



Rajarshi Shahu
College of Pharmacy

Journey Towards Academic Excellence

RSCP: Academic Procedure Manual



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ACAD / B	List of Documents	
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Document No.	Title	Rev. No.	Date	Master Copy Holder	Controlled Copy Holder
--	Academics Procedure manual	01	22-06-2020	QMS-Coordinator	Principal, All HOD and PDF copy to all teaching faculty
--	Syllabus	--	--	Library	All Faculty
ACAD-D-01	Preventive maintenance schedule	01	22-06-2020	Lab. Asst.	--
--	Course file	--	--	Individual Teacher	--
ACAD-D-02	List of Work Instructions	01	22-06-2020	Lab In-charge	--



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ACAD / C	List of Records
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Record No.	Title	Rev. No.	Storage Media	Retention Period	Disposal Method
QMS-R-1	Quality Objective Status	01	File – 1	3 Years	Shred
QMS-R-02	Corrective Action Report	01	File – 1	3 Years	Shred
ACAD/R/01	Academic Calendar	01	File – 1	3 Years	Shred
ACAD/R/02	Master Time Table	01	File – 1	3 Years	Shred
ACAD/R/03	Load Distribution	01	File – 1	3 Years	Shred
ACAD/R/04	Timetable – Classroom & Laboratory	01	File – 1	3 Years	Shred
ACAD/R/05	Teaching (Theory & Practical) Plan	01	File – 1	3 Years	Shred
ACAD/R/06	Attendance Sheet	01	Reg. - 1	3 Years	Shred
ACAD/R/07	Attendance Summary	01	File – 2	3 Years	Shred
ACAD/R/08	Detention List	01	File – 2	3 Years	Shred
ACAD/R/09	Exam Timetable	01	File – 4	3 Years	Shred
ACAD/R/10	Mark List	01	File – 4	3 Years	Shred
ACAD/R/11	Average Mark List	01	File – 4	3 Years	Shred
ACAD/R/12	Student Progress Report	01	Forwarded to Parents through student's section		
ACAD/R/13	Student Feedback Form	01	File – 5	3 Years	Shred
ACAD/R/14	Fire Extinguisher Inspection Record	01	File – 6	3 Years	Shred
LAB/R/01	Maintenance Record	01	Lab Reg. – 1	3 Years	Shred
LAB/R/02	Dead Stock Register	01	Lab Reg. – 2	3 Years	Shred
LAB/R/03	List of Monitoring & Measuring Equipment	01	File – 3	1 Year	Shred
LAB/R/04	Equipment Verification Report	01	File – 3	1 Year	Shred
LAB/R/05	Consumable Register	01	Reg. – 3	1 Year	Shred



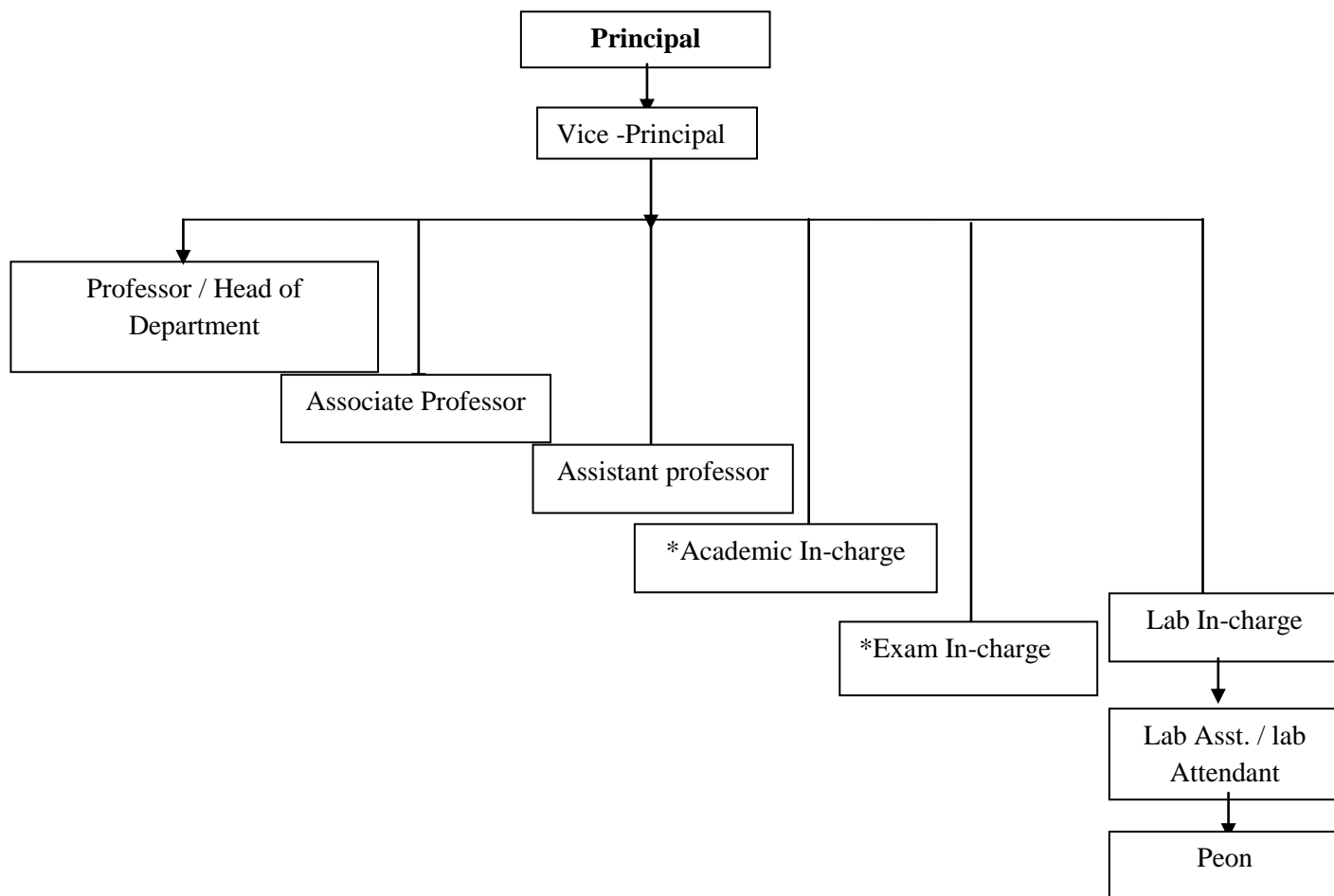
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ACAD / D	Staff Position	
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* **Note:** - Any Faculty can be appointed as Academic In-charge or Exam In-charge



ACAD / E	Duties, Responsibilities and Authorities	
ACAD / E	Duties, Responsibilities and Authorities	
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Duties and Responsibilities of HOD

1. To monitor the working of department
2. To decide the annual requirement of Lab equipments, books, stationery & consumable
3. To monitor the achievement of quality objectives
4. To decide the policies of the Dept. and get the approval from concerned authorities
5. To provide necessary resources to implement and maintain QMS.

Authorities

1. To take action on student, faculty problem
2. To recommend the purchase requirement
3. To recommend the requirement of staff selection (Teaching / Non Teaching)
4. To approve journals and project work.

Duties and Responsibilities of Professor and Associate Professor:

1. To prepare plan for the topic wise teaching activity and update on Vmedulife portal
2. To participate in policy planning, monitoring and evaluation at departmental and institutional level
3. To develop and make use of new teaching methodology & facilities
4. To complete the teaching program within the specified time
5. To evaluate the answer sheet
6. To guide the students in project work
7. To guide the lecturers in teaching process
8. Any other duties assigned by the higher authority time to time.

Authorities

1. To take actions on defaulter student(s) in discussion with Principal
2. To suggest changes in teaching & QMS process.

Duties and Responsibilities of Assistant Professor:

1. To prepare plan for the topic wise teaching activity
2. To complete the teaching program and laboratory sessions within the specified time
3. To update all the data on Vmedulife portal relevant to the academic activities
4. To evaluate the answer sheet
5. To develop resource material and laboratory development
6. To submit periodically attendance report to HOD and Academic In-charge
7. To interact with and counsel the students
8. To take actions on defaulter student(s) in discussion with HOD and Principal
9. To suggest changes in teaching and QMS process
10. Any other duties assigned by the higher authority time to time.

Authorities

1. To take actions on defaulter student(s) in discussion with Principal
2. To suggest changes in teaching and QMS process.





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ACAD / E	Duties, Responsibilities and Authorities	
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Duties and Responsibilities of Academic In-charge:-

1. To carry out academic planning and preparation of academic calendar and time-table
2. To distribute the workload among the teaching Staff
3. To monitor the regular classes and practical
4. To monitor the Vmedulife utilization by the teaching faculties
5. To take the online feedback of the students related to academic courses
6. To analyze the feedback and discuss with IQAC Coordinator and Principal
7. To communicate the academic course feedback to the faculty
8. To insure compliance of teaching plan
9. To communicate the defaulter students to parents via mentors

Authorities

1. To recommend action in case of nonconformity related to teaching activity
2. To take actions on the feedback received from the students
3. To suggest changes in teaching & QMS process.

Duties and Responsibilities of Exam In-charge:-

1. To plan internal Examination as per the Academic Calendar
2. To communicate time-table to faculty and students
3. To insure smooth conduct of Internal Examination
4. To prepare result analysis of internal and external exams and communicate the same to IQAC Dept. and Principal
5. To maintain records of Internal and External Examination.

Authorities

1. To decide schedule for Internal Examination in discussion with the Principal
2. To select staff members for examination duties
3. To suggest changes in teaching & QMS process.

Duties and Responsibilities of Lab. Asst.:

1. To prepare the lab before the session
2. To rectify the problem with the help from external agency or maintenance department
3. To ensure proper maintenance of laboratory equipment
4. To maintain the 'Dead Stock Register'
5. To assist lab I/C and subject I/C for smooth function of laboratory
6. To arrange & set the instruments/chemicals before start of practical session
7. To issue glass wares and apparatus in practical session.
8. To maintain attendance of student for Practical
9. Any other duties assigned by the higher authority time to time

Authorities:

1. To suggest the changes in QMS
2. To recommend the Lab. requirements.

Responsibilities and authorities of Store I/C:

1. To monitor Central Store activities
2. To check and approve the indent regularly

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3. To verify purchase order and forward to the Principal for final approval
4. To verify stock registers, storage of materials and over activities of Central Store (Monthly)
5. To take suitable measures for training and awareness of store keeper

Duties and Responsibilities of Store Keeper:

1. To receive indent from Lab. Assistants
2. To issue requirements to Lab. Assistants against indent
3. To receive requirements from Lab. Assistants and to prepare list of materials to be procured
4. To identify suitable suppliers
5. To prepare and get approved the purchase order from Store I/C and Principal
6. To receive materials from suppliers, to check for quantity and quality physically
7. To update and maintain stock register (both consumable and dead stock)
8. To take special precaution for storage of inflammable chemicals
9. To fulfill the regulatory compliance for some restricted materials

Duties of Peon:

1. Opening & closing of department
2. Cleaning and sweeping the department/Lab/Classroom/Office
3. Help during the examination
4. Cleaning of instruments
5. Cleaning and sweeping of the lab after completion of every practical session
6. To circulate notice(s) & other documents given by higher authority (Teaching / Non Teaching)
7. To display & remove the notice from notice board
8. Any other duties assigned by the higher authority time to time.





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ACAD / F	Quality Objective
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Decide the targets for the Objectives	Principal & HOD	--
2.	Collect the data; compare it against the set target	HOD	Quality Objective Status
3.	In case of non-achievement, analyze the failure and initiate necessary corrective actions	HOD	Corrective Action.
4.	Present the data and actions initiated (if any) related to Quality Objectives in the IQAC meeting	HOD	Minutes of IQAC meeting

Sr. No.	Objective	Indicator	Method	Responsibility
1.	To maintain the results of final year students above 90 %	%	University Examination Results	Faculty
2.	To improve overall development of student through extracurricular activities	% of event	Ratio of no. of events completed to no. of events planned	Principal
3.	Improve student satisfaction	Rating	Obtain student feedback once in a semester	Faculty



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ACAD / PR / 01	Academic Year Planning	
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Input	University Circular, Number of Working Days in a semester, Curricular, Co-curricular and Extracurricular activities.
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Plan Academic year considering: a) Curricular Activities such as Lectures, Practical, Seminars and Projects b) Industrial Visits c) Co-curricular activities such as Paper presentation, Guest lecture, Debate, Technical discussion, Group discussion and Technical quiz d) Extracurricular activities like annual social gathering e) Holidays and Vacations	Principal and Academic In-charge	Academic Calendar Master Time Table Time-Table of Classroom and Laboratory
2.	Circulate the academic calendar	Academic In-charge	Communication
3.	Distribute the subjects (Theory and Practical) among faculty members.	Academic In-charge	Workload Distribution

Output	Activities Planned for the Academic Year.
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ACAD / PR / 02	Preparation of Timetable	
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Input	Academic Calendar, Workload Distribution, Syllabus
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Allocate classroom and laboratories for theory and practical sessions.	Academic In-charge	--
2.	Prepare Timetable for the Theory and Practical sessions. Display timetables on department notice board. Also forward copy of Time Table to each Faculty Member.	Academic In-charge	Timetable
3.	Prepare Faculty wise Timetable and hand over copy along with master time table to each faculty	Academic In-charge	Faculty wise Time Table
4.	Receive a copy of Time table from the Academic In-charge, prepare time table for the conduct of Practical.	Lab In-charge	Lab Work Load

Output	Planning for conducting Theory and Practical sessions.
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ACAD / PR / 03	Planning for Teaching	
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Input	Academic calendar, Individual Time table, Syllabus, Text & Reference Books
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Refer the copy of syllabus and decide number of Lectures and Practical as per University norms.	Faculty	--
2.	Divide unit into number of topics	Faculty	--
3.	Assign lecturer (s) to the identified topics in such a way that it is possible to cover whole syllabus within decided period	Faculty	Faculty Teaching Plan
4.	At the end of every Lecture, review the teaching plan to ensure completion of topics as per plan. Put appropriate remarks on Teaching Plan	Faculty	Faculty Teaching Plan
5.	Before the Sessional Exam, calculate percentage syllabus coverage. Compare the same against planned, in case of noncompliance to the planning, initiate action	Faculty	Faculty Teaching Plan

Output	Planning to cover the syllabus in stipulated period as per university norms.
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ACAD / PR / 04	Preparation for the course delivery
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Input	Teaching Plan, Syllabus, Text and reference books, Past Data
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Prepare the notes as per syllabus for the topics to be covered taking references from Text books and reference books.	Faculty	Notes
2.	Prepare teaching material (Transparencies, power point presentations, notes etc.).	Faculty	Teaching Material

Output	Preparation for smooth conduct of Theory and Practical sessions.
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ACAD / PR / 05	Teaching	
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Input	Roll Call List, Teaching Plan, Teaching material and aids
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Sr. No.	Activity	Responsibility	Stage Out put
A.	Theory Sessions		
1.	Ensure availability of Teaching material and aids	Faculty	Course file/Vmedulife portal
2.	Summarize the topic covered in the previous lecture. Sort out the Queries (if any) related to that topic	Faculty	--
3.	Cover today's topic.	Faculty	--
4.	In end conclude and sort out student queries (if any)	Faculty	--
5.	Take student attendance (Can be conducted at the start or end of Lecture)	Faculty	Attendance and Assessment Record.
6.	Keep record of classroom session in the Faculty Teaching Plan	Faculty	Faculty Teaching Plan
B.	Practical Session		
1.	Prepare experimental set-up. Issue required consumables and returnable instruments to the students	Lab Assistant and Faculty	Consumable Issue register



ACAD / PR / 05	Teaching	
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Explain the students about experiment	Faculty	--
2.	Conduct the experiment	Student, Faculty	--
3.	Resolve queries/difficulties faced by the student while performing an experiment	Faculty	--
4.	Verify the results and conclusion	Faculty	Attendance and Assessment Record , Journal
5.	Review and verify the Journals. Share the result of assessment with the student	Faculty	Journal
6.	Receive Instrument issued to the students , Insure condition , if found damaged put appropriate remark and ask the student to deposit the fine	Lab Asst.	Consumable issue register
7.	Keep record of practical session in the faculty teaching plan	Faculty	Faculty Teaching Plan
8.	Update Consumable Stock register	Lab Asst.	Consumable stock register

Output	Syllabus coverage as per plan, student ready to appear for internal / external examination.
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ACAD / PR / 06	Sessional Examination	
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Input	Academic Calendar, Syllabus covered
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Conduct Sessional exams of as per academic plan	Exam In-charge	--
2.	Prepare timetable and seating arrangement for the Sessional exam, display it on the notice board	Exam In-charge	Sessional Timetable.
3.	Identify the invigilator to supervise the examination	Exam In-charge	List of Invigilators
4.	Set the Question paper and handover the same to Exam In-charge	Subject Teacher	Question paper
5.	Develop number of copies (equal to number of students appearing for the tests) of Question paper	Exam In-charge	--
6.	Distribute Question paper	Supervisor	--
7.	Ensure fare conduct of examination	Supervisor	--
8.	Collect the answer sheet and handover it to Exam In-charge	Supervisor	--
9.	Get the Answer sheets evaluated from concerned faculty member, prepare list of marks obtained	Exam In-charge	Sessional Mark List





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ACAD/PR/06	Sessional Examination
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Display the result on notice Board	Faculty	--
2.	Also communicate the academic performance (test results, Attendance) along with acknowledgement letter (Marathi and English) of Sessional exams to the parents through student's section with prior permission of Principal.	Mentor/ Class In-charge	Student progress report
3.	Submit mark lists of both theory as well as practical for all the Sessional exams to Exam In-charge. At the end of academic session, Calculate final marks of Sessional & submit to Exam In-charge. If the final marks doesn't complies then conduct improvement Sessional for those students or as per the guidelines of the university.	Faculty	Final Mark-list
4.	For the absent and failed student, give assignments and do counseling, evaluate the assignments and mark the same in attendance sheet as "AB"	Faculty	
5.	Prepare and maintain class wise record of Sessional Exam Marks and at the end of academic year send the average marks of all the students to university in provided format.	Exam In-charge	Internal Sessional Examination Record Register



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ACAD / PR / 06	University Practical Examination
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Input	Planning and execution of University exam as per University rules
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Sr. No.	Activity	Responsibility	Stage Out put
1.	<ul style="list-style-type: none"> a. Conduct of University practical exam b. Display timetable & batches for practical exam c. Appointment of notice to internal examiners d. To appoint external examiners as per university norms e. To communicate schedule to internal & external examiners f. Preparation of necessary documents for conduct of examination g. Notice to lab. Assistants, technicians and store in-charge regarding schedule & availability of necessary chemicals, apparatus, instruments, etc for conduction of practical exam well in advance before start of exam h. Availability of answer sheets and its distribution to all concern staff members i. Distribution of necessary documents to all subject In-charge /lab. Assistants j. Conduction of examination k. Evaluation of answer sheet and filling submitting the marks l. Sealing of answer sheets m. Submission of answer sheet & other documents towards exam department n. Appointment letter, duty certificate, remuneration to internal & external examiner. o. Submission of answer sheet bundles and others necessary data to university after end of exam. 	Exam In-charge	Smooth conduct of University examination
Output	Preparing students to appear for external examination.		



ACAD / PR / 07	Nonconformities in the Teaching – Learning Process	
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Input	Teaching Plan, Syllabus, Attendance registers Sessional exam results.
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Sr. No.	Activity	Responsibility	Stage Out put
A.	Nonconformities related to Student performance		
1.	Following are the nonconformities related to student: a. Poor attendance–Aggregate (classroom + Lab) attendance < 75% b. Failure in Internal test	--	--
2.	Consolidate the data related to student attendance before the Sessional exam. Forward the data to Parents along with Progress Report.	Faculty	Student attendance summary
3.	Identify students with Aggregate (classroom + Lab) attendance < 75%. Display the list. And give information of such students to Academic In-charge	Faculty	Student attendance summary
4.	Decide appropriate disciplinary action	Principal & Academic In-charge	Minutes of Meeting
5.	At the end of academic year, Display final list of detained student	Principal & Academic In-charge	Detention List
6.	In case of failure in Sessional exam, interact with the students, understand the difficulties and initiate necessary actions to improve understanding	Faculty	Analysis of Sessional theory result



ACAD / PR / 07	Nonconformities in the Teaching – Learning Process	
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Sr. No.	Activity	Responsibility	Stage Out put
B.	Nonconformities related to Conduct of Theory and Practical sessions		
1.	In case of noncompliance to the teaching plan, plan for extra lecture / practical session to cover the syllabus	Faculty	Faculty Teaching Plan
C.	Nonconformities observed in Teaching – Learning process.		
Sr. No.	Aspect	Nonconformity	Actions
1.	Student Attendance	Poor Student Attendance i.e. less than 75 % at the end of each session	Monitoring student attendance every month and communicating the same to students & parents. Detain the students with attendance less than 75%
2.	Teaching	Lectures are not conducted as planned	Extra Lectures
3.	Teaching	Syllabus not covered as planned	Extra Lectures
4.	Learning	Failure in the Sessional exams	Counseling and extra sessions to those students
5.	Student satisfaction	Poor student feedback i.e. rating below 60 %	Special attention and monitoring by academic I/C and Principal on reports of the concerned faculty.
Output	Coverage of syllabus & Students eligible to appear for the University examinations		





ACAD / PR / 08	Conduct of University Theory Examination
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Input	University Timetable, Eligible student, Question paper, Answer sheet
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Appoint Examination committee–Sr. Supervisor, Assistant to Sr. supervisor, Junior supervisor.	Principal	Exam Committee
2.	Display timetable and seating arrangements on the main notice board.	Sr. Supervisor	Seating Arrangement University Exam. Timetable
3.	Put seat numbers on the benches.	Exam. Committee member	--
4.	Display the Name of subject, first number and last number in the examination hall and examination hall capacity on the examination hall board.	Exam. Committee member	--
5.	Handover Question Paper to Junior Supervisor in the examination hall.	Sr. Supervisor	--
6.	Distribute Question Paper and answer sheet to the students.	Jr. Supervisor	--





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ACAD / PR / 08	Conduct of University Theory Examination	
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Verify hall ticket, Identity cards. Take signature of student on attendance sheet. Put signature on answer sheet.	Jr. Supervisor	Attendance Sheet
2.	Ensure smooth and fare examination.	Jr. Supervisor	--
3.	Collect the answer sheet; ensure that total numbers of answer sheet are equal to number of students appearing for the examination as per attendance sheet.	Jr. Supervisor	--
4.	Handover the answer sheet to Sr. Supervisor.	Jr. Supervisor	--
5.	Seal the answer sheet along with attendance sheet and send it to University.	Examination Committee	--

Output	Smooth and fare conduct of examination.
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ACAD / PR / 09	Co-curricular Activities
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Input	Need for improvement in technological competency of the student
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Form a student association (e.g. Pharma-Club) of the department. Select two students each from SY, TY and Final Yr. B. Pharmacy	Principal and Cultural In-charge	--
2.	Appoint one faculty member as a Student association Coordinator	Principal and Cultural In-charge	--
3.	Arrange various activities such as Guest lecture, Debate, Group Discussion, technical quiz etc. to enhance technical competency of the student	Coordinator and Student Association	--

Output	Activities planned for improvement in technical competence.
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ACAD / PR / 10	Industrial Visit	
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Input	Need for improvement in technological competency of the student
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Appoint one faculty member as a Coordinator for industrial visit.	Training & Placement Officer and Principal	T&P Record
2.	Give the information related to type of industry to be visited and name of industry.	Training & Placement Officer	T&P Record
3.	Communicate with the industry and finalize the dates and timings to visit the industry	Training & Placement Officer	T&P Record

Output	Industrial visits arranged and completed
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ACAD / PR / 11	Seminars & Projects	
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Input	Syllabus and Academic calendar
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Sr. No.	Activity	Responsibility	Stage Out put
	Project		
1.	For M. Pharm. students and B. Pharm. students willing to do project works		
2.	Display the list of faculty members, to whom student can take as a guide for the project	PG-Coordinator and Faculty (for B. Pharm. students)	List of Project Guide
3.	Understand the concept of the project selected	Guide and student	--
4.	Guide the batch of students to complete the project	Guide	--
5.	Carry out the assessment of allotted Projects	Guide	University Marks/ grade sheet

Output	Assessment of Projects
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ACAD / PR / 12	Maintenance of Lab. Equipment	
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Input	Lab. equipment, Equipment manual
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Codify the lab equipment	Lab. I/C and Lab Technician	Dead Stock Register
2.	Determine the frequency and parameters for preventive maintenance of equipment	Lab. I/C and Lab Technician	Maintenance Record
3.	Carry out the maintenance as per plan and maintain record of maintenance work carried out. Also maintain record of repair/replacement carried out during maintenance	Lab. I/C and Lab Technician	Maintenance Record
4.	In case of breakdown, repair the fault internally and / or with the help from external agency	Lab. I/C and Lab Technician	Maintenance Record
5.	Maintain record of maintenance carried out	Lab. I/C and Lab Technician	Maintenance Record
6.	At the end of Academic year, collect the data related to breakdowns, identify major and / or repetitive failure, analyze and initiate necessary actions to eliminate recurrence	Lab Asst. and subject In-charge	Corrective Action Report

Output	Equipment maintained in good working condition
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ACAD / PR / 13	Indenting the Requirement	
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Input	Stock available
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Raise the Indent	Lab Assistant	Indent
2.	Get the indent reviewed and approved from the HOD and Principal	Lab Assistant	Indent
3.	Send the approved indent to stores	Lab Assistant	Indent
4.	Receive the material from store	Lab Assistant	Indent
5.	In case of capital item like requirement of new instrument, get the requirement approved from principal	Lab In-charge	--
6.	On approval by the principal, prepare a proposal stating the details of requirement and need for procurement	Store Keeper	Proposal
7.	Forward the requirement to Purchase section	Store Keeper	--
8.	Receive consumables/equipments from suppliers, Update stock. Issue the material as per requirement from laboratories and update stock	Store Keeper	Dead stock Register / Consumable Register

ACAD / PR / 14	Student Feedback	
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Input	Syllabus coverage
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Feedbacks from all the students shall be taken semester wise (twice in a year)	Academic In-charge	--
2.	Aware of feedback form to the students on Vmedulife and its follow-up for submitting the feedback	Academic In-charge	Student feedback form
3.	Obtain the feedback and review and summarize the feedback rating (feedback analysis)	Academic In-charge	Student feedback form
4.	Forward the copy of assessed feedback to the Principal and IQAC Dept. for further action	Academic In-charge	--
5.	Initiate necessary action to improve the feedback.	Principal, HOD and concerned Faculty and O.S.	Corrective action
Student's Feedback through suggestion box			
6.	Once in a month preferably in the first week, open the suggestion box, find out suggestions for improvement or complaints	Principal and O.S.	Note

Output	Improved student satisfaction
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Identify the value added suggestions and valid complaints	Principal and O.S.	Note
2.	Take necessary actions	Principal	



ACAD / PR / 15	Control of Instructions	
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Input	Handling of Equipments, Chemicals and Safety
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Prepare draft of document; identify it with Title, Document No., Revision No., Date and Page number	Lab In-charge	
2.	Get the draft reviewed for adequacy and approved for the content from HOD	Lab In-charge	
3.	Put " MASTER COPY " stamp in Red	Lab In-charge	
4.	Prepare List of such documents	Lab In-charge	List of Work Instructions
5.	Take a Photocopy of master copy, put stamp of " CONTROLLED COPY " in RED on photocopy. Ensure that on controlled copy, " MASTER COPY " stamp is in BLACK and " CONTROLLED COPY " stamp is in RED	Lab In-charge	
6.	Display controlled copy	Lab In-charge	
7.	Revision of Documents		
8.	To revise any document in a manual, prepare a draft, incorporating the changes, revision no. and date.	Lab In-charge	-
9.	Get the draft reviewed and re-approved for content from the original approving authority	Lab In-charge	-
10.	Stamp approved copy as " MASTER COPY " in red. Update Revision status in List of Documents.	Lab In-charge	List of Work Instructions
11.	Identify the nature of change and reason in revision sheet on the List of Work Instructions.	Lab In-charge	List of Work Instructions
12.	Collect the obsolete copies from respective station and dispose them suitably by shredding / burning / re-using.	Lab In-charge	
13.	Retain " Master Copy " of old version document by putting " OBSOLETE COPY " stamp in Red .	Lab In-charge	

Output	Control of Departmental documents
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ACAD / PR / 16	Work Environment	
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Input	Teaching and Learning Process
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Work Environment needed for effective teaching and learning process is:	Academic In-charge	
2.	In class room: a. Adequate lighting b. Ventilation c. Free from dust d. Comfortable seating arrangement	Academic In-charge	--
3.	In laboratory: a. Adequate lighting b. Ventilation c. Free from dust d. Display safety instructions while working.	Academic In-charge	--
4.	Ensure that work environment is maintained in all the classrooms and laboratories in the department. <i>Twice in a year (Winter & Summer vacation) verify condition of benches, black board, and platform, if in bad shape get it repaired or replaced.</i>	Principal, Store Keeper	--
5.	Select the adequate type of fire extinguisher for the laboratories.	Lab In-charge	--



ACAD / PR / 16	Work Environment	
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Ensure that these fire extinguishers are kept at proper location. Also ensure that each fire extinguisher is identified with its status i.e. refilling date and next due and identification label is visible.	Lab. Technician/ Lab Asst.	--
2.	Once in three months ensure the status of the fire extinguisher and get the fire extinguisher refilled as required. <i>If the extinguishers are sent for refilling, place a sand bucket at the place till we receive filled extinguisher.</i>	Lab. Technician/ Lab Asst.	<i>Fire Extinguisher Inspection Record</i>

Output	Work environment maintained in lab. and classrooms
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ACAD / PR / 17	Control of Monitoring and Measuring Equipment	
Rev.: 01	Date: 22-06-2020	Page: 01/ 01

Input	Monitoring and Measuring Equipment
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Codify the monitoring & measuring equipment	Lab. Technician/ Lab Asst.	--
2.	Determine the calibration/verification frequency, Identify the agency for calibration, for internal verification document the method	Lab. Technician/ Lab Asst.	List of Monitoring & Measuring Equipment SOP
3.	Also determine the acceptance criteria for the equipments	Lab. Technician/ Lab Asst.	List of Monitoring & Measuring Equipment
4.	Verify the Instrument internally as per the defined methodology and maintain record.	Lab. Technician/ Lab Asst.	Equipment Verification Report
5.	Make use of only valid equipments during practical sessions. Identify the invalid equipments and keep it separately.	Lab. Technician/ Lab Asst.	--

Output	Calibrated / Verified Equipment for the Practical Sessions.
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DBUGVF's

Rajarshi Shahu College of Pharmacy, Buldana

(Approved by AICTE, PCI, New Delhi and affiliated to Sant Gadge Baba Amravati University, Amravati)

ACAD / PR / 18	Control over visiting faculty	
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Input	Syllabus, Load distribution
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Sr. No.	Activity	Responsibility	Stage Out put
1.	Visiting faculty selection is carried out as per ADMN/PR/09	Principal, O.S.	--
2.	Raise order for the academic year	O.S.	Office Order
3.	Ensure that all the records are filled by the faculty also ensure that lectures are conducted as planned and syllabus is covered as per plan	Academic In-charge	Monitoring Report
4.	Obtain feedback from the student as per decided frequency	Academic In-charge	Student Feedback
5.	Decide the continuation of service based on Academic Monitoring by Academic In-charge and student feedback	Principal	--

Output	Ensuring quality service from Visiting Faculty
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ANEX/A	Revision Sheet	
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Document no.	Rev.	Date	Nature of Change
All	01	22-06-2020	Issue number 02, Fresh release



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ANEX/B	Approval Note	
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