



PES MODERN COLLEGE OF PHARMACY

(NBA Accredited)

(FOR LADIES)



Approved by AICTE, New Delhi (F.No.06/07/MS/PHARMA/2004/047, DTE.Mumbai (2/NGC/2004/342)
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/PNI/Pharmacy/200/2004

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

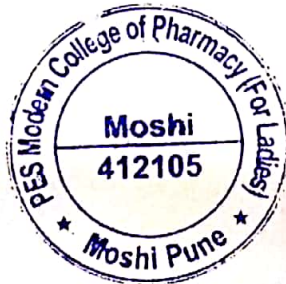
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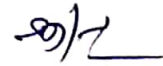
ACADEMIC COMMITTEE

A.Y.: 2023-24

Sr No.	Name of the member	Designation	Email ID
1.	Prof. Dr. S. N. Dhole	Chairman	shashikant_dhole@yahoo.com
2.	Ms. M.C. Upadhye	Member (H.O.D)	mohiniketh@rediffmail.com
3.	Ms. A.S. Gadakh	Academic I/C	archanagadakh123@gmail.com
4.	Ms. A.M Kamble	Student Representative (S.Y.)	asmita20kamble@gmail.com
5.	Ms. S.G. Lokare	Student Representative (S.Y.)	lokaresnehal09@gmail.com


HOD





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

- Borhadewadi, Dehu - Alandi Road, A/P. Moshi, Tal - Haveli, Dist. - Pune - 412 105 M.S. (INDIA)
- Tel. 7276078868 Email.: pharmoshiwomen@yahoo.com Website.: www.mcpledu.org

PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

D. Pharmacy

Academic conduct

All teachers shall adhere to following academic activities in the college to ensure and maintain the standards of teaching-learning process.

- **Minimum no of theory hours per subject per year proposed:**
Number of Days: 180
75 hrs (3 hrs/week, for First year), 1 Tutorial (1hr/week)
75 hrs (3 hrs/week, for Second year), 1 Tutorial (1hr/week)
Minimum no. of practical turns per student per subject: 25 for First and second year
- **Prepare tentative teaching plan** for theory and practical subjects and inform the students in the beginning of academic year. The teaching plan should be prepared. You should strictly adhere to the teaching plan. **Completion report** should be updated on daily basis. The compliance of planning and completion will be monitored. Tentative teaching plan for practical should be displayed in respective laboratory.
- **Lecture synopsis** of next week should be displayed every Saturday in or outside the notice boards provided for each class.
- Design the experiments to be performed in such a way the students should remain engaged for the whole stipulated time.
- Students should not be relieved before the stipulated time or should be made to stay beyond college hours (10.00 am to 5.00 pm).
- **Make adjustment of schedule for planned or unplanned leave.** Academic Coordinator should be communicated with the adjustments. Academic coordinator will not make any adjustments on your behalf unless emergency. The faculty doing

adjustment should engage the lecture or practical effectively. Last minute adjustments should preferably be avoided. The missed lecture by the faculty should be taken in the same week by doing adjustments with the adjusting faculty. The adjustment should be reflected in the academic planning.

- Ensure cleanliness and proper seating/working arrangements in class-room/laboratory
- Go to class/laboratory in time and never leave the class or laboratory before the scheduled time.
- Maintain strict discipline among the students during class/laboratory.
- Do not extend the class/laboratory beyond the limits.
- Prepare SOPs for the various types of equipments and assemblies in the laboratory and get it displayed in the laboratory along with equipment's and assemblies.
- Go to class after due preparation of the topic to be taught.
- Make appropriate use of black board and other teaching aids. It will be preferred if the teaching aids like **PPT/ GROUP DISCUSSIONS/ SMART BOARD** is used by the teacher. Teachers are also encouraged to upload the study material on vmedulife web portal / Google classroom.
- Involve student in discussion and clarify the doubts regarding subject matter. Try to relate the concepts with practical situations and live illustrations to make subject easily understandable. It is always better to conclude a topic by recapitulating the important points. Discuss the old question papers in class. Complete the course in the prescribed number of hours as per plan. Take extra classes if required.
- Inform the requirements of the experiments to be performed on next turn to students and lab assistant.

- Make frequent checks for working in order of equipments and instruments. If found not working should immediately take measures to make it working and should be reported to the HOD. Update the Job cards in this respect.
- Demonstrate the practical to the students whenever required.
- Do remain in the lab during practical hours and ensure that lab asst and lab attendant should remain in the laboratory.
- Verify the observations taken by students during practical.
- Evaluate the performance of the students on day to day basis.
- Teacher shall countersign in the register of issue, breakage/losses of glassware/equipments made by the students and should ensure that an appropriate fine is being charged by the lab asst. and is deposited to the office.
- Teacher should ensure that the student should maintain practical manual in each subject and should bring it on every turn, without which she should not allowed in the practical classes.
- At the end of academic session, faculty should submit following to academic coordinator-
 - ❖ Attendance registers
 - ❖ Manual (2 copies of each batch) of practical subject
 - ❖ Syllabus completion report

Attendance of students

- Take attendance daily. The student's daily attendance can be provided to the parents only if you update the attendance on daily basis.
- Any mass absence by the students should immediately be reported to Academic coordinator.


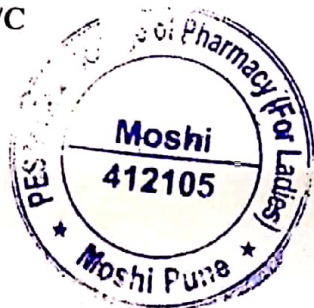
- Report the cumulative attendance of the students on monthly basis (1st to last date of that month) to the **class teacher** for communication to students/parents.
- Class teachers should maintain record of such reports with him/her.
- Teacher in charge should send letters to the parents of students whose attendance is less than 75% or 80% till date (at the time of sessional). A sample letter shall be prepared by Class teacher.
- If any student found to be absent continuously for more than 3 days report to the academic coordinator every Saturday.
- If any student found to be absent continuously for more than week immediately report to the Principal.
- List of bright and weak students should be collected by class teacher with appropriate remedial means for each year.



ACADEMIC I/C



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STANDARD OPERATING PROCEDURE FOR PLANING AND IMPLEMENTATION OF CURRICULUM

D. PHARM

- Design the Course Outcomes (COs) based on course objectives and weightage of topic in the syllabus. Diploma course must have six COs for theory and four COs for practical course.
- Prepare the course plan (for 75 lectures and 25 tutorials) considering the Hrs. assigned in the syllabus as well as actual number of lectures required for delivery of contents.
- Planner for theory and practical course should be prepared for 75 lectures and 25 practical turns including three sessional examinations.
- First internal theory assessment should be planned after completion of 30% of syllabus.
- At least 30% of the syllabus should be covered before First sessional theory exam which is normally conducted after 40-50 academics days. Weak and bright learners should be identified after evaluation. Corrective actions to be taken.
- For practical courses, 30-40 % of experiments should be covered before First sessional examination.
- At least 75% of the syllabus should be covered before Second sessional theory exam which is normally conducted after 60-75 academics days. Slow and advance learners identified should be reviewed after evaluation. Corrective actions to be taken if required.
- For practical courses, 50-75% experiments should be covered before Second sessional practical exam.
- Second continuous theory assessment should be conducted after completion of 75% syllabus and at the end of academic calendar.
- For practical courses, 100% experiments should be covered before third sessional practical exam.
- Third continuous theory assessment should be conducted after completion of 100% syllabus and at the end of academic calendar.
- The entire syllabus should be covered and all COs should be attained in 75 lectures or 25 experimental turn and 180 academic days.
- Attendance of students should be recorded on daily basis.

Revised By	Checked By	Approved and Authorized By
Ms. Archana S. Gadakh (Academic I/C)	Dr. Mohini C. Upadhye (HOD)	Dr. Shashikant. N. Dhole PRINCIPAL PES Modern College of Pharmacy (For Ladies)

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PLANNING AND IMPLEMENTATION OF CURRICULAM

