



SHRI CHHATRAPATI SAMBAJI SHIKSHAN SANSTHA'S

# SITABAI THITE COLLEGE OF PHARMACY

Approved by, PCI, DTE,

Affiliated to Savitribai Phule Pune University (ID No. PU/PN/Pharma/174/2001)



**Dr. Rajendra N. Thite**

MA (Sociology, Indology),  
MBA, Ph.D.  
**President**

**Dhananjay N.Thite**

B.E.(Computer)  
**Secretary**

**Dwarkadas Baheti**

M.Pharm, Ph.D.  
**Principal**

**Late Bapusaheb Thite**

Ex. State Home Minister (Mah.)  
Ex.Member of Parliament (Baramati)  
**Founder President**

## 6.5 Internal Quality Assurance System



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**6.5.1 IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes.**



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## **6.5 INTERNAL QUALITY ASSURANCE SYSTEM**

### **6.5.1 IQAC has contributed significantly for institutionalizing the quality assurance strategies and processes.**

The Internal Quality Assurance Cell (IQAC) stands as a cornerstone in the institution's commitment to quality assurance and enhancement. It plays a pivotal role in institutionalizing robust strategies and processes that ensure a high standard of education and operations. The IQAC's contributions are multifaceted, impacting various aspects of the institution's functioning.

One of the primary functions of the IQAC is to meticulously review the teaching-learning process. This entails a thorough examination of pedagogical methods, curriculum design, and instructional materials. The IQAC collaborates closely with faculty members to assess the effectiveness of teaching strategies and identify areas for improvement. By fostering a culture of continuous reflection and refinement, the IQAC ensures that teaching practices are aligned with the institution's educational objectives and meet the evolving needs of students.

In addition to teaching and learning IQAC take regularly feedback from all stakeholders, students, teachers, alumni, industry experts related to academic, co-curricular research campus life experience, recent industry trends to improve quality education through teaching and research. IQAC ensures periodical reviews of academic performance and implementation of structured monitoring policy. By promoting best practices in administrative functions, the IQAC contributes to a well-organized and responsive institutional setup.

Crucially, the IQAC is deeply engaged in the assessment of learning outcomes. It employs a systematic approach to evaluate the attainment of knowledge, skills, and competencies by students. This involves the development and implementation of assessment tools, such as examinations, assignments, and project evaluations. The IQAC also monitors the alignment between stated learning outcomes and actual student achievements, ensuring that educational

goals are met. Through this process, the IQAC provides valuable insights that inform curriculum refinement and instructional adjustments.

The IQAC's efforts are characterized by a commitment to continuous improvement. It maintains a meticulous record of incremental advancements across various activities within the institution. This record-keeping serves as a valuable repository of progress, allowing the institution to track its journey towards enhanced quality assurance. It also facilitates evidence-based decision-making, enabling the institution to build on successes and address areas that require further attention.

Furthermore, the IQAC serves as a catalyst for fostering a culture of quality consciousness among all stakeholders. It promotes awareness and understanding of quality assurance principles and practices throughout the institution. This includes conducting workshops, training sessions, and awareness programs aimed at equipping faculty, staff, and students with the knowledge and skills needed to uphold and enhance educational quality.

In conclusion, the Internal Quality Assurance Cell (IQAC) stands as a dynamic force driving the institution's pursuit of excellence in education. Through its meticulous review of teaching and learning, operational processes, and learning outcomes, the IQAC contributes significantly to the institutionalization of quality assurance strategies. By recording incremental improvements and promoting a culture of quality consciousness, the IQAC plays a vital role in shaping a vibrant and high-performing learning environment within the institution.



  
Principal  
**PRINCIPAL**  
Sitabal Thite College of Pharmacy  
Shirur (Ghodnadi), Dist. Pune



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## 6.5.1 SUPPORTING DOCUMENTS



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## 6.5.1 SUPPORTING DOCUMENTS

Sr. No	Particulars
1.	<b>Internal Quality Assurance</b> <b>Cell (IQAC) Draft</b>
2.	<b>Sample Staff Performance</b> <b>Appraisal Format</b>
3.	<b>Sample Feedback Formats</b>



**SHRI CHHATRAPATI SAMBHAJI SHIKSHAN SANSTHA'S**  
**SITABAI THITE COLLEGE OF PHARMACY**  
**SHIRUR (GHODNADI), DIST - PUNE.**

 (02138) 222680/222688  
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Web site: - [www.stcopshirur.com](http://www.stcopshirur.com)

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### **Objectives of IQAC**

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

### **Functions of IQAC**

**A:** Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution.

**B:** Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

**C:** Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.

**D:** Dissemination of information on various quality parameters of higher education.

**E:** Organization of inter and intra institutional workshops, seminars and conferences.

**F:** Documentation of the various programmes/activities leading to quality improvement.

**G:** Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.



H: Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.

I: Development of Quality Culture in the institution.

J: Preparation of the annual report as per guidelines.

### **Mechanism of IQAC**

A: Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.

B: The relevance and quality of academic and research programmes.

C: Equitable access to and affordability of academic programmes for various sections of society.

D: Optimization and integration of modern methods of teaching and learning.

E: The credibility of evaluation procedures

F: Ensuring the adequacy, maintenance and proper allocation of support structure and services.

G: Sharing of research findings and networking with other institutions in India and abroad.



## IQAC COMMITTEE

Sr.No	Name	Committee Post	Designation
1	Prof. Dr. Dwarkadas Ganeshlal Baheti	Chairperson (Head of the Institute)	Principal
2	Mr. Dhananjay Nivrutti Thite	Member from Management	Hon. Secretary,
3	Prof. Dr. Amit Subhaschand Lunkad	Teacher	Associate Professor
4	Prof. Mrs. Pradnya Sudam Vishwe	Teacher	Assistant Professor
5	Prof. Mrs. Bhagyashri Bhausahab Talole	Teacher	Assistant Professor
6	Prof. Mr. Nishikant Chandrakant Shinde	Teacher	Assistant Professor
7	Mr. Sanjay Ramdas Kharade	Senior Administrative Officer	Member
8	Dr. Sonali Navnath Harde	Nominee from Local Society	Local Representative
9	Mr. Viki Namdev Hoge	Student representative, Second Year B. Pharm	Student nominee
10	Mr. Vinayak Narhari Jadhav	Alumni, Representative	Alumni
11	Dr. Somnath Chandrakant Sakore	Nominee from Employers/Industrialist/ Stakeholders	Industrialist
12	Mr. Ashok Haribhau Padwal	Nominee from Stakeholders	Parent Representative
13	Prof. Dr. Manoj Sudhakar Tare	Coordinator IQAC	Professor

## PERFORMANCE APPRAISAL

1.	Name	:	
2.	Designation	:	
3.	Name of the Department	:	
4.	Communication Address	:	
5.	Email / Mobile number	:	
6.	Year/s of Performance Appraisal	:	

Sr. No.	Nature of Activity	Maximum Score			
	ESSENTIAL	API Score Allotted (Max)	Calculation	Self-appraisal Score	Verified API Score
1.	Lectures, practical's, undertaken taken as percentage of lectures allocated Total No of lectures/Practicals- <b>Allocated:</b> <b>Actually taken:</b> <b>(100%=20 points, 99-90%=15 points, 89-80%=10points)</b>	20			
2.	University result of the student for the subject allocated. <b>(100%=20 points, 90-80%=15 points, 80-70%=10points)</b>	20			
3.	Preparation & Imparting of knowledge / instruction as per curriculum; syllabus enrichment by providing the additional resources to students. <b>(100%=20 points, 90-80%=15 points, 80-70%=10points)</b>	20			
4.	Use of participatory & innovative teaching-learning methodologies; updating of subject content, course improvement, etc. <b>(100%=20 points, 90-80%=15 points, 80-70%=10points)</b>	20			
5.	Examination duties (invigilation; Question paper setting, evaluation/ assessment of answer scripts) as per allotment. <b>(100%=20 points, 90-80%=15 points, 80-70%=10points)</b>	20			
<b>Total</b>		<b>100</b>			

**CATEGORY II: CO-CURRICULAR, EXTENSION AND PROFESSION DEVELOPMENT RELATED ACTIVITIES**

Sr. No.	Nature of Activity		Maximum Score			
	A) CO-CURRICULAR AND EXTENSION ACTIVITES		API Score Allotted (Max)	Calculation	Self-appraisal Score	Verified API Score
1.	Student related co-curricular, extension and field based activities (such as extension work through NSS/NCC and other channels, cultural activities, subject related events, advisement and counseling) (Each Activity: 5points)	N=	05			
2.	Contribution to Corporate life and management of the department and institution through participation in academic and administrative committees and responsibilities. (Each Activity: 5points)	N=	05			
3.	Professional Development activities (such as participation in seminars, conferences, short term, training courses, talks, lectures, membership of associations, dissemination and general articles, not covered in Category III below) (Each Activity: 2 points)	N=	05			
4.	Number of students and staff related socio-cultural and sports programmes(Intra/Inter-departmental and inter collegiate) Coordinator/convener/Chairman= 05points each (Member=02 points)	N=	05			
B) PROFESSION RELATED CONTRIBUTION						
1.	Department/Institutes responsibilities (Each activity 5 points)	N=	10			
2.	Participation in Short term training courses/curriculum development, professional development, examination reforms, institutional governance (Each activity 5 points)	N=	10			
		Total	40			

**CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS**

Sr. No.	Nature of Activity		Maximum Score			
			API Score Allotted (Max)	Calculation	Self-appraisal Score	Verified API Score
1.	Number of research papers published in International Journals (15 points each) (publisher should not be from India) Additional 15 points for the publication in Journals of Impact factor more than 1 as per corpus/SCI Index. (First author will get full points, others will get 50% points)	N=	15			
2.	Number of research papers published in National Journals (10 points each) SCOPUS/SCI Index/UGC CARE Journals: 10 each Non- SCOPUS/SCI Index/UGC CARE Journals: 05 points each. (First author will get full points, others will get 50% points)	N=	15			
3.	Number of paper presented in seminar/conferences (3points each)	N=	05			
4.	Number of Books, Book Chapters published (5 points each)	N=	05			
5.	Sponsored projects/Consultancy projects carried out/ongoing (10points each)	N=	10			
6.	Awards (National/International) (10 each)	N=	10			
		<b>Total</b>	<b>60</b>			

**API Score Evaluation (For Office Purpose)**

Sr. No	Category	API Score Allotted	API Score Verified
1	Teaching, learning and evaluation related activities.	100	
2	Co-curricular, extension and profession development related activities.	40	
3	Research and academic contributions	60	
	<b>Total</b>	<b>200</b>	

Remarks/Suggestions:

Signature  
Principal



SCSSS's SITABAI THITE COLLEGE OF PHARMACY, SHIRUR

(GHODNADI) PUNE

PARENTS FEEDBACK

Dear Sir / Madam,

Kindly give your feedback about our student on following criteria in given format;

Name of the Guardian:.....

Name of the Student:.....Class:.....

Please put a "√" mark in the appropriate column:

(5-Excellent, 4-Very good, 3-Good, 2-Satisfactory, 1-Poor)

S.No.	Parameters	5	4	3	2	1
1	General opinion regarding the College					
2	Library, Class rooms and Reading room facility					
3	Co-curricular activities					
4	Canteen Facility					
5	Laboratories and Computer Lab					
6	Personal Counselling					
7	Remedial Teaching					
8	Transportation facility					
9	Extracurricular Activities					
10	Administration					
11	Teaching Staff quality and Teaching Methods					
12	Administration of Test and Exams					
13	Discipline in Campus					
14	Overall Rating					

Any additional suggestions /Remarks: .....

.....

Date

Signature

**Details of person providing feedback**

Name:

Address:





SCSSS's SITABAI THITE COLLEGE OF PHARMACY, SHIRUR  
(GHODNADI) PUNE

ALUMINI FEEDBACK

Name of Alumni: .....

Year of Graduation: .....

**Details of Employment**

Employed since: .....

First job designation:.....

Present job Designation: .....

Organization: .....

Address: .....

Phone No./Mobile : ..... Email.....

Please put "√" mark in the appropriate column

5-Excellent, 4-Very good, 3-Good, 2-Satisfactory, 1-Poor

S.No.	Parameters	5	4	3	2	1
1	To what extent you are comfortable in the present job?					
✓ 2	To what extent your pharmacy knowledge and skills helped in your present career?					
3	To what extent your leadership qualities developed at the Institute have helped you for the execution of various tasks given to you?					
✓ 4	Do you consider yourself competent enough to take up new tasks/projects?					
5	To what extent you have contributed to social issue, health related problems and pharmacy profession?					
6	Rate your level of communication					
7	State your awareness about current scenario of drug discovery.					
8	Rate your efforts you made as a lifelong learner.					

Any additional suggestions / Remarks:

.....  
.....

Signature



**SCSSS's SITABAI THITE COLLEGE OF PHARMACY, SHIRUR**  
**(GHODNADI) PUNE**  
**EMPLOYERS FEEDBACK**

**Dear Sir / Madam,**

Kindly give your feedback about our graduate on following criteria in given format;

Name of the graduate:.....

Employed since:.....

**Please put a "√" mark in the appropriate column:**

**(5-Excellent, 4-Very good, 3-Good, 2-Satisfactory, 1-Poor)**

S.No.	Parameters	5	4	3	2	1
1	Knowledge of Pharmaceutical sciences and its application in task completion					
2	Demonstration of planning and execution of assignments in line with given deadline?					
3	Problem solving & decision making ability					
4	Handling of modern tools and instruments.					
5	Leadership qualities of our graduate students.					
6	Professionalism					
7	Ethical practices and behaviour					
8	Communication skill					
9	Sensitivity towards social issues and health.					
10	Sensitivity towards environment and sustainability.					
11	Approach of continuous learning					

Any additional comments /Remarks : .....

.....

Signature

Date and Seal

***Details of person providing feedback***

Name:

Designation:

Organization:





SCSSS's SITABAI THITE COLLEGE OF PHARMACY, SHIRUR  
(GHODNADI) PUNE

GRADUATION EXIT FEEDBACK 20 -20

Name of Student: \_\_\_\_\_

Address: \_\_\_\_\_

Mobile \_\_\_\_\_ Email \_\_\_\_\_

Please put "√" mark in the appropriate column  
5-Excellent, 4-Very good, 3-Good, 2-Satisfactory, 1-Poor

S.No.	Parameters	5	4	3	2	1
1	What is the level of your knowledge in Pharmaceutical science?					
2	To what extent your planning and management abilities are developed at the institutes?					
3	How is your problem solving ability and decision making strength?					
4	To what extent you can use modernized tools and sophisticated instrument available at the institute					
5	To what extent your leadership skills developed at the Institute have helped you for the execution of various tasks given to you?					
6	Do you consider yourself competent enough to take up new tasks/projects independently?					
7	How is your sensitivity and awareness social issue, health related problems and pharmacy profession?					
8	Rate your level of communication (Verbal/Written)					
9	To what extent your self-learning abilities or interests are developed?					
10	To what extent you have understood the ethics and code of conduct of profession					

Any additional suggestions / Remarks .....

.....

Signature