SELF STUDY REPORT

FOR

1ˢᵗ CYCLE OF ACCREDITATION

H K COLLEGE OF PHARMACY

H K CAMPUS, ADJ TO MHADA COMPLEX, RELIEF ROAD, PRATIKSHA
NAGAR, OSHIWARA, JOGESHWARI (WEST) MUMBAI
400102
www.hkcp.edu.in

Submitted To

NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

BANGALORE

September 2023

1. EXECUTIVE SUMMARY

1.1 INTRODUCTION

Introduction:

Maharashtra Educational Society was established by well-known educationist Professor Javed Khan, ex-Education Minister of the State of Maharashtra, with the vision of bringing global education for all, irrespective of economic or societal status. The society has successfully established three colleges in the fields of Pharmacy, Management and Education which are in Mumbai, Maharashtra.

The objective of society is to provide quality education along with excellent and real-time exposure to practical aspects of industry & business.

Humera Khan College of Pharmacy (HKCP) was established in 2006 under the aegis of Maharashtra Educational Society. The college is approved by UGC, AICTE, DTE and PCI. The college is affiliated to the University of Mumbai. The college offers a four-year full-time Bachelor of Pharmacy degree and a two-year full-time Master of Pharmacy (Pharmaceutics) program.

The college's infrastructure is appropriate for creating a positive learning and teaching environment. The college's laboratories are adequately furnished with cutting-edge scientific equipment and facilities. The faculty of the institute is highly skilled, knowledgeable, and focused on conducting research. The college's placement cell plans campus recruitment events and helps students find employment.

The institute is committed to assisting students in achieving success in both their academic and extracurricular as well as social endeavors. The institute seeks to create pharmacists who have the knowledge and demeanor required to function in the healthcare sector.

Vision

Vision

To be recognized as the institution providing quality education in pharmacy to serve the healthcare sector.

Mission

Mission

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- **Imparting knowledge in the field of pharmacy through continuous improvement in integrated teaching learning process**

- **All-round development of the students by inculcating a sense of ethical practices, social empathy and management skills.**

- **Encourage students towards higher education and research.**

H. K. College of Pharmacy is committed to provide a conducive environment to students for development of their knowledge and aptitude in the field of pharmacy and related sciences.

This is practiced through continuous effort in developing and framing comprehensive policies for faculty members who share knowledge and experience with the students to help their growth in their future endeavors. Updating infrastructure, facilities and services to make education more research-based on current industry / academic trends and to prepare students to be competitive, analytic and confident.

Apart from the university curriculum, the institute gives soft skill training to students in various areas such as personality development, communication skills and provides counseling and career guidance. The institute also forms a Students Council Cell to nurture the leadership qualities, interpersonal communication skills, and organization skills of the students.

The institute offers and encourages students to pursue post graduate studies through career counseling and guest lectures, thus promoting interest among students towards research. Besides this, undergraduates are given an opportunity to work on short-term research projects so as to build research acumen.

The Institute has established strong relations with various Pharmaceutical industries for research activities, training and industrial visits. The institute regularly invites experts from industry and academia as resource persons for delivering guest lectures.

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To Strengthen the Alumni Association, the institute facilitates interaction between alumni & students through the "Mentor-Mentee" platform. The mentor acts as a role-model and provides guidance.

The Institute organizes various seminars, conferences and technical fests from time to time to keep the students up-to-date with the current as well as emerging trends. This ensures that the training given to students matches with the professional needs of the pharmaceutical industry and healthcare sector.

To inculcate responsibility towards the society, the institute organizes various health campaign, blood donation drives. The students also participate in various green initiatives.

1.2 Strength, Weakness, Opportunity and Challenges(SWOC)

Institutional Strength

1. The faculty at the institute is well qualified and committed to the cause of education. Additionally, faculty is regularly updated and upgraded in accordance with current needs.
2. College has adequate modern infrastructure like laboratory, equipment's, and instruments and on campus pilot plant facility.
3. A cell for industry-institute collaboration at colleges is established catering the needs of Industry and institute.
4. The industry-institute gap is filled by organizing guest academic lecturers and workshops.

Institutional Weakness

1. Need to strengthen Research and development to get more research grants.
2. The industrial Collaboration needs to be strengthened in diversified area to get better outcomes.

Institutional Opportunity

College is in the western suburbs of Mumbai and has lot of opportunities like:

1. To focus on industrial and commercial research projects.
2. To develop the institute as a research centre for multidisciplinary research activity in collaboration with other streams.
3. To fetch the more research grants from various government and non-government agencies.
4. To develop the industrial collaboration for research, training and placements.

Institutional Challenge

1. To prioritize research in multidisciplinary area is a challenge since the college is only recognised as a research centre in Pharmaceutics.
2. To nurture the students in accordance with the changing industry regulations.

1.3 CRITERIA WISE SUMMARY

Curricular Aspects

Maharashtra Educational Society's H. K. College of Pharmacy, Jogeshwari is an institute affiliated to the University of Mumbai. The institute follows the curriculum designed by the University of Mumbai for B. Pharm & M. Pharm (Pharmaceutics). The institute has implemented some practices for effective curriculum delivery such as the Preparation of academic calendar, preparation of timetable, allotment of workload, conduction of lectures as per pre-decided teaching schedule, monitoring of syllabus completion by HODs and feedback system. The institute follows the rules and regulations of the University of Mumbai to conduct and assess internal examinations. The curriculum planning is carried out by the Principal and IQAC which is effectively implemented by teaching faculty with the help of technical non-teaching staff to conduct laboratory experiments. The institute provides all the necessary facilities for executing concept-based projects and to develop research and technical skills among students. In Humaira Khan College of Pharmacy, students are always encouraged to participate in seminars, workshops, conferences, guest lectures, health campaigns and industrial visits. The institute takes special efforts in teaching skills, humane and societal values for the holistic development of students so that they become successful pharmacy professionals. The institute conducts seminars, workshops and personality development programs to effectively integrate cross-cutting issues relevant to Gender Equality, Environment, Human Values, and Professional Ethics into the curriculum. Continuous feedback is collected from stakeholders and their input is followed at the institute level. Serious attention is given to feedback related to the syllabi and curriculum collected from all the stakeholders which is analyzed, discussed and displayed on the Institute's website.

Teaching-learning and Evaluation

Student enrolment at the institute is a centralized process, managed by the Directorate of Technical Education, Maharashtra. A centralized admissions process enrolls 80% of students, while an institute-level quota enrolls the remaining 20%. The institute has a Hindi minority and since its establishment has had a high enrolment percentage.

The Institute has a qualified and efficient workforce who makes continuous efforts to enhance the lifelong learning skills of students by conducting various programs and motivating them to participate in extra-curricular and co-curricular activities. The faculty also makes the teaching learning process interactive and interesting by employing various ICT tools. The progress of students is monitored by an effective mentoring system. The institute follows the rules and regulations given by the University of Mumbai to conduct internal and external assessment. Students are continuously counselled / advised against any inadvertent malpractice and unethical actions through orientation programs and instilling humane values so that they develop into respectable confident professionals.

The institute focuses on Outcome-based learning and has well-defined course outcomes for every subject of the B. Pharmacy and M. Pharmacy course that is effectively mapped to program objectives (POs). Effective mapping of POs and PSOs with various COs ensures that the Program outcomes and Program specific

outcomes are effectively attained by the students. Needless to say, the college has achieved outstanding outcomes at the B Pharm and M Pharm passing levels as a consequence of consistently improving teaching and learning approaches, openness in evaluation, and thorough preparation.

Research, Innovations and Extension

The institution has been frequently organizing innovation and extension activities in line with our vision statement to create qualified pharmacy professionals. Modern equipment and cutting-edge instruments are housed in the institute's Central Instrument Lab. The college has frequently outperformed competitions and brought home top honors at Avishkar Research Convention at university level. The faculty has earned multiple research grants over the past five years, our faculties have published many research and review articles in journals approved by UGC. Research funds that have been obtained from various government and non-government funding organizations are utilized for research. Gangwal Health Care Pvt Ltd, Medley Pharmaceuticals, Umang Pharma Tech Pvt Ltd, Saveetha Dental College are just a few of the healthcare and pharmaceutical organizations with whom the college has functional partnerships.

The college, working under the aegis of MHRD/MoE of the Government of India, has created its own Institution Innovation Council (IIC) in 2022–23 With the purpose of continuously strengthening Research Policies to encourage research culture and innovation. Extension/Outreach (reach the unreached) is an activity of providing awareness to the nearby community that might not have been aware of such facilities.

Our outreach/extension activities truly help us move closer to our vision and mission of nurturing teaching professionals with positive attitudes and values, who not only outshine in teaching, learning, and research but also serve as catalysts to create a just and caring society.

Institute's Outreach programs are organized to sensitize our students towards their duties and responsibilities towards community, society and our Nation. It also serves "social responsibility training goal" of education through the development of various soft skills, leadership skills and team-building skills. Most importantly, our aspiring students become aware, compassionate, benevolent and responsible citizens who believe in the larger good of society. The Public Health organization committee (PHO) encourages students to engage themselves in the pursuit of these generous goals.

Infrastructure and Learning Resources

The institute has robust infrastructure and facilities in place for seamless teaching and learning such as smart classrooms, laboratories, conference room, computer room, etc., to name a few. It has adequate facilities for indoor/outdoor activities such as, common room, room for indoor sports as well as a sports ground, prayer hall, gymkhana, auditorium etc. Institute library is a key resource of the institute to facilitate teaching- learning process. It is well organized and managed by a technically competent Librarian along with a team of library committee. Humaira Khan College of Pharmacy library is automated with an integrated Library management System. It has enough storage facilities for books and a spacious well-lit reading room and is very well connected to various government and online libraries worldwide. In addition, the institute has two well-equipped computer labs for Information Technology management and software-based training. Our computer labs are frequently upgraded with high-speed Wi-Fi connectivity with sufficient provisions to maintain student-computer ratio as per latest academic session requirements. Further, the institute maintains campus infrastructure and facilities periodically through renovation as per infrastructure requirements keeping in view

that no student, staff or teaching faculty is deprived of any essentials during teaching-learning process. The institute has a proper system and procedures for maintaining and utilizing physical, academic and support facilities such as laboratory, library, sports, computers and classrooms.

Student Support and Progression

Maharashtra Educational Society's H. K. College of Pharmacy has always supported students for their progress in the healthcare sector and for their overall development. Institute has different committees who are relentlessly involved in supporting and helping students. The scholarship committee provides information about different scholarships for which they can apply and get financial help. Eligible students benefit from government and non-government schemes.

The Institute has taken several initiatives for capacity building and skill enhancement of the students by conducting sessions for improvement of language and communication, importance of yoga, mental health, hygiene etc. The Institute has a well-equipped gymnasium and recreation room for physical and mental wellbeing. The Institute encourages students for participation in the sports and cultural programs conducted at Institute/ National/ International level.

The college organizes various technological driven sessions for knowledge upgradation. The career guidance committee organizes sessions for the preparation of competitive exams like GPAT and conducts mock GPAT test. Career counseling sessions are organized to help the students to select their future career prospects. The placement cell acts as a link between pharmaceutical industry/hospitals/retail pharmacies and students. About 23% of students have opted for higher studies and 44 % of students have been placed in different pharmaceutical healthcare industries.

The Institute has Students' Grievance Redressal Committee for addressing Anti-ragging & Sexual Harassment. All grievances are resolved within the stipulated time period. Further, each student is assigned a mentor throughout their training program who lends an empathetic ear to their fears and concerns during their study-course.

The college has a registered Alumni Association to maintain an alumni connect. Alumni committee organizes Mentor-mentee program, where alumni students help their aspiring juniors by sharing knowledge and practical experience in their field like sales and marketing, retail pharmacy, higher studies, entrepreneurship etc. Alumni and Placement committees work together by informing vacancies/ recruitments to the students.

Governance, Leadership and Management

H. K. College of Pharmacy is governed by Maharashtra Educational Society (MES). All the decisions pertaining to expansion, development and maintenance of the building, purchase, finance, recruitment and regularization of faculty and other technical as well as non-technical staff are routed through the society. The college strives to achieve its vision through selection of proficient faculty members and by providing them with skilled support staff, high-class infrastructure and facilities.

The Principal has been entrusted with the efficient functioning of academic and administrative activities of the college. The Principal is the Institution's representative as well as administrative and academic leader, who oversees overall functioning of the college through decentralization of responsibilities. The management firmly

believes in participatory governance by including faculty members in various statutory and administrative committees. College has also implemented e-governance in the areas of Administration, Finance and Admission. The College has prepared a prospective strategic plan Vision 2027. Non-statutory committees like Academics, Examinations, R&D cell, training and skill development cell, placement cell etc., promote smooth academic, co-curricular, and extracurricular activities. IQAC ensures the deployment of strategic plans through measurable attributes. The college has participated in quality audits by NIRF.

The college is a self-financed, private, unaided, Hindi linguistic minority Institute. The primary source of income is fees. The Management of MES approves the annual budget. The management supports the employees through various policies like encouragement, promotion, and welfare schemes.

Institutional Values and Best Practices

Maharashtra Educational Society's H. K. College of Pharmacy is an institute which offers dynamic development of students. The college is very keen in developing a harmonized culture. We have students from diversed linguistic, social and cultural background. The institute is very keen on gender equity and social services. For this purpose, the college has a dedicated 'Women Development Cell' which promotes gender sensitisation and vigilance. The institution pays special attention to industry-oriented approaches and provides on-campus training to students. The college is conscious about environmental sustainability. The college regularly organizes campaigns and beyond campus drives on environmental sustainability and safety measures. The college has a biowaste separation mechanism, water conservation systems and has opted various green campus initiatives. The college also promotes environment sustainability activities, plantation drives, etc. The infrastructure is specially designed for differently abled personnel, with ramps, elevators etc. Owing to the diverse cultural and regional aspects in our nation, we inculcate in our student's sense of tolerance and harmony towards cultural, regional, linguistic, communal and socioeconomic diversity. The college celebrates cultural days to build a concept of unity and social empathy. The college is very keen towards inculcation of sense of social responsibility in the students. The outcome is evident from the fact that two of our alumni have incorporated their NGO and the college collaborates with them for environmental activities. To make the students corporate ready, the college has an on-campus R&D facility, Gangwal Industries, where the students undergo training. The college also organizes various career counselling sessions and workshops for the students. The innovative cell of the college organizes different seminars to encourage innovation and entrepreneurship.

2. PROFILE

2.1 BASIC INFORMATION

Name and Address of the College	
Name	H K COLLEGE OF PHARMACY
Address	H K CAMPUS, ADJ TO MHADA COMPLEX, RELIEF ROAD, PRATIKSHA NAGAR, OSHIWARA, JOGESHWARI (WEST) MUMBAI
City	MUMBAI
State	Maharashtra
Pin	400102
Website	www.hkcp.edu.in

Contacts for Communication					
Designation	Name	Telephone with STD Code	Mobile	Fax	Email
Principal	Tushar Narendra Lokhande	022-26788462	9821219600	022-2679009 5	pharmacy.director @hkcp.edu.in
IQAC / CIQA coordinator	Anagha Raut	022-26774639	9820285958	022-2679009 5	anagha.raut@hkcp. edu.in

Status of the Institution	
Institution Status	Private and Self Financing

Type of Institution	
By Gender	Co-education
By Shift	Regular

Recognized Minority institution	
If it is a recognized minroity institution	Yes Minority certificate_merged.pdf
If Yes, Specify minority status	
Religious	
Linguistic	Hindi
Any Other	

Establishment Details

State	University name	Document
Maharashtra	University of Mumbai	View Document

Details of UGC recognition		
Under Section	Date	View Document
2f of UGC		
12B of UGC		

Details of recognition/approval by stationary/regulatory bodies like AICTE,NCTE,MCI,DCI,PCI,RCI etc(other than UGC)				
Statutory Regulatory Authority	Recognition/Approval details Instit ution/Department programme	Day,Month and year(dd-mm-yyyy)	Validity in months	Remarks
PCI	View Document	12-04-2023	12	Approved and Annual Inspection by Pharmacy Council of India

Recognitions	
Is the College recognized by UGC as a College with Potential for Excellence(CPE)?	No
Is the College recognized for its performance by any other governmental agency?	No

Location and Area of Campus				
Campus Type	Address	Location*	Campus Area in Acres	Built up Area in sq.mts.
Main campus area	H K CAMPUS, ADJ TO MHADA COMPLEX, RELIEF ROAD, PRATIKSHA NAGAR, OSHIWARA, JOGESHWARI (WEST) MUMBAI	Urban	1.5	4400

2.2 ACADEMIC INFORMATION

Details of Programmes Offered by the College (Give Data for Current Academic year)						
Programme Level	Name of Programme/Course	Duration in Months	Entry Qualification	Medium of Instruction	Sanctioned Strength	No.of Students Admitted
UG	BPharm,Bpharm,	48	HSC	English	100	100
PG	MPharm,Mpharm,Pharmaceutics	24	Bachelor of Pharmacy	English	15	13

Position Details of Faculty & Staff in the College

Teaching Faculty												
	Professor				**Associate Professor**				**Assistant Professor**			
	Male	Female	Others	Total	Male	Female	Others	Total	Male	Female	Others	Total
Sanctioned by the UGC /University State Government	4				7				16			
Recruited	3	0	0	3	1	5	0	6	1	15	0	16
Yet to Recruit	1				1				0			
Sanctioned by the Management/Society or Other Authorized Bodies	0				0				3			
Recruited	0	0	0	0	0	0	0	0	1	2	0	3
Yet to Recruit	0				0				0			

Non-Teaching Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				10
Recruited	6	4	0	10
Yet to Recruit				0

Technical Staff				
	Male	**Female**	**Others**	**Total**
Sanctioned by the UGC /University State Government				0
Recruited	0	0	0	0
Yet to Recruit				0
Sanctioned by the Management/Society or Other Authorized Bodies				0
Recruited	3	4	0	7
Yet to Recruit				0

Qualification Details of the Teaching Staff

Permanent Teachers										
Highest Qualification	Professor			Associate Professor			Assistant Professor			
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/ LLD/DM/M CH	0	0	0	0	0	0	0	0	0	0
Ph.D.	3	0	0	1	5	0	0	0	0	9
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	2	17	0	19
UG	0	0	0	0	0	0	0	0	0	0

Temporary Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	0	0	0	0
UG	0	0	0	0	0	0	0	0	0	0

Part Time Teachers									
Highest Qualification	Professor			Associate Professor			Assistant Professor		
	Male	Female	Others	Male	Female	Others	Male	Female	Others	Total
D.sc/D.Litt/LLD/DM/MCH	0	0	0	0	0	0	0	0	0	0
Ph.D.	0	0	0	0	0	0	0	0	0	0
M.Phil.	0	0	0	0	0	0	0	0	0	0
PG	0	0	0	0	0	0	1	1	0	2
UG	0	0	0	0	0	0	0	0	0	0

Details of Visting/Guest Faculties				
Number of Visiting/Guest Faculty engaged with the college?	Male	Female	Others	Total
	0	0	0	0

Provide the Following Details of Students Enrolled in the College During the Current Academic Year

Programme		From the State Where College is Located	From Other States of India	NRI Students	Foreign Students	Total
UG	Male	230	0	0	0	230
	Female	168	0	0	0	168
	Others	0	0	0	0	0
PG	Male	13	0	0	0	13
	Female	15	0	0	0	15
	Others	0	0	0	0	0

Provide the Following Details of Students admitted to the College During the last four Academic Years					
Category		Year 1	Year 2	Year 3	Year 4
SC	Male	0	1	1	0
	Female	1	0	0	2
	Others	0	0	0	0
ST	Male	0	0	0	0
	Female	1	0	0	0
	Others	0	0	0	0
OBC	Male	5	7	5	3
	Female	5	4	2	2
	Others	0	0	0	0
General	Male	218	179	147	156
	Female	149	138	131	124
	Others	0	0	0	0
Others	Male	0	0	0	0
	Female	0	0	0	0
	Others	0	0	0	0
Total		379	329	286	287

Institutional preparedness for NEP

1. Multidisciplinary/interdisciplinary:	Pharmacy is a multidisciplinary, technical course amalgamating all aspects of STEM. The college organizes different seminars and guest lectures of eminent personalities on societal / industrial / research topics for beyond curriculum learning. Additionally, we inculcate universal human values in our incumbent students. Capacity-building skills are consistently improvised through collaboration with industries, industrial training, courses and field trips. The Choice Based Credit System syllabus of University of Mumbai offers the flexibility to choose electives. The college is affiliated to University of Mumbai and will follow directives with respect to multiple entry and exits. The college encourages students to participate in Government organized Hackathons, university level conventions, seminars, conferences etc. to sensitize students to national issues related to healthcare. The final year B. Pharm. and M. Pharm. students also undertake multidisciplinary research projects.
2. Academic bank of credits (ABC):	In lieu of NEP 2020, as per the directives of University of Mumbai, the students are registered in the 'Academic Bank of Credits' with unique Id's. Also, for the multiple entry /exit and transfer of credits the college will follow the directives of University of Mumbai as and when implemented. The faculty provide updates in field / curriculum with application-based assignments, quiz, group discussions, laboratory, research, e-posters, videos, career-orientation sessions etc. using digital and non-digital tools. For successful implementation of NEP 2020, students are informed about the concept and importance of ABC.
3. Skill development:	To strengthen the skills of the students, the college organizes lectures of experts from industry/academia. The college conducts courses and hands on training workshops for students. Career guidance sessions and workshops are organized to upgrade the language, communication and soft skills of the students. To inculcate social skills and empathy, college teaches universal human values and organizes yoga and meditation sessions. All national days are celebrated with enthusiasm to inculcate patriotism. The college implements a credit-based syllabus as directed by the university of Mumbai. The college also encourages faculty to attend FDPs and training sessions. The

	college plans to associate with NSDC to conduct skill-enhancement programs.
4. Appropriate integration of Indian Knowledge system (teaching in Indian Language, culture, using online course):	Pharmacy is a technical course with medium of instruction as English, however as the need be, examples in local language are cited. Information of the Indian Traditional Knowledge is taught through subjects such as Pharmacognosy & phytochemistry. The students also undertake various project on herbal formulations, integrating traditional knowledge into novel pharmaceutical systems. The college celebrates Hindi Bhasha Divas, Marathi Bhasha Divas and Yoga Divas. The medicinal plant garden of the college has QR coding to disburse information of plants in local language.
5. Focus on Outcome based education (OBE):	The college focusses on outcome-based education to enhance student's competency. The faculty focusses on ensuring higher learner participation through learner centric methods. Students are exposed to different teaching styles including case studies, brainstorming, discussion, assignment, online tools etc. The college engages students with knowledge session, industrial internship, capacity-building skills, research based and community health issue-based projects.
6. Distance education/online education:	The college has adopted technological tools such as Google Classroom, Zoom, Google meet, digital library to facilitate teaching-learning. Also, various guest lectures and webinars are conducted through online platform.

Institutional Initiatives for Electoral Literacy

1. Whether Electoral Literacy Club (ELC) has been set up in the College?	Electoral literacy club (ELC) has been set up in Maharashtra Educational Society's H. K. College of Pharmacy with the aim of involving students in various activities and raising awareness on their electoral entitlements. Prior to the ELC's official establishment at the college, Students Council were in charge of carrying out the ELC's mandate and making sure its objectives were accomplished. The ELC also seeks to acquaint students with the electoral procedures of registration and voting. The objective is to enhance the culture of electoral engagement

	among the youth and upcoming electorate.
2. Whether students' co-ordinator and co-ordinating faculty members are appointed by the College and whether the ELCs are functional? Whether the ELCs are representative in character?	Electoral Literacy Club Composition Sr.no Name of the Faculty Designation 1 Mr. Sanjay Pawar Nodal Officer 2 Dr. Tushar Lokhande Chairperson 3 Dr. Sheela Yadav Member Secretary 4 Ms. Nikhat Khan Faculty member 5 Mr. Ritik Singh Student Coordinator 6 Ms. Janhavi Shetty Student Coordinator
3. What innovative programmes and initiatives undertaken by the ELCs? These may include voluntary contribution by the students in electoral processes-participation in voter registration of students and communities where they come from, assisting district election administration in conduct of poll, voter awareness campaigns, promotion of ethical voting, enhancing participation of the under privileged sections of society especially transgender, commercial sex workers, disabled persons, senior citizens, etc.	The college creates awareness to specific populations regarding voter registration, the electoral process, and related topics. The college helps the target audience understand the importance of their vote. The college facilitate voter registration for students who are not yet registered The college encourages the principle of 'Every vote counts' and 'No Voter to be Left Behind'.
4. Any socially relevant projects/initiatives taken by College in electoral related issues especially research projects, surveys, awareness drives, creating content, publications highlighting their contribution to advancing democratic values and participation in electoral processes, etc.	The ELC takes initiatives that are relevant to electoral related issues especially awareness drives. 1. To help the audience understand the value of their vote 2. To develop a culture of electoral participation and maximize the informed and ethical voting that follow the principle 'Every vote counts' and 'No Voter to be Left Behind'.
5. Extent of students above 18 years who are yet to be enrolled as voters in the electoral roll and efforts by ELCs as well as efforts by the College to institutionalize mechanisms to register eligible students as voters.	The college organized a session with Election officers to discuss the importance of voting and conduct of fair elections. The students above 18 years who are to be enrolled as voters are sensitized about democratic rights which include casting votes in elections. The college encourages students to register and enrol for voter ID. The college also conduct programs which create an awareness regarding electoral procedures.

Extended Profile

1 Students

1.1

Number of students year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
228	204	180	158	157

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2 Teachers

2.1

Number of teaching staff / full time teachers during the last five years (Without repeat count):

Response: 45

File Description	Document
Upload Supporting Document	[View Document](#)
Institutional data in prescribed format	[View Document](#)

2.2

Number of teaching staff / full time teachers year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
30	22	17	19	19

3 Institution

3.1

Expenditure excluding salary component year wise during the last five years (INR in lakhs)

2022-23	2021-22	2020-21	2019-20	2018-19
160.91	179.02	111.49	190.35	167.91

File Description	Document
Upload Supporting Document	[View Document](#)

4. Quality Indicator Framework(QIF)

Criterion 1 - Curricular Aspects

1.1 Curricular Planning and Implementation

1.1.1

The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

Response:

Maharashtra Educational Society's H. K. College of Pharmacy is actively engaged in training the students to become globally skilled and professional pharmacists. Our curriculum delivery process involves robust planning to ensure the development of students.

The institute offers B. Pharmacy and M. Pharmacy (Pharmaceutics) courses affiliated with the University of Mumbai and approved by PCI & AICTE.

1. Academic Planning

The systematic practice of articulating curriculum delivery starts with the preparation of 'Academic Calendar' in consultation with the Principal and IQAC Coordinator. Academic Calendar helps faculties to plan the course delivery in the stipulated time. At the commencement of every semester, subjects are allotted to faculty according to their core proficiencies by the HOD's of respective departments. The timetable for the entire semester is prepared to indicate class and laboratory hours. It is mandatory for every faculty to prepare and approve the teaching schedule (lesson plans) as per the curriculum and academic calendar from the Principal.

2. Academic implementation and Monitoring

The course outcomes are prepared and mapped with program outcomes. At the beginning of the academic curriculum, the orientation program is conducted for students where Students are made aware of course outcomes by the subject in charge. The Monthly review meetings are conducted by HOD to verify the syllabus coverage status. Student attendance and curriculum progress for the individual course are monitored through the teaching session record by class in-charges of the respective year. The teaching schedule implementation is monitored through the 'Teaching Session Record'.

3. Assessment

During the academic session, the institute also ensures continuous internal assessment of theory and practical courses as per the guidelines of the University of Mumbai. Faculty conducts various academic activities such as quizzes, assignments, case studies etc. during lectures to award marks of continuous evaluation. For the practical courses, marks are awarded to students based on practical records, performance, viva voce, and attendance.

4.   **Record of Academic curriculum**

All the aforesaid activities are systematically documented in the form of course files by each of the subjects in-charge and duly verified by the competent authority from time to time.

5.   **Content Beyond the syllabus**

To enrich the learning experience and holistic development of the students many beyond-the-syllabus activities are conducted such as Industrial/ field visits, exposure to various conferences and seminars, guest lecturers, training on sophisticated instruments, and promotion of online courses; to bridge curricular gaps and help in better conceptual understanding of curriculum.

 6.   **Skill up-gradation of faculties**

Orientation programs have been organized to acquaint newly recruited faculties with the institutional policies regarding academics, research, and examination which help them to plan and execute effective curriculum delivery. The faculty members are timely delegated to attend the Syllabus orientation programs organized by University of Mumbai and other FDPs to upgrade themselves for current advancement in curricular content and its delivery.

Overall, the institution ensures effective curriculum delivery through a well-planned and documented process.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.2 Academic Flexibility

1.2.1

Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)

Response: 15

File Description	Document
List of students and the attendance sheet for the above mentioned programs	[View Document](#)
Institutional programme brochure/notice for Certificate/Value added programs with course modules and outcomes	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Evidence of course completion, like course completion certificate etc. Apart from the above:	[View Document](#)

1.2.2

Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

Response: 24.49

1.2.2.1 Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
89	4	3	65	66

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.3 Curriculum Enrichment

1.3.1

Institution integrates crosscutting issues relevant to Professional Ethics, Gender, Human Values, Environment and Sustainability in transacting the Curriculum

Response:

Maharashtra Educational society's H. K. College of Pharmacy is committed to instilling human values in the students to improve their social skills and create ethical pharmacy professionals. The institution believes that human values should be inculcated into students so that they become

responsible citizens not only of India but of the entire global community. Aided by the curriculum laid out by the Pharmacy Council of India (PCI) and adopted by University of Mumbai alongwith with self-driven events, the institution creates value and knowledge driven graduates and postgraduates.

Professional Ethics

By adhering to the curriculum, the institution inculcates values and professional ethics throughout the four years of the Bachelor of Pharmacy Course (Table 1).

Table 1: Courses recommended by PCI to promote Professional Ethics, Environment Sustainability and Human Values

Year	Subjects introduced
First Year B.Pharm	Communication skills
	Environmental Sciences
Third Year B.Pharm	Pharmaceutical Jurisprudence
	Universal Human values
	Quality Assurance
Final Year B.Pharm	Pharmacy Practice
	Industrial Pharmacy -II
	Social and Preventive Pharmacy

The institution celebrates the World Pharmacist Day on 25th September, each year, and all the students participate with enthusiasm and gusto. The Pharmacist oath recital is heard by all students to remind them of their duties and responsibilities after they graduate as pharmacists. On this occasion, sessions/activities are conducted, to instill pride and purpose in the students.

Gender

The institution has a healthy ratio of male:female students. The institution also has a "Women Development Cell" which delves into the issues pertaining to women and conducts periodic sessions for the benefit of its female students and female faculty alike. There are CCTV cameras installed in the college premises which serve as a deterrent to any misdemeanors that could occur to any student irrespective of gender. Girl's and boy's washrooms are constructed on different floors to safe-guard privacy between the two genders.

Environment and Sustainablity

HKCP promotes activities that revolve around the sustenance of the environment. Events such as Tree Plantation Drive, Beach Clean -up Drives, Waste Collection Drive, Best out of Waste competition, are conducted to garner interest in green initiatives. Students willingly participate in these events. The students also eagerly volunteer to participate along-side NGOs such as "Muskurate Raho" to maintain a clean environment within the city.

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Human Values

To sensitize and involve students in societal and community issues, public health campaigns are initiated and conducted. The students visit the underprivileged sections of society to bring about awareness on health, hygiene and preventive measures which can be undertaken to avoid disease. There are also campaigns in which students interact with the geriatrics in old homes and interact with them. This interface not only satisfies the elderly but also sows seeds of wisdom in the students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

1.3.2

Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)

Response: 95.18

1.3.2.1 **Number of students undertaking project work/field work / internships**

Response: 217

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

1.4 Feedback System

1.4.1

Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website

Response: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website

File Description	Document
Feedback analysis report submitted to appropriate bodies	[View Document](#)
At least 4 filled-in feedback form from different stake holders like Students, Teachers, Employers, Alumni etc.	[View Document](#)
Action taken report on the feedback analysis	[View Document](#)
Link of institution's website where comprehensive feedback, its analytics and action taken report are hosted	[View Document](#)

Criterion 2 - Teaching-learning and Evaluation

2.1 Student Enrollment and Profile

2.1.1

Enrolment percentage

Response: 99.6

2.1.1.1 **Number of seats filled year wise during last five years (Only first year admissions to be considered)**

2022-23	2021-22	2020-21	2019-20	2018-19
113	115	115	75	75

2.1.1.2 **Number of sanctioned seats year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
115	115	115	75	75

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list as published by the HEI and endorsed by the competent authority	[View Document](#)
Document related to sanction of intake from affiliating University/ Government/statutory body for first year's students only.	[View Document](#)

2.1.2

Percentage of seats filled against reserved categories (SC, ST, OBC etc.) as per applicable reservation policy for the first year admission during the last five years

Response: 0

2.1.2.1 **Number of actual students admitted from the reserved categories year wise during last five years (Exclusive of supernumerary seats)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

2.1.2.2 Number of seats earmarked for reserved category as per GOI/ State Govt rule year wise during the last five years

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	0	0

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Final admission list indicating the category as published by the HEI and endorsed by the competent authority.	[View Document](#)
Copy of communication issued by state govt. or Central Government indicating the reserved categories(SC,ST,OBC,Divyangjan,etc.) to be considered as per the state rule (Translated copy in English to be provided as applicable)	[View Document](#)

2.2 Student Teacher Ratio

2.2.1

Student – Full time Teacher Ratio
(Data for the latest completed academic year)

Response: 7.6

2.3 Teaching- Learning Process

2.3.1

Student centric methods, such as experiential learning, participative learning and problem solving methodologies are used for enhancing learning experiences and teachers use ICT- enabled tools including online resources for effective teaching and learning process

Response:

Maharashtra Educational Society's H. K. College of Pharmacy provides a platform for students to develop knowledge, skills and competencies by conducting various programs which provokes students to think critically and nurtures their problem-solving skills. Continuous efforts are made to enhance their lifelong learning skills. The faculty takes great efforts to make learning activities interesting and interactive by using various student centric methods.

1. **Experiential learning:**

The activities which provide 'hands-on learning' experience to the students and also enhance their creative thinking are regularly conducted by the college.

Sr. No.	Description
1.	Industrial visits help students to understand the functioning of the industry and provide them opportunity to interact with the experts.
2.	Hospital visits provide them with insights of the hospital and help them develop interpersonal skills.
3.	Medicinal garden visits help the students to identify the species and understand the morphological characterization of medicinal plants
4.	Summer internship: Students gain hands-on experience while working in the industry.

1. **Participative learning:**

The institution organises various activities where students are encouraged to participate and gain knowledge, develop communication skills and develop ideas.

Sr. No.	Activities
1.	Career counselling sessions
2.	Journal Club Activity for M.Pharm students
3.	Seminars/ Knowledge sessions
4.	Seminar presentation/ Publications
5.	Cleanliness drives
6.	Health awareness campaigns

1. **Problem- solving methods:**

Students are motivated to determine the root cause of the problem and decide the best course of action in order to solve the problem. The college conducts following activities:

Sr. No.	Activities
1.	Case studies
2.	Live projects for Final Year B.Pharm students
3.	Assignment based problems
4.	Tutorial classes

The faculty at the institution uses a diverse set of ICT-enabled tools to enhance the learning experience of students.

The Institute has a dedicated Computer lab for the students. The students are also provided with language lab software to improve their language proficiency. The classrooms are well-equipped with LCD Projectors for enhancing the learning experience of the students. The faculty uses Google Classroom (blended learning platform) to communicate, provide notes and track assignments etc. Google Forms allows MCQ quizzes online. Google forms are also used to give feedback to and receive feedback from students and parents. The Institute also has a Digital library facility, where various books and journals are available in electronic format.

The faculty uses Virtual labs sessions available on Virtual labs, a Ministry of Human Resource Development (MHRD), Government of India initiative and sessions from Amrita Vlab portal to encourage students to learn concepts and principles through simulations.

During COVID pandemic, the teaching-learning continued through various video conferencing platforms like Google meet and Zoom.

Various tools are used to conduct practicals and these tools have been proven to be effective in the teaching-learning process.

ICT Tools available at H.K. College of Pharmacy

ICT Utility	ICT Tools
Hardware	• **Projectors** • **Computers and Laptop**
Networking	• **Wifi-enabled campus** • **LAN connectivity**
Softwares	• **Laboratory software: EXperimental Pharmacology (Ex-Pharm)** • **Library software: OPAC, DELNET, E-Granthalaya**

Teaching resources	• **Powerpoint presentation and PDF notes** • **Youtube channel of HKCP**

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.4 Teacher Profile and Quality

2.4.1

Percentage of full-time teachers against sanctioned posts during the last five years

Response: 87.7

2.4.1.1 **Number of sanctioned posts year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	28	19	19

File Description	Document
Sanction letters indicating number of posts sanctioned by the competent authority (including Management sanctioned posts)	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.4.2

Percentage of full time teachers with NET/SET/SLET/ Ph. D./D.Sc. / D.Litt./L.L.D. during the last five years (consider only highest degree for count)

Response: 53.27

2.4.2.1 **Number of full time teachers with NET/SET/SLET/Ph. D./ D.Sc. / D.Litt./L.L.D year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
9	10	12	12	14

File Description	Document
List of faculties having Ph. D. / D.Sc. / D.Litt./ L.L.D along with particulars of degree awarding university, subject and the year of award per academic year.	[View Document](#)
Institution data in the prescribed format	[View Document](#)
Copies of Ph.D./D.Sc / D.Litt./ L.L.D awareded by UGC recognized universities	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.5 Evaluation Process and Reforms

2.5.1

Mechanism of internal/ external assessment is transparent and the grievance redressal system is time- bound and efficient

Response:

The internal, as well as external assessment is conducted as per the guidelines of the University of Mumbai.

To conduct a transparent and robust Internal Assessment, the following measures are taken:

1. The academic calendar clearly defines the sessional examination schedule at the beginning of the academic year. The students are made aware of the rules of examination through the conduction of orientation programs. In orientation programs, students are made aware of the tentative schedule of sessional examination and parameters involved in the internal assessment of theory & practice.

2. The Syllabus for each examination is declared well in advance & communicated through Google Classroom. The question paper of the sessional examination set is mapped with course outcomes and verified by the Head of Department. For the semester examination, evaluation and moderation are carried out by the Subject in charge.

3. Cumulative data of Internal Assessment is verified by the head of the examination committee before communication to the university for final year B. Pharm results.

4. The subject in charge distributed evaluated answer sheets of the sessional examination to the students and discussed model answers with them. In case of any doubts related to evaluation or totaling count, students get a chance to interact with subject teachers and rectify the error. The performance of students in internal assessment is discussed with parents during parent-teacher meetings.

5. After the result is declared, students are informed about the schedule for application for photocopy and revaluation by displaying notices. After receiving a photocopy, students are advised to refer to the answer key or reference books to check if the evaluation is satisfactory. If a student is unsatisfied, he/she may apply for Revaluation. The revaluation process is done by strictly adhering to the university norms

Mechanism to deal with examination-related grievances

If any query is raised regarding the students' sessional exam question paper, subject teachers are requested to resolve it. If the query is raised for the semester examination, the exam coordinator communicates it to the university and the university circulates the correction through the DEPDS system, and resolutions are passed on to the students instantly.

The Exam Committee and Unfair means the committee physically takes frequent rounds of the examination hall and monitors the discipline through CCTV. Strict supervision is carried out during the examination to escape the scope for malpractice. Students are orientated related to ordinance 0.5050 for unfair means before the commencement of the examination to ensure that students don't indulge in unfair means. If any malpractice is observed, strict action is taken as per statutory norms by the Unfair Means Committee. Unfair means committee compliance with the statutory norms ensures a fair and just way of handling the defaulter with the prohibition of such acts in the future.

-

General grievances like mark sheets, transcripts, or convocation certificates are communicated through proper channels to the university. With these systems followed, the HKCP has maintained discipline, good governance, and ethics in conducting the examination & declaring the results.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6 Student Performance and Learning Outcomes

2.6.1

Programme Outcomes (POs) and Course Outcomes (COs) for all Programmes offered by the institution are stated and displayed on website

Response:

Program outcomes, program-specific results, and course outcomes are all clearly defined by the Institute. According to the Outcome Based Education approach, the Program results are consistent with graduate qualities. Program specific outcomes (PSOs) are applicable for M. Pharm and are specifically defined for the PG department which include analytical thinking and problem-solving ability, creativity & innovation.

The Program outcomes are well defined by National Board of Accreditation and the course outcomes are mentioned in the syllabus provided by University of Mumbai. The institute also redefines the course outcomes for each course by the respective faculty members as and when required. The syllabus is available in the institute library for the students.

Following are the Program Outcomes defined by the National Board of Accreditation:

PO1: Pharmacy Knowledge

PO2: Planning Ability

PO3: Problem analysis

PO4: Modern tool usage

PO5: Leadership skills

PO6: Professional identity

PO7: Pharmaceutical ethics

PO8: Communication

PO9: The Pharmacist and society

PO10: Environment and sustainability

PO11: Life-long learning

Course Outcomes are defined as per Bloom's taxonomy. **Bloom's taxonomy** is a set of three hierarchical models used for classification of educational learning objectives into levels of complexity and specificity. The POs and PSOs are mapped with various COs, which helps us to ensure that the Program outcomes and Program specific outcomes are attained by the students. The outcomes of each course are mapped to

the Program Outcomes with level of emphasis being (1) Low / Slight, (2) Medium/ moderate, or (3) High/Substantial.

Following is the representation of the mapping of Course outcomes with Program outcomes:

Pharmaceutical Analysis I – Theory	S5.102T	S5.102T.22-23.CO1	Remember conventional methods of quantitative analysis and the sources of error	3	0	1	1	0	1	1	0	1	1	1
		S5.102T.22-23.CO2	Understand the principles of volumetric analysis and electrochemical analysis	3	1	2	1	0	0	1	0	0	1	1
		S5.102T.22-23.CO3	Apply the principles of volumetric titration in titrimetric analysis	3	1	2	1	0	1	1	1	1	1	1
		S5.102T.22-2	Apply approp	3	1	2	1	0	1	1	1	1	1	1

	3.CO4	riate method of titration in raw material analysis											
	S5.102 T.22-23.CO5	Calculate the strength of solutions, pH and present result in suitable concentration units	3	0	3	1	0	0	1	2	1	1	1

The Program Outcome, Program Specific Outcome and Course Outcomes are disseminated by the institute to the students, teachers and all stakeholders through various means which includes institute website, laboratory journals, communicating to students during Orientation programs, presentation during lecture sessions and course files of teachers.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

2.6.2

Attainment of POs and COs are evaluated.

Explain with evidence in a maximum of 500 words

Response:

The Institute aims at achieving the defined Program outcomes which ensures the holistic development of the students and makes them capable to make their professional identity.

The course outcomes are attained through dissemination of knowledge by way of classroom teaching and experiential learning to know its application in the subject area. The purpose of defining the Course outcomes, Program outcomes, and Program-Specific outcomes is to make sure that students are gaining, understanding, and finally applying the knowledge and skills necessary to complete the program and then progress in their profession.

Each program outcome is addressed by a specific set of program courses, which increases the possibility of achieving the outcome by the end of the program. The outcomes of each course are mapped to the Program Outcomes with a level of mapping being (1) Low / Slight, (2) Medium/ Moderate, or (3) High/ Substantial.

Attainment of Course Outcomes:

Target is set in terms of percentage of students getting more than predefined percentage in the final /mid semester examination.

1. The Question papers of Mid Semester and End Semester examination are mapped with COs,

2. The CO attainment is calculated for all the subjects by calculating the percentage of students getting more than and equal to the "Target percentage marks".

3. The CO attainment is calculated according to attainment levels for e.g If CO attainment is more than 50% then attainment level is "1", If CO attainment is more than 60% then attainment level is "2", If CO attainment is more than 70% then attainment level is "3".

Attainment Level 3: 70% students scoring more target percent in the End Semester and mid semester examination to be attainment of "3"

Attainment Level 2: 60% students scoring more target percent in the End Semester and mid semester examination to be attainment of "2"

Attainment Level 1: 50% students scoring more target percent in the End Semester and mid semester examination to be attainment of "1"

Attainment Level 0: Less than 50% students scoring more target percent in the End Semester and mid semester examination to be attainment of "0"

Attainment of Program Outcome:

The course outcomes are quantitatively assessed, and are mapped to the program outcomes. Although the Curriculum covers a broad range of courses to attain the POs, there is a need to conduct additional activities to ensure bridging the gap between the syllabus and ultimate POs aimed to be achieved.

POs are directly assessed through the courses i.e. course-based assessment with the weightage of 80 % and indirectly with the weightage of 20% through Activity based Evaluation.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

2.6.3

Pass percentage of Students during last five years (excluding backlog students)

Response: 92.42

2.6.3.1 **Number of final year students who passed the university examination year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
56	64	68	63	54

2.6.3.2 **Number of final year students who appeared for the university examination year-wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
66	64	68	65	67

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Certified report from Controller Examination of the affiliating university indicating pass percentage of students of the final year (final semester) eligible for the degree programwise / year-wise.	[View Document](#)
Annual report of controller of Examinations(COE) highlighting the pass percentage of final year students	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

2.7 Student Satisfaction Survey

2.7.1

Online student satisfaction survey regarding teaching learning process

Response: 3.64

File Description	Document
Upload database of all students on roll as per data template	[View Document](#)

2.7.1

Criterion 3 - Research, Innovations and Extension

3.1 Resource Mobilization for Research

3.1.1

Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)

Response: 7.99

3.1.1.1 **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
0	.45	1.1	4.86	1.58

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.2 Innovation Ecosystem

3.2.1

Institution has created an ecosystem for innovations, Indian Knowledge System (IKS),including awareness   about IPR, establishment of IPR cell, Incubation centre and other initiatives for the creation and transfer of knowledge/technology and the outcomes of the same are evident

Response:

Maharashtra's Educational Society's H. K. College of Pharmacy always emphasizes applicative learning and encourages students to think beyond their curriculum. The entrepreneurship cell is now coined as "institute innovations council (IIC)" that has recently been approved (2022) by the Ministry of Education, Government of India and Various activities and events have been conducted for the benefit of students. Some of these activities include sessions for students by successful young entrepreneurs, visits to incubation centers, innovation-based competitions held in the institute. HKCP also promotes the participation of students in intercollegiate events such as "Avishkar" which enables them to showcase their innovations to a larger audience and permits student-faculty "networking". Under "Practice School" the college strives for the overall development of its Final year B. Pharm students and through project work that follows, research and innovation are promoted. College encourages innovations and research which contribute immensely to the development of key areas of pharmaceutical science. The college has the necessary infrastructure to carry out research and is the motivation for faculty and

students to exhibit research activities. The college also has signed MOUs with industry and academia for training students and improving their employability.

Institute Innovations Council: H. K. College Pharmacy formally got its entrepreneurship cell approved as an IIC by the Government of India, Ministry of Education (MoE) this academic year (2022-2023). Under this cell various activities have been carried out which were endorsed by the MoE. These activities have fostered the seeds of innovation and entrepreneurship in the institute. The activities carried out include several in-house competitions such as e-posters on successful Indian start-ups, 'Best out of waste', 'Innoverse' and several seminars and webinars on Indian Patents, launching products that fit the market need and motivational stories by successful entrepreneurs. The institute also keeps in touch with its alumni, who have successful business ventures.

2. **Innovation based Inter-collegiate and National Competitions**:

Students at the college have enthusiastically participated in "Avishkar" and other inter-collegiate competitions which provide a platform for exhibiting and promoting their innovative work on projects related to health and ecological issues.

3. **Industrial Academic Collaborations**:

H. K. College Pharmacy has MOUs with industry and academia not only for training the students with respect to practical applications of pharmacy knowledge, communication skills but also provides them with gift samples of expensive pharmaceutical ingredients for carrying out research work. Some of the companies and institutes that have links with HKCP include "Gangwal Healthcare", "Savitha Dental College and Hospitals", Durgadevi Saraf Global Business School".

4. **Curriculum oriented Innovation:**

B. Pharm Students are encouraged to carry out project work in the eighth semester related to research in novel projects guided by faculty in the institute. Besides this, students of all years are encouraged to voluntarily carry out research in college labs based on their innovative ideas and are wholly supported by faculty and the management. Besides this there are curriculum-based competitions wherein students are expected to build an inventive creative product based on the concepts they have learnt.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.2.2

Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years

Response: 25

3.2.2.1 Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

2022-23	2021-22	2020-21	2019-20	2018-19
15	4	2	0	4

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

3.3 Research Publications and Awards

3.3.1

Number of research papers published per teacher in the Journals notified on UGC care list during the last five years

Response: 0.2

3.3.1.1 **Number of research papers in the Journals notified on UGC CARE list year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	5	1	1

File Description	Document
Link to the uploaded papers, the first page/full paper(with author and affiliation details)on the institutional website	[View Document](#)
Link to re-directing to journal source-cite website in case of digital journals	[View Document](#)
Links to the papers published in journals listed in UGC CARE list or	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.3.2

Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years

Response: 0.07

3.3.2.1 **Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	0

File Description	Document
List of chapter/book along with the links redirecting to the source website	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the Cover page, content page and first page of the publication indicating ISBN number and year of publication for books/chapters	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.4 Extension Activities

3.4.1

Outcomes of Extension activities in the neighborhood community in terms of impact and sensitizing the students to social issues for their holistic development during the last five years.

Response:

Extension is an important activity which contributes to the enhancement of the status and public recognition of a profession and welfare of the society at large. With this objective H K College of Pharmacy has Public Health Organizing Committee to spread awareness about the social responsibility.

Maharashtra's Educational society H. K. College of Pharmacy Promoted several extension activities in neighbourhood community Like

Tree Plantation Drive: In the last two decades, anthropogenic-related environmental problems have gotten worse. To keep our environment habitable for future generations, it is crucial to educate young

people about the value of environmental conservation. To Raise awareness and protecting our environment is the need of the hour in order to save our world. To aid in the restoration of nature's and mother earth's original splendor and components the college is celebrating environment day on 5th June and involves students at H K College of Pharmacy. Plants are a crucial component of nature and are necessary for living. We should plant more trees as a result of the power of plants to reduce pollution and revitalize the environment. Students brought different types of saplings and planted them in the campus on environment day.

Collection of Mango seed: H K College of Pharmacy took initiatives for the mango seed collection. Students collected cleaned and dried mango seeds. The objective of this drive was to grow saplings out of them to give to Indian farmers as a present.

Beach Clean-up: Mumbai's beaches have been plagued by several issues, including pollution, overpopulation, and poor maintenance. Their general quality and cleanliness have decreased as a result of this. Volunteers who clean beaches showed better understanding of the quantity and kind of debris present in the area as well as the causes and effects of marine litter. Cleaning the beach has been demonstrated to promote happiness and a sense of accomplishment among students. Participating students in beach clean-up activity collects tons of land-based waste products such as plastics, papers, woods, and metals etc. These activities creating awareness among students about beach pollution. HKCP conducted many activities to create public awareness and sensitise people on the effects of pollution, thereby helping to reduce the rate and extent of pollution on the beach in the long term.

Blood donation: The institution has worked with blood banks to organize several blood donation camps, with the enthusiastic support of students. Students at H K College of Pharmacy create awareness in the neighborhoods society that Blood donation is harmless and safe in the body. Blood donation is not harmful Rather, it is a social responsibility. The number of programs has been conducted by HKCP **Public Health organization committee** (PHO) committee for outreach population to make them understand about importance blood donation and encourage them to do blood donation followed by making them aware about various diseases like diabetes, hypertension, cancer etc. guidance also given of treatment, precaution and preventive measure. These outreach activities help in the overall holistic development (social, emotional, physical, mental, and intellectual growth of students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.2

Awards and recognitions received for extension activities from government / government recognised bodies

Response:

Maharashtra Educational Society's H. K. college of Pharmacy promotes and imbibes students with social

responsibility. The college has an internal committee Public health organization (PHO). The college organizes various activities like blood donation camps, health checkup programs, health awareness rallies etc. Through active participation in the extension activities, students understand the social issues thereby instilling a feeling of empathy.

The college organized/participated in various environmentally sustainable activities like Beach clean-up drive, Plantation drive, Mango seed collection drive etc.

The college organized/participated in various community service programs like health awareness programs, blood donation camp, difference between generic and branded medicine, visit to orphanage etc.

The college has received recognition for the extension activities which have impact on the community.

The college organized blood donation camp in collaboration with Anvishka blood bank in the year 2018-19 also 2022-23. Approximately 100 students participated in blood donation camp. The Anvishka blood bank recognized the contribution by the student volunteers and presented the college with a trophy in 2018-2019 with trophy of recognition. The college also received an appreciation letter in 2022-23 from Anviksha blood bank.

The students of the college volunteer in beach clean-up drives (Juhu & Mahim beach) and tree plantation drives (Aarey colony, Goregaon east) organized regularly by NGO "Muskurate Raho". The college has received appreciation letters from the NGO "Muskurate Raho" for the participation in tree plantation drives and beach clean-up drives.

The college had organized an extensive drive to collect mango seeds during the summer season. The students and staff of the college collected about 1000 mango seeds. The dried mango seeds were donated to "Donate Plants" organization, the organization promised to supply the seeds free of cost to farmers. The organization presented an appreciation letter to the institute for the efforts taken to collect the mango seeds.

These recognitions help to boost the morale and confidence of the students to participate in outreach and extension activities.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

3.4.3

Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.

Response: 42

3.4.3.1 **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
21	2	5	4	10

File Description	Document
Photographs and any other supporting document of relevance should have proper captions and dates.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Detailed report for each extension and outreach program to be made available, with specific mention of number of students participated and the details of the collaborating agency	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

3.5 Collaboration

3.5.1

Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.

Response: 12

File Description	Document
Summary of the functional MoUs/linkage/collaboration indicating start date, end date, nature of collaboration etc.	[View Document](#)
List of year wise activities and exchange should be provided	[View Document](#)
List and Copies of documents indicating the functional MoUs/linkage/collaborations activity-wise and year-wise	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

Criterion 4 - Infrastructure and Learning Resources

4.1 Physical Facilities

4.1.1

The Institution has adequate infrastructure and other facilities for,

- **teaching – learning, viz., classrooms, laboratories, computing equipment etc**
- **ICT – enabled facilities such as smart class, LMS etc.**

Facilities for Cultural and sports activities, yoga centre, games (indoor and outdoor), Gymnasium, auditorium etc (Describe the adequacy of facilities in maximum of 500 words.)

Response:

The college building in the HKCP campus has breezy, sun-lit corridors. The institute is strategically designed into spacious classrooms, laboratories, computer facilities, game centre, girls and boy's common rooms, washrooms, faculty rooms, central offices, and library. All classrooms are well-equipped with a blackboard/whiteboard and an LCD projector, and air-conditioning modalities. Additionally, the Wi-Fi connection of the institute is enabled in all the classrooms. Modern desks which allow for comfortable seating are provided in all the classrooms. The classes are regularly monitored via CCTV for maintenance of decorum. The faculty and students interact digitally as well through Google-Classrooms, a platform that enables streamlined dissipation of knowledge to all students.

- The institute has a vast playground to conduct outdoor sports activities, here cricket, throwball, volleyball is routinely played by students after their classes if time permits. HKCP grounds also accommodate a parking lot where students and faculty can keep their vehicles safe during the time they are in the premises. There is also a playground, gymnasium in the institute building wherein indoor games such as carrom, chess, table tennis can be played by the students to recreate during their free times. Our HKCP has an auditorium that can seat up-to 200 students, is well endowed with superior acoustic equipment, and is frequently used for conducting seminars, small cultural activities such as fresher's day, farewell parties, convocations. Annual Cultural activities such as "Orane" are conducted by leasing a wooden stage on the large playground and various performances are conducted to entertain the audience. The institute has a central conference room endowed with superior lighting, furniture, and air conditioning, with a U-shaped seating arrangement, where meetings are held regularly.
- For research on formulation of liquid orals and solid dosage forms, our HKCP has two machine room facilities, one of which is a pilot-scale facility. These facilities have separate sections for granulation, compression, and coating. The equipment installed in the facilities at HKCP include an 8-station multi tooling tablet compression machine, cone blender, tray dryer, Accela coater, single punch machine and high-pressure homogenizer. The machine rooms have adequate controls for dehumidification and are endowed with vinyl floorings, exhaust systems, cleaning/washing sections all as per GMP guidelines. Gangwal setup in the pilot plant gives opportunity to our M pharm students to handle their project and can complete an internship as well.

To stimulate interest in Pharmacy students, HKCP maintains a museum and a medicinal plant garden.

Products of various dosage forms are displayed in the museum such as syrups, suspensions, oral liquids, tablets, capsules, suppositories, eyedrops, medical devices and parenterals. Cosmetics, crude drugs and herbal products are also displayed. The medicinal plant garden contains many plants with varied medicinal properties. For the conduction of Pharmacological research, HKCP has an animal house built with facilities to house rodents. There are provisions for separate washing, housing and research on the animals as given in CPCSEA guidelines. To ensure and to enforce the norms laid down by the CPCSEA, the animal house is under constant CCTV surveillance. Our HKCP has a magnificent physical and digital library with a plethora of books/journals which are routinely accessed by students and faculty alike.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.1.2

Percentage of expenditure for infrastructure development and augmentation excluding salary during the last five years

Response: 26.58

4.1.2.1 **Expenditure for infrastructure development and augmentation, excluding salary year wise during last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
39	50.65	24.93	64.88	35.77

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for infrastructure augmentation should be clearly highlighted)	[View Document](#)

4.2 Library as a Learning Resource

4.2.1

Library is automated with digital facilities using Integrated Library Management System (ILMS), adequate subscriptions to e-resources and journals are made. The library is optimally used by the

faculty and students

Response:

Libraries nourish the learning soul of every individual and are knowledge centres of an educational institute. The college library has a carpet area of 172 sq. feet and is sectionalized into specific areas for book/journal/thesis occupancy, a private reading room for post-graduate students and faculty and a common reading area that is organized into cubicles for students. The arrangement allows maximal utilization of library resources and minimal distractions. Around 70 students can occupy the cubicles at a given time and the institute Wi-Fi is accessible in the library. There are computers in the library as well through which students without a personal device (Laptop/mobile) can occupy, to search the online library resources. There is constant CCTV surveillance of the library for maintenance of propriety.

The college library has registered in DELNET (Developing Library Network) because of which students have access to 200 e-journals, 374 medical e-books and 10969 e-books of other categories. The library has also subscribed to National Digital Library of India through which students are encouraged to access national and international research and review articles.

The library has installed e-Grantahlaya 3.0 library software, the ILMS utilized by the institute. The software allows smooth execution of library functions such as accession of literature, issue and return of stock, OPAC, data generation and stock verification. The library is partially automated adding a human scrutiny to all the operations listed above. The library has also developed a blog (https://hkcplibrary.blogspot.com/) which is of great assistance to the students to comprehend the digital/physical library resources of the institute. The library has facilities of printing, photo copying and scanning of documents which are available to students and faculty on demand. All the e-study materials are accessible by students anywhere anytime.

Additionally, the library has a diverse physical collection of 8358 bar-coded books (7858 B.Pharm Books and 500 M.Pharm books), 40 CDs of various pharmacy disciplines, 83 M.Pharm thesis and 150 Journals of Bonded volumes. The reference and regular books available encompass various disciplines of Pharmacy. The library also gives access to latest Pharmacopoeias, Merck Index, Martindale. Ayurvedic Pharmacopoeia. It also maintains a section in the literature area which keeps records of the seminar reports, project reports, training reports of students of the college. Campus web OPAC (Online Public Access Catalogue) is created, and students are encouraged to register so that they can survey the physical library online to identify and gauge the available books before issue. Any additional information pertaining to new arrivals in our library is updated in the OPAC.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3 IT Infrastructure

4.3.1

Institution frequently updates its IT facilities and provides sufficient bandwidth for internet connection

Describe IT facilities including Wi-Fi with date and nature of updation, available internet bandwidth within a maximum of 500 words

Response:

The college has a dedicated IT department/cell which is responsible for the smooth functioning of all IT facilities provided by the institute.

The college has modems located at all classrooms, library, faculty rooms, seminar halls, offices, laboratories which ensure that the entire college is connected digitally and avails uninterrupted internet facility at any given time. The internet connection has a bandwidth of 100Mbps. The enabled Wi-Fi services are secured at the nodes and monitored to prevent misuse of this facility.

The IT cell provides faculty, students, staff with official email IDs and oversees their use and promptly addresses any related issues. The Google classrooms used by faculty, students for knowledge dissemination and evaluation are maintained and supervised regularly by the IT cell. There are two computer laboratories in our HKCP which house 56 desktops and students are allowed to use and access them when required. IT Department constantly reviews the available hardware and software in these devices and upgrades/ purchases systems as the necessity arises. The cell also supervises the functioning of the LCD projectors and speakers across the classrooms and promptly responds to situations pertaining to its operations.

The IT cell has also registered the staff, faculty, post graduate students in the institute's biometric system to regularize their entry and exit from the institute (Attendance). This biometric system data is maintained and submitted regularly to the management and the accounts department before disbursement of the monthly salary. The IT department supervises the content of CCTV (closed circuit television camera). In the event of discipline related offenses, the CCTV records can be investigated before any punitive action is taken against the offender, to ensure justice is delivered.

The IT cell manages the online ZOOM/Google Meet Platforms in the event of webinars organized by the college. During the pandemic, the IT department was instrumental in ensuring that the academic content reached the student community and the faculty had no hassles in lecture delivery during the period.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

4.3.2

Student – Computer ratio (Data for the latest completed academic year)

Response: 4.07

4.3.2.1 **Number of computers available for students usage during the latest completed academic year:**

Response: 56

File Description	Document
Purchased Bills/Copies highlighting the number of computers purchased	[View Document](#)
Extracts stock register/ highlighting the computers issued to respective departments for student's usage.	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

4.4 Maintenance of Campus Infrastructure

4.4.1

Percentage expenditure incurred on maintenance of physical facilities and academic support facilities excluding salary component, during the last five years (INR in Lakhs)

Response: 74.53

4.4.1.1 **Expenditure incurred on maintenance of infrastructure (physical facilities and academic support facilities) excluding salary component year wise during the last five years (INR in lakhs)**

2022-23	2021-22	2020-21	2019-20	2018-19
130.91	128.37	86.53	125.47	132.14

File Description	Document
Institutional data in the prescribed format	[View Document](#)
Audited income and expenditure statement of the institution to be signed by CA for and counter signed by the competent authority (relevant expenditure claimed for maintenance of infrastructure should be clearly highlighted)	[View Document](#)

Criterion 5 - Student Support and Progression

5.1 Student Support

5.1.1

Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years

Response: 96.12

5.1.1.1 **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
228	204	180	149	130

File Description	Document
Year-wise list of beneficiary students in each scheme duly signed by the competent authority.	[View Document](#)
Upload Sanction letter of scholarship and free ships (along with English translated version if it is in regional language).	[View Document](#)
Upload policy document of the HEI for award of scholarship and freeships.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.2

Following capacity development and skills enhancement activities are organised for improving students' capability

1. *Soft skills*
2. *Language and communication skills*
3. *Life skills (Yoga, physical fitness, health and hygiene)*
4. *ICT/computing skills*

Response: B. 3 of the above

File Description	Document
Report with photographs on Programmes /activities conducted to enhance soft skills, Language and communication skills, and Life skills (Yoga, physical fitness, health and hygiene, self-employment and entrepreneurial skills)	[View Document](#)
Report with photographs on ICT/computing skills enhancement programs	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.1.3

Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years

Response: 82.63

5.1.3.1 **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
228	151	72	158	157

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.1.4

The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

1. **Implementation of guidelines of statutory/regulatory bodies**
2. **Organisation wide awareness and undertakings on policies with zero tolerance**
3. **Mechanisms for submission of online/offline students' grievances**
4. **Timely redressal of the grievances through appropriate committees**

Response: A. All of the above

File Description	Document
Proof w.r.t Organisation wide awareness and undertakings on policies with zero tolerance	[View Document](#)
Proof related to Mechanisms for submission of online/offline students' grievances	[View Document](#)
Proof for Implementation of guidelines of statutory/regulatory bodies	[View Document](#)
Details of statutory/regulatory Committees (to be notified in institutional website also)	[View Document](#)
Annual report of the committee motioning the activities and number of grievances redressed to prove timely redressal of the grievances	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.2 Student Progression

5.2.1

Percentage of placement of outgoing students and students progressing to higher education during the last five years

Response: 60.33

5.2.1.1 **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
18	40	48	37	41

5.2.1.2 **Number of outgoing students year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
56	64	68	63	54

File Description	Document
Number and List of students placed along with placement details such as name of the company, compensation, etc and links to Placement order(the above list should be available on institutional website)	**View Document**
List of students progressing for Higher Education, with details of program and institution that they are/have enrolled along with links to proof of continuation in higher education.(the above list should be available on institutional website)	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.2.2

Percentage of students qualifying in state/national/ international level examinations during the last five years

Response: 14.88

5.2.2.1 **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

2022-23	2021-22	2020-21	2019-20	2018-19
5	6	5	0	2

File Description	Document
List of students qualified year wise under each category and links to Qualifying Certificates of the students taking the examination	**View Document**
Institutional data in the prescribed format	**View Document**
Provide Links for any other relevant document to support the claim (if any)	**View Document**

5.3 Student Participation and Activities

5.3.1

Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years

Response: 19

5.3.1.1 *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during the last five years*

2022-23	2021-22	2020-21	2019-20	2018-19
4	4	5	4	2

File Description	Document
Upload supporting document	[View Document](#)
list and links to e-copies of award letters and certificates	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

5.3.2

Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)

Response: 3.6

5.3.2.1 **Number of sports and cultural programs in which students of the Institution participated year wise during last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
3	5	5	4	1

File Description	Document
Upload supporting document	[View Document](#)
Institutional data in the prescribed format	[View Document](#)

5.4 Alumni Engagement

5.4.1

There is a registered Alumni Association that contributes significantly to the development of the institution through financial and/or other support services

Response:

Maharashtra Educational Society's H. K. College of Pharmacy has constituted an Alumni Cell which is registered under "HKCP Alumni Welfare Association " (Registration number: GBBSD 94-2012) under the Society Registration Act, 1860 on 11th October 2011. The Alumni Association, throughout their journey has established a strong network with the alma maters of the college.

College organizes an alumni engagement program "Mentor-Mentee" annually with a theme of "Involve to Evolve". The program provides a platform for the students to engage and interact with alumni (Mentors) from different career streams. The alumni share their experiences on opportunities, scope and growth in their fields such as Research and Development, Regulatory Affairs, Pharmacovigilance, Clinical Research, Sales and Marketing, Pharm D, Stores and Packing, Manufacturing, Entrepreneur etc. with Final Year B. Pharm and M. Pharm students (Mentees). Through these programs, students have learnt to explore various opportunities after graduation and post-graduation and establish strong connections with their seniors.

The association has a WhatsApp group for each outgoing batch, that functions as a platform for building a strong network. Students actively communicate through these groups and are engaged in job placements by providing information on vacancies and opportunities in the industry. The alumni of the college were also recruited as faculty members.

The alumni association along with Placement Cell and Institutions Innovation Council have invited esteemed alumni for conducting seminars/webinars on career guidance sessions and enhancing entrepreneur skills. Alumni Association also releases an alumni bulletin half yearly, to keep the alumni informed on the activities and progress of the college.

The association aims to enhance the alumni engagement and networking opportunities by creation of an alumni portal and the organization of an annual REWIND Connect event, which will facilitate student-alumni interaction, foster strong industry connections, and provide valuable career guidance for our students.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

Criterion 6 - Governance, Leadership and Management

6.1 Institutional Vision and Leadership

6.1.1

The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Response:

The institute established its vision and mission through a consultative process involving stakeholders, considering future scope and the societal requirements.

Vision

To be recognized as the institution providing quality education in pharmacy to serve the healthcare sector.

Mission

- Imparting knowledge in the field of pharmacy through continuous improvement in integrated teaching learning process

- All-round development of the students by inculcating a sense of ethical practices, social empathy and management skills.

- Encourage students towards higher education and research.

The college follows the guidelines laid by the University of Mumbai and Pharmacy Council of India and has a firm belief in the NEP 2020.

For sustained growth and quality, the college ensures recruiting teachers with a blend of qualification and experience. The institute encourages faculty to pursue PhD, over the years, 8 faculty have completed and

4 are pursuing their PhD. To improve competency, the institute encourages faculty to attend FDP's organized by the institute/other institutions and also organizes skill development programs for non-teaching staff. The college boasts of support structures like audio-visual facilities, overhead projectors, e-library, language laboratory & internet facility etc. to facilitate teaching learning experience.

To provide a conducive environment for integrated learning, the institute motivates faculty to adopt new techniques of teaching and learning. The institute organizes guest lectures by eminent personalities, demonstration of equipment and field trips for a hands-on-training and beyond syllabus experience. The students are encouraged to participate in co-curricular activities organized by the institute such as TechCrunch, Shark Tank, etc. to build their research acumen.

The college organizes career guidance sessions, workshops and courses to prepare the students for placement & higher education.

To inculcate a sense of responsibility towards society, various awareness programs, health campaigns and environment initiatives are undertaken by the institution.

The management believes in participative governance of the institute. This is evident from the representation of faculty and non-teaching staff in various governing committees like IQAC, GMC, CDC etc. The Principal is entrusted with the responsibility of smooth conduct of both academic and administrative duties. The Principal forms administrative & academic committees and defines their roles and responsibilities. The IQAC gives suggestions and ideas with regards to the planning of activities of the college. The effective execution of academic, administrative and research activities is monitored through staff and departmental meetings held every month.

The perspective plan of the institute is prepared considering future scope and growth of the institute.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.2 Strategy Development and Deployment

6.2.1

The institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc

Response:

The institute's organizational structure and management policies are clearly established. The institution's governing body is in charge of ensuring efficient operation of the institution and developing plans for its future growth. Members of the governing body actively participate in the decision-making process to maintain and improve the institution's educational standards.

To guarantee the institute runs smoothly and methodically, the college incorporates all stakeholders in the decision-making process while creating guidelines, rules, and regulations. The Governing body looks after the affairs of the institution in view of the primary objectives of teaching and research. The members of the body are dedicated, eminent personalities and educationists. Teaching faculty who is the teacher representatives in the governing body is actively involved in the decision-making process to sustain and enhance quality of education in the institution. Senior faculties are the members of various decision-making, administrative and academic committees. Faculties are also deputed to various administrative training programmes for effective academic and administrative audits. A participatory decision-making process is encouraged by the Institution's governance and leadership to ensure that its higher education activities run smoothly. The College Academic Committee actively participates in the decision-making process when significant academic or administrative choices are being made, along with all senior academics and department heads. The Principal calls monthly Staff meetings for discussion of important academic and administrative issues, and develops the necessary strategies and plans to maintain the campus's high standard of education. The faculty can always share their opinions and ideas with the management team, including the Principal, and other officers. The views of academics and employees are taken into consideration favourably for changing policy. The IQAC committee is also constituted with senior faculty members who work together for designing and preparing applications of the quality policy and plans. The Institutional committees ensure that quality education is imparted to the students that foster the holistic development of the students and execution of strategic plans. The committees comprise key stakeholders including government, administrators, faculty, industry, employer, alumni, parents and students. To demonstrate decentralization and participative management of our college we are assigned at the classroom level, one of the teaching faculty members as a class coordinator. The class coordinator is responsible for monitoring the academic needs of the students in the class and reports the status to the HOD. The mentor system is in implementation at the college level for all the students. Each faculty member is assigned 20 students for mentoring. These mentors interact with the students and parents and address all their academic and personal needs for an overall development. In order to have continuous improvement in the teaching learning process, feedback is collected at different time intervals during the semester from students through a group interaction and online feedback form. The feedback is communicated to the faculty concerned through HOD for improvements as desired. Monthly department meetings are held in all departments where internal issues are discussed. Appointment of teaching and non-teaching is through proper procedures.

File Description	Document
Upload Additional information	[View Document](#)
Institutional perspective Plan and deployment documents on the website	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.2.2

Institution implements e-governance in its operations

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Response: A. All of the above

File Description	Document
Screen shots of user interfaces of each module reflecting the name of the HEI	[View Document](#)
Institutional expenditure statements for the budget heads of e-governance implementation ERP Document	[View Document](#)
Annual e-governance report approved by the Governing Council/ Board of Management/ Syndicate Policy document on e-governance	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.3 Faculty Empowerment Strategies

6.3.1

The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression

Response:

The management of Maharashtra Educational Society's H. K. College of Pharmacy ensures that its employees be it teaching or non-teaching are treated with dignity and respect by all stakeholders. Adequate clean working space is provided to the faculty, in form of cubicles where they can prepare for lectures, be creative in terms of teaching and research. The cubicles in faculty staff room, are well -lit and

well-ventilated with drinking water facilities provided so that the faculty are comfortable in the working environment. Good internet facility in the form of WiFi is provided in the staff room for ease in web-access. The library is stocked with good books and is periodically updated with latest scientific literature in form of books and journals with inputs from faculty. Stationary is periodically provided by the college office to the faculty when required. Teaching tools, in the form of projectors, boards, google classrooms, are available for faculty to make the transfer of information to students a seamless process. Workload and administrative jobs are equally distributed among all faculty so that no individual faculty is burdened or stressed. The college endeavours to create a healthy working atmosphere for its faculty and non-teaching staff.

In addition to these facilities the management awards its staff (appraisal) based on their performance in the given academic year. The college believes in incumbent faculty development by encouraging them to pursue higher studies such as Ph.D. and allows for their short-term absences in the event of their attendance at conferences, refresher courses. The management has provided a good infrastructure for research for all its faculty. The college expects an up-to-date knowledgeable teacher to be an asset to the organization. The college also maintains harmony in its teaching and non-teaching staff by promoting lectures by faculty to train the non-teaching staff. Faculty who improvises on his/her existing teaching or research capabilities are honoured and awarded by the management.

The college also permits long term absences of its staff due to maternity reasons. Additionally, an insurance policy is in place for all the employees. The college values its staff and does its best to retain its employees.

The college has a good security system, with ID cards provided to all its employees and students. The entrance to the campus is watched by security personnel who regulate the traffic of people into the institute. This provides a safe and secure working environment for all its employees.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.3.2

Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years

Response: 1.87

6.3.2.1 **Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	1	0

File Description	Document
Policy document on providing financial support to teachers	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of letter/s indicating financial assistance to teachers and list of teachers receiving financial support year-wise under each head.	[View Document](#)
Audited statement of account highlighting the financial support to teachers to attend conferences / workshop s and towards membership fee for professional bodies	[View Document](#)

Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)	

6.3.3

Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years

Response: 47.47

6.3.3.1 **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
30	23	18	8	15

6.3.3.2 **Number of non-teaching staff year wise during the last five years**

2022-23	2021-22	2020-21	2019-20	2018-19
18	18	13	20	22

File Description	Document
Refresher course/Faculty Orientation or other programmes as per UGC/AICTE stipulated periods, as participated by teachers year-wise.	[View Document](#)
Institutional data in the prescribed format	[View Document](#)
Copy of the certificates of the program attended by teachers.	[View Document](#)
Annual reports highlighting the programmes undertaken by the teachers	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

6.4 Financial Management and Resource Mobilization

6.4.1

Institution has strategies for mobilization and optimal utilization of resources and funds from various sources (government/ nongovernment organizations) and it conducts financial audits regularly (internal and external)

Response:

Actual and resourceful use of financial resources is certified through proper system adopted by the college. The institutional strategies for mobilization of funds and the optimal utilisation of the resources are as follows:

For efficient use of available financial resources, the accounts section prepares the annual budget by collecting the estimated/ projected budgetary requirements from all the departments and present the same before the governing body and financial subcommittee. Once approved by finance subcommittee and the governing body, the fund utilisation starts. The major income sources include Students fees. The income from the student fees is majorly utilised for salary expenses and non-salary expenses. Salary Expenditure includes all the expenses related to the salary i.e. Salary, Provident fund contributions, Gratuity, Leave encashment etc. Non-Salary Expenditure includes expenses related to laboratories (recurring – consumables and Non-Recurring – Equipments and instruments), Library (recurring - Software, Journal subscriptions, and non-recurring – Books), Staff development activity, research developments, Store (printing and stationery), overhead charges (water and electricity charges) and other expenses (Statutory fees, maintenance and repair charges, infrastructure development charges, ICT charges - recurring and non-recurring), Students welfare activities.

Recurring expenses (consumables & Operating), non-Recurring expenses (equipments and instruments), Outsourcing charges, Overhead charges (Electricity and utility charges, etc.).

Funds from various sources (government/ non-government organizations) is utilised for research purposes

Institution conducts internal and external financial audits regularly (internal and external).

Auditing is an important part of the functioning of the Institute. In the college, the audit is done annually by the auditor.

All expenses such as furniture, chemical, glassware, equipment, books, stationery, computer & software, infrastructure are properly documented and from that next budget is proposed and at the end of the financial year, an expenditure statement is generated. Financial Statements of college are audited annually by statutory auditors.

As per regulations of Statutory bodies the Trust is registered under the Bombay Public Trust Act. Consolidated audited statement is thereafter submitted to the Charity Commissioner.

External academic, administrative and financial audits are regularly conducted during inspections by regulatory agencies such as Pharmacy Council of India, AICTE, Fees Regulating Authority, Government of Maharashtra and University of Mumbai. Further all financial aspects pertaining to the Social Welfare Scholarships are audited by the Social Welfare Office of the Government of Maharashtra. The verification of financial data is done by the regulatory agencies for the extension of approval.

File Description	Document
Upload Additional information	[View Document](#)
Provide Link for Additional information	[View Document](#)

6.5 Internal Quality Assurance System

6.5.1

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It reviews teaching learning process, structures & methodologies of operations and learning outcomes at periodic intervals and records the incremental improvement in various activities

Response:

Internal Quality Assurance Cell (IQAC) has contributed significantly for institutionalizing the quality assurance strategies and processes. It covers Academic, Research and Admin structures & methodologies of operations at periodic intervals and records the incremental improvement in various activities.

The success of any organization to achieve the quality lies in continuous monitoring of the functioning of an organization through quality indicating framework. In the academy the assurance of good quality

products (successful students) can only come through the effective implementation of the academic audit process. The Internal quality assurance cell (IQAC) is following several processes and monitoring them for their correct operation. Few of the processes which have been followed by IQAC can be listed as Academic Monitoring through IQAC, Feedback system on teaching and facilities, Co-Curricular activities, Program outcomes attainment, etc.

The academic monitoring is carried out with the intention of bringing consistency in newly implemented strategies. For the betterment in teaching learning process IQAC encourages for timely updating of parameters like attendance of students, status of syllabus accomplishment, mentor mentee meeting discussions, internal examination assessment, performance of student in internal examination, co-curricular and extracurricular activities plan and execution. Based on the response and data received from various committees at regular intervals, IQAC instructed concerned committees for further corrective measures.

Many subunits like admission cell, examination committee, training and placement committee, grievance committee, Institution innovative cell and several others work under the umbrella of IQAC for timely execution of decisions. Every committee has its separate objectives and constitution which helps them for effective monitoring of progress related to the reforms implemented by IQAC. At the end of every academic year IQAC analyzes the performance of the institute in various fronts because of newly implemented strategies, which also assure the proper implementation of quality reforms.

Since, for every quality indicating framework there must be some scale to measure the result in a uniform manner. Program outcomes are the necessary qualities that a graduate should attain during their education and are considered as the scale to measure quality of graduates. Institute follows outcome-based education and henceforth the attainment of program outcomes (PO's) is the highest priority of the institute. The impact of efforts taken on every single batch of graduates are recorded as direct and indirect attainment of PO's. The syllabus is linked with course outcomes and ultimately related to program outcomes, which helps overall development of students.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

6.5.2

Quality assurance initiatives of the institution include:

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Response: A. Any 4 or more of the above

File Description	Document
Quality audit reports/certificate as applicable and valid for the assessment period.	[View Document](#)
NIRF report, AAA report and details on follow up actions	[View Document](#)
List of Collaborative quality initiatives with other institution(s) along with brochures and geo-tagged photos with caption and date.	[View Document](#)
Link to Minute of IQAC meetings, hosted on HEI website	[View Document](#)

Criterion 7 - Institutional Values and Best Practices

7.1 Institutional Values and Social Responsibilities

7.1.1

Institution has initiated the Gender Audit and measures for the promotion of gender equity during the last five years.

Describe the gender equity & sensitization in curricular and co-curricular activities, facilities for women on campus etc., within 500 words

Response:

I. The institution practices gender equity in all aspects by taking active steps to establish a good gender balance in decision-making processes and, has a ritual of conducting various annual programs contributing to gender equality.

II. Institution organizes events on gender sensitization regularly during the past few years. Various events either in online or offline mode have been conducted like PCOD, Self-Empowerment, Holistic approach towards adolescence hair and skin issues, and free wellness and grooming sessions.

III. Institute organizes national and international commemorative days, events and festivals. Institution organizes and celebrates republic day, Independence day, Gandhi Jayanti, unity day, teacher's day, International Day of Yoga, Constitutional awareness day. Institute also celebrates events like Annual day, convocation ceremony, cultural and sports day, farewell and fresher's party.

IV. Facilities for women on campus.

1. **Safety and Social Security:**

   1. Considering the safety and security of students and staff, the institute has installed CCTV cameras in classrooms, labs, passages and corridors.
   2. Sufficient security personnels are assigned for the purpose of safety and security.
   3. It has been made mandatory for everyone to keep their identity cards while on campus. The ID cards are checked at the entrance every day. There is a proper record of visitors in the visitor's register.
   4. The Institute has a zero-tolerance policy for ragging and the anti-ragging committee follows government policies and protocols to strictly curb the menace of ragging.
   5. The policy for sexual harassment of women in the workplace is strictly implemented. Women

Development Cell, student grievance redressal cell, Vishakha and other committees to ensure the safety and security of students/staff in the institute. It conducts various workshops to sensitize women-related issues.

6. The WDC committee has a special post for Female Student representatives (2) and this post is also part of an internal complaint committee to solve problems related to girl's safety.
7. Sanitary Napkin Vending machine and Incinerator machine is available in the girls' common room where the female students and staff can get the sanitary napkin as and when required.
8. A suggestion box is made available near the pharmacy office for any kind of suggestions/complaints.
9. The institute has a medical room facility in case of minor problems where students can get first aid treatment.
10. First aid boxes are available on campus with necessary medications specifically for women related issues.

b. Common Room: The institute has separate common rooms and restrooms for boys and girls. For girls, the common room is an independent room with an attached toilet, sanitary pad vending machine and sanitary pad incinerating machine. There is a provision for resting if the need arises.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.1.2

The Institution has facilities and initiatives for

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Response: A. 4 or All of the above

File Description	Document
Policy document on the green campus/plastic free campus.	[View Document](#)
Geo-tagged photographs/videos of the facilities.	[View Document](#)
Circulars and report of activities for the implementation of the initiatives document	[View Document](#)
Bills for the purchase of equipment's for the facilities created under this metric	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.3

Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following

1. **Green audit / Environment audit**
2. **Energy audit**
3. **Clean and green campus initiatives**
4. **Beyond the campus environmental promotion activities**

Response: A. All of the above

File Description	Document
Report on Environmental Promotional activities conducted beyond the campus with geo tagged photographs with caption and date	[View Document](#)
Policy document on environment and energy usage Certificate from the auditing agency	[View Document](#)
Green audit/environmental audit report from recognized bodies	[View Document](#)
Certificates of the awards received from recognized agency (if any).	[View Document](#)
Provide Links for any other relevant document to support the claim (if any)	[View Document](#)

7.1.4

Describe the Institutional efforts/initiatives in providing an inclusive environment i.e., tolerance and harmony towards cultural, regional, linguistic, communal socioeconomic and Sensitization of

students and employees to the constitutional obligations: values, rights, duties and responsibilities of citizens (Within 500 words)

Response:

H. K. College of Pharmacy has taken special efforts to create an inclusive environment for students and help them develop harmony and tolerance towards various aspects of society. HKCP always celebrates the farewell of passing out students of B Pharm and M Pharm every year. This creates a healthy atmosphere where the seniors share their experiences and help juniors connect with them. The freshers party for first year B pharm and M parm is also celebrated enthusiastically which allows students to interact with the seniors and exchange thoughts and knowledge. HKCP is very keen on celebrating National days like Independence Day and Republic Day. The importance of these days is inculcated amongst students by educating them about the same and flag hosting. The constitutional values are embedded amongst the students throughout the year and are revised periodically on occasion of these national days. HKCP has always been striving hard to imbibe students with cultural and linguistic diversity. Inspired by this, the students have participated in various Hindi essay competitions and keeping the regional diversities at bay our students sang Bhajan on the auspicious occasion of Gandhi Jayanti. As a measure to understand socio economic diversity and help to engage with various levels of societal status, HKCP has organized a Village Outreach Campaign on 24th January 2020. During this our students actively participated and presented posters and delivered speeches to the village students. HKCP has always tried its best to inculcate community spirit among the students. HKCP organized a Cleanliness drive on 10th April 2021 where students were encouraged to practice the Swachh Bharat Initiative by our Prime Minister and make the oceans a safe place for marine resources. Owing to covid era, where the community required more guidance on mental health for condolence of their loss of loved ones, HKCP organized a Mental Health Campaign on 9th October 2020. In this campaign students were encouraged to make posters on Mental Health related issues and measures to resolve them. The students of HKCP did not lag back even during the covid pandemic with their social welfare activities. Owing to the values taught by the teachers to the students and the inclusive environment created, the students as a token of love and affection celebrated virtual teacher's day. Being a part of the medical community, HKCP continued to serve the community during the pandemic period. HKCP organized a webinar on Nutrition by Dr. Nida Shaikh which was available on YouTube and was available for everyone to watch. H.K. College of Pharmacy celebrated "International Day of Yoga-2022" on 21st June 2022 by organizing a webinar and physical event on "Decoding Pranayama" and demonstration of asanas. This was another initiative of providing an environment which is inclusive and promotes the cultural aspect of our Nation. The college has a versatile, harmonious campus. HKCP family has welcomed students from various linguistic, regional, cultural and communal diversities. We have students from Paschim Konkan, Marathwada, Khandesh and Mumbai town region. We are at par with linguistic minorities too.

File Description	Document
Upload Additional information	View Document
Provide Link for Additional information	View Document

7.2 Best Practices

7.2.1

Describe two best practices successfully implemented by the Institution as per NAAC format provided in the Manual

Response:

BEST PRACTICE 1

Research and development environment

Objectives of the Practice

Maharashtra Educational Society's H. K. College of Pharmacy has the deep sense to formalize the students and create a research and development culture. beneficial partnership between college and an industry for internships and development of students. Objective of this Practice is to give students overall knowledge, skill and competencies and the outcome that industry expects from fresh graduates.

The Context

The context of this practice lies in the need to ascertain that the teaching learning process is going on as per the predesigned objectives. To achieve the educational objectives, it is important to ensure that the academic schedule and industrial based training is completed in time. Partnering with companies allows universities to conduct networking events which are extremely important Partnering with industry gains college more funds and resources.

The Practice

H.K. College has a practice of developing relations with industry for the over the boundary development of students. The college has signed multiple Memorandum of Understanding with versatile industries. We are also highly engaged in organizing training programs in the forms of webinar and seminars to help student gather the knowledge of research-based implications. One such practice is MOU signed by Sandoz. Under this MOU our students received training on multiple sophisticated equipment. Our college has held hands of students in this aspect too. Under the same MOU it was also decided that various seminars and workshops will be conducted for students, faculties and non-teaching staff. We have collaborated with Umang pharma to train our students as a part of their internship program. Students work in an on-campus industry-based R&D where they receive monthly stipend for the same.

Evidence of Success

- Training program was conducted by Sandoz Novartis on 18th Feb 2022 on their plant, where our faculties and students received training on multiple instruments
- Many students were enrolled for 10 Day Short term public speaking course from 1st August 2022.
- Many seminars were conducted by Scitech on research and innovation for students of our college
- Medley and Umang enroll students for internship and train them for research-based activities

- Our students have received industry-based training on campus from Gangwal Ltd. Students have learnt industry standard formulation and quality assurance activities.
- As a result of the research environment created in our college our students have received multiple awards and recognition over the globe.
- Many students have won research awards in IPA, Avishkar and international conferences
- Owing to the successive culture towards research in our college we have received multiple grants

Problems Encountered

The MOU signed are very active and we a planning to excel the horizons of the same. Few problems we encountered was to balance the academics with the training programs. Another such incidence is with Teledyne Hanson Research. They gave the CD14- dissolution tester but as the need raised, they shifted it their vicinity for convenience. Nevertheless, all these difficulties are well managed for smooth functioning henceforth. One more constraint is financial assistance for research where we have faced some issues.

BEST PRACTICE 2

Environmental awareness

Objectives of the Practice

Trees are unsung hero of our ecosystem. They purify air we breathe and provide habitat for countless species and offer invaluable source of food, medicine and raw material. In order to achieve the above objective Maharashtra educational Society's H. K. college of Pharmacy has taken special efforts to reduce reuse and recycle the paper use on campus.

The Context

Preserving our environment is of utmost priority and most important discussion on worldwide forum. We at our college are contributing for future generation's by saving paper consumption for our daily activities Saving papers is saving trees. The college has ensured that our heritage of green campus is well preserved.

The Practice

In todays digital age, which is ever evolving, technology plays an important part in our everyday life. In a Teaching institute where use of paper will not be questioned this initiation by HK is commendable because of the management and members of HKCP.

This is achieved by:

- NAS communication portal used by all teaching faculties for maintenance of course files, etc.
- Double side printing, using one page question paper and printing on both the sides if required.
- Using Recycled paper, if printing is necessary for a memo or information which has to be physically documented the reuse of old papers is implemented.

- On line submission of assignment on google class room.
- Online feedback forms and surveys.
- Virtual seminars and Meetings and Presentation to reduce use of printed material and travelling related environmental burden.
- Power point Presentation to student.
- Admission process is designed to use minimum papers.
- Faculty daily activity and teaching schedule record is maintained on google drive which each faculty and staff fills every day.
- Formation of green club.
- Usage of digital notices and promotion of e communication via WhatsApp groups and emails
- All SOPs and details of medicinal plant garden is maintained in the form of QR codes.
- PDFs of many books are available and are circulated by teachers as a major means of reference

5. Evidence of Success-

- The fruitfulness of this program is evident by the data which show less consumption of paper year by year in spite of increase in number of students.
- The use of google class room has made collecting statistical data of all students uploading their assignment, their attendance in class and performance in each subject easy to monitor**.** This enables the teacher to mentor the students and encourage them to be more proactive.
- NAS communication has made data compilation easy and accessible and data of each year is available year wise in staff communication, this helps the functioning of college smoothly.

6. Problems Encountered

- The fear of losing all digital data to corrupt computer system is always worrisome
- The requirement of attestation of documents for official purpose again drives us to print copy in physical form.
- Documentation of various activities as per PCI, university of Mumbai norms generating purchase order

Depending on electricity or requirement of power back up.

File Description	Document
Best practices as hosted on the Institutional website	[View Document](#)

7.3 Institutional Distinctiveness

7.3.1

Portray the performance of the Institution in one area distinctive to its priority and thrust within 1000 words

Response:

Instilling the principles of social awareness

Abiding to the vision and mission:

The institute is practicing community services by not only educating future pharmacists but also actively engaging them in community services with well-defined roles and responsibilities at each level. These activities are designed to address the health-based needs of the community, promote awareness and Health education. We also provide accessible health care services to the community whose underlying principle is our vision and our commitment to our mission. The intended outcome is the ongoing process of our institute in building a chain of human value as a sapling which will continue to flourish, grow and prosper wherever our student pharmacist goes.

HK College of Pharmacy has taken great initiative to extend a helping hand towards society and inculcate the values of the same amongst our students. The committee for community services has been allocated by the Principal. The committee in charge and the associated members are decided based on knowledge, experience and self-initiation. The roles and responsibilities of a community service committee are clearly defined by creating the areas on which the institute is focused in the current year thereby creating transparency and clarity in the entire process. The above-mentioned practice being followed at our institute is unique and very much in tune with UGC recommendations.

The health campaigns were planned along with the nearby NGO's and many health care checks initiated through collaboration with hospitals. We have initiated a health checkup and awareness activity in orphanage and old age home for women. The practice of community services was designed in context to meet the needs of the community and make an impact on health hygiene, cleanliness and overall development of society. The practice was to strive to have a positive impact on the community and participants. The activities were designed in a way to have a meaningful learning experience for students and faculties. A special focus was placed on educating, imparting leadership and communication skills in students and making them aware with their social responsibility as a pharmacist.

The HK College of Pharmacy is focused on bringing awareness of cleanliness which was initiated by our Prime minister under Swatchh Bharat Abhiyan. Students had a campaign on Swachh Bharat Abhiyan in oct 2018, in Bandra Mumbai, and a bottle change campaign, along with awareness and importance of keeping the surrounding clean and free from mosquitoes. Anti malaria campaign, Antituberculosis campaign to name a few, of the various drives and campaigns conducted as a measure of social awareness activity. The students actively participated in these campaigns and were given the opportunity to extend a helping hand towards society. The year 2019-2020 was focused on community services and outreach campaigns. We started an anticancer campaign at Juhu beach, visited a village in Dahanu and conducted a community outreach campaign at OES college of commerce Andheri. Owing to the

enthusiasm amongst students towards wellbeing and societal awareness many more such campaigns were initiated but due to unfortunate circumstances of lockdown and covid could not be executed. This did not dampen our spirit of serving the community. The same was started on online mode. We conducted a mental health campaign for the public at large on an online platform. This covered nutrition to health awareness programs also. Mask distribution was organized in collaboration with Swatantra Narayani Sewa trust. Owing to the need of post covid era a mental awareness program was held on online mode which was streamed on youtube and made available to the masses at large. The mode of online campaign was fruitful and helped and many dealing with dental, body and hair care too. HK college of pharmacy also initiated certain visits to Ashrams and distributed first aid kits. On Founders Day, abiding to the vision and mission of HKCP- Corporate social responsibility, the HKCP conducted blood donation camp and tree plantation activity.

Evidence of the instilled principles

As no effort is worth without an impactful outcome, HKCP has succeeded in instilling the principles of social awareness. As proof of this, many students were motivated and followed the footsteps of their alma mater even after completion of studies. One such incident is of Ms. Nishi Mishra who started an NGO named Muskurate Raho Foundation. The NGO organizes many cleaning drives and green projects where now our students join hands helping in achieving the objectives. Nishi Mishra has joined hands with HKCP where students are actively involved in the social initiative taken by the NGO.

File Description	Document
Appropriate web in the Institutional website	[View Document](#)

5. CONCLUSION

Additional Information :

The Management established the H. K. College of Pharmacy with the intention of growing it into a college of pharmacy with international standing. Currently, it offers B. Pharm and M. Pharm. programs, and its graduates are employed in important positions by reputable companies. The college has applied to the University of Mumbai for recognition as a PhD centre as it works to broaden its horizons.

The college provides students with the information, skills, and ethical values required to succeed in the ever-changing pharmaceutical sector through a comprehensive curriculum, cutting-edge facilities, and a competent faculty. The institution believes in inclusive education and encourages student participation in a variety of extracurricular cultural, social, and athletic activities along with curriculum engagement. Students are encouraged to come up with unique concepts, several awareness programs are organized to ignite young minds for innovation and entrepreneurship.

The students have achieved rankings in the exams administered by the University of Mumbai. The students have also excelled in extracurricular and extracurricular activities, winning prizes in a number of University, state, and national events. At the university level, the students have won an award at the Aavishkar research convention.

The institute is working passionately and enthusiastically to achieve academic excellence while also attempting to fulfil its vision and mission.

Concluding Remarks :

During the past 17 years the institute has grown, by concentrating on enhancing the teaching-learning process and the entire development of the students to produce quality pharmacy professionals.

The college's infrastructure is continually upgraded. The college has a well-established mechanism for gathering feedback about teaching-learning, facilities, the library, and other areas. The college maintains quality culture through hiring staff members who are skilled and experienced. The college encourages its staff to pursue training for personal and professional development.

The college has a well-established system to monitor the teaching and learning process. Through frequent seminars and guest lectures on professional concerns and industrial requirements, the institution broadens the

students' understanding. Students at the college receive experiential learning through field visits, workshops, industry training, and transdisciplinary research projects. Through participation in various research-based seminars, conferences, and conventions, the students are inspired to conduct their own study. Selected courses are made available to the students for their professional growth. Through its innovation cell, the college fosters entrepreneurial spirit and inventiveness. To college has an efficient mentoring system for monitoring the progress of the students.

Through its numerous outreach initiatives, the college fosters social sensitivity and a sense of moral behavior. The college creates a student council each year to foster leadership abilities. The students are also urged to participate in extracurricular activities.

At the university, state, and national levels, the H. K. College of Pharmacy students have excelled in cocurricular and extracurricular activities. The collaborating agencies have also expressed thanks to the college for its social activities.

The college's placement cell coordinates campus hiring and offers support to students seeking employment. The college organizes career counseling sessions on a regular basis. The alumni of the college assist in the placement process by guiding the students. Through guest lectures and the administration of the GPAT test series, the college encourages students to appear in competitive exams.

The institution is committed to helping students grow by promoting pharmacy education in a setting that is academically rigorous, holistic, and conducive to the kind of research needed in the pharmaceutical industry.

6.ANNEXURE

1.Metrics Level Deviations

Metric ID	Sub Questions and Answers before and after DVV Verification
1.2.1	**Number of Certificate/Value added courses offered and online courses of MOOCs, SWAYAM, NPTEL etc. (where the students of the institution have enrolled and successfully completed during the last five years)** Answer before DVV Verification : 16 Answer After DVV Verification :15
1.2.2	*Percentage of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years* 1.2.2.1. Number of students enrolled in Certificate/ Value added courses and also completed online courses of MOOCs, SWAYAM, NPTEL etc. as against the total number of students during the last five years Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>161</td><td>4</td><td>3</td><td>65</td><td>66</td></tr></table> Answer After DVV Verification : <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>89</td><td>4</td><td>3</td><td>65</td><td>66</td></tr></table>
1.3.2	**Percentage of students undertaking project work/field work/ internships (Data for the latest completed academic year)** 1.3.2.1. **Number of students undertaking project work/field work / internships** Answer before DVV Verification : 217 Answer after DVV Verification: 217
1.4.1	*Institution obtains feedback on the academic performance and ambience of the institution from various stakeholders, such as Students, Teachers, Employers, Alumni etc. and action taken report on the feedback is made available on institutional website* Answer before DVV Verification : A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website Answer After DVV Verification: A. Feedback collected, analysed, action taken& communicated to the relevant bodies and feedback hosted on the institutional website
2.1.1	**Enrolment percentage** 2.1.1.1. **Number of seats filled year wise during last five years (Only first year admissions to be considered)** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
124	128	122	81	84

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
113	115	115	75	75

2.1.1.2. **Number of sanctioned seats year wise during last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
126	128	122	81	84

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
115	115	115	75	75

Remark : Revised values as per attached supporting data provided by HEI

2.4.1	**Percentage of full-time teachers against sanctioned posts during the last five years**

2.4.1.1. **Number of sanctioned posts year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	28	19	19

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
28	28	28	19	19

3.1.1	*Grants received from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)*

3.1.1.1. **Total Grants from Government and non-governmental agencies for research projects / endowments in the institution during the last five years (INR in Lakhs)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
0	0	0	10.83	1.58

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
0	.45	1.1	4.86	1.58

Remark : Revised values as per attached supporting documents by HEI

3.2.2	*Number of workshops/seminars/conferences including on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship conducted during the last five years*

3.2.2.1. Total number of workshops/seminars/conferences including programs conducted on Research Methodology, Intellectual Property Rights (IPR) and entrepreneurship year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
15	4	2	0	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
15	4	2	0	4

3.3.1	**Number of research papers published per teacher in the Journals notified on UGC care list during the last five years**

3.3.1.1. Number of research papers in the Journals notified on UGC CARE list year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
19	13	9	6	1

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	1	5	1	1

3.3.2	**Number of books and chapters in edited volumes/books published and papers published in national/ international conference proceedings per teacher during last five years**

3.3.2.1. Total number of books and chapters in edited volumes/books published and papers in national/ international conference proceedings year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	3	1	1	3

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
2	1	0	0	0

3.4.3	*Number of extension and outreach programs conducted by the institution through organized forums including NSS/NCC with involvement of community during the last five years.*

3.4.3.1. **Number of extension and outreach Programs conducted in collaboration with industry, community, and Non- Government Organizations through NSS/ NCC etc., year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
25	3	6	4	10

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
21	2	5	4	10

3.5.1	*Number of functional MoUs/linkages with institutions/ industries in India and abroad for internship, on-the-job training, project work, student / faculty exchange and collaborative research during the last five years.* Answer before DVV Verification : 11 Answer After DVV Verification :12
4.3.2	**Student – Computer ratio (Data for the latest completed academic year)** 4.3.2.1. **Number of computers available for students usage during the latest completed academic year:** Answer before DVV Verification : 56 Answer after DVV Verification: 56
5.1.1	*Percentage of students benefited by scholarships and freeships provided by the institution, government and non-government bodies, industries, individuals, philanthropists during the last five years*

5.1.1.1. **Number of students benefited by scholarships and freeships provided by the institution, Government and non-government bodies, industries, individuals, philanthropists during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
284	240	188	149	130

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
228	204	180	149	130

Remark : Revised values as per EP 1.1

5.1.2	*Following capacity development and skills enhancement activities are organised for improving students' capability* *1. Soft skills* *2. Language and communication skills* *3. Life skills (Yoga, physical fitness, health and hygiene)* *4. ICT/computing skills* Answer before DVV Verification : A. All of the above Answer After DVV Verification: B. 3 of the above
5.1.3	**Percentage of students benefitted by guidance for competitive examinations and career counseling offered by the Institution during the last five years** 5.1.3.1. **Number of students benefitted by guidance for competitive examinations and career counselling offered by the institution year wise during last five years** Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
325	151	72	166	158

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
228	151	72	158	157

Remark : Revised values as per EP 1.1. The values can not exceeds to total number of students in institution.

5.1.4	*The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases* 1. **Implementation of guidelines of statutory/regulatory bodies** 2. **Organisation wide awareness and undertakings on policies with zero tolerance** 3. **Mechanisms for submission of online/offline students' grievances** 4. **Timely redressal of the grievances through appropriate committees** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above
5.2.1	**Percentage of placement of outgoing students and students progressing to higher education during the last five years**

5.2.1.1. **Number of outgoing students placed and / or progressed to higher education year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
23	50	53	52	61

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
18	40	48	37	41

5.2.1.2. **Number of outgoing students year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
56	77	83	77	67

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
56	64	68	63	54

Remark : As per metric no. 2.6.3. 5.2.1.2. Number of outgoing students updated

5.2.2	*Percentage of students qualifying in state/national/ international level examinations during the last five years*

5.2.2.1. **Number of students qualifying in state/ national/ international level examinations year wise during last five years (eg: IIT/JAM/NET/SLET/GATE/GMAT/GPAT/CLAT/CAT/ GRE/TOEFL/ IELTS/Civil Services/State government examinations etc.)**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
5	6	5	0	2

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
5	6	5	0	2

5.3.1	**Number of awards/medals for outstanding performance in sports/ cultural activities at University / state/ national / international level (award for a team event should be counted as one) during the last five years** 5.3.1.1. *Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one) year wise during*

the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
12	13	14	8	4

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
4	4	5	4	2

5.3.2	**Average number of sports and cultural programs in which students of the Institution participated during last five years (organised by the institution/other institutions)**

5.3.2.1. Number of sports and cultural programs in which students of the Institution participated year wise during last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
85	38	37	96	30

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
3	5	5	4	1

6.2.2	*Institution implements e-governance in its operations*

1. **Administration**
2. **Finance and Accounts**
3. **Student Admission and Support**
4. **Examination**

Answer before DVV Verification : A. All of the above
Answer After DVV Verification: A. All of the above

6.3.2	**Percentage of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies during the last five years**

6.3.2.1. Number of teachers provided with financial support to attend conferences/workshops and towards membership fee of professional bodies year wise during the last five years

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
2	0	0	1	0

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
1	0	0	1	0

6.3.3	*Percentage of teaching and non-teaching staff participating in Faculty development Programmes (FDP), Management Development Programmes (MDPs) professional development /administrative training programs during the last five years*

6.3.3.1. **Total number of teaching and non-teaching staff participating in Faculty development Programmes (FDP),** *Management Development Programmes (MDPs)* **professional development /administrative training programs during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19
31	27	18	30	24

Answer After DVV Verification :

2022-23	2021-22	2020-21	2019-20	2018-19
30	23	18	8	15

6.3.3.2. **Number of non-teaching staff year wise during the last five years**

Answer before DVV Verification:

2022-23	2021-22	2020-21	2019-20	2018-19

| 6.5.2 | **Quality assurance initiatives of the institution include:**

1. **Regular meeting of Internal Quality Assurance Cell (IQAC); quality improvement initiatives identified and implemented**
2. **Academic and Administrative Audit (AAA) and follow-up action taken**
3. **Collaborative quality initiatives with other institution(s)**
4. **Participation in NIRF and other recognized rankings**
5. **Any other quality audit/accreditation recognized by state, national or international agencies such as NAAC, NBA etc.**

Answer before DVV Verification : A. Any 4 or more of the above
Answer After DVV Verification: A. Any 4 or more of the above |
|---|---|

| 7.1.2 | **The Institution has facilities and initiatives for**

1. **Alternate sources of energy and energy conservation measures**
2. **Management of the various types of degradable and nondegradable waste**
3. **Water conservation**
4. **Green campus initiatives**
5. **Disabled-friendly, barrier free environment**

Answer before DVV Verification : A. 4 or All of the above |
|---|---|

	Answer After DVV Verification: A. 4 or All of the above
7.1.3	**Quality audits on environment and energy regularly undertaken by the Institution. The institutional environment and energy initiatives are confirmed through the following** 1. **Green audit / Environment audit** 2. **Energy audit** 3. **Clean and green campus initiatives** 4. **Beyond the campus environmental promotion activities** Answer before DVV Verification : A. All of the above Answer After DVV Verification: A. All of the above

2.Extended Profile Deviations

ID	Extended Questions
1.1	**Number of students year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>426</td><td>379</td><td>329</td><td>286</td><td>287</td></tr></table> Answer After DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>228</td><td>204</td><td>180</td><td>158</td><td>157</td></tr></table>
2.1	**Number of teaching staff / full time teachers during the last five years (Without repeat count):** Answer before DVV Verification : 47 Answer after DVV Verification : 45
2.2	**Number of teaching staff / full time teachers year wise during the last five years** Answer before DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>31</td><td>23</td><td>18</td><td>20</td><td>20</td></tr></table> Answer After DVV Verification: <table><tr><td>2022-23</td><td>2021-22</td><td>2020-21</td><td>2019-20</td><td>2018-19</td></tr><tr><td>30</td><td>22</td><td>17</td><td>19</td><td>19</td></tr></table>