



# **SELF STUDY REPORT**

**FOR**

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

**HI TECH COLLEGE OF PHARMACY CHANDRAPUR**

PADOLI PHATA NAGPUR HIGHWAY , MORWA , POST -TADALI  
CHANDRAPUR

442406

[www.htcop.org](http://www.htcop.org)

Submitted To

**NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

**BANGALORE**

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# 1. EXECUTIVE SUMMARY

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## 1.1 INTRODUCTION

*Shree Tuljabahvani Sevabahvi Shiksanik Va Samajik Shikshan Sanstha, Kothari* was established 21 years before by Shri Prashant V. Morey. It was set up as a public charitable trust registered under the Society act 1980 and the Bombay Public Trust ACT 1950 on 25/05/1999 (Registration No: F-6532 (Chandrapur) by the charity commissioner, Maharashtra State, India. “The primary aim of The Trust is to Provide Quality Education at an affordable cost to the socially and economically backward class and especially for a woman in the rural region”

The trust has been achieving its objective by providing good infrastructure, elegant campus, well qualified and competent faculty and above all conducive and learning atmosphere for the aspiring students to nurture them to accept the coming challenges as professional and as a good citizen.

**HI-TECH COLLEGE OF PHARMACY CHANDRAPUR** established in 2009 under the *Shree Tuljabahvani Sevabahvi Shiksanik Va Samajik Shikshan Sanstha, Kothari* is located in Padoli Phata Nagpur highway Chandrapur for the conduct of B.Pharm course under Gondwana University Gadchiroli with intake 60 capacity. Presently, the institute is in its eleventh year and intake increases to 100 students for B.Pharm and 60 students for D.Pharm in 2019. It is a self – funded, non-minority institute. It presently offers UG level B.Pharm. Program affiliated to Gondwana University Gadchiroli and D. Pharm Program affiliated to MSBTE Mumbai. It is approved by the Pharmacy Council of India (PCI) & State Govt. of Maharashtra. Director of Technical Education (DTE), MS, Mumbai

### Vision

**To provide the quality education in the field of Pharmaceutical Sciences for the betterment of healthcare system.**

### Mission

**To promote the pharmaceutical knowledge and practical skill through excellence and innovation in teaching.**

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

### Institutional Strength

1. The college is committed to providing quality pharmacy education and extends full support in ensuring academic excellence.
2. Financial support to needy students from the last five academic years.
3. Well Qualified and supportive faculty and staff.
4. Remarkable representation of faculty members on various university bodies.

5. The state of art infrastructure facilities including classrooms, well-equipped laboratories, tutorial rooms, central library.
6. Effective use of ICT in the teaching-learning process.
7. Safe and secured environment for girl students.
8. Qualified, experienced, and dedicated teaching faculty with a good retention ratio

### **Institutional Weakness**

1. Moderate placement ratio.
2. College lacks in optimum revenue generation.
3. Being an undergraduate college, have limited scope for research.
4. As the college is situated in a rural area, need to focus more on industry linkages.
5. Less number of faculty and students from other states.
6. UGC 2f and 12 B recognition is not yet received.

### **Institutional Opportunity**

1. Uplifting the academic level of college through the introduction of the new course.
2. Scope for interdisciplinary and sponsored projects
3. To arrange specialized training programs for faculty.
4. Placement of students in multinational companies.
5. Motivate faculty to fetch for research grants from various funding agencies.

### **Institutional Challenge**

1. To meet the growing expectations of stakeholders.
2. To improve the excellence of students.
3. Tie-ups with National and international education colleges and research.
4. To encourage students for competitive examinations and higher studies.
5. To create public awareness about the professional carrier in Pharmacy
6. To improve the soft skill of the students and newly approved faculties.

## **1.3 CRITERIA WISE SUMMARY**

### **Curricular Aspects**

Hi-Tech College of Pharmacy, Chandrapur is a self-financed private college affiliated to Gondwana University, Gadchiroli, and MSBTE, Mumbai. College follows the curriculum designed by PCI and implemented by Gondwana University and MSBTE. The college has adopted the CBCS pattern prescribed by Gondwana University. College offers two programs as B. Pharm and D. Pharm. The Principal, Dr. Satish B. Kosalge worked as a dean of the faculty of Pharmaceutical Sciences, Gondwana University. Four faculty members were worked as Board of studies (BOS) members including the BOS Chairman of Gondwana University. The college had constituted academic planning and monitoring committee (APMC), which ensures the effective implementation of the curriculum through well-planned academic activities. The NSS unit of the college

conducted various activities throughout the academic year such as Blood Donation Camp, Tree Plantation, Health Awareness Camp, Blood Group Detection Camp, Swachata Abhiyan, Self-Defense Workshop, Yoga Day Celebration, etc. College organizes seminars, workshops, and guest lectures for curriculum enrichment and enhancement. College effectively integrates the crosscutting issues relevant to professional ethics, gender equality, human values, environment, and sustainability into the curriculum through various seminars. To provide industrial exposure, third-year B. Pharm students carry out the internship in pharmaceutical industries. Feedback Analysis Committee takes feedback on a curriculum from different stakeholders such as students, alumni, teachers, and employers to strengthen the quality of the teaching and learning process.

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

The admission process of the college is in accordance with the Directorate of Technical Education and the Maharashtra State Government, through a Centralized Admission Procedure (CAP). Admissions are based on the MHT-CET entrance examination conducted by the State Government as well as a test conducted at the National and State level also gives wide publicity for MHT-CET (Common Entrance Test) and the centralized admission process (CAP) in the state and national newspaper well in advance and on their website [www.dte.org.in](http://www.dte.org.in).

As per Gondwana University guidelines, academic, co-curricular, and extracurricular activities are planned and displayed, before the academic session starts.

The college strictly adheres to the academic calendar for the conduct of internal examinations, for that college establish Institutional Examination Committee to conduct internal sessionals as well as end semester theory and practical examination. The mechanism of internal assessment is transparent and robust, covering all the learning domains. The Institutional Examination Committee, along with various responsibilities, also solve the exam-related grievances of students in a time-bound and efficient manner. The Attainment of course outcomes is evaluated by direct and indirect assessment tools.

The college has framed several reforms in the examination system like a collection of two sets of sessional question papers, question paper must comply with course outcomes, examination instructions for staff and students, etc. Due to the efforts taken by the faculty members and students, most of the students complete their Pharmacy program in the stipulated time period with a good grades.

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

College support students and faculties for their research project, publication, and conference attended. The college has updated research activities and quality education, some achievements are mention here below:

1. The college has received 0.8 lakh rupees for doing the research project by Gondwana University, Gadchiroli.
2. The faculty has published 38 research or review articles in reputed journals during the last 5 years.
3. The college has received 18 awards or recognitions.
4. The college has 4 functional MOU (Memorandum of Understanding) with Pharmaceutical Laboratories and Academic Institutions during which students have taken training and visited for the last five years.
5. Students participated in Social activities such as Blood Donation Camp, Health awareness program, Tree Plantation, etc.

The college takes efforts for faculties and students to participate in various programs such as Seminars / Workshops / Guest Lectures.

### **Infrastructure and Learning Resources**

The college infrastructure is as per the norms of regulatory authorities like PCI, MSBTE Mumbai.

The college is situated in an eco-friendly environment with greenery lush, noise-free, and clean campus. The campus is enabled with CCTV and fire extinguishers to cater to vigilance, security, and protection from fire. The campus has numerous trees along with a medicinal garden and is housed with different types of medicinal plants. The latest initiatives are taken by the college in the rooftop solar system, rainwater harvesting, solid-liquid waste management, and other green initiatives. Another pride initiative for college taken is to build a new ramp and washroom for differently able students. The college has a substantial infrastructure for sports and other extra-curricular activities with a well-equipped gymnasium and indoor-outdoor sports. The campus has proper wall fencing and have pedestrian-friendly roads for movement and also sufficient space for parking vehicles. Other supporting facilities like playground, cafeteria, drinking water supply are provided on the campus. The administration support college for providing facilities to grow infrastructure.

The college building has well ventilated spacious classrooms, tutorial rooms, seminar hall, laboratories, staffrooms, restrooms, computer lab, library, and other support facilities that meet the curriculum requirements. The instrument room is housed with sophisticated instruments like UV- Visible spectrophotometer, potentiometer, conductivity meter, etc. SOP's and logbooks are available to ensure proper use and maintenance of instruments. The machine room is equipped with a tablet compression machine, capsule filling machine, ball mill, all-purpose equipment, etc. The college has a library which is enriched with more than 6478 books, national and international journals, e-journal, magazines, project report. The college library is registered on the National Digital library. The library has a computer facility with LAN, CCTV, fire extinguisher. Internet connection with the speed of 100mbps is flowing throughout the campus.

### **Student Support and Progression**

The college is committed to the overall development of students and extends every possible supports for their progress.

The Scholarship section of the college assists the students regarding various student welfare schemes in the form of a Scholarship/Free-ship provided by the state government. The college has organized interactive talks, seminars, guest lectures, and soft skills programs on career counseling like Career Guidance & Management Skill, Opportunity in Clinical Research and, Pharmacovigilance to enhance their employability skills.

Expert's talks on human values and activities like women-related programs and celebration of birth anniversaries were conducted to develop their moral values. Workshop on Meditation and Yoga were organized for students to increase their concentration and to live a stress-free life. The college conducts interactive talks for competitive examinations like GPAT and CAT, also took GPAT test series for the interested students, and clears their subjective queries as per their need. The college conducts seminars for domestic and abroad placement along with how to prepare Curriculum Vitae to crack interviews. The college has constituted Women's Grievance Redressal Cell and Anti-ragging Cell as per the regulatory guidelines to ensure the timely redressal of student's grievances.

The college has provided placement of students through off-campus interviews. To create entrepreneurship as a career, the college has conducted a Business Innovation program. The college has constituted a Student's council and has actively organizing and monitoring several co-curricular activities. Students are actively participating and delivering outstanding performance in sports and cultural activities organized at College, University, State, and National levels. Inter-Collegiate State Level Dance Competition and Annual Cultural Programme "Rhythm" is organized every year in the college to encourage the hidden talent of the students. The alumni association of HTCOP actively supports to college for organizing Inter-Collegiate State Level Dance Competition. The alumni motivate the current students by guiding and sharing their experiences along with updating job opportunities in the field of pharmacy. Steps towards building alumni associations are in progress.

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

The Institute has decentralized governance with various bodies, committees, council, cells, Departments which involves the representation of stakeholders in the various teams which are making untiring efforts to achieve its vision and mission.

The principal gets constant input and feedback from the administrative and academic heads, alumni, faculties, students, and supporting staff. This feedback communicates with top leadership and management and is assisted by various committees including faculty and staff. The institute is governed by various bodies like the Governing Body, College Development committee helping in decision making and policy framing for the effective functioning of the institute. Faculty meeting addressed by principal and meeting of various committees offers a platform to present and discuss the progress and perspective plans of the institute and helps in effective implementation of institutional policies. The principal works closely with different committees constituted with faculty and administrative staff to offer effective leadership by setting values and participate decision-making process to coordinate the academic and administrative aspects. The management ensures professional development through development programs and various seminars and conferences. The mechanisms for regular performance appraisal of staff have been evolved to ensure academic excellence. The college has an established mechanism for mobilizing resources and utilization of funds. The income and expenditure of the institution are subject to regular audit. Feedback is collected from all stakeholders and analyzed for review of the quality policy which is implemented by the college. Academic In-charge monitors academic performances of the institution and it is done timely. The IQAC has been functioning as a quality sustenance measure.

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

College provides an equal chance to the girls and boys promoting gender equality. The security guard is available all the time & CCTV Cameras are fixed to ensure safety and security. Women's Grievance committee, internal complaint committee, and Anti-ragging committee are established for timely redressal of grievances. The college regularly conducts various activities like tree plantation, Health awareness camp, and Swachhata Abhiyan, etc. LED lights are installed to reduce energy consumption. The solar panel is installed as an alternative source of energy. The College is encouraged to keep the campus green by planting more trees and making the campus a plastic-free zone. The campus has water conservation facilities like rainwater harvesting, Borewell, etc. The maintenance of the garden and waste management is done on priority. The entry of automobiles is restricted on campus, pedestrian-friendly pathways are constructed. Facilities like a disabled-

friendly washroom, ramp, and wheelchair are available for Divyangjan. Students are encouraged to participate in various cultural events, sports, and social service camps. The college organizes activities like the birth anniversary of Great Indian Personality, Voters day, Constitution day to promote inclusiveness and harmony. College follows a code of conduct for students and employees and the same is passed on, on the college website. Code of conduct for visitors is displayed in the college. The college follows the Best practice of the installment in fees which makes the students from economically weaker sections to study.

NAAC

## 2. PROFILE

### 2.1 BASIC INFORMATION

Name and Address of the College	
Name	HI TECH COLLEGE OF PHARMACY CHANDRAPUR
Address	Padoli Phata Nagpur Highway , Morwa , Post -Tadali Chandrapur
City	CHANDRAPUR
State	Maharashtra
Pin	442406
Website	<a href="http://www.htcop.org">www.htcop.org</a>

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Satish B. Kosalge	07172-9922421811	9922421811	-	hitechcops09@rediffmail.com
IQAC / CIQA coordinator	Sushil S Burle	07172-9284652559	9284652559	-	drsushilburle@gmail.com

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minority institution	No

Establishment Details	
Date of establishment of the college	25-08-2009



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

State	University name	Document
Maharashtra	Gondwana University	<a href="#">View Document</a>

**Details of UGC recognition**

Under Section	Date	View Document
2f of UGC		
12B of UGC		

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

Statutory Regulatory Authority	Recognition/Approval details Institution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
PCI	<a href="#">View Document</a>	10-04-2020	36	

**Details of autonomy**

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

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

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	Padoli Phata Nagpur Highway , Morwa , Post -Tadali Chandrapur	Rural	2.27	4671

## 2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BPharm, Pharmacy	48	HSC	English	100	79

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

Teaching Faculty												
	Professor				Associate Professor				Assistant Professor			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	2				3				11			
Recruited	0	0	0	0	0	0	0	0	4	3	0	7
Yet to Recruit	2				3				4			
Sanctioned by the Management/Society or Other Authorized Bodies	1				3				4			
Recruited	1	0	0	1	3	0	0	3	0	4	0	4
Yet to Recruit	0				0				0			

<b>Non-Teaching Staff</b>				
	<b>Male</b>	<b>Female</b>	<b>Others</b>	<b>Total</b>
Sanctioned by the UGC /University State Government				9
Recruited	8	1	0	9
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				9
Recruited	6	3	0	9
Yet to Recruit				0

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

### Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			Total
	Male	Female	Others	Male	Female	Others	Male	Female	Others	
D.sc/D.Litt/LLD	0	0	0	0	0	0	0	0	0	0
Ph.D.	1	0	0	3	0	0	0	0	0	4
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	4	19	0	23

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

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

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

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

<b>Programme</b>		<b>From the State Where College is Located</b>	<b>From Other States of India</b>	<b>NRI Students</b>	<b>Foreign Students</b>	<b>Total</b>
UG	Male	73	0	0	0	73
	Female	142	0	0	0	142
	Others	0	0	0	0	0
Diploma	Male	70	0	0	0	70
	Female	81	0	0	0	81
	Others	0	0	0	0	0

<b>Provide the Following Details of Students admitted to the College During the last four Academic Years</b>					
<b>Programme</b>		<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
SC	Male	7	9	6	6
	Female	14	6	9	10
	Others	0	0	0	0
ST	Male	3	3	1	2
	Female	6	4	4	2
	Others	0	0	0	0
OBC	Male	21	18	20	7
	Female	44	45	38	28
	Others	0	0	0	0
General	Male	14	11	16	1
	Female	14	11	10	12
	Others	0	0	0	0
Others	Male	14	8	5	6
	Female	15	12	8	7
	Others	0	0	0	0
<b>Total</b>		<b>152</b>	<b>127</b>	<b>117</b>	<b>81</b>

## Extended Profile

### 1 Program

#### 1.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
79	84	89	87	87
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 1.2

Number of programs offered year-wise for last five years

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	01	1	1

### 2 Students

#### 2.1

Number of students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
272	241	239	229	231
File Description		Document		
Institutional data in prescribed format		<a href="#">View Document</a>		

#### 2.2

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

2019-20	2018-19	2017-18	2016-17	2015-16
50	40	40	45	40

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

### 2.3

#### Number of outgoing / final year students year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
63	59	51	53	62

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

## 3 Teachers

### 3.1

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

2019-20	2018-19	2017-18	2016-17	2015-16
28	25	21	17	17

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

### 3.2

#### Number of sanctioned posts year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
28	25	21	17	17

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

## 4 Institution

### 4.1

#### Total number of classrooms and seminar halls



**Response: 7**

**4.2**

**Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
135.4	143.9	137.6	124.8	138.3

**4.3**

**Number of Computers**

**Response: 50**

**4.4**

**Total number of computers in the campus for academic purpose**

**Response: 35**

## 4. Quality Indicator Framework(QIF)

### Criterion 1 - Curricular Aspects

#### 1.1 Curricular Planning and Implementation

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

##### Response:

**Hi-Tech College of Pharmacy** Chandrapur is affiliated with Gondwana University, Gadchiroli, and MSBTE Mumbai and hence follows the curriculum prescribed by Gondwana University, Gadchiroli, and MSBTE Mumbai.

- College prepares various plans in a well-advanced manner to ensure effective curriculum implementation before the start of the academic session or semester through the well-documented process.
- For the effective implementation of the curriculum, the college has constituted academic planning and monitoring committee (APMC).
- The committee prepares the academic calendar as per the guidelines of Gondwana University, Gadchiroli, and Maharashtra State Board of Technical Education (MSBTE), Mumbai.
- The academic calendar of Gondwana University, Gadchiroli, MSBTE, Mumbai, and the college academic calendar is displayed on the notice board.
- The principal and time-table in-charge assigns the subject to the faculty members as per their experience and specialization.
- Allotment of the subjects is done well in advance to the faculty members so that they can prepare for the subject. This makes sure the more efficient teaching process.
- The time-table and workload are prepared by the time-table in-charge and discussed with the faculty members.
- The final time table was approved by the principal sir and is displayed on the notice board.
- After allotment of the subjects to respective teachers, they were asked to prepare the theory and practical teaching plan of their subject.
- The theory teaching plan contains the schedule of delivery of the lectures, the topic to be covered, and the unit/chapter learning outcome.
- The practical plan includes the schedule of practicals to be conducted, the name of the experiment, and learning outcomes.
- The laboratory assistant of the respective laboratory assists in the smooth conduct of practicals.
- All the chemicals, glasswares, and equipment are available for effective conduction of practicals.
- The central file is prepared by the APMC which contains the syllabus, academic calendar, time table, workload, and sessional time table.
- The effectiveness of curriculum delivery is judged by class tests, seminars, assignments, and internal sessional exams.
- The curriculum of B. Pharm final year (Sem VIII) contains project work for the students.
- The guest lecturers from academic/industry background person and personality development were arranged on regular basis for the benefits of students.
- The college has a digital classroom as well as a LAN system. The faculty members use various ICT tools such as Power-Point presentations and lectures on interactive boards for more effective

delivery of the teaching and learning process.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.1.2 The institution adheres to the academic calendar including for the conduct of CIE

#### Response:

- Before the commencement of the academic session, Gondwana University, Gadchiroli, and MSBTE, Mumbai publishes an academic calendar which is followed by the college.
- The University academic calendar provides a number of effective days (working days) and actual days for the first term and second term, including a probable schedule for summer and winter examinations and vacations.
- The academic planning and monitoring committee prepares and designs the college academic calendar from the academic calendar of Gondwana University, Gadchiroli, and MSBTE, Mumbai for the scheduled completion of the curriculum.
- The college academic calendar consists of dates of commencement of the academic session, duration of the first and second term, winter and summer vacations, date of theory and practical sessional examination, tentative dates of annual/semester theory and practical university examination, tentative dates of annual day celebration, the date for the end of an academic session.
- The college academic calendar is circulated among staff members and students and displayed on the noticed board.
- The time table in-charges, prepare the time table for the effective completion of a curriculum.
- All the faculty members are instructed to conduct the classes and practicals as per the college academic calendar.
- All the theory and practical sessional exams were conducted as per schedule given in University/Board and college academic calendar. If in any case the schedule is not followed due to any reason, the same is notified for staff as well as to the students through notice.

File Description	Document
Upload Additional information	<a href="#">View Document</a>

### 1.1.3 Teachers of the Institution participate in following activities related to curriculum development and assessment of the affiliating University and/are represented on the following academic bodies during the last five years

1. Academic council/BoS of Affiliating university
2. Setting of question papers for UG/PG programs
3. Design and Development of Curriculum for Add on/ certificate/ Diploma Courses
4. Assessment /evaluation process of the affiliating University

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

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Details of participation of teachers in various bodies/activities provided as a response to the metric	<a href="#">View Document</a>

## 1.2 Academic Flexibility

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

**Response:** 100

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

Response: 1

File Description	Document
Minutes of relevant Academic Council/ BOS meetings	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 1.2.2 Number of Add on /Certificate programs offered during the last five years

**Response:** 0

#### 1.2.2.1 How many Add on /Certificate programs are offered within the last 5 years.

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

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

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

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

## 1.3 Curriculum Enrichment

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

#### Response:

**Professional Ethics:** The following courses address the professional ethics

#### 1. Pharmaceutical Jurisprudence

#### 2. Drug Store and Business Management

- **Pharmaceutical Jurisprudence** subject involves the study of legislations regarding the pharmaceutical profession and their implementation for the development of a code of ethics during pharmaceutical practice, manufacturing, sale, or distribution of drugs. Pharmaceutical Jurisprudence affords professional ethics to become a Pharmacy professional.
- **Drug Store and Business Management**, includes the study regarding professional management of the drug store via the purchase of medicine, sale of medicine, proper arrangement of the drug store.
- College organizes lectures and seminars related to personality development and ethics in the pharmacy profession to develop professional skills among the students.

**Gender:** The following courses describe gender

#### 1. Human Anatomy and Physiology

#### 2. Pharmaceutics

- **Human Anatomy and Physiology** is the subject that explains the basic knowledge of the structure and functions of the various organ systems of the human body.
- **Pharmaceutics** is the subject which describes the various formulation of the suitable dosage form as per the different gender.
- The issues related to gender are discussed in lectures, seminars, competition, or rallies such as a workshop on Woman Safety, Drug and Women Abuse, International Women's Day, Self-Defense, Pathnatak on Sexual Harassment Prevention Prohibition, Pathnatak on Save Girl Child, a seminar on PCOD and Rangoli competition of Beti Bachao Beti Padhao.

**Human Values:** The following courses describe human values

- **Communication Skills:** The ability to give and receive different kinds of information. This subject develops communication skill among the students, which help them to build professional skill. Effective communication by pharmacists is required to improve the use of medication by patients and to ensure optimal therapeutic outcomes.
- The human values are taken care of by the college NSS unit. The NSS unit conducts various programs such as Health Awareness Camp, Blood Donation Camp, Blood Group Detection Camp, Disease Awareness/ Diagnosis Camps, Rally on Vyasana Mukti, Yoga Day Celebration, Happiness Program, and National Voter Day for the betterment of human beings.

**Environment and Sustainability:** The following courses describe the environmental and sustainability

### 1. Pharmacognosy

### 2. Environmental Sciences

- **Pharmacognosy** is the subject that deals with the study of plants or drugs from natural sources. The subject includes the study of the physical, chemical, biochemical, and biological properties of the drug from natural sources.
- **Environmental Science** is the study of the environmental system and the status of its natural or induced changes on the system. The subject includes the study of physical, biological, social, and cultural factors and the impact of human beings on the environment.
- The college organizes various programs to make aware the students of the protection as well as care for the environment like Tree Plantation and Swachha Bharat Abhiyan. The college building has a rainwater harvesting system to improve the groundwater level. The college has a solid and liquid waste management system. The college had installed a Rooftop Solar System to utilize the natural source of energy and stepwise replace the regular lights with LED lights to reduce the power consumption.

File Description	Document
Upload the list and description of courses which address the Professional Ethics, Gender, Human Values, Environment and Sustainability into the Curriculum.	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.2 Average percentage of courses that include experiential learning through project work/field work/internship during last five years

**Response:** 1.89

#### 1.3.2.1 Number of courses that include experiential learning through project work/field work/internship year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
2	2	2	1	1

File Description	Document
Programme / Curriculum/ Syllabus of the courses	<a href="#">View Document</a>
MoU's with relevant organizations for these courses, if any	<a href="#">View Document</a>
Minutes of the Boards of Studies/ Academic Council meetings with approvals for these courses	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### 1.3.3 Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

**Response:** 23.16

#### 1.3.3.1 Number of students undertaking project work/field work / internships

Response: 63

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

## 1.4 Feedback System

**1.4.1 Institution obtains feedback on the syllabus and its transaction at the institution from the following stakeholders 1) Students 2)Teachers 3)Employers 4)Alumni**

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

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

**1.4.2 Feedback process of the Institution may be classified as follows: Options:**

- 1. Feedback collected, analysed and action taken and feedback available on website**
- 2. Feedback collected, analysed and action has been taken**
- 3. Feedback collected and analysed**
- 4. Feedback collected**
- 5. Feedback not collected**

**Response:** B. Feedback collected, analysed and action has been taken

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



## Criterion 2 - Teaching-learning and Evaluation

### 2.1 Student Enrollment and Profile

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

**Response:** 87.65

##### 2.1.1.1 Number of students admitted year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
92	67	67	81	71

##### 2.1.1.2 Number of sanctioned seats year wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
100	80	80	90	80

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

#### 2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)

**Response:** 93.33

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

2019-20	2018-19	2017-18	2016-17	2015-16
50	40	40	30	40

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

## 2.2 Catering to Student Diversity

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

#### Response:

Slow learners are students whose achievement scores are significantly below average. They are not classified as Learning Disabled because of discrepancy in their IQ -achievement scores and they're below-average IQ scores.

Students are admitted to the course on a merit basis through a centralized admission process through the director of technical education, each student's ability to manage with the pharmacy course may differ.

With this understanding, the institute continuously assesses student's performance and identifies as slow as well as advanced learners based on the following.

- Teachers interact with one to one or group of students during daily lecture and laboratory hours.
- Mentor regularly interacts with the students and monitors their academic performance and attendance.
- The academic performance of every student continuously monitored by the teacher.
- Student's performance in the class tests, sessional examination, viva-voce, and group activities conducted were evaluated by teachers.

#### The College responds to the learning needs of slow learners by:

- In mentoring sessions, the Batch guardian teacher counseling the students and providing solutions for their problems.
- Arranging tutorial classes for slow learners as per their needs.
- Providing course material and the question bank to the students.
- On an LCD projector classes are conducted for a better understanding of the slow learner.
- Notes are provided in the classroom.

#### The advanced learners are motivated by:

- Providing books for all the subjects from the library.
- Award of trophies and medals to the top rankers.
- Motivating the students for better performance in competitive exams and for higher studies by mentors during mentoring sessions.
- The training and Placement Cell of the college gives guidance on various career options.
- Conducting extra classes for the preparation of the GPAT examination.
- Faculty and student mentors are continuously motivating to students.
- Motivational lectures and seminars for guidance on higher education were arranged for the benefit

of students.

- Motivating the students to participate in college, intercollegiate, or state level poster competition based on their ideas and review work.
- Students were Motivated to participate in co-curricular activities like quiz competition debate competition.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional Information	<a href="#">View Document</a>

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

**Response:** 9.71

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

## 2.3 Teaching- Learning Process

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

**Response:**

#### 2.3.1. Student-centric methods are used for enhancing learning experiences are as follows:

##### Experiential learning

- The experiential learning is implemented through practical hours, NSS, Health check-up camps, Healthcare awareness activities, Pharmacist day, Research Projects, Hospital visits, Industrial Visits, Industrial training for students which is part of the curriculum.

##### Integrated/interdisciplinary learning:

- Interdisciplinary research projects are carried out by students and posters presented in AVISHKAR a research competition conducted by Gondwana University Gadchiroli.

##### Participative learning:

- Students participated in Model making, Poster presentation competition in AVISHKAR conducted by Gondwana University Gadchiroli and other colleges.
- Group assignments are given to the students like preparing charts/posters for display in the laboratory.
- Students participated in activities like debate and other competitions conducted during National Pharmacy week and Annual day function.
- Student WhatsApp group was formed to inform student's co-curricular activities every year.
- Industrial Visits, Hospital visits, and Industrial Training organized for students.

#### **Problem-solving methodologies:**

- Practical experiments carried out during regular practical classes like Determination of molecular weight, identification of organic compounds.

#### **Learning in the Humanities:**

- Various guest lectures were organized on Human Values and Professional Ethics.

#### **Self-directed learning:**

- All students and staff members access free e-books, e-journals, and National Digital Library membership.

#### **Patient-centric and Evidence-Based Learning**

- Health checkup and Blood donation camps arranged by NSS unit for villagers, Organized Industry visits Hospital Visits for students.
- Industrial Training and Industrial Visits were organized every year giving exposure to manufacturing and QC activities.
- Research Projects, Practical Experiments, and Hospital visits are conducted.

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

#### **2.3.2 Teachers use ICT enabled tools for effective teaching-learning process.**

##### **Response:**

The College has equipped with high-speed LAN connectivity and computers with internet facilities in the reading room, computer laboratory, and classrooms for e-learning and self-learning assessment.

Theory classes are made more illustrative and interactive with e-learning tools such as projector, OHP, use of CDs, and internet facility for online and offline videos for clarification of the subject. The library has a

sufficient number of free e-books, e-journals that help the students in the interactive learning process.

A reprographic facility is available for converting soft data to printable data. The faculties are encouraged to use academic support data to enhanced subject knowledge and new-age technology for integrated thinking of learners.

#### **The faculty member's use the following ICT- enabled tools in the teaching-learning process**

- Computers with internet facilities are available in the library and in the computer lab which can be accessed by all the staff members.
- The faculty members use projectors in the classroom for teaching.
- In every classroom, internet connection provided used by the faculty members to show the online video content.
- From the chemistry department faculty members use ChemDraw Ultra software (free downloaded) to teach students how to draw chemical structure and calculation of molecular properties such as density, molecular weight, molecular refractivity, etc.
- The faculty members in the pharmacology laboratory used simulation software to demonstrate the effect of drugs on various models.
- The faculty members downloaded free e-books available on the internet and the soft copies are providing to the students.
- Faculties are motivated to participate / present papers at national / international seminars/conferences.
- The faculty members also use Wi-Fi connectivity in college premises when required to solve subject-related difficulties of students.
- Digital Library facility is available in the college library. All students and staff members access free e-journals. The faculty members/students also access e-books available on National Digital Library.
- The language lab software is used by the faculty members that provide comprehensive study material to enrich the language skill of the students.

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Provide link for webpage describing the ICT enabled tools for effective teaching-learning process.	<a href="#">View Document</a>

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

**Response:** 9.71

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

**Response:** 28

File Description	Document
Upload year wise, number of students enrolled and full time teachers on roll.	<a href="#">View Document</a>
Mentor/mentee ratio	<a href="#">View Document</a>
Circulars pertaining to assigning mentors to mentees	<a href="#">View Document</a>

## 2.4 Teacher Profile and Quality

2.4.1 Average percentage of full time teachers against sanctioned posts during the last five years	
<b>Response:</b> 100	
File Description	Document
List of the faculty members authenticated by the Head of HEI	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

2.4.2 Average percentage of full time teachers with Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt. during the last five years (consider only highest degree for count)				
<b>Response:</b> 9.36				
2.4.2.1 Number of full time teachers with <i>Ph. D. / D.M. / M.Ch. / D.N.B Superspeciality / D.Sc. / D.Litt.</i> year wise during the last five years				
2019-20	2018-19	2017-18	2016-17	2015-16
4	4	1	1	1

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

2.4.3 Average teaching experience of full time teachers in the same institution (Data for the latest completed academic year in number of years)	
<b>Response:</b> 4.36	
2.4.3.1 Total experience of full-time teachers	

Response: 122	
File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

## 2.5 Evaluation Process and Reforms

### 2.5.1 Mechanism of internal assessment is transparent and robust in terms of frequency and mode

#### Response:

The college is Affiliated with Gondwana University Gadchiroli and MSBTE Mumbai, notifies the academic calendar and the college establishes the academic calendar by referring university calendar. The college adheres to the academic calendar for the conduct of the continuous evaluation.

The policy is adopted for smooth conduction of sessional exam in college maintaining transparency and confidentiality.

#### The institution follows Gondwana University & MSBTE guidelines for internal assessment.

1. University & MSBTE every year publish an academic calendar.
2. The academic calendar provides several effective days (working days) & actual days
3. Following the University academic calendar, the institutional academic planning & monitoring committee design the academic calendar for the institute.
4. The purpose of the institutional academic calendar is to plan the schedule for completion of the syllabus, to conduct the theory & practical sessional exam, etc.
5. The Faculty aware of the students regarding rules & regulations of the affiliating University & is communicated through syllabus copies supplied at the beginning of the first year of their academic program.
6. The schedule of internal assessments is communicated to students & faculty at the beginning of the semester through the academic calendar.
7. The schedule for end semester examination has been communicated during the semester as and when a schedule is released by University.
8. The internal assessment evaluation process is communicated to students by the respective faculty.
9. The syllabus for internal assessment has been communicated to students well in advance.
10. Sessional exams are conducted in presence of invigilators amongst the teaching staff in student: invigilator ratio of 30:1
11. Question papers are prepared in two sets and are based on the course outcomes by the respective faculty and submitted to the exam in-charge.
12. The respective subject teachers are directed to evaluate the answer sheet in stipulated time.
13. The answer sheets are given to students after completion of evaluation for verification of marks.
14. If any grievances are there they are rectified by the respective teacher or institutional examination committee.
15. The institutional examination committee supervises the entry of internal marks in-session register.



**Theory subjects internal assessments include**

- 2 internal sessional exam
- Continuous mode (As per the scheme of Gondwana University and PCI)

**Practical is assessed through**

- 2 internal practical sessional exam
- Continuous mode (as per the scheme of Gondwana University and PCI)

16 . At the end of the semester, average internal marks mentioned in the Sessional register were shown to the students which they sign upon confirmation of their marks.

**17. Project work:**

- The project work starts at the end of the seventh semester.
- Students are allotted to the faculty members for guidance in the project work.
- The list of previous year projects is displayed on the notice board which ensures no repetition of project works & also encourages students to enhance the previous work.

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

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

1. Careful monitoring and analysis of internal grievances filed by the students are carried out by the Internal Examination Committee (IEC) in an efficient and timely manner.
2. Internal assessment is a completely transparent process. All the students are familiar with the transparency of internal assessment.
3. The college has established an internal examination committee for the smooth conduct of Internal/external examinations. and assigns the duties to faculty as per the norms of the University.
4. To avoid malpractices during examinations, the invigilator (teaching faculty) are exclusively monitored students during internal sessional as well as university semester exams.
5. The examination timetable is displayed on the notice board at least one week before the internal examination. Also, respective subject teachers notify their sessional syllabus.
6. The examination committee is responsible for conductance and monitoring the students during the examination.
7. If the students fail to appear for any internal sessional exam due to medical reasons or remain absent with prior permission of the principal then the re-examination of such students is conducted. Students shall apply to the principal through Institutional Examination Committee with required documents.
8. Institutional Examination Committee is constituted by the principal whose responsibility is to look



into the grievances matter.

9. A student's grievance file is maintained by the Institutional Examination Committee whereby the complaints and actions are taken on the grievance is also recorded.

10. After evaluation of internal theory sessional answer sheets, the answer sheets are shown to students in the classroom to have an idea of their performance in the exam. The subject teachers confer about the solutions to the questions.

11. If they come across any doubts, clarification regarding marks allotment or calculation mistake are immediately solves by the subject teacher.

12. Then marks are entered in-sessional register and countersigned by the students and clear the grievances of the student.

13. During the conduct of regular practical-

- Viva Voce /Synopsis are conducted at regular practicals and marks are allotted.
- Journals are assessed and evaluated regularly and then marks are allotted.
- Total marks for an experiment are calculated and average marks for journals are considered.
- These marks are included in the internal practical exam marks and total marks for the exam are calculated and finally, Marks are entered in-sessional Register.

14. For external grievance, students have to submit their application through the principal to the University for the photocopy of the answer book within 10 days from the declaration of the result.

15. The university practical exam marks are entered online on the university website on the same day of the University practical examination in the presence of the internal and external examiners.

16. To maintain transparency, the students further apply for re-evaluation or re-totalling by paying a requisite fee to the University.

17. By adopting the criteria as per the directions of the University, complete transparency is maintained in the internal sessional.

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

## 2.6 Student Performance and Learning Outcomes

**2.6.1 Teachers and students are aware of the stated Programme and course outcomes of the Programmes offered by the institution.**

**Response:**

**Outcome-Based Education (OBE) communicate education through a student-centric approach and follow an outcome-oriented teaching-learning process.**

1. The program course outcomes/ learning outcomes for each subject are already mentioned in the syllabus.

2. The course outcome for each theory and the practical subject is around 5.
3. Based on the course outcomes/learning outcomes, program objectives/ program-specific objectives have been set for the courses (Degree & diploma)
4. Before starting each topic in the course, teachers are discussing the learning outcomes of the subjects with the students.
- 5 . The program outcomes, program-specific outcomes, and course outcomes for all programs offered by the institution are communicated to the teachers by regular conduction of staff meetings by the principal.
6. The institution aims to help students to reach their potential through the provision of a supportive, vibrant, and challenging learning environment.
7. The entire staff is involved in the construction of such an environment.
8. The college is committed to creating an environment where students are supported with teaching-learning assessment strategies from the first step of admission with the students till the students complete their graduation.
9. The program-specific outcomes have been defined for a course delivered beyond the syllabus. The course outcomes, program outcomes, and program-specific outcomes are communicated to teachers and students in the following ways-
  - Discussed in an academic meeting.
  - Displayed on the college website.
  - Discussed during the induction program.
  - Discussed in the classroom at the beginning of the course by the Faculty.
  - Displayed in corridors.
10. Attention is given to developing the communication skills of students.
11. The curriculum is distributed into theory and practical hours along with an extension of practical teaching in the form of credits.
12. The students are encouraged to participate in seminars, workshops that make them updated with a current industrial scenario and research activity.
13. The students are oriented towards optimum use of the knowledge resources.
14. Students who have excellent academic performance are motivated to undertake various Competitive examination.
15. Students are motivated to undergo training to sharpen their softs skills.

16. The assessment of the impact of the delivery of course/ course content is carried out by student feedback system as well as analysis of the result.

17. NSS unit and Code of Conduct Committee offer platforms for awareness regarding climate change and environmental education. For that various activities like Swatch Bharat Mission, Tree plantation, Medical health checkup, etc are organized and thus the students are involved in the social service throughout the year.

File Description	Document
Upload COs for all courses (examples from Glossary)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

### 2.6.2 Attainment of programme outcomes and course outcomes are evaluated by the institution.

#### Response:

1. The course outcomes were prepared by individual faculty members comprising syllabus from theory and practical for each subject.
2. The course outcome statements were drafted to attain the objective of program outcome & program-specific outcome prepared by the institute for UG and Diploma program in pharmacy.
3. The assessment of program outcome & the program-specific outcome is done by using direct and indirect assessment tools.

#### Direct assessment:

- Students performance in internal examination (Theory & Practical sessional examination, continuous mode)
- Students performance in end semester examination conducted by Gondwana university

#### Indirect assessment:

- Students exit survey
- Parents feedback survey
- Students opted for higher education & placement.

4. The attainment is calculated on a scale of 1 to. viz. 1- Slight (Low), 2- Moderate (Medium), 3- Substantial (High)

5. After defining course outcomes and tools for assessing the target of attainment level is set for each

course

## 6. Example

- **Attainment level 1:** 50% of students scoring more than 60% marks in External / Internal examination.
- **Attainment level 2:** 60% of students scoring more than 60% marks in External / Internal examination.
- **Attainment level 3:** 70% of students scoring more than 60% marks in External / Internal examination.

7. 80 % of the end examination and 20 % of the internal examination to be combined for course attainment.

8. Based on the contribution of assessment tools mentioned parameter in the attainment of individual program outcome/program-specific outcome, weightage in terms of percentage is assigned for each parameter.

9. The threshold level of attainment for individual course outcome/ program outcome/ program-specific outcome is defined considering the past performance of students.

10. If an individual course outcome/ program outcome/ program-specific outcome is attained at the set threshold level, the attainment target is revised for continuous improvement.

11. If the attainment level for individual course outcome/ program outcome/ program-specific outcome is not achieved then it is discussed in the Academic/ IQAC meeting to decide further course of action.

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

### 2.6.3 Average pass percentage of Students during last five years

**Response:** 82.48

#### 2.6.3.1 Total number of final year students who passed the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
61	34	41	46	53

#### 2.6.3.2 Total number of final year students who appeared for the university examination year-wise during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
63	57	50	52	62

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

## 2.7 Student Satisfaction Survey

<b>2.7.1 Online student satisfaction survey regarding teaching learning process</b>	
<b>Response:</b> 3.56	
File Description	Document
Upload database of all currently enrolled students (Data Template)	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>

## Criterion 3 - Research, Innovations and Extension

### 3.1 Resource Mobilization for Research

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

Response: 0.8

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

2019-20	2018-19	2017-18	2016-17	2015-16
0.8	0	0	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of the grant award letters for sponsored research projects / endowments	<a href="#">View Document</a>

#### 3.1.2 Percentage of departments having Research projects funded by government and non government agencies during the last five years

Response: 20

##### 3.1.2.1 Number of departments having Research projects funded by government and non-government agencies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
1	0	0	0	0

##### 3.1.2.2 Number of departments offering academic programmes

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

File Description	Document
Supporting document from Funding Agency	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.1.3 Number of Seminars/conferences/workshops conducted by the institution during the last five years

**Response:** 18

#### 3.1.3.1 Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
04	02	06	04	02

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

## 3.2 Research Publications and Awards

### 3.2.1 Number of papers published per teacher in the Journals notified on UGC website during the last five years

**Response:** 0.37

#### 3.2.1.1 Number of research papers in the Journals notified on UGC website during the last five years.

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	02	04	01

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

**3.2.2 Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years****Response:** 0.09**3.2.2.1 Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	00	0	00

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

**3.3 Extension Activities****3.3.1 Extension activities are carried out in the neighborhood community, sensitizing students to social issues, for their holistic development, and impact thereof during the last five years.****Response:**

The college always creates an environment that facilitates the service to affect the optimal health of the individual and community. The college organizes programmes including seminars/workshop / Guest lecturers/awareness programmes, camps and other such programmes which sensitize the faculties and students about their role and responsibilities towards the community and social life. The college has an NSS unit approved by Gondwana University, Gadchiroli through these students and faculties encourage the community and society. The college promotes holistic development of students through various activities conducted by the NSS unit thereby developing the social quotient and contributor for sustained community development.

**Some of the opportunities provided to the students include:**

- Participation of NSS volunteers in Gram Swachata Abhiyan and Blood group detection camp in Morwa, Dist. Chandrapur.
- Organize and participate in Dental Check-up camps, Health Check-up camps, Blood donation and Tree plantation programmes.
- Student participated in street plays, rallies, poster, essay competitions to develop awareness related to the social significance and health hygiene.
- The college has also arranged one-day Seminar on PCOS (polycystic ovarian syndrome), road safety to create awareness among the students and employees regarding the health education, fitness, rules and regulations.
- The college has arranged various guest lectures by eminent personalities in various fields for the



development of students. Some of them have been highlighted as:

- Career guidance, way to scientific writing and publishing, how to prepare for GPAT, nature and wildlife, communication skill programme.
- College also celebrates International Yoga Day, World Pharmacist Day, Teacher's Day, Independence Day and Republic Day.

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

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

Response: 3

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	01	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copy of the award letters	<a href="#">View Document</a>

### 3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

Response: 19

#### 3.3.3.1 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years

2019-20	2018-19	2017-18	2016-17	2015-16
05	06	06	02	00

File Description	Document
Reports of the event organized	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years

**Response:** 42.34

#### 3.3.4.1 Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
137	121	131	129	00

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

## 3.4 Collaboration

### 3.4.1 The Institution has several collaborations/linkages for Faculty exchange, Student exchange, Internship, Field trip, On-job training, research etc during the last five years

**Response:** 5

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	02	00	02

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of linkage related Document	<a href="#">View Document</a>
Any additional information	<a href="#">View Document</a>

### **3.4.2 Number of functional MoUs with national and international institutions, universities, industries, corporate houses etc. during the last five years**

**Response: 5**

#### **3.4.2.1 Number of functional MoUs with Institutions of national, international importance, other universities, industries, corporate houses etc. year-wise during the last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
00	01	02	00	02

<b>File Description</b>	<b>Document</b>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
e-Copies of the MoUs with institution./ industry/ corporate houses	<a href="#">View Document</a>

## Criterion 4 - Infrastructure and Learning Resources

### 4.1 Physical Facilities

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

**Response:**

**Hi-Tech College of Pharmacy, Chandrapur** offers UG and Diploma courses in Pharmacy to match the needs of industrial. A well-planned building With classrooms, tutorial rooms, and all required departmental laboratories with a built- up area of 4300.910 square meters as per PCI norms.

- Spacious, furnished, and ventilated 6 classrooms and 1 Seminar Hall with comfortable seating arrangement are available for smooth conduction of B.Pharm and D.Pharm theory classes. Besides the conventional teaching aids, classrooms are also equipped with state-of-the-art audiovisual technology viz. LCD projectors and Over Head Projector, thus stepping up the teaching-learning experience to the next higher level. Well-thought positioning in the classrooms ensures proper interaction between teacher and students.
- The college has an adequate number of well-designed and properly-maintained laboratories as per statutory requirements. There are 10 laboratories for Degree and 4 laboratories for Diploma courses for smooth conduction of regular practical's as per the curriculum design as well as the research work to be carried out by students. All the laboratories are well equipped with provisions of safety aids such as fire extinguishers, first aid boxes, and a display of safety instructions.
- The college has a well-furnished Computer room and Language Laboratory with adequately configured computers along with other IT facilities viz. printer, scanner, and multimedia systems. A high-speed Internet facility is available to students and faculty to access information resources available across the globe.

#### Details of the available infrastructural facility for teaching-learning

Sr. No.	Infrastructural Facility	Number	ICT facility
1.	Classroom	06	LCD Projector, WiFi, Interactive Board
2.	Tutorial rooms	03	LCD Projector, WiFi, Interactive Board
3.	Laboratories	14	Well Equipped with all the necessary & Sophisticated equipment
4.	Computer room	01	20 Computers with WiFi, LAN, dedicated Internet less 100 MBPS speed, Printer
5.	Seminar Hall	01	LCD Projector, WiFi, LAN, electronic

6.	Library	01	Podium with Audiovisuals. e-library with WiFi, LAN, dedicated Internet is more than 100 Mbps speed.
7.	Administrative Office	01	Computers with WiFi, LAN, Printers, Scanner, Xerox machine, etc.
8.	Principal office	01	Computer with WiFi, LAN, Printers, Scanner
9.	Faculty rooms	2	Computer with WiFi, LAN in each room
10.	Central store	01	Computer with WiFi, LAN
11.	Language Lab	01	10 Computers with the latest configurations installed with Language Lab software and headphones.
12	Machine Room	01	Equipped with well maintained Pharma Equipment's with cleaning Area

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

##### Response:

The college has infrastructural facilities to carry out indoor as well as outdoor games. The spacious ground is available for outdoor games such as Cricket, Kabbadi, Kho-Kho, Volleyball, Badminton, etc. and a room is available for indoor games like – Chess, Carrom, etc. college provides opportunities for the students to participate in various indoor and outdoor sports activities. The college has a practice of organizing/participating in Inter-departmental, Inter-Collegiate and Inter-University tournaments.

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

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)****Response:** 42.86**4.1.3.1 Number of classrooms and seminar halls with ICT facilities**

Response: 03

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)****Response:** 6.02**4.1.4.1 Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8.4	8.4

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

**4.2 Library as a Learning Resource****4.2.1 Library is automated using Integrated Library Management System (ILMS)****Response:**

The library has the facility for issue and return of library books and records are maintained in the issue register book for every year student. ACE Library Management Software will be installed for library management. Library working hours from Monday to Saturday is from 9.30 am to 6.00 pm.

Library issues Library card for students every year to access books. Three books can be issued by every student and separately five books for the topper students for the complete academic year. The syllabus of the B. Pharm and D. Pharm course as well as the University Question Papers, sessional papers, are made

available to the students and faculty members. Library also maintains project reports submitted by the students as part of their curriculum. Projects submitted by students is to review work or research work. 229 project titles are submitted in the library.

Book bank facility is available for students. Library books are arranged subject-wise; it helps the user to find the required book easily. The Library entry register is maintained for keeping the record of library usage by students and teachers.

The dimension for the library is 168 sq.m which is spacious with a seating capacity of 60. There is one reference area for accessing reference books. There is one silent reading area for readers, a separate reading area for students and teachers, a section for reading newspapers daily for students and staff. Computer facility with the internet is provided for e-access. Faculty members and students are allowed to download information and study material for academic purposes. CCTV camera is installed in the library for providing security.

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

#### 4.2.2 The institution has subscription for the following e-resources

- 1.e-journals
- 2.e-ShodhSindhu
- 3.Shodhganga Membership
- 4.e-books
- 5.Databases
- 6.Remote access to e-resources

**Response:** E. None of the above

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

#### 4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)

**Response:** 1.09

##### 4.2.3.1 Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)

2019-20	2018-19	2017-18	2016-17	2015-16
0.91	2.16	0.24	1.18	0.96

File Description	Document
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
Audited statements of accounts	<a href="#">View Document</a>

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

**Response:** 28.33

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

Response: 85

File Description	Document
Details of library usage by teachers and students	<a href="#">View Document</a>

### 4.3 IT Infrastructure

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

**Response:**

**The college has a well-equipped infrastructure in terms of hardware and software facilities to use Information and communication technology (ITC) solutions in Pharmacy. The details of IT infrastructure are given as under.**

The college has a separate computer laboratory apart from the computers in the library as well as departments. The computer lab consists of 30 computers whereas the library has 06 computers and others in different departments. Almost all the computers are supported and installed with various latest software's required for the academic purpose. College regularly updates the IT facilities including the Wi-Fi facility. We have different internet connections from different services. Providers for uninterrupted internet facility. We have two different service providers for the internet services from earlier we having a separate GTPL internet line with the speed of more than 10 Mbps and Wi-Fi of the same has been used. We have recently upgraded our UCN internet to a 100 Mbps plan for increasing the internet speed. Apart from this, we have also signed a "Wireless Internet" agreement with Reliance Jio for making the whole premises flowing with the internet. To enhance the internal connectivity through LAN, we have a network with core distribution and access.



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

#### 4.3.2 Student - Computer ratio (Data for the latest completed academic year)

**Response:** 7.77

#### 4.3.3 Bandwidth of internet connection in the Institution

**Response:** A. 750 MBPS

<b>File Description</b>	<b>Document</b>
Upload any additional Information	<a href="#">View Document</a>

### 4.4 Maintenance of Campus Infrastructure

#### 4.4.1 Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)

**Response:** 7.95

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

2019-20	2018-19	2017-18	2016-17	2015-16
14	13.8	11.5	7.1	8

<b>File Description</b>	<b>Document</b>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

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

**Response:**

The college has a maintenance committee that looks over the maintenance of the college building.

The respective members of the committee perform their functions and they are reviewed periodically to ensure the maximum utilization of institutional resources.

College buildings and premises are cleaned and maintained regularly by the concerned staff and records

are maintained.

Dustbins are placed everywhere throughout the campus and the campus is maintained green. Parking facilities and roads are monitored and maintained neatly.

Generator, Air conditioners, CCTV cameras, water purifiers, instruments, gas cylinders are maintained by the concerned staff and Annual Maintenance contract (AMC).

Laboratory staff maintains the college computers, laboratory equipment, glassware's and accessories. Proper inspection and verification take place by concerned staff at the end of every year.

The requirements are collectively processed from every department before the commencement of the new session.

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

## Criterion 5 - Student Support and Progression

### 5.1 Student Support

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

Response: 58.06

##### 5.1.1.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
140	125	133	152	150

#### File Description

#### Document

upload self attested letter with the list of students sanctioned scholarship

[View Document](#)

Institutional data in prescribed format

[View Document](#)

#### 5.1.2 Average percentage of students benefitted by scholarships, freeships etc. provided by the institution / non- government agencies during the last five years

Response: 0

##### 5.1.2.1 Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	0	0	0

#### File Description

#### Document

Institutional data in prescribed format

[View Document](#)

#### 5.1.3 Capacity building and skills enhancement initiatives taken by the institution include the following

1. Soft skills
2. Language and communication skills
3. Life skills (Yoga, physical fitness, health and hygiene)
4. ICT/computing skills

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

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

#### 5.1.4 Average percentage of students benefitted by guidance for competitive examinations and career counselling offered by the Institution during the last five years

**Response:** 34.87

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

2019-20	2018-19	2017-18	2016-17	2015-16
78	81	85	85	91

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

#### 5.1.5 The Institution has a transparent mechanism for timely redressal of student grievances including sexual harassment and ragging cases

1. Implementation of guidelines of statutory/regulatory bodies
2. Organisation wide awareness and undertakings on policies with zero tolerance
3. Mechanisms for submission of online/offline students' grievances
4. Timely redressal of the grievances through appropriate committees

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

File Description	Document
Minutes of the meetings of student redressal committee, prevention of sexual harassment committee and Anti Ragging committee	<a href="#">View Document</a>

## 5.2 Student Progression

### 5.2.1 Average percentage of placement of outgoing students during the last five years

**Response:** 25.87

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

2019-20	2018-19	2017-18	2016-17	2015-16
12	17	20	13	11

#### File Description

#### Document

Self attested list of students placed

[View Document](#)

Institutional data in prescribed format

[View Document](#)

### 5.2.2 Average percentage of students progressing to higher education during the last five years

**Response:** 130.16

#### 5.2.2.1 Number of outgoing student progressing to higher education.

Response: 82

#### File Description

#### Document

Upload supporting data for student/alumni

[View Document](#)

Institutional data in prescribed format

[View Document](#)

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

**Response:** 6.69

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

2019-20	2018-19	2017-18	2016-17	2015-16
04	02	01	01	02

**5.2.3.2 Number of students appearing in state/ national/ international level examinations (eg: JAM/CLAT/NET/ SLET/ GATE/ GMAT/CAT,GRE/ TOFEL/ Civil Services/ State government examinations) year-wise during last five years**

2019-20	2018-19	2017-18	2016-17	2015-16
33	27	29	25	31

File Description	Document
Upload supporting data for the same	<a href="#">View Document</a>
Institutional data in prescribed format	<a href="#">View Document</a>

### 5.3 Student Participation and Activities

**5.3.1 Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

**Response:** 0

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

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	0	0

File Description	Document
Institutional data in prescribed format	<a href="#">View Document</a>
e-copies of award letters and certificates	<a href="#">View Document</a>

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

**Response:**

College constituted the Student Council every year, under the provision of section 99K (2) (Kh) of Maharashtra Public University Act, 2016.

The aim/objective of the student council is,

- The participation of students at various levels, where they get an opportunity to demonstrate their skills and talents in the fields of sports, culture, scientific profession and, social service, etc.
- Regularly displays bulletins and articles on WhatsApp group, related to placement scenario to keep the student's side by side of the employer's expectation and employment opportunities. Soft skill training is organized to enhance the suitability of the students for the placement process, Industrial Visits, etc.
- Every class has a male and a female class representative. The student council actively participates in organizing the following activities through its representatives

### **Annual Social Gathering (Rhythm)**

### **Various NSS activities**

**Nationally important days like Independence day, Republic day, etc.,**

**Teacher day**

**Pharmacist Day**

**NSS Day**

**Blood donation camp**

**Tree plantation**

**Health Awareness Programs**

**Ganesh Festival**

**Debate competition**

**Essay competition**

**Quiz competition etc.**

<b>File Description</b>	<b>Document</b>
Paste link for additional information	<a href="#">View Document</a>

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**Response: 5.6**

### 5.3.3.1 Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years

2019-20	2018-19	2017-18	2016-17	2015-16
4	5	8	6	5

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

## 5.4 Alumni Engagement

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

#### Response:

Steps towards building Alumni Association is in progress with **Service Registration Request No. (SRN) CDP/55745/1860/20**.

The college invites the alumni's regularly every year in Annual Function "Rhythm" and conducts Alumni Meetings. College also provides a platform for alumni to interact with current students where they share their experiences and motivates their juniors about the current scenario of job opportunities in the field of Pharmaceutical Industries via multimedia messages.

The association promotes interaction with alumni is advising the current students to improve the quality of education so that they can give career guidance and placement assistance to juniors. If any suggestion was given by them, then the appropriate actions were taken by the college.

Our alumni Mr. Vijay Nagpure guided and conducted seminars for our students about "Solid Dosage Form".

Our alumni Mr. Manoj Kohale anchored the Third Inter-Collegiate State Level Dance Competition.

Hi-Tech College of Pharmacy in collaboration with the Alumni Association of HTCOP, organizes Inter-Collegiate State Level Dance Competition every year since 2017.

The Alumni association is moving ahead, with noble intentions for the growth and development of students and continuously working for a better tomorrow of students.



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

**5.4.2 Alumni contribution during the last five years (INR in lakhs)****Response:** E. <1 Lakhs

NAAC

## Criterion 6 - Governance, Leadership and Management

### 6.1 Institutional Vision and Leadership

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

##### Response:

##### OUR VISION

- To provide the quality education in the field of pharmaceutical sciences for the betterment of healthcare system.

##### OUR MISSION

- To promote the pharmaceutical knowledge and practical skill through excellence and innovation in teaching.

##### QUALITY POLICY

Hi-Tech College of Pharmacy, Chandrapur is committed to promoting the health and well-being of society by producing competent and motivated pharmacists. This shall be achieved by:

- Providing excellent pharmaceutical education in an inspiring academic environment.
- Constant upgrading in the teaching methods and associated infrastructure.
- Establishing a growth-oriented and satisfying work environment for the employees.
- Developing a strong connection between the institute, students, and industry.

The governance and leadership of the Institute have been continuously inducing the development and expansion plans to meet the goals set in its vision and mission.

The Hi-Tech college of Pharmacy had always believed in participative management and decentralization policy. Various committees such as Governing Body (GB) and Local Management Committee (earlier LMC) and now College Development Committee (CDC). All these bodies help in decision-making and policy framing transparently for the effective functioning of the systems. These committees consist of a representative of the management, principal, faculty, and non-teaching staff. Teachers get an opportunity to participate in the decision-making process of these committees. Suggestions given by members during meetings of GB and CDC are taken into account and implemented suitably. The Principal ensures maximum participation of stakeholders in various activities.

As per requirement of apex bodies, provision of beautiful infrastructure with all amenities, highly qualified and experienced faculty for effective delivery of syllabus. For the overall development of students, seminars on soft skills are arranged. Organization of social activities like Swachha Bharat Abhiyan, tree plantation, Blood Donation camp, Sanvidhaan Din, a celebration of Annual Day RHYTHM.

All the stakeholders participate directly or indirectly in the decision-making process.

1. **Teacher's Participation:** In the decision making process and provides suggestion in final decisions like IQAC, SGRC, Anti-ragging committee, T&P cell, APMC, Discipline maintenance committee, Admission committee, library committee, Feedback analysis committee, NSS committee, R & D cell, etc.
2. **Students Participation:** In committees like Students council, ADC, CDC, NSS, Anti-ragging committee, Minority cell, OBC cell.
3. **Industry Experts:** In GB, IQAC for exposure to Industries.
4. **Parents/NGO:** In Anti-ragging committee, PTA, etc., helped to keep campus ragging free.
5. **Alumni:** To sponsor Cultural activities, workshops, seminars, Training and placement activities.

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Paste link for additional information	<a href="#">View Document</a>

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

#### Response:

The institute well defined organizational structure and decision-making processes. At the top of the organizational structure, there is a *Shri Tuljabhavani Sevabhavi Samajik Va Shikshanik Shikshan Sanstha, Kothari's* Executive Body, and College Development Committee (CDC) and Governing Body (GB). The strategic plans and decisions are taken by these bodies. The Executive Body comprises of President, Vice-President, Secretary, Treasurer, and Executive Members. College Development Committee works Under Executive Body which includes Chairman, Principal as a member secretary, nominated representatives from Teaching and Non-Teaching faculty. College Development Committee reviews progress and gives approvals to various college activities. Teaching and Non-Teaching representatives in the College Development Committee acts as an interface between staff and management, thus ensuring smooth functioning and timely implementation of policies. All the college-related issues like admission, faculty recruitment/ development, infrastructure up-gradation, equipment/chemicals/glassware/books, etc. purchase, budget, etc. are considered and approved by Governing Body. Different committees are constituted at the institute level.

#### Role of stakeholders at strategic planning and operational level of the institute:

- **Teaching staff as a stakeholder involved in committees like**

1. College development committee.
2. Examination and Evaluation Committee,
3. Governing body,
4. Grievances and sexual harassment Redressal committee, etc.
5. Institutional Academic Monitoring committee,
6. Internal Quality Assurance Cell,

- **The non-Teaching staff as a stakeholder involved in committees like**

1. Anti-ragging committee,
2. Grievances Redressal cell,
3. Library committee,
4. Purchase, store, Inventory and Instrument committee,
5. Transportation, Housekeeping, Maintenance & Internal Audit Committee.

- **Students as a stakeholder involved in committees like**

1. Alumni committee,
2. Anti-ragging committee,
3. In-charge of various activities,
4. Internal quality assurance cell,
5. Library committee,
6. SC/ST/OBC/ Minority Committee/ Anti-Discrimination Cell, Grievances, and sexual harassment redressal committee, etc.
7. Student council and Class representatives,
8. Student Redressal Committee

- **Parent and External representative as a stakeholder involved in committees like**

1. Anti-Ragging Committee/ Anti-Ragging Squad Governing body committee.
2. Governing body committee,
3. Industry Institute Partnership Committee,
4. Internal Quality Assurance Committee,

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.2 Strategy Development and Deployment

### 6.2.1 The institutional Strategic / Perspective plan is effectively deployed

**Response:**

1. The HTCOP was founded in 2009, our institution has been created to serve as the Employment generator for the rural young graduated talents in the fields of pharmaceutical sciences.
2. The President of our Institution serves as the Chair of the institution. Our institute serves as a knowledged hub and monitors progress in the implementation of the vision of our President.
3. Our institution over the years has played a key role in the development of our rural area, created impact amongst our students and staff member, dissemination of best practices from within the campus, area, and in the state through a well-defined strategic plan by our Governing Body.
4. Our Governing Body as the premier policy 'Think Tank' of the Institution through consultation from various experts aims to evolve a shared vision of Institutional and social development with the

active involvement of all Staff, Students, and Professional Bodies.

5. Through consultative and other mechanisms, it endeavors to inform of the best practices developed across the national and international institute and motivates the team to implement the same in the campus through well strategic planning.
6. The functioning of the institute operates at four different levels as Student, Faculty, Principal, and Management.
7. The institute provides various forums for all of them to develop and deploy the same at the institute and society level by assigning them various responsibilities.
8. The principal as a leader understands the strength of the faculty and assesses the involvement of faculty while executing specific tasks.
9. The Principal in consultation with management is empowered to allocate specific faculty to handle dedicated events in the best possible way.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

#### **Response:**

The institute well defined organizational structure and decision-making processes. At the top of the organizational structure, there is a *Shri Tuljabhavani Sevabhavi Samajik Va Shikshanik Shikshan Sanstha, Kothari's* Executive Body, and College Development Committee (CDC) and Governing Body (GB). The strategic plans and decisions are taken by these bodies. The Executive Body comprises of President, Vice-President, Secretary, Treasurer, and Executive Members. College Development Committee works Under the Executive Body which includes Chairman, Principal as a member secretary, and nominated representatives from Teaching and Non-Teaching faculty. College Development Committee reviews progress and gives approvals to various college activities. Teaching and Non-Teaching representatives in the College Development Committee acts as an interface between staff and management, thus ensuring smooth functioning and timely implementation of policies.

The next in the hierarchy is the Principal of the HI-Tech College of Pharmacy Chandrapur, who is responsible for academics and administrative activities.

#### **Under this head, there are different departments like**

- Academic Planning and Monitoring
- Anti Ragging
- Building and Furniture Maintenance, Cleaning, Fire, Electric Safety and Emergency Service
- Co-Curricular, extracurricular activity
- Committee for SC&ST
- Equipment Maintenance
- Examination and Evaluation
- Faculty Development

- Industry institute interaction
- IQAC and other committees
- Library
- Medical and health checkup
- OBC
- Purchase, store, inventory, and instrument
- Research and consultancy
- Result analysis
- Sports and Physical Education
- Women's grievances cell

Each academic department has senior faculty as Head of the department and qualified teaching faculties. All academic-related activities are monitored by the Academic planning and monitoring committee.

The institution follows the **service rules** according to the norms of Gondwana University Gadchiroli and the Government of Maharashtra.

- **Recruitment** takes place according to the norms of the PCI, Gondwana University Gadchiroli, and the Government of Maharashtra. University appointed staff selection committee under the chairmanship of the head of the CDC along with the Principal, Subject experts, and Vive chancellor nominees decides the eligibility of the candidate in the interview according to the parameters of the apex bodies like PCI. Recruitment is made transparently by publishing advertisements approved by the university and reservation policy is implemented as per state government rules.
- **Promotional policies:** As per the norms of PCI, Gondwana University Gadchiroli, and the Government of Maharashtra depending upon qualification, professional experience, and performance appraisal is done.
- **Grievances Redressal committee** reviews the grievances received and resolves them. Based on the severity of complaints, it is resolved around the time limit suggested by management. Identity of person filing complaint in suggestion boxes is kept confidential. The solution/decision concerning suggestion is communicated to related committee/cell or individual of the Institute for further action.

File Description	Document
Link to Organogram of the Institution webpage	<a href="#">View Document</a>

### 6.2.3 Implementation of e-governance in areas of operation

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

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

File Description	Document
Screen shots of user interfaces	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>
ERP (Enterprise Resource Planning) Document	<a href="#">View Document</a>

### 6.3 Faculty Empowerment Strategies

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

##### Response:

The institute encourages the staff members both the teaching and non-teaching for higher studies. The teaching staff members attending the various workshops, conferences, and seminars at various colleges by granting them duty leaves. Health awareness programs and workshops on yoga and its benefits were arranged every year by the college. The college also provides medical and maternity leaves for eligible staff. Free wi-fi internet facility is provided for all teaching as well as non-teaching staff. Provident funds for teaching and non-teaching staff are also being provided by the college. General insurance and group insurance scheme for teaching and non-teaching staff. A transportation facility for staff is available from time to time. The college promotes all faculties to publish and present research papers at the national and international levels. All faculties are promoted to higher education like Ph D. PG. research work and major /minor research projects for funding agencies. Encourage staff to membership of various professional bodies like IPES, IPA, and APTI, etc. Various activities/training like fire safety, chemical hazards instrument handling, calibration of equipment, and basic computer are conducted per year for all staff. Staff also gets the benefit of annual health check-up camps and women empowerment programs like self-defense camp. The college also provided the education concession (up to 50%) to the wards of employees.

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

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

Response: 12.21

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

2019-20	2018-19	2017-18	2016-17	2015-16
01	04	05	02	01



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

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

Response: 1.4

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

2019-20	2018-19	2017-18	2016-17	2015-16
3	1	2	1	0

File Description	Document
Upload any additional information	<a href="#">View Document</a>
Reports of the Human Resource Development Centres (UGC ASC or other relevant centres)	<a href="#">View Document</a>
Reports of Academic Staff College or similar centers	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

### 6.3.4 Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP)during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).

Response: 3.78

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

2019-20	2018-19	2017-18	2016-17	2015-16
02	00	00	02	00



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

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

#### Response:

**Institute has a performance appraisal system for teaching and non-teaching staff. The performance of teaching and non-teaching staff is assessed on yearly basis.**

The self-performance appraisal forms are filled and reviewed. The proforma contains details of the performance appraisal of teaching faculty is evaluated by the Academic Performance Index (API) as per UGC Guidelines.

#### FOR TEACHING STAFF

The Institution's performance appraisal system consists of 4 parts:

- **Category I:** Teaching Learning and Evaluation related activities,
- **Category II:** Co-curricular, Extension & Professional development related activities,
- **Category III:** Research, Publications & Academic contributions
- **Category IV:** Questionnaire

#### FOR NON - TEACHING STAFF

The assessment of the Performance index involves various parameters like attitude towards job profile, attendance & punctuality, Job knowledge and performance, dependability, contribution to institutional responsibilities other than job profile, communication & work equation with colleagues. These parameters are observed on a routine basis and a performance appraisal report is submitted to the management.

Every year these kinds of forms are received from the faculty and the principal will evaluate the head wise information as described above. The review of the performance of the appraisal report is taken by the management. The strengths and weaknesses are identified and discussed, and accordingly, the decisions are taken. These are communicated to staff through the Principal.

Similarly, the self-evaluation forms are received every year from the non-teaching staff & the same are evaluated by their immediate reporting officer and finally, they are submitted with the principal for his remark. Staff member's performance is discussed and opportunities are created to improve the same.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.4 Financial Management and Resource Mobilization

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

**Response:**

The college has its mechanism for audit. The external audit is done after the completion of the financial year by the external agency appointed by the management.

1. The internal audit of accounts is carried out. The Internal auditor checks fee receipts and payment vouchers and necessary supporting documents.
2. The External audit is conducted at the end of the financial year. The audit is carried out by a chartered accountant (CA).
3. The last audit for the year 2019-2020 was completed in OCT 2019 and there were no major audit objections.
4. The institute's major sources of receipts/funding are the student's tuition fees and funding made by the parent body. Audited income and expenditure statements of the previous four years are available.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

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

**Response:** 1.54

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

2019-20	2018-19	2017-18	2016-17	2015-16
0	0	1.54	0	0

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

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

**Response:**

HI-TECH COLLEGE OF PHARMACY CHANDRAPUR is a self-financed organization, Primary source

of funds for the Institute is tuition fees. As per the annual requirement, the proposed budget is prepared by the Principal and Account office considering previous actual expenditure and plans. Proposed budgets are finalized in meetings with management. The deficit, if any, is taken care of by management.

- The institution has the following mechanism to monitor the effective and efficient use of financial resources as per the norms of Government and University:
- Preparation of Budget.
- Institutional receipts (tuition and development fee as per FRA) are properly deposited and utilized for salary and non-salary expenditure. This complete process is monitored by the accounting staff and Principal.
- As per the requirements of different departments, laboratories, libraries, and store, quotation is received from the suppliers/dealers, comparative statements are prepared, and after consultation with the concerned in-charge faculty, store in-charge, office superintendent, and principal, decisions are taken and purchase orders are prepared, a sanction of Management is taken and orders are placed.
- The budget utilization of the last five years is uploaded at the link for any additional information

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

## 6.5 Internal Quality Assurance System

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

#### Response:

The institution has formed the Internal Quality Assurance Cell (IQAC). This cell comprises Faculty representatives, Management members, Principal, Alumni, and Industry nominees. Even though many quality initiatives were taken before the formation of IQAC, the cell was formally formed as required under the NAAC criterion.

#### Objective of IQAC

- 1.To develop a system for conscious, consistent, and catalytic action to improve the academic and administrative performance of the institution.
- 2.To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### Strategies of IQAC

- 1.Ensuring timely, efficient, and progressive performance of academic, administrative, and financial tasks;
- 2.The relevance and quality of academic and research programs;

3. Equitable access to and affordability of academic programs for various sections of society;
4. Optimization and integration of modern methods of teaching and learning;
5. The credibility of evaluation procedures;
6. Ensuring the adequacy, maintenance, and proper allocation of support structure and services;
7. Sharing of research findings and networking with other institutions in India and abroad.

### Functions of IQAC

1. Development and application of quality benchmarks/ parameters.
2. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation.
3. Arrangement for feedback response from various Stakeholders.
4. Dissemination of information on various quality parameters.
5. Organization of inter and intra institutional workshops/ Activities.
6. Documentation of the various programs/activities leading to quality improvement.
7. Development and maintenance of the institutional database.
8. Development of Quality Culture in the institution.

Internal Quality Assurance Cell (IQAC) was constituted on 27/12/2019 before those following quality assurance strategies and processes have been institutionalized by the Academic Monitoring Committee, Professor In-charge, and Examination Cell

1. Monitoring of strict adherence to the academic calendar.
2. Preparation of session plan along with course objectives, learning outcomes, and bibliography by each faculty and making it available to students.
3. Making question bank available for each course.
4. Encouraging the use of information and communication technologies (ICT) in the teaching-learning process.
5. Encouraging faculty to teach content beyond syllabus in every course.
6. Monitoring attendance of students.
7. Collecting students' feedback regularly on teaching learning and facilities available in the institute.

File Description	Document
Paste link for additional information	<a href="#">View Document</a>

**6.5.2 The institution reviews its teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals through IQAC set up as per norms and recorded the incremental improvement in various activities ( For first cycle - Incremental improvements made for the preceding five years with regard to quality For second and subsequent cycles - Incremental improvements made for the preceding five years with regard to quality and post accreditation quality initiatives )**

**Response:**

The college believes strongly that the best approach to improve teaching and learning quality is to provide freedom for teachers and students to undertake self-motivated improvement activities with the goal of continuous improvement in their performance. The effective teaching-learning process is an important aspect of education for students along with all the stakeholders. For monitoring and review of the teaching and learning, the institute has various committees like the academic monitoring committee, examination committee that works under the principal.

The college prepares the academic calendar every year, as the college is being affiliated with the Gondwana University, Gadchiroli; it does not have the option of formulating its curriculum. But the institute, for the overall development of students endeavors for quality enhancement through severe academic discipline.

### **Choice-based Credit systems (CBCS)**

Choice-based credit systems for UG course, where students can choose the prescribed course, as the core and elective or soft skill course, from the available range of options, rather than to simply consume what the curriculum offers. This Choice based credit system provides an opportunity and flexibility to complete the program by earning the required number of credits.

### **Teaching and Lesson Plan**

Faculties individually prepare their teaching plan and Lesson Plan according to their subject course. The main objective of the subject course and its outcome are linked with program outcomes.

Every faculty prepares the Lesson plans at the beginning of the session for every lecture which include in the teaching plan. The learning objective and assessment of outcomes are covered in a lesson plan.

### **Question Bank:**

Question bank of every subject is prepared as per the examination scheme which is provided by the university, in question set each question are set as per the course objective and its outcomes. While setting the questions, care should be taken so that the entire syllabus is covered.

### **Student Centric learning methodology**

Student Centric learning is an instructional approach in which students influence the content, activities, material, and pace of learning. This model place student is the center of the learning process. The approach includes techniques as substituting active learning experiences for content delivery, assignments, and problems requiring critical or creative thinking.

### **Continuous feedback from various stakeholders**

Feedback is a very important aspect of teaching-learning. It is the most efficient way to achieve continuous improvement through the feedback mechanism. The feedback from students, faculties, alumni, employers, and other stakeholders will give necessary insight into areas of improvement.

### **Quality initiatives**

**2015-16**

- It was decided to have a students' feedback system. At the end of every semester,

**2016-17**

- It was also decided to provide students to get 2 to 3 installments for paying their fees if they make a request.

**2017-18**

- It was decided to include all the students for providing with book bank scheme irrespective of category and class ranking. Earlier it was restricted to only the backward category and class rankers. For this, the scheme was thought to provide gradually by starting from B. Pharm. First Year in the following year. Later, the scheme was to implement every year with one additional class. Within four years the scheme should provide the benefit to all the students in the college. The annual budget should be increased two times and it should be fully used for the book bank scheme to all.

**2018-19**

- It was also decided to bring the entire premises of the college in the vigilance of CCTV cameras

**2019 – 20**

- It was decided to get the accreditation done. All the necessary measures should be taken to make the accreditation preparation possible. It was thought to establish IQAC cell and start working for the academic reforms in the college including reforms in teaching-learning as well as evaluation methods. The same work which had been taking place by the college core committee involving Principal and Senior staff members would now be done through the IQAC.

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

**6.5.3 Quality assurance initiatives of the institution include:**

- 1.Regular meeting of Internal Quality Assurance Cell (IQAC); Feedback collected, analysed and used for improvements**
- 2.Collaborative quality initiatives with other institution(s)**
- 3.Participation in NIRF**
- 4.any other quality audit recognized by state, national or international agencies (ISO Certification, NBA)**

**Response:** C. 2 of the above

<b>File Description</b>	<b>Document</b>
Upload e-copies of the accreditations and certifications	<a href="#">View Document</a>
Upload any additional information	<a href="#">View Document</a>
Institutional data in prescribed format(Data template)	<a href="#">View Document</a>

NAAC

## Criterion 7 - Institutional Values and Best Practices

### 7.1 Institutional Values and Social Responsibilities

#### 7.1.1 Measures initiated by the Institution for the promotion of gender equity during the last five years.

##### Response:

The College committed itself to the principle of gender equity by giving equal opportunity for growth and development to both genders. Being a co-education college, we are committed to giving a safe & secure campus for our students. The college organizes various programs to promote gender equity. Equal opportunities are given to both genders in terms of sports, cultural, co-curricular, and extracurricular activities, etc. Due to the different gender equity promotion programs, staff, and students of the college can enjoy the same rights, resources, opportunities, and protections.

NSS unit of the college conducts various social awareness activities like street play on save girl child, as a part of its social responsibility in the direction of women empowerment. Various experts from the different areas were invited to provide information about drug and women abuse, self-defense, stress management, etc. Also to boost up the confidence, various events have been conducted programs, such as Women's day is a sincere effort towards our commitment to respecting women's power.

To maintain safety and security to the girl's students and woman's faculties' institution has an Internal Complaint Committee and Women's Grievance Cell to handle various issues like women's rights & security. The grievances cell consisting of Principal and senior faculty members at the college level is active to solve the student-related problems. CCTV cameras are installed throughout the campus, which continuously monitor the campus at various locations. The location of these CCTV cameras for the vigilance of various activities on the campus is the main entry gate, corridors, Classrooms, laboratories, admin office, and library, etc. The campus is safeguarded with well heightened robust compound walls and fencing. A suggestion box is provided at the reception to entertain any queries/problems of students and staff members.

The college has formed an Anti-ragging committee chaired by the principal of the college & comprising of faculty representatives and student representatives to avoid undue incidences of ragging in college. Guardian Faculty Member regularly counsel regarding attendance, behavior, performance of the students.

To maintain hygiene, separate spacious common rooms are available for boys and girls. Both common rooms have facilities like a table-chair, Mirror, fan. Especially in girl's common Room locker system with an attached toilet facility is provided.

Cleanliness is strictly maintained in common rooms. Girl's common room is equipped with other necessary facilities required for women like Sanitary Pad Vending Machine with Attached Washroom, etc. In all major areas, the college is provided with fire safety equipment and a hydrant system on each floor.

Due to awareness created amongst the students and also safety infrastructure available with the college so far not a single incident of sexual harassment of women has been reported till date. As the outcome of these policies were adopted, a substantial increase in admission of girl students on the campus has been evidenced. Currently, there is no daycare center at college.



File Description	Document
Specific facilities provided for women in terms of: a. Safety and security b. Counselling c. Common Rooms d. Day care center for young children e. Any other relevant information	<a href="#">View Document</a>
Annual gender sensitization action plan	<a href="#">View Document</a>

### 7.1.2 The Institution has facilities for alternate sources of energy and energy conservation measures

1. Solar energy
2. Biogas plant
3. Wheeling to the Grid
4. Sensor-based energy conservation
5. Use of LED bulbs/ power efficient equipment

**Response:** C. 2 of the above

File Description	Document
Geotagged Photographs	<a href="#">View Document</a>

### 7.1.3 Describe the facilities in the Institution for the management of the following types of degradable and non-degradable waste (within 500 words)

- Solid waste management
- Liquid waste management
- Biomedical waste management
- E-waste management
- Waste recycling system
- Hazardous chemicals and radioactive waste management

**Response:**

#### **Solid Waste Management:**

1. To reduce waste at college, students and staff are well educated and trained for proper waste management practices.
2. Dustbins were placed at various locations on the campus.
3. Waste is collected on a daily basis from various sources.
4. Daily garbage is collected by concerned personnel and disposed of in a proper way.
5. As a part of the green campus motive, students are encouraged to avoid the use of ban plastic bags.
6. Students are made aware of waste management and chemical safety with reference to the disposal of chemical waste.

**Liquid Waste Management:**

1. The generated waste liquids were disposed of through a well-constructed drainage system.
2. Chemistry laboratories are equipped with fume hoods for the disposal of harmful fumes of organic solvents. It is strictly instructed to perform experiments generating perilous fumes into the fuming hood.
3. A well-constructed drainage system connected to closed collection tanks receives all liquid waste and water from washbasins.

**Biomedical waste management:**

1. The Petri plates containing culture are wrapped properly and autoclaved.
2. Microbial culture is discarded by autoclaving.
3. After autoclaving, the glassware is subjected to chemical disinfection by phenol and then washed with a soap solution.

**E-Waste Management:**

1. The College has signed MOU with Arrowhead System and Service Chandrapur for collection and disposal of E-waste Management.

**Hazardous chemicals and radioactive waste management:**

1. The faculty members direct students for the careful use and handling of chemicals in laboratories.
2. Fuming chambers are provided in the laboratories for the proper disposal of hazardous fumes.
3. There is a prohibition of the use and burning of plastic on the campus. We are not using a radioactive substance for the practicals in Pharmacy.

As the college has adopted and implemented the waste material disposed of properly; which leads to promoting a pollution-free and oxyrich environment in the premises and the campus.

File Description	Document
Geotagged photographs of the facilities	<a href="#">View Document</a>
Relevant documents like agreements/MoUs with Government and other approved agencies	<a href="#">View Document</a>

**7.1.4 Water conservation facilities available in the Institution:**

1. Rain water harvesting
2. Borewell /Open well recharge
3. Construction of tanks and bunds
4. Waste water recycling
5. Maintenance of water bodies and distribution system in the campus

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

File Description	Document
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

#### 7.1.5 Green campus initiatives include:

1. Restricted entry of automobiles
2. Use of Bicycles/ Battery powered vehicles
3. Pedestrian Friendly pathways
4. Ban on use of Plastic
5. Landscaping with trees and plants

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

File Description	Document
Geotagged photos / videos of the facilities	<a href="#">View Document</a>

#### 7.1.6 Quality audits on environment and energy are regularly undertaken by the Institution and any awards received for such green campus initiatives:

1. Green audit
2. Energy audit
3. Environment audit
4. Clean and green campus recognitions / awards
5. Beyond the campus environmental promotion activities

**Response:** C. 2 of the above

File Description	Document
Reports on environment and energy audits submitted by the auditing agency	<a href="#">View Document</a>
Certification by the auditing agency	<a href="#">View Document</a>
Certificates of the awards received	<a href="#">View Document</a>

#### 7.1.7 The Institution has disabled-friendly, barrier free environment

1. Built environment with ramps/lifts for easy access to classrooms.
2. Divyangjan friendly washrooms
3. Signage including tactile path, lights, display boards and signposts
4. Assistive technology and facilities for Divyangjan accessible website, screen-reading software, mechanized equipment
5. Provision for enquiry and information : Human assistance, reader, scribe, soft copies of reading material, screen reading

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

File Description	Document
Policy documents and information brochures on the support to be provided	<a href="#">View Document</a>
Geotagged photographs / videos of the facilities	<a href="#">View Document</a>

**7.1.8 Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and other diversities (within 500 words).**

**Response:**

Hi-Tech College of Pharmacy is highly committed to promoting cultural harmony in our students and staff. The college has students and staff coming from different caste and religion. The cultural committee of the college works to develop the academic and cultural talents of the students, improving their capabilities to work as a team and raising their level of self-confidence which aids to develop the overall personality of students. College celebrates an Annual gathering under the title 'Rhythm' every year. The college has a Cultural Committee managed by students themselves with the guidance of Cultural In-charge. The students actively participate in various extracurricular activities including Dance, Street Plays, Social Awareness programs, Orchestra, Drama, Quiz, Debate, Fashion-show, Rangoli, etc. The college organizes State level intercollegiate dance competition gives a message of unity irrespective of religion. Winners of the competitions are awarded certificates, trophies, and cash prizes.

College celebrates various events and festivals which brings students and staff of all religions together which was the main aim behind organizing this festival giving spiritual sense to the students/faculty of the College. Traditional dance in Maharashtra, Lazim performance on the arrival of Lord Ganesha provides enthusiasm and team spirit among the students. Dahi handi on the occasion of Gokul Ashtami has been organized in the campus.

Some events include Guru Pornima, Fresher's Day, Teacher's Day, Voter's Day, Constitution Day, Pharmacist Day and Farewell function have been organized during the calendar year. The college celebrates national festivals Independence Day and Republic Day, where faculties, non-teaching staff, and students gather together at one place. The program comprises of saluting the National flag followed by the National Anthem.

Faculty members are appointed as Batch Guardian teachers, who are providing support to students in all aspects including guidance to apply for a scholarship from Government (economic backward class, free ship for the scheduled caste and scheduled tribe, and other backward classes). Students/faculty take a pledge to protect and promote the rights of women, at all times.

The college has a Committee for SC and ST category of students of the college and to provide information about the various scholarships available for SC/ST students. The college has an OBC & Minority cell for resolving all the affairs and problems related to OBC & minority candidates of the college.

The college has a National service scheme (NSS) cell. The cell conducts various social events for the

community. The activities include blood donation camp, Tree plantation, Medical health check-up camp, and Gram Swachhata Abhiyan, etc.

We are also celebrating birth anniversaries of great Indian personalities includes Mahatma Gandhi, Dr. B. R. Ambedkar, Chhatrapati Shivaji Maharaj, Mahatma Jyotiba Phule, Krantijyoti Savitribai Phule, Swami Vivekanand, Lokamanya Tilak Jayanti have been celebrated in the college.

File Description	Document
Supporting documents on the information provided (as reflected in the administrative and academic activities of the Institution)	<a href="#">View Document</a>

### 7.1.9 Sensitization of students and employees of the Institution to the constitutional obligations: values, rights, duties and responsibilities of citizens (within 500 words).

#### Response:

Human value is defined as “A principle that promotes well-being or prevents harm”. Human values can be assured of a happy and harmonious human society. Students are insisted on reading books on moral values. HTCOP undertakes different initiatives by organizing various activities to sensitize students and employees to the constitutional obligation: Values, Rights, Duties, and responsibilities of the citizens. Every year on 26th Nov, Constitution Day was celebrated at HTCOP by the Principal of Hi-Tech College of Pharmacy, Chandrapur. He narrated the fundamental rights, Duties, Values, and responsibilities of citizens as stated in the Constitution of India. He appealed to all to remember the struggle for freedom and respect the National Flag and National Anthem. Our constitution provides for human dignity, equality, Social justice, Human rights and freedom, Rule of law, equity and respect, and superiority of the constitution in the national life. The whole country is a government based on the rights and duties enshrined in the Constitution of India.

To create awareness about the role of a pharmacist in healthcare the students also participate in the themed Pharmacist day (September 25) rally every year.

The lectures and interactive sessions are arranged for the personality development of students. NSS training programs help the students in the improvement of mental alacrity, sense of nationalism, and secular outlook cultivating a sense of discipline and responsibility, development of social personality, and aptitude for leadership. Individuals are educated to abide by the rules, like anti-ragging, code of conduct, etc. The students have freedom in conducting activities during a gathering, sports, NSS events, developing fellowship, and taking responsibility for successful outcomes. The students are encouraged every year to actively participate in the plantation.

Professional Ethics has come under the subject Pharmaceutical Jurisprudence, Which is included in the student curriculum of B. Pharm and D. Pharm to teach or sensitize the students on the professional code of ethics, their duties, and responsibilities as a professional while delivering their duties to the society. Human Values comes under Environmental Science subject, which is mandatory to all students of B. Pharm. Environmental science creates the part of curricular teaching and evaluation to sensitize the students on the

conservation of the ecosystem and environment. Students are also sensitized to familiarise themselves with green practices, conservation of natural resources, an alternative source of energy, and renewable energy.

Every year our college conducts various programs for aspiring nationalism and human values. Our students and staff actively participate to celebrate this program.

The program conducted are-

- **International Yoga day**
- **Street play by NSS students**
- **Pharmacist day celebration**
- **Blood donation camp**
- **Charity programs**
- **Swatchhata Abhiyan**
- **Blood group detection camp**
- **Voters day celebration**
- **Road safety awareness program**
- **Independence Day Celebration**
- **Republic Day Celebration**
- **Constitutional Day**

File Description	Document
Any other relevant information	<a href="#">View Document</a>
Details of activities that inculcate values; necessary to render students in to responsible citizens	<a href="#">View Document</a>

**7.1.10 The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

- 1. The Code of Conduct is displayed on the website**
- 2. There is a committee to monitor adherence to the Code of Conduct**
- 3. Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
- 4. Annual awareness programmes on Code of Conduct are organized**

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



File Description	Document
Details of the monitoring committee composition and minutes of the committee meeting, number of programmes organized, reports on the various programs etc., in support of the claims.	<a href="#">View Document</a>
Any other relevant information	<a href="#">View Document</a>

### 7.1.11 Institution celebrates / organizes national and international commemorative days, events and festivals (within 500 words).

#### Response:

Hi-Tech College of Pharmacy celebrates national and international commemorative days and festivals in an impressive way. It is communicated through the academic calendar to the students.

**National commemorative days** include Independence Day, Teacher's day, Gandhi Jayanti, Republic Day, and Chatrapati Shivaji Maharaj Jayanti Dr. B. R. Ambedkar Jayanti, Lokmanya Tilak Jayanti, Swami Vivekanand Birth Anniversary, Mahatma Jyotiba Phule Jayanti, Krantijyoti Savitribai Phule Jayanti, Guru Purnima, Marathi Bhasha Divas.

**International commemorative days include** Yoga day, World Pharmacist day, International Women's Day.

- **Independence Day-** Every year on 15 August is celebrated as Independence Day of India in Hi-Tech College of pharmacy. National Flag is hoisted on this occasion and the National anthem is sung. The event encourages patriotic feeling.
- **Republic Day-** in Hi-Tech College of pharmacy Republic day of India is celebrated with great enthusiasm. On this Day National Flag is hoisted and the National anthem is sung.
- **Dr. B. R. Ambedkar Jayanti** – The day 14 April is celebrated by garlanding the photo of Dr. B R. Ambedkar and remembering his contributions.
- **Gandhi Jayanti-** Every year 2 October marks the Birth Anniversary of Mahatma Gandhi & the day is celebrated by garlanding the photograph & followed by Swachta Abhiyan.
- **Teachers Day:** - The Birth Anniversary of Dr. Sarvapalli Radhakrishnan is celebrated as Teachers day on 5 September every year. Senior students of the college conduct the classes and honor the teachers by offering flowers and gifts. Students understand the role of teachers in their careers.
- **International Yoga Day-** To raise awareness of the many benefits of practicing yoga, 21 June is celebrated as International Yoga Day every year in the College.
- **Pharmacist Day-** The Day 25 September is celebrated by organizing activities like awareness rally, Drama, etc. The outcome is students are sensitized to professional ethics and roles with responsibilities.
- **International Woman's Day-** The day (08 March) is marked to respect women in society. Women's Grievance Committee of the college organizes the event by arranging seminars and activities like Rangoli Competition, short films on gender equality.
- **Ganesh festival and Janmashtami-** are celebrated every year to impart cultural values.

Ganesh Chaturthi is celebrated for 8 days, during which aarti of the Ganesh idol is performed and Prasad is

distributed every morning and evening. 'Visarjan', the immersion of the idol at the end of 8 days, is the most engaging part of this festival.

File Description	Document
Geotagged photographs of some of the events	<a href="#">View Document</a>
Annual report of the celebrations and commemorative events for the last five years	<a href="#">View Document</a>

## 7.2 Best Practices

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

**Response:**

### BEST PRACTICE 1

**1. Best Practice-** Provision to pay a fee as per the convenient installments for economically weaker students.

**Objective-** *Shri Tuljabhavani Sevabhavi Shaikshanik Va Samajik Shikshan Sanstha, Kothari* was established in the year 1999 by Honorable Mr. Prashant Morey with the Prime vision to provide higher Professional education.

**The context-** *Shri Tuljabhavani Sevabhavi Shaikshanik Va Samajik Shikshan Sanstha, Kothari* has established Hi-Tech College of Pharmacy, Chandrapur which provide quality education in the field of pharmaceutical science for the betterment of the healthcare system.

**The Practice-** The students who are not able to pay the fees at a time specially belonging to economically weaker sections are allowed to pay fees in installment. The students from the OBC category who get 50% of fees as scholarships are also allowed to pay the fees in installment. We also assist the students to get Scheduled Cast Scholarship, Schedule Tribe Scholarship, OBC Scholarship, NT/VJ/DT Scholarship, SBC Scholarship, and GOI Free ship, Minority Scholarship. Also, our Management provides financial assistance to needy and poor students, by giving concessions.

**Evidence of success-**

**Problems encountered and resource required-** College finds itself in problem due to delay in the scholarship to the college. This delay in the scholarship is the major problem; to encounter the same, the government should disburse the scholarship timely.

### BEST PRACTICE 2

**1. Best Practice:** Guardian Teacher Scheme



## 2. Objectives of the practice

- Identifying and clarifying students' academic performance and professional aim.
- To discuss academic, social, health awareness importance of physical fitness, students regarding the study, study material availability, college facility, campus discipline, syllabus, result analysis, etc.
- Encouraging students to face challenges with greater ease and confidence.
- To establish a good sense of relationship with students so that there develops a healthy teacher-student relationship.
- Helping them to get back on track when distracted.
- Counseling the students and interact with them in a one-to-one manner.
- Guiding the students to choose the right career path.
- Development of strategies and action plans that yield results and improve the quality of life of students in many respects.
- To make students motivated and committed until successful completion of the course.

## 3. The Context

The Class Teacher is appointed to every class of D-Pharm and B-Pharm; apart from this the Guardian teacher is appointed for a batch of approximately 20 students. The Class teacher and guardian teacher identify the weak students and counsel them in regular practical hours. In this scheme, there is one-to-one interaction with students. For a batch of students, a teacher is assigned the role of Teacher-Guardian. Guardian Teacher is a professional relationship in which faculty assists a student in developing specific skills and knowledge that enhances the student's professional, academic, and personal growth. Guardian teacher works as a friend, philosopher, and guide for the students. He/ She keeps the track of every student's day-to-day activity and records daily attendance, test results, internal assessment, and other related information of students. He/ She encourages the students to participate in co-curricular and extra-curricular activities. He/ She give academic feedback to the parents/guardians regularly. He/ She counsels the students to solve difficulties encountered not only on a college campus but in their personal lives too. Guardian teacher acts as a mentor to students and offers them emotional and academic support along with motivation. The teachers of the institution take up the responsibility of safeguarding and nurturing the newly admitted students. The teacher helps them to get acclimatized to the environment.

## 4. The Practice

For proper record maintenance, a batch of approximately 20 students is usually placed under a Guardian Teacher. Once in a fortnight, the Mentor meets the students under him/her. Each Guardian Teacher maintains the students' databases and reports the same to his/her class teacher. Any urgent intimation is often carried out. Guardian Teacher has direct communication with the Class Representatives (CR). Guardian Teacher meets with each student several times during the semester to discuss academic and non-academic issues. The issues include:

- Students study habits
- Study planning and techniques
- Students' attendance
- Personal life problems
- Examination preparation
- Weaker student identification

## 5. Evidence of Success

- Improved teacher-student relationship.
- Improvement in student's attendance.
- Improvement of academic performance of the students.
- Improvement in participation in extra-curricular activities.
- General awareness about Anti-Ragging.
- Improvement in Student's discipline.

## 6. Problems Encountered and Resources Required

Faculty members who are not familiar with the culture and instinct of the Guardian Teacher might take some time to get familiar with this system. They are separately educated by the experienced faculty members to get involved in the Guardian Teacher. Sometimes to take out time for allocating sufficient time for one to one interaction with a student from regular academic

Classes become a constraint for the faculty members. However, the college encourages and appreciates such activities through the annual appraisal of the faculty members.

File Description	Document
Best practices in the Institutional web site	<a href="#">View Document</a>

## 7.3 Institutional Distinctiveness

### 7.3.1 Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

#### Response:

- **FREE EDUCATION TO NEEDY STUDENT**

The college's goal is to provide enough education to students, so they can prepare & appear for competitive exams, required for taking admission in several post-graduation courses in Pharmacy and Management. Apart from providing free education for needy students, the College emphasis on moral and character building of our students. The college ensures that all students are supported to learn and develop a range of academic & life skills that will enable them to make choices about their future.

College also provides financial support to economically weak students for higher education (i.e. M. Pharm.)

- **BEST STUDENT AWARD & MEDALS FOR MERIT STUDENTS.**

The college recognizes the academic achievements of our students in the form of the best student of the year award. This award is given at the end of each Final year on the basis of the performance of students in the previous academic year. This award is dedicated to recognizing a student who has shown their

capabilities in the past four years. Medals were awarded to students for academic excellence & all-around excellence. Medals for merit are given to first rank holder in university examinations.

- **MAXIMUM NUMBER OF INSTALLMENT FOR FEES PAYMENT**

The students who are not able to pay the fees at admission time, specially belonging to economically weaker sections are allowed to pay fees in installments. The students from the OBC category who get 50% of fees as scholarships are also allowed to pay the fees in installments. We also assist the students to get Scheduled Cast Scholarship; Schedule Tribe Scholarship, NT/VJ/DT Scholarship, SBC Scholarship, GOI Free ship for all category Minority Scholarship. In addition, our Management also provides financial assistance to needy and poor students, by giving concessions in fees.

- **REGULAR CLASS TESTS**

*Regular class tests* are conducted followed by a discussion of question papers by concerned teachers. Personal attention and doubt clearing time was also given to each and every student.

- **EXTRA BOOK FACILITY**

Throughout the academic year, five extra books are given to the first five topper students from each class.

- **SPECIAL ATTENTION TOWARDS GPAT APPEARING STUDENTS**

Apart from regular classes, special attention is given to GPAT appearing students. The college conducts extra classes and test series for them.

- **COLLEGE RUNS ON GREEN ENERGY I.E. ON SOLAR ROOFTOP OF 12.5 KW**

Solar energy is the energy present in sunlight, which is harnessed by solar panels, can be converted into electric energy and be used to replace the electricity that runs on fossils fuels, a rapidly depleting nonrenewable source of energy and one that causes severe pollution. Solar panels of 12.5 KW had installed in our college. The solar panels were installed on the rooftop of the college building by Electromech power solution Pvt. Ltd.

- **THREE BUSES FOR STAFF & STUDENTS**

The need for safe traveling of each student and staff to college and back home is of paramount importance to us. Transport service is an optional service facilitated and outsourced by the college for the convenience of its students. To ensure safe travel the college has its own fleet of outsourced college buses, manned by trained drivers. The transport service is operated by the college at subsidized rates. Besides ensuring the implementation of safety norms, a first aid kit is also available on the bus.

- **GUARDIAN TEACHER PROGRAM**

Guardian Teacher is faculty appointed to assists students in developing specific skills and knowledge that enhances the student's professional, academic, and personal growth. Student mentoring is a form of peer help that endeavors to maximize student success.

It is specifically designed to support the development of more efficient learning strategies, to strengthen personal motivation and commitment to university studies, and to sustain academic excellence and an unparalleled student experience.

The Guardian Teacher provides an empathic ear to students' concerns and offers support in setting their goals, practicing time and stress management techniques, and acquiring more efficient study routines.

The Guardian Teacher in a program of the college guides and counsels the students in academic, non-academic matters including personal domain to achieve the best in their life. Mentor schemes equip students with better personal resources to make the transition to university study quickly and effectively, and thereby assist them to succeed in their course. In particular, the scheme aims to address deficiencies in student's attitudes, habits, and knowledge regarding learning.

Each mentor is required to fill in the form as per the given guidelines. A batch of approximately 20 students is usually placed under a Guardian Teacher. Once in a fortnight, the Mentor meets the students under him/her. Each Guardian Teacher maintains the students' databases and reports the same to his/her class teacher. Any urgent intimation is often carried out through Guardian Teacher. Mentor has direct communication with the Class Representatives (CR). Guardian Teacher meets with each student several times during the semester to discuss academic and non-academic issues. The issues include:

- Students' study habits
- Study planning and techniques
- Students attendance
- Personal life problems, preparation for an examination
- identification of weaker students
- Remedial class requirement
- In addition, mentors are available even after college hours, so that students could consult them individually regarding urgent problems they might encounter between meetings. Such consultations remain strictly confidential.

Faculty members who are not accustomed to the culture and instinct of the guardian teacher might take some time to get accustomed to this system. They are separately educated by the experienced faculty members. Sometimes to take out time for allocating sufficient time for one to one interaction with students from regular academic classes and research activities, becomes a constraint for the faculty members. However, the college encourages and appreciates such activities through the annual appraisal of the faculty members.

File Description	Document
Appropriate web in the Institutional website	<a href="#">View Document</a>

## 5. CONCLUSION

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### Additional Information :

**HI-TECH COLLEGE OF PHARMACY CHANDRAPUR** is a self-financed private institute. The UG (**B.Pharm**) and Diploma (**D.Pharm**) Programs run by the college are approved by the Pharmacy council of INDIA (PCI), Gondwana University Gadchiroli, and Directorate of Technical Education (DTE), Govt. of Maharashtra. The fee structure for the B.Pharm and D.Pharm program is approved by Fees regulatory Authority Mumbai.

Though our college is located in Rural Area we are still moving towards our vision and thinking for our future development and to comply with global standard. We are moving towards the accreditation process. We are actively participating in NIRF and also committed to the overall development of students and deploying the same in academia.

### Concluding Remarks :

*Shree Tuljabhvani Sevabahvi Shiksanik Va Samajik Shikshan Sanstha, Kothari* was existence about 21 years ago out of the vision of Hon. Shri Prashant V. Morey and established **HI-TECH COLLEGE OF PHARMACY**, Chandrapur affiliated to Gondwana University Gadchiroli, MSBTE Mumbai and approved by Pharmacy Council of India and DTE Mumbai. During the course, the overall development of students is taken care of by delivering the curriculum content effectively and organized various curricular and co-curricular programs.

We as HTCOP are committed to well-disciplined academic culture and environment, experiences and qualified staff, excellent infrastructure with all facilities, extensive training facilities, to enhances the employability of students. Active students association of all department for overall personality development of students, various committees are continuously taking efforts for the overall growth, welfare and development of students and staff, continuous evaluation, continuous ongoing efforts for quality excellence through participation and organization of the seminar, workshops, and training programs. We most cordially invite the NAAC peer team in our college to evaluate, assess for the accreditation process.

## 6.ANNEXURE

### 1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification																														
1.3.3	<p><b>Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)</b></p> <p><b>1.3.3.1. Number of students undertaking project work/field work / internships</b>            Answer before DVV Verification : 251            Answer after DVV Verification: 63</p>																														
1.4.2	<p><b>Feedback process of the Institution may be classified as follows:</b></p> <p><b>Options:</b></p> <ol style="list-style-type: none"> <li>1. <b>Feedback collected, analysed and action taken and feedback available on website</b></li> <li>2. <b>Feedback collected, analysed and action has been taken</b></li> <li>3. <b>Feedback collected and analysed</b></li> <li>4. <b>Feedback collected</b></li> <li>5. <b>Feedback not collected</b></li> </ol> <p>Answer before DVV Verification : A. Feedback collected, analysed and action taken and feedback available on website            Answer After DVV Verification: B. Feedback collected, analysed and action has been taken            Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification.</p>																														
2.1.1	<p><b>Average Enrolment percentage (Average of last five years)</b></p> <p><b>2.1.1.1. Number of students admitted year-wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>152</td> <td>127</td> <td>117</td> <td>81</td> <td>71</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>92</td> <td>67</td> <td>67</td> <td>81</td> <td>71</td> </tr> </tbody> </table> <p><b>2.1.1.2. Number of sanctioned seats year wise during last five years</b>            Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>173</td> <td>127</td> <td>117</td> <td>81</td> <td>88</td> </tr> </tbody> </table> <p>Answer After DVV Verification :</p>	2019-20	2018-19	2017-18	2016-17	2015-16	152	127	117	81	71	2019-20	2018-19	2017-18	2016-17	2015-16	92	67	67	81	71	2019-20	2018-19	2017-18	2016-17	2015-16	173	127	117	81	88
2019-20	2018-19	2017-18	2016-17	2015-16																											
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2019-20	2018-19	2017-18	2016-17	2015-16																											
173	127	117	81	88																											

2019-20	2018-19	2017-18	2016-17	2015-16
100	80	80	90	80

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. The Number of students admitted year-wise cannot be more than the Number of sanctioned seats in that year. The HEI was requested to provide Copy of letter issued by the Affiliating university / state Govt / statutory body or other Document relating to the Sanction of the annual intake. The HEI has provided only 2019-20 data and a letter in regional language without a translation.

**2.1.2 Average percentage of seats filled against reserved categories (SC, ST, OBC, Divyangjan, etc. as per applicable reservation policy ) during the last five years ( exclusive of supernumerary seats)**

**2.1.2.1. Number of actual students admitted from the reserved categories year wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
83	48	44	21	24

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
50	40	40	30	40

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. Number of actual students admitted from the reserved categories year wise cannot be more than the Number of seats earmarked for reserved category as per GOI/State Govt rule. Hence the number restricted to the HEI claim in 2.2. Data of BPharm and DPharm has been considered.

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

**2.4.3.1. Total experience of full-time teachers**

Answer before DVV Verification : 122

Answer after DVV Verification: 122

**2.6.3 Average pass percentage of Students during last five years**

**2.6.3.1. Total number of final year students who passed the university examination year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

102	61	41	46	53
-----	----	----	----	----

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
61	34	41	46	53

**2.6.3.2. Total number of final year students who appeared for the university examination year-wise during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
104	87	50	52	61

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
63	57	50	52	62

3.1.2

**Percentage of departments having Research projects funded by government and non government agencies during the last five years**

**3.1.2.1. Number of departments having Research projects funded by government and non-government agencies during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

**3.1.2.2. Number of departments offering academic programmes**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
1	1	1	1	1

3.1.3

**Number of Seminars/conferences/workshops conducted by the institution during the last five years**

**3.1.3.1. Total number of Seminars/conferences/workshops conducted by the institution year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16



07	05	09	07	04
----	----	----	----	----

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
04	02	06	04	02

3.2.1 **Number of papers published per teacher in the Journals notified on UGC website during the last five years**

3.2.1.1. **Number of research papers in the Journals notified on UGC website during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
03	01	09	11	14

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	00	02	04	01

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

3.2.2.1. **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	02	0	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	00	0	00

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. Certificate of having attended a conference is not eligible as writing/ editing chapters in edited volumes/books published and papers in national/ international conference proceedings

3.3.2 **Number of awards and recognitions received for extension activities from government/ government recognised bodies during the last five years**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
02	08	07	0	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	01	0	0

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification.

**3.3.3 Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years****3.3.3.1. Number of extension and outreach programs conducted by the institution through NSS/NCC, Government and Government recognised bodies during the last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
06	07	06	02	00

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
05	06	06	02	00

**3.3.4 Average percentage of students participating in extension activities at 3.3.3. above during last five years****3.3.4.1. Total number of Students participating in extension activities conducted in collaboration with industry, community and Non- Government Organizations through NSS/ NCC/ Red Cross/ YRC etc., year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
377	341	292	229	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
137	121	131	129	00

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification.

**4.1.3 Percentage of classrooms and seminar halls with ICT- enabled facilities such as smart class, LMS, etc. (Data for the latest completed academic year)**

**4.1.3.1. Number of classrooms and seminar halls with ICT facilities**

Answer before DVV Verification : 5

Answer after DVV Verification: 03

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. WiFi with LAN is not complete ICT facility. Conference room is not classroom. As per the stock-register as on 31-12-2020 there were only 03 projectors

**4.1.4 Average percentage of expenditure, excluding salary for infrastructure augmentation during last five years(INR in Lakhs)**

**4.1.4.1. Expenditure for infrastructure augmentation, excluding salary year-wise during last five years (INR in lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
24.00	11.85	11.85	8.4	8.4

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
8	8	8	8.4	8.4

**4.2.2 The institution has subscription for the following e-resources**

1. e-journals
2. e-ShodhSindhu
3. Shodhganga Membership
4. e-books
5. Databases
6. Remote access to e-resources

Answer before DVV Verification : B. Any 3 of the above

Answer After DVV Verification: E. None of the above

**4.2.3 Average annual expenditure for purchase of books/e-books and subscription to journals/e-journals during the last five years (INR in Lakhs)**

**4.2.3.1. Annual expenditure of purchase of books/e-books and subscription to journals/e-journals year wise during last five years (INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16

1.30313	2.42005	1.46553	1.38359	1.14555
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Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
0.91	2.16	0.24	1.18	0.96

4.4.1 **Average percentage of expenditure incurred on maintenance of infrastructure (physical and academic support facilities) excluding salary component during the last five years(INR in Lakhs)**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
34.67802	39.33076	34.91010	28.72356	18.26016

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
14	13.8	11.5	7.1	8

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

5.1.1.1. **Number of students benefited by scholarships and free ships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years (other than students receiving scholarships under the government schemes for reserved categories)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
197	174	154	152	150

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
140	125	133	152	150

5.1.3 **Capacity building and skills enhancement initiatives taken by the institution include the following**

1. **Soft skills**
2. **Language and communication skills**

3. Life skills (Yoga, physical fitness, health and hygiene)  
4. ICT/computing skills

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: D. 1 of the above

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. Capacity building and skills enhancement initiatives taken by the institution can't be 01 day in a year activity. Blood donation, seminars are not eligible. Only Life skills (Yoga, physical fitness, health and hygiene) considered.

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
100	81	292	85	100

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
78	81	85	85	91

5.2.1 **Average percentage of placement of outgoing students during the last five years**

5.2.1.1. **Number of outgoing students placed year - wise during the last five years.**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
12	22	20	13	11

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
12	17	20	13	11

5.3.1 **Number of awards/medals won by students for outstanding performance in sports/cultural activities at inter-university/state/national / international level (award for a team event should be counted as one) during the last five years.**

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

Answer before DVV Verification:

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2019-20	2018-19	2017-18	2016-17	2015-16
1	6	5	1	0

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
00	00	00	0	0

**5.3.3 Average number of sports and cultural events/competitions in which students of the Institution participated during last five years (organised by the institution/other institutions)**

**5.3.3.1. Number of sports and cultural events/competitions in which students of the Institution participated year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
34	35	45	40	34

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
4	5	8	6	5

**6.2.3 Implementation of e-governance in areas of operation**

1. Administration
2. Finance and Accounts
3. Student Admission and Support
4. Examination

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: A. All of the above

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

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	04	05	05	01

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16

01	04	05	02	01
----	----	----	----	----

6.3.4 **Average percentage of teachers undergoing online/ face-to-face Faculty Development Programmes (FDP) during the last five years (Professional Development Programmes, Orientation / Induction Programmes, Refresher Course, Short Term Course ).**

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
10	08	23	19	02

Answer After DVV Verification :

2019-20	2018-19	2017-18	2016-17	2015-16
02	00	00	02	00

7.1.4 **Water conservation facilities available in the Institution:**

1. **Rain water harvesting**
2. **Borewell /Open well recharge**
3. **Construction of tanks and bunds**
4. **Waste water recycling**
5. **Maintenance of water bodies and distribution system in the campus**

Answer before DVV Verification : A. Any 4 or all of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. As per the attached documents hosted on. Sl no. 1, 2 & 5 considered.

7.1.5 **Green campus initiatives include:**

1. **Restricted entry of automobiles**
2. **Use of Bicycles/ Battery powered vehicles**
3. **Pedestrian Friendly pathways**
4. **Ban on use of Plastic**
5. **landscaping with trees and plants**

Answer before DVV Verification : A. Any 4 or All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. Restricted entry of automobiles, Pedestrian Friendly pathways and landscaping with trees and plants considered.

7.1.6 **Quality audits on environment and energy are regularly undertaken by the Institution and any**

**awards received for such green campus initiatives:**

1. **Green audit**
2. **Energy audit**
3. **Environment audit**
4. **Clean and green campus recognitions / awards**
5. **Beyond the campus environmental promotion activities**

Answer before DVV Verification : B. 3 of the above

Answer After DVV Verification: C. 2 of the above

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification. Clean and green campus recognitions / awards Beyond the campus environmental promotion activities considered.

7.1.10

**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programmes in this regard.**

1. **The Code of Conduct is displayed on the website**
2. **There is a committee to monitor adherence to the Code of Conduct**
3. **Institution organizes professional ethics programmes for students, teachers, administrators and other staff**
4. **Annual awareness programmes on Code of Conduct are organized**

Answer before DVV Verification : A. All of the above

Answer After DVV Verification: B. 3 of the above

Remark : As per the HEI statement in the response dialogue box and the data attached with the Metric in clarification.

**2.Extended Profile Deviations**

ID	Extended Questions																				
1.1	<p><b>Number of courses offered by the Institution across all programs during the last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table> <p>Answer After DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>79</td> <td>84</td> <td>89</td> <td>87</td> <td>87</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	2	2	2	1	1	2019-20	2018-19	2017-18	2016-17	2015-16	79	84	89	87	87
2019-20	2018-19	2017-18	2016-17	2015-16																	
2	2	2	1	1																	
2019-20	2018-19	2017-18	2016-17	2015-16																	
79	84	89	87	87																	
1.2	<p><b>Number of programs offered year-wise for last five years</b></p> <p>Answer before DVV Verification:</p> <table border="1"> <thead> <tr> <th>2019-20</th> <th>2018-19</th> <th>2017-18</th> <th>2016-17</th> <th>2015-16</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>2</td> <td>2</td> <td>1</td> <td>1</td> </tr> </tbody> </table>	2019-20	2018-19	2017-18	2016-17	2015-16	2	2	2	1	1										
2019-20	2018-19	2017-18	2016-17	2015-16																	
2	2	2	1	1																	



Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
01	01	01	1	1

2.1 **Number of students year-wise during last five years**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
378	341	293	229	234

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
272	241	239	229	231

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
83	48	44	21	24

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
50	40	40	45	40

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

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
104	90	51	53	62

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
63	59	51	53	62

3.2 **Total Expenditure excluding salary year-wise during last five years ( INR in Lakhs)**

Answer before DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
79.25405	73.88934	71.57275	74.25915	61.47751

Answer After DVV Verification:

2019-20	2018-19	2017-18	2016-17	2015-16
135.4	143.9	137.6	124.8	138.3

NAAC