



CONTENT / INDEX OF VARIOUS PORTFOLIOS

**PES MODERN COLLEGE OF
PHARMACY (FOR LADIES),
MOSHI**



PES MODERN COLLEGE OF PHARMACY
(FOR LADIES)
(NBA Accredited)



Approved by AICTE, New Delhi (P.No.06/07/95/PHARMA/2004/047, DTE, Mumbai (21/GC/2664/1212)
Government of Maharashtra No. TM/2004(23/04) TE-1, Pharmacy Council of India (32-347/2012-PCI),
Permanently affiliated to Savitribai Phule Pune University, ID No. PUPN/Pharmacy/2002064

PARENT SOCIETY - PROGRESSIVE EDUCATION SOCIETY

Prof. Dr. S. N. Dhole
M. Pharm., Ph. D.
Principal

Prof. Dr. G. R. Ekbote,
(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

Index/ Contents of Portfolio files

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Prof. Dr. G. R. Ekbole,
(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

GOVERNING BODY

S. No.	PARTICULARS	Remark
1.	Report	
2.	Functions	
3.	Constitution	
4.	Summary of meetings	
5.	Agenda of meeting	
6.	Minutes of meeting	
7.	Action taken	



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COLLEGE DEVELOPMENT COMMITTEE

S. No.	PARTICULARS	Remark
1.	Report	
2.	Functions	
3.	Constitution	
4.	Summary of meetings	
5.	Agenda of meeting	
6.	Minutes of meeting	
7.	Action taken	



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Recognized by Savitribai Phule Pune University, ID No. PU/PN/Pharmacy/2007/064

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INNOVATION, RESEARCH and CONSULTANCY COMMITTEE

S. No.	PARTICULARS	Remark
1.	Report	
2.	Policy	
3.	Research committee constitution	
4.	Minutes of meeting with geotagged photos	
5.	Details of M. Pharm orientation program	
6.	Details of research grants (BCUD) <ul style="list-style-type: none"> • Sanction letter • Hard bound report (Project completion) • Audited file 	
7.	Details of activities conducted	
8.	Work Plan	

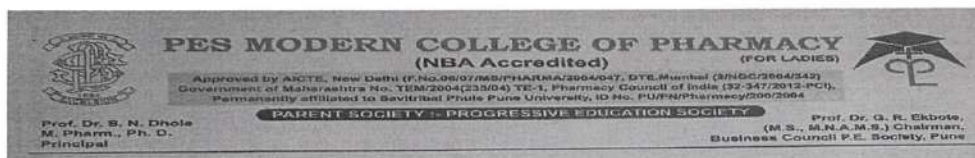

Dr. V. S. Vichare
Portfolio Coordinator

IQAC Coordinator


Principal



PRINCIPAL
PES Modern College of Pharmacy
(For Ladies)
Borhadewadi, A/P Post-Moshi,
Tal. Haveli, Dist. Pune-412 105.




GRIEVANCE REDRESSAL CELL

GENERAL CONTENTS	REMARK
<ul style="list-style-type: none"> • Policy of Grievance Redressal Cell 	
<ul style="list-style-type: none"> • Functions of Grievance Redressal Cell 	
<ul style="list-style-type: none"> • Guidelines for placing and Handling a complaint 	
<ul style="list-style-type: none"> • Annual Report 	
<ul style="list-style-type: none"> • Grievance Redressal Cell constitution 	
<ul style="list-style-type: none"> • Invitation Letter to external members and their acceptance 	
<ul style="list-style-type: none"> • Online grievance redressal system details 	
<ul style="list-style-type: none"> • Summary of minutes of meeting with geotagged photos 	
<ul style="list-style-type: none"> • Minutes of meeting/ register 	
<ul style="list-style-type: none"> • Details of Grievances (if any) 	
<ul style="list-style-type: none"> • Communication to AICTE 	
<ul style="list-style-type: none"> • Work plan 	


 CMS. Kad D. B.
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Animal House


Sr. No.	GENERAL CONTENTS	REMARK
1.	Report	
2.	Constitution	
3.	CPSCEA Regulations	
4.	Summary of Minutes of meetings with geotagged photos	
5.	Details of minutes of meeting	
6.	Correspondence to external members	
7.	Details of proposals executed	
8.	Details of inventory	
9.	Work plan	


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Faculty Welfare Measures

Sr. No.	GENERAL CONTENTS	REMARK
1.	List of faculty welfare measures	
2.	Policies for Faculty Welfare	
3.	Report	
4.	Proofs of each measure	
5.	Audited statement reflecting welfare measures	
6.	Work plan	

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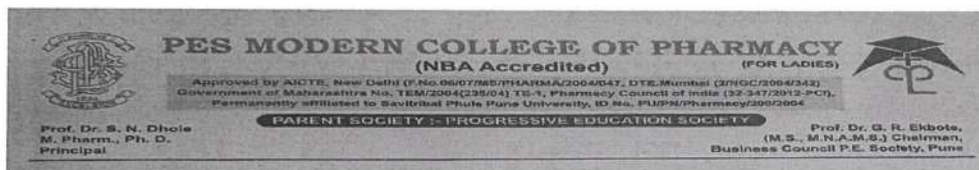
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Staff Performance Appraisal

Sr. No	GENERAL CONTENTS	REMARK
1.	Policy of Staff Performance Appraisal	
2.	Report	
3.	List of staff	
4.	Action taken (Letter of recommendation, Samaj patra)	
5.	Staff performance appraisal (Filled format) with proofs if any	
6.	Blank formats	
7.	Work plan	

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SPORTS

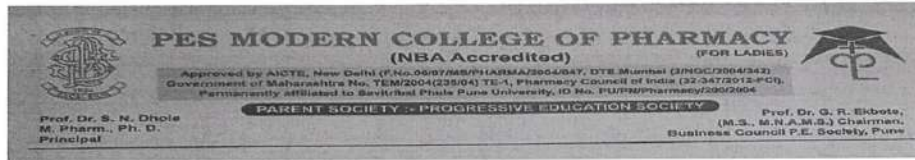
S. No.	PARTICULARS	REMARK
1.	Report	
2.	PO mapping and attainment	
3.	Sports committee	
4.	List of winners	
5.	Certificates	
6.	Details of score board	
7.	Entry forms for sports events	
8.	Notices/Schedule	
9.	Appointment order as physical director	
10.	Usages registers of Sports utilities, Gymnasium and Yoga center	
11.	Appointment and Attendance register of Physical Instructor	
12.	Students feedback with analysis and sample questionnaire	
13.	Minutes of meetings with geotagged photos	
14.	Photo album	


P.K. Dusane
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PRESENTATIONS AND PUBLICATIONS, FACULTY ACHIEVEMENTS

FACULTY AS RESOURCE PERSON

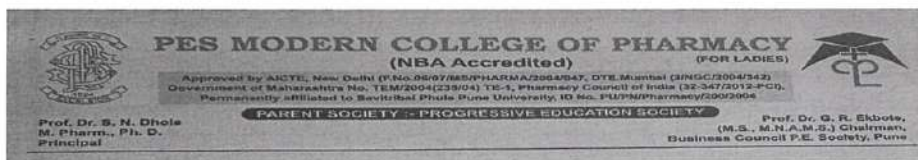
S. No.	PARTICULARS	REMARK
FACULTY		
1.	List of presentations (as per format)	
2.	List of publications (as per format)	
3.	List of patents, trademarks, copyrights	
4.	Publication details with full text	
5.	Presentation details with proofs (Certificates, published abstract)	
6.	Proof of patents, trademarks, copyrights	
STUDENTS		
7.	List of presentations (as per format)	
8.	List of publications (as per format)	
9.	List of patents, trademarks, copyrights	
10.	Publication details with full text	
11.	Presentation details with proofs (Certificates, published abstract)	
12.	Proof of patents, trademarks, copyrights	
FACULTY ACHIEVEMENTS		
13.	Report of faculty achievements	
14.	Proof (geotagged photos, certificates etc.)	

[Signature]
Dr. V. S. Vichare
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[Signature]
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EXTRACURRICULAR ACTIVITIES

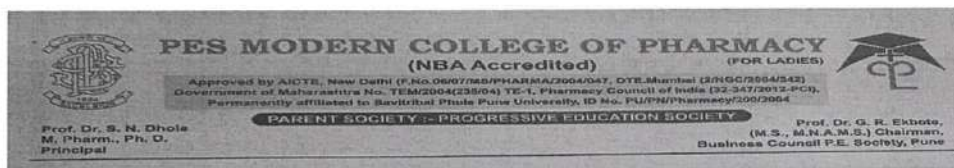
Sr. No	CONTENTS	REMARK
1.	Attainment of POs	
2.	Report (Winners, Students benefited)	
3.	Calendar	
4.	Committee	
5.	Objectives	
6.	Feedback and analysis of each	
7.	Events conducted (Notice, report)	
8.	Intercollegiate competitions (participation, certificates)	
9.	Meeting register	
10.	Geotagged Photos	
11.	Work Plan	


 Ms. T.A. Sande
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COMPETITIVE EXAM

S. No.	PARTICULARS	REMARK
1.	Report	
2.	List of students qualified in various competitive exams Score cards of qualified students and non zero score card of appeared students	
3.	List of students appeared for various competitive exams	
4.	Details of GPAT tests conducted by the faculty	
5.	Details of GPAT lectures taken by faculty	
6.	Details of coaching if any	
7.	Details of information regarding various competitive exams	
8.	Notices	
9.	Work Plan	


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 (Mrs. P. A. Bhale)

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PROJECT WORK (B.PHARMACY)

SR. NO.	CONTENT	REMARK
1	Summary	
2	COPO Mapping	
3	Attainment	
4	Project Classification	
5	Classification and Justification	
6	Feedback	
7	Publications	
8	Contnious Evaluation	
9	Final Evaluation	
10	Progress Evaluation	
11	Notice	
12	Project Allotment Process	
13	Project Classification	
14	Classification And Justification	
15	Feedback	
16	Publications	
17	Work Plan	


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GUEST LECTURE

Sr. No	CONTENTS	REMARK
1.	List of lectures with POs mapping, students benefited	
2.	Summary of PO attainment	
3.	Notice to students	
4.	Speaker Invitation letter	
5.	Speaker thanking letter	
6.	Students' feedback and analysis	
7.	Peers' feedback	
8.	Photos	
9.	Work Plan	

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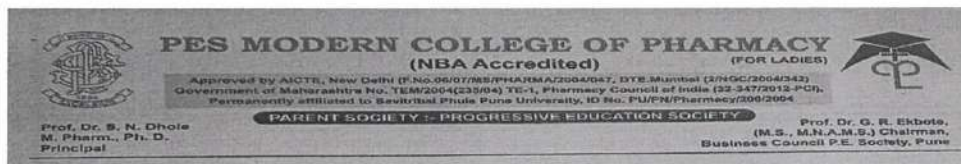


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Magazine

Sr. No.	CONTENTS	REMARK
1.	Report	
2.	Magazine committee	
3.	Hard copy of magazine/ e-copy of magazine	
4.	Feedback on magazine	
5.	Summary of meetings	
6.	Minutes of meeting with geotagged photographs	
7.	Work plan	

Students should be motivated to write articles on Indian culture, values, and traditional systems. Apart from English, articles in Hindi and Marathi should be promoted.


Portfolio Coordinator
 (Mrs. R. A. Bhalerao)

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STUDENTS MENTORING PROGRAMME

Sr. No.	CONTENTS	REMARK
1.	Report	
2.	Appointment, Consent of external counselor	
3.	Counselling report to higher authority and action taken	
4.	Mentoring registers with Case studies / Success stories (email/ video/ feedback) with geotagged photos	
5.	Student counseling forms	
6.	Notices to Mentors	
7.	Objectives / Policy of mentoring program	
8.	Allocation of Mentors	
9.	Work plan	

P. Shinde
Portfolio Coordinator
(Ms. P. S. Shinde)

IQAC Coordinator

G. R. Ekbote
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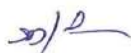
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Business Council P.E. Society, Pune

Library

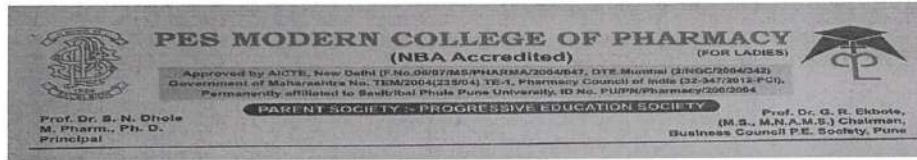
Sr. No.	CONTENTS	REMARK
1.	Detailed Report	
2.	List of books purchased during year	
3.	List of journals purchased during year	
4.	e-resources purchased and generated	
5.	Averages footfall of students in the library during the year	
6.	Averages footfall of faculty in the library during the year	
7.	Library committee	
8.	Minutes of meetings with geotagged photos	
9.	Work plan	


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PhD coordinator

S. No.	PARTICULARS	REMARK
1.	Ph.D. research centre data	
2.	SPPU Revised guidelines 2017	
3.	SPPU Ph.D. rules and regulations 2023-24	
4.	SPPU Ph.D. rules and regulations 2019-20	
5.	MCPL Ph.D. rules and regulations 2019-20	
6.	Ph.D. research centre letters	
7.	Ph.D. Topic approval letters	
8.	Ph.D. Guide recognition letters	
9.	Research facilities	
10.	List of selected candidates letters	
11.	List of Ph.D. awarded faculty while working in the institute	
12.	List of Ph.D. pursuing faculty	
13.	List of Ph.D. awarded students	


Portfolio Coordinator
 (Dr. P. B. Kothawade)

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STAFF SECRETARY

S. No.	PARTICULARS	REMARK
1.	Summary of Meetings	
2.	Agenda	
3.	Minutes of meeting	
4.	Action Taken	
5.	Work Plan	


Portfolio Coordinator
CDR P.B. Kothkarwade)

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NATIONAL SERVICE SCHEME REGULAR ACTIVITIES

S. No.	PARTICULARS	REMARK
1.	List of NSS activities	
2.	Report	
3.	University Unit Sanction letter	
4.	University PO sanction letter	
5.	NSS committee	
6.	CO-PO mapping	
7.	SPPU Certificates of NSS PO	
8.	Details of activities	
9.	Students feedback with analysis	
10.	Photo album	
11.	Audited file	

Dr. V. S. Yichare
Dr. V. S. Yichare
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Prof. Dr. G. R. Ekbole,
(M.S., M.N.A.W.S.) Chairman,
Business Council P.E. Society, Pune

NATIONAL SERVICE SCHEME SPECIAL CAMP

S. No.	Particulars	Remark
1.	Report	
2.	Grampanchayat letter of appreciation	
3.	University Camp Sanction letter	
4.	Pamphlet of camp schedule	
5.	Camp daily attendance	
6.	Details of activities	
7.	Consents of students	
8.	Newspaper cuttings	
9.	Photo album	
10.	Audited file	


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Government of Maharashtra No. TEM/2004(235/04) TE-3, Pharmacy Council of India (22-3472012-PCI),
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M. Pharm., Ph. D.
Principal

Prof. Dr. G. R. Ekbote,
(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

Newsletter

S. No.	Particulars	Remark
1.	Report	
2.	Newsletters	
3.	Work plan	

Portfolio Coordinator

IQAC Coordinator



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Business Council P.E. Society, Pune

Social Media

S. No.	Particulars	Remark
1.	Report of activities	
2.	Work plan	

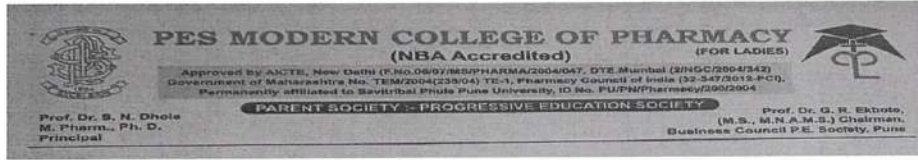
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STUDENT DEVELOPMENT OFFICER

S. No.	PARTICULARS	REMARK
1.	Report	
2.	Amount sanctioned and audit details	
3.	Details of various schemes	
4.	SPPU sanctioned letters	
5.	Details of activities done	
6.	SDO officer sanction letter/certificate of SPPU	
7.	Student council committee details	
8.	Photo album	
9.	Work plan	

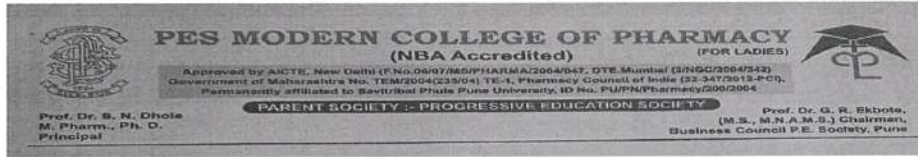
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Environment conversation Cell

S. No.	PARTICULARS	REMARK
1.	Report	
2.	Constitution	
3.	Action taken	
4.	Summary of minutes of meetings	
5.	Details of minutes of meetings with geotagged photos	
6.	Work Plan	


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Prof. Dr. G. R. Ekbote,
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HOUSEKEEPING

PARTICULARS	REMARK	PARTICULARS
1	Distribution of duties	
2	Monitoring	
3	Action Taken (if any)	



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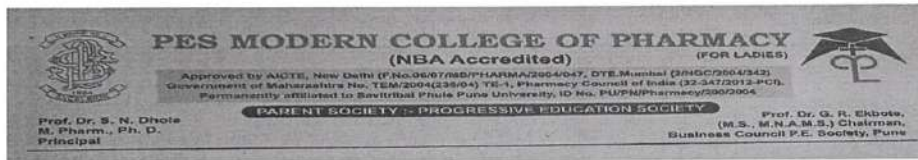
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Career guidance Cell

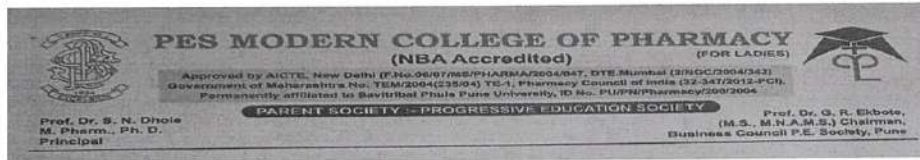
S. No.	PARTICULARS	REMARK
1.	Report	
2.	Constitution	
3.	Impact analysis of activities/ no of students benefited	
4.	PO attainment	
5.	Feedback on activities	
6.	Action taken	
7.	Audit report	
8.	Summary of minutes of meetings	
9.	Details of minutes of meetings with geotagged photos	
10.	Details of activities conducted	
11.	Work Plan	

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COMPUTER

Sr. No.	CONTENT	REMARK
1	One page Summary as required for AICTE	
2	Bills (Computer, Laptop, Printer, OHP, Projector, Digital board, Internet, UPS, Scanner, Visualizer, Screen/monitors, Screens with tripod stand, Router, USB HDD, Pen drive, key board, mouse etc.)	
3	Software details (Application and system softwares)	
3	Dead stock	
4	E waste details if any	
5	Language lab details	
6	Proof of maintenance if any	

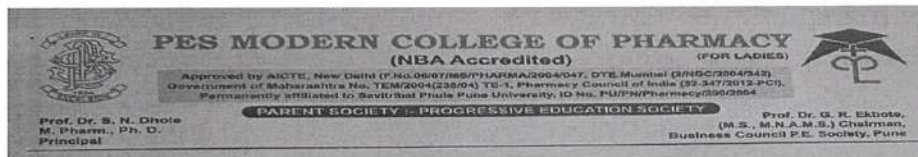

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SC-ST Cell

Sr. No	GENERAL CONTENTS	REMARK
1.	Policy of SC-ST Cell	
2.	Functions of SC-ST Cell	
3.	Provisions and guidelines by SC-ST cell	
4.	Guidelines for placing and Handling a complaint	
5.	Annual Report	
6.	SC-ST Cell constitution	
7.	Summary of minutes of meeting	
8.	Minutes of meeting with geotagged photos	
9.	Details of activities	

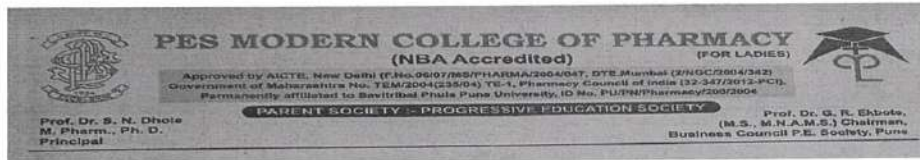
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ANTIRAGGING COMMITTEE

Sr. No	GENERAL CONTENTS	REMARK
1.	Policy of Antiragging Committee	
2.	Functions of Antiragging Committee	
3.	Provisions and guidelines by Antiragging cell, UGC regulations	
4.	Guidelines for placing and Handling a complaint	
5.	Annual Report	
6.	Antiragging cell constitution	
7.	Antiragging squad constitution	
8.	Students Mentoring Cell	
9.	Invitation letter to external members, Counsellor and their acceptance and office order to internal members	
10.	Proforma of SPPU	
11.	Summary of minutes of meeting	
12.	Minutes of meeting register (counselling to seniors and freshiers students)	
13.	Details of activities (number of cases and applications)	
14.	Details of submission of online undertaking	
15.	Hostel visit details	
16.	Affidavit by Parents and guardians	
17.	Work plan	

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Business Council P.E. Society, Pune

INDUSTRIAL/ HOSPITAL/OTHER TRAINING

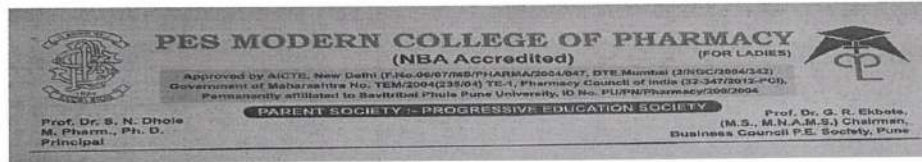
Sr. No.	CONTENTS	REMARK
Industrial Training		
1.	Summary (Name of student, Name of industry, Date : from-to)	
2.	Students' certificate	
3.	Report of each student and Geotag photos	
4.	Post Training Assessment Sheet	
5.	Student feedback on training	
6.	CO-POs mapping and attainment	
7.	Details of orientation and support to students	
8.	Work plan	

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INDUSTRIAL/ HOSPITAL VISITS

Sr. No.	CONTENTS	REMARK
1.	Summary (Name of Industry, Date, no. of students benefited, PO mapped)	
2.	Photos	
3.	Sample feedback (questionnaire)	
4.	Student feedback, POs mapping and attainment	
5.	One page report by students for each visit	
6.	Details of each visit	
7.	Work plan	

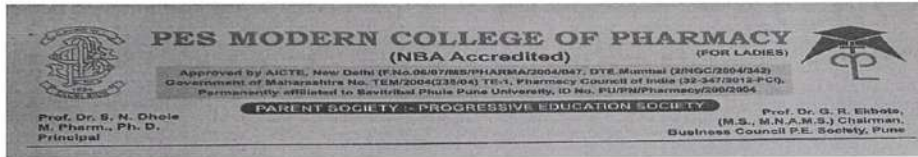
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PLACEMENT/ HIGHER STUDY

Sr. No.	CONTENTS	REMARK
1.	Summary of student placed (Name, Enrollment No., Name of the Employer, Appointment Letter, Reference Number with Date, Min./ Max salary Packages)	
2.	Appointment letters, Proof of admission, Proof of Salary	
3.	Activities carried out to improve Placement	
4.	Work Plan	

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[P. R. Phanshetti]

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Principal

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(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

CLASS TEACHER

Contents	Remark
• Report	
• Duties of class teacher	
• Result analysis of the class	
• Slow and Advanced learners	
• Students Certificates	
• Result analysis of Aptitude test	
• Aptitude Test Details	
• Induction programme details	
• Patent teacher meet	
• List of students with the details including their contact numbers, mail ID, Parents details including their phone numbers and mail ID	

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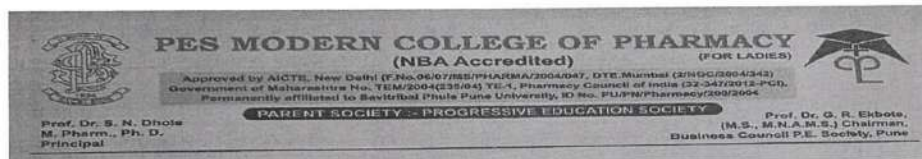
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Institutional Values and best practices

Sr. No.	CONTENT	REMARK
1	One page Summary	
2	Supporting documents	
3	Work plan	

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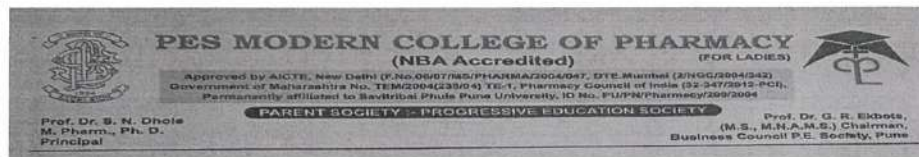
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INSTITUTIONAL HOSTEL COMMITTEE

Sr. No.	CONTENTS	REMARK
1.	Student accommodation summary	
2.	MOUs	
3.	Hostel details (Address and contact details)	
4.	Rules and regulations	
5.	Admission forms	
6.	Hostel visit forms	
7.	Leave forms	
8.	Meeting register	
9.	Registers (In and out, visitors register)	

H2
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Principal

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(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

NPTEL

Sr. No	CONTENTS	REMARK
1.	Annual Report	
2.	Certificates	
3.	List of Number of faculty registered	
4.	List of Number of students registered	
5.	List of Number of courses	
6.	Syllabus and brochure of course	
7.	Local chapter details	
8.	Number of fee waivers received	
9.	Work plan	

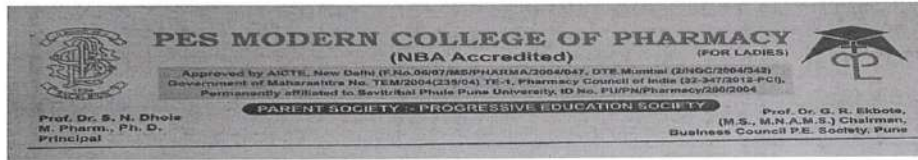
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Portfolio Coordinator
(Dr. R.S. Shivarkar)

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ANTIADDICTION CELL

Sr. No.	CONTENTS	REMARK
1.	Policy of Antiaddiction Cell	
2.	Functions of Antiaddiction Cell	
3.	Annual Report	
4.	Antiaddiction cell constitution	
5.	Work plan	
6.	Summary of minutes of meeting	
7.	Minutes of meeting register	
8.	Details of activities	
9.	Invitation Letter to external members and their acceptance	

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(M.B., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

WOMEN / ICC CELL

Sr. No	GENERAL CONTENTS	Remark
1.	Policy of Women Cell	
2.	Functions of Women Cell	
3.	Powers to Women Cell	
4.	Provisions and guidelines by women cell	
5.	Complaint Form	
6.	Annual Report	
7.	Women cell constitution	
8.	Invitation Letter to external members and their acceptance	
9.	Summary of minutes of meeting	
10.	Minutes of meeting	
11.	Details of activities	
12.	Work plan	

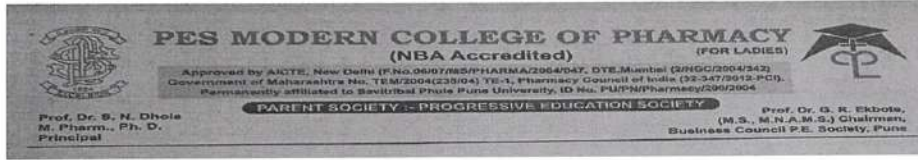

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SEMINAR

Sr. No.	CONTENTS	REMARK
1.	One page report	
2.	Proof of grant sectioned after QIP audit	
3.	College Audited Statement of Expenditure and Utilization Certificate	
4.	University Sanction list	
5.	Attested copy of the Proposal submitted by the college to the University (Planning & Development Section).	
6.	Seminar Schedule and POs mapping	
7.	Seminar Committee	
8.	Seminar Student Committee	
9.	Seminar Brochure Specimen Copy	
10.	Seminar Certificate (Delegate and poser presentation participation) Specimen Copy	
11.	Abstract book/ Seminar proceedings (if any) Specimen Copy	
12.	Delegate registration forms	
13.	Participants' Attendance List (Within Maharashtra)	
14.	Participants' Attendance List (Outside of Maharashtra / International)	
15.	Speaker Invitation letter	
16.	Speaker thanking letter	
17.	Delegate feedback	
18.	Student feedback and analysis	
19.	Peers' feedback	
20.	Photo Album	

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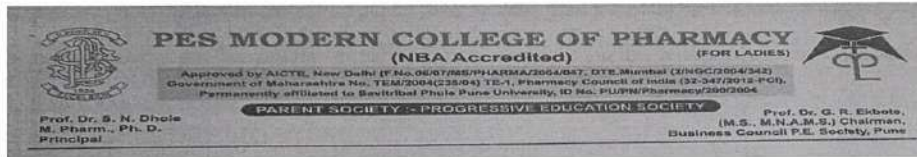
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EVENT REGISTER

CONTENTS	REMARK
Summary of events with schedule/date	
Photos of each event (at least 10), soft (CD/pen drive) and hard copy	
List of Events	
<ul style="list-style-type: none"> ✓ Co-curricular (seminar, guest lectures) ✓ Extension activity (Ad on courses) ✓ NSS ✓ NPW ✓ Induction and orientation ✓ Extracurricular (all events) ✓ Sports ✓ Industrial training ✓ Industrial visit 	

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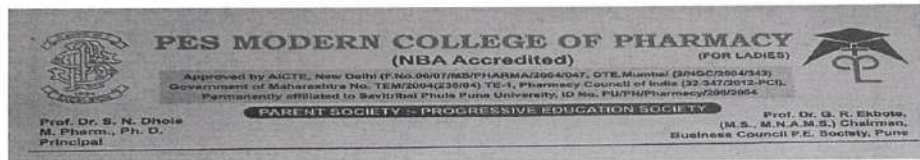
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FEEDBACK AND ANALYSIS

Sr. No.	CONTENT	REMARK
Feedbacks from students		
1	Faculty Feedback (Oral and online)	
2	Course end feedback	
3	Course feedback	
4	Co-curricular (seminar, guest lectures)	
5	Skill development courses	
6	NSS	
7	NPW	
8	Induction and orientation	
9	Extracurricular	
10	Sports	
11	Industrial training	
12	Industrial visit	
13	Competitive examination	
14	Infrastructure feedback	
15	Field visit	
16	Students Projects	
17	Graduate exit feedback	
Faculty or subject Experts other stakeholders feedback		
1	Faculty feedback on curriculum	
2	Subject Experts feedback	
3	Alumnae feedback	
4	Employer feedback	
5	Parents feedback	

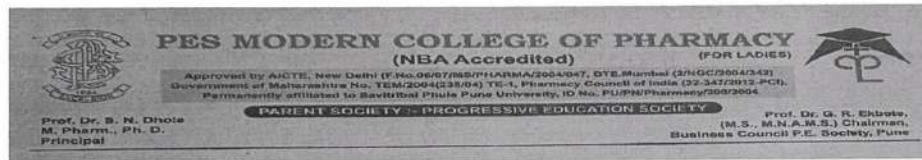
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ALUMNAE

S. No.	PARTICULARS	REMARK
1.	Report	
2.	Details of Alumnae (Name, contact NO. Email Id, current career status)	
3.	Details of alumnae meet (Report, notice, schedule, invitation proofs with students attendance and feedbacks)	
4.	Details of lectures delivered by alumnae (Report, notice, invitation and thanking letter with students attendance and feedbacks)	
5.	Alumnae registration forms	
6.	Photo album	


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Business Council P.E. Society, Pune

NATIONAL PHARMACY WEEK

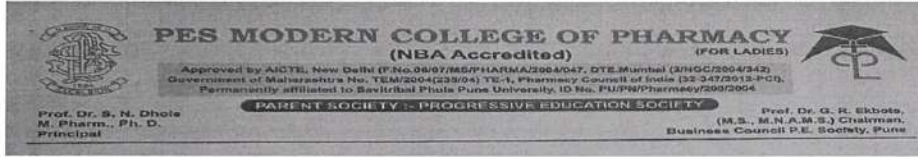
Sr. No.	CONTENTS	REMARK
1.	Report with number of students benefited and PO mapping	
2.	Snapshots/ geotagged photos	
3.	Students' participation certificates	
4.	Proof of financial support (Tally Print)	
5.	Students' feedback analysis	
6.	Registration forms	
7.	Schedule of activity / information Brochure (IPA)	


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**Faculty development Program/ QIP – Conferences/ Seminar/Workshop
attended**

Sr. No.	CONTENTS	REMARK
1.	Report / List with no. and percentage of faculty benefited	
2.	Policy/ Guidelines	
3.	Request and Sanction letters	
4.	Summary of financial support to faculty	
5.	Certificates	
6.	Proof of financial support	
7.	Brochures	
8.	Geotagged Photos	
9.	QIP Circulars	

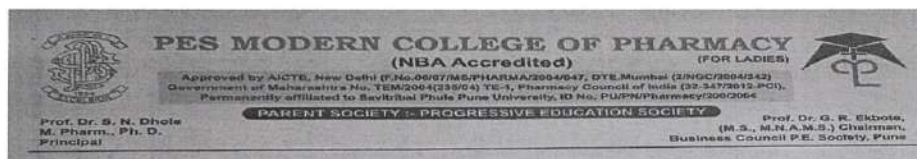
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STAFF DEVELOPMENT PROGRAM

Sr. No.	CONTENTS	REMARK
1.	Report / List with no. and percentage of faculty benefited	
2.	Policy/ Guidelines	
3.	Summary of financial support to faculty	
4.	Certificates	
5.	Proof of financial support	
6.	Brochures	
7.	Geotagged Photos	

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Government of Maharashtra No. TEM/2004(235/04) TE-1, Pharmacy Council of India (32-347/2012-PCI),
Permanently affiliated to Savitribai Phule Pune University, ID No. PU/PH/Pharmacy/2002/004

PARENT SOCIETY - PROGRESSIVE EDUCATION SOCIETY

Prof. Dr. S. N. Dhole
M. Pharm., Ph. D.
Principal

Prof. Dr. G. R. Ekbote,
(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

WALL MAGAZINE (Bound Copy)

Sr. No.	Contents	REMARK
1.	Report	
2.	List of Articles Displayed	
3.	Articles	
4.	Committee (Student representatives)	

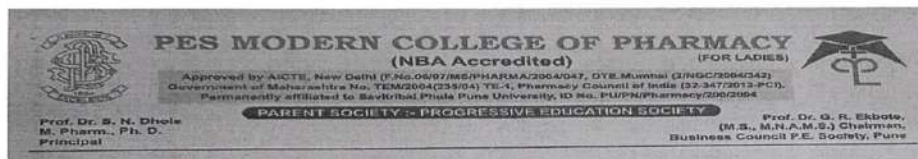
Portfolio Coordinator

IQAC Coordinator


Principal



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(For Ladies)
Borhadewadi, At/Post-Moshi,
Tal. Haveli, Dist. Pune-412 105.



SPPU QIP GRANTS EQUIPMENTS/ SPORTS/ CONSTRUCTION

Sr. No.	Contents	REMARK
1.	Summary	
2.	Audit Documents	
3.	SPPU Sanction Letter	
4.	Original proposal received copy	
5.	QIP Guidelines for particular financial year	

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IQAC Coordinator


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PES MODERN COLLEGE OF PHARMACY
(NBA Accredited) (FOR LADIES)

Approved by AICTE, New Delhi (F.No.06/07/MSPHARMA/2004/047, DTE,Mumbai (2/NGC/2004/342)
Government of Maharashtra No. TEM/2004(23/04) TE-1, Pharmacy Council of India (22-347/2012-PCI),
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PARENT SOCIETY - PROGRESSIVE EDUCATION SOCIETY

Prof. Dr. S. N. Dhole
M. Pharm., Ph. D.
Principal

Prof. Dr. G. R. Ekbote,
(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

STUDENTS PRIVATE SCHOLARSHIPS

Sr. No.	Contents	REMARK
1.	Summary with students benefited	
2.	Proofs of Scholarships	
3.	List of Scholarships details provided to students	
4.	Scholarship Information leaflets	
5.	Acknowledgement /testimonials from students	

Portfolio Coordinator

IQAC Coordinator

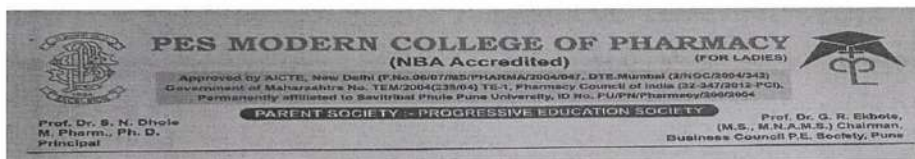
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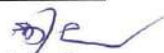


Vision and mission of College

Sr.No.	Particulars	REMARK
1.	Summary	
2.	Vision and Mission of Institute	
3.	Program Educational Objectives	
4.	Feedback from Management	
5.	Feedback from Faculty	
6.	Feedback from Alumnae	
7.	Feedback from Parents	
8.	Feedback from Industry Experts	
9.	Feedback from Students	
10.	Process of dissemination among stakeholders	
11.	Display on various platform	
12.	Quality projects report	
13.	Pharmacy Practice School report	
14.	Guest lectures for competitive exam report	
15.	Content beyond syllabus report	
16.	Skill development report	
17.	Social awareness (NPW) report	
18.	Placement related webinars and Entrepreneurship report	
19.	Co-curricular report	

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Electoral literacy club

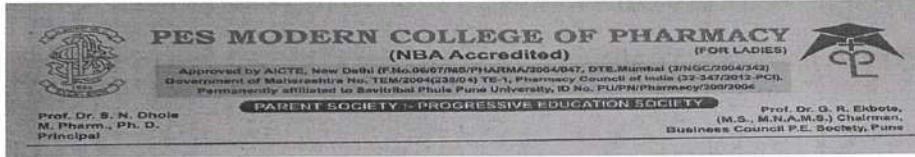
Sr. No.	Name of the Particular	REMARK
1.	Report/ summary	
2.	Vision and Mission	
3.	Objectives	
4.	Constitution and Role of members	
5.	Meeting-1 Agenda and Minutes of Meeting	
6.	Meeting-2 Agenda and Minutes of Meeting	
7.	Details of Activity	
8.	Activity Report with geotagged photos	
9.	Notice	
10.	Attendance Sheet	
11.	Work Plan	

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SLOW LEARNERS (Academic year)

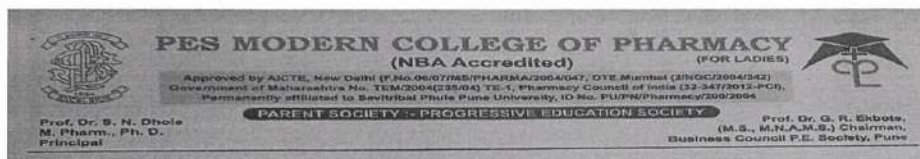
Class:

Class Teacher:

Sr No	Name of Subject	Subject I/C	No. of Slow Learners	No. of Slow Learners Improved
1.				
2.				
3.				
4.				
5.				
6.				
7.				
TOTAL				

Sign of Class teacher





COURSE FILE-1

	Examination Planner for CO attainment	
1.	Syllabus copy (SPPU)	
2.	Tentative teaching plan for sessions (as uploaded on vmedulife)	
3.	Tentative plan (Tutorial)	
4.	List of e-contents, LMS (With citations) created by faculty and used by faculty	
5.	Lecture Synopsis	
6.	List of Powerpoint presentation (Keep in CD with folder name ppt)	
7.	List of videos (Keep in CD with folder name videos)	
8.	List of OHP Sheets if applicable	
9.	Notes (All topics should be typewritten or handwritten and should be arranged as per the plan)	
10.	Question bank/ Question Papers/ MCQ/ Assignments	
11.	Model Answers	
12.	Flash Cards	
13.	Summary cards	
14.	Problem based learning, Pedagogical initiatives	
15.	List of Reference books/journals	

Subject I/C

Rohit

HOD



G.R. Ekbole

Principal

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COURSE FILE-2

Sr.No.	Content	Verified by HOD
1.	Academic Timetable	
2.	List of students	
3.	Syllabus coverage before Sessional and final exam	
4.	Result analysis of all assessments	
5.	List of slow and Advanced learners	
6.	Action taken for Slow and Advanced learners	
7.	Evaluation sheets of Assignemnts/ continuous evaluation	
8.	Sample assignments	
9.	Feedback to students	
10.	Achievement of students	
11.	Exam timetable	
12.	Main exam time table	
13.	Communication to parents (Subject teacher to the class teacher)	
14.	Faculty feedback	
15.	Result analysis	

*This file should be maintained for current year.

Subject I/C

(Signature)

HOD



(Signature)

Principal

PRINCIPAL

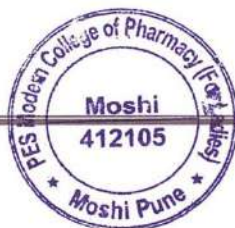
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Functions of various committees

FUNCTIONS OF PORTFOLIO



**PES MODERN COLLEGE OF PHARMACY (FOR LADIES),
MOSHI**



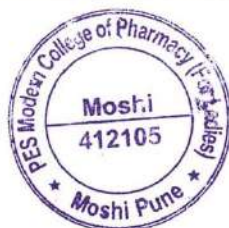
PES Modern College of Pharmacy (for Ladies), Moshi

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

GOVERNING BODY

Subject to the existing provision in the bye-laws of respective college and rules laid down by the state government/parent university, the Governing Body shall:

1. Guide the college while fulfilling the Mission, Vision and objectives.
2. Approve new programmes of study leading to degrees and/or diplomas.
3. Act as a pivot for transformation in education sector as and when needed.
4. All recruitments of Teaching Faculty/Principal shall be made by the Governing Body/state government as applicable in accordance with the policies laid down by regulating authority and State Government from time to time.
5. Perform such other functions and institute committees, as may be necessary and deemed fit for the proper development of the college
6. To approve the budget estimates recurring and non- recurring for the financial year in advance.
7. To scrutinize and accept the audited statement of accounts yearly.
8. To review and act on Academic and Administrative audit of the college.
9. To review quality benchmarks of the college like NIRF ranking, C-II survey, AQAR and other Audits of the college.
10. To consider and approve the proposals for staff recruitment and creation of infrastructure such as building, equipments, library on continuous basis.
11. To consider the proposals of the Principal for improvement in academic performance of the staff.
12. To consider any proposal for expansion of educational activities to be made to the Council/Government/Affiliating Body.



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

COLLEGE DEVELOPMENT COMMITTEE (CDC)

According sec. 97(5) of the Maharashtra Public Universities Act, 2016 the CDC shall-

- Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.
- Decide about the overall teaching programmes or annual calendar of the college.
- Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process.
- Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval
- Formulate proposals of new expenditure not provided for in the annual financial estimates (budget)
- Make recommendations regarding the students' and employees' welfare activities in the college or institution
- Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations
- Frame suitable admissions procedure for different programmes by following the statutory norms ; plan major annual events in the college, such as annual day, sports events, cultural events, etc
- Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution
- Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.
- Recommend the distribution of different prizes, medals and awards to the students.



- Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of college and the university
- Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

PES Modern College of Pharmacy (For Ladies), Moshi



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

BUSINESS COUNCIL

1. To hold and to administer the funds and properties of society.
2. To frame regulations for conduct of meeting.
3. To sanction the proposal for the expenditure on furniture, equipment, buildings and other works recommended by BOLM.
4. To sanction proposals of BOLM for expansion of academic activities of Society.
5. To sanction annual accounts and budgets of society and institutions.
6. All decisions taken by CDC/GB get sanctioned from BOLM and finally from BC of PES.

PES Modern College of Pharmacy



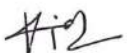


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

INNOVATION, RESEARCH and CONSULTANCY COMMITTEE

1. Constitution of committee and designing of the policy.
2. Communication of constitution and policy to the faculty.
3. Conduction of periodic meetings (minimum 4/ Annam) and maintenance of documentation

Funded Research Project

4. Regular checking of websites of different funding agencies for release of proposals for application
5. Communication of different grant/funding schemes to faculty with eligibility, formats and deadlines.
6. Collection and maintenance of documents of projects applied Publication of research/review papers, Patents, books/book chapters and Presentations
7. Circulation of information of different conferences for poster/oral presentations to faculty and research scholars
8. Guidance to faculty and research scholars for selection of correct journal for publication
9. Collection of publication, patent and presentation data and documents of Consultancy
10. Contact to different academic/research institutes and industries for consultancy projects
11. Review of guest lectures conducted on areas like IPR and Research, Promotion of consultancy activities.
11. Maintenance of documentation, collection of geotagged photos of meeting conducted and Preparation of e-report.




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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

GRIEVANCE REDRESSAL CELL

1. Constitution of Grievances Redressal Cell
2. Evaluation of online/offline Grievances raised and Redressal of that grievances.
3. Preparation of action taken report and communication to stakeholders.
4. Submission of grievances summary report to AICTE.
5. Conduction of meetings (minimum 4/ Annam)
6. Collection and maintenance of documents, collection of geotagged photos of meeting conducted.
7. Preparation of e-report




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Ms. Kad D.f	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ANIMAL HOUSE

1. Periodic update of CCSEA committee as and when required
2. Circulation of notice regarding submission of Form B.
3. Reviewing and checking the protocols for any technical corrections.
4. Communicating the protocols to CCSEA nominees and other members for review.
5. Finalizing the day of the meeting and communicating the agenda atleast 10 days prior from the meeting day.
6. Conducting the meeting on scheduled day.
7. Approval of protocol and communicating the minutes of meeting to each member and to CCSEA by uploading it online on the website.
8. Procurement of animals and feed and bedding material as per the requirement
9. Monitoring the animal house daily activities
10. Monitoring documents of animal house
11. Preparing the animal activity schedule for approved protocols for smooth conduct of research projects.
12. To conduct the animal activities effectively and ethically taking the guidance from the IAEC members time to time.
13. Renewal of Registration to PASSCO and Maharashtra Pollution Control Board and preparing the necessary documents.
14. Conduction of annual inspection of animal house and submitting the report of the same to CCSEA.
15. Collection and maintenance of documents, minutes of meeting, collection of geotagged photos
16. Preparation of e-report

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B.W. Attore	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

FACULTY AND STAFF WELFARE MEASURES

- Checking the welfare measures are in place
- Reframing the policies and communicating them with faculty and staff
- Collection and maintenance of documents
- Preparation of e-report

A. Health and Well-being

- a. Health insurance coverage.
- b. Wellness programs and initiatives.
- c. Mental health support services.




B. Professional Development

- a. Funding for conferences, workshops, and seminars.
- b. In-house training programs.
- c. Develop a New policy for financial assistance to teachers for attending FDP

C. Organize welfare programme for Non-teaching Staff

Conduct regular drills and training sessions for emergency situations.

Collection of geotagged photos of all activities conducted




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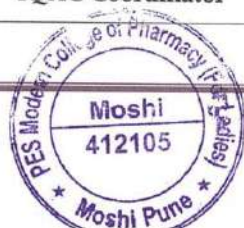


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STAFF PERFORMANCE APPRAISAL

- 1) Communicating with HoDs for collection of self appraisals form of faculty and nonteaching staff in the month of June for previous academic year.
- 2) Providing the formats of appraisal form to faculty and nonteaching staff
- 3) Collection of self appraisal and report from HoDs
- 4) Prepare a Summary Report.
- 5) Preparation of Action taken Report once the results of every semester are declared.
- 6) Preparation of e-report




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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

SPORTS

1. Constitution of sport committee
2. Conduction of meetings and documentation of same
3. Preparation of sports budget and purchase of sports and Gymnasium equipment
4. Preparation of sports calendar
5. Registration of students, Preparation of report, collection of certificate and geotagged photos for inter college sports activities
6. Organizing the sports at college
7. Taking entries of participating students, groups and teams for sports events and Distribution of certificates.
8. Allocation and collection of Feedbacks from students
9. Arranging the activities for faculty and staff and maintaining the activities
10. Maintenance of Gymnasium data
11. Application for Sports grant and audit of the same
12. Preparation of e-report

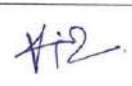
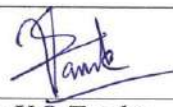
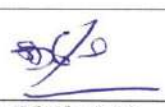
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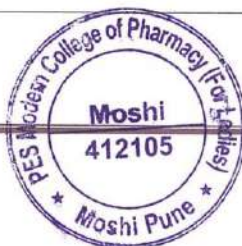


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

RESEARCH PUBLICATIONS AND PRESENTATIONS




1. Preparation of Policy and communicating the same to the faculty.
2. Conduction of periodic meetings and maintenance of documentation.
3. Circulation of information of different conferences for poster/oral presentations to faculty and research scholars.
4. Guidance to faculty and research scholars for selection of correct journal for publication.
5. Collection of Research Publication, and presentation data and documents.
6. Maintenance of documentation.
7. Communicating the corrective actions needed to IQAC & Principal.
8. Maintenance of data of student's contribution to research.
9. Collection of geotagged photos as a proof of participation in presentations or other research events.
10. Preparation of e-report
11. Binding of the Publication data for each academic year.

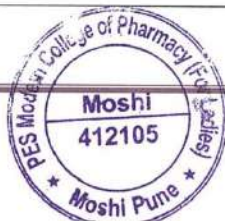
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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



EXTRA-CURRICULAR ACTIVITIES

1. Constitution of Committee with student's representative.
2. Preparation of planner for extracurricular activities and getting it approved from IQAC.
3. Motivating the students to participate in extracurricular activities.
4. Conduction of events
5. Collection of feedbacks and communication of corrective actions needed to head of institute.
6. Mapping feedbacks with POs
7. Distribution of certificates
8. Motivating the students to participate in intercollegiate activities, maintenance of its documents including geotagged photos and certificates.
9. Maintenance of e-documents, geotagged photos of all events celebrated.




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J.S. TA Sande	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

COMPETITIVE EXAMINATIONS

1. Making students (First year to final year) aware of different competitive exams.
2. Motivation to Students for competitive exam, collection of the data on their choices of competitive exams.
3. Checking for the syllabus which is out of syllabus from SPPU and arranging the guest lecturers of the same
4. Creation of planner for conducting lectures by college faculty.
5. Conduction of MCQ based test of each subject and compilation of data.
6. Collection of data of number of student appeared for different exam.
7. Collection of score cards of successful students.
8. Appreciation of students.
9. Feedback conduction and COPO Matrix mapping.
10. Collection of geotagged photos of all inhouse and guest lecturers conducted
11. Report Preparation and file submission
12. Submission of e-Reports




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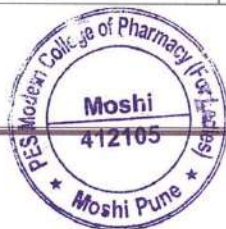


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

PROJECT WORK B. PHARMACY

- 1. Planning for allotment of project work -**
Projects are in the syllabus of 8th semester of B Pharm students. But, they are allotted in the fifth semester.
- 2. Short listing of elective subject-**
Students should be given a choice of selection of two elective subjects. This should be approved by IQAC
- 3. Declaration of list of guide available for each subject**
- 4. Allocation of project -**
Allocation of project based on student merit, subject choice and availability of guides. Slow learners are given choice for subject of interest and guides are made available accordingly.
- 5. Selection of the Project Topic-**
All the students shall undertake a project under the supervision of a teacher and submit a report. The project can be based on Lab oriented (small part of original research work) Study / Survey oriented or Computational studies or oriented. / Review topic/ Extension of Practice school work etc., based on Current Trends in Pharmaceutical science. The project shall be carried out in group not exceeding 5 in number. The project report shall be submitted in triplicate (typed & hard bound copy not less than 25 pages).
- 6. Evaluation of Project-**
The internal and external examiner appointed for evaluation of the project shall be approved teachers of SPPU appointed by Principal. Students shall be evaluated in groups. The projects shall be evaluated as per the SSPU guidelines
- 7. Monitoring the progress of project work**
- 8. Monitoring the publication status and collection of this data**
- 9. Collection of reports**
- 10. Report Preparation and file submission**
- 11. Submission of e-Reports**


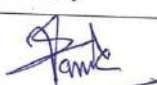
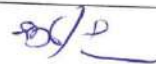
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Ms. P.G. Kakade Project incharge	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

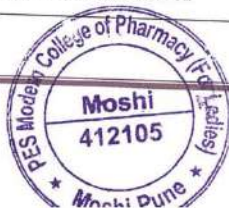


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

GUEST LECTURES

1. Preparation of planner for guest lectures
2. Conduction of guest lectures on the following area
 - Soft skills (minimum 2 lectures)
 - Language and communication skills (minimum 2 lectures)
 - Lifeskills (Yoga, physical fitness, health and hygiene) (minimum 2 lectures)
 - ICT/computing skills
 - Research methodology (minimum 2 lectures)
 - Gender related and other crosscutting issues
 - IPR and innovation (minimum 2 lectures)
 - Employability enhancement skills (minimum 2 lectures)
3. Correspondence to guests
4. Collection of feedbacks and attendance, geotagged photos
5. Analysis of feedback
6. Calculation of PO attainment
7. Preparation of Annual report and file submission
8. Submission of Annual report to IQAC

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Guest Lecture In charge	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

MAGAZINE

1. Pre-Planning and Theme Selection

- Form an editorial team comprising writers, editors, designers, and coordinators.
- Brainstorm and finalize the overarching theme for the magazine.
- Define the target audience and objectives for the upcoming academic year.
- Selection of student representatives from each class.

2. Call for Contributions

- Notice for call for data submission
- Encourage students to contribute articles, stories, artwork, and any relevant content in Marathi, Hindi, and English.
- Set clear submission guidelines and deadlines.

3. Data Collection and Content Review

- Gather submitted content from students and ensure adherence to guidelines.
- Establish a peer review process for quality control.
- Work closely with contributors to refine content and obtain necessary permissions.

4. Editorial and Design Phase

- Assign editing tasks to the editorial team for content refinement.
- Collaborate with designers to create an aesthetically pleasing layout.
- Develop engaging headlines, captions, and taglines.

5. Incorporate Multimedia Elements

- Explore opportunities to include multimedia elements such as podcasts, or interactive content.
- Ensure multimedia components align with the magazine's theme and objectives.

6. Quality Assurance and Feedback

- Conduct a comprehensive review of the entire magazine for consistency and coherence.
- Gather feedback from a focus group or sample audience for improvements.



- Make necessary revisions based on feedback.

7. Finalization and Printing

- Finalize the content and layout based on feedback and revisions.
- Collaborate with printing services for the physical copies.
- Ensure the digital version is optimized for online readership.

8. Distribution and Promotion

- Develop a distribution plan for both physical and digital copies.
- Launch a promotional campaign to create awareness and excitement.
- Utilize social media, campus events, and partnerships for promotion.




9. Launch Event and Celebration

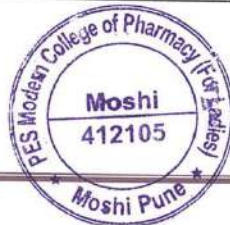
- Organize a launch event to unveil the magazine.
- Showcase contributors and express gratitude.
- Foster a sense of community around the magazine.

10. Post-Launch Evaluation and Planning

- Gather feedback from readers and contributors.
- Conduct an editorial team debriefing to assess strengths and areas for improvement.
- Begin initial planning for the next academic year's magazine.

11. Awarding best contributors: Acknowledge outstanding contributions and best contributors are awarded with certificates.

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Mrs. R.A. Bhalejao (Magazine Incharge)	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

STUDENT MENTORING

1. Preparation of calendar for conducting mentoring sessions

Students mentoring is done for B.Pharm, M.Pharm and Pharm.D students.

2. Allocation of Mentor-Mentee

Mentee are allotted to each mentor. 20 students/mentee are allotted to each mentor.

3. Preparation of objectives and policies of mentoring programme

4. Collection of Personal information of Mentee from Mentor

Collection of the personal information of mentee such as Name, Address, Contact Number, Parent Details, Parents Contact Number, Hostel Details and Hobbies.

5. Observation of Conduction of Meetings per Semester as per Mentoring Guidelines

Conduction of 2 meetings per semester is necessary for mentor.

Observation of mentees for tracking down the performance of students in academic, co-curricular and extra-curricular activities

6. Appointment and Consent of External Counselor

Providing necessary data for college inspection and communicating to the external counselor. Maintaining his attendance and giving payment calculation to the account section

7. Conduction of Individual and Group Counseling Sessions

Appointment of counselor for conduction of counseling sessions.

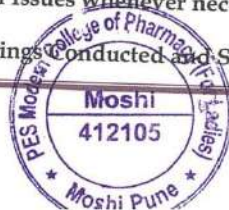
Counseling sessions should be conducted on a defined day as decided per week.

General/group counseling sessions will be conducted on each class division wise.

Individual counseling sessions will be conducted for students having issues regarding hostel, academic issues, anxiety, depression, stress, lack of confidence, anger management issues, lack of motivation, family issues etc. Follow-up of action taken.

8. Discussion Regarding Critical Issues whenever necessary with Mentor

9. Collection of Reports of Meetings Conducted and Success Stories






Collection of agenda, minutes of meeting, attendance of mentee of 4 meetings per year and success stories of students and geotagged photographs

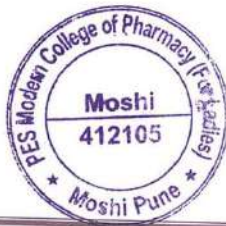
10. Preparation of Reports from the Suggestions Received from the Mentee from Students.

11. Communication of Recommendation to the Principal initiating action to be taken and its further communication

12. Preparation of Action Taken Report and its outcome

13. Submission of report and documents, e-report to the College.

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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

LIBRARY

1. Books, Journals, and Periodicals Purchase:

Assessment of Collection Needs: Conduct a needs assessment to identify gaps in the current collection based on curriculum requirements and faculty/student feedback.

Budget Allocation: Work with the administration to allocate a budget for new acquisitions, ensuring a balance between print and digital resources.

Vendor Negotiations: Explore potential vendors, negotiate terms, and establish contracts to optimize the library's purchasing power.

Diversity and Inclusivity: Emphasize diversity and inclusivity in book selection, considering varied perspectives, authors, and subject matter.

2. Rules and Regulations for Students:

Review and Update Regulations: Evaluate existing library rules and policies, considering changes based on user feedback, technological advancements, and evolving needs.

Communication and Education: Clearly communicate library rules to students through orientation sessions and the library website.

Feedback: Establish a mechanism for collecting feedback on library rules and services, allowing for continuous improvement.

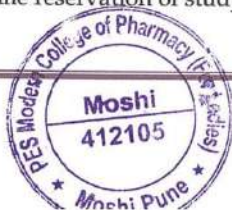
3. Dead Stock Identification and Management:

Conduct a comprehensive inventory assessment to identify dead stock and outdated materials.

4. Technology-Based Activities:

Interactive Workshops: Organize workshops to educate students and faculty on utilizing digital resources, citation tools, and databases.

Tech Integration: Explore opportunities to integrate technology into library services, such as self-checkout systems, online reservation of study spaces, and mobile apps.



Digital Literacy Programs: Develop programs to enhance digital literacy skills among library users.

5. E-Library Development:

Content Management System (CMS): Evaluate and implement an efficient CMS for digital resources, ensuring easy access and search capabilities.

Remote Access: Enhance remote access to e-library resources, facilitating learning beyond the physical library space.

Regular Updates: Establish a plan for regular updates and maintenance of the e-library platform to ensure optimal performance.

6. Library Events and Programs:

Event Calendar: Plan a calendar of library events, including book launches, author talks, and reading clubs.

Collaborations: Explore collaborations with academic departments for joint events, encouraging interdisciplinary engagement.

Promotional Strategies: Develop strategies to effectively promote library events through various channels, including social media and campus-wide announcements.

7. Accessibility Measures:

Physical Accessibility: Conduct an assessment of the physical library space to ensure accessibility for all users, including those with disabilities.

8. Continuous Evaluation and Improvement:

User Surveys: Conduct regular surveys to gather feedback on library services, resources, and facilities.




Data Analysis: Analyze data on resource usage, circulation, and user behavior to inform decision-making.

9. Records Maintained in Library:

- Accession Register



- Students and Faculty Entry Register
- Acquisition Records: Purchase order, Invoice, Bills, etc.
- User Registration Record: Individual membership details are maintained
- Subscription Records: Details of periodicals, journals, and newspapers subscribed
- Library Board Meeting Minutes
- Budgets and Expenditure Reports
- Students facility Record

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Mrs. R.A. Bhale Rao (Library Incharge)	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



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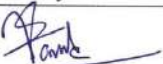

SAVITRIBAI PHULE PUNE UNIVERSITY (SPPU)

Staff Approval :

1. Submission/uploading of resolution for continuation of staff for current academic year for approval process.
2. Submission/uploading of appointment order ,joining letter of each staff for current academic year.
3. Submission/uploading of relieving letter and appointment order of new faculty.
4. Arrangement of ad-hoc selection committte for each department preparation and submission of reports of all subjects to SPPU along with sign.
5. Generation of Proforma B of each staff for current academic year.
6. Collection of all documents of all documents including Proforma B, educational documents,approvals ,experience letters of each staff for current academic year.
7. Submission of approval files with attested documents to university for approval.

Affiliation Process:

1. To Complete affiliation process online and payment of affiliation fees as per SPPU circular.
2. SAR filing
3. To complete self appraisal report through online process at the end of academic year to stakeholder.
4. Communication and submission of information to SPPU as per different circulars.
5. Nomination of ARC and arrangement of Avishkar research competition as per SPPU guidelines.
6. Preparation and submission of Annual report to SPPU.
7. Annual Report: Completion of online process of annual report to SPPU.


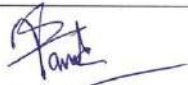

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 Dr. P. B. Kothawade	 Dr. V.S. Tambe IQAC Coordinator	 Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

PHD CO-ORDINATOR

1. Submission of Ph.D vacancy data to SPPU for current academic year to SPPU for round I.
2. Arrangement of research committee for Ph.D admission round I.
3. Arrangement interview for Ph.D admission round I.
4. Submission of selected candidates reports online in Ph.D tracking system.
5. Submission of selected candidates reports offlineto SPPU.
6. Submission of Ph.D vacancy data to sppu for current academic year to SPPU for round II.
7. Arrangement of research committee for Ph.D admission round II.
8. Arrangement interview for Ph.D admission round II.
9. Submission of selected candidates reports online in Ph.D tracking system.
10. Submission of selected candidates reports offlineto SPPU.
11. Conduction of Topic approval presentations of selected Ph.D students and submission of report to SPPU.
12. Announcement of course work I and II for Ph.D students.
13. Distribution of course work results to all Ph.D students.
14. Arrangemtn of Progressreport presentations of all phd students
15. Maintenance of documents in yearly pattern.
16. Collection of documents from Ph.D candidates.
17. Communicating to PhD scholar regarding different research activities as per SPPU norms.
18. Communicating to SPPU.




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 Dr. P.B. Kothawade	 Dr. V.S. Tambe IQAC Coordinator	 Dr. Dhole S.N. Principal

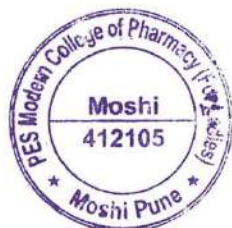


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

STAFF SECRETARY

1. Preparation of minutes of meetings for meetings conducted regarding college.
2. Communication of meeting schedule to staff and faculty.
3. Preparation of annual/ semester calendar for conduction of meeting of various portfolios.

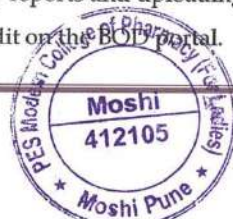
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Dr. S.D. More	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal






PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

NATIONAL SERVICE SCHEME (NSS CELL)

1. The National Service Scheme unit (B069) of the College works under the guidance of Savitribai Phule Pune University, Pune. Consisting of 100 students from the class of Final year and T. Y. B. Pharm
2. Constitution of NSS for Academic year 2023-24
3. Framing of NSS policies.
4. Conduction of Two meetings per year.
5. Proposal presentation to SPPU for Regular Activity unit approval, program officer approval, and special camp approval.
 - Submission and online uploading of proposals on the BOD portal of SPPU
 - Filling of quarterly reports and addition of student's list on the BOD portal.
 - Filling of quarterly reports followed by submission of proposals related to a special camp
6. Implementation of a minimum of 8 various social, extension, and outreach activities with the active involvement of the society.
7. Additional activities will be conducted as per the instructions given by SPPU - National Service Scheme Department of SPPU.
8. Implementation of a special camp for 7 days in at nearby rural area. Various extension and outreach activities will be carried out with active participation of society for the wellbeing of society based on the motto of NSS "Not me But You"!
9. Filling out quarterly reports and uploading all the reports and details of expenditures for audit on the BOD portal.



10. Sharing and publishing NSS activities with geotagged photos on various social media platforms.
11. Preparation of reports of all the activities conducted.
12. Communication of activities to Newspaper/ Media
13. Offline submission of all audit reports to SPPU (If required)

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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

PES Modern College of Pharmacy (For Ladies), No. 1



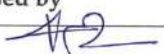


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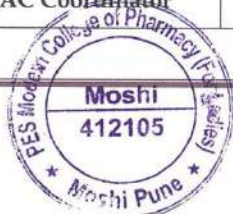
NEWSLETTER

1. Collection of data for six monthly activities from different departments, stakeholders, and portfolios.
2. Drafting of information with appropriate sequence with relevant supportive images
3. Approval of newsletter draft from the Principal.
4. Communication, publication and upload newsletter on social media platforms.
5. Activities that can be published in newsletter -
 1. Special Academic Achievements (students and Faculty)
 2. Curricular and Extracurricular event details
 3. NSS events
 4. Facility updates
 5. Placements

Preparation and submission of Report and file

Preparation and submission of Report and e-file




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 Dr. V.S. Vichare		
	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

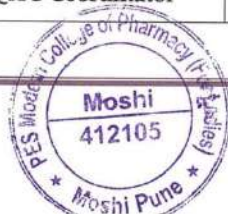


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

SOCIAL MEDIA

1. Creation and Development of various social media platforms
 - A. Youtube
 - B. Facebook
 - C. LinkedIn
 - D. Instagram
2. Upload of various College events, success stories, Commemorative days, and educational updates on various social media platforms after approval of the Principal
3. Timely reminders to students and faculty about visiting and responding to the official social media platforms.
4. Communication of news of special events to news media of related platforms.
5. Submission of report

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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal






PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

STUDENT DEVELOPMENT/WELFARE BOARD

1. The Board of Student Welfare in the College works under the guidance of Savitribai Phule Pune University, Pune with Three committees namely the Student Development Cell, Student Council, and Equal Opportunity Cell.
2. Student Development Cell:
 - Constitution of the cell
 - Conduction of two meetings
 - Implementation of different Schemes by SPPU for students
 - Execution of different activities as per SPPU circulars from time to time
3. Student Council:
 - Constitution of the cell
 - Conduction of two meetings
 - Discussion on Tentative schedule for Cultural/NSS/Sports activities
 - Effective utilization of facilities
4. Equal Opportunity Cell:
 - Constitution of the cell
 - Conduction of two meetings
 - If any disabled student(according to the PWD Act 1995) took admission then checking provision of auxiliary support, skill development and enhancing post-qualification employability of the students or pursuing higher studies in the areas of their interest.
 - Assist legal redressal, if any, in violating the provision of equal opportunities to the said students and employees
5. Application to SPPU for various schemes like Earn and Learn Scheme, Nirbhay Kanya Abhiyan as per circulars/instructions given by SPPU: Submission and online uploading of proposals on the BSD portal of SPPU
6. Implementation of schemes after SPPU approval.
7. Implementation of Earn and Learn Scheme:



- The scheme is sponsored by the SPPU and provides a 90% share of the total expenditure on this scheme and a 10% share is born by the college.
 - The College interviews the Students who have applied for the scheme.
 - A committee of the Board of Student Development scrutinizes the applications and verifies the financial and educational situation of the students.
 - After selecting the students in this scheme, they are provided with both official and fieldwork in various college departments.
8. Implementation of Nirbhay Kanya Abhiyan:
- The scheme is sponsored by the SPPU and provides the total expenditure on this scheme.
 - All students are given full-day training workshops in the sector of Health/Law/Women's Safety and/or Self Defence Training and Social Activities.
9. Additional activities (if any) will be conducted as per the instructions given by SPPU – Student Development Board from time to time.
10. Online uploading of all reports on the BSD portal of SPPU for audit.
- 11.Offline submission of Audit Reports in SPPU.
12. Collection of geotagged photos of all activities
- 13.Submission of Report and documents to the College.
- 14.Submission of e-Report




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Ms. C. C. Dongaonkar SWO officer	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ENVIRONMENT CONSERVATION CELL

1. Constitution of the cell
2. Conduction of meetings:
 - For environmental conservation plans
3. Create awareness about the wise and judicious use of energy and reducing the wastage of energy
 - Counselling of staff and students for Turning off the lights, Fans and electrical appliances while leaving the classrooms and laboratories.
 - Unplugging appliances when they're not in use
 - Arrangement of Guest lectures/workshops on Energy conservation
4. Waste Management:
 - Solid Waste Management
 - Liquid Waste Management
 - Biodegradable waste Management
 - E-Waste Management
5. Development of Green Campus:
 - Carrying out Tree plantation Drive in the campus
 - Landscaping with trees and plants
6. Create awareness about water conservation:
 - Display of signage board for awareness of water conservation
 - Arrangement of Guest lectures/workshops
7. Ban on use of Plastic:
 - Achievement of plastic-free campus
 - Ensure about trash reduction, recycling, and reuse of plastic
8. Conduction of Green, Energy and Environmental Audit.
9. Collection of geotagged photos of all activities
10. Submission of Report and documents to the College.
11. Submission of e-Report




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Ms. C. C. Dongaonkar	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

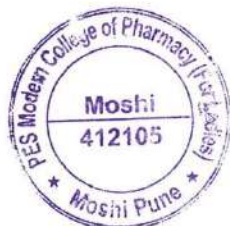


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

HOUSEKEEPING

1. Distribution of various laboratories and areas for peons, allocation of incharges for monitoring the cleanliness as a part of Division of work
2. Frequency schedule is prepared as daily cleaning of areas, equipments for daily and weekly cleaning.
3. Performance standards are decided based upon following parameters
 - Cleaning methods are correctly selected and systematically followed.
 - The ideal cleaning agents are used on the various surfaces involved
 - The equipments are routinely cleaned.
 - Cleaning tasks are carried out at required frequencies.
4. Monitoring of cleaning activities
5. Preparation of report
6. Action taken report




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Dr. Mohini Upadhye	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

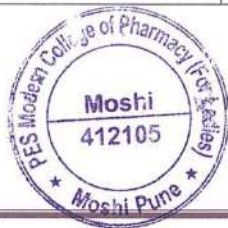


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

CAREER GUIDANCE CELL

1. Preparation of Career guidance committee
2. Formation of groups for various career areas by involving the students in it
3. Discuss the significance of networking and guide students on building professional networks through LinkedIn, career fairs, informational interviews, etc.
4. Arrangements of career guidance related guest lectures on Current Job Trend by industrial person, academia and alumnae
5. Provide resources and guidance on how to acquire and improve soft skills (e.g., online courses, internships)
6. Preparation of notice and displaying it
7. Preparation of report including collection of certificate, attendance and geotagged photos
8. Industrial training session
9. Feedback report on guest lectures and of Career guidance cell, its PO mapping
10. Submission of summary, documents and e-reports.




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Ms. R.S. Aher	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

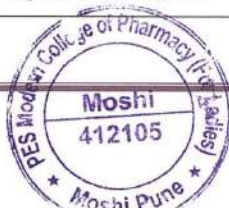


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

COMPUTER INCHARGE

1. To procure Quotation for purchase a new Computers of latest specification. , UPS battery backup for computer laboratory
2. To procure quotations of other IT facilities needed.
3. To procure Proposal to add a separate Cabin in computer laboratory
4. To make addition of cooling system in computer laboratory and chairs
5. To procure /avail E-waste certificate from authorized Maharashtra Pollution control board certified by Selling / donating E waste (CPU router screen etc)
6. To propose new purchase of new laptop and software's
7. Maintenance of IT facilities
8. Provision of internet facility
9. Preparation and submission of report.




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M.T. H.P. Amal	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

WEBSITE DEVELOPMENT

1. To procure Quotations for website development
2. To Review complete website for Dynamic website development
3. To update the tab information
4. To update faculty information as per courses
5. To update result analysis and hostel information, etc




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Mr. H. P. Alhab	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

STORE

1. To circulate notice regarding requirement of chemicals glassware and equipment to laboratory before commencement of next academic year and before University exams.
2. To procure Quotation as per list from different vendors
3. To prepare the comparatives on available Quotations
4. To call vendors at main office on Purchase committee meet.
5. Collection of geotagged photos and preparation of minutes of meeting
6. To procure quotation for journals before commencement of next academic year
7. Inventory management
8. Dead stock registers maintenance
9. Issue register maintenance
10. Maintenance of data of write-off material.




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Mr. H. P. Amat	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

FIELD VISIT AND FIELD WORK

1. To plan field visit as per curriculum to near institute or laboratory
2. To organize Field Visit (schedule, sanction visit and Bus etc)
3. To prepare field visit report (visit details), list of students along with title, place and duration, students attendance
4. To collect feedback reports on vmedulife from students
5. To Publish the field report on vmedulife events and website.
6. To allocate the students with topics and guides of field work.
7. To evaluate the projects submitted based on field work
8. Designing and collection of feedback on field work
9. Attainment of POs




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Mr. H. R. Awaj	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

EXAM SECTION

1. Preparation of exam calendar in tune with academics
2. Conduction of SPPU Exam Theory and Practical (B.Pharm and M.Pharm)
3. Conduction of PhD course Work Exam.
4. Completion of Internal Marks Entry Register
5. Collection of assessed papers, Result Analysis and other documents
6. Marks Entry Portal subject allotment, filling and checking
7. Students Marksheets distribution
8. Provisional Degree Certificate distribution
9. Timetable and supervision schedule ,appointment order and attendance certificate preparation
10. Conduction of M.Pharm Presentation
11. Issue submission of data and papers
12. Assurance of completion of marks entry register.
13. Maintenance of all exam related data like model answers, SPPU and sessional question papers




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D.R. Raut CEO	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

WOMEN CELL / INTERNAL COPLAINT COMMITTEE (ICC)

1. Constitution of Women Cell
2. Conduction of Meetings of Women cell and its documentation along with geotagged photos.
3. Conduction of Safety and gender audit
4. Guest lecture organization.
5. Grievance redressal of ICC / Women Cell, action taken
6. Designing of policy of Women Cell.




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Dr. Raut Co-ordinator	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

MEDICINAL GARDEN

1. Planting the required medicinal plants.
2. Fertilization and maintainance of garden.
3. Decoration of garden area.
4. Preparation of plant name plates.




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 D.R. Raut I.C.	 Dr. V.S. Tambe IQAC Coordinator	 Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

NATIONAL INSTITUTE RANKING FRAMEWORK (NIRF)

1. Registration of the College for NIRF.
2. Submit Employers details for Perception.
3. Fill data through Data Capturing System (DCS) when open.
4. Collection of data related to sanctioned intake, admission, government and private scholarship, PhD students details, placement and higher studies, faculty, financial resources, IPR, sponsored research and consultancy projects and filling same in DCS.
5. Expected Faculty: Student ratio is 1:15 for maximum marks. Faculty should be at three levels of experience 0 to 8, 8 to 15 and more than 15 years. Faculty with PhD should be 95% for highest marks.
6. Submit patent data as per specified format.
7. Check and confirm publications and patent data auto generated by NIRF. Preserve printout of the same.
8. Submit DCS on or before last date. Upload PDF report generated on the College website, Check for declaration of ranking.
9. Parameter wise score will be available through institute log-in for non-ranked colleges. Preserve printout for further processing.
10. Perform Comparative analysis of institution scores with ranked institute for suggestion of corrective actions for further improvement.
11. Presentation of result in IQAC and seek corrective actions
12. Submission of documents and e-report

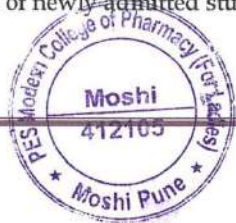
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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI




SC-ST COMMITTEE

1. **Revision and Review of the constitution-** of SC-ST Committee for current academic year.
2. **Identifying the target group-** among the newly admitted students and faculty members.
3. **Selection of student representative-** among the newly admitted batch as a stakeholder for the SC-ST Committee.
4. **Collection of the data-**
 - Regarding various policies, eligibility and implementation as laid out by the GoI and the UGC.
 - Relevant student database for given Academic year.
5. **Arranging orientation program** -under the SC-ST Cell in collaboration with Social Welfare Dept, Pune division, to familiarize the faculty and newly admitted students with the objective, role and structure of the in-house SC-ST Cell at our institute, also the various members and working mechanism/ functions of the same.
6. **Measures to increase awareness-**among the beneficiaries about the financial aid/assistance/scholarships given by the Government for promoting higher education among the SC-ST communities.
7. **Planning in-term meetings-** to take follow up of activities undergoing under SC-ST Committee, to review and resolve the technical issues, if any.
8. **Documentation-**
 - Preparing database of newly admitted student information under SC-ST community.



- Collection and updation of beneficiary database.
- Maintaining record of circulars issued by MoHR/UGC/AICTE/PCI etc related to SC-ST committee.
- Maintaining record of Appointment orders of members of SC-ST committee, activities and the meetings undertaken.
- Maintaining record of student grievances if any and the actions taken so forth.
- Preparing Annual Report on SC-ST committee.
- Documentation of any other relevant data.

9. Submission of report, documents and e-data to the College.

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Mrs. K.S. Salve	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ANTI-RAGGING CELL

1. **Revision of the constitution-** of Anti-ragging Committee and Anti-ragging Squad for current academic year.
2. **Selection of student representative-** among the newly admitted batch as a stakeholder for the Anti-ragging Cell.
3. **Arranging orientation program -on** Anti-ragging Cell for the newly admitted students for
 - Introducing to the students the in-house Anti-ragging Cell and Anti-ragging Squad at the institute, the members of anti-ragging cell and working mechanism functions of the same.
 - Informing students about their legal rights to have a healthy and conducive ambience at the educational premises and helpline numbers to seek help in case of ragging cases.
 - The students will be informed about the monitoring measures to curb the menace of ragging.
4. **Measures to encourage healthy interaction between 'Fresher and seniors'-** by arranging Welcome party by the senior students for the Fresher.
5. **Planning in-term meetings-** to review ragging occurrences if any within the educational premises.
6. **Periodic visit of Anti-ragging Squad to institutional premises-** such as Classrooms, Labs, and Common room, Canteen, Hostel to inspect other places of potential ragging and investigate the anti-ragging cases, if any.
7. **Offering Counseling and Mentoring to the Fresher -**to enable them cope up with respect to change in their learning atmosphere, academic course they are part of, routine schedule, peers etc.
8. **Documentation-**
 - Collection of Undertakings from the students as prescribed by regulatory body monitoring the Anti-ragging cells in the education institutions and university premises.
 - Maintaining database of newly admitted student information.
 - Maintaining UGC/AICTE and other circulars issued related to Anti-ragging Cell in timely manner.






- Maintaining record of Appointment orders of members of Anti-ragging Cell, activities and the meetings undertaken by Anti-ragging Cell.
- Maintaining record of student grievances if any and the actions taken so forth.
- Report on visit of Anti-ragging Squad to Potential places of Ragging.
- Preparing Annual Report on Anti-ragging Cell.
- Documentation of any other relevant data.

9. Redressal of ragging activity if any.

10. Maintenance of Minutes of meeting of committee with geotagged photos

11. Preparation of Annual report

12. Submission of file to the college authorities.




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Mrs. K.S. Salve.	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

EQUAL OPPORTUNITY CELL

1. **Revision of the constitution-** of Equal Opportunity Cell for current academic year.
2. **Selection of student representative-** among the newly admitted batch as a stakeholder for the Equal Opportunity Cell.
3. **Arranging orientation program/Guest lecture -** in collaboration with Social Welfare Dept, Pune division, for the newly admitted students to-
 - Familiarize the students with the in-house Equal Opportunity Cell at the institute, objectives, aims, functions of Equal Opportunity Cell, the members and working mechanism of the same.
 - To update students about the policies and schemes the beneficiaries can avail, the eligibility criteria for the same.
4. **Planning in-term meetings-** to review and take follow up of activities under Equal Opportunity Cell, to address the technical queries if any.
5. **Offering Counselling and Mentoring to beneficiaries -** on matters pertaining to policies and programmes for academic, financial, social and other matters.
6. **Documentation-**
 - Maintaining and updation of student database of newly admitted student information.
 - Maintaining UGC/AICTE/PCI circulars issued related to Equal Opportunity Cell in timely manner.
 - Maintaining record of beneficiaries.
 - Maintaining record of student grievances if any and the actions taken so forth.
 - Preparing Annual Report on Equal Opportunity Cell.
 - Documentation of any other relevant data.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI
TRAINING, PLACEMENT, INDUSTRIAL AND HOSPITAL
INTERACTION

1. Providing Training & Placement process awareness to students.
2. Maintaining and regularly updating Database of Students related to training and placement.
3. Arranging In plant training/ Internship for prefinal year students.
4. Maintaining Database of Companies and establishing strategic links for campus recruitments.
5. Organizing industrial/ hospital/Lab visits for students to reduce academia industry gap.
6. Gathering information about Job fairs and all relevant recruitment advertisements.
7. Coordinating with companies to learn about their recruitment procedures.
8. Identifying the needs and expectations of the companies to assist them in recruiting the most suitable candidates.
9. To organize events related to training and placements.
10. Invite industry experts for delivering lectures.
11. To assist students in obtaining placement in reputed companies.
12. Counselling for higher studies.
13. To maintain contact with alumina.




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<p><i>CS.K.Fatih</i> <i>CS.K.Fatih</i> <i>CS.K.Fatih</i></p>	<p><i>V.S. Tambe</i> Dr. V.S. Tambe IQAC Coordinator</p>	<p><i>S.N. Dhole</i> Dr. Dhole S.N. Principal</p>



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ALL INDIA SURVEY ON HIGHER EDUCATION

1. Initiate the process after receiving the Circular given by Savitribai Phule Pune University
2. Filling of required data in DCF II in AISHE portal
3. Submit required data in DCF II in AISHE portal
4. Generation of certificate

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Mrs. S. K. Pati	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI




CLASS TEACHER

1. Preparing the class roll call list and allotment of batches
2. Appointment of class representative and Vice class representative
3. Orientation of each subject of the current semester
4. Introduction of the students
5. Monitoring and reporting the daily attendance to parents for their reference
6. Reporting the % attendance and defaulters list at the end of every month to the parents.
7. Sanctioning the leaves to the students and approval of application for the same.
8. Maintaining the application file for application submitted by students.
9. Resolving the issues if any.
10. Collecting the certificates for special achievement of the students
11. Conducting parents meet



Duties:

1. Preparation of roll calls and communication to students and vmedulife.
2. Selection of class representative and the best outgoing students.
3. Conduction of Induction program and maintain its documentation.
4. Design and Conduction of Aptitude test (For First and Final year Class) and result analysis.
5. Classifying the students as advanced learners, smart learners, slow learners and medium pacers (This terminology should not be used while addressing the students).
6. Collection of data (Remedial classes, counselling etc.) of slow learners and certificates of advanced learners.
7. Monitoring the progress of the students and Communication with parents
8. Result analysis of the class.
9. Promoting the students for Extra and co-curricular activities and maintaining its record
10. Sanction of leaves of students (if not more than two days).
11. Arrangement of Parent-teacher meeting.
12. Monitoring the status of LMS courses, motivating them for certificate courses and its documentation.
13. Any other duty delegated by higher authority from time to time.

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B.N. Athre	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



INSTITUTIONAL VALUES AND BEST PRACTICES

1. Best Practices Identification:

- Identification of specific and best practices at the start of the academic year.
- Prioritization of practices that align with the institution's goals and values.
- Exploration of aspects including ethical standards, diversity, inclusivity, sustainability, academic pursuits, mentorship, and developmental initiatives.

2. Communication of Best Practices:

- Communication of identified best practices throughout the College.
- Elaboration of objectives and rationale behind the execution of best practices.
- Introduction to the context and importance of the best practices.

3. Implementation of Best practices:

- Detailed information on how the best practice should be implemented.
- Initiation and planning for implementation.
- Strategies to overcome any challenges or obstacles encountered during the implementation of the best practice.

4. Monitoring and Evaluation:

- Monitoring implementation of best practices periodically.
- Assessment of the effectiveness of best practices throughout the process.




5. Outcomes and Impact:



- Measurement of outcomes the overall impact of the best practice on the institution, students, faculty, and other relevant stakeholders.

6. Future Plans:

- Discussion on the sustainability of the best practices.
- Outline any plans for refining or expanding the best practices.




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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

INSTITUTIONAL HOSTEL COMMITTEE

1. To follow proper procedure for admission and room allotment of students to hostel.
2. Maintenance of clean, hygienic, conducive and secure academic environment for students in the hostel.
3. Receipt of hostel fees and maintenance of record.
4. Check for the day to day expenses and maintenance of record.
5. Maintenance of students' night-out, in-out, visitors' record.
6. Maintenance of daily attendance of students.
7. Daily supervision of food quality of mess and payment of monthly mess bills.
8. Supervision and monthly payments of housekeeping and security services.
9. Audit of hostel account.




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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

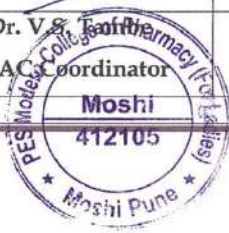


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

PG COORDINATOR

1. Active involvement in admission process for (PG branches: Pharmaceutics and Pharmaceutical Quality Assurance)
2. Maintenance of conducive environment for academic and research activities.
3. Distribution of equipments to faculty, maintenance and purchase follow up.
4. Monitoring of stock, utilization and purchase of chemicals, glassware's and apparatus.
5. Allocation of Guides for the admitted students.
6. Guidance to students for the Govt. Scholarships.
7. Monitoring of GPAT students stipend/ fellowship activity through AICTE. It involves students ID generation, approval of admitted candidates. Approval of attendance through institute log in.
8. Monitoring research activities of research students and guidance irrespective of guide allotment for smooth conduct of research activities.
9. Conduction of proposal (Sem III) and research (Sem IV) presentation, and maintenance of record. Maintenance research work (Sem III and Sem IV) record. Communication of marks to university.
10. Monitoring functioning for sophisticated instruments of department.
11. Motivating faculty to boost research activities, participation in research conferences and publication of research articles in quality journals etc
12. Monitoring student centric activities, timely suggestions and updations.
13. Monitoring of any research related consultancy projects if any work comes through the industrial, educational tie ups or any source.
14. Guidance to students for placement.




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Dr. Nilal S. Kulkarni	Dr. V.S. Patil IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

DIRECTORATE OF TECHNICAL EDUCATION (DTE)

1. Admission coordinator for B. Pharm. M. Pharm. D. Pharm. and Pharm. D course. conducted through Directorate of Technical Education, Mumbai.
2. Intake approval from Directorate of Technical Education, Mumbai. for all the courses.
3. Documentation related to approval of facilitation center/ Scrutiny center of Directorate of Technical Education, Mumbai.
4. The college is approved facilitation center/ Scrutiny center for application form filling, document verification for CET appeared/ GPAT qualified/ Direct Second year candidates to get admission to B. Pharm., M. Pharm. D.S.Y. B. Pharm. students respectively.
5. Acts as **Facilitation center Coordinator** for all above listed courses. Activity involves counseling to students and parents for the form filling, document verification, grievance if any for the approved applications.
6. FC activity generally runs for the duration of minimum 30 to 45 days.
7. Active involvement in Admission activity (CAP Rounds) for B. Pharm. M. Pharm. D. Pharm. D.S.Y. B. Pharm. and Pharm. D course as per notification from Directorate of Technical Education, Mumbai.
8. Monitoring of Approval of admitted students (Merit List) approval process for all courses from Directorate of Technical Education, Mumbai.




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Dr. H.S. Fulkar	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ADMISSION REGULATING AUTHORITY (ARA)

1. Verification and Submission of Admitted student's data to admission regulating authority
2. Payment of processing fees to authority.
3. Submission of the entire verified merit list received from Directorate of Technical Education, Mumbai to Admission Regulating Authority for final approval of Admitted students.
4. Monitoring and follow up to get the approval of admitted students from ARA.




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Dr. Nilesh S. Kulkarni	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

PHARMACY COUNCIL OF INDIA (PCI)

1. Regular Browsing of PCI website for circulars/ Notices, downloading and their circulation among the staff.
2. Uploading institute data joining of new faculty, reliving of resigned faculty,
3. Newly admitted first year students
4. Regular follow up of faculty for 100% updating of their PCI profile before the inspection
5. Distribution of SDF to staff , follow up the staff for filling and submission along with their original documents
6. Uploading of all required information/documents and submission
7. Payment of fee online/DD/ Cheque




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Dr. R. S. Shrivastava PCI Co-ordinator	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

NPTEL

1. Preparation of Summary
2. Awareness and Guidance to students and faculty members for enrollment and Completion of the NPTEL -Swayam Courses
3. Collection of certificates
4. Summary of Financial benefit to the students
5. Short listing of the courses beneficial to students
6. Preparation of action plan


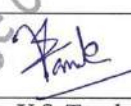

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Dr. Rahul S. Shivarkar SPOC	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

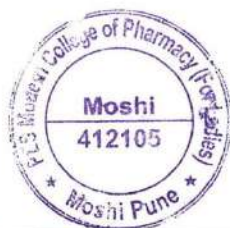


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ANTIADDICTION CELL

1. Preparation of Summary
2. Creating awareness among learners on different types of addictions and their consequences
3. Arrangement of guest lectures, rally's
4. Celebration of National/ International Antiaddiction day
5. Constitution of committee
6. Preparation of minutes of meetings
7. Collection of documents and geotagged photos
8. Preparation of action plan




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Dr. Nitesh Kulkarni	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

EVENT REGISTER

- Preparation of summary
- Collection of details of all events conducted by college
- Collection of geotagged photos




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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

FEEDBACK, ANALYSIS AND ACTION TAKEN

- Preparation of summary
- Collection of Feedbacks from respective incharges
- Collection of action taken reports

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Dr. V.S. Tambe	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ALUMNAE

Progressive Education Society has started Modern College of Pharmacy (For Ladies), Moshi in 2004. It is catering to women student by offering B. Pharm and M. Pharm.

Alumni Engagement

Provide meaningful opportunities for alumni worldwide to engage and connect with Modern college of pharmacy (for Ladies), Moshi through participation, volunteerism and philanthropy

Maximize effective networking opportunities for all constituents

- Implement consistent communications at each touchpoint
- Develop value added programs (panels, speakers) to reach all demographics.
- Provide options for alumni to connect post-event

Expand professional development programs and services

- Offer an annual series of Webinars to serve alumni at different career and life stages
- Explore industry-specific alumni events
- Identify and promote lifelong learning opportunities for alumni

Expand volunteer and leadership opportunities

- Increase number of alumni serving as classroom judges and speakers
- Improve methods to identify, mobilize and train new leaders to expand MCPL.

Deliver news and information via channels that meet the needs of current and future audiences and resources

- Continue to expand use of social media and explore new channels
- Recruit and provide content to social media ambassadors
- Ensure that Alumni website is regularly updated and includes information of value to graduates Encourage alumni to provide email and cell (optional) to streamline communications

Sustain an active Reunion Program

- Improve Class Steering Committee recruitment and expectations
- Identify and host reunions in conjunction with Class Reunions each year

Maximize Alumni Participation in Annual Giving

- Partner with development to steward and cultivate prospects
- Increase percentage of alumni who attend events and make a gift each year

Measure our impact and success

- Continue to measure outcomes and progress using our points of alumni engagement model
- Develop annual SMART goals in each area to show progress and impact

Student Engagement



Encourage purposeful student relationships and engagement that generate career launching connections and build lifelong commitment to the college

OBJECTIVES:

- Cultivate current students to become future active Alumni Ambassadors for the MCPL community through volunteerism and philanthropy
- Strengthen the current MCPL philanthropy structure
- Meet with key student organizations to understand needs and make alumni connections
- Improve documentation of student club and organization participation
- Ensure broad involvement in MCPL Giving Days
- Involve students in alumni communications and events

Increase opportunities where alumni and parents positively impact student's career and professional growth

- Survey faculty for alumni and parent speakers past, present and future needs
- Recruit alumnae mentors for MCPL students

Partner with University departments and programs that shape the student experience




- Coordinate alumni/student networking events off campus in cooperation with faculty to highlight career and industry opportunities

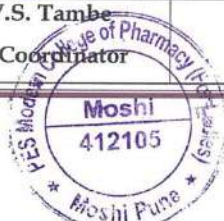
Create and sustain a culture of campus pride and traditions

- Partner with Athletics to increase student attendance at athletic events
- Strengthen connections with campus and alumni organizations
- Research and document MCPL traditions and re-introduce them to students
- Encourage greater alumni participation in Convocation and other student milestones

Measure our impact and success

- Continue to measure outcomes and progress using our points of alumni engagement model
- Develop annual SMART goals in each area to show progress and impact

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(Ms. Harshada Padwal)	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI




National Pharmacy Week

National Pharmacy Week is organized to spread information about the responsibility of the pharmacist towards society and highlighting the history of the pharmacy profession and the development of pharmacy education in the country.

- Activity and events planning for National Pharmacy Week
- Arrangements of different activities like Rally, Guest Lecture, Poster presentation competition, Street Play etc.
- Rally - Organization of health awareness rally involving students
- Guest Lecture - Invite experts to deliver lectures pharmacy ethics, the role of pharmacists in public health
- Poster presentation competition - Registration of students, Inauguration ceremony with a brief history of the Pharmacy Profession, Evaluation of Competition & Declaration of Result
- Street Play -Street play performances at public places emphasizing the role of pharmacists in healthcare.
- Celebration of National pharmacy Week in collaboration with The Indian Pharmaceutical Association (IPA).
- The college will participate in different activities by encouraging students to take part in Inter-College Competitions .
- Design promotional materials (posters, banners, social media) aligning with the theme: " Pharmacist Strengthening Health System."
- Preparation of notice and displaying it



- Preparation of a detailed report on the activities and achievements including collection of certificate, attendance and photos

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Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



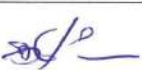
PES Modern College of Pharmacy (For Ladies), Moshi



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FACULTY DEVELOPMENT PROGRAM

- Revision of policy as and when needed.
- Communication of policy to faculty
- Collection of FDP Certificate, event brochure, one-page report with geotagged photos.
- Taking the review of faculty registered
- Communication to the faculty about different FDPs
- Maintenance of all financial supported documents.
- Final documentation as per format to be done.




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MS. M. B. Shinde	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

STAFF DEVELOPMENT PROGRAM

- Revision of policy as and when needed.
- Communication of policy to staff
- Making a plan for arrangement of staff development program by college
- Collection of FDP Certificate, event brochure, one-page report with geotagged photos.
- Taking the review of faculty registered
- Communication to the faculty about different FDPs
- Maintenance of all financial supported documents.
- Final documentation as per format to be done




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Ms. M. B. Shinde	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

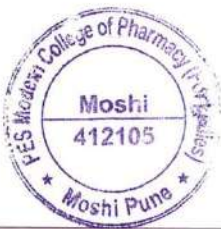


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

WALL MAGAZINE

- Display of articles on wall magazine
- Collection of data




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Dr. S. D. Mar	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

PRIVATE SCHOLARSHIPS

- 1) To be Prepare a Short presentation on the different private scholarships to be given to the students.
- 2) Making students aware of some general guidelines to be introduced to students when applying for scholarships like
 - Eligibility Criteria
 - Application Deadline
 - Documentation: Complete Application
 - Follow Instructions: Read Guidelines
 - Financial Need (if applicable)
 - Proofread
 - Digital Submissions
 - Follow-Up
- 3) To collect the proof from students of any scholarship received.
- 4) Collect relevant Documentation and preparation of report.




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Ms. M. B. Shinde	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

SPPU QIP grants equipments/ sports/ construction

- Application for various grants
- Purchase of equipments once grant is sanctioned
- Auditing the expenditure
- Preparation of reports and geotagged photos


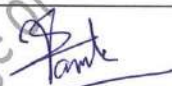

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Dr. V.S. Yichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

VISION AND MISSION

- Seeking for revision of Vision and mission
- Collection of feedbacks from various stakeholders like faculty, students, management, alumnae, employers, experts, parents etc
- Compilation of views and presentation in IQAC followed by CDC
- Display of Vision and mission at various places.
- Ensuring that all stakeholders are aware about the Vision and Mission of the college.

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Dr. H.S. Kulkarni	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ELECTORAL LITERACY CLUB

Constitution of cell

Preparation of annual report

Conduction of various activities and it documentation

Collection of feedback, its analysis and PO attainment

Preparation of work plan

Role of the Nodel Officer




1. Promoting and supervising Club enrollment.
2. Supervising the election and formation of the Executive Committee of ELC.
3. Guiding and supervising the development of the calendar of activities for the year by the Executive Council.
4. Coordinating between the District Election Officer and the ELC for exchange of resources, information etc.if required

Role of the Executive committee

1. Organizing the Club enrolment
2. Planning activities for the ELC and developing the calendar of activities for the year
3. Framing further guidelines for smooth conduct of ELC activities
4. Supervising the conduct of activities as per the calendar
5. Facilitating the enrollment of students not registered as voters

Role of the Convener

1. Identifying and involving student members in organizing various ELC activities
2. Conducting activities under the overall guidance of the Executive Committee and Mentor/ Nodal Officer
3. Any other task assigned by the Executive Committee and Mentor/Nodal Officer.

Revised by	Checked by	Approved and Authorized by
		
R.S. Athar	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

FACULTY WELFARE MEASURES

- Preparation of Policy and revision if needed
- Planning for general welfare measures for faculty and staff
- Collection of documentation and audited statements on following areas

A. Health and Well-being




- a. Health insurance coverage.
- b. Wellness programs and initiatives.
- c. Mental health support services.

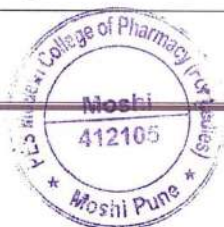
B. Professional Development

- a. Funding for conferences, workshops, and seminars.
- b. In-house training programs.
- c. Develop a New policy for financial assistance to teachers for attending FDP

C. Future Plan for Welfare programme organized for Non-teaching Staff

- a) Different Aseptic demo was organized for Non-teaching staff
- b) Conduct regular drills and training sessions for emergency situations.




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ms.m.b.shinde	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

STAFF PERFORMANCE APPRAISAL

- 1) Collection of Appraisals of faculty and staff from HoD of respective department.
- 2) Preparation of Summary Report.
- 3) To prepare the Appraisal report for those Faculty/staff who give outstanding performance in their respective Academic year and prepare the Action taken report for those who give poor performance.




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ms. m. b. shinde	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ADD ON COURSES AND SKILL DEVELOPMENT

- Discussion with faculty regarding gaps between syllabus
- Selection of add on skill
- Approval of add-on course from IQAC
- Preparation of planner for Add-on course
- Conduction of minimum five addon courses (3 B.Pharm, 1 M.Pharm, 1 Pharm D)
- Benefited student identification and impact analysis
- Distribution/ collection of certificates
- Design POs for each course
- Collection of feedback from students
- Calculation of attainment
- Collection of syllabus, assessment, geotagged photos of the course
- Preparation of report

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Ms. Harshada Padwal	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

COMMEMORATIVE DAYS CELEBRATION

Sr. no.	Date	Activity
1	5 June 2023	World Environment Day
2	21 June 2023	International Day of Yoga
3	28 July 2023	World Hepatitis Day
4	12 August 2023	International Youth Day
5	15 August 2023	Independence Day
6	29 August 2023	National Sports Day
7	5 September 2023	Teachers' Day
8	14 September 2023	Hindi Diwas
9	2 October 2023	Gandhi Jayanti
10	11 October 2023	International Day of Girl Child
11	31 October 2023	National Unity Day
12	14 November 2023	Children's Day, Diabetes Day
13	26-Nov-23	National Constitution Day
14	1-Dec-23	World AIDS Day
15	23 December 2023	Farmers Day (Kisan Diwas)
16	24 December 2023	National Consumers Day
17	1/3/2024	Savitribai Phule Jayanti
18	24-01-2024	National Girl Child Day
19	25-01-2024	National Voters Day World Health Day
20	27/02/2024	Marathi Rajbhasha Divas



21	28/02/2024	National science day
22	8/3/2024	Women's Day
23	20/03/2024	Vasundhara Diwas
24	14/4/2024	Dr. Babasaheb Ambedkar Jayanti
25	1/5/2024	Maharashtra Din

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