MANDATORY DISCLOSURE

Mandatory Disclosure by Institutions running AICTE approved Engineering/Technology/Pharmacy programmes to be included in their respective Information Brochure, displayed on their website and to be submitted to AICTE every year latest by 30th April together with its URL.

The following information is to be given in the Information Brochure besides being hosted on the Institution’s official Website.

“The information has been provided by the concerned institution and the onus of authenticity lies with the institution and not on AICTE.”

I. NAME OF THE INSTITUTION :

   Address including telephone, Fax, e-mail.

   Sinhgad Technical Education Society’s

   SINHGAD INSTITUTE OF PHARMACY

   Off Westerly Bypass, Mumbai-Pune Expressway, Narhe, Pune – 411 041.

   Telefax : 91-020-24391051 (O), 24358849 ( R)

   Email : principal.siop@sinhgad.edu, drkngujar@indiatimes.com, Website : www.sinhgad.edu

II. NAME & ADDRESS OF THE DIRECTOR / PRINCIPAL

   Address including telephone, Fax, e-mail.

   Dr. K.N. Gujar – Principal

   Principal’s Quarters, South block I, Sinhgad Technical Education Society

   Vadgaon Campus, Pune – 411041.

   Tele : 020-2435884, 24355884, 24353527, 4352723, 24355038

   (Ext : 289)

III. NAME OF THE AFFILIATING UNIVERSITY

   University of Pune, Ganeshkhind Road, Pune – 411 007.
### IV. GOVERNANCE

#### Members of the Board and their brief background

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Name</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Prof. M.N. Navale,</td>
<td>President</td>
</tr>
<tr>
<td>2</td>
<td>Dr. Mrs. Sunanda M. Navale</td>
<td>Secretary</td>
</tr>
<tr>
<td>3</td>
<td>Mr. G.K. Shahani</td>
<td>Director(Project)</td>
</tr>
<tr>
<td>4</td>
<td>Mr. R.R. Kulkarni</td>
<td>Director(Admin)</td>
</tr>
<tr>
<td>5</td>
<td>Brig. Prakash Mehra</td>
<td>CEO, Narhe Campus</td>
</tr>
<tr>
<td>6</td>
<td>Mr. A.M. Bendre</td>
<td>Director (Finance)</td>
</tr>
<tr>
<td>7</td>
<td>AICTE regional Officer</td>
<td>(WRC-MS)</td>
</tr>
<tr>
<td>8</td>
<td>Dr. A.S. Mandale</td>
<td>Expert from Industry</td>
</tr>
<tr>
<td>9</td>
<td>Director of Tech. Edu. M.S</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Mr. D.R. Kate</td>
<td>Expert from Industry</td>
</tr>
<tr>
<td>11</td>
<td>Dr. K.N. Gujar</td>
<td>Principal</td>
</tr>
</tbody>
</table>

#### Members of Academic Advisory Body (Local Managing Committee)
(Constituted as per Maharashtra University Act – 1994 U/S – 85)

1. Prof. M. N. Navale, Founder President, S.T.E. Society - Chairman
2. Dr. Mrs. Sunanda M. Navale, Secretary, S.T.E. Society - Member
3. Mr. G. K. Shahani, Director (Project), S.T.E. Society - Member
4. Brig. Prakash Mehra, STES, Nominee - Member
5. Mr. A.M. Bendre, STES, Nominee - Member
6. Mr. P. B. Miniyar, Representative Teaching faculty - Member
7. Mr. U. S. Bagul, Representative Teaching faculty - Member
Frequency of the Board Meetings and Academic Advisory Body
- Sub Committees Meeting --- Twice a year
- Local Managing Committee Meeting – Twice a year
- Governing Body Meeting – Twice a year

Organizational chart and processes
Organizational Structure & Chart for day-to-day operation and Management
Role and Responsibilities of Key Senior Positions

HOD-I/II/III/IV/V

Professor /Asst Professor/ Lecturer

Lab. Staff Administrative / Office Staff / Accounts Staff

Class IV / Supporting Staff
<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Name of the Authority</th>
<th>Role</th>
<th>Responsibility</th>
</tr>
</thead>
</table>
| 1     | Chief Managing Trustee Managing Council. And Registrar | • Futuristic Role  
• Agenda Creation (Macro planning)  
• Sensing the need of expansion and diversification  
• Network Development for Agenda Achievement  
• Motivating/ Inspiring to overcome barrier by providing resources. | • Establishing Direction  
• Develop future  
• Vision  
• Strategies to achieve the vision  
• Aligning People  
• Communicate Direction by words/ deeds  
• Coalition /teams that accept vision  
• Creating New products (Institute) services  
• Preparing Master Budget and control speeding the development staffing |
| 2     | CEOs/ Directors Monitoring and Developing | 1)Micro planning controlling deviations  
2) Watching the schedule of functioning | • Develop detailed steps for results / improvements / development  
• Monitor optimum utilization of Resources  
• Monitor implementations of planned development  
• Monitoring delegated authorities & structure  
• Monitoring polices and procedures and results  
• Extend guidance and better methods/ systems. |
| 3     | Principal | 1. Develop and sustain growth / improvement  
2. Trust worthiness with stakeholders  
3. Implementation of plans in time  
4. Budgeting  
3. Facilitating resources  
4. Statutory compliance bodies  
5. Linkage building with funding agencies and industries  
6. Providing super ordination | • Effectiveness and efficiency of the institute for building and improving of the quality of education and research.  
• Fund generation from external systems  
• Creating feeling among the members of the team that each one is working for a common goal |
The focal point of our educational institute is “student” therefore all the activities are directed towards all round development of students, further every activity is evaluated through suitable mechanism which will express the result in term of curricular and academic development of students on professional horizon. STES is an organization engaged in ‘Human Processing’ catering the need of professional education by academic development and training through academicians, professionals of competence and repute. Thus the involvement of faculty members at each and every faculty members at each and every step is imperial and indispensable.

I) Student Representatives & Complimentary Teacher Incharge :

1) Sports Representative
2) Cultural Representative
3) Magazine Representative
4) Ladies Representative
5) Library Representative
6) Class Representative
7) Hostel students Representative
8) College Amenities Representative

The respective students Incharge and complimentary teacher establish rapport with students through formal meeting and informal talk, on the basis of which the type of facilities and periodicity/schedule is defined which in term gets included in the annual calendar.

II) SUB COMMITTEE :

Building/staff/finance/purchase committees have been established each committee has one teaching representative with principal as member secretary and few experts from middle management under the chairmanship of President STE Society. The meetings are arranged twice year with its minutes and action taken report are recorded.

III) Guardian Teacher :

Each teacher is allotted about 10 students to collect feedback from students and extend suitable support through 1:1 interaction.

IV) Students Counseling : Communication skill, language, group discussion, writing skill, technical writing, current concepts in academics and social items and value added modules which are implemented for the students through the internal and external faculties and experts.
V) Faculty Meeting:

The faculty meetings are conducted at least twice a month. Every activity has to pass through conceptual, planning, implementation and improvement stage. At each of the stages teachers play pivotal role for fruitful results.

🌱 Mechanism/Norms & Procedure for democratic/good Governance

Philosophy of Governance:

Though Colleges and Labs have been traditionally called institutions, they have been administered through essentially as organization. Sinhgad Technical Education Society is also on educational organization catering the needs for the development of its institutions. All these institutions are engaged in ‘human processing’ the focal point of governance is ‘the Student.

The philosophy of Sinhgad Technical Education Society has been providing active participation and involvement of Staff concerned in formulating strategies, polices and reviewing the performance of the institute. The hierarchy is complimentary rather than competitive.

Board Of Governors:

As an organization the Society is committed to the accomplishment of the goal to develop excellence in the technical and higher education ensuring highest quality of faculty, resources and infrastructure reinforced with innovations and research on the latest development in education and technologies. Therefore the Board of Governors of the Society is a fine blend of Educationists Visionaries, Academicians, Researchers, Technocrats Scientists and Educational Administrators. There are four distinct bodies Four the governance of the institute.

1) STE Soc Board of Trustees / Managing Committee.

   President [(Chief Managing Trustee), Secretary ( Jt Chief Managing Trustee,) Jt Secretary and Members]

2) Appointed Registers / CEO/ Directors:

   The Society has appointed a Registrar for the Society, Chief Executive officer for each campus, and a battery of Directors in each of functional areas as Director (Project), Director (Administration), Director (Technical Education), Director (Health Sciences) Director (Pharmaceutical Sciences)

3) Governing Council:

   It is constituted as per the norms of AICTE. It works under the Chairmanship of the President of STE Society; having appropriate representation from the statutory bodies affiliating body, industrialists and academicians of high repute. The council has four Sub committees
namely Finance, Building, Selection and Purchase (Equipment) Committees each committee includes minimum one representative from the faculties / HOD. The Principal of the institute works as Member Secretary for the sub committees and Governing Council.

4) Local Managing Committee:
It is constituted under the provisions of Maharashtra University Act 1994 (U/s 85) consisting of 11 members among the members due representation is given to the teaching and non-teaching staff members.

❖ Student Feedback on Institutional Governance/faculty

Every year a feedback on Institutional Governance/faculty performance is taken from the students and accordingly the required actions for up gradations/changes in any are implemented.

❖ Grievance redressed mechanism for faculty, staff and students

STE Society has democratic set up abide by all the rules, regulations, laws related to educational institutions. Maharashtra University Act 1994, AICTE Act, UGC Act are the few to mention which are strictly followed alongwith provisions of various laws concerned with employment & employees welfare as well.

STE society has three tier governance namely top management, middle management & college management. Any grievance of an employee can be addressed directly to the top management (viz President/secretary of the society) It can be sent through proper channel even can be directly submitted without prejudice to the Chief Managing Trustee who has been accessible to all the employees of Society. However, Local Managing Committee & Governing Council of the college are the regular platforms for addressing issues related to employees welfare including promotions, increments, leaves & other benefits. The basic element of natural justice namely patient hearing, enquiry & decision to overcome the grievance. Thus a very fare justice is extended to every individual employee at what's ever capacity be might have employed in any of the constituent colleges of the society.
Similar policy is also adopted for any complaint from the students to avoid delay in the process as STE society believes in the fact: “Justice delayed is justice denied”

It is needless to say, every grievance, complaints, suggestions are well recorded, documented at various levels as applicable

V. PROGRAMMES

- Name of the Programmes approved by the AICTE – **B.Pharm**
- Name of the Programmes accredited by the AICTE – **N.A**
- For each Programme the following details are to be given:
  - Name - **B.Pharm**
  - Number of seats - **60**
  - Duration – **4 years**
  - Cut off mark/rank for admission during the last three years
    2005 – 06 : Open – 127, SC - 76
    2006 – 07 : Open – 132, SC – 88
    2007 – 08: Open - 86 , SC – 92
    2008 – 09 : Admission in Progress
  - Fee –**Rs. 60074.00**
  - Placement Facilities – **N.A.**
  - Campus placement in last three years with minimum salary, maximum salary and average salary – **N.A**
- Name and duration of programme(s) having affiliation/collaboration with Foreign University(s)/Institution(s) and being run in the same Campus along with status of their AICTE approval. If there is foreign collaboration, give the following details: **N.A**
  - Details of the Foreign Institution/University: **N.A.**
    - Name of the University/Institution - **N.A.**
    - Address - **N.A.**
    - Website - **N.A.**
    - Is the Institution/University Accredited in its Home Country - **N.A.**
    - Ranking of the Institution/University in the Home Country - **N.A.**
    - Whether the degree offered is equivalent to an Indian Degree?
      If yes, the name of the agency which has approved equivalence. If no, implications for students in terms of pursuit of higher studies in India and abroad and job both within and outside the country. - **N.A.**
    - Nature of Collaboration - **N.A.**
    - Conditions of Collaboration - **N.A.**
    - Complete details of payment a student has to make to get the full benefit of collaboration. - **N.A.**
- For each Collaborative/affiliated Programme give the following : **N.A**
  - Programme Focus
  - Number of seats
  - Admission Procedure
- Fee
- Placement Facility
- Placement Records for last three years with minimum salary, maximum salary and average salary

Whether the Collaborative Programme is approved by AICTE? If not whether the Domestic/Foreign Institution has applied to AICTE for approval as required under notification no. 37-3/Legal/2005 dated 16th May, 2005 \textbf{N.A}

### VI. FACULTY

Branch wise list faculty members:

<table>
<thead>
<tr>
<th>Branch</th>
<th>Name</th>
<th>Qualification</th>
<th>Present Designation</th>
<th>Teaching Exp. in yrs.</th>
<th>Industrial Exp.in yrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pharmaceutics</td>
<td>Dr. K.N. Gujar</td>
<td>M.Pharm., Ph.D. (Pharmaceutics)</td>
<td>Principal &amp; Professor</td>
<td>27</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Mr. U. S. Bagul</td>
<td>M.Pharm (Pharmaceutics)</td>
<td>Asst. Prof. (Pharmaceutics)</td>
<td>10</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Mrs. Sanjeevani Aphale</td>
<td>M.Pharm (Pharmaceutics)</td>
<td>Asst. Prof. (Pharmaceutics)</td>
<td>03</td>
<td>07</td>
</tr>
<tr>
<td></td>
<td>Mrs. Shalaka P. Dhat</td>
<td>M.Pharm (Pharmaceutics)</td>
<td>Asst. Prof. (Pharmaceutics)</td>
<td>08</td>
<td>0.5</td>
</tr>
<tr>
<td></td>
<td>Ms. Swapnina Vanshiv</td>
<td>M.Pharm (Pharmaceutics)</td>
<td>Lecturer (Pharmaceutics)</td>
<td>01</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>Dr Suhasini Bhatnagar</td>
<td>M. Sc. Ph. D.</td>
<td>Sr. Lecturer (Microbiology)</td>
<td>08</td>
<td>-</td>
</tr>
<tr>
<td>Pharmaceutical chemistry</td>
<td>Mr. P. B. Miniyar</td>
<td>M.Pharm (Pharm. Chem.)</td>
<td>Asst. Prof. (Pharm. Chem.)</td>
<td>09</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>Mr. Ghansham Srivastava</td>
<td>M.Pharm (Pharm. Chem.)</td>
<td>Sr. Lecturer (Pharm. Chem.)</td>
<td>04</td>
<td>01</td>
</tr>
<tr>
<td></td>
<td>Mr. A.P. Sherje</td>
<td>M.Pharm (Q.A.)</td>
<td>Lecturer (Pharm. Chem.)</td>
<td>03</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Mr. S. M Sardar</td>
<td>M.Pharm (Pharm. Chem.)</td>
<td>Lecturer (Pharm. Chem.)</td>
<td>02</td>
<td>--</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Qualification</td>
<td>Position</td>
<td>No.</td>
<td>Department</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------</td>
<td>---------------</td>
<td>------------------------------</td>
<td>-----</td>
<td>------------</td>
</tr>
<tr>
<td>Pharmacology</td>
<td>Ms. Jyoti Ghogare M.Pharm</td>
<td>Pharm. Chem.</td>
<td>Lecturer (Pharm. Chem.)</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mrs. Deepmala S. Patil M.Pharm</td>
<td>Pharm. Chem.</td>
<td>Lecturer (Pharm. Chem.)</td>
<td>--</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Mr. M.K. Aswar M.Pharm</td>
<td>Pharmacology</td>
<td>Asst. Prof (Pharmacology)</td>
<td>10</td>
<td></td>
</tr>
<tr>
<td>Pharmacology</td>
<td>Mr. B. U. Salve M.Pharm</td>
<td>Pharmacology</td>
<td>Lecturer (Pharmacology)</td>
<td>01</td>
<td></td>
</tr>
<tr>
<td>Pharmacology</td>
<td>Mr. Anurag Maheshwari M.Pharm</td>
<td>Pharmacology</td>
<td>Lecturer (Pharmacology)</td>
<td>01</td>
<td>01</td>
</tr>
<tr>
<td>Pharmacognosy</td>
<td>Mr. A.A. Bidkar M.Pharm</td>
<td>Pharmacognosy</td>
<td>Asst Prof. (Pharmacognosy)</td>
<td>06</td>
<td>05</td>
</tr>
<tr>
<td>Pharmacognosy</td>
<td>Mrs. Deepa N. Sanghai M.Pharm</td>
<td>Pharmacognosy</td>
<td>Lecturer (Pharmacognosy)</td>
<td>--</td>
<td></td>
</tr>
</tbody>
</table>

- Permanent Faculty (Full Time): **16**
- Visiting Faculty: **02**
- Adjunct Faculty: Pool of Pharma Teachers available from STE Society
- Guest Faculty: As per requirement of Topic
- *Permanent Faculty: Student Ratio: **1:15**

- Number of faculty employed and left during the last three years **N.A**

* Full Time
VII. PROFILE OF DIRECTOR/PRINCIPAL WITH QUALIFICATIONS, TOTAL EXPERIENCE, AGE AND DURATION OF EMPLOYMENT AT THE INSTITUTE CONCERNED-

(Refer Annexure –1)

For each Faculty give a page covering

1. Name : Dr. Kishor N. Gujar
2. Date of Birth: 14/07/1956
3. Educational Qualification: M. Pharm, Ph.D.
4. Work Experience
   - Teaching - 27
   - Research - 20
   - Industry - --
   - Others - --
5. Area of Specializations: Pharmaceutics
6. Subjects teaching at
   Under Graduate Level: Pharmaceutics
   Post Graduate Level : Pharmaceutics
7. Research guidance - 27
   No. of papers published in
   Masters's - 24 National Journals
   Ph.D. - 07 International Journals
   - 50 Conferences
8. Projects Carried out 02
9. Patents --
10. Technology Transfer --
11. Research Publications 31
12. No. of Books published with details: 03

VIII. FEE

Details of fee, as approved by State fee Committee, for the Institution.
- Rs.75,093/-

- Time schedule for payment of fee for the entire programme. - Yearly
- No. of Fee waivers granted with amount and name of students. Nil
- Number of scholarship offered by the institute, duration and amount Nil
- Criteria for fee waivers/scholarship.- N.A
- Estimated cost of boarding and Lodging in Hostels. – Rs. 40,350/- Per annum

IX. ADMISSION

- Number of seats sanctioned with the year of approval. – 60 Intake (2008-09)
- Number of students admitted under various categories each year in the last three years.

• Number of Students admitted under various categories during last three years
<table>
<thead>
<tr>
<th>Year</th>
<th>SC</th>
<th>ST</th>
<th>VJ</th>
<th>NT1</th>
<th>NT2</th>
<th>NT3</th>
<th>OBC</th>
<th>SBC</th>
<th>OPEN</th>
<th>TOTAL</th>
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<tbody>
<tr>
<td>2005-06</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>0</td>
<td>11</td>
<td>1</td>
<td>22</td>
<td>40</td>
</tr>
<tr>
<td>2006-07</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>54</td>
<td>55</td>
</tr>
<tr>
<td>2007-08</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>11</td>
<td>0</td>
<td>44</td>
<td>59</td>
</tr>
</tbody>
</table>

Number of applications received during last two years for admission under Management Quota and number admitted.

**Number of applications received during last 2 years and number admitted for Management Quota.**

<table>
<thead>
<tr>
<th>Year</th>
<th>Number of forms received</th>
<th>Number admitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-06</td>
<td>14</td>
<td>12</td>
</tr>
<tr>
<td>2006-07</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td>2007-08</td>
<td>14</td>
<td>12</td>
</tr>
</tbody>
</table>

X. ADMISSION PROCEDURE

- Mention the admission test being followed, name and address of the Test Agency and its URL (website).
  - MHT-CET, Director, Tech. Education, Mumbai, M.S
  - [www.dte.org.in](http://www.dte.org.in)

- Number of seats allotted to different Test Qualified candidates separately [AIEEE/CET (State conducted test/University tests)/Association conducted test]

- Calendar for admission against management/vacant seats:

  (Admission Process by Competent Authority M.S. is in progress for Academic year 2008-09), Date of Advertisement for seats against Vacancy: 22/06/08 as per the guidelines of competent authority,
Maharashtra state (2A/ADM/notification/2008/2199), dated 16/08/2008),

(Refer Enclosure - II)

- Last date for request for applications : 03/09/2008
- Last date for submission of application : 03/09/2008
- Dates for announcing final results. : 14/09/2008

- Release of admission list (main list and waiting list should be announced on the same day)
- Date for acceptance by the candidate (time given should in no case be less than 15 days)
- Last date for closing of admission.: 15/09/2008
- Starting of the Academic session. : 20/08/2008
- The waiting list should be activated only on the expiry of date of main list.
- The policy of refund of the fee, in case of withdrawal, should be clearly notified.

XI. CRITERIA AND WEIGHTAGES FOR ADMISSION

- Describe each criteria with its respective weight ages i.e. Admission Test, marks in qualifying examination etc. MHT/CET Score /PCB /PCM Marks
- Mention the minimum level of acceptance, if any. 50% PCB/PCM at XII std.
- Mention the cut-off levels of percentage & percentile scores of the candidates in the admission test for the last three years.

1. Enclosed Merit List 2007-08

2. Admission Process by Competent Authority M.S. is in progress for academic year 2008-09

- Display marks scored in Test etc. and in aggregate for all candidates who were admitted.

Item No I - XI must be given in information brochure and must be hosted as fixed content in the website of the Institution.

The Website must be dynamically updated with regard to XII–XV.

XII. APPLICATION FORM

- Downloadable application form, with online submission possibilities.
  Available online - www.sinhgad.edu
XIII. LIST OF APPLICANTS
   - List of candidates whose applications have been received along with percentile/percentage score for each of the qualifying examination in separate categories for open seats. List of candidates who have applied along with percentage and percentile score for Management quota seats.

2. Admission Process by Competent Authority M.S. is in progress for academic year 2008-09.

XIV. RESULTS OF ADMISSION UNDER MANAGEMENT SEATS/VACANT SEATS
   - Composition of selection team for admission under Management Quota with the brief profiles of members (This information be made available in the public domain after the admission process is over) (Admission rules enclosed)
   - Score of the individual candidates admitted arranged in order of merit.
   - List of candidates who have been offered admission.
   - Waiting list of the candidates in order of merit to be operative from the last date of joining of the first list candidates.
   - List of the candidates who joined within the date, vacancy position in each category before operation of waiting list. (Merit List enclosed)
   1. Merit List - 2007-08 (Refer Annexure – 2)

2. Admission Process by Competent Authority M.S. is in progress for academic year 2008-09

XV. INFORMATION ON INFRASTRUCTURE AND OTHER RESOURCES AVAILABLE
LIBRARY:
   ➢ Number of Library books/Titles/Journals available:
     No. of Books: 4518
     No. of Titles: 1023
     No. of Journals: National (20) +International (5)
     No. of Periodicals: 10
   ➢ List of online National/International Journals subscribed.
   ➢ E-Library facilities - Yes

LABORATORY: (REFER ANNEXURE – 3)
   For each Laboratory
   ➢ List of Major Equipment/Facilities
   ➢ List of Experimental Setup
**Procurement from March 2006 onward**

**COMPUTING FACILITIES:**

- Number and Configuration of Systems: P-4, 45
- Total number of systems connected by LAN: 30
- Total number of systems connected to WAN: 30
- Internet bandwidth: 2Mbps
- Major software packages available: MS Office, ACD Labware, Antivirus, Coral, Tally etc
- Special purpose facilities available: Nil

**WORKSHOP: (DETAILS ENCLOSED)**

- List of facilities available.
- Games and Sports Facilities
  - Extra Curriculum Activities
- Soft Skill Development Facilities
  - Number of Classrooms and size of each
  - Number of Tutorial rooms and size of each
  - Number of laboratories and size of each
  - Number of drawing halls and size of each
  - Number of Computer Centers with capacity of each
  - Central Examination Facility, Number of rooms and capacity of each.

  Teaching Learning process

- Curricula and syllabi for each of the programmes as approved by the University.
  (Refer Enclosure – IV A)
- Academic Calendar of the University
- Academic Time Table
- Teaching Load of each Faculty
- Internal Continuous Evaluation System and place
- Students’ assessment of Faculty, System in place.
### Internal Continuous Evaluation system in place

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Content/ Name of subject</th>
<th>Marks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Student</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Internal Sessional Examination (20 marks Each)</td>
<td></td>
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<tr>
<td></td>
<td>I Sessional</td>
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<tr>
<td></td>
<td>II Sessional</td>
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</tr>
<tr>
<td></td>
<td>III Sessional</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Assignment given to students’ grades</td>
<td></td>
</tr>
<tr>
<td></td>
<td>a) Assignment Completion</td>
<td></td>
</tr>
<tr>
<td></td>
<td>b) Content of assignment</td>
<td></td>
</tr>
<tr>
<td></td>
<td>c) Presentation</td>
<td></td>
</tr>
<tr>
<td></td>
<td>d) Knowledge gain about the content</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Conduct of student</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Body language of the student</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Eagerness to ask the questions</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Involvement in extra curricular activity/ Sport events</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Preliminary Examination</td>
<td></td>
</tr>
</tbody>
</table>

**Students' Assessment of faculty, System in place**

Name of the Teacher : Subject Taught :

Year : Class :

<table>
<thead>
<tr>
<th>Sr. No</th>
<th>Content/ Name of subject</th>
<th>Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Name of Teacher</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Ratio of total no of lectures conducted vis-à-vis no. of lectures scheduled</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Content of delivery</td>
<td></td>
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</tr>
<tr>
<td>3.1</td>
<td>Clarity of voice</td>
<td></td>
</tr>
<tr>
<td>3.2</td>
<td>Effective Communication</td>
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</tr>
<tr>
<td>3.3</td>
<td>Coordination with other subjects</td>
<td></td>
</tr>
<tr>
<td>3.4</td>
<td>Body Language</td>
<td></td>
</tr>
<tr>
<td>3.5</td>
<td>Punctuality</td>
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</tr>
<tr>
<td>3.6</td>
<td>Extra Notes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Eagerness to answer the question</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Involvement with the students</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Accessibility</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Student Counseling</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Impact on Class &amp; Discipline</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Dictation (Data required in %)</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Practical Assistance in laboratories</td>
<td></td>
</tr>
</tbody>
</table>

**Grades:** A : Excellent, B : Good, C : Average

For each Post Graduate Programme give the following: **NA**

i. Title of the Programme
ii. Curricula and Syllabi
iii. Faculty Profile

<table>
<thead>
<tr>
<th>SR. NO.</th>
<th>Name</th>
<th>Designation</th>
<th>Subject Teaching</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>
1. Brief profile of each faculty.
2. Laboratory facilities exclusive to the PG Programme
3. Software, all design tools in case
4. Academic Calendar and frame work
5. Research focus

Special Purpose

- Industry Linkage
- Publications (if any) out of research in last three years out of masters projects
- Placement status
- Admission procedure
- Fee Structure
- Hostel Facilities
- Contact address of co-ordinator of the PG programme

Name:
Address:
Telephone:
E-mail:

NOTE: Suppression and/or misrepresentation of information would attract appropriate penal action.

ANNEXURE1
ANNEXURE 2
ANNEXURE 3