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





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-PC),
Permanently affiliated to Savitribai Phule Pune University, ID No. PU/PN/Pharmacy/200/2004

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

PARENT SOCIETY :- PROGRESSIVE EDUCATION SOCIETY

Prof. Dr. G. R. Ekbote,
(M.S., M.N.A.M.S.) Chairman,
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GOVERNING BODY

Sr. No.	Particulars	Remark
1	Report	
2	Function	
3	Constitution	
4	Summary of meeting	
5	Agenda of meeting	
6	Minutes of meeting	
7	Action taken	





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COLLEGE DEVELOPMENT COMMITTEE

Sr. No.	Particulars	Remark
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2	Functions	
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4	Summary of meetings	
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Innovation, Research and Consultancy Committee

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1	Report	
2	Policy	
3	Research committee constitution	
4	Minutes of meeting with geotagged photos	
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6	Details of research grants (BCUD) <ul style="list-style-type: none">• Sanction letter• Hard bound report (project completion)• Audited file	
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GRIEVANCE REDRESSAL CELL

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SPORTS

Sr. No.	PARTICULARS	REMARK
1	Report	
2	PO mapping and attainment	
3	Sports committee	
4	List of winners	
5	Certificates	
6	Details of score board	
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PRESENTATION AND PUBLICATION, FACULTY ACHIEVEMENTS
FACULTY AS RESOURCE PERSON

Sr. No.	PARTICULARS	REMARK
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1	List of presentation (as per format)	
2	List of publication(as per format)	
3	List of patents, trademarks, copyrights	
4	Publication detail with full text	
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11	Presentation details with proofs (Certificate, published abstract)	
12	Proof of patents, trademarks, copyrights	
FACULTY ACHIEVEMENT		
13	Report of faculty achievements	
14	Proof (geotagged photos, certificates etc.)	





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EXTRACURRICULAR ACTIVITIES

Sr. No.	CONTENTS	REMARK
1	Attainment of Pos	
2	Report(Winners, students benefited)	
3	Calendar	
4	Committee	
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7	Events conducted (Notice, report)	
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MAGAZINE

Sr. No.	Content	Remark
1	Report	
2	Magazine committee	
3	Hard copy of magazine/e- copy of magazine	
4	Feedback on magazine	
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6	Minutes of meeting with geotagged photographs	
7	Work Plan	





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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	Average football of students in the library during the year	
6	Average football of faculty in the library during the year	
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9	Work Plan	





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HOUSEKEEPING

Sr. No.	Particulars	Remark
1	Distribution of duties	
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COMPUTER

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





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SC-ST Cell

Sr. No.	General Content	Remark
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2	Function of SC-ST Cell	
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7	Summary of minutes of meeting	
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INDUSTRIAL/HOSPITAL/OTHER TRAINING

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6	CO-POs mapping and attainment	
7	Details of orientation and support to students	
8	Work plan	





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INDUSTRIAL/HOSPITAL VISIT

Sr. No.	Content	Remark
1	Summary (Name of Industry, Date, no. of students benefited, PO mapped)	
2	Photos	
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PLACEMENT/HIGHER STUDY

Sr. No.	Content	Remark
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STAFF SECRETARY

Sr. No.	Particulars	Remark
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NATIONAL SERVICE SCHEME REGULAR ACTIVITIES

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8	Details of activities	
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11	Audited file	





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

PARENT SOCIETY :- PROGRESSIVE EDUCATION SOCIETY

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

SOCIAL MEDIA

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





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Career guidance Cell

Sr. 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 meeting	
9	Details of minutes of meeting with geotagged photos	
10	Details of activities conducted	
11	Work Plan	





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ANTIRAGGING COMMITTEE

Sr. No.	General Content	Remark
1	Policy of Anti -ragging Committee	
2	Function of Anti -ragging Committee	
3	Provisions and guidance by Anti -ragging cell, UGC regulations.	
4	Guidance for placing and Handling a complaint	
5	Annual Report	
6	Anti -ragging cell constitution	
7	Anti -ragging squad constitution	
8	Student Mentoring Cell	
9	Invitation letter to external members, Counsellor and their acceptance and office order to internal members	
10	Proforma of MSBTE	
11	Summary of minutes of meeting	
12	Minutes of meeting register (counselling to seniors and freshers 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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Event Register

Content	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)• Extensions activity• NSS• NPW• Induction and orientation• Extracurriculars• Sports• Industrial training• Industrial visit	





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Alumnae

Sr 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 feedback)	
4	Details of lectures delivered by alumnae (Report, notice, invitation and thanking letter with students attendance and feedback)	
5	Alumnae registration forms	
6	Photo album	





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Staff Development Program

Sr No.	Particulars	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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Wall magazine

Sr No.	Particulars	Remark
1	Report	
2	List of Articles Displayed	
3	Articles	
4	Committee (Students representative)	





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Student Private Scholarships

Sr No.	Particulars	Remark
1	Summary with students benefited	
2	Proofs of Scholarship	
3	List of Scholarship details provided to students	
4	Scholarship Information Leaflets	
5	Acknowledgement/ testimonials from students	





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ACADEMICS

Sr No.	Contents	Remark
1	Reports	
2	Assigning Workload	
3	Academic Callender	
4	Academic table	
5	Registration of students	
6	Conduction of regular follow up	
7	Monitoring syllabus coverage	
8	Students Feedback	



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EXAMINATION

Sr No.	Contents	Remark
1	Reports	
2	Planning of sessional examination	
3	Preparation of Exam calendar	
4	Distribution of exam duties	
5	Result analysis	
6	Marksheet Distribution	
7	Submission of exam related data	
8	Documentation	



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



FUNCTIONS OF PORTFOLIO

PES Modern College of Pharmacy (for ladies), Moshi

INDEX

Sr. No.	Portfolio
1	Governing Body
2	College Development Committee
3	Grievance Redressal Cell
4	Sport
5	Research and Development Cell
6	Extracurricular Activity
7	Co-curricular Activity
8	Guest Lecture
9	Library
10	Store and housekeeping
11	Computer and website
12	SC-ST Cell
13	Anti-ragging Cell
14	Staff welfare Cell
15	Student Welfare Cell
16	Antisexual Harassment Cell
17	Anti- Discrimination Cell
18	Training Placement
19	Entrepreneur Development Cell
20	Industry and Hospital visit
21	Educational Tour
22	Class teacher
23	Wall Magazine
24	Private Scholarship
25	Academics
26	PCI
27	MSBTE
28	Committee Coordinator
29	Meeting Register
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34	Cyber Cell
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36	Pharmacognosy Lab Incharge
37	BCP Lab Incharge

Sr. No.	Portfolio
38	Magazine
39	Women/ICC Cell
40	Student Mentoring Program
41	Staff secretary
42	NSS
43	Newsletter
44	Social-Media
45	Career guidance Cell
46	Event Register
47	Alumnae

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 programme 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, equipment, 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 to 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 programme 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 programme 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 programme 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.





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

PARENT SOCIETY :- PROGRESSIVE EDUCATION SOCIETY

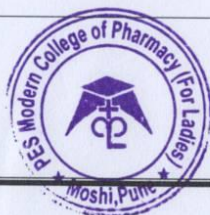
Prof. Dr. G. R. Ekbote,
(M.S., M.N.A.M.S.) Chairman,
Business Council P.E. Society, Pune

PORTFOLIO PLANNING

**GRIEVANCE REDRESSAL CELL
INCHARGE**

- 1) Constitution of Grievances redressal cell.
- 2) Evaluation of online/offline Grievances raised and Redressal of that grievances.
- 3) 3.Preparation of action taken report and communication to stakeholders.
- 4) 4.Submission of grievances summary report to AICTE.
- 5) Conduction of meeting (minimum 4/per year)
- 6) Collection and maintenance
- 7) Preparation of e-report.

Revised by	Checked by	Approved and authorized by
MS.Koli S.A. Grivences Redressal cell - In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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SPORTS

1. Constitution of sports committee.
2. Conduction of meetings and documentation of same.
3. Preparation of sport budget and purchasing of sports and gymnasium equipment's.
4. Preparation of the calendar of sports.
5. Lead all sports activities including intra and inter-collegiate competition.
6. Preparation of rules and regulation of all the activities to be conducted in the college.
7. Promote or encourage the students to participate in various intra and intercollegiate activities.
8. Act as a point of contact for sport related concerns.
9. Registration of students, collection of certificates along with geotagged photos for both intra and inter collegiate sports activities.
10. Organizing the various sports activities at college and distribution of certificates.
11. Taking entries of participating students and preparation of groups and teams for sports.
12. Assigning of sports feedback to the students.
13. Arranging the activities for faculty and staff also monitoring the activities.
14. Preparation of report of the activities.

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Ms. Ashwini Chaudar	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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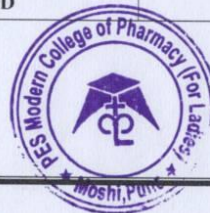
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PORTFOLIO PLANNER
RESEARCH AND DEVELOPMENT CELL
(2024-2025)

PLANNING OF ACTIVITIES

- 1) Preparation of Policy and communicating the same to faculty.
- 2) Conduction of periodic meetings and maintenance of documentation.
- 3) Circulation of information of different conferences for poster/oral presentations to faculty.
- 4) Guidance to faculty 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 HOD and Principal.

Revised by	Checked by	Approved and authorized by
Ms. Gadakh A.S.	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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Extra-Curricular Activity

1. Forming constitution of committee for extra-curricular activity.
2. Preparation of annual planning for the extra -curricular activity and get approved by head of the department or Principal Sir.
3. Encouraging the students to actively participate in the inter and intra collegiate competitions.
4. Assigning feedback to students on Vmedulife for each activity.
5. Mapping of the program outcome with all activities conducted.
5. Preparation of reports of all the activity including geotag photos.
6. Planning and designing of certificate and momentous for the prize distribution.
7. Maintenance of all documents related to the extra -curricular activity with geotag photos and certificates.

Revised by	Checked by	Approved and authorized by
Ms. Lineeta Raut	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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Co-Curricular Activity

1. Forming team for organising co-curricular activity.
2. Preparation of planning for the co-curricular activity and get approved by head of the department or Principal Sir.
3. Encouraging the students to actively participate in the inter and intra collegiate competitions.
4. Assigning feedback to students on Vmedulife for each activity.
5. Mapping of the program outcome with all activities conducted.
5. Preparation of reports of all the activity including geotag photos.
6. Planning and designing of certificate and momentos for the prize distribution.
7. Maintenance of all documents related to the co-curricular activity with geotag photos and certificates.

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PORTFOLIO PLANNING

**GUEST LECTURE
INCHARGE**

1. Plan different guest lectures like Personality development lectures, Industry expert lectures, Career guidance lectures, Awareness lectures for whole academic year.
2. Communicate and take follow up with the respective resource person for arrangement of guest lectures.
3. Prepare notice and communicate with students.
4. Distribute duties to non-teaching staff for arrangement of hospitality of resource person and other arrangements.
5. Make arrangements for successful completion of Guest lectures.
6. Make arrangements for welcome and vote of thanks of guest speaker.
7. Collect feedbacks, attendance from guest speaker and students about the lecture and organization of lecture.
8. Analysis of Feedback.
9. Calculate the attainment of PO's.
8. Prepare and maintain, submit documents related to guest lectures.

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Mrs. Pratibha D. Sonawane Guest Lecture In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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PORTFOLIO PLANNING

LIBRARY INCHARGE

1. Assessment of collection of books list from faculty which is needed for the academic year.
2. Review and update the rules and regulation of library if needed.
3. Collect the suggestion and feedback from faculty and students regarding library.
4. Organize the workshop and seminars for students and faculty on digital recourses, citation tools and database.
5. Develop program to enhances digital literacy skills among library usages.
6. Maintain a document related to book back facility students.

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MS.Koli S.A. Library- In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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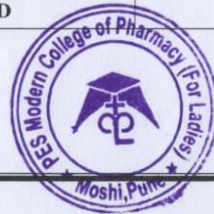
PORTFOLIO PLANNING

**STORE AND HOUSE
KEEPING INCHARGE**

1. Inform all faculty to provide Laboratory requirements like Glassware's, instruments, charts, housekeeping material etc.
2. Prepare list of glassware's, instruments, charts, housekeeping material to be purchased.
3. Maintain record of all collected documents.
4. Forward collected list of glassware's, instruments, charts, housekeeping material to be purchased



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Mrs. Pratibha D. Sonawane Medicinal Garden In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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M. Pharm., Ph. D.
Principal

PARENT SOCIETY :- PROGRESSIVE EDUCATION SOCIETY

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

COMPUTER AND WEBSITE

1. To procure quotation for purchase of new computers, UPS and other IT facilities needed for computer lab.
2. To make addition of cooling system and any other requirement in computer lab.
3. To propose new purchase of laptops and software's.
4. To maintain IT facilities in well condition.
5. Provision of internet facilities in campus.
6. Maintain separate file for documentation related to IT facilities.
7. To update the tab information in website.
8. Preparation and submission of report.

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Ms. Ashwini Chaudar	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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SC-ST Cell

1. Review and revision of the Constitution :-SC-ST Committee's charter for the current academic year.

2.Choosing the target group :- from the newly accepted professors and students.

3.Choosing a student representative :- for the SC-ST Committee from among the recently admitted stakeholders.

4. Data collection:

1. Pertaining to the policies, eligibility, and execution outlined by the UGC and GOI.
2. Student database pertinent to the specified academic year

5.In partnership with the Pune division's social welfare department:-we are organizing an orientation program for the SC-ST cell to acquaint faculty and recently admitted students with the goals, functions, and structure of our institute's internal SC-ST cell, as well as its various members and methods of operation.

6.Increasing the recipients' knowledge:- of the financial help, support, and scholarships provided by the government to support higher education in the SC/ST committee

7.Organizing in-term meetings :- to monitor the actions carried out by the SC-ST Committee and to assess and address any technical concerns

8. Documentation:-

- 1) Preparing a database with information about recently admitted students under the SC-ST community.
- 2) Compiling and maintaining the beneficiary database.
- 3) Maintaining a record of the SC-ST committee-related circulars issued by MoHR, UGC, AICTE, PCI, etc.
- 4) Maintaining documentation of the SC-ST committee members' appointment orders, actions, and meetings.



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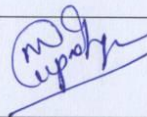
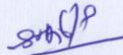
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- 5) Maintaining a record of students grievances if any and the actions taken so forth.
- 6) Preparing Annual Report on SC-ST committee
- 7) Documentation of any other relevant data
9. Submission of report, documents and e- data to the college.

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Ms. Shrawani Rakshe	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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PORTFOLIO PLANNING

ANTIRAGGING CELL INCHARGE

- 1) Prepare Constitution for Antiragging Cell.
- 2) Prepare the Antiragging squad for current academic year
- 3) Select a student representative for antiragging committee.
- 4) Introducing to the the students to Antiragging cell and ant ragging squad at the institute and explain them all the function, mechanism of antiragging cell.
- 5) Inform to the student about their legal rights to have healthy conductive ambiances at the educational premises and healpline numbers to seek help in case of ragging case.
- 6) To review the ragging occurrences if any with in the educational premises.
- 7) To counsel the students if any content finding which regarding the ragging.
- 8) Collection of undertakings from students as well as from parents also.
- 9) Maintain the circular from UGC/AICTE issued related to Antiragging cell in timely manner. 10.Maintaining the records of appointment orders of members of antiragging cell, activities and the meetings undertaken by Antiragging cell.
- 10) 11.Preparaing the annual report and relevant data of Antiragging cell.

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MS.Koli S.A. Antiragging cell - In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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Staff Welfare Cell

1. Forming the policy for the welfare of faculty.
2. Funding of faculty for conferences, workshops and seminars for financial assistance.
3. Encourage faculty and staff to attend the webinars, seminars and workshops.
4. Maintenance of participation data, documentation and geotag photos.
5. Assign feedback to faculty of staff welfare on Vmedulife and map it with program outcome.

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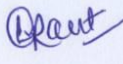

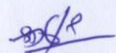
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M. Pharm., Ph. D.
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Student Welfare Cell

1. Planning of conducting activities for students at the start of new academic year.
2. Encourage them to participate in the quiz competitions, online seminar competition, poster presentation and paper presentation.
3. Preparing the reports of the activity with geotags photos.
4. Maintenance of participation record of students, documentation, certificates and geotag photos.
5. Assign feedback to students on Vmedulife.
6. Mapping of feedback with program outcome.

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Anti sexual Harassment Cell

1. **Review and revision of the Constitution** :-Anti- Sexual Harassment Cell charter for the current academic year.
2. **Choosing the target group** :- from the newly accepted professors and students.
3. **Choosing a student representative** :- for the Anti- Sexual Harassment Cell from among the recently admitted stakeholders.
4. **Data collection:**
 1. Pertaining to the policies, eligibility, and execution outlined by the UGC and GOI.
 2. Student database pertinent to the specified academic year
5. **In partnership with the Pune division's social welfare department**:-we are organizing an orientation program for the Anti- Sexual Harassment Cell to acquaint faculty and recently admitted students with the goals, functions, and structure of our institute's internal Anti- Sexual Harassment Cell, as well as its various members and methods of operation.
6. **Increasing the recipients' knowledge**:- of the financial help, support, and scholarships provided by the government to support higher education in the Anti- Sexual Harassment Cell
7. **Organizing in-term meetings** :- to monitor the actions carried out by the Anti- Sexual Harassment Cell and to assess and address any technical concerns
8. **Documentation**:-
 - 1) Preparing a database with information about recently admitted students under the Anti-Sexual Harassment Cell
 - 2) Compiling and maintaining the beneficiary database.
 - 3) Maintaining a record of the Anti- Sexual Harassment Cell -related circulars issued by MoHR, UGC, AICTE, PCI, etc.
 - 4) Maintaining documentation of the Anti- Sexual Harassment Cell members' appointment orders, actions, and meetings.
 - 5) Maintaining a record of students grievances if any and the actions taken so forth.
 - 6) Preparing Annual Report on Anti- Sexual Harassment Cell
 - 7) Documentation of any other relevant data
9. **Submission of report, documents and e- data to the college.**
10. **Review and revision of the Constitution** :-Anti- Sexual Harassment Cell charter for the current academic year.



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11. **Choosing the target group :-** from the newly accepted professors and students.
12. **Choosing a student representative :-** for the Anti- Sexual Harassment Cell from among the recently admitted stakeholders.
13. **Data collection:**
 1. Pertaining to the policies, eligibility, and execution outlined by the UGC and GOI.
 2. Student database pertinent to the specified academic year
14. **In partnership with the Pune division's social welfare department:-**we are organizing an orientation program for the Anti- Sexual Harassment Cell to acquaint faculty and recently admitted students with the goals, functions, and structure of our institute's internal Anti- Sexual Harassment Cell, as well as its various members and methods of operation.
15. **Increasing the recipients' knowledge:-** of the financial help, support, and scholarships provided by the government to support higher education in the Anti- Sexual Harassment Cell
16. **Organizing in-term meetings :-** to monitor the actions carried out by the Anti- Sexual Harassment Cell and to assess and address any technical concerns
17. **Documentation:-**
 - 8) Preparing a database with information about recently admitted students under the Anti- Sexual Harassment Cell
 - 9) Compiling and maintaining the beneficiary database.
 - 10) Maintaining a record of the Anti- Sexual Harassment Cell -related circulars issued by MoHR, UGC, AICTE, PCI, etc.
 - 11) Maintaining documentation of the Anti- Sexual Harassment Cell members' appointment orders, actions, and meetings.
 - 12) Maintaining a record of students grievances if any and the actions taken so forth.
 - 13) Preparing Annual Report on Anti- Sexual Harassment Cell
 - 14) Documentation of any other relevant data
18. **Submission of report, documents and e- data to the college.**

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Ms. Shrawani Rakshe	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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

Anti-Discrimination Cell

1. Review and revision of the Constitution :-Anti discrimination cell charter for the current academic year.

2. Choosing the target group :- from the newly accepted professors and students.

3. Choosing a student representative :- for the Antidiscrimination cell from among the recently admitted stakeholders.

4. Data collection:

3. Pertaining to the policies, eligibility, and execution outlined by the UGC and GOI.
4. Student database pertinent to the specified academic year

5. In partnership with the Pune division's social welfare department:-we are organizing an orientation program for the Antidiscrimination cell to acquaint faculty and recently admitted students with the goals, functions, and structure of our institute's internal Antidiscrimination cell, as well as its various members and methods of operation.

6. Increasing the recipients' knowledge:- of the financial help, support, and scholarships provided by the government to support higher education in the Antidiscrimination cell

7. Organizing in-term meetings :- to monitor the actions carried out by the Antidiscrimination cell and to assess and address any technical concerns

8. Documentation:-

- 1) Preparing a database with information about recently admitted students under the Antidiscrimination cell
- 2) Compiling and maintaining the beneficiary database.
- 3) Maintaining a record of the Antidiscrimination cell -related circulars issued by MoHR, UGC, AICTE, PCI, etc.



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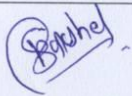

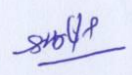
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- 4) Maintaining documentation of the Antidiscrimination cell members' appointment orders, actions, and meetings.
- 5) Maintaining a record of students grievances if any and the actions taken so forth.
- 6) Preparing Annual Report on Antidiscrimination cell
- 7) Documentation of any other relevant data
9. **Submission of report, documents and e- data to the college.**

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Ms. Shrawani Rakshe	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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PORTFOLIO PLANNING

TRAINING AND PLACEMENT INCHARGE

1. Prepare Constitution for Training and Placement Cell
2. Prepare Appointment orders for constitution.
3. Guide students for training after completion of second year.
4. Prepare students for training and inform them about what to learn during training.
5. Arrange meetings for follow up of students regarding training.
6. Conduct programme exit exam on Vmedulife after completion of training.
7. Analysis of programme exit exam and maintain record for the same.
8. After completion of training collect related documents to training and inform students about MSPC registration process.
7. Keep verifying students document on MSPC login.
8. Plan and arrange campus interviews for second year students.
9. For Placement communicate and take follow up with the respective resource person for arrangement of campus drive.
10. Prepare notice and communicate with students for campus placement.
11. Distribute duties to non-teaching staff for arrangement of campus placement.
12. Make arrangements for successful completion of placement activity.
13. Prepare and maintain documents related to training and Placement.
14. Assist students for placement in reputed organization.



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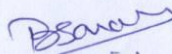




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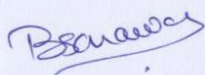


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PORTFOLIO PLANNING

**ENTERPREUER DEVELOPMENT
CELL INCHARGE**

1. Prepare Constitution for Entrepreneur Cell
2. Prepare Appointment orders for constitution.
3. Plan different entrepreneur Development lectures for awareness and to increase students interest to become Entrepreneur.
2. Communicate and take follow up with the respective resource person for arrangement of entrepreneur lectures.
3. Prepare notice and communicate with students.
4. Distribute duties to non-teaching staff for arrangement of hospitality of resource person and other arrangements.
5. Make arrangements for successful completion of entrepreneur lectures.
6. Make arrangements for welcome and vote of thanks of guest speaker.
7. Collect feedback from guest speaker and students about the lecture and organization of lecture.
8. Calculate attainment of PO's
9. Prepare and maintain documents related to entrepreneur lecture.
9. Arrange different training programmes and workshops to increase students' interest to become a entrepreneur.

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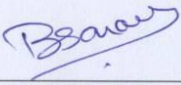


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PORTFOLIO PLANNING

**INDUSTRY AND HOSPITAL
VISIT INCHARGE**

1. Plan different Industry and Hospital visits for both First year and Second Year D. Pharmacy.
2. Communicate and take follow up with the respective industry and hospital HR manager/ person for arrangement of visit
3. Prepare notice and communicate with students regarding visit.
4. Prepare students before visiting particular industry or hospital so that students can understand the outcomes of visits.
5. Make arrangements for successful completion of visit like arrangement of bus facility, safe arrival of students.
6. Make arrangements for welcome and vote of thanks of respective industry or hospital person.
7. Collect feedback from students about the organization of visit.
8. Analysis of Feedback and calculate attainment of PO's
8. Prepare and maintain documents related o visits.

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Mrs. Pratibha D. Sonawane Visit In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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Educational Tour

Planning of the activity for conducting educational tour.

1. Students will get benefit of this activity through exposure of ayurvedic medicinal garden.
2. Knowledge about any particular farm where different crops are cultivated.
3. Keep record of the reports of activity taken with geotag photos.
4. Assign feedback of the activity on Vmedulife.
5. Mapping of the feedback with the program outcome.

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Ms. Lineeta Raut	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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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

PARENT SOCIETY :- PROGRESSIVE EDUCATION SOCIETY

CLASS TEACHER

1. Appointment of class representative and vice class representative.
2. Orientation of the each subject of the current year.
3. Introduction of each student.
4. Creating the new what's-app group of students and parents separately.
5. Monitoring the daily attendance of students and reporting of same to the parents.
6. Reporting the % attendance and defaulters list at the end of every month to the parents.
7. Sanctioning the leaves to students and taking application for the same.
8. Maintaining the separate class teacher file for all records related to students.
9. Resolving the issues if any.
10. Collecting the certificate of special achievement of the students.
11. Arranging the parent-teacher meeting.
12. Encourage students to participate in various activities like co- curricular and extra-curricular.
13. Conduction of induction program for students and maintain its documentation.
14. Monitoring the progress of the students and communication with parents

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Wall Magazine

- 1) Plan to form the editing team:
- 2) Formation of the editing team comprising of faculty members, students and possibly alumni to maintain the standards.
- 3) Selection of articles, achievements, research, publications and other content submitted by the students and faculty, ensuring quality of the magazine.
- 4) Management of publication:
- 5) Co-ordinate with the printing vendors for timely distribution and printing of the magazine.
- 6) Prepare the budget planning for magazine without compromising the quality.
- 7) Documentation and reporting:
- 8) Prepare the annual report including the summary of magazines achievements, challenges and future plans.
- 9) Collect the feedback from readers to understand their preferences and improve future editions.
- 10) Maintain the records of all data, meetings and budget related to magazine.

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PRIVATE SCHOLARSHIP

1. Communicate the different private scholarship with students and giving information of eligibility criteria.
2. Create awareness among the students about general guidelines of the scholarship when applying to scholarship such as,
 1. Eligibility criteria
 2. Application deadline
 3. Documentation
 4. Read guidelines and follow instructions
 5. Financial need
 6. Proofread
 7. Digital submissions
3. Taking follow-up of students time to time.
4. Collection of proofs from students of any scholarship received.
5. Collect relevant documents and making of report.

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PORTFOLIO PLANNING

ACADEMIC IN CHARGE (D.PHARM)

(2024-25)

1. Assigning of workload to the faculty.
2. Preparation and distribution of Academic timetable to the faculty.
3. Registration of students and newly joined faculty on VMedulife portal.
4. Preparation and distribution of roll call list, batch wise list to the faculty.
5. Distribution of Attendance sheet to the faculty at the starting of academic year.
6. Conduction of regular follow up meeting of faculty as well as students.
7. Monitoring of syllabus coverage.
8. Taking the syllabus coverage feedback from students.

Ms. Gadakh A.S.

Dr. Mohini Upadhye
HOD

Prof. Dr. S. N. Dhole

Principal

PRINCIPAL

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PORTFOLIO PLANNER

PCI

(2024-25)

- 1) Regular Browsing of PCI website daily/ weekly /regularly for circulars/ Notices, downloading and their circulation among the staff.
- 2) Uploading institute data immediately as per joining/reliving of faculty with prior permission of Principal
- 3) Updating of Faculty profile on web portal updation : joining of new faculty , reliving of resigned faculty,
- 4) Student registration on PCI web portal after admission and as soon as link activation
- 5) Regular follow up of faculty for 100% updating of their PCI profile before the inspection
- 6) Distribution of SDF to staff, follow up the staff for filling and submission along with their original documents before 15 days of PCI inspection.
- 7) Uploading of all required information/documents and submission
- 8) Payment of fee online/DD/ Cheque as soon as PCI web portal SIF updation link is active before due date (Jun 2024-25).

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PORTFOLIO PLANNING

MAHARASHTRA STATE BOARD OF TECHNICAL EDUCATION

(2024-25)

1. Regular checking of circulars regarding academics and exams including other activities on website and discuss it with HOD and faculty.
2. Documentation related to approval of Affiliation with MSBTE.
3. Checking the circulars regarding external academic monitoring committee.
4. Admission process
5. Admission coordinator for D. Pharm. course. Conducted through Directorate of Technical Education, Mumbai.

Ms. Gadakh A.S.

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HOD

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PORTFOLIO PLANNING

COMMITTEE CO-ORDINATOR (D.PHARM)

(2024-25)

- Schedule and coordinate committee meetings.
- Prepare and distribute agendas prior to meetings.
- Take and distribute minutes of the meetings.
- Maintain accurate records of the committee's activities, decisions, and recommendations.
- Keep track of follow-up actions and ensure they are completed.
- Disseminate information to committee members.
- Assist in developing and implementing the committee's goals, plans, and initiatives.
- Coordinate events or programs that the committee undertakes.
- Ensure that the committee's activities align with the college's objectives and policies.
- Provide support and guidance to committee members.
- Facilitate member engagement and participation in committee activities.
- Prepare and present reports on the committee's activities and progress to higher authorities.
- Identify and address issues that may arise within the committee.
- Assess the effectiveness of the committee's activities and initiatives.

Ms. Gadakh A.S.

Dr. Mohini Upadhye
HOD

prof. dr. s.n. Dhole
principal
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PORTFOLIO PLANNING

MEETING REGISTER (D.PHARM)

(2024-25)

1. Preparation of minutes of each meeting conducted in college.
2. Taking the attendance of the faculty who are present to the meeting.
3. Documentation of minutes of meeting.

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PORTFOLIO PLANNING

VMEDULIFE

(2024-25)

1. Monitoring the updation in software.
2. Registration of newly admitted student.
3. Subject allotment to the faculty.
4. Registration of batches (A, B, C) of each class including first and second year D.Pharm.
5. Approval of faculty leaves.
6. Assign and collect the Faculty Feedback from students.

Ms. Gadakh . A . S .

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HOP

prof. Dr. S. N. Dhole
principal .

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PORTFOLIO PLANNING

EXAM INCHARGE

1. Plan 3 sessional and final annual examination according to MSBTE academic calendar for both the year.
2. Preparation of exam calendar in tune with academics.
3. conduction of sessional exam as well as final annual exam.
4. Distribution of all exam related formats and exam duties in faculty.
5. Time table and supervision schedule, appointment order, attendees sheet preparation.
6. Collection of checked papers, result analysis and other all required document of exam.
7. Marks entry portal, subject allotment (theory and practical) filling and checking.
8. Students marksheet distribution.
9. Provisional board certificate distribution.
10. Issue submission of data and papers.
11. Assurances of completion of marks entry in register.
12. Maintains of all exam related data like sessional assessed papers, files and documentation.

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Ms.Koli S.A. Exam In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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FACULTY DEVELOPMENT PROGRAM

1. Revision of policy when needed.
2. Communication of such policy to the faculty.
3. Maintain separate file of documentation.
4. Collection of FDP certificates, event brochure, one page report along with geo-tagged photos.
5. Taking the review of faculty registered for FDP.
6. Communication with faculty about different FDPs.
7. Maintenance all financial supported documents.
8. Making a plan for arrangement of faculty development program by college.
9. Maintain proper documentation as per format.

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Ms. Ashwini Chaudar	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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PORTFOLIO PLANNING

**MEDICINAL GARDEN
INCHARGE**

1. Prepare list and name plates of medicinal plants present in medicinal garden.
2. Take follow up of maintenance of medicinal plants.
3. Plan plantation activity.
4. Plan field visit of medicinal garden for students to understand different types of medicinal plants.
5. Maintain records of all medicinal plants and activity



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Mrs. Pratibha D. Sonawane Medicinal Garden In charge	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal





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CYBER CELL

1. Create awareness among students related to cyber frauds and hacks.
2. Arrange the lecture on cyber security awareness of expert person.
3. Collection of feedbacks and attendance along with geotagged photos.
4. Maintain file related to all documentation and activity conducted.
5. Preparation of annual report and file submission.

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PORTFOLIO PLANNING

PHARMACEUTICS LAB IN-CHARGE (D.PHARM)

(2024-25)

1. Oversee the day-to-day operations of the pharmaceuticals lab.
2. Ensure the lab is clean, organized, and well-maintained.
3. Monitor and manage the inventory of chemicals, reagents, and supplies.
4. Order new supplies and equipment as needed and ensure they are properly stored and labelled.
5. Enforce laboratory safety protocols and guidelines.
6. Conduct regular safety audits and inspections.
7. Maintenance and calibration of laboratory equipment.
8. Ensure all equipment is in good working condition and arrange for repairs or replacements as needed.
9. Keep accurate records of equipment maintenance and calibration activities.
10. Develop and implement standard operating procedures (SOPs) for lab activities.
11. Supervise and train laboratory staff, technicians, and student assistants.
12. Ensure all personnel are properly trained in laboratory procedures and safety protocols.
13. Ensure all documentation is properly filed and accessible.

Ms. Gadakh A.S.

Dr. Mohini Upadhye
HOD

Prof. Dr. S.N. Dhole

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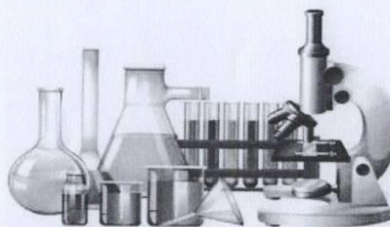
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PORTFOLIO PLANNING

**PHARMACOGNOSY
LABORATORY INCHARGE**

1. Prepare List of Instruments present in Laboratory.
2. Prepare and revise SOPs of each instrument.
3. Prepare Calibration SOPs of instruments.
4. Maintain Calibration record.
5. Take follow up of cleaning of laboratory.
6. Plan activity to prepare chart related to subject.



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Biochemistry & Clinical Pathology lab in charge

1. Manage laboratory safety , maintain records and update SOP of different instruments.
2. Maintain inventories of chemical and suppliers.
3. Maintain log book of various equipment use.
4. Update posters and displays related to subject.
5. Oversee the operations in lab to ensure that safety protocols are followed.
6. Preparation of new posters for laboratory.
7. To ensure all equipment is supplied and well maintained.
8. Create awareness among the students regarding safety measures and hazardous in laboratory.
9. Oversee the need of various chemicals and purchase of same.

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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

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

3. Data Collection and Content Review

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

4. Editorial and Design Phase

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

5. 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.

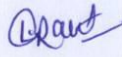
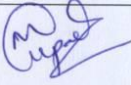

6. Finalization and Printing

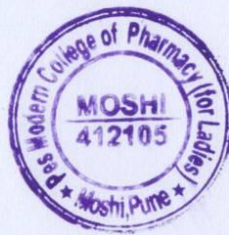
- Finalize the content and layout based on feedback and revisions.
- Collaborate with printing services for the physical copies.
- Ensure the digital version is optimized for online readership.

7. Launch Event and Celebration

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



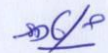
8. Awarding contributor contributors: Acknowledge outstanding contributions and best awarded with certificates.

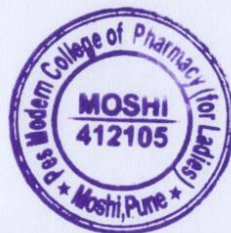
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Ms. Lineeta Raut	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole Principal



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 geotagged photos. along with
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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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 Nag 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 mentor.

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

6. Appointment and Consent of external Counselor

Providing necessary data lege inspection and communicating to the external counselor.

7. Collection of Report 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

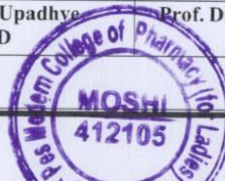
8. Preparation of Reports from the Suggestions Received from the Mentee from Students.

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

10. Preparation of Action Taken Report and its outcome

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


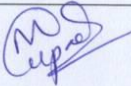

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

STAFF SECRETARY

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



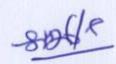
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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

NATIONAL SERVICE SCHEME (NSS CELL)

- 1) The National Service Scheme unit of the College works under the guidance of MSBTE. Consisting of 120 students from the class of FY And SY Diploma.
- 2) Constitution of NSS for Academic year 2023-24
- 3) Conduction of Two meetings per year.
- 4) Sharing and publishing NSS activities with geotagged photos on various social media platforms.
- 5) Preparation of reports of all the activities conducted.
- 6) Communication of activities to Newspaper/ Media

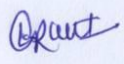

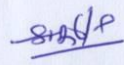
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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

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
5. Activities that can be published in newsletter -
 - Special Academic Achievements (students and Faculty)
 - Curricular and Extracurricular event details
 - NSS events
 - Faculty updates
 - Placements
6. Preparation and submission of Report and and file

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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

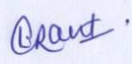
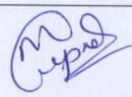
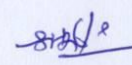
D. Instagram

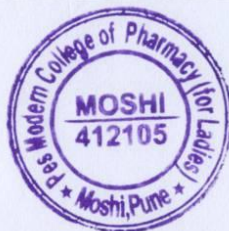
2. Upload of various College events, success stories, Commemorative days, and educational updates on various social media platforms after approval of principal.

3. Timely reminders to students and faculty about visiting and responding to the official social media platforms .

4. Communication of news for news of special events to news media of related platforms.

5. Submission of report

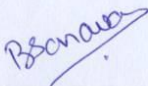

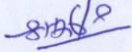
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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

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 by industrial person, academia and alumnae
5. Provide resources and guidance on how to acquire and improv 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. Drug store or pharmacy training session



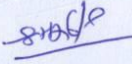
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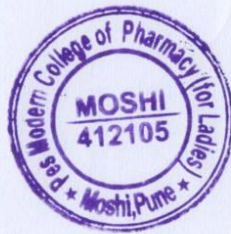


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

EVENT REGISTER

- 1) Preparation of summary
- 2) Collection of details of all events conducted by college
- 3) Collection of geotagged photos

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Ms. Shrawani Rakshe	Dr. Mohini Upadhye HOD	Prof. Dr. Shashikant Dhole 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 Diploma, 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

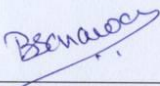

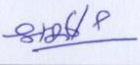
- Implement consistent communications at each touchpoint
- Develop value added programs (panels, speakers) to reach demographics.
- Provide options for alumni to connect post-event

Expand professional development programs and services

- Offer an annual series of Webinars to serve alu and life stages different career
- Identify and promote lifelong learning opportunities for alumni

Expand volunteer and leadership opportunities

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

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