

SELF ASSESSMENT REPORT (SAR) 2019-20

**FOR FIRST TIME ACCREDITATION OF
DIPLOMA IN PHARMACY PROGRAM**

Submitted to



**NATIONAL BOARD OF ACCREDITATION
NEW DELHI**

Submitted by



VIDYABHARATI COLLEGE OF PHARMACY,
C.K. Naidu Road, Camp, Amravati – 444 602 (Maharashtra) India

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INSTITUTION INFORMATION

1. **Name and Address of the Institution** : **Vidyabharati College of Pharmacy.**
C.K. Naidu Road , Camp, Amravati, Maharashtra.
2. **Name and Address of the Affiliating University** : Maharashtra State Board of Technical Education,
Kherwadi, Bandra (E), Mumbai - 400051
Maharashtra State, India
3. **Year of Establishment of the Institution** : **1983**
4. **Type of the Institution:**
- | | | |
|----------------------------|---|-------------------------------------|
| University | : | <input type="checkbox"/> |
| Deemed University | : | <input type="checkbox"/> |
| Autonomous | : | <input type="checkbox"/> |
| Affiliated | : | <input type="checkbox"/> |
| Any Other (Please specify) | : | <input checked="" type="checkbox"/> |
5. **Ownership Status:**
- | | | |
|----------------------------|---|-------------------------------------|
| Central Government | : | <input type="checkbox"/> |
| State Government | : | <input type="checkbox"/> |
| Grant-in-Aid | : | <input type="checkbox"/> |
| Self financing | : | <input checked="" type="checkbox"/> |
| Trust | : | <input type="checkbox"/> |
| Society | : | <input checked="" type="checkbox"/> |
| Section 25 Company | : | <input type="checkbox"/> |
| Any Other (Please specify) | : | <input type="checkbox"/> |

Provide details : Vidyabharati Shaikshanik Mandal (V.B.S.M.) was established in 1972 as a registered society by the founder President Dr.Devisinghji Shekhawat and Honourable Smt.Pratibhatai Patil,Ex.President of India ; with the vision to cater to the education needs in the rural areas of Amravati District and to quench the thirst of technical education.

The D.Pharm course was introduced by establishing Vidyabharati College of Pharmacy (V.B.C.O.P.) in the year 1983.

V.B.S.M. is an educational society working under the visionary leadership of Dr. Devisingh Shekhawat and Smt. Pratibhatai Patil. It is a leading educational society which has been awarded as the Best Educational Society in the year 2001 by the State Government of Maharashtra. Many institutes and programs run under the society are accredited by NAAC with Centre of Excellence potential and N.B.A. and are accredited member of U.S.H.L.B.E.

Vidyabharati College of Pharmacy is the pioneer institute and topmost college in the ranking, choice and preference in the region for the students aspiring for Pharmacy.

6. Other Academic Institutions of the Trust / Society / etc., if any

| Sr. No. | Name of the Institution (s) | Year of Establishment | Programs of Study | Location |
|---------|--|-----------------------|-------------------------|----------|
| 1 | Vidyabharati Mahavidyalaya, Camp, Amravati. | 1972 - 73 | Science, Commerce & Art | Amravati |
| 2 | Vidyabharati Mahavidyalaya (Jr. College), Camp, Amravati. | 1972 - 73 | Science, Commerce | Amravati |
| 3 | Vidyabharati Mahavidyalaya (MCVC), Camp, Amravati. | 1988 - 89 | Motor Mechanic | Amravati |
| 4 | V.B. Institute of Research & P..G. Studies in Science & Management (MBA/MCA & OTHERS), Camp, Dist. Amravati. | 1996-97, 2006-07 | Management & Comp. Sci. | Amravati |
| 5 | Vidyabharati College of Pharmacy. Camp, Amravati | 1983- 84 | Pharmacy | Amravati |
| 6 | Vidyabharati Industrial Training Center , Camp, Amravati | 1999 - 2000 | Eight streams | Amravati |
| 7 | Smt. Pratibhatai Patil Mahila Shikshahn Shashtra Mahavidyalaya, Camp, Amravati. | 2008 – 09 | B.Ed. | Amravati |
| 8 | Pratibha Mahila Hostel, Camp, Amravati | 2000 – 01 | Hostel | Amravati |

PART A

INSTITUTIONAL INFORMATION

| | | | | |
|----|--|-----------|-------------------------|-------------|
| 9 | Vidyabharati Backward Hostel, Patrakar Colony, Amravati | 1973 -74 | Hostel | Amravati |
| 10 | Vidyabharati Madhyamik Vidyalaya, Patrakar Colony, Amravati | 1971-72 | School | Amravati |
| 11 | Vidyabharati Pre Primary English School ,Patrikar Colony ,Amravati | 2011-12 | School | Amravati |
| 12 | S.S.S.K.R. Innani Mahavidyalaya, Karanja Lad , Dist. Washim | 1983-84 | Science, Commerce & Art | Karanja Lad |
| 13 | Vidyabharati Mahavidyalaya (Jr. College), Karanja Lad , Dist. Washim | 1984-85 | Jr. College | Karanja Lad |
| 14 | Vidyabharati Mahavidyalaya (MCVC), Karanja Lad , Dist. Washim | 1988-89 | Motor Mechanic | Karanja Lad |
| 15 | Jyoti Mahila Vastigruha, Karanja Lad , Dist. Washim | 2000-01 | Hostel | Karanja Lad |
| 16 | V.B.English Primary School ,Karanja Lad , Dist. Washim | 2005 - 06 | School | Karanja Lad |
| 17 | Vidyabharati Madhyamik Vidyalaya, Shaha, Karanja Lad , Dist. Washim | 1987-88 | Commerce & Art | Karanja Lad |
| 18 | Sant Muktabai Arts & Commerce College, Muktainagar, Dist. Jalgoan | 1983-84 | Commerce & Art | Muktainagar |
| 19 | Sant Muktabai Jr. College, Muktainagar, Dist. Jalgoan | 1990 – 91 | Science | Muktainagar |
| 20 | Sant Muktabai Madhyamik Vidyalaya, Muktainagar, Dist. Jalgoan | 2000-01 | School | Muktainagar |
| 21 | Vidyabharati High School, Shelubazar, Tq. Murtizapur, Dist. Akola | 1971-72 | School | Shelubazar |
| 22 | Pre Primary English School, Muktainagar, Dist. Jalgoan | 2017-18 | School | Muktainagar |
| | | | | |

| | | | | |
|----|---|---------|--------------------|----------------|
| 23 | Vidyabharati Jr. College, Shelubazar, Tq. Murtizapur, Dist. Akola | 1990-91 | Science & Commerce | Shelubazar |
| 24 | Matoshri Nathibai Vidyalaya, Sungaon, Tq. Jalgaon (Jamod), Dist. Buldhana. | 1972-73 | School | Sungaon |
| 25 | Sant Gadge Baba Vidyalaya, Sayat, Tq. Bhatkuli, Dist. Amravati | 1970-71 | School | Sayat |
| 26 | Shri. Shavchandji Laddha Madyamik Vidyalaya, Shivangaon, Tq. Tiwsa, Dist. Amravati. | 1970-71 | School | Shivangaon |
| 27 | Shri. Shavchandji Laddha Jr. College, Shivangaon, Tq. Tiwsa, Dist. Amravati. | 1992-93 | Jr. College | Shivangaon |
| 28 | Shri. Shavchandji Laddha Jr. College (HSVC), Shivangaon, Tq. Tiwsa, Dist. Amravati. | 1993-94 | HSVC | Shivangaon |
| 29 | JRS English School, Chandrapur(Kh) Tal. Daryapur | 2017-18 | School | Chandrapur(Kh) |

7. Details of all the programs being offered by the Institution under consideration :

| S.No | Program Name | Year of Start | Intake | Increase in intake, if any | Year of increase | AICTE Approval | Year of obtaining PCI Approval | Accreditation Status* |
|------|----------------------|---------------|--------|----------------------------|------------------|----------------|--------------------------------|--|
| 1. | Diploma in Pharmacy | 1983 | 60 | - | - | Yes | 1992-93 | Applying first time |
| 2. | Bachelor in Pharmacy | 1993 | 60 | - | - | Yes | 2001-02 | N.B.A.. Accredited for three years (2020-23) |

| | | | | | | | | |
|----|----------------------|------|----|---|---|-----|-----|-----|
| 3. | Master in Pharmacy | | | - | - | Yes | N A | - - |
| | a. Pharmaceutics | 2009 | 15 | | | | | |
| | b. Pharmacology | 2010 | 09 | | | | | |
| | c. Quality Assurance | 2011 | 15 | | | | | |
| 4. | Doctoral Program | 2005 | 16 | - | - | N A | N A | N A |

- Write applicable one :
- Applying first time
- Granted Provisional Accreditations For Two/ Three Years For The Period (Specify Period)
- Granted Accreditations For 5/6 Years For The Period (Specify Period)
- Not Accredited (Specify visit dates , year)
- Withdrawn (Specify visit dates , year)
- Not eligible for accreditation
- Eligible but not applied

Note : Add rows as needed.

8. Programs to be considered for Accreditation vide this application :

| S.No. | Program Name |
|-------|--------------------------------|
| 1. | Diploma ins Pharmacy (D.Pharm) |

9. Total number of employees :

A. Regular *Faculty and Staff

| Items | | CAY 2019-20 | | CAYm1 2018-19 | | CAYm2 2017-18 | |
|---------------------|---|-------------|-----|---------------|-----|---------------|-----|
| | | Min | Max | Min | Max | Min | Max |
| Faculty in Pharmacy | M | 15 | | 16 | | 16 | |
| | F | 06 | | 07 | | 07 | |
| Non-teaching staff | M | 29 | | 29 | | 30 | |
| | F | - | | 01 | | 01 | |

B. Contractual Staff (Not covered in Table A) :

| Items | | CAY 2019-20 | | CAYm1 2018-19 | | CAYm2 2017-18 | |
|---------------------|---|-------------|-----|---------------|-----|---------------|-----|
| | | Min | Max | Min | Max | Min | Max |
| Faculty in Pharmacy | M | 02 | | 01 | | 01 | |
| | F | 01 | | 01 | | 01 | |
| Non-teaching staff | M | 06 | | 05 | | 05 | |
| | F | 06 | | 05 | | 05 | |

Note :

- Minimum 75% should be Regular / Full Time faculty and the remaining shall be Contractual Faculty as per AICTE norms and standards.
- The Contractual Faculty (doing away with the terminology of visiting/ adjunct faculty, what so ever) who have taught for 2 consecutive semesters in the corresponding academic year or full time basis shall be considered for the purpose of calculation in the student faculty ratio.

CAY - Current Academic Year(2019 -20)

CAYm1- Current Academic Year minus 1 = Current Assessment Year(2018-19)

CAYm2- Current Academic Year minus 2 = Current Assessment Year minus 1(2017-18)

10. Total number of Pharmacy students in the Institute :

| D.Pharmacy | CAY 2019-20 | CAYm1 2018-19 | CAYm2 2017-18 |
|-----------------------|-------------|---------------|---------------|
| Total no. of boys | 69 | 65 | 75 |
| Total no. of girls | 55 | 46 | 45 |
| Total no. of students | 124 | 111 | 120 |

| B.Pharmacy | CAY 2019-20 | CAYm1 2018-19 | CAYm2 2017-18 |
|-----------------------|-------------|---------------|---------------|
| Total no. of boys | 149 | 152 | 152 |
| Total no. of girls | 122 | 131 | 139 |
| Total no. of students | 271 | 283 | 291 |

| M.Pharmacy | CAY 2019-20 | CAYm1 2018-19 | CAYm2 2017-18 |
|-----------------------|-------------|---------------|---------------|
| Total no. of boys | 29 | 30 | 25 |
| Total no. of girls | 34 | 29 | 29 |
| Total no. of students | 63 | 59 | 54 |

(Instruction : The data may be categorized in tabular form in case institute runs UG,PG and doctoral programs, please separate table for each, if any)

11. Contact Information of the Head of the Institution and NBA coordinator, if designated :

i. Name : Dr.K.K.Tapar
 Designation : Principal
 Mobile No. : 9922410172
 Email id : kk_tapar@rediffmail.com

ii. NBA coordinator, if designated :
 Name : Mr A. R. Jaiswal
 Designation : Head of Department
 Mobile No. : 9422214050 / 9309899735
 Email id : arjamravati@gmail.com

Name of the Program : Diploma in Pharmacy

| CRITERIA NO. | Criterion | Marks / Weightage |
|--------------|---|-------------------|
| 1 | Vision, Mission, Program Educational Objectives | 50 |
| 2 | Program Curriculum and Teaching – Learning Process | 50 |
| 3 | Course Outcomes and Program Outcomes | 60 |
| 4 | Students' Performance | 75 |
| 5 | Faculty Information and Contributions | 75 |
| 6 | Facilities and Technical Support | 100 |
| 7 | Continuous Improvement | 30 |
| 8 | Governance, Institutional Support and Financial Resources | 60 |
| | Total : | 500 |

Self Evaluation Report for Diploma in Pharmacy Program

| CRITERIA NO. | Criterion | Marks / Weightage | |
|--------------|---|-------------------|------------|
| | | Prescribed | Institute |
| 1 | Vision, Mission, Program Educational Objectives | 50 | 49 |
| 2 | Program Curriculum and Teaching – Learning Process | 50 | 44 |
| 3 | Course Outcomes and Program Outcomes | 60 | 60 |
| 4 | Students' Performance | 75 | 64 |
| 5 | Faculty Information and Contributions | 75 | 75 |
| 6 | Facilities and Technical Support | 100 | 95 |
| 7 | Continuous Improvement | 30 | 28 |
| 8 | Governance, Institutional Support and Financial Resources | 60 | 60 |
| | Total : | 500 | 475 |

CRITERION

1

VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES

| CRITERION 1 | VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES | 50 |
|----------------|---|----|
|----------------|---|----|

1.1 State the vision and mission (5)

(Vision statement typically indicates aspirations and Mission statement states the broad approach to achieve aspirations)

Vision(Institutional) :

TO BE PERCEIVED AS A PREVALENT INSTITUTE FOR PROMOTING TRANSCENDENCE IN PHARMACY DISCIPLINE TO CODDLE THE URGE FOR PROFESSION AND HUMANITY

Vision(Departmental):

TO DEVELOP AS A CENTRE FOR QUALITY PHARMACY EDUCATION TO PRODUCE COMPETENT PHARMACY DIPLOMA HOLDERS TO BE A PART OF HEALTH CARE SYSTEM TO SERVE THE SOCIETY.

Mission : (Institutional)

| | | |
|-----------|----------|--|
| M1 | : | To achieve transcendence by creating learning environment and providing facilities for creative thinking and personality development. |
| M2 | : | Impart conducive environment to escalate problem solving perspectives, forethought ability and effective communication skill in budding pharmacists. |
| M3 | : | Promote ethical and professional values to prepare sustainable and competent workforce having professional identity with sense of social responsibility. |

Mission : (Departmental)

| | | |
|-----------|----------|--|
| M1 | : | To produce pharmacy diploma holders with proficient psychomotor and cognitive skills by providing standard learning environment and facilities. |
| M2 | : | To inculcate strong ethical values and good professional behavior, so as to adapt and absorb emerging changes in the field of pharmacy profession. |
| M3 | : | To foster all round development and leadership qualities to accelerate entrepreneur traits in the budding pharmacists. |
| M4 | : | To establish Industry Institution Interaction to create life long learners to serve the society. |

1.2. State the Program Educational Objectives (PEOs) (5)

(State the Program Educational Objectives 3 to 5 of the program seeking accreditation)

| | |
|--------------|---|
| PEO 1 | : To produce pharmacy diploma holders able to discharge the responsibilities of pharmacist with adequate understanding of supportive areas connected to the health care system. |
| PEO 2 | : To inculcate leadership quality with planning ability and effective oral and written communication skills. |
| PEO 3 | : To encourage ethical principles and professional values to develop pharmacists with professional identity for serving the society. |
| PEO 4 | : To encourage the students for lifelong learning skills and entrepreneurship ability. |

1.3. Indicate where and how the Vision, Mission and PEOs are published and disseminated among stakeholders (15)

(Describe where (websites, curricula, posters etc.) the Vision, Mission and PEOs are published and detail the process which ensures awareness among internal and external stakeholders with effective process implementation)

(Internal stakeholders may include Management, Governing Board Members, faculty, support staff, students etc. and external stakeholders may include employers, industry, alumni, funding agencies, etc.)

Every effort is made to ensure that the Vision and Mission of the Institute and Department is communicated effectively to all stakeholders namely students, faculty, parents, industry, alumni, funding agencies etc.

The Vision, Mission and PEO statements are published and disseminated through the following methods.

- College brochure
- College website
- College Letter heads used for official communication
- Display Boards: Flexi-boards, Permanent boards
- Direct Communication to stake holders through :
 1. Orientation program of newly joined staff members
 2. Induction program for students of first level
 3. Parent meet
 4. Alumni meet
 5. Campus placement drive

1.4. State the process for defining the Vision & Mission and PEOs of the program (10)**(Articulate the process for defining the Vision, Mission and PEOs of the program)**

The Institute has established the Vision, Mission and PEO statements through consultative process involving the stake holders: internal stake holders (management, Governing body members, faculty, supporting staff, students, etc.) and external stake holders (employees, industry, alumni). Then department framed the departmental vision and mission statements with the consultation of respective stake holders aligned with the vision and mission statement of institute formed with the intention of fulfilling the societal and professional needs. The institute framed the vision and mission through a consultative process as shown in Figure 1.1

- Step 1 : Vision and Mission of the college, University (SGBAU) curriculum and Program objectives are taken as the basis to interact with various stakeholders for formulating the PEOs.
- Step 2 : All the views as mentioned above are collected, scrutinized and summarized to convey the key constituents to drafting committee.
- Step 3 : In the light of current status of the institute, teaching-learning environment, and based on the review of feedback, PEOs are formulated by the appointed expertise members
- Step 4 : The proposed PEOs are reviewed by IDMC and recommendations, if any, are refereed back to drafting committee. These are further sent to the Governing Body.
- Step 5 : If approved, further communicated to Governing body for final approval. In case of rejection or changes suggested further again placed in front of expert committee for changes to be made, if any.
- Step 6 : Approval on final draft copy is taken from Governing body
- Step 7 : After approval dissemination is carried out through appropriate channels.

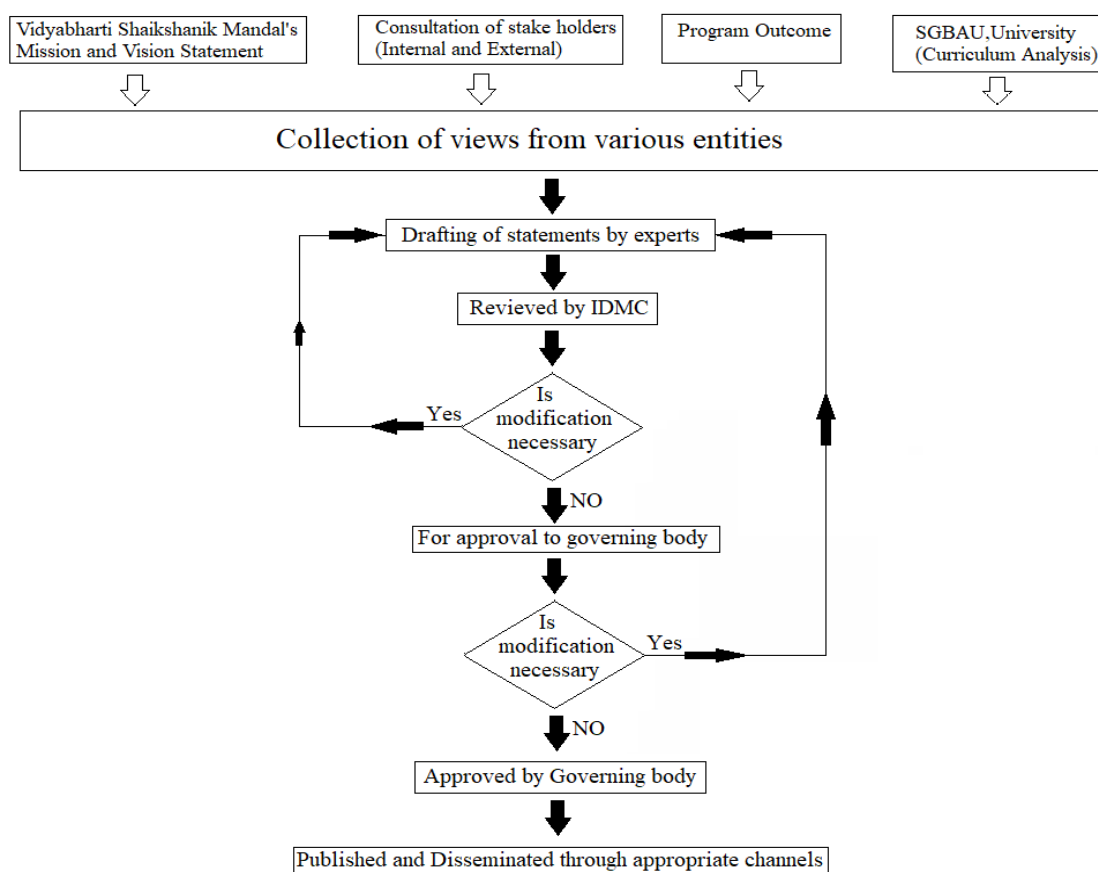


Fig 1.1: Flow chart for process for defining the Vision & Mission

Drafting of Vision Mission Statements and PEOs of the program:

In framing the vision and mission of the department, the following steps were followed.

Step 1 : Vision and Mission of the institute are taken as an origin.

Step 2 : Collection of views from internal and external stake holders.

Step 3 : Based on available information, views from stake holders, contents from program outcome and syllabus content analysis, brainstorming sessions are carried out by the staff and a draft copy of Vision and Mission statement is prepared along with PEO statements.

Step 4 : The draft copy is reviewed by Head of the institute and College Development Committee.

Step 5 : After seeking consent from Head of the institute and CDC, the draft was further communicated to Governing body for final approval.

Step 6 : Approval of final draft copy is taken from Governing body.

Step 7 :After approval from Governing Body dissemination is carried out through appropriate channels as mentioned in point 1.3.

The above steps are highlighted in figure 1.2.

The inputs from stake holders, faculty, alumni, industry, and professional bodies are considered to formulate our course PEOs. Formatted survey data is utilized to gather comprehensive information for scrutiny and analysis. Formal and informal visits by the alumni give scope for direct personal interaction, discussion and also give an opportunity to collect and record information required for improving the program based on their professional experiences. A similar format can be used in other cases.

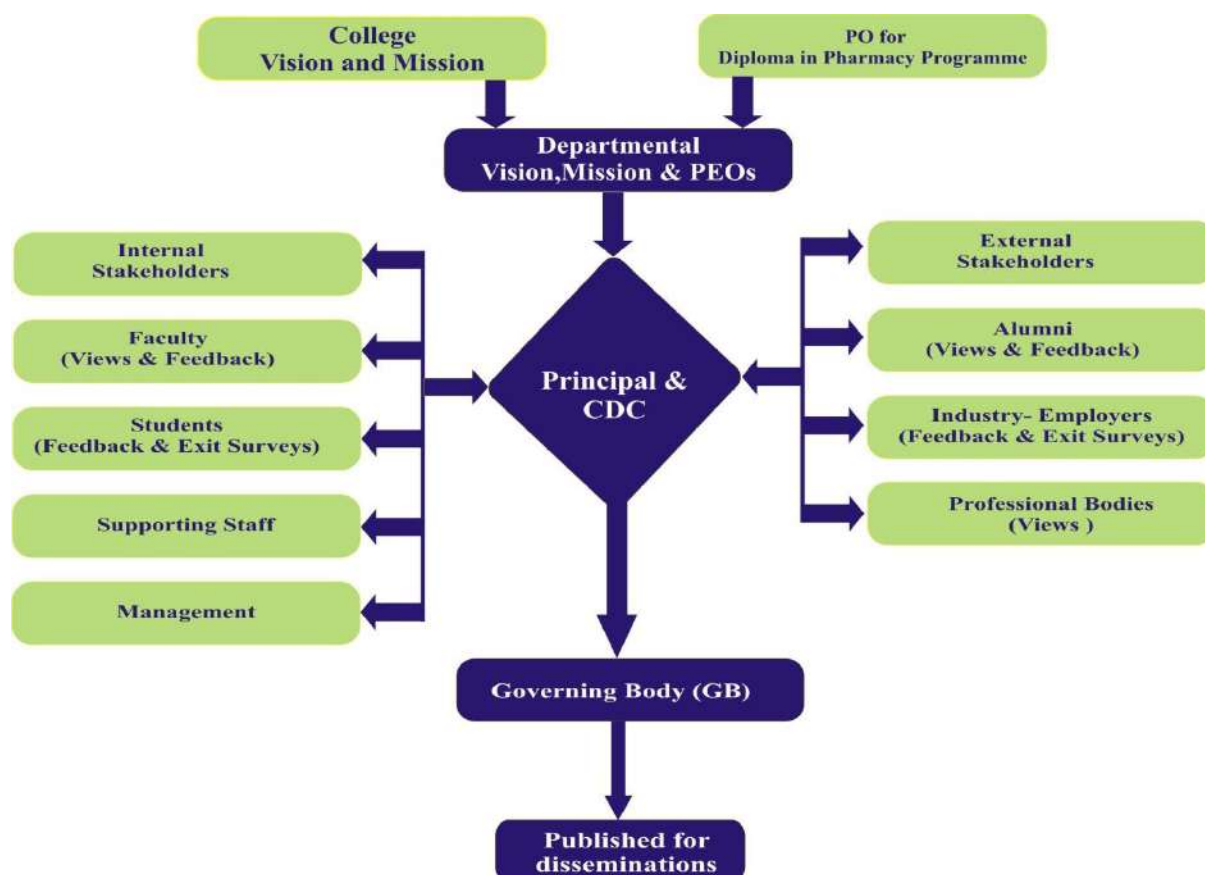


Fig 1.2: Flow chart for process for defining the Vision, Mission and Program Educational Objectives of Diploma in Pharmacy program

1.5 Establish consistency of PEOs with Mission of the Institute (15)

(Generate a “Mission of the Institute - PEOs Matrix” with justification and rationale of the mapping)

The consistency of the PEOs is based on the survey conducted amongst internal and external stake holders and following interpretation is indicated in mapping of PEOs with Mission statement.

| PEO no. | PEO Statement | M1 Standard Learning Environment | M2 Upholding human values | M3 Entrepreneur traits | M4 Industry Institute Interaction |
|---------|---|----------------------------------|---------------------------|------------------------|-----------------------------------|
| PEO 1 | To produce pharmacy diploma holders able to discharge the responsibilities of pharmacist with adequate understanding of supportive areas connected to the health care system. | 3 | 3 | 2 | 2 |
| PEO 2 | To inculcate leadership quality with planning ability and effective oral and written communication skills. | 3 | 3 | 2 | 2 |
| PEO 3 | To encourage ethical principles and professional values to develop pharmacists with professional identity for serving the society. | 3 | 3 | 2 | 2 |
| PEO 4 | To encourage the students for lifelong learning skills and entrepreneurship ability. | 3 | 3 | 2 | 2 |

CRITERION

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VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES

Note: M1, M2..... Mn are distinct elements of Mission statement. Enter correlation levels 1,2 or 3 as defined below :

1: Slight (Low)

2: Moderate (Medium)

3 : Substantial (High)

If there is no correlation, put “-”

Note : In this document wherever the term ‘process’ has been used its meaning is process formulation, notification and implementation.

The following justifications have been derived on the basis of the survey reports obtained through exit interview, alumni feedback, employer feedback and parent feedback of the students after the completion of the course, three years prior to the current assessment year of PEO attainments.

The program justifies the PEOs with its mission statements by following missionary steps and collects feedbacks from the stake holders for rationale mapping of mission with PEO and its attainments -

a. Mission of the Department : Matrix survey of Exit Interview -

| Sr.No. | PEO Statement | Keywords of Mission | | | | Assessment Percentage |
|--------------|---|---|------------------------------------|------------------------------|--|-----------------------|
| | | M1 Standard Learning Environment | M2 Upholding human values | M3 Entrepreneur traits | M4 Industry Institute Interaction | |
| PEO 1 | To produce pharmacy diploma holders able to discharge the responsibilities of pharmacist with adequate understanding of supportive areas connected to the health care system. | 3 | 3 | 2 | 2 | 93.00 |
| PEO 2 | To inculcate leadership quality with planning ability and effective oral and written communication skills. | 3 | 3 | 2 | 2 | 94.83 |
| PEO 3 | To encourage ethical principles and professional values to develop pharmacists with professional identity for serving the society. | 3 | 3 | 2 | 2 | 91.83 |
| PEO 4 | To encourage the students for lifelong learning skills and | 3 | 3 | 2 | 2 | 91.83 |

CRITERION

1

VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES

entrepreneurship ability.

Exit Interview report : The consistency of PEOs with mission statement of the department is to the tune of 91% to 95%

b. Mission of the Department : Matrix survey of Alumni Feedback

| Sr.No. | PEO Statement | Keywords of Mission | | | | Assessment Percentage |
|--------------|---|-------------------------------------|------------------------------|---------------------------|--------------------------------------|-----------------------|
| | | M1 Standard Learning Environment | M2 Upholding human values | M3 Entrepreneur traits | M4 Industry Institute Interaction | |
| PEO 1 | To produce pharmacy diploma holders able to discharge the responsibilities of pharmacist with adequate understanding of supportive areas connected to the health care system. | 3 | 3 | 2 | 2 | 94.44 |
| PEO 2 | To inculcate leadership quality with planning ability and effective oral and written communication skills. | 3 | 3 | 2 | 2 | 94.66 |
| PEO 3 | To encourage ethical principles and professional values to develop pharmacists with professional identity for serving the society. | 3 | 3 | 2 | 2 | 94.55 |
| PEO 4 | To encourage the students for lifelong learning skills and entrepreneurship ability. | 3 | 3 | 2 | 2 | 93.66 |

Alumni Feedback report: The consistency of PEOs with mission statement of the department is to the tune of 93% to 95%

c. Mission of the Department: Matrix survey of Parents meet-

| Sr.No. | PEO Statement | Keywords of Mission | | | | Assesment Percentage |
|--------|---------------|-------------------------------------|------------------------------|---------------------------|--------------------------------------|----------------------|
| | | M1 Standard Learning Environment | M2 Upholding human values | M3 Entrepreneur traits | M4 Industry Institute Interaction | |

CRITERION

1

VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES

| | | | | | | |
|--------------|---|----------|----------|----------|----------|-------|
| PEO 1 | To produce pharmacy diploma holders able to discharge the responsibilities of pharmacist with adequate understanding of supportive areas connected to the health care system. | 3 | 3 | 2 | 2 | 89.19 |
| PEO 2 | To inculcate leadership quality with planning ability and effective oral and written communication skills. | 3 | 3 | 2 | 2 | 85.00 |
| PEO 3 | To encourage ethical principles and professional values to develop pharmacists with professional identity for serving the society. | 3 | 3 | 2 | 2 | 90.00 |
| PEO 4 | To encourage the students for lifelong learning skills and entrepreneurship ability. | 3 | 3 | 2 | 2 | 86.66 |

Parents Meet report : The consistency of PEOs with mission statement of the department is to the tune of 85% to 90%.

d. Mission of the Department: Matrix survey of Employers Feedback -

| Sr.No. | PEO Statement | Keywords of Mission | | | | Assessment Percentage |
|--------------|---|-------------------------------------|------------------------------|---------------------------|--------------------------------------|-----------------------|
| | | M1 Standard Learning Environment | M2 Upholding human values | M3 Entrepreneur traits | M4 Industry Institute Interaction | |
| PEO 1 | To produce pharmacy diploma holders able to discharge the responsibilities of pharmacist with adequate understanding of supportive areas connected to the health care system. | 3 | 3 | 2 | 2 | 91.6 |
| PEO 2 | To inculcate leadership quality with planning ability and effective oral and written communication skills. | 3 | 3 | 2 | 2 | 94.44 |
| PEO 3 | To encourage ethical principles and professional values to develop pharmacists with professional identity for | 3 | 3 | 2 | 2 | 98.99 |

CRITERION

1

VISION, MISSION AND PROGRAM EDUCATIONAL OBJECTIVES

| | | | | | | |
|--------------|--|----------|----------|----------|----------|------|
| | serving the society. | | | | | |
| PEO 4 | To encourage the students for lifelong learning skills and entrepreneurship ability. | 3 | 3 | 2 | 2 | 91.6 |

Employers Feedback report: The consistency of PEOs with mission statement of the department is to the tune of 92% to 99%

Self-Assessment table for Criterion 1 :

| Sr. No. | Assessment Parameters | Marks | |
|--------------|---|------------|-----------|
| | | Prescribed | Institute |
| 1.1 | Vision & Mission statement | 05 | 05 |
| 1.2 | Program Educational Objectives statement | 05 | 05 |
| 1.3 | Indicate where and how the Vision, Mission and PEOs are published and disseminated among stakeholders | 15 | 15 |
| 1.4 | State the process for defining the Vision & Mission and PEOs of the program | 10 | 10 |
| 1.5 | Establish consistency of PEOs with Mission of the Institute | 15 | 14 |
| Total | | 50 | 49 |

| | | |
|------------------|---|-----------|
| CRITERION | Program Curriculum and Teaching-Learning Processes | 50 |
| 2 | | |

2.1 CONTENTS AND COMPLIANCE OF THE CURRICULUM (5)

(State the contents of the syllabus; about the course/learning material/content/laboratory experiments/projects etc. also mention identified curriculum gaps, if any)

Vidyabharati College of Pharmacy (VBCOP) is affiliated to MSBTE, Mumbai and follows the syllabus prescribed under the Education Regulation of Pharmacy Act - 1948. The current Education Regulation in the course is Education Regulation -1991 (E.R.91). The Diploma in Pharmacy program is having two levels. The level one of the program consists of six courses and level two also consists of six courses. As per the provision of E.R. -91, the course syllabus is imparted through theory and practical classes. Details of contents of syllabus are given in Annexure – II.

(Annexure II: The syllabus approved under section 10 of Pharmacy Act 1940 as per ER-1991.)

Contents of syllabus: Course and Course wise identified gaps

Level 1

| Course Code | Course Name | Mode of Teaching | | Gap identified |
|-------------|---|------------------|-----------|---|
| | | Theory | Practical | |
| 101 | Pharmaceutics – I | 75 Hours | 100 Hours | The recent trends of formulation in Pharma industries. |
| 102 | Pharmaceutical chemistry – I | 75 Hours | 75 Hours | Modern tool usage for analysis. |
| 103 | Pharmacognosy | 75 Hours | 75 Hours | - - |
| 104 | Biochemistry & Clinical Pathology | 50 Hours | 75 Hours | Modern tool usage for pathological testing. |
| 105 | Human Anatomy & Physiology | 75 Hours | 50 Hours | - - |
| 106 | Health Education and Community Pharmacy | 50 Hours | - - | Pathophysiology of newly identified diseases and its treatment. |

Level 2

| Course Code | Course Name | Mode of Teaching | | Gap identified |
|-------------|----------------------------------|------------------|-----------|---|
| | | Theory | Practical | |
| 201 | Pharmaceutics – II | 75 Hours | 100 Hours | The concept of Novel Drug Delivery System |
| 202 | Pharmaceutical chemistry – II | 100 Hours | 75 Hours | Latest marketed drugs |
| 203 | Pharmacology & Toxicology | 75 Hours | 50 Hours | Latest marketed drugs |
| 204 | Pharmaceutical Jurisprudence | 50 Hours | - - | Current amendment in the pharmaceutical legislation |
| 205 | Drug Store & Business Management | 75 Hours | - - | Communication skills and Digital accounting. |
| 206 | Hospital & Clinical Pharmacy | 75 Hours | 50 Hours | Latest marketed Drugs |

The prescribed syllabus is delivered through the prescribed number of lectures and practicals in each course. For that, the time-table is framed and the facilities like classrooms and laboratories are provided. For the better understanding of students, lectures are delivered using ICT tools apart from the traditional chalk and board method of teaching. VBCOP believes in blended technique of teaching for effective learning.

For the time bound delivery of syllabus, lesson plans are prepared at the start of each academic session and meticulously followed to get the syllabus completed. The syllabus is reviewed by the Course Incharge and dealt against the Program Outcomes provided by the NBA. The Course Incharge ; considering the syllabus , frame COs and map with the POs, after which the gap of the syllabus for the particular course is identified and reported to the Head of the Program along with suggestions for the measures to be taken for bridging the identified gap so as to further strengthen the Program Educational Objectives.

Head of the Program after the final approval of measures to be taken for bridging the gap from Institute Curriculum Implementation Unit (ICIU), prepares academic calendar for the upcoming session including the planned measures to be taken for bridging the gap.

The delivery of the syllabus and the teaching learning tools used and developed by the faculty are audited by the internal and external bodies and the reports are submitted to the Principal for necessary action. On the basis of these reports, necessary changes in the infrastructure and human resource facilities are done.

The attainment of COs and POs is calculated after completion of each session and on the basis of the attainment, the methods for bridging the GAP are modified for the next upcoming session.

Institute time to time reports the gap identified to the apex bodies for the compliance in curriculum. As a remedial measure, the institute runs certain add-on courses to bridge the gap of syllabus so that the outgoing students will be competent enough to work in the professional field.

Measures taken for delivering the content beyond syllabus for bridging the gap of prescribed syllabus : for the session 2019-20 (CAY)

| Course code | Course Name | PO Map | Gap Identified | Measure Taken to bridge the gap | Impact Analysis |
|-------------|----------------|--------------------|---|---|--|
| 101 | P'ceutics I | 1,2,4,5,6,7,8,9, | The recent trends of formulation in pharma industries. | A guest lecture by Dr.Swaroop Lahoti was organized on 20/07/2019 on the topic "Recent Trends in Formulation" | The students' awareness was improved. |
| 102 | P'chemistry I | 1,4,5,6,9 | Modern tool usage for analysis. | Visit to the Q.C. department of Glacier & Priest Pharmaceutical MIDC, Amravati on 24/02/2020 | Improvement in the students toward modern tool usage was noticed. |
| 104 | B.C.P | 1,2,4,7,8,9 | Modern tool usage for pathological testing. | Visit to Dayasagar Hospital was Organised on 02/10/2019 | Improvement in the awareness of new diagnostic techniques was noticed |
| 106 | HECP | 1,2,3,4,5,6,7,8,9, | Pathophysiology of newly identified diseases and its treatment. | Assignments were given on diseases caused by Corona , Ebola & Zika virus. | Value addition &Improvement was noticed in the knowledge of students . |
| 201 | P'ceutics II | 1,4,5,9 | The concept of novel drug delivery system | Guest lecture was organized a) Dr.Swaroop Lahoti on 20/07/2019 on the topic "Recent Trends in Formulation" b)Dr Madhuri Pardeshi on the topic "Cosmoceuticals" on 29/11/2019 | Improvement in the students was noticed. |
| 202 | P'chemistry II | 1,4,7,8,9. | Latest marketed drugs | A Guest lecture by Dr.Amit Kavimandan was organised on 26/07/2019 on Hepatitis B | The students' awareness was improved. |
| 203 | P'cology | 1,4,5,6,7,9 | Latest marketed drugs | 1.Technical quiz was organized on 29/01/2020 2.A Guest lecture by Dr.Amit Kavimandan was organized on 26/07/2019 on Hepatitis B | The students' awareness was improved. |
| 204 | P' Juris. | 1,3,4,5,6,7,8,9 | Current amendment in the pharmaceutical legislation | A Guest lecture by Mr.DipakRathi was organized on 25/09/2019 on the topic "Opportunities of Business Abroad" | The students' awareness was improved. |
| 205 | DSBM | 1,3,4,5,6,7,8,9 | Communication skills and Digital accounting. | Guest lecture was organized : a) Mrs.Shital Pandit on 28/08/2019 on the topic " Recent trends in Pharma sales and Marketing" b) Mr. Rajesh Sasane on 29/11/2019 on "communication skill". | Significant improvement was noticed in communication skills of students. |
| 206 | HCP | 1,2,4,5,6,7,9 | Latest marketed drugs | A Guest lecture by Dr.H.D.Une was organized on 20/07/2019 on the topic "Patient Counseling" | The students' awareness was improved. |

Measures taken for delivering the content beyond syllabus for bridging the gap of prescribed syllabus : for the session 2018-19 (CAY m1)

| Course code | Course Name | PO Map | Gap Identified | Measure Taken to bridge the gap | Impact Analysis |
|-------------|----------------|--------------------|---|--|--|
| 101 | P'ceutics I | 1,2,4,5,6,7,8,9, | The recent trends of formulation in pharma industries. | One day symposium in association with Zim laboratories, Nagpur was Organised on 23/2//2019 | The students' awareness was improved. |
| 102 | P'chemistry I | 1,4,5,6,9 | Modern tool usage for analysis. | Visit to industry and instrumentation room of testing laboratories was organized & One day symposium in association with Zim laboratories, Nagpur was Organised on 23/2//2019 | Improvement in the students toward modern tool usage was noticed. |
| 104 | B.C.P | 1,2,4,7,8,9 | Modern tool usage for pathological testing. | Visit to Pathology Department of Dayasagar Hospital was Organised on 19/12/2018 | Improvement in the awareness of new diagnostic techniques was noticed |
| 106 | HECP | 1,2,3,4,5,6,7,8,9, | Pathophysiology of newly identified diseases and its treatment. | Assignments were given . | Value addition &Improvement was noticed in the knowledge of students . |
| 201 | P'ceutics II | 1,4,5,9 | The concept of novel drug delivery system | A One day symposium in association with Zim laboratories, Nagpur was Organised on 23/2//2019& a guest lecture by Industry expert Mr. Suraj kaware was Organized on 31/10/2018. for Pharmaceutical manufacturing. | Improvement in the students was noticed. |
| 202 | P'chemistry II | 1,4,7,8,9. | Latest marketed drugs | Technical quiz was arranged on 30/01/2019 Review of articles from research Journals and visit to pharmacy during hospital visit. | The students' awareness was improved. |
| 203 | P'cology | 1,4,5,6,7,9 | Latest marketed drugs | Technical quiz was arranged on 30/01/2019. Review of articles from research Journals and visit to pharmacy during hospital visit. | The students' awareness was improved. |
| 204 | P' Juris. | 1,3,4,5,6,7,8,9 | Current amendment in the pharmaceutical legislation | A training of three months was arranged for the students and they were asked to submit the detailed report on current changes. A guest lecture by Mrs.Preeti Magar on " Regulatory affairs" was Organized on 4/02/2019 | The students' awareness was improved. |
| 205 | DSBM | 1,3,4,5,6,7,8,9 | Communication skills and Digital accounting. | Add on course on communication skills &Tally operating was introduced | Improvement was noticed in communication skills of students. |
| 206 | HCP | 1,2,4,5,6,7,9 | Latest marketed drugs | Technical quiz was arranged on 30/01/2019 and visit to pharmacy during hospital visit | The students' awareness was improved. |

Measures taken for delivering the content beyond syllabus for bridging the gap of prescribed syllabus : for the session 2017-18 (CAY m2)

| Course code | Course Name | PO Map | Gap Identified | Measure Taken to bridge the gap | Impact Analysis |
|-------------|----------------|--------------------|---|---|--|
| 101 | P'ceutics I | 1,2,4,5,6,7,8,9, | The recent trends of formulation in pharma industries. | A guest lecture by Mr.Abdul Wajid - was organized on topic "GMP" on 13/09/2017 | The students' awareness was improved. |
| 102 | P'chemistry I | 1,4,5,6,9 | Modern tool usage for analysis. | A guest lecture by Mr.Suraj Kaware - was organised on topic "Evaluation of Solid Dosage Form" on 13/09/2017 | Improvement in the students toward modern tool usage was noticed. |
| 104 | B.C.P | 1,2,4,7,8,9 | Modern tool usage for pathological testing. | A guest lecture by Mr.Gaurav Koshti - was organized on topic "Diagnostic & therapeutic instruments" on 24/11/2017 | Improvement in the awareness of new diagnostic techniques was noticed |
| 106 | HECP | 1,2,3,4,5,6,7,8,9, | Pathophysiology of newly identified diseases and its treatment. | A poster presentation competition was organized on 24/11/2017 on the topic Modern Health care System | Value addition &Improvement was noticed in the knowledge of students. |
| 201 | P'ceutics II | 1,4,5,9 | The concept of novel drug delivery system | A guest lecture by Mr.Chetan Sonar, - on topic" Formulation of Solid Dosage Forms" was organized on 31/10/2018. | Improvement in the students was noticed. |
| 202 | P'chemistry II | 1,4,7,8,9 | Latest marketed drugs | A guest lecture by Mr.Gaurav Koshti - was organized on topic "Diagnostic & therapeutic instruments" on 24/11/2017 | The students' awareness was improved. |
| 203 | P'cology | 1,4,5,6,7,9 | Latest marketed drugs | A guest lecture by Dr.Rupali Chordiya - was organized on topic "Modern Treatment Methodology" on 24/11/2017 | The students' awareness was improved. |
| 204 | P' Juris. | 1,3,4,5,6,7,8,9 | Current amendment in the pharmaceutical legislation | A guest lecture by - Miss.Aruna Mendhe was organized on topic "Drug Store Management" on 13/09/2017 | The students' awareness was improved. |
| 205 | DSBM | 1,3,4,5,6,7,8,9 | Communication skills and Digital accounting. | A guest lecture by - Mr.Asif Mansoori was organized on "Various aspects of Pharma Marketing & Interview Techniques" on 10/07/2017 | Significant improvement was noticed in communication skills of students. |
| 206 | HCP | 1,2,4,5,6,7,9 | Latest marketed drugs | A guest lecture by Mr.S.V.Kalihar was organized on topic "Meals & Medicines" on 24/11/2017 | The students' awareness was improved. |

2.2 Adherence to Academic Calendar(10)

(Demonstrate notified academic calendar & its adherence)

In the beginning of every academic year, an academic calendar is prepared by Head of the Program with an objective to plan the academic activities to be undertaken in the upcoming session based on the MSBTE academic calendar. It is finalized by the Principal, and IMC. The academic calendar prescribes beginning of session dates and end of session dates. It also specifies dates for conducting Progressive Theory Test and Progressive Skill Test, other activities including cultural events, co-curricular events, guest lectures and sports activities planned for the session. Departmental time-table is prepared and displayed on the notice board. All the faculty members strictly follow the academic calendar and timetable.

The timetable is prepared by considering the academic calendar and the scheme of lectures and practicals given in the E.R.-91, which specifies designated classrooms, laboratories and respective Course Incharge. The timetable includes theory classes, tutorial classes, laboratory practicals etc. (Annexure : III Time table)

Teaching Plans are prepared, documented and followed by the respective Course Incharge according to the Institute's academic calendar considering total working days excluding holidays and Sundays and then the lectures are planned accordingly which should cover the whole syllabus. Adherence to the institutional academic calendar is monitored by the academic coordinator and IMC throughout the session. Academic audits are conducted twice in a session by internal and once in a session by external agencies.

The Academic calendar and it's adherence for last three years are given below:

CAYm2 :2017-18

| S.No. | Activity | Plan date | Date of Actual Conduction |
|-------|--|--|--|
| 1 | FIRST TERM STARTED | 19/06/2017 (DCP – II) | 19/06/2017 |
| 2 | Induction Program for First year | 3rd week of August 2017 | 1/9/2017 |
| 3 | First Internal Monitoring | 1 st week of September 2017 | 4/9/2017 |
| 4 | Exam Form filling for Ex-students | 18/08/2017 to 01/09/2017 | 18/08/2017 to 01/09/2017 |
| 5 | Pharmacist Day celebration | 25/09/2017 | 25/09/2017 |
| 6 | First Sessional Exam | 09/10/ 2017 to 14/10/2017 | 09/10/ 2017 to 14/10/2017 |
| 7 | Winter Break (Diwali Vacations) | 16/10/2017 to 22/10/2017 | 16/10/2017 to 22/10/2017 |
| 8 | SECOND TERM | 23/10/2017 to 24/03/2018 | 23/10/2017 |
| 9 | Winter Practical Exam | 23/10/2017 to 04/11/2017 | 23/10/2017 to 04/11/2017 |
| 10 | Winter Theory Exam | 09/11/2017 to 30/11/2017 | 09/11/2017 to 30/11/2017 |
| 11 | One Day Seminar Last week of November 2017 | Last week of November 2017 | A Seminar on Modern Health Care System was organised on 24/11/2017 |
| 12 | Educational Tour | 2nd week of December 2017 | An Educational tour to Durgapur was organised on 12/12/2017 |
| 13 | Parents Meet | 4 th week of December 2017 | Parents Meet was organised on 29/12/2017 |
| 14 | Declaration of Winter Exam Result | 2 nd week of January 2018 | 2 nd week of January 2018 |
| 15 | Second Sessional Exam | 08/01/2018 to 13/01/2018 | 08/01/2018 to 13/01/2018 |
| 16 | Hospital Visit | 3 rd week of January 2018 | 24/01/2018 |
| 17 | Summer Exam Form Filling | 22/01/2018 to 02/02/2018 | 22/01/2018 to 02/02/2018 |
| 18 | Annual Gathering | Last week of January 2018 | 29 & 30/01/2018 |
| 19 | Alumni Meet | First week of January 2018 | 17/01/2018 |
| 20 | Second Internal Monitoring | First week of February 2018 | 3/2/2018 |
| 21 | Quiz Competition | 2 nd week of February 2018 | 29/01/2018 |
| 22 | External Academic Monitoring | 3 rd week of February 2018 | 5/3/2018 |
| 23 | Submission of Records | 2 nd week of March 2018 | 16/3/2018 |
| 24 | Third Sessional Exam | 20/03/2018 to 25/03/2018 | 20/03/2018 to 25/03/2018 |
| 25 | Summer Practical Exam | 26/03/2018 to 05/04/2018 | 2/04/2018 to 10/04/2018 |
| 26 | Summer Theory Exam | 12/4/2018 to 09/05/2018 | 12/4/2018 to 26/4/2018 |
| 27 | Declaration of Result | 2 nd week of June 2018 | 20/06/2018 |

CAYm1 : 2018-19

| S.No. | Activity | Plan date | Date of Actual Conduction |
|-------|-----------------------------------|--|--------------------------------------|
| 1 | FIRST TERM STARTED | 18/06/2018 (DCP – II) | 18/06/2018 |
| 2 | Induction Program for First year | 3rd week of August 2018 | 12/9/2018 |
| 3 | First Internal Monitoring | 1 st week of September 2018 | 7/9/2018 |
| 4 | Exam Form filling for Ex-students | 13/08/2017 to 31/08/2017 | 13/08/2017 to 31/08/2017 |
| 5 | Pharmacist Day celebration | 25/09/2018 | 25/09/2018 |
| 6 | First Sessional Exam | Fourth week of October | 22/10/2018 to 27/10/2018 |
| 7 | Winter Break (Diwali Vacations) | 5/11/2018- 10/11/2018 | 5/11/2018- 10/11/2018 |
| 8 | SECOND TERM - | 12/11/2018 to 23/03/2019 | 12/11/2018 to 23/03/2019 |
| 9 | Winter Practical Exam :- | 23/10/2017 to 04/11/2017 | 23/10/2017 to 04/11/2017 |
| 10 | Winter Theory Exam | 13/11/2018 to 07/12/2018 | 13/11/2018 to 07/12/2018 |
| 11 | One Day Seminar | Last week of November 2018 | 25/11/2018 |
| 12 | Educational Tour | 2 nd week of December 2018 | 1/12/2018 to 10/12/2018 |
| 13 | Parents Meet | 4 th week of December 2018 | 22/12/2018 |
| 14 | Declaration of Winter Exam Result | 2 nd week of January 2019 | 20/01/2019 |
| 15 | Second Sessional Exam | 2 nd week of January | 7/01/2019 to 12/01/2019 |
| 16 | Hospital Visit | 1st week of October | 2/10/2018 |
| 17 | Summer Exam Form Filling | 3 rd week of January 2019 | 3 rd week of January 2019 |
| 18 | Annual Gathering | Last week of January 2019 | 29 & 30/01/2019 |
| 19 | Second Internal Monitoring | 1 st week of February 2019 | 31/01/2019 |
| 20 | Quiz Competition | 1 st week of February 2019 | 29/01/2019 |
| 21 | Alumni Meet | 2 nd week of February 2019 | 16/02/2019 |
| 22 | External Academic Monitoring | 3 rd week of February 2019 | Not conducted |
| 23 | Submission of Records | 2 nd week of March 2019 | 14/03/2019 |
| 24 | Third Sessional Exam | 18/03/2019 to 23/03/2019 | 16/03/2019 to 23/03/2019 |
| 25 | Summer Practical Exam | 25/03/2019 to 04/04/2019 | 25/03/2019 to 04/04/2019 |
| 26 | Summer Theory Exam | 11/04/2019 to 07/05/2019 | 11/04/2019 to 07/05/2019 |
| 27 | Placement Drive | 1st week of May | 10/5/2019 |
| 28 | Declaration of Result | 2 nd week of June 2019 | 2 nd week of June 2019 |

CRITERION

2

PROGRAM CURRICULUM AND TEACHING - LEARNING PROCESSES

CAY : 2019-20

| S.No. | Activity | Plan date | Date of Actual Conduction |
|-------|---|--|--|
| 1 | First Term starts | 26/06/2019 (DCP – II) | 26/06/2019 |
| 2 | Cleanliness Drive and Tree plantation | 2 nd week of July 2019 | 14/07/2019 |
| 3 | World Hepatitis Day | 28/07/2019 | 26/07/2019 |
| 4 | Quiz Competition | 9/8/2019 | 9/8/2019 |
| 5 | Exam form filling for Ex-students | 13/08/2019 to 01/09/2019 14/08/2019 | 13/08/2019 to 01/09/2019 14/08/2019 |
| 6 | Patriotic song Competition | 2 nd week of August 2019 | 14/08/2019 |
| 7 | Induction programme for First year | 4th week of August 2019 | 26/08/2019 |
| 8 | Teachers Day Celebration (Traditional Day) | 5 th Sept. 2019 | 5/9/2019 |
| 9 | Industrial Guest lecture | 2 nd week of Sept. 2019 | 20/07/2019 |
| 10 | Disaster management workshop | 16/09/2019 | 16/07/2019 |
| 11 | Trade fair | 18/09/2019 | 18/09/2019 |
| 12 | First internal Monitoring | 3 rd week of Sept. 2019 | 10/9/2019 |
| 13 | State Level Elocution competition | 21/09/2019 | 21/09/2019 |
| 14 | Pharmacist Day Celebration | 25 th Sept. 2019 | 25 th Sept. 2019 |
| 15 | Visit to NGO and Social outreach activities | 2 nd Oct. 2019 | 2 nd Oct. 2019 |
| 16 | First Sessional Examination | 3 rd week of Oct. 2019 | 14/10/2019 to 19/10/2019 |
| 17 | Winter Practical Exam | 14/10/2019 to 22/10/2019 | - - |
| 18 | Winter Break (Diwali Vacation) | 25/10/2019 to 29/10/2019 | |
| 19 | Second Term | 30/10/2019 to 23/03/2020 | |
| 20 | Winter Theory Exam | 14/11/2019 to 05/12/2019 | 14/11/2019 to 05/12/2019 |
| 21 | One Day Seminar | Last week of November 2019 | 29/11/2019 |
| 22 | Financial Literacy workshop | 27/11/2019 | 27/11/2019 |
| 23 | AIDS Awareness Rally | 30/11/2019 | 30/11/2019 |
| 24 | Educational Tour and Industry Visit | 1 st week of Dec.2019 | 9/12/2019 |
| 25 | Parents meet | 4 th week of Dec. 2019 | 28/12/2019 |
| 26 | Alumni meet | 1 st week of Jan.2020 | 4/1/2020 |
| 27 | Second Sessional Exam | 13/01/2020 to 18/01/2020 | 13/01/2020 to 18/01/2020 |
| 28 | Declaration of Winter exam result | 2 nd week of Jan. 2019 | 2 nd week of Jan. 2019 |
| 29 | Hospital Visit / Industry Visit | 4 th week of Jan. 2020 | 24/02/2020 |
| 30 | Summer Exam form filling | 23/01/2020 to 03/02/2020 | 23/01/2020 to 03/02/2020 |
| 31 | Sports Carnival | 23 to 25 Jan. 2020 | 23 to 24 Jan. 2020 |
| 32 | Annual gathering “Josh” | 29 & 30 Jan. 2020 | 29 & 31 Jan. 2020 |
| 33 | Second Internal Monitoring | 2 nd week of Feb. 2020 | 10/2/2020 |
| 34 | Paper presentation | 3 rd week of Feb. 2020 | Not Conducted |
| 35 | Sanman | 29/02/2020 | 11/2/2020 |
| 36 | External Institute Monitoring | 4 th week of Feb. 2020 | 5/3/2020 |

| | | | |
|----|-----------------------------------|------------------------------------|-----------------------------------|
| 37 | Submission of Records | 2 nd week of March 2020 | 2 nd week of Marh 2020 |
| 38 | Third Sessional Exam | 21/03/2020 to 27/03/2020 | 21/03/2020 to 27/03/2020 |
| 39 | Summer Practical Exam | 31/03/2020 to 09/04/2020 | 31/03/2020 to 09/04/2020 |
| 40 | Issue of Industrial Training form | Last day of exam. | 16/03/2020 |
| 41 | Summer theory exam | 16/04/2020 to 07/05/2020 | Proposed |
| 42 | Declaration of result | 2 nd week of June 2020 | - - |

At the end of each session the reports of various activities conducted as per the academic calendars were submitted to the Head of Programs with impact analysis done on the basis of feedbacks taken from the stake holders after the event for further continuation or discontinuation of the event. Simultaneously the events feedback was considered for the assessment of POs attainment by indirect methods.

2.3 INITIATIVES IN TEACHING AND LEARNING PROCESS(15)

(Implementation of teaching-learning process and Initiatives in improving instruction methods, the quality of laboratory experiments with regard to conduct, record observations, analysis and continuous evaluation, encouraging bright students, assisting weak students etc. The initiatives, implementation details and impact analysis need to be documented)

In VBCOP, the teaching and learning process begins with an Induction program for the freshly admitted students. The main aim of the induction program is to orient the students towards professional education and the students are made aware of POs & PEOs during the induction itself. The students are also made aware of various courses to be taught during the program levels and are acquainted with the Exam Regulation and evaluation parameters set by MSBTE.

VBCOP firmly believes in blended techniques of teaching comprising of use of modern ICT tools along with traditional chalk and board system.

Course Incharge for standard teaching follows CIAAN Norms under which they maintain session plan, plan for lecture execution, and continuous assessment statements along with attendance record in their course files.

Apart from classical class room lecture delivery system of teaching, innovative methods of teaching are adopted by the faculty members of the department for effective teaching learning.

➤ **Concept based teaching with the use of ICT tools:**

With the help of Power Point Presentation the contents from the syllabus are explained to the students and the whole topic is analyzed with rapid questioning and questions for assignments based on the topics are allotted to the students.

➤ **Flipped Class room :**

The learning material of course content is provided to the students in form of URL or video clips and students are asked to prepare questionnaires to clear their doubts for better understanding of the syllabus contents.

➤ **Learning by doing :**

- The practicals for lab work based on contents of syllabus are designed considering the facts that the students can better understand the concepts by actual performance of procedures to facilitate their learning. All labs are well equipped with sophisticated instruments with Standard Operating Procedure. Pilot plant, Aseptic room, Medicinal plant garden, Instrument room and Language Lab. have been developed by the institute. Focus is given on developing the abilities and skills of students for lifelong learning.
- Various activities like poster competitions, paper presentation competitions, model making competitions and technical quiz are conducted in the institute by the department to motivate the students to prepare topics from syllabus for their better learning.
 - Industrial training of three months under registered pharmacist is made compulsory for students.
 - Time to time visits to industries and hospitals are organized so that the students can have the first hand experience of industrial working.

➤ **Problem based Teaching :**

To develop the thinking ability and logic building capacity of the students problem based experiment are designed for students and time to time assignments and project reports were asked from the students.

➤ **Use of Audio Visual teaching aids:**

- Well-equipped and furnished ICT Class rooms are developed by the department.
- Topics are explained to the students with e-learning in the form of clips from internet or YouTube to make them understand more clearly about the concepts and mechanisms for learning. The institute provides computer facilities with

internet and WIFI facility which provides open access to the students which can help them for self learning.

- Learning charts and models are prepared and displayed by the faculty of department in the institutional premises for better understanding of concepts.
- Theme based Museums are displayed in the premises for the ease of learning to the students.

➤ **Delivery of Content Beyond Syllabus :**

- Various pedagogical initiatives are taken by the department to deliver the content beyond the syllabus by using visual charts, videos, e-learning through Digital library etc.
- The guest lectures of resource persons from industry, hospitals and academia are regularly organized during the sessions with prior planning in academic calendars.

To motivate the self learning in the students, syllabus content based assignments are given to the students and tutorials are conducted. The impact of each and every method is analyzed by the faculty of department.

The records of lab work are evaluated by Course Incharge with continuous assessment. The internal assessment of students is also carried out on the basis of continuous evaluation through the Progressive Theory Test and Progressive Skill Test. For maintaining transparency in evaluation process, the assessed answer sheets are shown to the students with the suggestive measure for improvement.

The students scoring less than 40 % marks are identified as weak students and the remedial classes are planned and conducted to enhance the learning ability of weak students and the impact analysis of the same is conducted and documented for future references. Weak students are continuously mentored by the mentor faculty during their mentoring sessions for their academic progress and difficulty

Similarly, the students scoring more than 60% marks are identified as bright students and the bright students are encouraged by following measures -

- Institute provides extra books through college book bank scheme
- Financial support is provided for participating in co-curricular activities

- Preference is given for participation in various State and National Level Competition.
- Students are felicitated with cash prizes

The students having top position in the course by scoring more than 90 % marks are awarded by teachers sponsored cash prizes in felicitation program known as “SANMAN”

The quality of syllabus delivery is also analyzed from the feedbacks of stake holders (students and their parents). The institute follows feedback mechanism from the students and the ratings are given on various parameters in the scale of five in a fixed feedback format framed by the institute. (Annexure: IV Format for Faculty Feedback by students) The reports of the feedbacks are analyzed by the H.O.D. and reports are submitted to the Principal for necessary action.

Course Outcome and Program Outcome attainments are calculated after completion of the session for which the question papers for internal and external theory exam and Progressive Skill Test are mapped with COs and POs. The attainment of COs are calculated with the help of direct and indirect methods for attaining the POs.

2.4 INITIATIVES RELATED TO HOSPITAL AND OTHER RELATED INTERACTIONS**(10)**

(Give details of the industry/ hospital involvement in the program such as industry-supported laboratories, partial delivery of appropriate courses by industry experts and/or collaborative initiatives with the hospitals etc. Mention the initiatives, implementation details and impact analysis)

VBCOP always strives to impart education of global standards. In addition to the regular compliance to the prescribed syllabus of E.R. 1991 under Section 10 of Pharmacy Act -1948, several initiatives have been taken to foster the growth of the students.

Apart from in-house faculty course delivery, the eminent personalities from Industry and academia are invited for partial delivery of contents of syllabus and content beyond syllabus. As a part of collaborative gestures benefiting the society in large the Memorandum Of Understanding with Industries, Hospitals and Academic Institutes are signed by the department. The details of collaborative activities are given in the following tables -

Table : 2.4 a : **Details of Industrial linkage and its significance**

| Sr.No. | Name of Industry | Date of MOU | Significance of MOU |
|--------|---|-------------|---|
| 1 | Priest Pharmaceuticals, Amravati | 01/01/2013 | Industry institute interaction |
| 2 | Dayasagar Hospital, Amravati | 01/01/2013 | Industry institute interaction |
| 3 | Krusha Vigyan Kendra & Food Testing Laboratory, Durgapur, (Badnera) | 01/10/2015 | Industry institute interaction |
| 4 | Vidyabharati Mahavidyalaya , Amravati | 01/01/2017 | Conduction of add on courses and for value addition |
| 5 | Datta Meghe Institute of Medical Sciences | 30/05/2017 | Industry institute interaction |
| 6 | NamoNamah Technologies | 11/04/2018 | Student placement activity |
| 7 | Matoshri Hospital ,Walgaon | 01/06/2018 | Industry institute interaction |
| 8 | Glacier Pharmaceuticals, Amravati | 24/02/2020 | Industry institute interaction |

Table : 2.4 b **Details of Activities conducted under industry institute interactions during last three years :**

| Sr.No. | Name of Activity Conducted in CAY | Date of Conduction | Academic Partner |
|--------|---|--------------------|----------------------------------|
| 1 | Add on Course for communication skill and Tally | 2017 onwards | Vidyabharati Mahavidyalaya |
| 2 | One Day Workshop for Entrepreneurship development | 12/12/2017 | K.V.K. Durgapur |
| 3 | Hospital visit | 19/12/2018 | Dayasagar Hospital |
| 4 | Guest lecture by Dr.Amit Kavimandan | 26/07/2019 | Dayasagar Hospital |
| 5 | Industrial visit | 24/02/2020 | Priest Pharmaceuticals, Amravati |

The Institute organizes educational tour for industry visits, which includes visits to the research laboratories (to study animal house, maintenance and handling) medicinal and botanical gardens, pharmaceutical manufacturing units (Allopathic and Ayurvedic products). In association with the industry and hospital.

2.5 INITIATIVES RELATED TO SKILL DEVELOPMENT PROGRAMS / INDUSTRY INTERNSHIP / TRAINING / HOSPITAL PHARMACY (10)

(Mention the initiatives, implementation details and impact analysis)

Every student has to undergo five hundred hours training under registered pharmacist spread over the period of three months. College Training and Placement Cell facilitates arrangements for training of final year students by identifying the training centers and having MOU with them. The cell gives orientation to the students regarding the training and procedures to prepare training report of the same. The cell also facilitates to issue official letters to the students which need to be submitted to the training institute.

On the completion of the training, the students are asked to submit a report of same and one duplicate copy of training certificate is retained by the institute. A short individual interactive session is held with training cell regarding their observation and experience during training. The evaluation of the training is done on the basis of interaction and report submitted by the students. Students are benefited from such training as they develop the skills required for running drug store as per the rules of Drug and Cosmetic Act -1940. They get confidence and

practical knowledge from such trainings. They also get help in the placement for their future career development.

Institute has established an Entrepreneurship Development Cell. Under this cell, students are motivated for entrepreneurship. For this purpose, the cell organizes guest lecturers from nearby successful entrepreneurs and renowned alumni on different topics including skill development and source of finance. Every year Entrepreneur cell organizes Trade Fair in the month of September to inculcate Entrepreneur traits among the students.

Apart from the above activities, department time to time organizes guest lectures and workshops as a part of skill development program for students and staff and the details of the skill development program conducted in last three years are given below –

Table a : Skill development program conducted for Students:

| Academic Session | Sr. No. | Name of the event | Date of conduction | No. of Beneficiaries | Benefit |
|------------------|---------|---|--------------------|----------------------|--------------------------------------|
| 2017-18 | 1 | One Day workshop on Pharma Marketing | 10/07/2017 | 60 | Skill development |
| | 2 | Interview facing techniques by Mr.Deepak Jagrut | 02/08/2017 | 60 | Skill development |
| | 3 | Workshop on Industry Expertise Guest lecture by Mr.Chetan Sonar | 13/09/2017 | 120 | Skill development and value addition |
| | 4 | A Guest lecture on medical store management by Mrs.Aruna Mendhe | 13/09/2017 | 120 | Skill development |
| | 5 | Poster Presentation Competition & Symposium on Modern Healthcare System | 24/11/2017 | | Skill development |
| | 6 | Guest lecture on Personality development By Mr.Paravin Shende | 30/12/2017 | 120 | Value addition |
| | 7 | Visit to Dayasagar Hospital | 16/12/2017 | 120 | Skill development and value addition |
| | 8 | Visit to Medical Store | 25/09/2017 | 120 | Skill development and value addition |
| 2018-19 | 1 | Paper Bag Making workshop | 21/07/2018 | 120 | Skill development |
| | 2 | Guest lecture on Confidence & concentration building | 24/07/2018 | 120 | Skill development and value addition |
| | 3 | One Day workshop on Personality Development | 01/09/2018 | 120 | Skill development and value addition |
| | 4 | One Day workshop on Cyber Crime awareness | 19/10/2018 | 120 | Skill development and value addition |
| | 5 | Guest lecture by industry expert | 31/10/2018 | 120 | Skill development and value addition |

| | | | | | |
|---------|---|--|------------|-----|--------------------------------------|
| | 6 | Industry visit to Mehata Pharmaceuticals Amritsar | 07/12/2018 | 30 | Skill development and value addition |
| | 7 | Guest lecture on Regulatory affairs | 04/02/2019 | 120 | Skill development and value addition |
| | 8 | Poster Presentation Competition & Symposium on Current Trends in Pharma Production | 23/02/2019 | | Skill development and value addition |
| 2019-20 | 1 | Guest lecture on Patient Counseling | 20/07/2019 | 120 | Skill development and value addition |
| | 2 | Industry expert lecture on Recent trends in formulations | 20/07/2019 | 120 | Skill development and value addition |
| | 3 | Guest lecture on Current Trends in Pharma Sales & Marketing | 28/08/2019 | 120 | Skill development and value addition |
| | 4 | Disaster Management Workshop | 16/09/2019 | 120 | Skill development and value addition |
| | 5 | Guest lecture on Opportunities of Business Abroad | 25/09/2019 | 120 | Skill development and value addition |
| | 6 | Guest lecture on Financial Literacy | 27/11/2019 | 120 | Skill development and value addition |
| | 7 | Workshop on Effective Communication for Interview | 29/11/2019 | 120 | Skill development and value addition |
| | 8 | Organization of Poster & Model Competition in Ayrogyam | 29/01/2020 | 120 | Skill development and value addition |
| | 9 | Visit to Priest & Glacial Pharmaceuticals | 24/02/2020 | 60 | Skill development and value addition |

A part from above skill development program compulsory three month apprenticeship training program of 500 hours is made compulsory to the final year students after completion of second level program.

Table b : Skill development program conducted for Faculties:

| Academic Session | Sr. No. | Name of the event | Date of conduction | No. of Beneficiaries | Benefit |
|------------------|---------|--|-------------------------------|----------------------|-------------------|
| 2017-18 | 1 | One Day Workshop on Academic Audit | 24/07/2017 | 50 | Skill development |
| | 2 | One Day Staff development program for teaching and non-teaching staff on remedies of chronic disease | 15/09/2017 | 60 | Skill development |
| 2018-19 | 1 | National Conference on Emerging trends in science | 1 & 2 nd Feb. 2019 | 50 | Skill development |
| | 2 | Poster Presentation Competition & Symposium on Current Trends in Pharma Production | 23/02/2019 | 25 | Skill development |
| 2019-20 | 1 | One Day Staff development program for digital teaching | 13/07/2019 | 25 | Skill development |
| | 2 | Workshop on Fire fighting | 09/08/2019 | 25 | Skill development |

Apart from the above mentioned faculty skill develop program, faculty is deputed and motivated to participate in FDPs, National & International conferences organized by other institutes.

Table c : Skill development program conducted for non-teaching staff:

| Sr. No | Year | Date | Title |
|--------|---------|------------------------|--|
| 1 | 2019-20 | 09/08/2019 | Workshop on Fire fighting. |
| | | 21/08/2019 | Workshop on Laboratory safety. |
| | | 23/09/2019 | Laboratory reagent preparation |
| | | 16/03/2020 | Workshop on Preparation of sanitizer |
| 2 | 2018-19 | 15/07/2018 | Demonstration and training for Laboratory reagent preparation. |
| | | 13/12/2018 | Workshop on maintenance of record. |
| | | 21/1/2019 to 25/1/2019 | Workshop on 'How to handle ICT enabled devices efficiently' |
| 3 | 2017-18 | 23/09/2017 | Workshop On Laboratory Safety |
| | | 15/01/2018 | Workshop On Fire hazard. |

Apart from the in house workshops the non-teaching staff members were deputed for training programs.

Self-Assessment table for Criterion 2 :

| Sr. No. | Assessment Parameters | Marks | |
|---------|--|------------|-----------|
| | | Prescribed | Institute |
| 2.1 | Delivery of syllabus contents and compliance of the curriculum | 05 | 05 |
| 2.2 | Adherence to Academic Calendar | 10 | 10 |
| 2.3 | Initiatives in teaching and learning process | 15 | 15 |
| 2.4 | Initiatives related to hospital and other related interactions | 10 | 08 |
| 2.5 | Initiatives related to skill Development Programs / Industry Internship / Training / Hospital Pharmacy | 10 | 06 |
| Total | | 50 | 44 |

| | | |
|------------------------|---|-----------|
| CRITERION 3 | Course Outcomes (COs) and Program Outcomes (POs) | 60 |
|------------------------|---|-----------|

3.1. Establish the correlation between the courses and the Program Outcomes (20) (NBA defined Program Outcomes as mentioned in Annexure I)

3.1.1. Course Outcomes (05)

SAR should include course outcomes of one course from each year of study, however, should be prepared for all courses.

Note: Number of Outcomes for a Course is expected to be around 6.

COURSE NAME: CIII YEAR OF STUDY: YYYY – YY; FOR EX. C202 YEAR OF STUDY 2013-14

Course Name: C0101: Pharmaceutics-I

100 is the level one of program.

C101 is the Course code for Pharmaceutics - I, taught as a first course in the level one of program.

CO101.1 to.6 are the outcomes of the first course of first level of the program.

After completion of course my students will be able to –

| Code | Courses Outcomes (COs) |
|----------------|--|
| CO101.1 | Understand and differentiate the various types of dosage forms manufactured in Pharma Industry. |
| CO101.2 | Apply knowledge of various weighing, measuring system and Pharmacopoeial standards in the formulation of various dosage forms. |
| CO101.3 | Select Proper packaging material for particular dosage form. |
| CO101.4 | Outline a process by using distinct unit operations depending upon the physical properties of ingredients and machines. |
| CO101.5 | Process and evaluate tablets and capsules. |
| CO101.6 | Understand the concept of immunology used in manufacturing of various immunological products. |

Course Name: C0206: Hospital and Clinical Pharmacy

200 is the level two of program.

C206 is the Course code for Hospital and Clinical Pharmacy taught as a six course in the level two of program.

CO206.1 to.5 are the outcomes of the sixth course of second level of the program.

After completion of course my students will be able to –

| Code | Courses Outcomes (COs) |
|----------------|---|
| CO206.1 | Classify hospitals and illustrate their objectives, functions, drug distribution system and manufacturing practices. |
| CO206.2 | Apply the concepts related to hospital pharmacy and explain the role of Pharmacy and Therapeutic Committee, Hospital Formulary and Drug Information Centre. |
| CO206.3 | Identify and use surgical instruments, Surgical dressings and modern tools like computers in pharmacy. |
| CO206.4 | Summarise the basic concepts of clinical pharmacy practice along with the physiological parameters and their significance. |
| CO206.5 | Describe the concepts of drug interaction, drug dependence, drug abuse and bioavailability of drugs. |

Table 3.1.1

Similarly, Course Outcomes for all the remaining courses of the program are defined and documented.

3.1.2 CO-PO matrices of course selected in 3.1.1 (two matrices to be mentioned, one per year from 1st & 2nd year) (05)

Mapping of course Outcomes and program outcomes of Program Level 1 (D. Pharm first year)

| CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 |
|----------------|------|------|-----|-----|-----|------|-----|-----|------|
| CO101.1 | 3 | - | - | 2 | 1 | - | 2 | - | 2 |
| CO101.2 | 1 | 2 | - | - | 2 | - | - | - | 2 |
| CO101.3 | 1 | 2 | - | 2 | 1 | 1 | 1 | 2 | 1 |
| CO101.4 | 2 | 2 | - | 1 | - | - | 1 | - | 2 |
| CO101.5 | 3 | 1 | - | 3 | 3 | 2 | 1 | - | 1 |
| CO101.6 | 1 | - | - | 2 | 2 | 1 | 1 | 1 | 2 |
| Average | 1.83 | 1.75 | - | 2 | 1.8 | 1.33 | 1.2 | 1.5 | 1.66 |

Table 3.1.2 (a)

Mapping of course Outcomes and program outcomes of Program Level 2 (D.Pharm second year)

| CO | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 |
|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| CO206.1 | 3 | 2 | 2 | 3 | 3 | 2 | - | 2 | 3 |
| CO206.2 | 3 | - | 2 | 3 | 3 | 3 | 3 | - | 3 |
| CO206.3 | 3 | 3 | - | 3 | 3 | - | 2 | 3 | 3 |
| CO206.4 | 3 | - | 2 | 3 | 3 | 3 | 3 | 3 | 3 |
| CO206.5 | 3 | - | - | 3 | 3 | 3 | 3 | 2 | 3 |
| Average | 3 | 2.5 | 2 | 3 | 3 | 2.7 | 2.7 | 2.5 | 3 |

Table 3.1.2 (b)

Note ; Correlation levels 1,2 or 3 as defined below :

1: Slight (Low)

2 : Moderate (Medium)

3: Substantial (High)

If there is no correlation, put ‘-’

3.1.3 Course PO matrix of courses for all two years of study (10)

| Course | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 |
|-------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| C101 | 2 | 2 | - | 2 | 2 | 1 | 1 | 2 | 2 |
| C102 | 2 | - | - | 2 | 2 | 2 | - | - | 2 |
| C103 | 2 | - | - | 2 | 2 | 2 | 2 | 2 | 2 |
| C104 | 3 | 1 | - | 2 | - | - | 2 | 2 | 2 |
| C105 | 3 | 2 | - | 3 | 3 | 2 | 2 | - | 3 |
| C106 | 3 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| C201 | 2 | - | - | 2 | 2 | - | - | - | 2 |
| C202 | 3 | - | - | 3 | - | - | 2 | 2 | 2 |
| C203 | 3 | - | - | 2 | 2 | 2 | 2 | - | 2 |
| C204 | 3 | - | 3 | 3 | 3 | 2 | 3 | 3 | 3 |
| C205 | 2 | - | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| C206 | 3 | 3 | 2 | 3 | 3 | 3 | 3 | 3 | 3 |

Table 3.1.3*

Note: Correlation levels 1,2 or 3 as defined below :

1: Slight (Low)

2 : Moderate (Medium)

3: Substantial (High)

If there is no correlation, put ‘-’

*It may be noted that content of the table 3.1.2 must be consistent with information available in table 3.1.3 for all the courses.

3.2 Attainment of Course outcomes (20)**3.2.1 Describe the assessment process used to gather the data upon which the evaluation of Course Outcomes is based (10)**

(Examples of data collection processes may include, but are not limited to, specific exam/tutorial questions, assignments, laboratory tests, student portfolios (A portfolio is a collection of artifacts that demonstrate skills, personal characteristics, and accomplishments created by the student during study period), internally developed assessment exams, etc. It is expected that each theory subject taught should impart specific knowledge and make a foundation for a set of Basic Concepts related to it. Similarly the laboratory experiments should have some predetermined and predefined skills which can be developed during the study).

Assessment process is divided into two parts

1. Internal Assessment

2. External Assessment

1. Internal Assessment: The course outcomes are assessed on the performance of students in the internal exams. Three sessional examinations are conducted based on syllabus of 20 marks for Theory and 20marks for practical. The short and long questions asked in the question papers of sessional exams (PTT & PST) are mapped with the COs and their attainment were calculated.(Annexure V :Sample model answer paper mapped with COs and levels of Bloom's Taxonomy)

2. External Assessment : End session Examination (MSBTE Examination) consists of descriptive type questions and is conducted by Maharashtra State Board of Technical Education (MSBTE) under MSBTE examination Act, at the end of the session based on entire syllabus for 80 marks. Also, Practical examination for 80 marks comprises of synopsis, conduction experiments, data recording and reporting and viva-voce at the end of the session, as per syllabus.

Following table gives the description of different tools used for evaluation of Course Outcomes:

| Assessment | Tools used for Data Collection | Skills/Personal Characteristics demonstrated by the students |
|-------------------|--|--|
| 1.External | i.Question paper of Session end Theory Examination conducted by MSBTE | <ul style="list-style-type: none"> ➤ Performance in exam indicates depth of students ' pharmacy knowledge applied to a particular course and used for betterment of society while working as pharmacist. ➤ Writing skills for communicating for content of course. ➤ Enhanced critical thinking required for professional identity and lifelong learning. |
| | ii. Question paper of Session end Practical Examination conducted by MSBTE | <ul style="list-style-type: none"> ➤ Application of pharmacy knowledge and method for utilization of modern tools in the various experimental |

| | | |
|-------------------|--|---|
| | | <p>procedures.</p> <ul style="list-style-type: none"> ➤ Application of Pharmaceutical ethics while performing the experiments considering the impact on society and environment. ➤ Leadership quality of the students and life long learning is also assessed during the conduction of viva and practicals. |
| 2.Internal | <p>i. Progressive Theory Test (PTT) & Progressive Skill Test (PST)</p> <p>ii. Assignment and Reports</p> | <ul style="list-style-type: none"> ➤ The Students are evaluated on collective domain of their intellectual skills and motor skills. |

Twenty percent weightage is given for Internal Assessment and eighty percent weightage is given for External Assessment for final evaluation of Course Outcomes(In accordance with the weightage given in MSBTE curriculum.)

3.2.2 Record the attainment of Course Outcomes of all courses with respect to set attainment levels (10)

Program shall have set Course Outcome attainment levels for all courses.

(The attainment levels shall be set considering average performance levels in the university/ Board examination or any higher value set as target for the assessment years. Attainment level is to be measured in terms of student performance in internal assessments with respect the course outcomes of a course in addition to the performance in the University/Board examination.)

Measuring Course Outcomes attained through Board Examination (External assessment):

As the MSBTE provides the average result, considering the average of previous three years result of MSBTE Exams, in the departmental meeting the target for the session 2016-17 i.e. CAYm3 is set and the level for achievements of the target by external assessment for the session CAYm3 is as follows-

- Attainment Level 1: 40 % of students scoring more than 42 % marks out of the maximum marks is considered to be attainment of "Level 1".
- Attainment Level 2: 45 % of students scoring more than 42 % marks out of the maximum marks is considered to be attainment of "Level 2".
- Attainment Level 3: 50 % of students scoring more than 42 % marks out of the maximum marks is considered to be attainment of "Level 3".

The 80 % of actual attainment by direct evaluation is considered for evaluating the final attainment of COs.

Measuring CO attainment through internal examination:

As per the MSBTE provision three sessional exams (PTT & PST) are conducted and the mean of best two is forwarded to MSBTE as theory mean and practical mean for 20 % weightage. For the conduction of exam the question papers are framed and mapped with COs of the particular course. Each question paper is for 20 marks hence the questions associated with same CO are grouped together and the marks scored in the particular group is considered for calculating the attainment of the associated CO. For setting the target levels for evaluation of attainment the average of the class score is considered as standard as follows-

- Attainment Level 1: 40 % of students scoring more than average marks out of the maximum marks is considered to be attainment of “Level 1”.
- Attainment Level 2: 45 % of students scoring more than average marks out of the maximum marks is considered to be attainment of “Level 2”.
- Attainment Level 3: 50 % of students scoring more than average marks out of the maximum marks is considered to be attainment of “Level 3”.

Examples related to attainment level vs target are as follows –

CAYm3 (Session 2016-17).

CO101: Pharmaceutics - I

The set target for internal assessment

- Level 1: 40 % of students scoring more than average marks
- Level 2: 45 % of students scoring more than average marks
- Level 3: 50 % of students scoring more than average marks

The level achieved for individual COs : For example course outcome attainment for course code C101 in the session 2017-18.

| CO No. | Level of CO attainment through internal assessment (Actual attainment) | Tools used for evaluation of CO attainment through internal assessment | Level of CO attainment through external assessment (Actual attainment) | Tools used for evaluation of CO attainment through external assessment | 20% of CO attainment through internal assessment of actual attainment | 80% of CO attainment through external assessment | Final attainment |
|----------|--|--|--|--|---|--|-----------------------|
| CO10 1.1 | 0.5 | PTT - I: Q.No. 1f + +2b + 2c+2f ,PST-I: Q.1,2,3,PTT-II:Q.1d + 2b,PST-II: Q.1,2,3 PTT-III:Q.1a + 2c,PST-III: Q.1,2,3 | 3 | ESE Q.1 to Q.6 | 0.1 | 2.4 | 0.1+2.4=2.5 |
| CO10 1.2 | 0.75 | PTT – I: Q.No. 1b + +1d + 2e PST-1: Q.1,2,3 PTT - II:Q.1a + 1c,PST-II: Q.1,2,3PST-III: Q.1,2,3 | 3 | ESE Q.1 to Q.6 | 0.15 | 2.4 | 0.15+2.4=2.55 =2.6 |
| CO10 1.3 | 1.5 | PTT – I: Q.No. 1a +1c + 1e PST-1: Q.1,2,3 PST -II:: Q.1,2,3PST-III: Q.1,2,3 | 3 | ESE Q.1 to Q.6 | 0.3 | 2.4 | 0.3+2.4=2.7 |
| CO10 1.4 | 1.16 | PTT – I: Q.No. 2a+ +2b PST-1: Q.1,2,3 PTT - II:Q.1b + 1e + 1f+Q2a+2c+2d+2e+ 2fPST-II: Q.1,2,3 PTT-III:Q.1c+1e+1f+2a +2e,PST-III: Q.1,2,3 | 3 | ESE Q.1 to Q.6 | 0.23 | 2.4 | 0.23+2.4=2.63= 2.6 |

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| | | | | | | | |
|---------------------|-----|--|---|----------------------|-----|---------------------------------|---------------|
| CO10 1.5 | 1.5 | PTT-III:Q.1b + 1d+2b,PST-III: Q.1,2,3 | 3 | ESE Q.1 to Q.6 | 0.3 | 2.4 | 0.3+2.4=2.7 |
| CO10 1.6 | 1.5 | PTT-III:Q.2d + 2f | 3 | ESE Q.1 to Q.6 | 0.3 | 2.4 | 0.3+2.4=2.7 |
| | | | | | | Mean of CO attainm ent | = 2.63 |

Since the attainment value for the course C101 is found to be 2.63

Therefore the course outcome attainment level is considered as 3 i.e. substantial

The level achieved for individual COs : For example course outcome attainment for course code C206 in the session 2017-18.

| CO No. | Level of CO attainment through internal assessment (Actual attainment) | Tools used for evaluation of CO attainment through internal assessment | Level of CO attainment through external assessment (Actual attainment) | Tools used for evaluation of CO attainment through external assessment | 20% of CO attainment through internal assessment of actual attainment | 80% of CO attainment through external assessment | Final attainment |
|---------------------|--|---|--|--|---|--|---------------------|
| CO20 6.1 | 2.5 | PTT-I: Q.No. 2a, PST-I:Q.1,2,3,PTT-II:Q.1e +2c+2d,PST-II:Q.1,3 PTT-III:Q.1c +2b+2f,PST-III:Q.1,3 + Assign1 | 2.5 | ESE Q.1 to Q.6 | 0.5 | 2 | 0.5+2=2.5 |
| CO20 6.2 | 2.75 | PTT – I: Q.No. 1a +1d+2b,PST-1:Q.1,2,3 PST-II:Q.1,3 PTT - III:Q.1d PST-III:Q.1,3 | 2.5 | ESE Q.1 to Q.6 | 0.55 | 2 | 0.55+2=2.55 =2.6 |

| | | | | | | | |
|------------------------------|------|---|-----|----------------|------|---|---------------------|
| CO20 6.3 | 1.75 | PTT - I: Q.No.2f PTT - II:1a+1d PST-II: Q.1,2,3 PST-III: Q.1,2,3 | 2.5 | ESE Q.1 to Q.6 | 0.35 | 2 | 0.35+2=2.35 =2.4 |
| CO20 6.4 | 2.5 | PTT - I: Q.No.1b+1c+1e+1f+2c+2d+2e PST-1: Q.1,3 PTT -II:Q.2a PST-II: Q.1,3 PTT-III:Q.1a+1b+2a+2c+2d PST-III: Q.1,3 | 2.5 | ESE Q.1 to Q.6 | 0.5 | 2 | 0.5+2=2.5 |
| CO20 6.5 | 3 | PTT-II:Q.1b+1c+1f+2b+2e+2f PST-II: Q.1,3 PTT -III:Q.1e+1f+2e PST-III: Q.1,3 | 2.5 | ESE Q.1 to Q.6 | 0.6 | 2 | 0.6+2=2.6 |
| Mean of CO attainment = 2.52 | | | | | | | |

Since the attainment value for the course C206 is found to be 2.5

Therefore the course outcome attainment level is considered as 3 i.e. substantial

3.3 Attainment of Program Outcomes (20)

3.3.1 Describe assessment tools and processes used for assessing the attainment of each PO (10)

(Describe the assessment tools and processes used to gather the data upon which the evaluation of each the Program Outcome is based indicating the frequency with which these processes are carried out. Describe the assessment processes that demonstrate the degree to which the Program Outcomes are attained and document the attainment levels)

The program outcomes assessment are based on the course outcomes attainment, the final PO attainment is assessed by direct and indirect method.

The assessment tools for direct and indirect methods used for evaluating the attainment of POs are mentioned below -

Direct methods:

1. Internal Assessment by sessional exam.(PST & PTT) i.e. Institute exams.
2. External Assessment by End Session Exam.(ESE) i.e. MSBTE Exam

Indirect methods:

1. Program Exit Survey: At the end of the program, program exit survey is conducted to summarize the feedback of students and the questionnaire of feedback are mapped with the program outcomes and rubrics are prepared for analysis and evaluation of program outcomes attainment level.
2. Alumni Survey: Alumni survey is conducted during Alumni meet organized at the institute once in a year, the feedback of Alumni are mapped with the program outcomes and rubrics are prepared for analysis and evaluation of program outcomes attainment level.
3. Employer Survey: A Campus placement drive is conducted at the end of academic year. The feedback is collected from the employers after the interview session on attainment of Pos.

PO evaluation

The process used to measure the attainment of POs through direct and indirect attainment is as follows,

Step 1: Course outcomes for all courses are drafted.

Step 2: Each course outcome is mapped to POs.

Step 3: Attainment of COs are measured by using external and internal assessments.

Step 4: By using result of CO attainment corresponding PO attainments are calculated.

Step 5: Also attainment of POs are calculated by using direct and indirect attainment methods.

This process is repeated for all courses in the program to calculate attainment of POs.

3.3.2. Provide results of evaluation of each PO (10)

Program shall set Program Outcome attainment levels for all POs.

(The attainment levels by direct (student performance) and indirect (surveys) are to be presented through Program level Course-PO matrix as indicated).

PO Attainment: The PO attainment is calculated from the attainment of COs through internal and external attainments i.e. considered as PO attainment by direct methods. The value obtained from the rubrics analysis of various surveys and feedbacks is considered for PO attainment by indirect methods.

The PO attainment for the session 2016-17 (CAYm3) is shown in the table 3.3.2.1

| Course | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 |
|--------|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| C101 | 2.9 | 2.9 | - | 2.9 | 2.9 | 2.9 | 2.9 | 2.9 | 2.9 |
| C102 | 2.9 | - | - | 2.9 | 2.9 | 2.9 | - | - | 2.9 |
| C103 | 2.8 | - | - | 2.9 | 2.7 | 2.8 | 2.8 | 2.8 | 2.8 |
| C104 | 2.8 | 2.8 | - | 2.8 | - | - | 2.8 | 2.8 | 2.8 |
| C105 | 2.9 | 2.8 | - | 2.9 | 2.8 | 2.9 | 2.8 | - | 2.9 |
| C106 | 2.8 | 3 | 2.6 | 2.8 | 2.8 | 2.8 | 2.8 | 2.9 | 2.8 |
| C201 | 2.9 | - | - | 3 | 3 | - | - | - | 3 |
| C202 | 2.9 | - | - | 2.9 | - | - | 2.9 | 3 | 2.9 |
| C203 | 2.9 | - | - | 2.9 | 3 | 2.9 | 2.9 | - | 2.9 |
| C204 | 3 | - | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| C205 | 2.8 | - | 2.9 | 2.9 | 3 | 2.9 | 2.9 | 3 | 2.9 |
| C206 | 2.9 | 2.9 | 3 | 2.9 | 2.9 | 3 | 2.9 | 3 | 2.9 |

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| | | | | | | | | | |
|---------------------|-------------------|------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|
| Direct Attainment | 2.9 | 2.9 | 2.9 | 2.9 | 2.9 | 2.9 | 2.9 | 2.9 | 2.9 |
| Indirect Attainment | 2.6 | 2.5 | 2.6 | 2.4 | 2.6 | 2.5 | 2.4 | 2.7 | 2.5 |
| PO Attainment | 2.32+0.52 =2.8 | 2.32+0.5 =2.8 | 2.32+0.52 =2.8 | 2.32+0.48 =2.8 | 2.32+0.52 =2.8 | 2.32+0.5 =2.8 | 2.32+0.48 =2.8 | 2.32+0.54 =2.9 | 2.32+0.5 =2.8 |
| % of PO attainment | 93.33 | 93.33 | 93.33 | 93.33 | 93.33 | 93.33 | 93.33 | 96.66 | 93.33 |

The PO attainment for the session 2017-18 (CAYm2) is shown in the table 3.3.2.2

| Course | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 |
|---------------------|-------------------|-------------------|-------------------|------------------|-------------------|-------------------|------------------|-------------------|-------------------|
| C101 | 2.6 | 2.6 | - | 2.6 | 2.6 | 2.7 | 2.6 | 2.7 | 2.6 |
| C102 | 2.8 | - | - | 2.9 | 2.8 | 3 | - | - | 2.8 |
| C103 | 2.8 | - | - | 2.8 | 2.8 | 2.8 | 2.8 | 2.8 | 2.8 |
| C104 | 2.1 | 2.1 | - | 2.1 | - | - | 2.1 | 2.1 | 2 |
| C105 | 2.8 | 2.9 | - | 2.8 | 2.9 | 2.9 | 2.9 | - | 2.8 |
| C106 | 2.7 | 2.7 | 2.6 | 2.7 | 2.7 | 2.7 | 2.7 | 2.7 | 2.7 |
| C201 | 2.6 | - | - | 2.6 | 2.7 | - | - | - | 2.6 |
| C202 | 2.5 | - | - | 2.5 | - | - | 2.5 | 2.5 | 2.5 |
| C203 | 2.9 | - | - | 2.9 | 2.9 | 3 | 3 | - | 2.9 |
| C204 | 2.7 | - | 2.6 | 2.7 | 2.6 | 2.8 | 2.6 | 2.6 | 2.7 |
| C205 | 2.7 | - | 2.7 | 2.7 | 3 | 2.8 | 2.8 | 3 | 2.8 |
| C206 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 | 2.5 |
| Direct Attainment | 2.9 | 2.6 | 2.6 | 2.7 | 2.8 | 2.8 | 2.7 | 2.6 | 2.6 |
| Indirect Attainment | 2.7 | 2.6 | 2.7 | 2.5 | 2.7 | 2.6 | 2.5 | 2.8 | 2.6 |
| PO Attainment | 2.32+0.54 =2.9 | 2.08+0.52 =2.6 | 2.08+0.54 =2.6 | 2.16+0.5 =2.7 | 2.24+0.54 =2.8 | 2.24+0.52 =2.8 | 2.16+0.5 =2.7 | 2.08+0.56 =2.6 | 2.08+0.52 =2.6 |
| % of PO attainment | 96.66 | 86.66 | 86.66 | 90 | 93.33 | 93.33 | 90 | 86.66 | 86.66 |

PO Attainment: The PO attainment for the session 2018-19 (CAYm1) is shown in the table 3.3.2.3

| Course | PO1 | PO2 | PO3 | PO4 | PO5 | PO6 | PO7 | PO8 | PO9 |
|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-----------------|-------------------|
| C101 | 2.6 | 2.5 | - | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 | 2.6 |
| C102 | 2.8 | - | - | 2.9 | 2.8 | 3 | - | - | 2.8 |
| C103 | 2.8 | - | - | 2.7 | 2.7 | 2.8 | 2.8 | 2.8 | 2.8 |
| C104 | 1.3 | 1.3 | - | 1.3 | - | - | 1.4 | 1.3 | 1.3 |
| C105 | 2.9 | 2.8 | - | 2.9 | 2.8 | 2.9 | 2.8 | - | 2.9 |
| C106 | 2.7 | 2.6 | 2.8 | 2.6 | 2.7 | 2.6 | 2.6 | 2.7 | 2.6 |
| C201 | 2.8 | - | - | 2.8 | 2.9 | - | - | - | 2.8 |
| C202 | 2.8 | - | - | 2.8 | - | - | 2.8 | 2.8 | 2.8 |
| C203 | 3 | - | - | 3 | 3 | 3 | 3 | - | 3 |
| C204 | 2.7 | - | 2.6 | 2.7 | 2.7 | 2.7 | 2.6 | 2.6 | 2.7 |
| C205 | 2.6 | - | 2.8 | 2.8 | 2.9 | 2.9 | 2.8 | 2.7 | 2.9 |
| C206 | 2.8 | 2.8 | 2.9 | 2.8 | 2.8 | 2.9 | 2.9 | 2.8 | 2.8 |
| Direct Attainment | 2.7 | 2.4 | 2.8 | 2.7 | 2.8 | 2.8 | 2.6 | 2.5 | 2.7 |
| Indirect Attainment | 2.7 | 2.6 | 2.9 | 2.6 | 2.7 | 2.8 | 2.5 | 2.1 | 2.6 |
| PO Attainment | 2.16+0.54 =2.7 | 1.92+0.52 =2.4 | 2.24+0.58 =2.8 | 2.16+0.52 =2.7 | 2.24+0.54 =2.8 | 2.24+0.56 =2.8 | 2.08+0.5 =2.6 | 2.+0.42 =2.4 | 2.16+0.52 =2.7 |
| % of PO attainment | 90 | 80 | 93.33 | 90 | 93.33 | 93.33 | 86.66 | 80 | 90 |

Percentage PO attainment with respect to level 3 :

| Program Outcome No. | Program Outcome | PO attainment for CAYm3 | PO attainment for CAYm2 | PO attainment for CAYm1 | Average PO attainment of last three years |
|---------------------|--------------------------------|-------------------------|-------------------------|-------------------------|---|
| PO1 | Pharmacy knowledge | 93.33 | 96.66 | 90 | 93.33 |
| PO2 | Modern tool usage | 93.33 | 86.66 | 80 | 86.66 |
| PO3 | Leadership skill | 93.33 | 86.66 | 93.33 | 91.10 |
| PO4 | Professional Identity | 93.33 | 90 | 90 | 91.11 |
| PO5 | Pharmaceutical ethics | 93.33 | 93.33 | 93.33 | 93.33 |
| PO6 | Communication skill | 93.33 | 93.33 | 93.33 | 93.33 |
| PO7 | The Pharmacist and society | 93.33 | 90 | 86.66 | 89.99 |
| PO8 | Environment and sustainability | 96.66 | 86.66 | 80 | 87.77 |
| PO9 | Life long learning | 93.33 | 86.66 | 90 | 89.99 |

Self-Assessment for Criterion 3 :

| Sr. No. | Assessment Parameters | Marks | |
|---------|--|------------|-----------|
| | | Prescribed | Institute |
| 3.1 | Establish the correlation between the courses and the Program Outcomes | 20 | 20 |
| 3.2 | Attainment of Course outcomes | 20 | 20 |
| 3.3 | Attainment of Program Outcomes | 20 | 20 |
| Total | | 60 | 60 |

CRITERION

4

STUDENTS' PERFORMANCE

| CRITERION | STUDENTS' PERFORMANCE | 75 |
|-----------|-----------------------|----|
| 4 | | |

| Item | CAY (2019-20) | CAYm1 (2018-19) | CAYm2 (2017-18) |
|--|------------------|--------------------|--------------------|
| Sanctioned intake of the program (N) | 60 | 60 | 60 |
| Total number of students admitted in first year (N1) | 64 | 60 | 60 |

| Year of entry | Number of students admitted | Number of students who have successfully graduated | |
|----------------|-----------------------------|--|------------|
| | | I Year | II Year |
| CAY (2019-20) | 64 | | |
| CAYm1(2018-19) | 60 | 52 | |
| CAYm2(2017-18) | 60 | 47 | 45 |
| CAYm3(2016-17) | 60 | 53 | 43 |
| CAYm4(2015-16) | 60 | 40 | 40 |

CAY: CURRENT ACADEMIC YEAR :

CAYm1: Current Academic Year minus 1

CAYm2: Current Academic Year minus 2 = Last Year Graduate (LYG)

CAYm3: Current Academic Year minus 3 = Last Year Graduate minus 1 (LYGm1)

CAYm4: Current Academic Year minus 4 = Last Year Graduate minus 2 (LYGm2)

4.1 Enrolment Ratio (Admissions) (20)

Enrolment Ratio= $N1/N$

| Item (Students enrolled at the First Year Level on average basis during the period of assessment) | Marks |
|--|-------|
| $\geq 90\%$ students enrolled | 20 |
| $\geq 80\%$ students enrolled | 18 |
| $\geq 70\%$ students enrolled | 16 |
| $\geq 60\%$ students enrolled | 12 |
| $\geq 50\%$ students enrolled | 08 |
| $< 50\%$ students enrolled | 0 |

| Sr.No. | CAY : 2019-20 | CAYm1: 2018-19 | CAYm2 2017-18 |
|--|------------------|-------------------|------------------|
| Student Admitted in first year (N1) | 64 | 60 | 60 |
| Sanctioned Intake of Program (N) | 60 | 60 | 60 |
| Enrolment Ratio= $N1/N$ | 1.06 | 1.00 | 1.00 |
| Percentage of students enrolled | 100 | 100 | 100 |

4.2 Success Rate (Students graduating in minimum stipulated time of two years) (20)

SI = Number of students graduated in minimum stipulated time / Number of students admitted.

Average SI = Mean of success index (SI) for past three batches.

*Success rate score = 20 * Average SI.*

| Item | Last year Graduate (2018-19) | Last year Graduate Minus1 (2017-18) | Last year Graduate Minus 2 (2016-17) |
|------------------------------|--------------------------------------|---|--|
| Number of students admitted | 60 | 60 | 60 |
| Number of students graduated | 45 | 43 | 40 |
| Success index (SI) | $45/60 = 0.75$ | $43/60 = 0.71$ | $40/60 = 0.67$ |
| Average SI | $0.75 + 0.72 + 0.67 = 2.14/3 = 0.71$ | | |
| Success rate | $20 \times 0.71 = 14.27$ | | |

4.3 ACADEMIC PERFORMANCE (PERCENTAGE OF MARKS SCORED) (15)

Academic Performance score= 1.5*Average API

Academic Performance Index (API) = ((Mean of Final Year Grade Point Average of all successful Students on a 10 point scale) or (Mean of the percentage of marks of all successful students in Final Year/10)) x (successful students/number of students appeared in the examination)

SUCCESSFUL STUDENTS ARE THOSE WHO PASSED THE COURSES IN THE STIPULATED PERIOD.

| Academic Performance | CAY (2019- 20) | CAYm1 (2018- 19) | CAYm2 (2017-18) | CAY m3 (2016-17) |
|--|--|------------------------|--------------------|---------------------|
| Mean of CGPA or Mean Percentage of all successful students (X) | - | 76.92 | 73.03 | 75.36 |
| Total no. of successful students (Y) | - | 45 | 43 | 40 |
| Total no. of students appeared in the examination (Z) | - | 51 | 60 | 44 |
| API = $x * (Y/Z)$ | - | (AP1) 6.76 | (AP2) 5.18 | (AP3) 6.77 |
| Average API = $(AP1 + AP2 + AP3)/3$ | $(6.76+5.18+6.77)/3 = 6.23$ | | | |
| Academic performance Score | $= 1.5 * \text{Average API} = 1.5 * 6.23 = 9.34$ | | | |

4.4 Placement and Higher Studies (20)

$$\text{Assessment Points} = 20 \times (x + y)/N$$

| Item | Latest Passed Batch (2018-19) | Latest Passed Batch Minus1 (2017-18) | Latest Passed Batch Minus 2 (2016-17) |
|---|----------------------------------|--|---|
| Total No. of Final Year Students (N) | 47 | 44 | 40 |
| Number of students placed in Industries/ Hospitals/ Government sector through on/off campus recruitment or opted for Entrepreneurship(x) | 20 | 17 | 17 |
| No. of students admitted to higher studies (y) | 15 | 19 | 17 |
| x + y | 35 | 36 | 34 |
| Placement Index : (x + y)/N | 35/47 = 0.74 | 36 / 44 = 0.81 | 34 / 40 = 0.85 |
| T = Average of (x + y)/N | 0.80 | | |
| Assessment = 20 X T | 20 x 0.80 = 16 | | |

Self-Assessment for Criterion 4 :

| Sr. No. | Assessment Parameters | Marks | |
|--------------|--|------------|-----------|
| | | Prescribed | Institute |
| 4.1 | Enrolment Ratio (Admissions) | 20 | 20 |
| 4.2 | Success Rate (Student Graduating in minimum stipulated time of two years) | 20 | 14 |
| 4.3 | Academic Performance (Percentage of Marks scored) | 15 | 14 |
| 4.4 | Placement and Higher studies | 20 | 16 |
| Total | | 75 | 64 |

CRITERION 5

FACULTY INFORMATION AND CONTRIBUTIONS

| | | |
|----------------|---------------------------------------|----|
| CRITERION 5 | FACULTY INFORMATION AND CONTRIBUTIONS | 75 |
|----------------|---------------------------------------|----|

List of Faculty Members (Exclusively for the program) :CAY 2019-20

| Name of the faculty | Qualification | | | Association with institute (Regular / Contractual) | Designation | Date of Joining the institution | Date of Leaving the institution | Currently Associated (Yes / No) | Whether drawing salary as prescribed by the concerned state government in the respective cadre (yes / No in case of contractual faculty) |
|---------------------|-------------------------|---|---------------------|--|-----------------------|---------------------------------|---------------------------------|---------------------------------|--|
| | Degree (highest degree) | university | Years of Graduation | | | | | | |
| 1.Dr. K.K.Tapar | Ph.D., 2008 | RTM Nagpur university, Nagpur | 1982 | Regular | Professor & Principal | 01/07/1986 | - | Yes | |
| 2. Mr.A.R.Jaiswal | M.Pharm- 2011 | Biju Patnaik University of Technology, Orissa | 2001 | Regular | H.O.D. | 19/07/2002 | - | Yes | |
| 3. Ms.L.J.Gonsalves | M.Pharm 2014 | SGBAU, Amravati | 2000 | Regular | Senior Lecturer | 8/08/2000 | - | Yes | |
| 4. Ms. P.H.Hindocha | M.Pharm 2014 | SGBAU Amravati | 2002 | Regular | Senior Lecturer | 3/07/2003 | - | Yes | |
| 5. Mr.A.W.Dahekar | M.Pharm 2014 | SGBAU Amravati | 2000 | Regular | Senior Lecturer | 8/08/2005 | - | Yes | |
| 6. Mr.V.R.Mehare | M.Pharm 2011 | SGBAU Amravati | 2000 | Regular | Senior Lecturer | 10/08/2006 | - | Yes | |
| 7. Mrs.A.B.Tasare | M.Pharm 2016 | SGBAU Amravati | 2001 | Regular | Lecturer | 1/10/2017 | - | Yes | |

CRITERION

5

FACULTY INFORMATION AND CONTRIBUTIONS

List of Faculty Members (Exclusively for the program)

: CAYm1 2018-19

| Name of the faculty | Qualification | | | Association with institute (Regular / Contractual) | Designation | Date of Joining the institution | Date of Leaving the institution | Currently Associated (Yes / No) | Whether drawing salary as prescribed by the concerned state government in the respective cadre (yes / No in case of contractual faculty) |
|----------------------|-------------------------|--|---------------------|--|-----------------------|---------------------------------|---------------------------------|---------------------------------|--|
| | Degree (highest degree) | university | Years of Graduation | | | | | | |
| 1.Dr. K.K.Tappar | Ph.D., 2008 | RTM Nagpur university, Nagpur | 1982 | Regular | Professor & Principal | 01/07/1986 | - | Yes | |
| 2. Mr.A.R. Jaiswal | M.Pharm- 2011 | BijuPatnaik University of Technology, Orissa | 2001 | Regular | H.O.D. | 19/07/2002 | - | Yes | |
| 3. Ms.L.J. Gonsalves | M.Pharm 2014 | SGBAU, Amravati | 2000 | Regular | Senior Lecturer | 8/08/2000 | - | Yes | |
| 4. Ms. P.H.Hindocha | M.Pharm 2014 | SGBAU Amravati | 2002 | Regular | Senior Lecturer | 3/07/2003 | - | Yes | |
| 5. Mr.A.W. Dahekar | M.Pharm 2014 | SGBAU Amravati | 2000 | Regular | Senior Lecturer | 8/08/2005 | - | Yes | |
| 6. Mr.V.R. Mehare | M.Pharm 2011 | SGBAU Amravati | 2000 | Regular | Senior Lecturer | 10/08/2006 | - | Yes | |
| 7. Mrs.A.B. Tasare | M.Pharm 2016 | SGBAU Amravati | 2001 | Regular | Lecturer | 1/10/2017 | - | Yes | |

CRITERION

5

FACULTY INFORMATION AND CONTRIBUTIONS

List of Faculty Members (Exclusively for the program)

: CAYm2 2017-18

| Name of the faculty | Qualification | | | Association with institute (Regular / Contractual) | Designation | Date of Joining the institution | Date of Leaving the institution | Currently Associated (Yes / No) | Whether drawing salary as prescribed by the concerned state government in the |
|---------------------|-------------------------|--|---------------------|--|-----------------------|---------------------------------|---------------------------------|---------------------------------|---|
| | Degree (highest degree) | university | Years of Graduation | | | | | | |
| 1.Dr. K.K.Tapar | Ph.D., 2008 | RTM Nagpur university, Nagpur | 1982 | Regular | Professor & Principal | 01/07/1986 | - | Yes | |
| 2. Mr.A.R.Jaiswal | M.Pharm- 2011 | BijuPatnaik University of Technology, Orissa | 2001 | Regular | H.O.D. | 19/07/2002 | - | Yes | |
| 3. Ms.L.J.Gonsalves | M.Pharm 2014 | SGBAU, Amravati | 2000 | Regular | Senior Lecturer | 8/08/2000 | - | Yes | |
| 4. Ms. P.H.Hindocha | M.Pharm 2014 | SGBAU Amravati | 2002 | Regular | Senior Lecturer | 3/07/2003 | - | Yes | |
| 5. Mr.A.W.Dahekar | M.Pharm 2014 | SGBAU Amravati | 2000 | Regular | Senior Lecturer | 8/08/2005 | - | Yes | |
| 6. Mr.V.R.Mehare | M.Pharm 2011 | SGBAU Amravati | 2000 | Regular | Senior Lecturer | 10/08/2006 | - | Yes | |
| 7. Mrs.A.B.Tasare | M.Pharm 2016 | SGBAU Amravati | 2001 | Regular | Lecturer | 1/10/2017 | - | Yes | |

Note: Please provide the above table for last three academic years including Current Academic Year.

CRITERION

5

FACULTY INFORMATION AND CONTRIBUTIONS

5.1 STUDENT-FACULTY RATIO (SFR) (15) + AVAILABILITY OF HOD/ PRINCIPAL (5);(20)

No. of Students in Diploma 1stYear=**d1** : 60
No. of Students in Diploma 2ndYear=**d2** : 60

D1.1= NO. OF 1STYEAR STUDENTS IN 1STDIPLOMA PROGRAM : 60

D1.2= NO. OF 1STYEAR STUDENTS IN 2NDDIPLOMA PROGRAM : NA

D1 = Total no. of 1styear students in all diploma programs running in the department : 60

d2.1= no. of 2ndyear students in 1stdiploma program : 60

d2.2= no. of 2ndyear students in 2nddiploma program : NA

D2 = Total no. of 2ndyear students in all diploma programs running in the department : 60

No. of Students in UG 1stYear= **u1** : 60
No. of Students in UG 2ndYear= **u2** : 60+6
No. of Students in UG 3rd Year= **u3** : 60
No. of Students in UG 4thYear= **u4** : 60

UG1 = TOTAL NO. OF STUDENTS IN THE UG PROGRAM : 246

No. of Students in PG 1stYear= **p1** : 39
No. of Students in PG 2ndYear= **p2** : 24

P1.1= NO. OF 1ST YEAR STUDENTS IN 1ST PG PROGRAM : 15

P1.2= NO. OF 1ST YEAR STUDENTS IN 2ND PG PROGRAM : 15

P1.3= NO. OF 1ST YEAR STUDENTS IN 3RD PG PROGRAM : 09

PG1= Total no. of 1styear students in all PG programs running in the department : 39

P2.1= no. of 2ndyear students in 1stPG program : 07

P2.2= no. of 2ndyear students in 2ndPG program : 10

P2.3= no. of 2ndyear students in 3rd PG program : 07

PG2= Total no. of 2ndyear students in all PG programs running in the department : 24

(Note: No. of students in other programs being run in the department (For example: For Pharm.D6 year program provide number of students for all 6 years)

No. of Students = Sanctioned Intake

(The above data to be provided considering all the programs of the department)

CRITERION 5

FACULTY INFORMATION AND CONTRIBUTIONS

$$S = \text{Number of Students in the Department} = D1 + D2 + UG1 + PG1 + PG2$$

$$= 60 + 60 + 246 + 39 + 24 = 429$$

$$S = 429$$

$$F = \text{Total Number of Regular Faculty Members in the Department} = 25$$

$$\text{STUDENT FACULTY RATIO (SFR)} = S/F = 429/25 = 17.16$$

| Year | CAY | CAYm1 | CAYm2 |
|---|--|--|---|
| d1.1 | 64 | 60 | 58 |
| d1.2 | 60 | 51 | 60 |
| D1 | d1.1+d1.2= 64+60=124 | d1.1+d1.2= 60+51=111 | d1.1+d1.2= 58+60=118 |
| d2.1 | NA | NA | NA |
| d2.2 | NA | NA | NA |
| | | | |
| D2 | d2.1+d2.2=NA | d2.1+d2.2=NA. | d2.1+d2.2=NA |
| u1 | 62 | 60 | 60 |
| u2 | 67 | 66 | 66 |
| u3 | 57 | 66 | 72 |
| u4 | 82 | 72 | 72 |
| UG1 | u1+u2+u3+u4 =62+67+57+82= 268 | u1+u2+u3+u4 =60+66+66+72=264 | u1+u2+u3+u4 =60+66+72+72 = 270 |
| p1.1 | 15 | 8 | 12 |
| P1.2 | 7 | 12 | 7 |
| | | | |
| PG1 | p1.1+p1.2 =15+7 = 22 | p1.1+p1.2 =8+12 = 20 | p1.1+p1.2 =12+7 = 19 |
| P2.1 | 15 | 10 | 12 |
| p2.2 | 10 | 12 | 8 |
| PG2 | P2.1+p2.2= 15+10=25 | P2.1+p2.2 =10+12=22 | P2.1+p2.2 =12+8=20 |
| P3.1 | 9 | 8 | 5 |
| P3.2 | 7 | 5 | 5 |
| PG3 | P3.1+p3.2= 9+7=16 | P3.1+p3.2 =8+5=13 | P3.1+p3.2 =5+5=10 |
| Total No. of Students in the Department (S) | D1+D2+ UG1 +PG1+PG2+PG3= 64+60+268+22+ 25+16=455 | D1+D2+ UG1 + PG1+ PG2+PG3= 60+51+264+22+ 20+13=430 | D1+D2+ UG1 + PG1+PG2+PG3= 58+60+270+19+ 20+10=437 |
| No. of Faculty in the Department (F) | F1=25 | F2=23 | F3=23 |
| Student Faculty Ratio (SFR) | SFR1=S1/F1=455/25= 18.2 | SFR2= S2/F2 =430/23 =18.69 | SFR3=S3/F3 =437/23 =19 |
| Average SFR | SFR=(SFR1+SFR2+SFR3)/3= 18.2+18.69+19/3 =55.89/3 = 18.63 | | |

CRITERION

5

FACULTY INFORMATION AND CONTRIBUTIONS

NOTE:

1. Minimum 75% should be Regular faculty and the remaining shall be Contractual Faculty as per AICTE norms and standards.
2. The contractual faculty (doing away with the terminology of visiting/adjunct faculty, whatsoever) who have taught for 2 consecutive semesters in the corresponding academic year on full time basis shall be considered for the purpose of calculation in the Student Faculty Ratio.
3. Depending upon the No. of programs in UG and PG the above table has to be updated accordingly. For Ex: if UG="0" and PG="1". The table may be prepared for only one PG program.

Marks to be given proportionally from a maximum of 15 to a minimum of 10 for average SFR between 20:1 to 25:1, and zero for average SFR higher than 25:1. Marks distribution is given as below:

| | | |
|--------|---|---------|
| < = 20 | - | 15Marks |
| < = 21 | - | 14Marks |
| < = 22 | - | 13Marks |
| < = 23 | - | 12Marks |
| < = 24 | - | 11Marks |
| < = 25 | - | 10Marks |
| >25.0 | - | 0 Marks |

NOTE: IF THE INSTITUTION IS RUNNING ONLY DIPLOMA PHARMACY PROGRAM, CALCULATION OF SFR WOULD BE AS FOLLOWS:

$N = \text{No. of students} = 2x$ (first year approved intake)

$F = \text{Total Number of Regular Faculty Members in the program}$

| Year | N | F | SFR = N/F |
|--------------------------------------|---|---|--------------|
| CAY | | | |
| CAYm1 | | | |
| CAYm2 | | | |
| Average SFR for three Academic years | | | |

CRITERION

5

FACULTY INFORMATION AND CONTRIBUTIONS

HOD/PRINCIPAL IS TO BE OVER AND ABOVE 1:20 RATIO. 5 MARKS TO BE AWARDED FOR AVAILABILITY OF HOD/PRINCIPAL FOR ALL THE ACADEMIC YEARS, OTHERWISE 0 MARKS.

5.2 Faculty Qualification (20)

$FQ = 2 * (10x + 7y) / F$ where x is no. of faculty with M.Pharm and y is no. of faculty with B.Pharm with 3 years teaching/professional experience. F is no. of faculty required to comply 1:20 Faculty Student Ratio (no. of faculty and no. of students required to be calculated as per 5.1)

x is no. of faculty with M.Pharm = 7

y is no. of faculty with B.Pharm with 3 years teaching/professional experience = 0

F is no. of faculty required to comply 1:20 Faculty Student Ratio = 6

Therefore faculty qualification = $2 * (10x + 7y) / F$
 $= 2 * (10 * 7 + 7 * 0) / 6$
 $= 23.33$

| Year | X | Y | F | $FQ = 2 * (10x + 7y) / F$ |
|-------|---|---|---|---------------------------|
| CAYm2 | 7 | 0 | 6 | 23.33 |
| CAYm1 | 7 | 0 | 6 | 23.33 |
| CAY | 7 | 0 | 6 | 23.33 |

5.3 Faculty Retention (20)

No. of regular faculty members in CAYm1=07

CAY=07

| Sr. No. | Name of Faculty in the Program | | | % of Faculty retained during the last three sessions |
|------------------------------|----------------------------------|----------------------------------|--------------------------------|--|
| | For the session 2017-18 CAYm2 | For the session 2018-19 CAYm1 | For the session 2019-20 CAY | |
| 1 | Dr.K.K.Tapar | Dr.K.K.Tapar | Dr.K.K.Tapar | 100% |
| 2 | Mr.A.R.Jaiswal | Mr.A.R.Jaiswal | Mr.A.R.Jaiswal | |
| 3 | Miss. L.J.Gonsalves | Miss. L.J.Gonsalves | Miss. L.J.Gonsalves | |
| 4 | Miss.P.H.Hindocha | Miss.P.H.Hindocha | Miss.P.H.Hindocha | |
| 5 | Mr.A.W.Dahekar | Mr.A.W.Dahekar | Mr.A.W.Dahekar | |
| 6 | Mr.V.R.Mehare | Mr.V.R.Mehare | Mr.V.R.Mehare | |
| 7 | Mrs.A.B.Tasare | Mrs.A.B.Tasare | Mrs.A.B.Tasare | |
| Total no. of regular faculty | 07 | 07 | 07 | |

CRITERION 5

FACULTY INFORMATION AND CONTRIBUTIONS

5.4 Faculty as participants in Faculty Development/Training Activities(15)

- A Faculty scores maximum five points for participation
- Participant in 2 to 5 days Workshop/Faculty Development Program: 3Points
- Participant >5 days Workshop/Faculty Development Program: 5points

| Item (% of faculty retained during the period of assessment keeping CAYm2 as base year) | Marks |
|--|-------|
| >= 90% | 20 |
| >= 75% | 16 |
| >= 60% | 12 |
| >= 50% | 8 |
| <50% | 0 |

CRITERION 5

FACULTY INFORMATION AND CONTRIBUTIONS

| Name of the Faculty | Max. 5 per Faculty | | |
|--|--------------------|---------|---------|
| | CAY | CAYm1 | CAY m2 |
| | 2019-20 | 2018-19 | 2017-18 |
| Dr.K.K.Tapar | 3 | 3 | 3 |
| Mr.A.R.Jaiswal | 5 | 5 | 5 |
| Miss. L.J.Gonsalves | - | 3 | - |
| Miss.P.H.Hindocha | - | - | - |
| Mr.A.W.Dahekar | 3 | - | 3 |
| Mr.V.R.Mehare | 3 | 3 | 5 |
| Mrs.A.B.Tasare | - | 3 | - |
| Sum | 14 | 17 | 16 |
| RF = Number of Faculty required to comply with 20:1 Student-Faculty ratio as per 5.1 | 6 | 6 | 6 |
| Assessment = $3 \times \text{Sum} / (0.5 \text{ RF})$ | 14 | 17 | 16 |
| Average assessment over three years (Marks limited to 15) =15.66 | | | |

Self -Assessment for Criterion 5 :

| Sr. No. | Assessment Parameters | Marks | |
|--------------|--|------------|-----------|
| | | Prescribed | Institute |
| 5.1 | Student Faculty Ratio + Availability of H.O.D. / Principal | 20 | 20 |
| 5.2 | Faculty Qualification | 20 | 20 |
| 5.3 | Faculty Retention | 20 | 20 |
| 5.4 | Faculty as participants in Faculty development / Training Activities | 15 | 15 |
| Total | | 75 | 75 |

| CRITERION 6 | FACILITIES | 100 |
|----------------|------------|-----|
|----------------|------------|-----|

6. Facilities**(100)****6.1. Availability of adequate, well-equipped classrooms to meet the curriculum requirements (5)***(Facilities for conducting theory classes)*

The Institute has adequate facilities for conducting theory and practical classes. For D. Pharm program, two classrooms are available; each 75 sq. m. with adequate seating capacity along with electric fittings like tube lights, fans, board and projector facilities. These amenities ensure proper ambience for teaching-learning process. As the strength of intake of program is 60, program is operated in single shift. Classrooms are provided with good ventilation. Theory sessional examinations and session end examinations are conducted in the classrooms.

Apart from the two classrooms, separate tutorial rooms are provided where tutorial and mentoring sessions are conducted. In addition to this, remedial classes are also conducted for the identified weak students.

A seminar hall is provided separately for conducting guest lectures with the seating capacity of 60, attached with dining area for proper conduction of skill development program.

An auditorium hall with the seating capacity of 350 students is also developed for conduction of State and National level conferences, Quiz Competition and Symposiums.

The details of the infrastructure facilities and classrooms utilized for meeting the curriculum requirements for conduction of program are given below:

| Name of Room | Room No. | Capacity | Area (Sq. M) | Rooms Equipped with |
|--------------------------|----------|----------|--------------|---|
| Class Room -1 | S-01 | 70 | 75 | Desks, benches, podium, board and Wi-Fi |
| Tutorial Room - 1 | S-02 | 40 | 60 | Desks ,chairs, board and Projector facility with internet. |
| Class Room -2 | S-04 | 60 | 60 | Desks, benches, board and Wi-Fi |
| ICT Class Room -1 | S-05 | 75 | 75 | ICT facilities, Desks, benches, podium, interactive board with internet facility. |
| Seminar Room | F-06 | 60 | 75 | ICT Facility, chairs, podium with audio visual facility, board and Wi-Fi |
| Auditorium | S-07 | 350 | 295 | LCD,State -of- art infrastructure, chairs, podium,change room ,toiletsWi-Fi |

6.2. Faculty rooms**(5)***(Conducive sitting place)*

The faculty rooms are available in adequate number, and each faculty is provided with open cabin. The cabins are provided with necessary furniture and electrical fittings with wi-fi / internet facilities. The details of the faculty rooms along with the facilities available are given in the table below -

| Name of Room | Room No. | Used for | Area (Sq. m) |
|-----------------------------------|----------|-----------|--------------|
| Principal's Chamber | G-01 | Principal | 32 |
| H.O.D. Cabin | G-04 | H.O.D. | 30 |
| Faculty Room with cubicals | F-21 | Faculty | 90 |

6.3. Laboratories including preparation room (wherever applicable), instrument/machine room and computer labs along with equipment and relevant facilities**(50)**

(Scientific Experiments Conducting/Computing facilities; availability, adequacy & effectiveness)

Five laboratories for the program are provided which are well equipped with adequate facilities and safety measures and are spacious for comfortable working of 25 students, attached with preparation rooms.

In all laboratories, electrical and plumbing fittings are provided adequately. Laboratories have un-interrupted power supply using solar system and power backup system in campus and fire fighting system is installed in all the laboratories. The list of laboratories used for conduction of program with the contents therein are tabulated below:

| Lab Description | Room No. | Batch Size | Area (Sq. M) | Availability of manuals | Quality of Instruments | Safety measures | Remarks |
|---|----------|------------|--------------|----------------------------------|------------------------|---|---|
| Pharmaceutical Chemistry Lab | G-17 | 25 | 100 | Available | Excellent | 1.Fire extinguisher 2.Sand buckets 3.Fuming chambers with exhaust 4.Centralised power cut off system. 5.Two entry and exit doors. 6.Safety guidelines displayed. | Used for conduction of practical classes of course no. C102,C104 & C202 |
| Preparation Room (Pharmaceutical Chemistry Lab) | G-18 | NA | 10 | Available with list of chemicals | NA | 1.First aid 2.Two entry and exit doors. | |
| HAP and Pharmacognosy lab | F-08 | 25 | 100 | Available | Excellent | 1.Fire extinguisher | Used for conduction of |

| | | | | | | | |
|--|------|----|-----|-----------|-----------|---|--|
| | | | | | | 2. Centralised power cutoff system. 3. Two entry and exit doors. 4. Safety guidelines displayed. | practical classes of course no. C103 & C105 |
| Preparation Room (HAP and Pharmacognosy) | F-09 | NA | 10 | Available | Excellent | 1. First aid | |
| Pharmaceutics Lab | F-12 | 25 | 100 | Available | Excellent | 1. Fire extinguisher 2. Sand buckets 3. Centralised power cutoff system. 4. Two entry and exit doors. 5. Safety guidelines displayed. | Attached machine room used for conduction of practical classes of course no. C101 & C201 |
| Preparation Room (Pharmaceutics) | F-14 | NA | 10 | NA | NA | 1. First aid 2. Two entry and exit doors. | |
| Pharmacy practice and Microbiology Lab | F-18 | 25 | 75 | Available | Excellent | 1. Fire extinguisher 2. Sand buckets 3. Exhaust 4. Centralised power cutoff | Attached aseptic room used for conduction of practical classes of course |

| | | | | | | | |
|---|------|----|-----|-----------|-----------|--|---|
| | | | | | | system. 5.Aseptic cabinet 6.Safety guidelines displayed. | no. C206 |
| Preparation Room (Pharmacy practice and Microbiology Lab) | F-19 | NA | 10 | NA | NA | 1.First aid | |
| Computer & Language Lab | F-05 | 25 | 75 | Available | Excellent | 1. Fire extinguisher & safety guidelines. | Used for conduction of practical classes of course no. C203 |
| Instrument Room | G-12 | NA | 60 | Available | Excellent | 1. Fire extinguisher. | List of instruments in table no. 6.3.1 |
| Machine Room | F-15 | NA | 100 | Available | Excellent | 1. Fire extinguisher & safety guidelines. | List of machines in table no. 6.3.2 |
| Pilot Plant | G-25 | NA | 130 | Available | Excellent | 1. Fire extinguisher & safety guidelines. | List of equipments in table no. 6.3.3 |
| Aseptic Room | F-20 | NA | 25 | Available | Excellent | 1. Safety guidelines. | Used for conduction of practical classes of course no. C206 |

Note: Give a separate table for Instrument room and Machine room listing all the instruments/equipment present with their make and model, existence of SOPs and Log Books for individual equipment.

The list of equipments available in each laboratory is given below-

Table No. 6.3.1

| NAME OF LABORATORY: INSTRUMENT ROOM | |
|--|--|
| Name of Equipment | Make & Model |
| Nephelometer Digital Model | Make- Elico Model- No. FGCL052D |
| pH Meter Digital With Combined Electrode | Make- Elico Model –FGL1120 |
| Fluorimeter Digital With 05 No Glass Test tube | Make- Elico Model No- FGCL053F |
| Conductivity Meter Digital With Cell Type CCo3 | Make- Elico Model No FGCL053F |
| Colorimeter Digital With 8 Filters & 6 No Glass Test Tube Elico Model | Make- Elico Model No.- FGCL 157 |
| Afcoset electronic precision balance. | Make-Electronic Model : fx300 |
| Spectrophotometer UV- visible Pc based unit. with software | Make –Shimadzu Model- UV-1601 PC |
| Conductivity meter | Digital model, cystronic make |
| Photo-fluorometer | Make- Systronic Model- 151 |
| Nephlo turbidity meter digital | Make – Systronics Model no- 132 |
| I.R. Moisture Balance | Make-Kamal Industries |
| KBR Die. 13 mm | Make – Toshin |
| Pellet Holder | Make & Model- Toshin |
| Dry Box for Storage | Make- Toshin Model- Acalic Faber |
| FTIR Spectrophotometer with Accessories | Make- Shimadzu Model- FTIR 8400s |
| Oven hot Air Temp up to 250 C | Make & Model – Shital |
| Electronic Weighing Balance | Make –OHAUS Model-AR2140,Cap:210gm,Reds-0.1gm |
| Vacuum pump oil free for H.P.L.C Solvent | Make- PCI analytical Model-P C I -15 |
| Photoelectric Calorimeter | Make & Model- Elico |
| Refractometer Complete | Make & Model- Abbe |
| Fire Extinguisher | Make & Model- ABC |
| Polarimeter Research | Make – Matzer Model- METZ 1409 |
| Pression Melting point Boiling point Apparatus Complete | Make & Model-Compbell |
| Colorimeter | Make & Model- Systronic |

| | |
|--|---|
| | Model- Photoelectric Analog |
| Colorimeter | Make- Systronic Model- Photoelectric Digital |
| pH Meter | Make & Model- Systronic |
| Incubator | Model- Glass Door with S.S. Inner Chamber Size 18x18x18 |
| Magnetic Stirrer with Hot Plate | Make & Model- REMI 2 MLH Complet |
| Platform Balance Complete (05 kg) | Model-05 kg Capacity |
| Centrifuge machine | Model- 1x15 ml Tubes |
| Triple Beam Balance | Make- Dolphine Model-111 gm capacity |
| Electronic Balance | Make – Citizen Model- CTG302 |
| Refrigerator | Make- Godrej Model- Pantacool 185 lit, colour-metallic blue. |
| Conductivity Meter Pocket | Make – Equip Tronic Model- pocket |
| Digital Conductivity Meter | Model- EQ-660B |
| “Wensar” Digital Electronic Balance | Model-ECB-300 |
| “Equiptronics” Digital pH meter | Model-EQ-610 |
| “El” Digital Tele-thermometer | Model-461 |

Table No. 6.3.2

NAME OF LABORATORY : MACHINE ROOM

| | |
|--|--|
| Centrifuge machine | Model : TC-450 |
| Hot Air Oven | Make – Shital Model- SST-12 |
| Hot plate Round 4” dia 500 W | Make & Model – Shital |
| Hot air Oven Thermo stat controlled | Make – Shital Model-SSI-12(45x45x45 cms) |
| Oven (Labhot Air) Thermostatic controlled | Make – Shital Model-SSI-12 , Thermostatic controlled |
| Tablet Dissolution Tester | Make – Electrolab Model- TDT-06PL |
| Friability Test App. with Double Drum | Make- Rajesh Chm Model- Digital RPM code: 1015 C |
| Tablet Disintegration Test machine | Make-kamal Industries. Model- Two basket Assembly |
| Tablet Friability Test machine | Make-kamal Industries Model-Double drum |
| Bulk Density Test Apparatus | Make-Kamal Industries Model- manual |
| Strip leakage Apparatus | Make-Kamal Industries |
| Electronic Weighing Balance | Make & Model- Ohaus Model-V31x3, cap: 3000gm, Reda-01g. |
| Tablet Hardness Tester | Model- Monsanto Type |
| Tablet Punching Machine | Model- hand Operated |
| Capsule Filling Machine | Model- Hand Operated 100 holes |

| | |
|--|--|
| Friability Test App. | Sonalee Traders Amravati. |
| Table Disintegration Test | Sonalee Traders Amravati. |
| Blender | Sonalee Traders Amravati. |
| Ball Mill | Sonalee Traders Amravati. |
| Distilled Water Still Plant | Model- SSI-14 |
| Heating Mantle Multi size | Model- Cap. 50-500ml Built in Energy Regulator |
| Mechanical Counter | Tina Enterprises |
| Centrifuge | Make & Model – Remi |
| Tincture press | The Berar Mechanical Work |
| Tablet Counter | Neneel Enterprises |
| Collapsible Tube Filling machine | Model- Hand operated |
| Tube Crimping & Sealing Machine | Neneel Enterprises |
| Demineraliser two bed | Make & Model- Indian CA 20 V |
| Tablet Coating Machine | Ankit Engineering Corporation |
| Veego Tablet | Model-VDAT |
| Dissolution Test Apparatus | |
| Disintegrating test Apparatus (Double Bask) | Make & Model- Campbell |
| Hardness Tester | Make & Model- Monosato |
| Tablet Counter Device | Make & Model- Aluminium |
| Tablet punching Machine | Model- Single Stroke Hand Operated |
| Ampoule Clarity Test Apparatus Complete | Hemco Pharma Kalbadevi Road Bombay |
| Dispensing Balance | Model- 50 gm |
| Collapsible Tube Crimping Sealing Machine | Rajesh Chemical Co. Bombay |
| Tablet Hardness Tester | Make & Model- Pfizer Model- Pfizer type with dial 20 PSI SSI -62(A) |
| Brookfield Viscometer | Make-Labman, Model-LMDV – 200 |
| Rotary Evaporator | Make- Equitron, Model- EV-11 |

Table No. 6.3.3

NAME OF LABORATORY : PILOT PLANT

| | |
|---|--|
| Cadmach single stroke Tablet machine | Make - Cadmach machinery Model – SSF3 |
| Rotary tablet machine (10stn) | |
| Coating pan 12” inc | Make & Model- Farma Fab |
| Fluid Bed Dryer (5kg) | Make & Model-Farma fab |
| Oscillating Granulator (lab) | Make & Model – Farma Fab |
| Homogenizer C Stand | Make & Model –Farma Fab |
| Turn Table | Make & Model-Farma Fab |
| S.S. Storage Tank (25 lits) | Make & Model- Farma Fab |
| Slat Chain Conveyer P.P Belt 6” | Make & Model- Farma Fab |
| Polishing pan 12 “ | Make & Model- Farma Fab |
| Double Cone Bender 10 kg | Make & Model- Farma Fab |

| | |
|---|--|
| Blender | Mass mixer, paddle block capacity 5 Kg |
| Tray Dryer (6 Tray) | Make & Model-Farma Fab |
| Multi Mill | Make & Model – Farma Fab Model- S.S. 316 (lab) |
| Planetary Mixer 05 lit | Make & Model- Farma Fab |
| Vibro Sifter 12 “ | Make & Model- Pharma Fab |
| Two head Bottle Washing and Brushing | Make & Model- Farma Fab |
| Voluntary Filling Machine | Make & Model-Farma Fab |
| Filter press | Make & Model- Farma Fab |
| Transfer Pump | Make & Model- Farm Fab |
| Stirrer C Stand | Make & Model-Farm Fab |
| S.S. Vessels (10 LITS) | MAKE & MODEL-Farm Fab |
| P.P. Cap. Sealing Machine | Make & Model- Pharma Fab |
| Double Cone Blender 5kg | Make & Model- Kamal Ind. |
| Capsule filling machine | Make & Model- Kamal Ind. Model- 300 capsule / operation automatic |
| Capsule loading machine | Make & Model- Kamal Ind. Model- 300 capsule / operation automatic |
| Dehumidifier | Make & Model- Kamal Ind. Model-Refrigeration type (1 tone) |
| Electronic Balance | Make & Model – Citizen Model- CTG302 |

6.4. Drug Museum

(10)

(Type & quality of collection in the museum with proper labelling and display)

The pharmaceutical museum contains the show-casing of products made by the students, solid dosage forms (tablets and capsules), different types of packing (strip / blister), granules, marketed products, injectable formulations, infusion bottles, liquid preparations for humans, aerosols, cosmetic preparations, natural crude extracts and semisolid ointments. The museum is designed with special care to highlight the displayed products and is located on the ground floor, facing the entrance gate, which becomes visible to everyone while entering. The museum is designed to provide separate sections for various categories of products. Further, electrical points are provided to illuminate the cabinets. The list of products displayed in the drug museum are given in the following table:

Anatomy - Physiology

| Sr. No | Name of Specimen | Sr. No | Name of Specimen |
|--------|------------------|--------|------------------|
| 1 | Human Kidney | 6 | Human Intestine |
| 2 | Human Brain | 7 | Human Spleen |
| 3 | Human Eye | 8 | Human Stomach |
| 4 | Human Liver | 9 | Human Embryo |
| 5 | Human Lung | 10 | Human Teeth |

Pharmacognosy :

| Sr. No | Name of Crude drug | Sr. No | Name of Crude drug |
|--------|--------------------|--------|--------------------|
| 1 | Smilex | 13 | Purging |
| 2 | Nutmeg | 14 | Pinus Mole |
| 3 | Kurchi | 15 | Baheda |
| 4 | Valerian | 16 | Fenugreek |
| 5 | Capsicum | 17 | Clove |
| 6 | Fennel | 18 | Brahmi |
| 7 | Acacia | 19 | Ashoka |
| 8 | Fern | 20 | Caraway |
| 9 | Celery | 21 | Linseed |
| 10 | Lycopodium | 22 | Nux Vomica |
| 11 | Jatamansi | 23 | Bael Fruit |
| 12 | Aconite | | |

Pharmaceutical Marketed Products :

| Sr. No | Name of Products | Sr. No | Name of Products |
|--------|-----------------------|--------|------------------------|
| 1 | Uncoated tablet | 5 | Sustained Release |
| 2 | Film Coated tablet | 6 | Reconstitute Powder |
| 3 | Sugar Coated tablet | 7 | ORS Preparation |
| 4 | Enteric Coated tablet | 8 | Effervescence Granules |

Capsules

| Sr. No | Name of Capsule |
|--------|-----------------|
| 1 | Hard Gelatin |
| 2 | Soft Gelatin |

Dosage Form

| Sr. No | Name of Dosage Form | Sr. No | Name of Dosage Form |
|--------|---------------------|--------|---------------------|
| 1 | Nasal Drop | 6 | Lotion |
| 2 | Eye Drop | 7 | Elixir |
| 3 | Ear Drop | 8 | Emulsion |
| 4 | Syrup | 9 | Suspension |
| 5 | Liniment | | |

Semisolid Dosage Form

| Sr. No | Name of Semisolid Dosage Form |
|--------|-------------------------------|
| 1 | Medicated Creams |
| 2 | Paste |
| 3 | Suppositories |
| 4 | Pessaries |
| 5 | Gel |

Parenteral Products

| Sr. No | Name of Parenteral |
|--------|--------------------------|
| 1 | Small Volume Parenterals |
| 2 | Large Volume Parenterals |

Cosmoceutical Products :

| Sr. No | Name of Cosmoceutical Products | Sr. No | Name of Cosmoceutical Products |
|--------|--------------------------------|--------|--------------------------------|
| 1 | Shampoo | 7 | Talcum Powder |
| 2 | Dye | 8 | Compact Powder |
| 3 | Conditioner | 9 | Lipstick |
| 4 | Eye Liner | 10 | Nail Polish |
| 5 | Mascara | 11 | Nail Polish Remover |
| 6 | Aerosol | 12 | Sticks |

6.5 Medicinal Plant Garden**(10)**

(Area, demarcation, temporary/permanent arrangement, planting of plants under the shade in demarcated areas, adequacy of the plants)

Area : The area of the medicinal plant garden is 2500 sq. ft in which various medicinal plants are maintained.

Demarcation : In the campus, separate medicinal plant garden is demarcated for pharmacy programs.

Arrangement : Permanent

Adequacy of the plants: Adequate plants have been planted considering the syllabus content of program.

Overall look and maintenance of the medicinal plant garden

- Total area of the garden is 2500Sq. ft.
- The boundary of the garden is properly named and demarcated.
- The medicinal plant garden is permanent and is provided with all time maintenance facility. A permanent gardener takes care about watering and other requirements for maintenance of medicinal plants.
- The plant density of the medicinal plants is maintained properly with adequate distance required for proper growth of plant and area to study the plant.

Types, varieties and number of plants, available in the garden

Vidyabharati College of Pharmacy, Amravati is maintaining the medicinal plant garden which includes several types of herbs, shrubs and trees. The garden is located on back side of the college. The medicinal garden is managed by the faculty and student representatives from each class. A gardener looks after the water pouring, cleaning and providing the pesticides from time to time. The medicinal plants maintained in the garden are listed in the table given

below. The plantation has been done appropriately in demarcated areas. All the plants are provided with name plates bearing vernacular and botanical names.

| Sr. No | Biological Name | Family | Common Name |
|--------|-----------------------------------|----------------|---------------|
| 1 | <i>Limonia acidisimia</i> | Rutaceae | Kavat |
| 2 | <i>Cinnamomum umtamala</i> | Lauraceae | Tejpan |
| 3 | <i>Murraya koenigii</i> | Rutaceae | Curry Patta |
| 4 | <i>Zingiber officinale</i> | Zingiberaceae | Adrak |
| 5 | <i>Calotropis procera</i> | Asclepiadaceae | Rui |
| 6 | <i>Myristica fragrans</i> | Myristicaceae | Jaiphal |
| 7 | <i>Azadirachta indica</i> | Meliaceae | Neem |
| 8 | <i>Alstonia scholaris</i> | Apocynaceae | Saptaparni |
| 9 | <i>Plumbago zeylanica</i> | Plumbaginaceae | Chitrak |
| 10 | <i>Cassia fistula</i> | Fabaceae | Amaltash |
| 11 | <i>Bombax ceiba</i> | Malvaceae | Katesawar |
| 12 | <i>Simarouba glauca</i> | Simaroubaceae | Simarouba |
| 13 | <i>Albizia lebbek</i> | Fabaceae | Shiras |
| 14 | <i>Catharanthus roseus</i> | Apocynaceae | Sadaphuli |
| 15 | <i>Syzygium malini</i> | Myrtaceae | Jamun |
| 16 | <i>Mimosa pudica</i> | Fabaceae | Touch Me Not |
| 17 | <i>Madhuka longifolia</i> | Sapotaceae | Moha |
| 18 | <i>Chrysopogon zizanioides</i> | Poaceae | Wala |
| 19 | <i>Bixa orellana</i> | Bixaceae | Shendri |
| 20 | <i>Carissa carandas</i> | Apocynaceae | Karvand |
| 21 | <i>Adrographis paniculata</i> | Acanthaceae | Kalmegh |
| 22 | <i>Coleus amboinicus</i> | Lamiaceae | Paan Owa |
| 23 | <i>Kaempferia galanga</i> | Zingiberaceae | Kapur Kacheri |
| 24 | <i>Aegle marmelos</i> | Rutaceae | Bael |
| 25 | <i>Vitex negundo</i> | Lamiaceae | Kambarmodi |
| 26 | <i>Allium sativum</i> | Liliaceae | Lasun |
| 27 | <i>Aloe barbadensis</i> | Liliaceae | Korphan |
| 28 | <i>Bryophyllum pinnatum</i> | Crassulaceae | Panphuti |
| 29 | <i>Withania somnifera</i> | Solanaceae | Ashwagandha |
| 30 | <i>Rauwolfia serpentina</i> | Apocynaceae | Sarpagandha |
| 31 | <i>Cissampelos quadrangularis</i> | Vitaceae | Hadjod |
| 32 | <i>Adhatoda vasica</i> | Acanthaceae | Adulsa |
| 33 | <i>Murraya koenigii</i> | Rutaceae | Curry Patta |
| 34 | <i>Kaempferia galanga</i> | Zingiberaceae | Kapur Kacheri |
| 35 | <i>Commiphora mukul</i> | Burseraceae | Guggul |

| | | | |
|----|-------------------------------|----------------|---------------|
| 36 | <i>Curcuma longa</i> | Zingiberaceae | Haldi |
| 37 | <i>Ocimum sanctum</i> | Labiatae | Krushna Tulas |
| 38 | <i>Ocimum basilicum</i> | Labiatae | Sabja |
| 39 | <i>Adenantharpavonina</i> | Fabaceae | Ratangunj |
| 40 | <i>Terminalia arjuna</i> | Combretaceae | Arjuna |
| 41 | <i>Aloe barbedensis</i> | Liliaceae | Korphad |
| 42 | <i>Sapindus saponaria</i> | Sapindaceae | Ritha |
| 43 | <i>Cymbopogonflexuosus</i> | Gramineae | Lemon Grass |
| 44 | <i>Plumbagozeylanica</i> | Plumbaginaceae | Chitrak |
| 45 | <i>Terminalia belerica</i> | Combretaceae | Behada |
| 46 | <i>Barleria prionitis</i> | Acanthaceae | Katekoranti |
| 47 | <i>Abrusprecatorus</i> | Fabaceae | Lalgunja |
| 48 | <i>Curcuma longa</i> | Zingiberaceae | Haldi |
| 49 | <i>Argyridspeciosa</i> | Convolvulaceae | Samodrashok |
| 50 | <i>Terminalia chebula</i> | Combretaceae | Hirda |
| 51 | <i>Putranjivaroxburgii</i> | Euphorbiaceae | Putranjiva |
| 52 | <i>Terminalia arjuna</i> | Combretaceae | Arjuna |
| 53 | <i>Embillica officialis</i> | Euphorbiaceae | Amla |
| 54 | <i>Asparagus racemosus</i> | Liliaceae | Shatavari |
| 55 | <i>Eucalyptus globulus</i> | Myrtaceae | Nilgiri |
| 56 | <i>Caesalpinia bonducella</i> | Fabaceae | Sagargoti |

Apart from the above species of plants, various species of the plants have been planted in campus other than demarcated area.

6.6 Provision of Jan Aushadhi Drug Store (5)

The institute is still in the process of identifying the place and applying for Jan Aushadhi Drug Store.

6.7 Adequacy and Utilization of Machine Room (5)

The laboratory attached machine room is maintained to support the conduction of laboratory work of course no. 201 & 101 and the experiments are designed incorporating the use of machines available in the machine room. The details of machine used frequently are given below –

| Sr. No | Name of Equipments | Date of purchase | Cost in Rs. |
|--------------------------|--|------------------|------------------|
| 1 | Hot air oven | 6/28/1995 | 7920.00 |
| 2 | Ball mill | 10/25/1986 | 2425.00 |
| 3 | Mass mixture | 5/26/1996 | 25300.00 |
| 4 | Disintegration test apparatus | 06/202/1990 | 7400.00 |
| 5 | Tablet dissolution test apparatus | 8/29/2018 | 20900.00 |
| 6 | Centrifuge | 9/1/1987 | 821.00 |
| 7 | Mechanical stirrer | 6/28/1995 | 1870.00 |
| 8 | Ampoule filling and sealing machine | 8/27/2018 | 18408.00 |
| 9 | Tincture press | 8/9/1987 | 225.00 |
| 10 | Ointment tube filling machine | 7/1/1995 | 8117.00 |
| 11 | Tube sealing machine | 9/26/1987 | 832.00 |
| 12 | Hand grinder | 01/07/1995 | 2032.00 |
| 13 | Hand operated Capsule filling machine | 25/06/1995 | 15895.00 |
| 14 | Bottle sealing machine | 7/1/1995 | 4361.00 |
| 15 | Hammer mill / Disintegrator | 602/1990 | 7400.00 |
| 16 | Tablet coating machine | 2/8/1990 | 6325.00 |
| 17 | Heating mantle | 9/1/1987 | 477.00 |
| 18 | Granulating sieve sets | 6/17/1996 | 9091.00 |
| 19 | Dispensing balance | 3/12/1986 | 1600.00 |
| 20 | Soxhlet apparatus | 2/1/1995 | 1200.00 |
| 21 | Ointment slab | 8/27/2018 | 2719.00 |
| 22 | Percolator | 6/29/1985 | 2300.00 |
| 23 | Monsanto hardness tester | 6/28/1995 | 36996.00 |
| 24 | Pfizer hardness tester | 6/28/1995 | 13750.00 |
| 25 | Autoclave (Small) | 8/2/1995 | 395.00 |
| 26 | Blender | 3/29/1987 | 1484.00 |
| 27 | Hand operated Tablet compression machine | 1/9/1996 | 6000.00 |
| 28 | Tablet Counter | 7/1/1995 | 600.00 |
| 29 | Friability Test Apparatus | 7/1/1995 | 7000.00 |
| 30 | Clarity Test Apparatus | 11/22/2018 | 2792.00 |
| Total Cost of Equipments | | | 216635.00 |

6.8. Non Teaching Support

(10)

| Sr. No | Name Of Technical Staff | Designation | Date of Joining | Qualification | | Other Technical Skills Gained | Responsibility |
|--------|-------------------------|---------------------------|-----------------|---------------|---------|--|---|
| | | | | At Joining | Now | | |
| 1 | Mr. D. P. Vyas | Lab Technician. | 10/01/2001 | D.Pharm | D.Pharm | Attended skill development programs for First aid, Fire fighting, Chemical reagent preparations. | 1.Preparation of required reagents. 2.Maintenance of equipments and instruments. 3.Maintenance of stock registers. 4.Providing assistance in conduction of practicals and handling of instruments. |
| 2 | Mr.A.P. Jadhao | Lab Tech. & Data Operator | 01/01/2008 | B.Sc | B.Sc | Received MSCIT certificate and gained competence in Marathi typing. | 1.Uploading and processing of data to various apex bodies. 2. Maintenance of equipments of Computer Laboratory. 3. Maintaining stock registers and internet usage logbook. 4. Keeping the lab neat and clean. 5.Providing assistance in conduction of practicals and handling of Computer equipments. |

| | | | | | | | |
|---|----------------------|----------------|----------|---------|---------|--|---|
| 3 | Mr.Nikhil Marodkar | Lab.Technician | 1/8/2019 | D.Pharm | D.Pharm | Attended skill development programs for First aid, Fire fighting, Chemical reagent preparations. | 1.Preparation of required reagents. 2.Maintenance of equipments and instruments. 3.Maintenance of stock registers. 4.Providing assistance in conduction of practicals and handling of instruments. |
| 4 | Miss.Nikita Marodkar | Lab.Technician | 1/8/2019 | D.Pharm | D.Pharm | Attended skill development programs for First aid, Fire fighting, Chemical reagent preparations. | 1.Preparation of required reagents. 2.Maintenance of equipments and instruments. 3.Maintenance of stock registers. 4.Providing assistance in conduction of practicals and handling of instruments. |

6.8.1. Availability of adequate and qualified technical supporting staff for Program specific laboratories (5)

(Assessment based on the information provided in the preceding table)

For providing the expert assistance for the conduction of practicals as a part of syllabus content delivery, the qualified technical staff with competent skill has been appointed at various areas of laboratory work.

| Sr.No. | Name of Technician | Qualification | Area of work |
|--------|----------------------|------------------------------|-------------------------------------|
| 1 | Mr.D.P.Vyas | Diploma in Pharmacy | Pilot plant, Aseptic room |
| 2 | Mr.A.P.Jadhao | Bachelor in Computer Science | Computer Laboratory |
| 3 | Mr.Nikhil Marodkar | Diploma in Pharmacy | Pharmaceutical chemistry Laboratory |
| 4 | Miss.Nikita Marodkar | Diploma in Pharmacy | Pharmaceutics Laboratory |

- Apart from above mentioned technical staff, one qualified Librarian and Store keeper, adequate Office Staff and lab attendants are appointed for smooth conduction of institutional work and record keeping.
- Cleaning staff and security staff are made available on contractual basis.

6.8.2. Incentives, skill upgrade, and professional advancement (5)

(Assessment based on the information provided in the preceding table)

For skill upgradation and professional advancement of the Non- Teaching staff members, the Institute motivates and deutes them for skill development and Qualification Improvement Program and depending upon their skill and qualification improvement, they have been promoted to the higher designation under Career Advancement Scheme.

To facilitate the skill development of non-teaching staff members, Institute organizes Skill Development Programs and also deutes them to the programs organized by the other institutes also. Some of the non-teaching staff members have been also deputed to the industries under Institute Industry Interaction Program.

Details of incentives and professional advancement are given below –

- Mr.L.S.Pande was appointed as Lab. Attendant on qualification of B.A. in the session 1998-1999. After qualification improvement of Master course in Computer application, he was promoted to the post of Office Superintendant in the session 2014-15.
- Mr.M.G.Bansod was appointed as a peon on qualification of S.S.C. in the year 2005. On the basis of his improved qualification of C. Lib. in the year 2014, he was promoted to the post of Library attendant from the session 2017-18.

The details of the skill development Programs are given below -

| Sr. No | Year | Date | Title |
|--------|---------|------------------------|--|
| 1 | 2019-20 | 09/08/2019 | Workshop on Fire fighting. |
| | | 21/08/2019 | Workshop on Laboratory safety. |
| | | 23/09/2019 | Laboratory reagent preparation |
| | | 16/03/2020 | Workshop on Preparation of sanitizer |
| 2 | 2018-19 | 15/07/2018 | Demonstration and training for Laboratory reagent preparation. |
| | | 13/12/2018 | Workshop on maintenance of record. |
| | | 21/1/2019 to 25/1/2019 | Workshop on 'How to handle ICT enabled devices efficiently' |
| 3 | 2017-18 | 23/09/2017 | Workshop On Laboratory Safety |
| | | 15/01/2018 | Workshop On Fire hazard. |

Self-Assessment for Criterion 6 :

| Sr. No. | Assessment Parameters | Marks | |
|--------------|--|------------|-----------|
| | | Prescribed | Institute |
| 6.1 | Availability of adequate, well equipped classrooms to meet the curriculum requirements | 05 | 05 |
| 6.2 | Faculty rooms | 05 | 05 |
| 6.3 | Laboratories including preparation room (wherever applicable), Instrument / Machine room and Computer Labs along with equipments and relevant facilities | 50 | 50 |
| 6.4 | Drug Museum | 10 | 10 |
| 6.5 | Medicinal Plant Garden | 10 | 10 |
| 6.6 | Provision of Jan Aushadhi Drug Store | 05 | 00 |
| 6.7 | Adequacy and Utilization of Machine Room | 05 | 05 |
| 6.8 | Non-teaching support | 10 | 10 |
| Total | | 100 | 95 |

CRITERION 7

CONTINUOUS IMPROVEMENT

| | | |
|------------------------|-------------------------------|-----------|
| CRITERION 7 | CONTINUOUS IMPROVEMENT | 30 |
|------------------------|-------------------------------|-----------|

7.1 IMPROVEMENT IN SUCCESS INDEX OF STUDENTS(10)

| Items | LYG* (2018-19) | LYGm1 (2017-18) | LYGm2 (2016-17) |
|----------------------------|-------------------|--------------------|--------------------|
| Success index (from 4.2.1) | 0.75 | 0.71 | 0.67 |

*Last year graduate and m1 & m2 indicate Minus one year and Minus two years respectively

$SI = \frac{\text{Number of students who have passed from the program in the stipulated period of course duration}}{\text{Number of students admitted}}$

Assessment shall be based on improvement trends in success indices. Marks are awarded accordingly.

7.2 IMPROVEMENT IN ACADEMIC PERFORMANCE IN FINAL YEAR(10)

Assessment is based on improvement in:

| Items | LPB (2018-19) | LPBm1 (2017-18) | LPBm2 (2016-17) |
|--|------------------|--------------------|--------------------|
| Academic Performance Index (from criteria 4.3) | 6.76 | 5.18 | 6.77 |

7.3 IMPROVEMENT IN LABORATORIES (10)

New Facility created in the program during the last three years

| Year of Assessment | Improvement in laboratory done |
|----------------------------|--|
| CAY : 2019-20 | <ol style="list-style-type: none"> 1) Fire fighting systems had been installed in all the laboratories. 2) Smart Digital Classrooms has been developed with interactive boards. 3) Reprography facility has been extended. 4) Library Stack room facility were enhanced. 5) Aseptic room was renovated with new electric fixtures and painting. 6) New models and charts were purchased for laboratories. |
| CAYm1 : 2018-19 | <ol style="list-style-type: none"> 1) Renovation of labs were done with replacement of floor tiles and Electrical fixtures were replaced with LED 2) New and advance instruments like Digital Disintegration & Dissolution Test Apparatus and Modern Projection Microscope, Refractometer & Polarimeter. 3) Digital Library with 15 New Computer systems was developed with DELNET subscription and National Digital Library membership. 4) The Language Lab. facility is enhanced with 20 Computer system with I-tell-Orell 5) New Audio System was installed in the Auditorium. |
| CAYm2 : 2017-18 | <ol style="list-style-type: none"> 1) Medicinal Garden is developed with additional plantation of medicinal plants saplings. 2) Renovation of Seminar rooms with new audio visual systems. 3) Three I.C.T. Class rooms were developed. 4) Language Laboratory with six Computers were developed with Lotus Software 5) Lift facility was provided to develop the barrier free environment. 6) Official Software for Computer Lab. were purchased. |

Self-Assessment for Criterion 7 :

| Sr. No. | Assessment Parameters | Marks | |
|--------------|---|------------|-----------|
| | | Prescribed | Institute |
| 7.1 | Improvement in Success Index of Students | 10 | 09 |
| 7.2 | Improvement in Academic Performance in Final Year | 10 | 09 |
| 7.3 | Improvement in Laboratories | 10 | 10 |
| Total | | 30 | 28 |

| | | |
|------------------------------|--|-----------|
| CRITERION 8 | GOVERNANCE, INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES | 60 |
|------------------------------|--|-----------|

8.1 ORGANIZATION, GOVERNANCE AND TRANSPARENCY (25)

8.1.1 Governing body, administrative setup, functions of various bodies, service rules Procedures, recruitment and promotional policies (10)

List the governing, senate, and all other academic and administrative bodies; their memberships, functions, and responsibilities; frequency of the meetings; and attendance therein, participation of external members in a tabular form. A few sample minutes of the meetings and action-taken reports should be annexed.

The published rules, policies and procedures; year of publication and its implementation shall be listed. Also state the extent of awareness among the employees/students

The governance aspects are dealt and recorded by the different administrative bodies listed below which look after the governance of the organization and ensures its transparency to stake holders.

- A) Governing Body (GB)
- B) College Development committee(CDC)
- C) Internal Monitoring Committee (IMC)

The transparency of the procedures and code of conduct followed by the institute are made available through the following -

- D. Organizational Chart
- E. Rules and procedures ,recruitment and Promotional policies

A) Governing Body: The governing body is constituted as per AICTE norms. It consists of management representatives, faculty representatives and experts from the field of industry and academia. The body mainly plays the governance part by proper planning and monitoring of utilization of resources.

The following was the composition of governing body of VBCOP upto 2017.

| Sr. No. | Name of the Member | Designation |
|---------|-----------------------------------|----------------------------|
| 1. | Mr. R.D. alias Raosaheb Shekhawat | Chairman |
| 2. | Mr.B.L.Shekhawat | Member |
| 3. | Dr. R.R.Dhande | Member |
| 4. | Dr. F.C.Raghuwanshi | Member |
| 5. | Prof. S.V. Kalikar | Member |
| 6. | Shri. A.I. Nanwani | Member |
| 7. | Dr.S.D.Pande | Member |
| 8. | Mr. A.R. Jaiswal | Member |
| 9. | Dr.K.K.Tapar | Member Secretary/Principal |
| 10. | D.T.E.Nominee | Ex-officio Secretary |
| 11. | M.S.B.T.E Nominee | Ex-officio Secretary |
| 12. | AICTE Nominee | Ex-officio Secretary |

Composition of Governing Body 2018 Onwards :

| Sr. No. | Name of the Member | Designation |
|---------|---|-------------------|
| 1. | Mr. R.D. alias Raosaheb Shekhawat (President VBSM, Amravati) | Chairman |
| 2. | Mr.B.L.Shekhawat (Society Nominee) | Member |
| 3. | Dr. A.D Chauhan (Society Nominee) | Member |
| 4. | Mr. Raghunathji Rode (Society Nominee) | Member |
| 5. | Mr. S.V. Kalikar (Educationalist from region) | Member |
| 6. | Mr.Ashok I. Nanwani (Industrialist from region) | Member |
| 7. | Dr.S.D.Pande (Faculty Nominee) | Member |
| 8. | Mr. A.R. Jaiswal (Faculty Nominee) | Member |
| 9. | Dr. F.C.Raghuwanshi (Nominee of University) | Member |
| 10. | Nominee of D.T.E. (Director DTE) | Ex-officio Member |
| 11. | Nominee of M.S.B.T.E. (Dy. Secretary of the region) | Ex-officio Member |
| 12. | Nominee AICTE (Office incharge , Western region) | Ex-officio Member |
| 13. | Dr.K.K.Tapar (Principal) | Member Secretary |

Powers and Functions of the Governing Body:

The Governing Body, besides being the supreme administrative authority of the institute, shall have the following functions:

- i) To consider the important communications, policy decisions received from the MSBTE / University, Government, AICTE, PCI and other apex bodies.
- ii) To make recommendations on the planning and monitoring the institute working and development.
- iii) To monitor the development programs of students and faculty.
- iv) Fixation of the fee and other charges that are payable by the students to the institute based on the recommendations of the Fees Regulating Authority, Govt. of Maharashtra and other regulatory authority.
- V) To consider and approve the proposals for creation of infrastructure facilities such as building, equipment and learning resources on continuous basis.
- VI) To study the annual planned budget of the institute and approve it with required suggestions for allocation.
- VII) To analyze the audited account statements and approve the same.

Frequency of G.B. meeting:

Normally governing body meeting takes place once in a session or as per the requirement.

Details of dates of Governing Body Meetings held during last three years:

| CAY 2019-20 | CAYm1 2018-2019 | CAYm2 2017-18 |
|------------------------|----------------------------|--------------------------|
| 15/06/2019 | 22/05/2019 | 10/05/2018 |
| | 10/05/2019 | 03/07/2017 |
| | 03/12/2018 | |
| | 26/11/2018 | |
| | 13/10/2018 | |

B. Local management committee (LMC)/ College Development Committee (CDC) :

The LMC / CDC comprises of management representatives and representatives of teaching and non-teaching staff which mainly look after planning and executions of the academic activities of the institute.

Composition of Local management committee (LMC)/ College Development Committee (CDC):

| Sr. No. | Name of the Member | Designation |
|---------|---|------------------|
| 1 | Mr. R.D. alias Raosaheb Shekhawat (President VBSM, Amravati) | Chairman |
| 2 | Dr. A.D Chauhan (Secretary V.B.S.M.Amravati) | Member |
| 3 | Mr. Raghunathji Rode (Treasurer, V.B.S.M.Amravati) | Member |
| 4 | Dr.S.D.Pande (H.O.D. Nominated by Principal) | Member |
| 5 | Dr.Mrs.M.D.Game (Female Elected member from teaching staff) | Member |
| 6 | Mr.A.W.Baitule (Elected member from teaching staff) | Member |
| 7 | Dr.V.P.Wankhade (Elected member from teaching staff) | Member |
| 8 | Mr.L.S.Pande (Elected member from non-teaching staff) | Member |
| 9 | Mr.A.R.Jaiswal (Educationalist) | Member |
| 10 | Mr.Ashok I. Nanwani (Industrialist) | Member |
| 11 | Dr.S.M. Sakharwade (Researcher) | Member |
| 12 | Dr.Sheela Rathod (Social Worker) | Member |
| 13 | Mr.J.V.Vyas (I.D.M.C. Coordinator) | Member |
| 14 | President Student Council | Member |
| 15 | Secretary Student Council | Member |
| 16 | Dr.K.K.Tapar Principal V.B.C.P. Amravati | Member Secretary |

Functions of the LMC/CDC:

1. To monitor the execution of academic and other related activities of the college and to make necessary arrangement for the proper execution of academic activities.
2. To approve the syllabus content to be taught and to approve the activities to be conducted for bridging the gap of the syllabus content.
3. To monitor the development program of students and faculty and to motivate them by Institute scholarships, fellowships, medals, prizes and certificates based on the recommendations of the Internal Monitoring Committee.
4. To plan the annual budget of the institute.
5. To approve the budget estimates- recurring and non- recurring for the financial year in advance demanded by the H.O.D. and Principal.

Frequency of LMC/CDC meeting: Twice in a session.

Details of dates of LMC/CDC Meetings held during last three years:

| CAY 2019-20 | CAYm1 2018-2019 | CAYm2 2017-18 |
|----------------|--------------------|------------------|
| 15/06/2019 | 07/02/2019 | 09/02/2018 |
| | 20/07/2018 | 04/10/2017 |

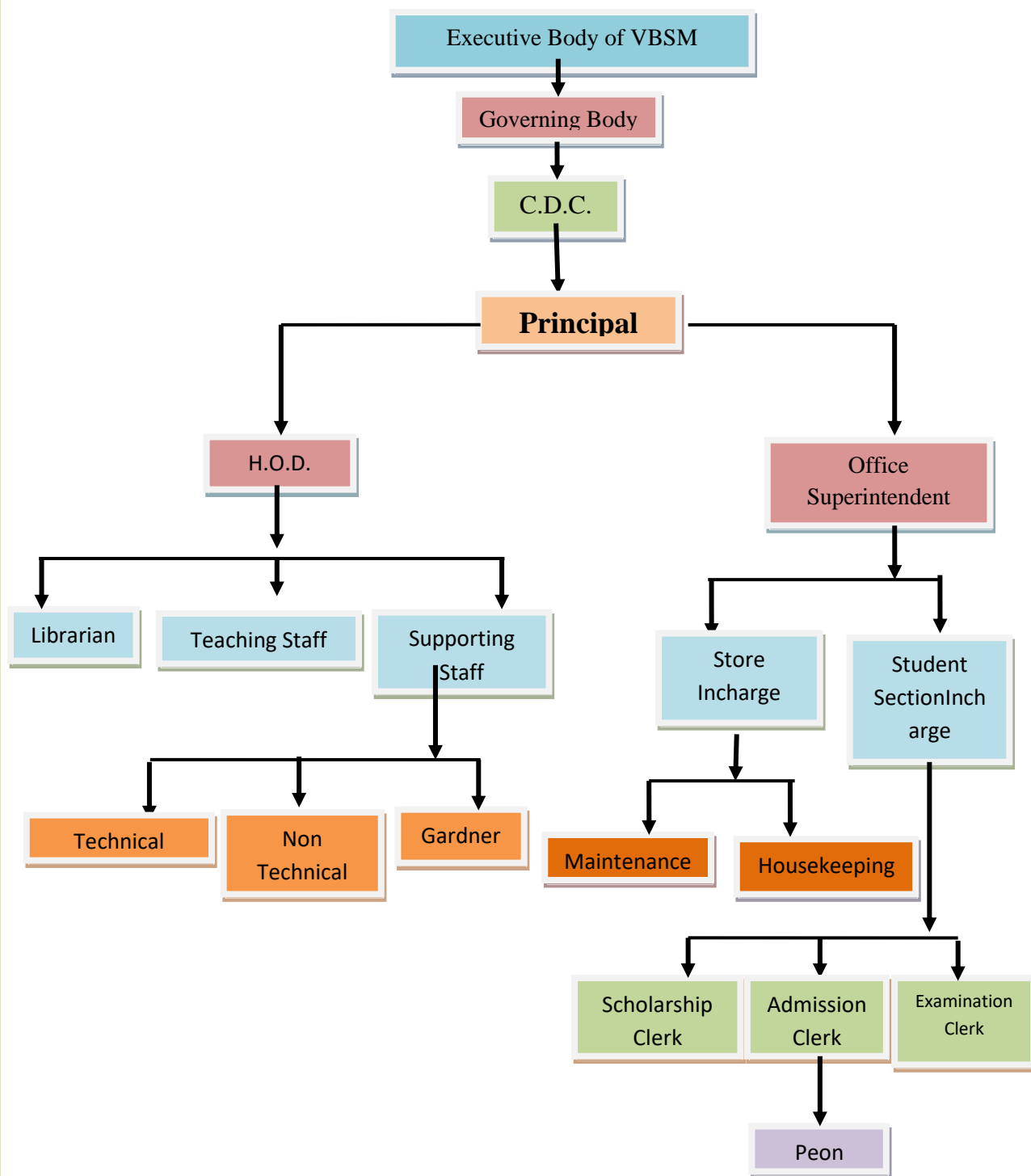
C. Internal Monitoring Committee (IMC): Internal Monitoring Committee comprises of head of the institute, head of program/ academic coordinator and two senior lecturers for periodic monitoring of academic working of the programs twice in academic year and submit its reports to the Head of institute.

Composition of Internal Monitoring Committee (IMC) :

| Sr. No. | Name of the Member | Designation |
|---------|---|----------------------|
| 1 | Dr.K.K.Tapar Principal V.B.C.P.Amravati | Chairman |
| 2 | Mr.A.R.Jaiswal H.O.D.Diploma in Pharmacy | Academic Coordinator |
| 3 | Miss.L.J.GonsalvesSr.Lecturer | Member |
| 4 | Mr.A.W.DahekarSr.Lecturer | Member |

Functions of the Internal Monitoring Committee (IMC) :

1. To approve the Academic calendar and monitor its adherence.
2. To supervise the curricular, co curricular and extracurricular activities of the program.
3. To implement the curriculum implementation and assessment norms provided by MSBTE and maintenance of the documents and assessment records.
4. To conduct the Academic audit twice in a year.
5. Monitoring of proper utilization of budget by the programs.
6. To collect and analyze the feedback from stakeholders.

D.The organization chart of the Institution :**The Organization Chart of the Institute**

E. Defined rules, procedures, recruitment and promotional policies etc.

The following acts and rules are adopted as guidelines for procedures, recruitment, promotional policies and directions issued from time to time by the regulatory bodies:

- Norms of Pharmacy Council of India (PCI)
- AICTE Norms
- Rules for Affiliation and approval by MSBTE, Mumbai.
- All other applicable state/central government rules and Maharashtra state civil services regulations.
- Rules and By-laws of Society

Considering the norms of regulatory bodies the management of VBCOP has drafted a code of conduct in the name of Human Resource Manual which defines all the rules, procedures, recruitment and promotional policies of the organization.

Rules for Recruitment for Teaching Staff: For the recruitment of teaching staff VBCOP follows AICTE regulations and MSBTE guidelines. All the recruitments are done by advertising the vacant post and conducting the interviews of applicants who has applied in response for advertisement. At the time of appointment strictly norms for qualification provided by AICTE are followed.

The staff declaration for the Diploma program is granted by MSBTE and its consist of following cadre -

Cadre Structure (Approved by MSBTE)

- (a) Principal
- (b) Head of Department
- (c) Lecturers/ Senior Lecturers / Selection grade

Mode of Selection of Teaching Staff:

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

- a) Advertisements are issued in leading newspapers.
- b) Applications are scrutinized within 30 days after the last day for receipt of application.
- c) The lists of applications and resumes with relevant details are prepared for Selection Committee nominated by the head of the institute.
- d) The deputy secretary RBTE, Nagpur appoints the subject experts, MSBTE nominee, representative of reserve category, President and Secretary of society as a member of staff selection committee and joint Director R.O. himself or his representative acts as an DTE nominee in the staff selection committee for the selection and approval of candidates for the posts of Principal, H.O.D. and Lecturers.
- e) Call letters are sent to eligible candidates for attending interviews specifying place, date and time of interview.
- f) Selection Committee interviews and recommends candidates to MSBTE with the merit points.
- g) Letters of appointment are issued to selected candidates by the head of the institute
- h) The selection list along with supporting documents are sent to the Director MSBTE, Mumbai for the approval.

Recruitment Procedure for Supportive staff: The Secretary of VBSM gives the advertisement of the vacant post to be filled in the cadre of non-teaching staff and the interviews are conducted by the selection committees consisting of Management representatives, Principal and H.O.D.

a) Staff appointed in Office

- (i) Administrative Officer (Graduate with experience)
- (ii) Accountant (Graduate)
- (iii) Senior Assistant (Graduate with experience)
- (iv) Junior Assistants (Graduate)
- (v) Peon (below or equal to SSC)

b) Laboratories (other than computer Labs)

i) Lab Technician (Diploma in Pharmacy / DMLT / B.Sc.)

ii) Lab Attendant (HSC)

c) Computer Labs

i) Data Operator / Lab. Technician (Graduate in Science)

Qualifications:

Non-teaching staff are recruited on the qualifications prescribed by the State Government.

Probation Period Policy:

Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. All regular employees serve the first two years of employment on probation. The condition of probation is applicable for permanent appointments.

Temporary appointment: It means appointment made purely on temporary basis for the period ten months either for a permanent post or in tenure post or against a temporary post. After the completion of tenure of appointment, the termination order is issued to such employees and the employee found good in his/ her working can be selected for permanent appointment.

Evaluation in Probation Period: Department head evaluates the ability, suitability, and potential of the employee during his/her work. Fifteen days prior to the completion of probation period, the Head of the Department, based on his evaluation, will intimate to Principal about employees performance / non-performance. Based on the performance appraisal reports of the employees the Management decides to continue / discontinue service of the employee. For termination of service, termination order is issued.

Voluntary Resignations: It may be accepted in lieu of termination. Unless notified, all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

Salary Policy :

Type And Fixation of Initial salary: In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), as per the pay scale of All India Council of Technical Education (AICTE). Salary fixation is done at the discretion of managing society considering the income and expense statements of the institute.

Salary Increments:

i. Time scale of pay: Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of the Head of the Institute considering the performance appraisal report of the employee after the approval of G.B.

ii. Payroll Schedules: Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are having salary account in the bank located in the institute campus.

iii. Payment mode of salary: The salaries of all employees are deposited to the salary account at Campus branch of Bank of Baroda.

Payroll Deductions: Standard deductions like Income-tax, professional tax and contribution of provident funds and other deduction wherever applicable are deducted from the monthly salary statements.

Promotion and Transfer Policy

1 A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit of skills and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.

2 A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.

3 Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.

4 Employees are encouraged to apply for any position for which they are qualified and should contact the Principal for specific information.

5 When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

6 A faculty desiring of promotion to a higher post has to face the Selection Committee appointed by the regularity bodies and only on the recommendations of the committee he /she is granted promotion .

8.1.2 DECENTRALIZATION IN WORKING AND GRIEVANCE REDDRESSAL MECHANISM(5)

List the names of the faculty members who are administrators/decision makers for various responsibilities. Specify the mechanism and composition of grievance redressal cell.

Organization working is a result of collective team work and hence for the smooth conduction of administrative and academic work VBCOP believes in decentralization of work. Hence various committees for administrative and academic working have been formed at institute and department level at the start of each session with fixed scope and objectives.

Various administrative and academic committees formed for the session 2017-18 (CAYm2)

| Sr. No. | Name of Committee | Constitution | Functions |
|---------|---|---|---|
| 1 | Examination Committee | Incharge - Mr.A.R.Jaiswal Member - Miss. L.J. Gonsalves | 1.To upload exam forms for MSBTE exams. 2.Distribution of Hall tickets . 3.Correction of seating chart. 4.Arrangement of internal exams . 5.Conduction of internal exams and annual practical exams. 6.Filing and maintenance of internal exam documents. 7.Uploading of theory and practical means to MSBTE. |
| 2 | Student Section and Counseling | Incharge – Miss.P.H.Hindocha Mr.V.L. Thakur | 1. Assisting the students for admission process. 2.Verification and maintenance of student documents 3.Merit list verification. 4.Issue of I. Cards, Bonafied certificates ,Training forms, Diploma certificates and Fee structure statements. 5.Assisting the students in other MSBTE and scholarship documentations. |
| 3 | Training & Placement cell | Incharge – Mr. V.R. Mehare | 1.Organization of skill developments programs for students teaching and non-teaching members. 2. Arranging campus interviews. 3. Assisting students for Off campus placement drives. 4.Arranging industry, Hospital visit and educational tours. 5.Organization of career orientation programs and industry expert lecture. 6. Making MOU with industry, Institute and Hospitals. 7. Deputing the students to the identified training centers and evaluations of training reports. 8. Maintaining and communicating the record of training report to the MSBTE for issue of Diploma certificate. |
| 4 | Sports | Incharge – Mr. V.R. Mehare | 1.Procurement of sport facilities at the institute. 2. Collection and submission of prorata for IEDSSA membership. 3.Escorting the students for participating in IEDSSA events. 4.Filing and maintaining the records of sport department. 5.Organization of various sport evens at the institute. |
| 5 | Attendance Committee / Class Co-coordinator | DCP – I Mr. A.W. Dahekar DCP – II Mrs.A.B.Tasare | 1. Preparation of roll calls on the basis of enrolled students. 2.Procurement and distribution of Lab. Manuals 3. Compiling and maintaining monthly attendance statement and reporting to the Head of Department for necessary action. 4. Distribution of students to the mentors with consent of H.O.D. 5. Organization of Parents meet and maintaining the record of same. 6. Arrangement of backlog and remedial classes with the consent of H.O.D. |
| 6 | Medical support Committee | Incharge - Miss. L.J. Gonsalves Member - Miss.P.H.Hindocha Appointed R.M.P.- Dr.Sheela Rathor | 1. Maintenance of sick room and sick room record. 2. Procurement of requirements of first aid box. 3. Verification of medicines of first aid box. 4. Assistance to the sick patients 5. Contacting RMP in case of emergency. 6. Arrangements of medical facilities at the time of institutional events. |
| 7 | Guest Lecture | Incharge - Miss.P.H.Hindocha Member - Mr. V.R. Mehare | 1. Communications with the identified resource persons. 2. Arrangements of conduction of guest lectures. 3. Maintaining record and reports of the conducted events. |
| 8 | Extra Curricular activities | Incharge - Miss.P.H.Hindocha | 1. Organization of Annual gathering, Teachers Day, Womens Day, Pharmacist Day and Pharmacy Week. 2. Celebrating birth anniversary and paying homage on death anniversary of national and professional leader. 3. Arranging social awareness ,cleanliness and tree plantation programs. |
| 9 | Data Operator | Incharge - Mr.A.P.Jadhao | 1. Uploading data for approval and extension activities to PCI , AICTE, DTE and MSBTE. 2. Upgradation of institute Website and departmental media page. |
| 10 | Feedback Committee | Incharge - Mr.A.R.Jaiswal (H.O.D.) | 1. Collection of faculty and institutional facilities feedback from students. 2. Analysis of feedback and perpetration of feedback report and submit to Principal. 3. Preparation of action taken report with the consent of Principal. |

| | | | |
|----|-------------------------------|--|--|
| 11 | Time-table Committee | Incharge - Mr.A.R.Jaiswal (H.O.D.) Member - Mr. V.R. Mehare | 1.Calculation of workload and distribution of workload to the faculty with consent of Principal. 2. Preparation of time-table considering the occupancy of classroom and labs. |
| 12 | Alumni Committee | Incharge - Miss.L.J.Gonsalves | 1.Collecting the data of recent status of Alumni and its maintenance. 2. Registration of pass out students as Alumni. 3. Organization of Alumni Meet and Alumni supported programs. 4. Preparation and maintenance of Alumni meeting records. |
| 13 | E.D.Cell | Incharge - Mr. A.W. Dahekar Member- Mr. V.R. Mehare | 1. Organization of Entrepreneur Development Program in association with Mitcon, Industry or any Government organization. 2. Organization of Trade fair. 3. Organizing Visit to the medical stores or other business organization. 4. Preparation and maintenance of records of E.D. activities. |
| 14 | Internal Monitoring Committee | Chairman - Dr.K.K.Tapar Co- coordinator - Mr..A.R.Jaiswal Member – 1) Miss. L.J. Gonsalves 2) Mr. A.W. Dahekar | 1. Execution and implementation of CIAAN norms. 2. Monitoring the academic activities of the program. 3. Conducting Academic audits twice in a session and submitting the report to the Principal. 4. Preparation and maintenance of documents for all the inspections of various apex bodies. |
| 15 | Prospectus Committee | Mr.A.R.Jaiswal Mr.J.V.Vyas | 1. To place the order to cooperative store for prospectus as per the requirement. 2. Providing data required for designing the Prospectus . 3. Finalization of prospectus design. |
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| 17 | Purchase Committee | Principal - Chairperson H.O.D. - Member O.S. – Member Storekeeper – Member Secretary | 1. To prepare indent for consumable and non consumable Laboratory requirements. 2. Calling Quotations from suppliers. 3. Preparations of comparatives statements on the basis of received Quotations 4. Finalization of order and procurement of good received. |

Various administrative and academic committees formed for the session 2018-19 (CAYm1)

| Sr. No. | Name of Committee | Constitution | Functions |
|---------|--------------------------------|---|---|
| 1 | Examination Committee | Incharge - Mr.A.R.Jaiswal | 1.To upload exam forms for MSBTE exams. 2.Distribution of Hall tickets . 3.Correction of seating chart. 4.Arrangement of internal exams . 5.Conduction of internal exams and annual practical exams. 6.Filing and maintenance of internal exam documents. 7.Uploading of theory and practical means to MSBTE. |
| 2 | Student Section and Counseling | Incharge – Mr.A.R.Jaiswal Mr.V.L. Thakur | 1. Assisting the students for admission process. 2.Verification and maintenance of student documents 3.Merit list verification. 4.Issue of I. Cards, Bonafied certificates ,Training forms, Diploma certificates and Fee structure statements. 5.Assisting the students in other MSBTE and scholarship documentations. |
| 3 | Training & Placement cell | Incharge – Mr. V.R. Mehare | 1.Organization of skill developments programs for students teaching and non-teaching members. 2. Arranging campus interviews. 3. Assisting students for Off campus placement drives. 4.Arranging industry, Hospital visit and educational tours. 5.Organization of career orientation programs and industry expert lecture. 6. Making MOU with industry, Institute and Hospitals. 7. Deputing the students to the identified training centers and evaluations of training reports. 8. Maintaining and communicating the record of training report to the MSBTE for issue of Diploma certificate. |
| 4 | Sports | Incharge – Mr. V.R. Mehare | 1.Procurement of sport facilities at the institute. 2. Collection and submission of prorata for IEDSSA membership. 3.Escorting the students for participating in IEDSSA events. |

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| | | | 4.Filing and maintaining the records of sport department. 5.Organization of various sport events at the institute. |
| 5 | Attendance Committee / Class Co-coordinator | DCP - I Mr.A.R.Jaiswal DCP - II Mr. A.W.Dahekar | 1. Preparation of roll calls on the basis of enrolled students. 2.Procurement and distribution of Lab. Manuals 3. Compiling and maintaining monthly attendance statement and reporting to the Head of Department for necessary action. 4. Distribution of students to the mentors with consent of H.O.D. 5. Organization of Parents meet and maintaining the record of same. 6. Arrangement of backlog and remedial classes with the consent of H.O.D. |
| 6 | Medical support Committee | Incharge - Miss.P.H.Hindocha Appointed R.M.P.- Dr.Sheela Rathor | 1. Maintenance of sick room and sick room record. 2. Procurement of requirements of first aid box. 3. Verification of medicines of first aid box. 4. Assistance to the sick patients 5. Contacting RMP in case of emergency. 6. Arrangements of medical facilities at the time of institutional events. |
| 7 | Guest Lecture | Incharge - Miss.L.J.Gonsalves Member - Mrs.A.B.Tasare | 1. Communications with the identified resource persons. 2. Arrangements of conduction of guest lectures. 3. Maintaining record and reports of the conducted events. |
| 8 | Extra Curricular activities | Incharge - Miss.L.J.Gonsalves Member - Mrs.A.B.Tasare | 1. Organization of Annual gathering, Teachers Day, Womens Day, Pharmacist Day and Pharmacy Week. 2. Celebrating birth anniversary and paying homage on death anniversary of national and professional leader. 3. Arranging social awareness ,cleanliness and tree plantation programs. |
| 9 | Data Operator | Incharge - Mr.A.P.Jadhao | 1. Uploading data for approval and extension activities to PCI , AICTE, DTE and MSBTE. 2. Upgradation of institute Website and departmental media page. |
| 10 | Feedback Committee | Incharge - Mr.A.R.Jaiswal (H.O.D.) | 1. Collection of faculty and institutional facilities feedback from students. 2. Analysis of feedback and perpetration of feedback report and submit to Principal. 3. Preparation of action taken report with the consent of Principal. |
| 11 | Time-table Committee | Incharge - Mr.A.R.Jaiswal (H.O.D.) Member - Mr. V.R. Mehare | 1.Calculation of workload and distribution of workload to the faculty with consent of Principal. 2. Preparation of time-table considering the occupancy of classroom and labs. |
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Apart from the above mentioned committees the following institutional committees have been constituted with the adequate representation of department for the Grievance Redressal of the stake holders.

- Women Grievance Redressal Cell.
- Anti Ragging Committee with Anti Ragging Squad.
- Grievance Redressal Committee.

1. Women Grievance Redressal Cell

Grievances related to women and sexual harassment are addressed by a Women Grievance Redressal Cell. The college has formed an internal complaints committee (Under Sexual harassment of women at work place prevention prohibition and Redressal Act 2013).

The composition of Women Grievance Redressal Cell is as given below:

| Sr. No. | Name | Designation |
|---------|--|-------------|
| 1. | Dr.M.D.Game | Chairperson |
| 2 | Miss. L.J.Gonsalves | Member |
| 3 | Mr.J.V.Vyas (Male teacher representative) | Member |
| 4 | Miss. P.H.Hindocha | Member |
| 5 | Dr. Varsha Deshmukh (Lady Lawyer) | Member |
| 6 | Dr. Subhash Tawar (Representative of N.G.O.) | Member |
| 7 | Mr. L. S. Pande (Non-teaching Staff Representative) | Member |
| 8 | Mr. V.R.Mehare | Member |
| 9 | Miss. M.P.Jadhav | Member |
| 10 | Nominee for female diploma students | Member |
| 11 | Nominee for female U.G. students | Member |
| 12 | Nominee for female P.G. students | Member |

1. Anti-ragging committee and Anti-ragging Squad :

Ragging though a universal phenomenon, it often takes a malignant form wherein the juniors and new students may be subjected to physiological or physical discomfort or harassment. To prevent and deter such incidents in higher educational institutions, the Government of India has taken a serious view on the cases of ragging. The AICTE, UGC and PCI and statutory bodies implement the provisions. The following members of the college are being appointed to form the anti-ragging committee. Besides looking after general discipline, the committee will supervise all anti-ragging measures. Disciplinary matters are dealt with stern approach expeditiously. Any matter communicated verbally, written form or in anonymous format are viewed with due weightage.

The composition of Anti-ragging committee is given below:

| Sr. No. | Name | Designation |
|---------|---|-------------|
| 1. | Dr.K.K.Tapar | Chairman |
| 2. | Dr.S.D.Pande | Member |
| 3. | Dr.M.D.Game (Ladies Representative) | Member |
| 4. | Mr. A.R.Jaiswal | Member |
| 5. | Mrs. A.B.Tasare (Ladies Representative) | Member |
| 6. | Mr. A.W.Dahekar (Backward class Representative) | Member |
| 7. | Mr. S.C. Atram (Backward class Representative) | Member |

3. Student Grievance Redressal committee :

Grievances of students related to the academic and infrastructure facilities are addressed by students in Grievances Redressal committee. The online facilities for reporting student grievance have been provided on institute Website and complaints box have been displayed in the premises of the institute. For the ease of students program wise grievance reporting officers are appointed to register the complaints of the students.

The composition of Student Grievance Redressal committee is given below:

| Sr. No. | Name | Designation |
|---------|-------------------------------------|------------------|
| 1. | Dr.K.K.Tapar | Chairman |
| 2. | Dr.S.D.Pande | Member |
| 3. | Dr.M.D.Game (Ladies Representative) | Member |
| 4. | Mr.J.V.Vyas | Member |
| 5. | Mr.A.W. Baitule | Member |
| 6. | Mr. A.R.Jaiswal | Member |
| 7. | Male Student Representative | Member |
| 8. | Female Student Representative | Member |
| 9. | Mr. L.S.Pande | Member Secretary |

8.1.3. Delegation of financial powers**(05)**

Explicitly mention financial powers delegated to the Principal, Heads of Departments and relevant in-charges. Demonstrate the utilization of the financial powers for each year of the assessment years.

Principal: The principal has the financial powers to spend Rs 25,000/- at a time, keeping in view of the urgency and needs. These are to authorize the purchase of consumables for laboratories (books etc) over and above the general procedure of annual purchases.

- To permit the reimbursement of travelling (conferences and workshops) and other expenses for official purposes.
- To take care of guests, parents, alumni and stakeholders.
- To sponsor faculty/staff for any academic activities as per norms.
- To authorize any other expenses, he may deem essential.

Head of the Department: The Head of the Department have the financial powers to spend Rs 5,000/- at a time, keeping in view of the urgency and needs (chemicals, recurring expences), repair of equipment.

8.1.4. Transparency and availability of correct/unambiguous information in public domain **(05)**

Information on the policies, rules and processes is made available on website.

- On arrival, all students joining VBCOP are informed about the rules, regulations and procedures at college during orientation program.
- The same are available in the society manual.
- Periodic reminders are done through circulars which get inputs.
- All information relevant or needed by all stakeholders is available on web.
- Periodic communications are sent to parents/guardians.
- SMS communications are sent to the parents regarding absence, sessional marks, monthly attendance, examination absence, etc.

- At the time of joining new staff, personal information like qualifications, professional skills and experience are collected and used for strengthening the course and the college.
- The data of all staff are periodically updated and uploaded on the college website.
- The administrative rules and regulations covering all cadre of staff employed are mentioned in the manual. The employees are given uniform consideration. Transparency is maintained relating to rules followed which include general administration, service conditions, duties, promotion policies, increments, awards and also disciplinary action.
- The program syllabus book and academic calendar is available to the stake holders which provides transparency in implementing academic plans and current regulations, courses, marks, attendance, examination through prospectus, notice board etc.
- Recruitment and interview of all staff is done by issuing advertisements and following the regulations of AICTE and Pharmacy Council of India (PCI). Thus reference points are made clear to the staff.
- Notices are displayed on the notice boards. Separate notice boards are available for department, office, placement, training, info apex, library, etc. In total, the administration and staff are available for open communication with students, employers (for placement) etc.
- As per the urgent need SMS system and digital notice board facility is made available for stake holders.
- Time to time meeting with all stake holders i.e. parents, students, staff, alumni and employer are organised atleast once in a session to update and share the recent information and amendments.

8.2 BUDGET ALLOCATION, UTILIZATION, AND PUBLIC ACCOUNTING AT INSTITUTE / PROGRAM LEVEL (20)

Summary of current financial year's budget and actual expenditure incurred (for the institution exclusively) in the three previous financial years.

TOTAL INCOME AT INSTITUTE/PROGRAM LEVEL: FOR CFY, CFYm1, CFYm2 & CFYm3

CFY: Current Financial Year, CFYm1 (Current Financial Year minus 1), CFYm2 (Current Financial Year minus 2) and CFYm3 (Current Financial Year minus 3)

For CFY : 2019-20

| Total Income: | | | | Actual expenditure (till 31 st December): | | | Total No. of students: 124 |
|---------------|-------|----------|-------------------------|--|---------------|-------------------------------------|----------------------------|
| Fee | Govt. | Grant(s) | Other Sources (specify) | Recurring including Salaries | Non-recurring | Special Projects/Any other, specify | Expenditure per student |
| 5853257 | - | - | - | 5349674.50 | 526751.00 | - | 47391.00 |

Note: Similar tables are to be prepared for CFYm1

For CFYm1 : 2018-19

| Total Income: | | | | Actual expenditure (till 31 st March): | | | Total No. of students: 111 |
|---------------|-------|----------|-------------------------|---|---------------|-------------------------------------|----------------------------|
| Fee | Govt. | Grant(s) | Other Sources (specify) | Recurring including Salaries | Non-recurring | Special Projects/Any other, specify | Expenditure per student |
| 6513596 | - | - | - | 7427870.50 | 1302900 | - | 78656.00 |

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GOVERNANCE INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES

| Items | Budgeted in CFY (2019-20) | Actual expenses in CFY (till 31-12- 2019) | Budgeted in CFYm1 (2018-19) | Actual Expenses in CFYm1 (2018-19) | Budgeted in CFYm2 (2017-18) | Actual Expenses in CFYm2 (2017-18) | Budgeted in CFYm3 2016-17 | Actual Expenses in CFYm3 (2016- 17) |
|---|---------------------------------|---|--------------------------------------|---|--------------------------------------|---|------------------------------------|--|
| Infrastructure Built-Up | 50000 | 40000 | 650000 | 650000 | 412405 | 256886 | 255000 | 130454 |
| Library | 40000 | 31450 | 23980 | 23980 | 23314 | 23314 | 100000 | 33182 |
| Laboratory equipment | 250000 | 241193 | 700000 | 615400 | 294732 | 294732 | 50000 | 47394 |
| Laboratory consumables | 60000 | 57100 | 84940 | 84940 | 98360 | 98360 | 60000 | 33487 |
| Teaching and non-teaching staff salary | 7103554 | 3414828 | 5750852 | 5750852 | 4352751 | 4352751 | 4636500 | 4232000 |
| Training and Travel | 10000 | 7700 | 10000 | 5350 | 5000 | 4350 | 20000 | 18850 |
| Miscellaneous expenses * | 60000 | 52557 | 15300 | 15300 | 165263 | 165263 | 0 | 0 |
| Others, specify | 706446 | 2031607.50 | 1511213 | 803248.50 | 1941794 | 1348667.20 | 1798500 | 1219832 |
| Total | 8280000 | 5876735.50 | 8746285 | 7949070.50 | 7293618 | 6544323.20 | 7020000 | 5715199 |

* Items to be mentioned.

8.2.1 Adequacy of budget allocation (10)

Justify that the budget allocated over the years was adequate.

VBCOP follows the process of distributing the available financial resources in a manner consistent with our institute's vision, mission, long-term goals, which are transparent to stakeholders. The allocation model is updated annually. Keeping in view of the fact that no budgeting process is perfect and that ideally there would be more funds to allocate, the goals of the process are to:

- Recognize the importance of staff to long term success.
- Encourage areas to focus on outputs directly related to the strategic plan.
- Improve institutional and support facilities to make the learning environment of vibrant development.
- Development of soft skills of staff and students.

The institute allocates the available resources based on the forecasted requirements, keeping the curricular and beyond curricular activities, staff skill development, library, transport, and maintenance in mind. It is the responsibility of Governing Body to ensure that the allocated resources are spent as per their forecasted plans. The emphasis is to increase quality of academic inputs delivered and positively contribute to the institute, in terms of development of new technologies, methods and practices.

The allocation model ideally followed for allocating the funds to proposed budget is as follows-

| Sr.No. | Heads of Expenses | Allocated Percentage (%) of Total Income |
|--------|--|--|
| 1 | Salary Expenditure | 65 |
| 2 | Laboratory Consumable and Lab. Equipment | 5 |
| 3 | Building construction and Maintenance | 3 |
| 4 | Library Expenditure | 2 |
| 5 | Student Activity, Establishment, Training, Travel & Miscellaneous Expenditure. | 20 |
| 6 | Staff Welfare Fund | 5 |

Considering the allocated amount and the actual Budget utilize. It has been observed that during the period of assessment Budget allocated and utilization is adequate i.e. **93.25%** and the remaining amount is deposited in corpus / Staff welfare fund as future provision to support the Institute in financial adverse condition and the Budget utilize is found to be adequate for smooth conduction of Institute during the period of assessment.

8.2.2 : UTILIZATION OF ALLOCATED FUNDS(10)

State how the budget was utilized during the last three years.

As per the budget allocation its utilization summary is given in following table with percentage of budget utilize for the expenditure on Diploma in Pharmacy programme.

| Sr.No. | Financial Year | Budgeted in CFY | Actual Expenses In CFY | Percentage |
|--------|----------------------------------|-----------------|------------------------|------------|
| 1 | CFY 2019-20 (till 31-12-2019) | 8280000 | 5876435.50 | 70.97% |
| 2 | CFYm1 2018-19 | 8746285 | 7949070.50 | 90.88% |
| 3 | CFYm2 2017-18 | 7293618 | 6544323.20 | 89.72% |
| 4 | CFYm3 2016-17 | 7020000 | 5715199 | 81.41% |

Table No. 8.2.2 : Utilization of allocated funds for last three years.

The respective academic and supportive units are informed on allocation of funds under various heads including the guidelines towards making purchase of laboratory equipment, programs to be conducted, training activities and other miscellaneous. CDC decides the utilization for the financial year's allocated funds in consultation with the concerned experts including Principal. The utilization is made as per the plans and projections. The priorities are identified. Emphasis is made on increasing the quality of academic inputs that positively contribute to the development. Every effort is made for providing the best and updated infra-structural and other facilities to students and staff.

8.3 LIBRARY AND INTERNET (15)**8.3.1 Quality of learning resources (hard/soft) (10)**

- Relevance of available learning resources including e-resources
- Accessibility to students

VBCOP make every effort to provide good and quality learning resources to its internal stake holders, for that an spacious library with variety of learning material is developed and the detail of which are given below -

- **Library Space and utilization :**

- Carpet area of library (in m²) 325.00 Sq m
- Reading Space (in m²) 16.87 sq m
- Number of seats in reading space 48
- Number of users (Issue Book) per day 20 - 30
- Number of users (reading Space) per day 60-70

- **Timings**

- During working day 10.00 A.M. to 6.30 P.M.

Library Staff and automation details :

- **Fulltime qualified Librarian** : **01**
- Number of supporting Library staff : 02
- Management Computerization for search,
Indexing, issue / return records, bar coding used : Libman
- Library services on internet / intranet : Yes
- Library membership : DELNET, NDL
- Archives : Yes
- Number of Computer in Digital Library : 15
- **Titles and Volumes** : Number of Title **2786**
: Numbers of Volumes **13514**

- **Book Bank facility** : 1. Book Bank sponsored by Social welfare department
2. College Book Bank for Open category

- **Digital Library**

Availability of digital library Contents:

- No. of e-books 176
- No. of Computers 15
- Availability over internet Yes

- **Details of additions in Library stack during last three years :**

| Year | No. of New Titles added | No. of Editions added | No. of New Volumes added |
|-------------------------|-------------------------|-----------------------|--------------------------|
| CFY: 2019-20 | 110 | 03 | 1144 |
| CFYm1: 2018-19 | 109 | 11 | 1342 |
| CFYm2: 2017-2018 | 100 | 11 | 1062 |
| CFYm3:2016-2017 | 94 | 03 | 346 |

- **Details of Total Library Journals Title wise Back Volume with the additions in last three years :**

| S. N. | Name of the Journals | 2019 -20 | 2018 -19 | 2017 -18 | Total Volumes present till date as back volume |
|-------|--|----------|----------|----------|--|
| 1 | BioPharma International | 1 | 12 | 11 | 134 |
| 2 | International Journal of Pharmacology & Technology | 1 | 2 | 2 | 14 |
| 3 | International J. of Pharmaceutical Research & Analysis(2) | 1 | 2 | 2 | 10 |
| 4 | Research J. of Pharmaceutical Dosage forms and Technology | 1 | | | 6 |
| 5 | International J. of Biological and Pharmaceutical Research | 1 | | | |
| 6 | Asian J. of Pharmaceutics | 1 | 3 | 2 | 40 |
| 7 | Pharmaceutical Technology | 1 | 12 | 12 | 137 |
| 8 | Asian J. of Pharmaceutical Analysis | 1 | 4 | 4 | 20 |
| 9 | Research Journal of Pharmacy & Technology | 1 | 12 | 12 | 113 |
| 10 | International J. of Pharmacy and Therapeutics | 1 | | | |

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GOVERNANCE INSTITUTIONAL SUPPORT AND FINANCIAL RESOURCES

| | | | | | |
|----|--|---|---|---|-----|
| 11 | Asian J. of Pharmacy and Technology | 1 | | | |
| 12 | Asian J. of Research in Pharmaceutical Science | 1 | | | |
| 13 | Asian J. of Pharmaceutical Sciences and Technology | 1 | | | |
| 14 | American J. of Biological and Pharmaceutical Research | 1 | | | |
| 15 | Plant Archives | 1 | 1 | 2 | 29 |
| 16 | International J. of Biopharmaceutics | 1 | | | |
| 17 | International J. of Pharmaceutical and Biological Archives | 1 | | | |
| 18 | International Journals of Green Pharmacy | 1 | | | 16 |
| 19 | Indian Journal of Pharmaceutical Sciences | 1 | 6 | 6 | 135 |
| 20 | Ethanopharmacology (Inventi) | 1 | 4 | 4 | 25 |
| 21 | Molecular Pharmacology (Inventi) | 1 | 4 | 4 | 25 |
| 22 | NDDS (Inventi) | 1 | 4 | 4 | 25 |
| 23 | Pharma Tech (Inventi) | 1 | 4 | 4 | 25 |
| 24 | Molecular Modeling (Inventi) | 1 | 4 | 4 | 21 |
| 25 | Biomedical Analysis (Inventi) | 1 | 4 | 4 | 21 |
| 26 | Pharma Process Development (Inventi) | 1 | 4 | 4 | 21 |
| 27 | Novel Excipients(Inventi) | 1 | | | 1 |
| 28 | Pharma Analysis and Quality Assurance (Inventi) | 1 | | | 1 |
| 29 | Advanced Dosaging (Inventi) | 1 | | | 1 |
| 30 | Planta Activa (Inventi) | 1 | | | 1 |
| 31 | Indian Journal of Pharmacology | 1 | 6 | 6 | 126 |
| 32 | Journals of Research in Pharmaceutics & Drug Formulation | 1 | | | |
| 33 | Journals of Medicinal Plants Studies | 1 | | | 1 |
| 34 | Indian J. of Drug Development and Technology | 1 | | | |
| 35 | Pharma Innovation | 1 | | | |
| 36 | Research Journal of Pharmacognosy and Phytochemistry | 1 | | | |
| 37 | Research J. of Topical and Cosmetic Science | 1 | | | |
| 38 | Advances in Pharmacology & Toxicology | 1 | 2 | 1 | 27 |
| 39 | Indian Journal of Hospital Pharmacy | 1 | 6 | 6 | 151 |
| 40 | Pharma Review | 1 | 4 | 6 | 59 |
| 41 | Indian Drug Review | 1 | 6 | 5 | 37 |
| 42 | The Indian Pharmacist | 1 | 6 | 4 | 31 |
| 43 | Indian J. of Chemistry A | 1 | | | 54 |
| 44 | Indian J. of Chemistry B | 1 | | | 59 |
| 45 | Indian J. of Experimental Biology | 1 | | | 64 |

| | | | | | |
|----|-------------------------------------|---|----|----|-----|
| 46 | Medicinal Aromatical Plant Abstract | 1 | | | 79 |
| 47 | Pharma Times | 1 | 12 | 12 | 205 |

Details of Library Expenditure of Diploma in Pharmacy Program:

| Description | CFY 2019-20 | CFYm1 2018-19 | CFYm2 2017-18 | CFYm3 2016-17 |
|-------------|--------------|------------------|------------------|------------------|
| Books | 31450 | 11330 | 23314 | 33182 |
| Journals | - | 12650 | - | - |
| Total | 31450 | 23980 | 23314 | 33182 |

*All figures in the Indian Rupees

8.3.2 Internet

(05)

- Name of the Internet provider : 1. VodafoneIdea
2. BSNL Broad Band,
- Available bandwidth : 50 mbps(VodafoneIdea) +
10 mbps (BSNL Broad Band)
- Wi Fi availability : Available
- Internet access in labs, classrooms,
library and other offices : Yes, by LAN and WIFI
- Security arrangements : Yes.
1) 24 x 7 security guards available in
Campus.
2) Whole campus is under CCTV
Surveillance.

Self-Assessment for Criterion 8 :

| Sr. No. | Assessment Parameters | Marks | |
|------------|--|------------|-----------|
| | | Prescribed | Institute |
| 8.1 | Organization, Governance and Transparency | 25 | 25 |
| 8.2 | Budget allocation, Utilization and public accounting at institute / program level | 20 | 20 |
| 8.3 | Library and Internet | 15 | 15 |
| | Total | 60 | 60 |



Vidya Bharati Shaikshanik Mandal, Amravati's

VIDYA BHARATI COLLEGE OF PHARMACY

Permanent Affiliated by S.G.B. Amravati University, Amravati, M.S.B.T.E., Mumbai
& Recognized by Govt. of Maharashtra, AICTE & Pharmacy Council of India, New Delhi.

C.K. Naidu Road, Camp, Amravati - 444 602.



Tel No./ Fax No. 0721-2552012, 2662740. E-mail : vbcop_office14@rediffmail.com, 258principal@gmail.com, Website : http://www.vbcop.org

Founder President

Dr. D.R. Shekhawat

Phone : 2662866, 2662783 (R)

President

Mr. R.D. Shekhawat

Phone : 2662866, 2662783 (R)

Principal

Dr. K.K. Tapar

Phone : 2552012 (O), 2665763 (R)

Ref. No. : VBCOP/01/2020

Date : 15/06/2020


Declaration

I undertake that, the institution is well aware about the provisions in the NBA's accreditation manual concerned for this application, rules, regulations, notifications and NBA expert visit guidelines in force as on date and the institute shall fully abide by them.

It is submitted that information provided in this Self Assessment Report is factually correct. I understand and agree that an appropriate disciplinary action against the Institute will be initiated by the NBA in case any false statement/information is observed during pre-visit, visit, post-visit and subsequent to grant of accreditation.

Date: 15/06/2020
Place: Amravati




Principal
Signature, Name and Designation
of the Head of the Institution with seal

- 1. Pharmacy Knowledge:** Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy.
- 2. Modern tool usage:** Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.
- 3. Leadership skills:** Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfillment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and wellbeing.
- 4. Professional Identity:** Understand, analyze and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).
- 5. Pharmaceutical Ethics:** Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behavior that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.
- 6. Communication:** Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.

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

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

9. Life-long learning: Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self-assess and use feedback effectively from others to identify learning need

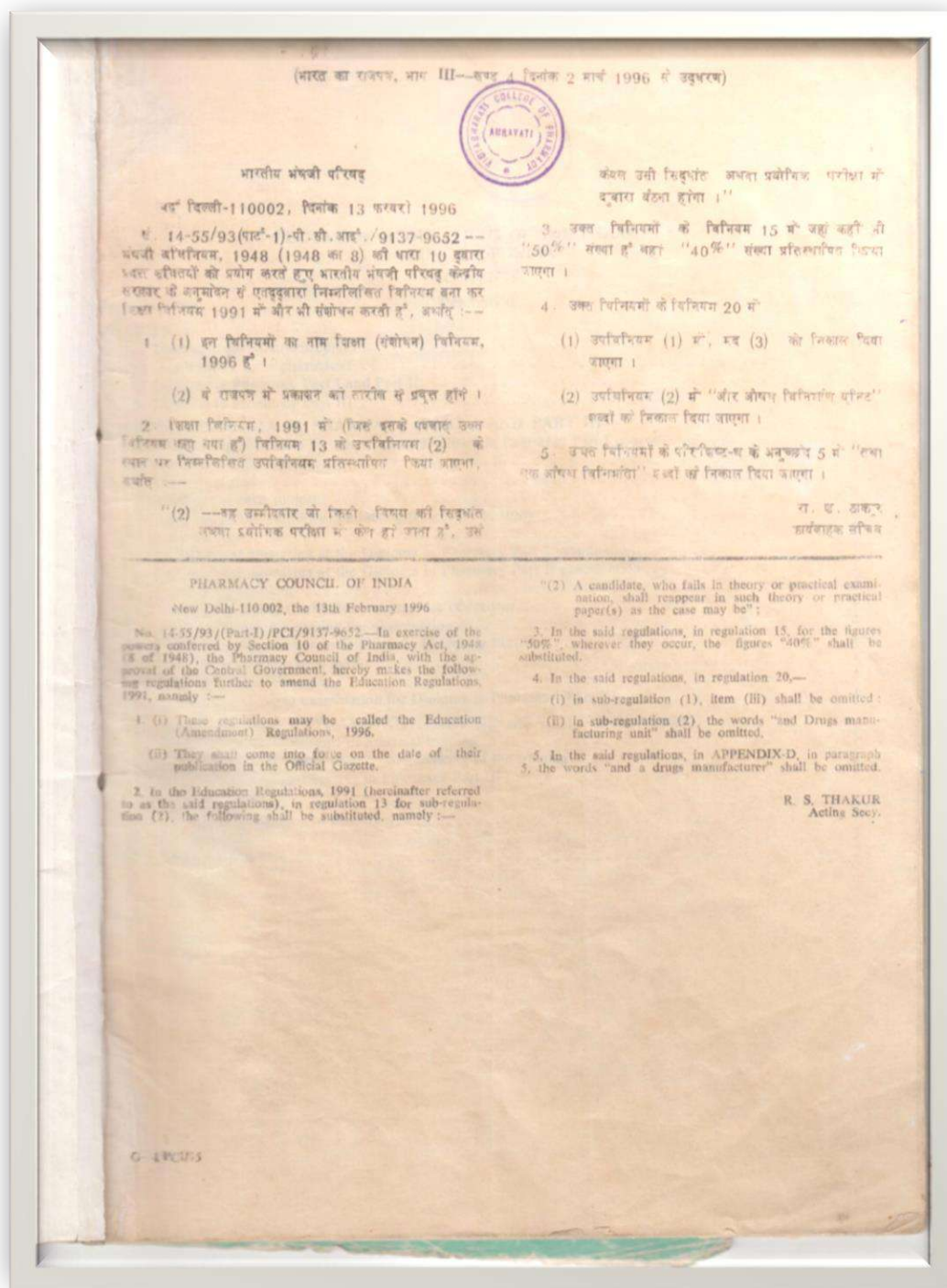
EDUCATION REGULATIONS 1991 FOR THE DIPLOMA COURSE IN PHARMACY

(As amended by the Education (Amendment) Regulations 1994)
(Regulations framed under section 10 of the Pharmacy Act, 1948)

(As approved by the Government of India, Ministry of Health vide letter No. V 13016/1/89-PMS dt. 2.8.1991 and notified by Pharmacy Council of India in Gazette of India, Part-III, Section 4, No. 28 dated 11th July, 92 and subsequently amended by Education (Amendment) Regulations 1994 vide notification No. 14-55/93 (Part-I)/PCL/2447-2981 dated 28.6.94 published in the Gazette of India, Part-III, Section 4, No. 28 dt. 9th July, 1994)



PHARMACY COUNCIL OF INDIA
COMBINED COUNCILS' BUILDING
TEMPLE LANE, KOTLA ROAD
POST BOX NO. 7020,
NEW DELHI-110 002.
Phone— 331 9184, 332 1348



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APPENDIX-A
SYLLABUS

DIPLOMA IN PHARMACY (PART-I)

1.1 PHARMACEUTICS-I

Theory (75 hours)

1. Introduction of different dosage forms. Their classification with examples—their relative applications. Familiarisation with new drug delivery systems.

2. Introduction to Pharmacopoeias with special reference to the Indian Pharmacopoeia.

3. Metrology-Systems of weights and measures. Calculations including conversion from one to another system. Percentage calculations and adjustments of products. Use of alligation method in calculations, Isotonic solutions.

4. Packaging of Pharmaceuticals-Desirable features of a container-types of containers. Study of glass and plastics as materials for containers and rubber as a material for closures—their merits and demerits. Introduction to aerosol packaging.

5. Size reduction Objectives, and factors affecting size reduction, methods of size reduction—Study of Hammer mill, Ball mill, Fluid Energy Mill and Disintegrator.

6. Size separation-Size separation by sifting. Official Standard for powders. Sedimentation methods of size separation. Construction and working of cyclone separator.

7. Mixing and Homogenisation-Liquid mixing and powder mixing, Mixing of semisolids. Study of Silver-son Mixer-Homogeniser, Planetary Mixer; Agitated powder mixer; Triple Roller Mill; Propeller Mixer, Colloid Mill and Hand Homogeniser. Double cone mixer.

8. Clarification and Filtration-Theory of filtration, Filter media; Filter aids and selection of filters. Study of the following filtration equipments-Filter Press, Sintered Filters, Filter Candles, Metafilter.

9. Extraction and Galenicals-(a) Study of percolation and maceration and their modification, continuous hot extraction-Applications in the preparation of tinctures and extracts.

(b) Introduction to Ayurvedic dosage forms.

10. Heat processes Evaporation-Definition Factors affecting evaporation-Study of evaporating still and Evaporating Pan.

11. Distillation-Simple distillation and Fractional

distillation; Steam distillation and vacuum distillation. Study of vacuum still, preparation of Purified Water, I.P. and water for Injection I.P. Construction and working of the still used for the same.

12. Introduction to drying processes-Study of Tray Dryers; Fluidized Bed Dryer, Vacuum Dryer and Freeze Dryer.

13. Sterilization-Concept of sterilization and its differences from disinfection-Thermal resistance of micro-organisms. Detailed study of the following sterilization process.

(i) Sterilization with moist heat,

(ii) Dry heat sterilization,

(iii) Sterilization by radiation,

(iv) Sterilization by filtration and

(v) Gaseous sterilization.

Aseptic techniques. Application of sterilization processes in hospitals particularly with reference to surgical dressings and intravenous fluids. Precautions for safe and effective handling of sterilization equipment.

14. Processing of Tablets-Definition; Different types of compressed tablets and their properties. Processes involved in the production of tablets; Tablets excipients; Defects in tablets. Evaluation of Tablets; Physical Standards including Disintegration and Dissolution. Tablet coating-Sugar coating; film coating, enteric coating and microencapsulation (Tablet coating may be dealt in an elementary manner).

15. Processing of Capsules—Hard and soft gelatin capsules; different sizes capsules; filling of capsules handling and storage of capsules, Special application of capsules.

16. Study of immunological products like sera, vaccines, toxoids & their preparations.

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PRACTICAL (100 hours)

Preparation (minimum number stated against each) of the following categories illustrating different techniques involved.

| | |
|---|---|
| 1. Aromatic waters | 3 |
| 2. Solutions | 4 |
| 3. Spirits | 2 |
| 4. Tinctures | 4 |
| 5. Extracts | 2 |
| 6. Creams | 2 |
| 7. Cosmetic preparations | 3 |
| 8. Capsules | 2 |
| 9. Tablets | 2 |
| 10. Preparations involving sterilisation | 2 |
| 11. Ophthalmic preparations | 2 |
| 12. Preparations involving aseptic techniques | 2 |

Books Recommended : (Latest editions)

1. Remington's Pharmaceutical Sciences.
2. The Extra Pharmacopoeia-Martindale.

1.2 PHARMACEUTICAL CHEMISTRY-I

Theory (75 hours)

1. General discussion on the following inorganic compounds including important physical and chemical properties, medicinal and Pharmaceutical uses, storage conditions and chemical incompatibility.

- (A) Acids, bases and buffers Boric acid*, Hydrochloric acid, strong ammonium hydroxide, Calcium hydroxide, Sodium hydroxide and official buffers.
- (B) Antioxidants-Hypophosphorous acid, Sulphur dioxide, Sodium bisulphite, Sodium metabisulphite, Sodium thiosulphate, Nitrogen and Sodium Nitrite.

(C) Gastrointestinal agents—

- (i) Acidifying agents Dilute hydrochloric acid.
- (ii) Antacids-Sodium bicarbonate, Aluminium hydroxide gel, Aluminium Phosphate, Calcium carbonate, Magnesium carbonate, Magnesium trisilicate, Magnesium oxide, Combinations of antacid preparations.

(iii) Protectives and Adsorbents-Bismuth subcarbonate and Kaolin.

(iv) Saline Cathartics-Sodium Potassium tartrate and Magnesium sulphate.

(D) Topical Agents—

- (i) Protectives-Talc, Zinc Oxide, Calamine, Zinc stearate, Titanium dioxide, Silicone polymers.
- (ii) Antimicrobials and Astringents-Hydrogen

peroxide*, Potassium permanganate, Chlorinated lime, Iodine, Solutions of Iodine, Povidone-iodine, Boric acid, Borax, Silver nitrate, Mild silver protein, Mercury, Yellow mercuric oxide, Ammoniated mercury.

(iii) Sulphur and its compounds-Sublimed sulphur precipitated sulphur, selenium sulphide.

(iv) Astringents:—Alum and Zinc Sulphate.

(E) Dental Products-Sodium Fluoride, Stannous Fluoride, Calcium carbonate, Sodium metaphosphate, Dicalcium phosphate, Strontium chloride, Zinc chloride.

(F) Inhalants-Oxygen, Carbon dioxide, Nitrous oxide.

(G) Respiratory stimulants—Ammonium Carbonate

(H) Expectorants and Emetics—Ammonium chloride,* Potassium iodide, Antimony Potassium tartrate.

(I) Antidotes—Sodium nitrate.

2. Major Intra and Extracellular electrolytes—

(A) Electrolytes used for replacement therapy—Sodium chloride and its preparations, Potassium chloride and its preparations.

(B) Physiological acid-base balance and electrolytes used-Sodium acetate, Potassium acetate, Sodium bicarbonate injection, Sodium citrate, Potassium citrate, Sodium lactate injection, Ammonium chloride and its injection.

(C) Combination of oral electrolyte powders and solutions.

3. Inorganic Official compounds of Iron, Iodine, and Calcium Ferrous Sulfate and Calcium gluconate.

4. Radio pharmaceuticals and Contrast media-Radio activity-Alpha, Beta and Gamma Radiations, Biological effects of radiations, Measurement of radio activity, G. M. Counter Radio isotopes-their uses, storage and precautions with special reference to the official preparations.

Radio opaque Contrast media-Barium sulfate.

5. Quality control of Drugs and Pharmaceuticals-Importance of quality control, significant errors, methods used for quality control, sources of impurities in Pharmaceuticals, Limit tests for Arsenic, chloride, sulphate, Iron and Heavy metals.

6. Identification tests for cations and anions as per Indian Pharmacopoeia.

Classification, qualitative tests. Diseases related to carbohydrate metabolism.

4. Brief chemistry and role of Lipids, Classification, qualitative tests. Diseases related to lipids metabolism.

5. Brief chemistry and role of Vitamins and Coenzymes.

6. Role of minerals and water in life processes.

7. Enzymes : Brief concept of enzymic action. Factors affecting it. Therapeutic and pharmaceutical importance.

8. Brief concept of normal and abnormal metabolism of proteins, carbohydrates and lipids.

9. Introduction to pathology of blood and urine.

(a) Lymphocytes and Platelets, their role in health and disease.

(b) Erythrocytes Abnormal cells and their significance.

(c) Abnormal constituents of urine and their significance in diseases.

PRACTICAL (75 hours)

1. Detection and identification of Proteins, Amino acids, Carbohydrates and lipids.

2. Analysis of normal and abnormal constituents of Blood and Urine (Glucose, Urea, Creatinine, cholesterol, alkaline phosphatase, acid phosphatase, Bilirubin, SGPT, SGOT, Calcium, Diastase, Lipase).

3. Examination of sputum and faeces (microscopic and staining).

4. Practice in injecting drugs by intramuscular, subcutaneous and intravenous routes. Withdrawal of blood samples.

1.5. HUMAN ANATOMY AND PHYSIOLOGY THEORY (75 hours)

1. Scope of Anatomy and Physiology.

Definition of various terms used in Anatomy

2. Structure of cell, function of its components with special reference to mitochondria and microsomies.

3. Elementary tissues of the body. i.e. epithelial tissue, muscular tissue, connective tissue and nervous tissue.

4. Structure and function of skeleton. Classification of joints and their function. Joint disorder.

5. Composition of blood, functions of blood elements. Blood group and coagulation of blood. Brief information regarding disorders of blood.

6. Name and functions of lymph glands.

7. Structure and functions of various parts of the heart. Arterial and venous system with special reference to the names and positions of main arteries and veins. Blood pressure and its recording. Brief information about cardiovascular disorders.

8. Various parts of respiratory system and their functions. Physiology of respiration.

9. Various parts of urinary system and their functions, structure and functions of kidney. Physiology of Urine formation. Pathophysiology of renal diseases and oedema.

10. Structure of skeletal muscle. Physiology of muscle contraction. Names, position, attachments and functions of various skeletal muscles. Physiology of neuromuscular junction.

11. Various parts of central nervous system, brain and its parts, functions and reflex action. Anatomy and Physiology of autonomic nervous system.

12. Elementary knowledge of structure and functions of the organs of taste, smell, ear, eye and skin. Physiology of pain.

13. Digestive system; names of the various parts of digestive system and their functions. Structure and functions of liver, physiology of digestion and absorption.

14. Endocrine glands and Hormones. Locations of the glands, their hormones and functions. Pituitary, thyroid, Adrenal and Pancreas.

15. Reproductive system—Physiology and Anatomy of Reproductive system.

PRACTICAL (50 Hours)

1. Study of the human skeleton.

2. Study with the help of charts and models of the following systems and organs:

- Digestive system.
- Respiratory system.
- Cardiovascular system.
- Urinary system.
- Reproductive system.
- Nervous system.
- Eye.
- Ear.

3. Microscopic examination of epithelial tissue, cardiac muscle, smooth muscle, skeletal muscle. Connective tissue and nervous tissues.

4. Examination of blood films for TLC, DLC and malarial parasite.

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5. Determination of clotting time of blood, erythrocyte sedimentation rate and Haemoglobin value.

6. Recording of body temperature, pulse, heart rate, blood pressure and ECG.

1.6 HEALTH EDUCATION AND COMMUNITY PHARMACY

Theory (50 hours)

1. Concept of health—Definition of physical health, mental health, social health, spiritual health determinants of health, indicators of health, concept of disease, natural history of diseases, the disease agents, concept of prevention of diseases.

2. Nutrition and health—Classification of foods requirements, disease induced due to deficiency of proteins, Vitamins and minerals—treatment and prevention.

3. Demography and family planning—Demography cycle, fertility, family planning, contraceptive methods, behavioural methods, natural family planning method, chemical method, mechanical methods, hormonal contraceptives, population problem of India.

4. First aid—Emergency treatment in shock, snake-bite, burns poisoning, heart disease, fractures and resuscitation methods. Elements of minor surgery and dressings.

5. Environment and health—Sources of water supply, water pollution, purification of water, health and air, noise light—solid waste disposal and control—medical entomology, arthropod borne diseases and their control, rodents, animals and diseases.

6. Fundamental principles of microbiology classification of microbes, isolation, staining techniques of organisms of common diseases.

7. Communicable diseases—Causative agents, modes of transmission and prevention.

(a) Respiratory infections—Chicken pox, measles, Influenza, diphtheria, whooping cough and tuberculosis.

(b) Intestinal infections: Poliomyelitis, Hepatitis, Cholera, Typhoid, Food poisoning, Hook-worm infection.

(c) Arthropod borne infections-plague, Malaria, Filariasis.

(d) Surface infections—Rabies, Trachoma, Tetanus, Leprosy.

(e) Sexually transmitted diseases—Syphilis, Gonorrhoea, AIDS.

8. Non-communicable diseases—Causative agents, prevention, care and control:

Cancer, Diabetes, Blindness, Cardiovascular diseases.

9. Epidemiology—Its scope, methods, uses, dynamics of disease transmission, immunity and immunisation: Immunological products and their dose schedule. Principles of disease control and prevention, hospital acquired infection, prevention and control. Disinfection, types of disinfection, disinfection procedures, for faeces, urine, sputum, room linen, dead-bodies, instruments.

2.1 PHARMACEUTICS II

Theory (75 hours)

1. Dispensing Pharmacy:

(i). Prescriptions—Reading and understanding of prescription; Latin terms commonly used (Detailed study is not necessary), Modern methods of prescribing, adoption of metric system. Calculations involved in dispensing.

(ii) Incompatibilities in Prescriptions—Study of various types of incompatibilities—physical, chemical and therapeutic.

(iii) Posology—Dose and Dosage of drugs, Factors influencing dose. Calculations of doses on the basis of age, sex and surface area. Veterinary doses.

2. Dispensed Medications:

(Note: A detailed study of the following dispensed medication is necessary. Methods of preparation with theoretical and practical aspects, use of appropriate containers and closures, Special labelling requirements and storage conditions should be high-lighted).

(i) Powders—Types of powders—Advantages and disadvantages of powders, Granules, Cachets and Tablet triturates. Preparation of different types of powders encountered in prescriptions. Weighing methods, possible errors in weighing, minimum weighable amounts and weighing of material below the minimum weighable amount, geometric dilution and proper usage and care of dispensing balance.

(ii) Liquid Oral Dosage Forms:

(a) Monophasic—Theoretical aspects including commonly used vehicles, essential adjuvant like stabilizers, colourants and flavours, with examples.

Review of the following monophasic liquids with details of formulation and practical methods.

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cin, Rifampicin, Ethambutol*, Thiacetazone, Ethionamide, Cycloserine, Pyrazinamide*.

Antiamoebic and Anthelmintic Drugs—Emetine, Metronidazole*, Halogenated hydroxyquinolines, diloxanidefuroate, Paramomycin Piperazine*, Mebendazole, D.E.C.*.

Antibiotics—Benzyl Penicillin*, Phenoxy methyl Penicillin*, Benzathine Penicillin, Ampicillin*, Cloxacillin, Carbenicillin, Gentamicin, Neomycin, Erythromycin, Tetracycline, Cephalexin, Cephaloridine, Cephalothin, Griseofulvin, Chloramphenicol.

Antifungal agents—Undecylenic acid, Tolnaftate, Nystatin, Amphotericin, Hamycin.

Antimalarial Drugs—Chloroquine*, Amodiaquine, Primaquine, Proguanil, Pyrimethamine*, Quinine, Trimethoprim.

Tranquilizers—Chlorpromazine*, Prochlorperazine, Trifluoperazine, Thiothixene, Haloperidol*.

Triperidol, Oxypertine, Chlordiazepoxide, Diazepam*, Lorazepam, Meprobamate.

Hypnotics—Phenobarbitone*, Butobarbitone, Cyclobarbitone, Nitrazepam, Glutethimide*, Methypyrone, Paraldehyde, Triclofos sodium.

General Anaesthetics—Halothane*, Cyclopropane*, Diethyl ether*, Methohexital sodium, Thiopental sodium, Trichloroethylene.

Antidepressant Drugs—Amitriptyline, Nortriptyline, Imipramine*, Phenelzine, Tranylcypromine.

Analeptics—Theophylline, Caffeine*, Coramine* Dextroamphetamine.

Adrenergic Drugs—Adrenaline*, Noradrenaline, Isoprenaline*, Phenylephrine, Salbutamol, Terbutaline, Ephedrine*, Pseudoephedrine.

Adrenergic Antagonist—Tolazoline, Propranolol*, Practolol.

Cholinergic Drugs—Neostigmine*, Pyridostigmine, Pralidoxime, Pilocarpine, Physostigmine*.

Cholinergic Antagonists—Atropine*, Hyoscine, Homatropine, Propantheline*, Benztropine, Tropicamide, Biperiden*.

Diuretic Drugs—Furosemide*, Chlorothiazide, Hydrochlorothiazide*, Benzthiazide, Urea*, Mannitol*, Ethacrynic Acid.

Cardiovascular Drugs—Ethyl nitrite*, Glyceryl trini-

trate, Alpha methyl dopa, Guanethidine, Clotifibrate, Quinidine.

Hypoglycemic Agents—Insulin, Chlorpropamide*.

Tolbutamide, Glibenclamide, Phenformin*, Metformin.

Coagulants and Anti-Coagulants—Heparin, Thrombin, Menadione*, Bishydroxycoumarin, Warfarin Sodium.

Local Anaesthetics—Lignocaine*, Procaine*, Benzocaine.

Histamine and Anti-histaminic Agents—Histamine, Diphenhydramine*, Promethazine, Cyproheptadine, Mepyramine, Pheniramine, Chlorpheniramine*.

Analgesics and Anti-pyretics—Morphin, Pethidine*, Codeine, Methadone, Aspirin*, Paracetamol*, Analgin, Dextropropoxyphene, Pentazocine.

Non-steroidal anti-inflammatory Agents—Indomethacin*, phenylbutazone*, Oxyphenbutazone, Ibuprofen, Thyroxine and Antithyroids—Thyroxine*, Methimazole, Methylthiouracil, Propylthiouracil.

Diagnostic Agents—Iopanoic Acid, Propylidone, Sulfobromophthalcin.

Sodium Indigotindisulfonate, Indigo Carmine, Evans blue, Congo Red, Fluorescein Sodium.

*Anticonvulsants, cardiac glycosides, Antiarrhythmic antihypertensives & vitamins.

Steroidal Drugs—Betamethazone, Cortisone, Hydrocortisone, prednisolone, Progesterone, Testosterone, Oestradiol, Nandrolone.

Anti-Neoplastic Drugs—Actinomycins, Azathioprine, Busulphan, Chlorambucil, Cisplatin cyclophosphamide, Daunorubicin hydrochloride, Fluorouracil, Mercaptopurine, Methotrexate, Mytomycin.

Books Recommended: (Latest editions)

1. Pharmacopocia of India.
2. British Pharmaceutical Codex.
3. Martindale The Extra Pharmacopocia.

PRACTICAL (75 hours)

1. Systematic qualitative testing of organic drugs involving Solubility determination, melting point and boiling point, detection of elements and functional groups (10 compounds).
2. Official identification test for certain groups of drugs included in the I.P. like barbiturates, sulfonamides, phenothiazine, Antibiotics etc. (8 compounds).
3. Preparation of three simple organic preparations.

2.4 PHARMACEUTICAL JURISPRUDENCE

Theory (50 hours)

1. Origin and nature of Pharmaceutical legislation in India, its scope and objectives. Evolution of the "Concept of Pharmacy" as an integral part of the Health Care System.

2. Principles and significance of Professional Ethics. Critical study of the code of Pharmaceutical Ethics drafted by Pharmacy Council in India.

3. Pharmacy Act, 1948—The General study of the Pharmacy Act with special reference to Education Regulations, working of State and Central Councils, constitution of these councils and functions, Registration procedures under the Act.

4. The Drugs and Cosmetics Act, 1940—General study of the Drugs and Cosmetics Act and the Rules thereunder. Definitions and salient features related to retail and wholesale distribution of drugs. The powers of Inspectors, the sampling procedures and the procedure and formalities in obtaining licences under the rule. Facilities to be provided for running a Pharmacy effectively. General study of the Schedules with special reference of schedules C, C₁, F, G, J, H, P and X and salient features of labelling and storage condition of drugs.

5. The Drugs and Magic Remedies (Objectionable Advertisement) Act, 1954—General study of the Act Objectives, special reference to be laid on Advertisements. Magic remedies and objectionable and permitted advertisements—disease which cannot be claimed to be cured.

6. Narcotic Drugs and Psychotropic Substances Act, 1985—A brief study of the act with special reference to its objectives, offences and punishment.

7. Brief introduction to the study of the following acts.

1. Latest Drugs (Price Control) Order in force.
2. Poisons Act 1919 (as amended to date)
3. Medicinal and Toilet Preparations (Excise Duties) Act, 1955 (as amended to date)
4. Medical Termination of Pregnancy Act, 1971 (as amended to date)

BOOKS RECOMMENDED (Latest edition):

Bare Acts of the said laws published by the Government.

2.5 DRUG STORE AND BUSINESS MANAGEMENT

Theory (75 hours)

Part-I Commerce (50 hours)

1. Introduction—Trade, Industry and Commerce, Functions and subdivision of Commerce, Introduction to Elements of Economics and Management.

2. Forms of Business Organisations.

3. Channels of Distribution.

4. Drug House Management—Selection of Site, Space Lay-out and legal requirements.

Importance and objectives of Purchasing, selection of suppliers, credit information, tenders, contracts and price determination and legal requirements thereto.

Codification, handling of drug stores and other hospital supplies.

5. Inventory Control—objects and importance, modern techniques like ABC, VED analysis, the lead time, inventory carrying cost, safety stock, minimum and maximum stock levels, economic order quantity, scrap and surplus disposal.

6. Sales Promotion, Market Research, Salesmanship, qualities of a salesman, Advertising and Window Display.

7. Recruitment, training, evaluation and compensation of the pharmacist.

8. Banking and Finance Service and functions of bank, Finance Planning and sources of finance.

Part-II Accountancy (25 hours)

1. Introduction to the accounting concepts and conventions, Double entry Book keeping, Different kinds of accounts.

2. Cash Book.

3. General Ledger and Trial Balance.

4. Profit and Loss Account and Balance Sheet.

5. Simple technique of analysing financial statements.

Introduction to Budgeting.

Books Recommended (Latest edition)

Remington's Pharmaceutical Sciences.

2.6 HOSPITAL AND CLINICAL PHARMACY

Theory (75 hours)

Part-I: Hospital Pharmacy:

1. Hospitals Definition, Function, Classifications based on various criteria, organisation, Management and Health delivery system in India.

2. Hospital Pharmacy:
 - (a) Definition
 - (b) Functions and objectives of Hospital Pharmaceutical services.
 - (c) Location, Layout, Flow chart of material and men.
 - (d) Personnel and facilities requirements including equipments based on individual and basic needs.
 - (e) Requirements and abilities required for Hospital pharmacists.
 3. Drug Distribution system in Hospitals:
 - (a) Out-patient services
 - (b) In-patient services—(a) types of services (b) detailed discussion of Unit Dose system, Floor ward stock system, Satellite pharmacy services, Central sterile services, Bed Side Pharmacy.
 4. Manufacturing:
 - (a) Economical considerations, estimation of demand.
 - (b) Sterile manufacture—large and small volume parenterals, facilities, requirements, layout production planning, man-power requirements.
 - (c) Non-sterile manufacture—Liquid orals, external—bulk concentrates.
 - (d) Procurement of stores and testing of raw materials.
 5. Nomenclature and uses of surgical instruments and Hospital Equipments and health accessories.
 6. P.T.C. (Pharmacy Therapeutic Committee), Hospital Formulary System and their organisation, functioning, composition.
 7. Drug Information service and Drug Information Bulletin.
 8. Surgical dressing like cotton, gauze, bandages and adhesive tapes including their pharmacopoeial tests for quality. Other hospital supply e.g. I.V. sets B.G. sets, Ryals tubes, Catheters, Syringes etc.
 9. Application of computer in maintenance of records, inventory control, medication monitoring, drug information and data storage and retrieval in hospital and retail pharmacy establishments.
- Part-II: Clinical Pharmacy:

1. Introduction to Clinical Pharmacy Practice—Definition, scope.
 2. Modern dispensing aspects—Pharmacists and Patient counselling and advice for the use of common drugs, medication history.
 3. Common daily terminology used in the Practice of Medicine.
 4. Disease, manifestation and pathophysiology including salient symptoms to understand the disease like Tuberculosis, Hepatitis, Rheumatoid Arthritis, Cardiovascular diseases, Epilepsy, Diabetes, Peptic Ulcer, Hypertension.
 5. Physiological parameters with their significance.
 6. Drug Interactions:
 - (a) Definition and introduction.
 - (b) Mechanism of Drug Interaction.
 - (c) Drug—drug interaction with reference to analgesics, diuretics, cardiovascular drugs, Gastro-intestinal agents, Vitamins and Hypoglycemic agents.
 - (d) Drug—food interaction.
 7. Adverse Drug Reactions:
 - (a) Definition and Significance.
 - (b) Drug—induced diseases and Teratogenicity.
 8. Drugs in Clinical Toxicity—Introduction, general treatment of poisoning, systematic antidotes. Treatment of insecticide poisoning, heavy metal poison, Narcotic drugs, Barbiturate, Organophosphorus poisons.
 9. Drug dependences, Drug abuse, addictive drugs and their treatment, complications.
 10. Bio-availability of drugs, including factors affecting it.
- Books recommended (latest editions)
1. Remington's Pharmaceutical Sciences.
 2. Martindale The Extra Pharmacopoeia.
- PRACTICAL (50 hours)
1. Preparation of transfusion fluids.
 2. Testing of raw materials used in (1).
 3. Evaluation of surgical dressings.
 4. Sterilization of surgical instruments, glass ware and other hospital supplies.
 5. Handling and use of data processing equipments.

VIDYABHARATI COLLEGE OF PHARMACY, AMRAVATI

TIME TABLE OF DIPLOMA IN PHARMACY 2019-2020 W.E.F. 26/06/2019

| Day | R.No. | 11.00 to 12.00 | 12.00 to 01.00 | 01.00 to 02.00 | 02.00 TO 02.30 | 02.30 to 03.30 | 03.30 to 04.30 | 04.30 to 05.30 | R.No. |
|-----|------------------|--|------------------------|------------------------|----------------|--|-------------------------|-------------------------|------------------|
| MON | CL.R.1 (S-01) | P'chem - I (VRM) | BCP (ABT) | HAP (PH) | R | Pharma Chem. I (VRM) | Pract. Batch A | Tutorial (DCP - I) | G - 17 |
| | F - 12 | *P' Ceutics - II (VRM) | Pract. (AWD) - batch A | Tutorial (DCP - II) | | HAP (PH) Practical Batch B | P'uris (ARJ) | DSBM (AWD) | F - 08 |
| | F - 05 | P'ology (LJG) Pract. - batch A | | | | P'ology (LJG) | Pract. Batch C | | CL.R.1 (S-01) |
| TUE | CL.R.1 (S-01) | HAP (PH) | BCP (ABT) | P'chem - I (VRM) | E | Pharma Chem. I (VRM) | Pract. Batch A | Tutorial (DCP - I) | G - 17 |
| | F - 12 | *P' Ceutics - II (VRM) | Pract. (ARJ) - batch C | Tutorial (DCP - II) | | HAP (PH) Practical Batch A | P'uris (ARJ) | P'ology (LJG) | F - 08 |
| | F - 05 | P'ology Pract. (LJG) - batch C | | | | P'uris (ARJ) | DSBM (AWD) | | CL.R.1 (S-01) |
| WED | CL.R.1 (S-01) | HAP (PH) | P'chem - I (VRM) | P'ceutics - I (ARJ) | C | Pharma Chem. I (VRM) | Pract. Batch B | Tutorial (DCP - I) | G - 17 |
| | F - 12 | *P' Ceutics - II (VRM) | Pract. (VRM) - batch A | | | HAP (PH) Practical Batch C | P'ology (LJG) | P'chem - II (ABT) | F - 08 |
| | F - 05 | P'ology Pract. (LJG) - batch B | | | | DSBM (AWD) | P'ceutics (VRM) | | CL.R.1 (S-01) |
| THU | CL.R.1 (S-01) | P'ceutics - I (ARJ) | HECP (LJG) | P'ceutics (AWD) | | Pharma Cognosy (AWD) Pract. Batch A | | | F - 08 |
| | G - 17 | Pharma Chem. II (ABT) Pract. Batch B | | | | * Pharmaceutics - I (LJG) Pract. Batch - B | | | F - 12 |
| | F - 18 | HCP Practical Batch A (PH) | | Tutorial (DCP - II) | E | P'ceutics - II (VRM) | P'chem - II (ABT) | HCP (PH) | G - 17 |
| FRI | CL.R.1 (S-01) | HECP (LJG) | P'ceutics (AWD) | Tutorial (DCP - I) | | Pharma Cognosy (AWD) Pract. Batch B | | | CL.R.1 (S-01) |
| | G - 17 | Pharma Chem. II (KKT) Pract. Batch - C | | | | * Pharmaceutics - I (ARJ) Pract. Batch - C | | | F - 12 |
| | F - 18 | HCP Practical Batch B (PH) | | Tutorial (DCP - II) | S | P'chem - II (ABT) | HCP (PH) | P'ceutics - II (VRM) | G - 17 |
| SAT | CL.R.1 (S-01) | P'ceutics - I (ARJ) | P'ceutics - I (ARJ) | Tutorial (DCP - I) | | Pharma Cognosy (AWD) Pract. Batch C | | | CL.R.1 (S-01) |
| | G - 17 | Pharma Chem. II (KKT) Pract. Batch - A | | | | * Pharmaceutics - I (LJG) Pract. Batch - A | | | F - 08 |
| | F - 18 | HCP Practical Batch C (PH) | | Tutorial (DCP - II) | | BCP (ABT) Pract. Batch B | | | F - 12 |
| | CL.R.1 (S-01) | P'ceutics - I (ARJ) | P'ceutics - I (ARJ) | Tutorial (DCP - I) | | HCP (PH) | P'ceutics - II (VRM) | P'chem - II (ABT) | G - 17 |
| | G - 17 | Pharma Chem. II (KKT) Pract. Batch - A | | | | | | | CL.R.1 (S-01) |
| | F - 18 | HCP Practical Batch C (PH) | | Tutorial (DCP - II) | | | | | F - 08 |

Note :- * Practical timing 2.00 PM to 06.00 PM. DCP I (Pharmaceutics I)
* Practical timing 10.00 AM to 02.00 PM. DCP II (Pharmaceutics II)

- 1) KKT - Dr. K.K. Tapar
- 2) ARJ - Mr. A.R. Jaiswal
- 3) LJG - Miss. Lovina Gonsalves
- 4) PH - Miss. Pooja Hindekar
- 5) AWD - Mr. A.W. Dahekar
- 6) VRM - Mr. V.R. Mehare
- 7) ABT - Mrs. A.B. Tasare

Time-table
Incharge



Diploma in Pharmacy,
V.B.C.P., Amravati
Principal
Vidyabharati College of Pharmacy,
Amravati

FORMAT FOR FEED BACK FROM STUDENTS
(Minimum 30 regular students/half the strength of the class)

Name of Faculty: _____ Semester: _____
Subject taught: _____

| Sr. No | Parameters | Very good | Good | Satisfactory | Poor |
|--------|--------------------------------|-----------|------|--------------|------|
| 1 | Punctuality | | | | |
| 2 | Knowledge of the Subject | | | | |
| 3 | Presentation Skill | | | | |
| 4 | Interaction with students | | | | |
| 5 | Difficulty attitude | | | | |
| 6 | Use of teaching aids | | | | |
| 7 | Ability to maintain discipline | | | | |
| 8 | Overall Performance | | | | |

Suggestion for Improvement.



Vidyabharati College of Pharmacy, Amravati
Diploma in Pharmacy Department
Model Answer Paper

| | | | |
|----------------------------------|--------------------|-----------------------------------|-------------------------------------|
| Course Code : 0805 | Class : DCP – I yr | Session :2019-20 | P.A. T. : 1 st sessional |
| Name of Course : Pharmaceutics-I | | Name of Faculty : Mr.A.R. Jaiswal | |

Question No. 1 solve any four. (2 Mark each)




| Q. No. | CO No. Assigned | Questions and key words of answer expected | Distribution of marks | Level of Blooms taxonomy |
|--------|-----------------|---|--------------------------|--------------------------|
| a. | 101.3 | Enlist the type of closures. | 02 | (1) Remembering |
| Ans. | | 1) Plug type 2) Crown type 3) Push-fit type 4) screw type | ½ mark each | |
| b. | 101.3 | Explain the types of Plastic. | 02 | (2) Understanding |
| Ans. | | i) Thermoplastic type: this type of plastic get softened to a viscous fluid on heating and harden again on cooling which is influenced by the degree of cross linkages or inter-molecular attraction between the long chain molecules. ex-nylon, polystyrene ii) Thermosetting type: this type of plastic may become flexible but does not become fluid on heating because of a high degree of cross linkages. ex- phenol formaldehyde resins. | 1 mark each | |
| c. | 101.4 | Draw a well labeled diagram of mill which work on principle of cutting. | 02 | (3) Applying |
| Ans. | | | ½ mark for each labeling | |
| d. | 101.1 | Why Glycerin is used as base in Throat paints? | 02 | (4) Analysing |
| Ans. | | Glycerin is commonly used as a base because being viscous it adheres to mucous membrane for along period and it possesses a sweet taste. | 01 mark each | |

| | | | | |
|------|-------|---|-----------------------------|-----------------|
| e. | 101.2 | Convert the following into metric forms-i)Two Ounce ii) One Pound iii)30 grain vi)one teaspoonful. | 02 | (3) Applying |
| Ans. | | i)Two Ounce=60ml ii) One Pound =450gm iii)30 grain= 2 gm vi)one teaspoonful. = 4ml | ½ mark each | |
| f. | 101.3 | State the application of Aerosol packaging in Pharma industries. | 02 | (3) Applying |
| Ans. | | i)They are used for spray bandages and for application of drugs meant for topical use. ii)They are used for spray administration of drugs into various body cavities. iii)They are used for administration of drug such as local anesthetics ,local analgesic, and anti-inflammatory. vi) They are used to spray cosmetic preparation. v)They are used to spray disinfections, deodorizers and air sanitizer. | Any four for ½ mark each | |

Question No. 2 solve any four . (3 Marks each)

| Q. No. | CO No. | Questions and key words of answer expected | Distribution of marks | Level of Booms taxonomy |
|--------|--------|---|-------------------------------|-------------------------|
| a. | 101.4 | Explain the construction and working of Fluid energy mill. | 03 | (6) Creating |
| Ans. | | Construction with diagram working | 02 01 | |
| b. | 101.2 | Write the salient features of third edition of I,P along with its year of publishing. | 03 | (2) Understanding |
| Ans. | | Year of publishing Five salient features | ½ mark ½ mark each | |
| c. | 101.3 | Enlist the three qualities of ideal container and mention the three disadvantages of glass as a material for packing. | 03 | (4) Analysing |
| Ans. | | Three qualities Three disadvantages | ½ mark each ½ mark each | |
| d. | 101.1 | Define and classify the dosage form with example. | 03 | (4) Analysing |
| Ans. | | Definition Classification with example | 01 mark 02 mark | |
| e. | 101.1 | Mention the properties of ideal ointment base. | 03 | (2) Understanding |

| | | | | |
|-----|-------|---|--------------|-----------------|
| Ans | | Six properties | ½ mark each | |
| f. | 101.1 | Explain the importance of dosage forms with example | 03 mark | (3) Applying |
| Ans | | Six importance with example explained | ½ mark each. | |

**Vidyabharati Shaikshanik Mandals
Vidyabharati College of Pharmacy, Amravati**

Letter No. VBCP / 34 / 2019

Date : 15/06/2019

Meeting of Governing body-34

Proceeding of Governing Body Meeting

Item No. 1 :- The minutes of the last Governing Body Meeting held on 22/05/2019 were read out by the member secretary and were confirmed by Governing Body.

Item No. 2 :- The Action taken Report was read by member secretary and was confirmed by the house.

Item No. 3 :- Regarding installation of fire fighting system mandatory for NBA was approved by the house & the quotations were called & Pree Engineering Nagpur was given the contract for Rs.365,000 was approved. Allocated Budget of the session 2019-20 was approved and sanctioned.


Item No. 4 :- As it is mandatory to install CCTV cameras in class rooms & examination rooms as per M.S.BTE the house has approved for additional CCTV cameras & approved Rs.150,000 .

Item No.5 :- About the new connection of drinking water from Amravati Municipal Corporation, it was kept pending & will be decided in the next meeting.

Item No.6 : Water harvesting plant was also kept pending.

Item No.7 : Regarding moc inspection, it was decided to call senior faculty from SSBT COE Jalgaon

Item No.8 : As there was no item for discussion the meeting ended with vote of thanks.


Member Secretary
Principal
Vidyabharati College of Pharmacy
Amravati




Chairman

Vidyabharati College of Pharmacy, Amravati.
ACTION TAKEN REPORT OF GOVERNING BODY

(Dated :- 15/06/2019)

| | | |
|----------------|----|---|
| Item. No. 1& 2 | :- | No action was required. |
| Item No. 3 | :- | The installation work of Fire fighting system was completed |
| Item No. 4 | :- | The installation of additional CCTV camera in class room and examination rooms are completed. |
| Item No. 5 | :- | The action is in pending |
| Item No. 6 | :- | The action is in pending. |
| Item No. 7 | :- | For Mock drill the faculty from SSBTE will be called. |
| Item No. 8 | :- | No action was required. |



Principal,
Vidyabharati College of Pharmacy,
Amravati.
Principal
Vidyabharati College of Pharmacy
Amravati