

Best Practice: 1

Title of the Practice: Periodical Academic and Administration Review System

Objectives of the Practice

- a. To provide information to meeting participants.
- b. To take monthly review of every committee.
- c. To identify the problems encounter during working.
- d. To offer input to solve a problem.
- e. Planning Academics, Extracurricular, Resource management etc.
- f. To provide information, encourage discussion, boost morale or inspire creativity

The Context

Governance is the key activity that connects between the management, staff, students and the community. We believe it should be effective and efficient in execution of its duties. We support modern governance and proper administration and believe these should be carried out in a way that actively acknowledges diversity, that is respectful of identity and serious belief and that reflects balance. The institute has maintained coordination mechanism through which the periodical review of various administration and policy matters are taken.

The Practice

The institute has well organized structure of various committees for the smooth functioning of day to day activities. These academic bodies are having precise functions and responsibilities. The organization structure of various committees is as under-

Sr. No.	Committee
1	Academic In charge
2	Exam In charge
3	Admission committee
4	Seminar, Conference, workshop and Guest Lectures, Academic & Research coordinator, Student Welfare Officer Research Activity & Publication
5	Store Department In charge
6	Training & Placement Committee
7	Sports(indoor / outdoor)

8	Cultural Committee
9	Discipline Committee
10	Class In-Charge
11	H.O.D.'s (UG & PG) 1.Pharmaceutics 2. Quality Assurance 3.Pharmacology 4.Pharmacognosy 5.Pharma.Chemistry
12	Documentation- PCI, KBC North Maharashtra University
13	Library Animal House In charge and CPCSEA
14	Computer In charge
15	Alumini meet
16	Educational/ Industrial Visit
17	Animal House In charge and CPCSEA meeting
18	Anti-Ragging
19	Medicinal Garden
20	Governing Body Meeting & LMC
21	Staff Meeting
22	Women Redressed grievances
23	Committee for SC ST

These committees meet once in a month with the principal for periodic review of work and problems encountered. The committee members along with Heads of the Department and the Principal discuss these problems and find solution.

Evidence of Success

- a) **Academic Planning and Curriculum Completion:** The status of syllabus completion and results of sessional exam is reviewed in meetings. This will help to increase in the academic result.
- b) **Faculty feedback and Subject Result Improvement:**
Results were improved by appropriate planning for the subjects in monthly meetings by taking faculty feedback.

c) Conducting Seminar/Workshops:

Seminars and workshops were organized in college by sanctioning grants from K.B.C. North Maharashtra University Jalgaon. Appropriate planning for the same was made in monthly meetings.

d) Library: Students feedback in relation to library was discussed in monthly meeting. After discussions the library time was increased.

e) Extra Coaching: As per the discussion in the monthly meeting of UG academics, extra coaching for GPAT is provide by our staff to the students. This will help students to qualify GPAT.

f) Exposure to scientific knowledge: Exposure to scientific knowledge of students was increased by inspiring students for attending various conferences, poster presentations etc. This helps in grooming the interpersonal skill of the student.

Problems encountered and resources required:

It may happen that some tasks remains incomplete till next meeting.

2. Title of the Practice

1. In-House Research

2. Objectives of the Practice

What are the objectives / intended outcomes of this “best practice” and what are the underlying principles or concepts of this practice (in about 100 words)?

The intended outcomes of this best practice were honing the research skills in undergraduate students for ease of correlating the theoretical concepts to practical application. The basis of “In-house short term research projects” is a fact that curriculum of B Pharm involves a lot of theoretical concepts and the experiments can be designed to give students, an opportunity to get “hands-on” experience. Also inculcating spirit of scientific enquiry through literature survey and online tools is also achieved. Students get an opportunity to present their work at conferences and seminars.

3. The Context:

What were the contextual features or challenging issues that needed to be addressed in designing and implementing this practice (in about 150 words)?

The concept was challenging one to introduce as there were issues such as

Administrative permissions.

Making rules and designing standard operating procedures.

Explaining the concept and its advantages to students.

To find time for the practical work from tight academic schedule.

Encouraging students to do better quality work within the timeframe.

Providing platforms to help students to present their work.

4. The Practice:

Describe the practice and its uniqueness in the context of India higher education. What were the constraints / limitations, if any, faced (in about 400 words)?

- Here the students (group of max 05) choose a teacher under whom they want to do a project and make an application in the prescribed format.
- After the approval from Hon. Secretary, students have to complete the work in given time frame without skipping any academic schedule.
- The report/outcome is submitted by Project In-charge to the coordinators of activity
- The students are encouraged to present/ publish the work at different conferences or journals.

Two research presentation competitions are organised by college to provide the students a platform to present their work

- 1) “Best in-house project competition” an annual event is organised for students of DCS’s A.R.A.College of Pharmacy and winner group/team is given cash award.
- 2) A National level K.B.C.N.M.U. Sponsored Poster Presentation competition which is an annual event, is organised where students participate along with the students from other pharmacy colleges in Maharashtra.
- 3) The best projects get an opportunity to participate in “Avishkar” the state level competition for innovative research, and represent the University at state level.

5. Evidence of Success:

Provide evidence of success such as performance against targets and benchmarks, review results. What do these results indicate? Describe in about 200 words.

The evidence of success of practice lies in

Number of projects done (160) and number of students (800) participated since inception of this practice in 2007.

- The practice has continued uninterrupted since last 16 years.
- We were able to simplify the administrative process by modifying the application format to smaller and easier one.
- The students have shown enthusiastic response to the 'Best In-house Project Competition'
- Number of presentations (23) by B Pharm students.

6. Problems Encountered and Resources Required:

Please identify the problems encountered and resources required to implement the practice (in about 150 words).

Problems encountered are-

1. Initially motivating the students to undertake the projects.
2. Short term project has to be finalized that will help the undergraduates to clearly understand newer concepts in theory.
3. As per new academic pattern of "CA" (continuous assessment), the time management for projects has become difficult.
4. Teachers today have to play the role of an educator, motivator and entertainer combined, rather than just a tutor. Most of the faculty members are a part of multiple departments/committees and it becomes challenging for them to work with optimum efficiency in every department/ committee.

Problems were overcome by carefully planning the activities.

The resources required are-

1. Well maintained laboratory facility
2. Time management by the students.

The logistic steps to start this activity of "In-house short term Research Projects" will be administrative permission, scheduling the project without hampering the routine academics, encouraging students to complete the project with an objective to present/publish the outcome