

## 1.1 Curricular Planning and Implementation

---


<b>Key Indicator:</b>	<b>1.1 Curricular Planning and Implementation</b>
<b>1.1.1</b>	The Institution ensures effective curriculum delivery through a well-planned and documented process
<b>File Description</b>	Link for Additional information




<b>1.1.1</b>	<b>The Institution ensures effective curriculum delivery through a well-planned and documented process</b>	
<b>Sr. No.</b>	<b>Details of Documents</b>	<b>Page No.</b>
<b>1</b>	Composition of College Development Committee	<b>04 - 04</b>
<b>2</b>	Responsibilities of Committee	<b>06 - 08</b>
<b>3</b>	Minutes of Meeting of College Development Committee	<b>10 - 13</b>
<b>4</b>	Contents of course File	<b>15 - 15</b>

### Index Sr. No. 1

### Composition of College Development Committee

  
Phone No. & Fax No. : +91 20 2211111  
E-mail: gcopk05@rediffmail.com  
principal.gcopkarad@maharashtra.gov.in

  
GOVERNMENT OF MAHARASHTRA

**Govt. College of Pharmacy, Karad**  
Vidyanagar, Tal – Karad, Dist – Satara Pin Code – 415 124


---


Ref. No.: GCOPK/CDC/2020/ 18/0 Date: 28.12.2020

**Office Order:**  
The College Development Committee is constituted at Government College of Pharmacy, Karad as per the guidelines given in Maharashtra Public University Act 2016, section 97, for development and growth of college.

Sr. No.	Name	Designation	Role
1	Dr. K. B. Burade	Principal	Chairman
2	Dr. D. V. Jadhav	Joint Director of Technical Education, Pune	Member
3	Dr. M. S. Charde	Assistant Professor	Member Secretary/IQAC Coordinator
4	Shri. Y. N. Gavhane	Assistant Professor	Member
5	Dr. C. G. Kulkarni	Assistant Professor, HOD	Member
6	Dr. R. D. Chakole	Associate Professor, (Teaching Faculty)	Member
7	Smt. S. Y. Patil	Lecturer, (Teaching Faculty)	Member
8	Shri. I. S. Ritapure	Lecturer, (Teaching Faculty)	Member
9	Shri. D. A. Kamble	Registrar (Non-Teaching Faculty)	Member
10	Dr. A. V. Yadav		Local Member
11	Mr. V. R. Shinde		Local Member
12	Mr. Mahendra Kashid		Local Member

Date: 28.12.2020  
Place: Karad

  
Dr. K. B. Burade  
Principal,  
Government College of Pharmacy, Karad  
PRINCIPAL  
Govt. College of Pharmacy  
KARAD



### Index Sr. No. 2

### Responsibilities of Committee

102

*Maharashtra Public Universities Act, 2016*

[2017 : Mah. VI

(g) hold the information pertaining to all administrative, governance, academic and other documents and information and data pertaining to the working of colleges, university departments or institutions and administrative offices of the university and related to assessment and accreditation of colleges, recognized institutions and the university;

(h) undertake any other task as may be assigned by the university authorities so as to carry out objectives of the Knowledge Resource Centre.

College  
Development  
Committee.

97. (1) There shall be a separate College Development Committee for every affiliated, autonomous, empowered autonomous college or recognized institution, consisting of the following members, namely :-

- (a) Chairperson of the management or his nominee *ex-officio* Chairperson;
- (b) Secretary of the management or his nominee;
- (c) one head of department, to be nominated by the principal or the head of the institution;
- (d) three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman;
- (e) one non-teaching employee, elected by regular non-teaching staff from amongst themselves;
- (f) four local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus;
- (g) Co-ordinator, Internal Quality Assurance Committee of the college;
- (h) President and Secretary of the College Students' Council;
- (i) Principal of the college or head of the institution-Member-Secretary.

(2) For a college or institution managed and maintained by the State Government, the College Development Committee shall consist of the following members, namely:-

- (a) Principal of the college or head of the institution - Chairman.
- (b) Joint Director designated by the Director of Higher Education, *ex-officio* Member;
- (c) three teachers in the college or recognized institutions, elected by the full-time approved teachers from amongst themselves;
- (d) one non-teaching employee, elected by the regular non-teaching staff from amongst themselves;
- (e) four local members, nominated by the Director of Higher Education in consultation with the principal, from the fields of education, industry, research and social service and having minimum post-graduate degree of whom at least one shall be alumnus;
- (f) Co-ordinator, Internal Quality Assurance Committee of the college, *ex-officio*;
- (g) President and Secretary of the College Students Council ; and



(h) one head of department, nominated by the principal or the head of the institution-Member-Secretary.

(3) The College Development Committee shall meet at least four times in a year.

(4) Elected and Nominated members shall have a term of five years from the date of election or nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled within three months by the Principal and the member so appointed shall hold office for the residual term for which the earlier member shall have held the office if the vacancy had not occurred.

(5) The College Development Committee shall,-

(a) prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities;

(b) decide about the overall teaching programmes or annual calendar of the college;

(c) recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;

(d) take review of the self-financing courses in the college, if any, and make recommendations for their improvement;

(e) make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;

(f) make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;

(g) make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;

(h) make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

(i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;

(j) formulate proposals of new expenditure not provided for in the annual financial estimates (budget);

(k) make recommendations regarding the students' and employees' welfare activities in the college or institution;

(l) discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;

(m) frame suitable admissions procedure for different programmes by following the statutory norms;

(n) plan major annual events in the college, such as annual day, sports events, cultural events, etc.

(o) recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;

(p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.;

(q) recommend the distribution of different prizes, medals and awards to the students;

(r) prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university;

(s) perform such other duties and exercise such other powers as may be entrusted by the management and the university.

Purchase  
Committee.

98. (1) There shall be a Purchase Committee for dealing with all matters pertaining to all purchases of the university, in respect of such items where individual cost of each item exceeds rupees ten lakhs at a time.

(2) The committee shall consist of the following members, namely:-

(a) the Vice-Chancellor - Chairperson;

(b) the Pro-Vice-Chancellor;

(c) Chancellor's nominee on Management Council;

(d) two heads of university departments or university institutions nominated by the Management Council;

(e) one member of the Management Council nominated by the Council from amongst the elected members of the Council;

(f) one expert, nominated by the Vice-Chancellor preferably in the area of Material Management from the Industry;

(g) the Registrar ; and

(h) the Finance and Accounts Officer-Member-Secretary.

(3) During the absence of the Finance and Accounts Officer, the Registrar shall act as the Secretary of the Committee.

(4) The Purchase Committee shall invite the head of the university department or university institution, for which the purchases are to be made.

(5) All members of the committee, other than *ex-officio* members shall hold office for a term of three years and shall not be eligible for a second consecutive term in the same university.

(6) All matters pertaining to all purchases of the University in respect of such items where individual cost of each item is not more than rupees ten lakhs at a time, shall be as prescribed by the Statutes.

(7) The powers and duties of the Purchase Committee and the procedure for its meetings shall be as prescribed by the Statutes.

Students  
Council.

99. (1) There shall be a University Students Council as specified in clause (b) of sub-section (4), a university department Students Council for the departments of the university and a college Students Council for each conducted college or institution of the University and each affiliated college, to look after the welfare of the students and to promote and co-ordinate the extra-curricular activities of different student's associations for better corporate life. The Councils shall not engage in political activities.

**Index Sr. No. 3**

**Minutes of Meeting of College Development Committee**



Estd : 1964  
Website - [www.gcopk.ac.in](http://www.gcopk.ac.in)  
फोन व फैक्स नं. (०२११४) २७१११६  
ईमेल - [gcopk05@rediffmail.com](mailto:gcopk05@rediffmail.com) &  
[principal.gcopkarad@dtmaharashtra.gov.in](mailto:principal.gcopkarad@dtmaharashtra.gov.in)



महाराष्ट्र शासन

**शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड.**

विद्यानगर, ता.कराड, जि.सातारा, पिन कोड - ४१५ १२४.

(NAAC 'A+' Grade Accredited by NAAC (2022) with CGPA 3.45)  
(ISO 9001:2015 Certification award in 2018)  
(Approved by A.I.C.T.E. New Delhi, PCI New Delhi, D.T.E. (M.S.) &  
Affiliated to M.S.B.T.E. Mumbai, Shivaji University, Kolhapur.) DTE Code - 6008

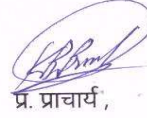


जा. क्र.शाऔनिमक / आस्था /परिपत्रक /2022/ ११०

दिनांक- 19/07/2022

### परिपत्रक

या महाविद्यालयात स्थापन केलेल्या महाविद्यालयीन विकास समिती (College Development Committee) मधील सर्व अधिकारी व कर्मचारी यांना कळविण्यात येते की, महाविद्यालयाचा विकास करण्यासंदर्भात दि. 20/07/2022 रोजी सकाळी 11.30 वाजता प्राचार्य दालनामध्ये बैठक आयोजित करण्यात आली असून सर्व समिती सदस्यांनी बैठकीस उपस्थित रहावे.

  
प्र. प्राचार्य,

शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड

प्रत :- सर्व समिती सदस्यांना माहिती व पुढील आवश्यक त्या कार्यवाहीकरीता.

1. डॉ. के. बी. बुराडे, सहयोगी प्राध्यापक तथा प्र. प्राचार्य - अध्यक्ष
2. डॉ. डी. व्ही. जाधव, सहसंचालक - सदस्य
3. डॉ. एम. एस. चरडे, सहाय्यक प्राध्यापक, सदस्य
4. श्री. वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक, सदस्य
5. डॉ. आर. डी. चकोले, सहयोगी प्राध्यापक, सदस्य
6. श्री. आर. पी. उंबरकर, अधिव्याख्याता, सदस्य
7. श्री. दि. आ. कांबळे, भांडारपाल- सदस्य
8. डॉ. ए. व्ही. यादव - सदस्य
9. श्री. व्ही. आर. शिंदे - सदस्य
10. श्री. महेंद्र काशीद - सदस्य





Estd : 1964  
Website - www.gcopk.ac.in  
फोन व फॅक्स नं. (०२१६४) २७११२६  
ईमेल - gcopk05@rediffmail.com &  
principal.gcopkarad@dtmaharashtra.gov.in



सहाराश्व शासन  
**शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड.**  
विद्यानगर, ता.कराड, जि.सातारा, पिन कोड - ४१५ १२४.  
(NAAC 'A+' Grade Accredited by NAAC (2022) with CGPA 3.45)  
(ISO 9001:2015 Certification award in 2018)  
(Approved by A.I.C.T.E. New Delhi, PCI New Delhi, D.T.E. (M.S.) &  
Affiliated to M.S.B.T.E. Mumbai, Shivaji University, Kolhapur.) DTE Code - 6008



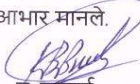
जा. क्र.शाओनिमक / आस्था/ बैठकीचे इतिवृत्त /2022/1924

दिनांक- 20/07/2022

### बैठकीचे इतिवृत्त




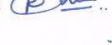
या महाविद्यालयात स्थापन केलेल्या महाविद्यालयीन विकास समिती (College Development Committee) मधील सर्व अधिकारी व कर्मचारी यांची महाविद्यालयीन विकास करण्यासंदर्भात दि. 20/07/2022 रोजी सकाळी 11.30 वाजता प्राचार्य दालनामध्ये बैठक घेण्यात आली असून सदर बैठकीचे इतिवृत्त खालीलप्रमाणे.








1. डॉ. के. बी. बुराडे, सहयोगी प्राध्यापक तथा प्र. प्राचार्य यांनी सर्व समिती सदस्यांचे स्वागत केले.
2. डॉ. के. बी. बुराडे, सहयोगी प्राध्यापक तथा प्र. प्राचार्य यांनी सर्व सदस्यांचे महाविद्यालयास NAAC चे A+ मानांकन प्राप्त झाल्याबद्दल अभिनंदन केले.
3. डॉ. एम.एस. चरडे, सहाय्यक प्राध्यापक यांनी NAAC मानांकनासाठी आजवर केलेल्या कार्यवाहीचा आढावा घेतला.
4. डॉ. आर. डी. चकोले, सहयोगी प्राध्यापक यांनी महाविद्यालयाच्या Curricular, Co-curricular, Extra-curricular Achievements बाबत माहिती दिली.
5. श्री. दि.आ. कांबळे, भांडारपाल तथा प्र. प्रबंधक यांनी 2021-22 मध्ये महाविद्यालयास उपलब्ध करून दिलेल्या Infrastructure बदल माहिती दिली.
6. श्री.वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक यांनी पदव्युत्तर पदवी औषधनिर्माणशास्त्र व औषधरसायनशास्त्र या विद्याशाखांची प्रवेश क्षमता वाढवून 15 करण्यासाठी पी. सी. आय. नवी दिल्ली येथे केलेल्या कार्यवाहीची माहिती दिली.
7. श्री.वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक यांनी प्राचार्यांच्या परवानगीने सर्वांचे आभार मानले.


  
प्र. प्राचार्य,


शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड

प्रत :- सर्व समिती सदस्यांना माहिती व पुढील आवश्यक त्या कार्यवाहीकरीता.


1. डॉ. के. बी. बुराडे, सहयोगी प्राध्यापक तथा प्र. प्राचार्य - अध्यक्ष 
2. डॉ. डी. व्ही. जाधव, सहसंचालक - सदस्य
3. डॉ. एम.एस. चरडे, सहाय्यक प्राध्यापक, सदस्य 
4. श्री.वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक, सदस्य 
5. डॉ. आर. डी. चकोले, सहयोगी प्राध्यापक, सदस्य 
6. श्री. आर. पी. उंबरकर, अधिव्याख्याता, सदस्य
7. श्री. दि.आ. कांबळे, भांडारपाल- सदस्य
8. डॉ. ए. व्ही.यादव - सदस्य
9. श्री. व्ही. आर. शिंदे - सदस्य
10. श्री. महेंद्र काशीद - सदस्य

 <p>Estd : 1964 Website - www.gcopk.ac.in फोन नं. - ०२१६५ २०११६६ ईमेल - gcopk05@rediffmail.com &amp; principal.gcopkarad@dtmaharashtra.gov.in</p>	 <p>महाराष्ट्र शासन</p> <p>शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड.</p> <p>विद्यानगर, ता.कराड, जि.सातारा, पिन कोड - ४१५ १२४.</p> <p>(NAAC 'A+' Grade Accredited by NAAC (2022) with CGPA 3.45) (ISO 9001:2015 Certification award in 2018) (Approved by A.I.C.T.E. New Delhi, PCI New Delhi, D.T.E. (M.S.) &amp; Affiliated to M.S.B.T.E. Mumbai, Shivaji University, Kolhapur.) DTE Code - 6008</p> 
जा. क्र.शाऔनिमक / आस्था /परिपत्रक /2022/ 499	दिनांक- 09/02/2023
<b>परिपत्रक</b>	<b>E 8 FEB 2023</b>
<p>या महाविद्यालयात स्थापन केलेल्या महाविद्यालयीन विकास समिती (College Development Committee) मधील सर्व अधिकारी व कर्मचारी यांना कळविण्यात येते की, महाविद्यालयाचा विकास करण्यासंदर्भात दि. 10/02/2023 रोजी सकाळी 11.30 वाजता प्राचार्य दालनामध्ये बैठक आयोजित करण्यात आली असून सर्व समिती सदस्यांनी बैठकीस उपस्थित रहावे.</p>	
<p style="text-align: right;"> प्र. प्राचार्य,</p> <p style="text-align: center;">शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड</p>	
<p><b>प्रत :- सर्व समिती सदस्यांना माहिती व पुढील आवश्यक त्या कार्यवाहीकरीता.</b></p> <ol style="list-style-type: none"><li>1. डॉ. के. बी. बुराडे, सहयोगी प्राध्यापक तथा प्र. प्राचार्य - अध्यक्ष </li><li>2. डॉ. डी. व्ही. जाधव, सहसंचालक - सदस्य</li><li>3. डॉ. एम. एस. चरडे, सहाय्यक प्राध्यापक, सदस्य </li><li>4. श्री. वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक, सदस्य </li><li>5. डॉ. आर. डी. चकोले, सहयोगी प्राध्यापक, सदस्य </li><li>6. श्री. आर. पी. उंबरकर, अधिव्याख्याता, सदस्य</li><li>7. श्री. दि. आ. कांबळे, भांडारपाल- सदस्य</li><li>8. डॉ. ए. व्ही. यादव - सदस्य</li><li>9. श्री. व्ही. आर. शिंदे - सदस्य</li><li>10. श्री. महेंद्र काशीद - सदस्य</li></ol>	

  
महाराष्ट्र शासन

  
Estd : 1964  
Website - www.gcophk.ac.in  
फोन व फॅक्स नं. : (०२१६४) २७११९६  
ईमेल - gcophk05@rediffmail.com &  
ncipal.gcophkarad@dtmaharashtra.gov.in

**शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड.**  
विद्यानगर, ता.कराड, जि.सातारा, पिन कोड - ४१५ १२४.  
(NAAC 'A+' Grade Accredited by NAAC (2022) with CGPA 3.45)  
(ISO 9001:2015 Certification award in 2018)  
(Approved by A.I.C.T.E. New Delhi, PCI New Delhi, D.T.E. (M.S.) &  
Affiliated to M.S.B.T.E. Mumbai, Shivaji University, Kolhapur.) DTE Code - 6008



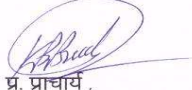
---

जा. क्र.शाऔनिमक / आस्था/ बैठकीचे इतिवृत्त /2023/ 527 दिनांक- 10/02/2023

**बैठकीचे इतिवृत्त**

या महाविद्यालयात स्थापन केलेल्या महाविद्यालयीन विकास समिती (College Development Committee) मधील सर्व अधिकारी व कर्मचारी यांची महाविद्यालयीन विकास करण्यासंदर्भात दि. 10/02/2023 रोजी सकाळी 11.30 वाजता प्राचार्य दालनामध्ये बैठक घेण्यात आली असून सदर बैठकीचे इतिवृत्त खालीलप्रमाणे.

1. डॉ. के. बी. बुराडे, सहयोगी प्राध्यापक तथा प्र. प्राचार्य यांनी सर्व समिती सदस्यांचे स्वागत केले.
2. डॉ. एम.एस. चरडे, सहाय्यक प्राध्यापक यांनी शैक्षणिक वर्ष 2021-22 साठीचा NAAC AQAR विहीत मुदतीत NAAC Portal वर सबमिट केल्याची माहिती दिली.
3. डॉ. आर. डी. चकोले, सहयोगी प्राध्यापक यांनी महाविद्यालयाच्या Curricular, Co-curricular, Extra-curricular Achievements बाबत माहिती दिली.
4. श्री.वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक यांनी पदव्युत्तर पदवीच्या औषधनिर्माणशास्त्र व औषधरसायनशास्त्र या विद्याशाखांची प्रवेश क्षमता 15 झाल्याबद्दल माहिती दिली व चालू सत्रातील विद्यापीठीय परीक्षांच्या वेळापत्रकाची माहिती दिली.
5. श्री.वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक यांनी प्राचार्यांच्या परवानगीने सर्वांचे आभार मानले.

  
प्र. प्राचार्य,  
शासकीय औषधनिर्माणशास्त्र महाविद्यालय, कराड

**प्रत :- सर्व समिती सदस्यांना माहिती व पुढील आवश्यक त्या कार्यवाहीकरीता.**

1. डॉ. के. बी. बुराडे, सहयोगी प्राध्यापक तथा प्र. प्राचार्य - अध्यक्ष
2. डॉ. डी. व्ही. जाधव, सहसंचालक - सदस्य
3. डॉ. एम.एस. चरडे, सहाय्यक प्राध्यापक, सदस्य
4. श्री.वाय. एन. गव्हाणे, सहाय्यक प्राध्यापक, सदस्य
5. डॉ. आर. डी. चकोले, सहयोगी प्राध्यापक, सदस्य
6. श्री. आर. पी. उंबरकर, अधिव्याख्याता, सदस्य
7. श्री. दि.आ. कांबळे, भांडारपाल- सदस्य
8. डॉ. ए. व्ही.यादव - सदस्य
9. श्री. व्ही. आर. शिंदे - सदस्य
10. श्री. महेंद्र काशीद - सदस्य

**Index Sr. No. 4**  
**Contents of Course File**



### LIST OF CONTENTS FOR COURSE FILE

The Course File folder must contain 12 separators (tabs) in the following order.

- 1.** Time Table
- 2.** Syllabus
- 3.** Lesson Plan /Teaching Plan
- 4.** Practical Plan
- 5.** Attendance
- 6.** Lecture Notes
- 7.** Class Test Assessed Sample (best and worst)
- 8.** Class Test Results
- 9.** Assignments (if any)
- 10.** Sessional Marks/Results
- 11.** Mid 1 Semester/Finals Exam Question Paper
- 12.** Miscellaneous (including Academic calendar and the calendar rules)
- 13.** Lists of Books