industry.

**Soft skill training**

Institute has imparted training program to all the graduate and post graduate students by inviting professional soft skill trainers by Rishicool & single point HR solutions Pvt.Ltd.

**Social activities**

We organized social activities like blood donation camp, tree plantation, health check up camps etc. Women's day is celebrated to recognize the accomplishments and contributions of women towards society.

**Co-curricular and Extra-curricular development**

Our students have participated in various competitions and received-

- NPW 2016 Volleyball Runner up Award
- **NPW 2016 Girls Cricket Runner up Award**
- National Level Technical Festival Desire 2016 Award Winner
- National Level Silver Medal Award Winner 2015

Our students participated in intercollegiate competitions like football, basketball, dance, drama and in individual events like cricket & gymnastics at college, university, state & national level competitions.

### **Health awareness**

We have provided gym facility at hostel for boys as well as girls. The college has its own cricket, football and volleyball grounds. Table tennis, carom and wrestling facilities are also provided. A session highlighting importance of yoga, skin & hair check up, free eye & dental check up camp, pharma awareness & health check up camp was also organized. Our students also attended free pediatric neurology camp at Rusi Irani Centre.

### **Evidence of successes:**

- Students get excelled in technical skills and competence.
- Many of our undergraduate students have taken up post-graduation to pursue the research further.
- Industrial visit helps the students clearly understand the concepts that they learn in theory.
- Students fetched placements in various elite companies.
- Participation in extracurricular activities found to be increased which instill enthusiasm, confidence & sportsman spirit into the students.
- Established positive attitude, communication skills, soft skill & links with others.
- Developed students as socially responsible & health conscious professionals.

### **Resources required:**

- Finance is the major resource required which the institute sometimes cannot afford.

### **Best practice- 2**

#### **Title of the practice: ERP system**

#### **Objectives of the Practice:**

- Paperless work and documentation
- To facilitate students and staff with quick access and response
- Transparency in all types of processes like feedback, attendance etc.
- To secure data storage, ease of retrieval and report generation
- Resource optimization and curtailing human error

### **Intended Outcome:**

- Enhanced satisfaction level among students, parents and staff
- Paperless office and environment consciousness
- Quick updates on administrative and academic happenings
- Report generation and analysis
- More productive time for academic and research activities
- Many enterprise resource packages are developed in house and successfully utilized for managing students affairs, HR affairs, teaching-learning, feedback evaluation etc.

### **Underlying principles and concepts of this practice:**

- Desensitization of power and autonomy to individuals
- Technology driven campus to match with today's trend
- Ease of information storage and retrieval

### **The Practice:**

The enterprise resource packages are loaded with following features which facilitate students, parents, office staff, faculties to perform their duties effectively.

- Admission process
- Fees (Digital payments) Certificates process
- Fee structure
- Database maintenance of staff and students
- Online leave availing facility & process
- Salary processing (Online calculation)
- Digital allowances / applications
- Maintenance ( Online call log can be made)
- Digital data of students (documents)
- Feedback system
- Student attendance management system
- Question bank and notes uploading system

### **Evidence of successes:**

Introduction of full proof ERP system has completely changed the functioning and academic culture on institute campus. Students and staff find it very convenient to manage data, preparing reports, analyzing data and information pertaining to their needs. Few evidences of success are:

- Improvement in attendance of students. ( If any student is absent for lecture or practical, SMS regarding his absentee is sent to his/her parent)
- Improvement in feedback of staff
- Data storage, retrieval, data analysis and report generation becomes very easy through ERP as a one stop solution for all faculty members.



- Errors, making rectification, sending call log for maintenance becomes very easy through online modules.
- Usage of paper for printing circulars has reduced considerably through the use of ERP system as most of the information, circulars shared online.
- Admission
- Fees (Digital payments)

### Problems Encountered

1. Accommodating ERP in the initial stages
2. To know all modules of ERP, more training is required.

### Resources required

1. Hands-on training was given to all.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Describe/Explain the performance of the institution in one area distinctive to its vision, priority and thrust

#### Response:

Training and Placement Cell of SIPS has taken various initiatives to enhance training, placement and internship opportunities for all the students of Pharmacy. Sandip Foundation believes that “Placement is the result of quality Training”. From first year, Faculties start molding students in basic technical aspects. Continuing with Quality technical syllabus, every possible effort is made to prepare students ready for recruitment process from second year onwards. Positive attitude of students is developed through various grooming sessions on continued basis.

With a dedicated Training-Placement Officers, students are getting maximum opportunities from Pharma Market. Faculties with highest qualification and diverse experience are the backbones of quality academics at institute which ensure best results in academics that helps in preparing maximum students with eligibility criteria for recruitment. Experts with diverse experience from academics and industry are invited for expert lectures emphasizing upon collaborative nature of Industry- Institute Cooperation. Sandip Foundation is trusted by many Industries; like Industries like TCS Pvt.Ltd, Mumbai; Wockhardt Pvt.Ltd, Daman; Infusion Pvt. Ltd., Mumbai; FDC Pvt. Ltd. Goa; Ajanta Pharmaceutical, Nashik; FDC Pune; Mylan Pharmaceutical, Nashik; Sun Pharma Pvt. Ltd., Mumbai; S kant Healthcare Ltd., Vapi; Emcure Pharmaceuticals, Pune.

Irrespective of pool campus placement drives, students are always promoted and motivated to take part in recruitment drives at other places. With rigorous training and grooming sessions, students have shown significant results in placements since preceding three years. Institute has arranged campus interviews to initiate recruitment opportunity for students. Students from other institutes of Maharashtra were invited to take a part in campus pool. Approximately 100 jobs were offered to students. Leading with a vision of providing most industry ready candidature, the institute has taken major initiative to seek cooperation from various industrial organizations from variety of sectors, ranging from multinational (MNCs) to small scale industries (SMIs). To cope up with corporate challenges, institute has signed MOUs with Pharma industries and International University. It provides better platform to all the candidates in terms of Industrial Visit, Pre-placement Offers and Final recruitment. Institute has taken up a step forward to achieve collaboration with leading giants from various locations. Sandip Foundation, leading with Vision- to be the best- is creating a bench mark in Placements every year by the virtue of Quality Staff and Supporting Management.

Distinctiveness of SIPS lies in the co-ordination of following in structural manner-

Students (SRC)- Faculty- Training & Placement Officer- Head of Department- Principal -Management.

This has generated the sense of belongingness at difficult levels towards strengthening of the training & placement of students.

File Description	Document
Any additional information	<a href="#">View Document</a>
Link for Additional Information	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

Sandip Foundation was established with the core objective of rendering selfless dedicated service to higher education in the fields of Engineering, Science, Arts, Management Studies, Polytechnic and Pharmacy. The Visionaries of Sandip Foundation have been involved in the field of higher education since the last fifteen years. During this period, they have provided the most valuable service to thousands of students across the country. In the quest to enhance the cause of higher education, professional courses across various fields are designed and set up with the institution housed out of Nashik. It is our Vision to provide education aided by the best infrastructure available in the most congenial atmosphere so that every student can aspire high, achieve his dreams and succeed in life. Sandip Foundation strives for an intellectual endeavour that focuses on critical and creative thinking, with the aim of social transformation. Sandip Foundation is affiliated with All India Council of Technical education and to the Pune University. In its short span of existence, it has created a name for itself through its honest effort to provide quality education. The Institution is spread across more than 200 acres in a lush green environment in which all the colleges are housed. The faculty and staff are dedicated in their task of making the Institution a world-class learning centre and hence constantly look to improve the learning process. We believe that we can help our students learn tomorrow today and emerge as leaders with competence, conscience and compassion.

### Concluding Remarks :

- Sandip Institute of Pharmaceutical Sciences, Nashik (SIPS) is affiliated to Savitribai Phule Pune University. The college has established its own free-standing and self-contained building with the well-equipped and state of the art laboratories.
- The institute has well defined vision, mission, goals and objectives believes in transparent and visionary governance which motivates all the stakeholders for the overall growth.
- Institution continuously monitors teaching learning process through Academic Monitoring Committee (AMC).
- has policy to invite experts from different fields to augment teaching learning activities.
- Institute signed MOU with research laboratories and
- Classrooms are provided with LCD and LAN facilities to meet the requirement of effective teaching and learning process.
- The college has subscription of e-journals and e-books like DELNET, NDL, Science Direct and Bentham Science.
- College has a well-established and functional system for student support and mentoring.
- Medical insurance, free health check up and loans are the welfare schemes available for the teaching and the non-teaching staff.
- Sandip foundation believes that, "placement is the result of quality training" with a dedicated training and placement officers.
- Institute organizes gender equity promotion programmes. It shows gender sensitivity in providing facilities such as safety, security & counseling.
- IQAC takes the initiative with the internal and external members to enhance and maintain quality as per the Quality Policy of academic and administrative activities of the Institution.
- Institute adopts environment friendly practices; green audits and takes necessary actions such as – energy conservation, rain water harvesting, waste management and carbon neutral etc.

NAAC