

The cover features several large, overlapping geometric shapes in shades of blue and light purple. A dark blue trapezoid is in the top left, a light purple triangle is in the top right, a dark blue triangle is in the bottom left, and a large dark blue triangle is in the bottom right. A light purple triangle is also visible in the bottom center.

RULES AND POLICIES FOR STUDENTS

**PES MODERN COLLEGE OF
PHARMACY (FOR LADIES),
MOSHI**

PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI

INDEX

SR NO.	POLICY	PG. NO
1.	POLICY FOR ADMISSION OF STUDENTS FOR B. PHARM., DIRECT SECOND YEAR B.PHARM, M. PHARM. AND PHARM D. COURSE	3
2.	POLICY FOR FEES STRUCTURE	4
3.	GENERAL ACADEMIC POLICY	5
4.	ANTI RAGGING POLICY	12
5.	GRIEVANCE REDRESSAL CELL POLICY	16
6.	WOMEN CELL/ INTERNAL COMPLAINTS COMMITTEE	17
7.	TRAINING AND PLACEMENT COMMITTEE	23
8.	EXAMINATION CELL	26
9.	POLICIES FOR ISSUE OF BOOKS IN LIBRARY	29
10.	LIBRARY RULES AND REGULATIONS	30
11.	STANDARD OPERATING PROCEDURE FOR ISSUE OF BOOKS IN LIBRARY	32
12.	EXTRACURRICULAR AND SPORTS ACTIVITIES POLICY	33
13.	EXTRACURRICULAR AND SPORTS ACTIVITIES PROCEDURE	34
14.	NATIONAL SERVICE SCHEME ADVISORY COMMITTEE	35



POLICIES




15.	NATIONAL SERVICE SCHEME ADVISORY COMMITTEE RESPONSIBILITIES	36
16.	SC/ST CELL POLICY/OBJECTIVE	37
17.	RESEARCH COMMITTEE POLICY	40
18.	ALUMNAE ASSOCIATION POLICY	42
19.	SCHOLARSHIPS	43



PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI
POLICY FOR ADMISSION OF STUDENTS FOR B. PHARM.,
DIRECT SECOND YEAR B.PHARM, M. PHARM. AND PHARM D.
COURSE

Date of implementation: 01/06/2024

- All admissions are carried out in fully fair and transparent manner.
- The admissions of institute level quota (20%) and centralized admission quota (80%) are carried out strictly on merit basis as per the norms and guidelines of Directorate of Technical Education (DTE), Government of Maharashtra. Furthermore, these admissions are approved by the DTE and Admission Regulating Authority (ARA) / Pravesh Niyantaran Samiti (PNS) of Government of Maharashtra. Information about Centralized Admission Process (CAP) is available on DTE website www.dtemaharashtra.gov.in.
- Distribution of admission seats is as per the constitutional reservation policy of the Government of Maharashtra.
- Information brochure/prospectus of the college which specifies rules of admission are published well before the commencement of the process of admission. The information about admission process and schedule is also displayed on the college website www.mcpledu.org.
- The principal of the college invites applications for seats available by giving advertisements in newspapers.
- Students avail freeship and scholarship facilities as per rules from social welfare department, Government of Maharashtra.
- Rules for cancellation of college admission and refund of fees are as per Government norms.

Revised by	Checked by	Approved and Authorized by
		
Dr. N.S. Kulkarni	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI


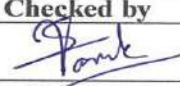

POLICY FOR FEES STRUCTURE

Date of implementation: 01/06/2014

Government of Maharashtra has appointed Fees Regulation Authority (FRA) for deciding the fees structures of educational institutes for higher and technical institutes. The institute submits it's the audited financial reports of previous year along with the proposal for the tentative fees to be charged. The actual fees to be charged are finalized by Fees Regulation Authority.

Fee waiver to SC/ST, VJ/NT, OBC and Economically backward class (EBC) students is as per Government of Maharashtra Rules and Regulations. Student will be eligible for Government scholarships and freeships only when they fulfil attendance criteria.

Category	Tuition fee waiver	Development fee waiver
SC	100 %	Yes
ST	100%	Yes
NT	100%	No
VJ	100%	No
SBC	100%	No
OBC	50%	No
EBC	50%	No
Disability (More than 40%)	100	No
Disability (Less than 40%)	As per the regulations of central government	
Minority	As per the regulations of central government	

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ACADEMICS

GENERAL ACADEMIC POLICY

1. The students should be present in all practical, theory and tutorials classes as well as in all sessionals conducted by the institute.
2. Students are advised to see the notice board daily.
3. Use of cell phone in the college premises is strictly restricted.
4. Prescribed books, e-contents are available in the library. Syllabus is available in the library as well as on Savitribai Phule Pune University website.
5. Practical Journals are available in the college stores. If Journal is incomplete for the earlier exercise, student will not be allowed in the practical lab for the next practical.
6. Students have to wear aprons and other accessories as instructed by subject I/C before entering in laboratory.
7. Discarding papers and similar materials in the campus or corridor is strictly prohibited.
8. Students are not allowed to sit on the steps and working platforms. Loud talking near and around the library, staff room and passage is liable to be punished.
9. Class teacher is assigned for each class to monitor the performance and attendance of student, which provides students the opportunity to develop individual advisement on academic and professional levels. Students are expected to be in class during all instruction hours specified in the academic calendar. No student shall come late or leave earlier without prior permission of class teacher. Student should not leave the laboratory or class during academic sessions without prior permission.
10. 80 % attendance as per PCI regulation for theory and practical separately is mandatory; failing which she would be detained / disallowed for the Sessional as well






as University Examination. 20 % waiver is kept for emergencies and illness out of 100 %.When a student is absent, she must contact the class teacher prior to the missed class. An absence may be excused for students participating in approved professional development activities, in situations involving illness, or in other emergencies. Documentation of the reason(s) for the absence must be provided to the class teacher upon return to institute. The class teacher is authorized to sanction the leave up to 3 days. The leave should be sanctioned by class teacher after receipt of application from the student. More than 3 days leaves should be sanctioned by Academic I/C.

11. College I-Card in the college premises is mandatory.
12. Uniform is compulsory as decided by Program committee and during professional activities as instructed by class teacher.
13. Attendance for the guest/seminar lecture is compulsory.
14. Students are required to participate in all assessed activities (assignments, exams, etc.).
15. During semester, problem-based learning activity should be carried out once for theory subject. Students must remain present for the same.
16. Students are encouraged to participate in research under the direction of faculty members as per their interest. Student with appropriate interests and academic preparation may participate in research.
17. Online and offline faculty feedback is taken once in each semester.
18. Any grievance related to academic activities will be handled by grievance redressal cell.
19. It is important to participate in the feedback mechanism conducted by the college.
20. Do not indulge in any ragging/indiscipline activities inside/outside the college campus. If found involved in any such activities, suspension/expulsion of them may be undertaken by the concerned college authorities.



21. Do not indulge in or initiate bunking classes, or else punishment deemed fitting for such activities may be imposed on her.
22. If the students will involve in any indiscipline or violate above mentioned rules then the institute authority has right to debarred them from the institute or take any action against them.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ACADEMIC CONDUCT

All teachers shall adhere to following academic activities in the college to ensure and maintain the standards of teaching-learning process.

- **Minimum no of theory hours per subject per semester proposed:**

Number of weeks: 15

45 hrs (3 hrs/week, for Third and Final year),

60 hrs (4 hrs/ week, 45 hrs Lectures + 15 hrs tutorial for F Y and S Y B Pharm),

30 hrs (2 hrs/ week, Communication Skills, Remedial Biology/ Maths for F Y B Pharm),

45 hrs (3 hrs/ week, Computer Applications in Pharmacy, Environmental sciences for S Y B Pharm)

Minimum no of practical turns per student per subject: 15 for third and final year, 16-17 for second and first year including practical exam

- **Prepare tentative teaching plan** for theory and practical subjects and inform the students in the beginning of academic year/semester. The teaching plan should be **uploaded on vmedulifewebportal**. You should strictly adhere to the teaching plan. **Completion report** should be updated on daily basis. The compliance of planning and completion will be monitored through principal account. Tentative teaching plan for practical should be displayed in respective laboratory.
- **Design 2 experiments beyond syllabus per semester**. These should be useful for the students. These should not be part of the syllabus. These should be written and marked in the journal as experiment beyond syllabus. The usefulness of this experiment should be justified.



- **Lecture synopsis** of next week should be displayed every Saturday in or outside the notice boards provided for each class.
- Design the experiments to be performed in such a way the students should remain engaged for the whole stipulated time.
- Students should not be relieved before the stimulated time or should be made to stay beyond college hours (9.30 am to 5.00 pm for B.Pharm students).
- **Make adjustment of schedule for planned or unplanned leave.** Academic Coordinator should be communicated with the adjustments. Academic coordinator will not make any adjustments on your behalf unless emergency. The faculty doing adjustment should engage the lecture or practical effectively. Last minute adjustments should preferably be avoided. The missed lecture by the faculty should be taken in the same week by doing adjustments with the adjusting faculty. The adjustment should be reflected in the academic planning.
- Ensure cleanliness and proper seating/working arrangements in class-room/laboratory
- Go to class/laboratory in time and never leave the class or laboratory before the scheduled time.
- Maintain strict discipline among the students during class/laboratory.
- Do not extend the class/laboratory beyond the limits.
- Prepare SOPs for the various types of equipment's and assemblies in the laboratory and get it displayed in the laboratory along with equipment's and assemblies.
- Go to class after due preparation of the topic to be taught.
- Make appropriate use of black board and other teaching aids. It will be preferred if the teaching aids like **OHP/PPT/PROBLEM BASED LEARNING/ DISCUSSIONS/ SMART BOARD** is used by the teacher. Teachers are also encouraged to upload the study material on vmedulifeweb portal.






- Involve student in discussion and clarify the doubts regarding subject matter. Try to relate the concepts with practical situations and live illustrations to make subject easily understandable. It is always better to conclude a topic by recapitulating the important points. Discuss the old question papers in class. Complete the course in the prescribed number of hours as per plan. Take extra classes if required.
- Inform the requirements of the experiments to be performed on next turn to students and lab assistant.
- Make frequent checks for working in order of equipment's and instruments. If found not working should immediately take measures to make it working and should be reported to the HOD. Update the Job cards in this respect.
- Demonstrate the practical to the students whenever required.
- Do remain in the lab during practical hours and ensure that lab asst and lab attendant should remain in the laboratory.
- Verify the observations taken by students during practical.
- Evaluate the performance of the students on day to day basis.
- Teacher shall countersign in the register of issue, breakage/losses of glassware/ equipment's made by the students and should ensure that an appropriate fine is being charged by the lab asst. and is deposited to the office.
- Teacher should ensure that the student should maintain practical record in each subject and should bring it on every turn, without which she should not allowed in the practical classes. Each practical record of student must be covered by transparent plastic wrapper, properly labelled and kept neat, tidy and complete.
- At the end of academic session, faculty should submit following to academic coordinator-
 - ❖ Attendance registers
 - ❖ Journal (2 copies of each batch) of practical subject



❖ Syllabus completion report

Attendance of students

- Take attendance daily on the vmedulife mobile app.
- The student's daily attendance can be provided to the parents only if you update the attendance on daily basis.
- Any mass absence by the students should immediately be reported to Academic coordinator.
- Report the cumulative attendance of the students on monthly basis (1st to last date of that month) to the **class teacher** for communication to students/parents.
- Class teachers should maintain record of such reports with him/her.
- Teacher incharge should send letters to the parents of students whose attendance is less than 80% till date (at the time of sessional). A sample letter shall be prepared by Class teacher.
- If any student found to be absent continuously for more than 3 days report to the academic coordinator every Saturday.
- If any student found to be absent continuously for more than week immediately report to the Principal.
- List of advanced and slow learners should be collected by class teacher with appropriate remedial means for each semester.

Revised by	Checked by	Approved and Authorized by
		
Dr. S. D. More	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



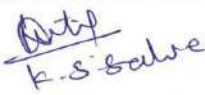


PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI, PUNE

ANTI RAGGING POLICY

- ✓ To take necessary and required measures to prohibit ragging activities in the college premises.
- ✓ To counsel students for prohibiting them from indulging, actively or passively in any ragging activity.
- ✓ To punish those who indulge in ragging as provided in regulations.

• Ragging may involve,

1. Any conduct by any student or students where by words spoken or written or by act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.
2. Indulging in rowdy or in disciplined activities by any student or students which causes or is likely to cause frustration, hardship or psychological harm or to raise fear or apprehension hereof in any fresher or any other student.
3. Asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating sense of shame, or torture or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student.
4. Showing off power, authority or superiority by a student over any fresher or any other student.
5. Any act that affects the mental health and self confidence of a fresher or any other student.

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Member Secretary Anti-Ragging Comt	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI, PUNE




PROCEDURE

• **Steps taken by the college for prevention of ragging at the institution level**

1. Displays of 'Ragging is totally prohibited in the institute and anyone found guilty of ragging and/or abetting ragging, whether actively or passively or being a part of conspiracy to promote ragging, is liable to be punished in accordance with UGC regulations on curbing the menace of ragging in higher education institutions, 2009, (Under section 26 (1) (g) of UGC Act, 1956), as well as under the provisions of any penal law for the time being in force' displayed on notice boards.
2. An Anti-ragging committee was constituted. Anti-Ragging squads were appointed who will maintain vigil, oversight and patrolling functions and shall remain mobile, alert and active the time.
3. Constitution of Anti ragging committee along with telephone numbers was displayed on notice boards, published in brochure and uploaded on website.
4. A mentoring cell consisting of student volunteers was constituted.
5. A group of freshers assigned to the faculty members through students' mentoring programme who shall interact individually with each member of group for ascertaining the problems.
6. Affidavits as per the UGC regulations filled and signed by student and Affidavits as per the UGC regulations filled and signed by parents/guardians were collected from all the students.
7. Posters depicting the provisions of penal law applicable to incidents of ragging, and the provisions of UGC regulations and also other law for the time being in force and the punishments thereof were displayed at predominant places.
8. Arrangement of Induction and Orientation Programme to facilitate and complement familiarization of freshers with the academic environment of the institution.



9. Organization of large scale of cultural, sports and other activities to provide a platform for fresher's and seniors to interact in the presence of faculty.
10. Undertaking from every employee of the institution including all teaching and non teaching staff, that he/she would report promptly any case of ragging which comes to her/ his notice.



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Member Secretary Anti-ragging Committee	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI, PUNE

Punishments given against ragging

- A. Anti-ragging committee shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging, nature and gravity of the incident of ragging. Anti-ragging Committee may award to those found guilty one or more of the following punishments,
- A. Suspension from attending classes and academic privileges
 - B. Withholding/ withdrawing scholarship/ fellowship and other benefits
 - C. Debarring from appearing in any test/ examinations or other evaluation process
 - D. Withholding result
 - E. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival etc.
 - F. Suspension/ expulsion from the hostel
 - G. Cancellation of admission
 - H. Rustication from the institution for period ranging from one to four semesters
 - I. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

GRIEVANCE REDRESSAL CELL POLICY

The General Grievance Committee should address the grievance of all stakeholders. It should facilitate development of a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. It will ensure strife free atmosphere in the College through promoting cordial Student-Student relationship and Student-teacher relationship etc. It will provide a platform to the Students to express their grievances / problems freely and frankly, without any fear of being victimized. It will take into consideration suggestions for improving the Academics / Administration in the College. Students will be advised to respect the right and dignity of one another.

The grievances will be collected from suggestion box, online through vmedulife web portal or email to the co-ordinator.

Depending upon the nature and emergency, the meeting should be called for discussion preferably within seven days. The entire formal procedure should take no longer than 30 days.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

WOMEN CELL/ INTERNAL COMPLAINTS COMMITTEE

FUNCTIONS

1. To create and ensure a safe environment that is free of sexual harassment, including safety from persons/visitors coming into contact at the workplace.
2. To display constitution of Women cell/ ICC including phone numbers and email IDs of committee members on college notice board and on college website.
3. To develop policy against sexual harassment – (Women cell/ ICC policy). Display the policy on college notice board and on college website.
4. Spreading awareness of the policy and implementation of the same through informal sessions, performances, cultural events, etc.
5. Gender Sensitization: To create an enabling environment of gender justice where all can work together with a sense of personal security and dignity.
6. To create awareness about sexual harassment. To organize an orientation seminar to discuss the nature and scope of the sexual harassment of women at the workplace
7. To evolve a permanent mechanism for the prevention and redressal of sexual harassment cases and other acts of gender-based violence at the Institute.
8. To recommend disciplinary action for any complaint registered with the Committee after the enquiry to the concerned authorities and to follow up action and monitor the same.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

WOMEN CELL/ INTERNAL COMPLAINTS COMMITTEE

OBJECTIVES

1. To uphold the dignity of women at MCPL, Moshi, Pune
2. To facilitate a gender-sensitive and congenial working environment at MCPL, Moshi, Pune so that any employee or student is not subjected to gender- specific discrimination or sexual harassment.
3. To ensure that victims and witnesses are not discriminated against because of lodging complaints.
4. To take proactive measures to educate the MCPL, Moshi, Pune community about gender sensitivity

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

WOMEN CELL/ INTERNAL COMPLAINTS COMMITTEE

PROCEDURE

Lodging a complaint

- The person concerned can personally talk / telephone/ write/ e-mail any member of the Women's Cell.
- Under special circumstances an individual, who may be a friend/ colleague/ teacher/parent of the affected individual may make a written complaint on behalf of the complainant.
- A written complaint to the Women's Cell may be addressed to the Chairperson of the Women's Cell.
- If a written complaint is made to the principal / any of the members of the Women's Cell, the complaint shall be forwarded to the Chairperson of the Women's Cell.

STAGE ONE: RECEIPT OF THE COMPLAINT

A fair, prompt, and impartial inquiry process starts with a Complaints Committee capable of creating an environment of trust and confidence throughout the inquiry.

Step 1: Receive and Acknowledge Receipt of the Complaint The complainant submits a sexual harassment complaint in writing within three months of the last alleged incident to the Complaints Committee or any other person designated by the organization/ District Officer (i.e. Nodal Officer) to receive and manage complaints of sexual harassment.

Step 2: Meet and Talk to the Complainant to Explore Options for Formal and Informal redress.



Step 3: Informal Mechanism If the complainant chooses to adopt the informal process to resolve her complaint/experience of workplace sexual harassment, then it is the responsibility of the person designated to receive and manage the Complaints Committee to explore enabling ways to address the complaint. This can include counselling, educating, orienting, or warning the respondent to promptly stop the unwelcome behaviour or appointing a neutral person to act as a conciliator between the parties to resolve the complaint through conciliation.

Step 4: Formal Mechanism

1. If the complainant opts for formal redress, or the nature of the complaint is serious which calls for formal redress, then the Complaints Committee responds to the complaint.
2. Within seven days of receiving a complaint, the Complaints Committee will inform the respondent in writing that a complaint has been received.
3. The respondent will have an opportunity to respond to the complaint in writing within ten days thereafter.

STAGE TWO: INTERVIEWS

Prepare an Interview Plan for the Hearing: Complainant, Witnesses, Respondent. Interviews should be conducted with each person separately and in confidence. The complainant and the respondent should not be brought face to face with each other.

STAGE THREE: REASONING

Once the information and review is complete, the Complaints Committee will determine, whether or not, on a balance of probability, the unwelcome sexual harassment took place.



STAGE FOUR: FINDING AND RECOMMENDATION

Based on its findings, the Complaints Committee shall then make appropriate recommendations which may include: 1. Where the Complaints Committee is unable to uphold the complaint, it shall recommend no action. 2. Where the Complaints Committee upholds the Complaint, it may recommend such action as stated within the relevant Policy or Service Rules, which may include a warning to terminate.

NATURE OF PUNITIVE ACTION

An employee found guilty of sexual harassment shall be liable to one or more of the following punitive actions:

For Employees:

- Written apology
- Warning
- Withholding of increments
- Demotion / transfer to lower / other service, grade or post
- Compulsory retirement
- Termination of service / Dismissal from service

For Students:

- Written apology
- Warning
- Rustication from the college for a given period
- Expulsion from the college




The cell can recommend any other punitive action other than ones listed above.



STAGE FIVE: REPORT

The Complaints Committee will prepare a final report and is submitted to the Employer. Such report will also be made available to the concerned parties. The Employer is obliged to act on the recommendations within 60 days.

An inquiry must be completed within 90 days.

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




PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI
TRAINING AND PLACEMENT COMMITTEE

POLICY

Policy guidelines are as follows:

1. To instruct, communicate and guide for importance of industry training and placement activities.
2. To discuss career plan - whether to pursue higher education or to seek an employment.
3. Communicate, networking and relationship building with the potential recruiters by telephone or email or through use of What's up.
4. Invitation to potential recruiters to visit the Institute.
5. Continuation of placement activities after the stipulated period, till all the students are placed.
6. Grooming and training of the candidates for the placements so that their chances of selection increase.
7. General follow-up, joining formalities and other administrative activities.
8. Lectures on personality development, employability skills, and interview techniques, resume writing are frequently conducted to update students with the job scenario.
9. Efforts are also made to arrange lectures on development of communication skills.
10. Industrial visits are arranged to make the students aware of industry culture.

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PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

TRAINING AND PLACEMENT COMMITTEE

PROCEDURES

Followings are Steps

- ❖ Training and Placement Committee invites prospective organizations/industries to carry campus recruitment at PEs Modern College of Pharmacy (For Ladies) Moshi, Pune
- ❖ Follow up for campus drive.
- ❖ Details of students submitted to required organization of industry those are interested for campus drive. Even The students list is sent whenever pooled campus drive is expected in any organization
- ❖ The students are informed about campus drive and their process Their registrations is conveyed time to time before campus drive to expected organization those are interested for campus recruitment.

DURING CAMPUS DRIVE

Company's procedure for hiring is followed

Here are the 4 most important evaluations that form are a part of the campus placement process.

The following four steps:

- **Skill Assessment / Aptitude Test (Normally written)**
- **Group Discussion / Panel Interview.**
- **Technical Interview.**
- **HR Interview.**

Once the selection process is over. Companies announcing results immediately after interviews.

Final selected candidates are informed about selection.



INDUSTRIAL TRAINING:

Second year students should perform training in Drug store, Hospital Pharmacy or Laboratories.

Industrial Training should be performed during Third year. Third year B.Pharm are informed to collect request letter for training.

- Information is also provided about MOU of companies.
- To help for getting industry training provided.
- The students those completed industry training are informed to submit training certificate.




Industry Visit: The students are informed about industry visit time to time.

Responsibilities:

The training and placement officer (TPO) take every care for the placements of students.

Following things are carried out

- ❖ Communication, networking and relationship building with the potential recruiters
- ❖ Invitation to potential recruiters to visit the Institute.
- ❖ Continuation of placement activities after the stipulated period, till all the students are placed.
- ❖ Grooming and training of the candidates for the placements so that their chances of selection increase.
- ❖ General follow-up, joining formalities and other administrative activities.
- ❖ Lectures on personality development, employability skills, and interview techniques, resume writing are frequently conducted to update students with the job scenario.
- ❖ Efforts are also made to arrange lectures on development of communication skills.
- ❖ Industrial visits are arranged to make the students aware of industry culture.
- ❖

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PES, MODERN COLLEGE OF PHARNACY (FOR LADIES), MOSHI

EXAMINATION CELL

POLICIES

- Tentative Sessional exam dates will be communicated to faculty and students when college reopens for each semester.
- Savitribai PhulePune University examination form filling dates and fees will be displayed on notice board at the start of each semester.
- For 2015 and 2013 pattern **One** Sessional and if necessary one improvement Sessional will be carried out.
- At least 60% syllabus must be covered prior to first sessional examination.
- For 2018 Pattern **Two** Sessional examinations will be carried out and 100% syllabus must be covered before commencement of second sessional. If necessary one improvement Sessional will be carried out.
- Guidelines from Savitribai Phule Pune University question paper setting must be followed while preparing the sessional question paper.
- Question paper must be thoroughly checked and approved by head of the department for difficulty level, syllabus covered and CO-PO mapping before submission.
- Question paper should be submitted before the scheduled date of the examination in a sealed envelope.
- Question paper should be set to test the knowledge, memory, cognitive, analytical and reasoning ability of students.



- Assessed papers must be submitted within 10 days of the complete assessment and marks entry must be done in the register.
- Result analysis should indicate percentage of students securing 80%, 60-79%, 50-59% and same should be entered in the soft copy provided by exam section.

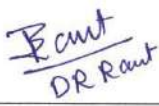


Rules for examination as per university (SPPU)

Date of implementation: 01/06/2014

- Rules for internal examination should be framed as per SPPU guidelines and students should be made familiar with same.
- Schedule for examination should be prepared and displayed at the beginning of academic year.
- Examination department should look after the proper conduct of examination and should appoint invigilators.
- Following aspects should be taken into consideration in evaluation of student's performance.
 1. Class attendance and attentiveness.
 2. Class assignments, test, viva voce, seminars etc.
 3. Students' participation in various co-curricular activities.
 4. Other aspects such as discipline, punctuality and student teacher interaction etc.
 5. Thus students' behavioural aspects, independent learning ability, communication skills etc. are also taken into consideration Transparency should be observed in evaluation of student's performance.
- Mark sheets of internal assessment should be displayed on student notice board and marks should also be uploaded on vmedulife portal. Result analysis of internal assessment should be done and slow and advanced learners should be identified.



- Students should fill online application forms and college should approve them by considering attendance. College should submit examination forms to SPPU.
- Hall tickets should be issued to students and students should carry hall ticket and identity card in examination hall.
- Mark sheets of semester examination should be distributed to students and faculty should analyse student performance and should submit result analysis to examination department.
- Examination department should provide necessary support and guidance to students to obtain photocopy and revaluation of evaluated answer sheets of semester examination.




Revised by	Checked by	Approved and Authorized by
		
D. R. Raut (CEO)	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES) MOSHI

POLICY FOR ISSUE OF BOOKS IN LIBRARY

1. For issuing the books, every student should carry Library Card, on which barcode for respective student is mentioned.
2. The librarian will give her a book card of that particular book which she demands.
3. On that book card student should write date, name and signature.
4. Before issuing the book, it is scanned for the barcode and entered in the Biyani technologies software.
5. The book card is kept in the respective students Library card.
6. The particular book is issued to the student for maximum period of one week.
7. Students should return the books within specified period, after this period fine of two rupees per day will be charged.
8. Students are allowed to issue maximum three books on the library card.
9. Reference books are issued on the I cards of students for the same day.
10. After returning the book from the student, librarian should check that, the book is returned in time or not and is in the same status as it was during the issue.
11. Again the respective barcode for the book is scanned and entered as 'return' in the Biyanitechnologies software.
12. Then the librarian should sign on the respective book card and the book is kept in the particular book shelf.

Revised by	Checked by	Approved and Authorized by
		
(R. N. Salvi)	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal






PES MODERN COLLEGE OF PHARMACY (FOR LADIES) MOSHI

LIBRARY RULES AND REGULATIONS

- Identity Card is compulsory for getting access to the library
- Silence to be maintained
- No discussion permitted inside the library
- Registration should be done to become a library member prior to using the library resources
- No personal belongings allowed inside the library
- Textbooks, printed materials and issued books are not allowed to be taken inside the library
- Using Mobile phones and audio instruments with or without speaker or headphone is strictly prohibited in the library premises.
- Enter your name and Sign in the register kept at the entrance counter before entering library
- Show the books and other materials which are being taken out of the library to the staff at the entrance counter.
- The librarian may recall any book from any member at any time and the member shall return the same immediately.
- Library borrower cards are not transferable. The borrower is responsible for the books borrowed on his/her card.
- Refreshment of any kind shall not be taken anywhere in the library premises



- If the books are lost, Then the borrower shall replace the books of the same edition or latest edition or pay of the book after getting permission from the librarian.
- Students are require to handle the books/ Journal very carefully; marking with pencil, writing or highlighting , tearing the pages or mutilating the same in any other way will be viewed very seriously. In such case reader shall be held responsible unless these are brought to the notice of the library staff at the time of issue.




Revised by	Checked by	Approved and Authorized by
		
Mrs. R.A. Bhatnagar (Library Incharge)	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES) MOSHI

STANDARD OPERATING PROCEDURE FOR ISSUE OF BOOKS IN LIBRARY

1. For issuing the books, every student should carry Library Card, on which barcode for respective student is mentioned.
2. The librarian will give her a book card of that particular book which she demands.
3. On that book card student should write date, name and signature.
4. Before issuing the book, it is scanned for the barcode and entered in the Biyanitechnologies software.
5. The book card is kept in the respective students Library card.
6. The particular book is issued to the student for maximum period of one week.
7. Students should return the books within specified period, after this period fine of two rupees per day will be charged.
8. Students are allowed to issue maximum three books on the library card.
9. Reference books are issued on the I cards of students for the same day.
10. After returning the book from the student, librarian should check that, the book is returned in time or not and is in the same status as it was during the issue.
11. Again the respective barcode for the book is scanned and entered as 'return' in the Biyanitechnologies software.
12. Then the librarian should sign on the respective book card and the book is kept in the particular book shelf.

Revised by	Checked by	Approved and Authorized by
		
(Mrs. R. A. Bhalerao Librarian I/C	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal






PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

EXTRACURRICULAR AND SPORTS ACTIVITIES

POLICY




- 1) Extracurricular Incharge should plan the extracurricular activities at commencement of year in accordance with examination and academic Department.
- 2) Institute should offer opportunities to students to develop self-concepts promotes for innovative cultural initiatives, **develop entrepreneurial skills and creativity through cultural activities.**
- 3) The Institute should always be concerned with the all-round development of students and provide support and motivation for their participation in intercollege, intracollege, state level and national level competitions.
- 4) Institute should encourage the students for their Participation in sports Competition.
- 5) Institute should conduct Sports Competition for the students with In-door Games like Carrom, Table, Tennis, Chess & Out-Door Games Like Kho-Kho, Cricket, Etc.
- 6) Institute should provide funds for participation of students in state level, national level competitions and fund mainly include transportation charges, Participation fees and other facilities.
- 7) Institute also provides fund for conduction of various college level activities like Freshers Welcome Programme, Ganesh Festival, Annual Gathering etc.

Revised by	Checked by	Approved and Authorized by
		
Miss. P.K. Dusane MS T-A Sande	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI
EXTRACURRICULAR AND SPORTS ACTIVITIES
PROCEDURE

- 1) Extra-curricular activities begin at commencement of academic year and ends at the end of the academic year.
- 2) For conducting extracurricular activities, Principal decides extracurricular and sports incharges. Programme calendar for the activities to be carried out in the year are finalized in concern with academic incharge and Principal.
- 3) Accordingly committee's are prepared as per Student Council to conduct extracurricular and sports activities smoothly. These committee's also include faculty and staff incharges and student representatives.
- 4) Planning and schedules of the respective events are prepared and displayed on the notice board.
- 5) Students are motivated and encouraged to participate in all intercollegiate extracurricular and sports competitions.
- 6) The schedule of intracollegiate, state, national level extracurricular and sports competitions displayed on the notice board whenever are declared.
- 7) Students are also motivated for the participation in various competitions.
- 8) Results for each competition are declared and displayed on the notice board.
- 9) Winners of all these competitions are appreciated and certificates and prizes are distributed in Prize Distribution ceremony.

Revised by	Checked by	Approved and Authorized by
		
Miss. P.K. DYSANE TMS T.A. Sande	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

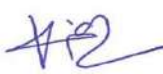




PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

NATIONAL SERVICE SCHEME ADVISORY COMMITTEE

POLICIES

- Date of implementation: 02/09/2013
- The NSS Unit at college or school level is important for the purpose of implementation of NSS projects under regular activities and special camping programme.
- All NSS volunteers participate in these activities at grass root level and come in contact with the various cross sections of the society, particularly rural community.
- The financial expenditure at unit level can be divided into two categories, viz.,
(a) Establishment and Administrative Expenditure and (b) Programme Development Expenditure.
- The NSS Unit at college and school level receives NSS funds from the universities/college/+2 stage normally. Some State Governments release funds to the Units directly due to administrative structures in those States.
- The NSS units will receive the funds after necessary deduction made by the universities for their establishment expenditure as authorized by the government.
- An amount of Rs.30/- per NSS volunteer per annum will be admissible for meeting the expenditure on payment of out-of-pocket allowance to Programme Officer, and contingent expenditure.
- Out-of-pocket Allowance to Programme Officer @ Rs.200/- for Unit of 100 or more than 100 volunteers per month admissible per annum (200x12=2400/-). Rate of Pocket allowance per annum volunteer Rs.24/-.
- For the Units having less than 100 volunteers the rate of out-of-pocket allowance will be reduced proportionately.
- The payment of out-of-pocket allowance to Programme officer will be subject to the specific work to be put in by hi/her every month. This will include (i) mobilization of 50 percent volunteers for special camping (ii) a minimum of three/four community visits per month to the adopted area for co-ordination and supervision (iii) maintenance of NSS records as specified in NSS Manual and (iv) submission of quarterly progress reports.

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Dr. V.S. Tambe	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal






PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

NATIONAL SERVICE SCHEME ADVISORY COMMITTEE

RESPONSIBILITIES

- To assist and guide NSS unit for implementation of NSS programmes at college level.
- To help in organising camps, training and orientation programmes for the NSS leaders.
- To visit the NSS units for monitoring and evaluation.
- To ensure implementation of NSS Regular activities and special camping programmes.
- To ensure timely release of grants to colleges.
- To submit the reports and returns to NSS Program officer Savitribai Phule Pune University.
- To ensure selection of new Programme Officers as per guidelines and ensure their orientation within the stipulated period.
- To submit half yearly reports and other information required to NSS Program officer Savitribai Phule Pune University.
- To have liaison with NSS Program officer Savitribai Phule Pune University for the implementation of NSS programme.
- To bring out documents and reports on the achievements of NSS.
- To understand the community in which they work and themselves in relation to their community
- To identify the needs and problems of the community and utilise their knowledge in finding practical solution to individual and community problems.
- To develop a sense of social and civic responsibility and develop capacity to meet emergencies and natural disasters.
- To develop competence required for group-living and sharing of responsibilities.
- To acquire leadership qualities, democratic attitude, team spirit and skills in mobilising community participation.
- To apply pharmacy knowledge to society as a health care provider
- To understand responsibilities towards environment, cleanliness and its awareness.

Revised by	Checked by	Approved and Authorized by
		
Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

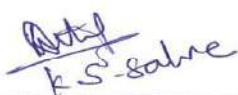


SC/ST CELL

OBJECTIVES:

- To bring the students belongs to SC/ST community at par with the main stream student body.
- To create a platform where students can point out their problems, regarding academic and non-academic matters.
- To monitor the implementation of reservation policy in the institution.

RESPONSIBILITIES:

- Committee often meets the students and faculties belonging to SC/ST communities, to understand their problem and take necessary action and/or render them necessary advice/help to resolve the matter.
- Creating awareness among the SC/ST students regarding the various Government and Non-Government scholarship schemes.
- Counselling the students to help them overcome inferiority complex related to interaction with fellow students and personal grooming, etc.

Revised by	Checked by	Approved and Authorized by
 K.S. Salve	 Dr. V.S. Tambe	 Dr. Dhole S.N.
Member Secretary SC/ST Cell	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

SC/ST CELL

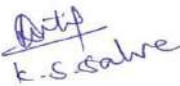


POLICY

The college should constitute SC/ST cell to resolve all the affairs and problems related to the SC/ST students and faculties.

SC/ST cell should suggest measures for achieving the objectives laid down by the various government agencies.

The SC/ST Committee ensures the effective implementation of the policies and programs of the Government of India, UGC and State Governments with regard to backward castes, classes and physically challenged.

The Committee should meet at least two times in a year and the decisions arrived at are mandatory to be implemented.

Revised by	Checked by	Approved and Authorized by
 K.S. Salve		
Member Secretary SC-ST cell	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal

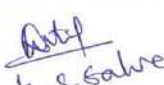




PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

SC/ST CELL

Procedure:

- To collect Circulars and information of State Government and UGC's orders on various aspects of education, employment of SC/ST Students.
- To circulate State Government and UGC's decisions about different scholarship programs to students.
- To communicate with the students and motivate them for better future planning.
- To get filled different scholarships forms of Government From the students and to helping students in getting scholarship.

Revised by	Checked by	Approved and Authorized by
 K.S. Salve		
Member Secretary SC-ST Cell	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

RESEARCH COMMITTEE

POLICIES

Date of implementation: 1/06/2010

Purchase of new equipment's

The research committee recommends purchase of new equipment's to carry out need based research.

Promoting and actuating the faculty members to apply for the research projects to funding agencies

The faculty is encouraged and motivated to submit research projects to various funding agencies to carry out research in diverse disciplines of Pharmacy.

Encouraging and guiding faculty members as well as students to publish research outcomes in reputed peer-reviewed journals

The faculty members are suggested to publish minimum three publications every year. Due to this the quality and number of publications published by the faculty in national/international journals and conferences has been improved.

Incentives for encouraging faculty members for funded projects

The college offers incentives to the Principal investigator and co-investigators of funded projects in terms of purchase of consumables, hiring charges for projects, registration charges and travelling expenses for attending different national and international conferences and symposia.

Financial assistance for students

- The college provides financial assistance of ₹10,000 as contingency funds to the PG students for the purchase of consumables.
- The students are also provided hiring charges for projects, registration charges for attending different national and international conferences and symposia.
- The college also provides financial assistance for research publications.

Motivating faculty members to pursue Ph.D

The research committee motivates and directs the faculty members to register for the Ph.D programme under various Indian Universities.

Autonomy to the Principal investigator

- After receiving funds from various funding agencies, the college gives adequate authorities to the Principal investigators of the funded research projects.
- These funds are utilised according to the requirement of the respective projects such as, the purchase of equipment's, consumables and other expenses.



Timely availability or release of resources

The Principal of college takes every care for timely release of funds and also makes the required facilities available to the Principal investigator for smooth completion of the project.

Adequate infrastructure and human resources

The college provides adequate infrastructure, equipment's, facilities and essential human resources in order to accomplish the various research projects.

Time-off, reduced teaching load, special leave etc. to teachers




- The college provides support and co-operation for carrying out the research work by adjusting and reducing workload.
- Faculty is motivated to attend the research related trainings, workshops, seminars, conferences etc. by sanctioning duty leaves.

Support in terms of technology and information needs

- The college has well-furnished library enriched with voluminous literature required for the reference work in research and is connected with Wi-Fi facility with 2mbps speed
- The college provides adequate infrastructure for the use of ICT solutions.

Facilitate timely auditing and submission of utilization certificates to the funding authorities

The college facilitates efficient management of funds by carrying out timely audit and submission of relevant documents to funding agencies to make the process more transparent.

Revised by	Checked by	Approved and Authorized by
		
Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal






PES, MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

RESEARCH COMMITTEE

RESPONSIBILITIES

1. To promote research activities in the College.
2. To inspire and motivate faculty to submit projects with relevance to need based research to various funding agencies like AICTE, DST, DBT, ICMR, CSIR, AYUSH, SPPU etc.
3. To encourage faculty for carrying out frontline research with relevance to the new age technology.
4. To motivate new incumbents to peruse research for the doctoral degree.
5. To motivate faculty to publish research papers in reputed journals.
6. To scrutinize the research projects submitted by the faculty members and recommend the deserving to appropriate funding agencies for financial support.
7. To maintain close liaison with industry by signing MOUs with different industries.
8. To organize national / state level seminars, workshops on recent and thrust areas.
9. To organize industrial visits for students and faculty.

Revised by	Checked by	Approved and Authorized by
		
Dr. V.S. Vichare	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI




ALUMNAE ASSOCIATION POLICY

Date of implementation: 10/01/2012

Alumnae Association should work in co-ordination with college. Alumnae funds, name and communication details from the students should be collected at a time of result distribution. Account handling Authorities are transferred to the college and accounting should be maintained by the Alumnae In-charge. The fund allocation and distribution should be discussed with alumnae members. Alumnae account should be audited annually and report should be discussed with principal and alumnae members.

Alumnae meet should be conducted at least annually once. Meetings of the association members should be scheduled annually twice. Alumnae association can donate the fund depending upon the need of the society. Various activities carried out by the alumnae should be communicated to the alumnae through social website and college alumnae account.

Alumnae should guide and help the regular learners. Alumnae should be actively involved in the academic and infrastructural growth of the college

Revised by	Checked by	Approved and Authorized by
		
Mrs. Harshada Padwal	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



Department Name:-VJNT, OBC and OBC Welfare Department
Tuition Fees and Examination Fees to OBC Students :-(Freeship)

Overview	Benefits	Eligibility	Document Require
<ul style="list-style-type: none"> • Create interest in education among students. • Making financial assistance available for higher education. • To reduce the drop in education leakage. • Creating opportunities for financial growth through higher education. • Scholarship scheme to avoid transparency, unity and delay. • All types of compulsory fees such as Tuition fees, Exam Fees and other admissible fees are reimbursed to the concern OBC category student. 	<ol style="list-style-type: none"> 1. Maintenance allowance not allowed for Students. 2. 50 % of Tuition Fees and 50 % of Exam Fee. 	<ol style="list-style-type: none"> 1) Applicant must be taking post matric education. Parent's annual income should be less than or equal to 8.00 Lacs. 2) Applicant should be belongs to OBC category. 3) Applicants must be pursuing the education course approved by the government from Post - Matric course 4) Applicants must be residents of Maharashtra. 5) Applicant must be taken admission in government aided / Private Non-Aided / Private permanently nonaided courses. Graduate and Post Graduate Department: Freeship only applicable for Graduate department and Not applicable for Post Graduate Department. 6) Freeship will be applicable to unaided colleges. 7) For UG courses : 100 % benefit (TuitionFees, Exam Fees) is applicable for B Pharm courses. For professional courses Applicant should admitted through CAP round is must changes the course from Professional to Non -Professional. 8) If an applicant pursuing professional course admitted in private un aided/permanently un aided institute for year 2015-16 onwards fails in the examination two or more times in particular academic course duration then he / she not eligible for the freeship. 9) Applicant studying in particular professional/Non-Professional course, and availing benefits of scholarship/freeship for academic course and if he/she wants to change existing professional/Non-Professional course in between academic years he/she will not be eligible for freeship/scholarship for further course. 	<ol style="list-style-type: none"> 1. Caste certificate- should be issued by competent authority 2. Income certificate-should be issued by competent authority 3. HSC or SSC marksheet or last examination marksheet. 4. Gap certificate - Not mandatory but in case of gap. 5. Declaration certificate of parents/guardians about number of children beneficiaries. 6. If applicable father death certificate. 7. CAP Allotment Letter (For Professional Courses) 8. Caste Validity Certificate (For Professional Courses As Per GR Dated 31st July 2008) Exempted Professional courses to be identified 9. Leaving Certificate 10. Ration card for identify number of children's in family.



Department Name:-VJNT, OBC and SC Welfare Department

Post Matric Scholarship to SBC Students:- (Scholarship)

Overview	Benefits	Eligibility	Document Required
<ul style="list-style-type: none"> • Providing financial assistance for education. • To reduce the drop in education leakage. • Creating a passion for higher education. • Providing students the opportunity to go to the mainstream of education through education. • Scholarship scheme to avoid transparency, co-ordination and delay. • Benefits of Tuition Fees, Exam Fees and Maintenance Allowance are paid to only SBC category students. 	<ol style="list-style-type: none"> 1) Eligible SBC Applicants are paid maintenance allowance . 2) 100% Tuition fee disbursed. 	<ol style="list-style-type: none"> 1) The parents/Guardians annual Income should be less than or equal to Rs.1.5 Lac. 2) Applicant should belong to VJNT category. 3) Applicants must be residents of Maharashtra. 4) Applicants must be pursuing the education course approved by the government from class Post-Matric. 5) Maintenance allowance & Exam Fees are paid to Applicant if Applicant get promoted to next higher class. 6) If Applicant fails in particular year then he will get the Tuition Fees, Exam Fees and Maintenance allowance of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class. 7) Applicant should be come through CAP round for only professional courses. 8) Only two children (i) any number of girls applicants allowed. ii) boys applicants maximum 2 of the same parent) of the same parents will be eligible for the Scholarship. 9) No scholarship will be paid to the Applicants under this scheme from the date he /she accepts another Scholarship / stipend. 10) 75 % attendance is mandatory for current year. 11) Applicant will be eligible for scholarship if he / she 	<ol style="list-style-type: none"> 1. Caste certificate - should be issued by competent authority (Issued by Govt. of Maharashtra) This certificate considered as Proof of Resident. 2. Income certificate / Income Declaration - should be issued by competent authority 3. Caste Validity Certificate – (Mandatory for Professional Degree courses, Professional Post Graduate. For Non Professional courses caste validity is not mandatory) 4. HSC or SSC marksheet or last examination marksheet. Gap certificate -Not mandatory but in case of gap it is mandatory.



		<p>changes the course Non – Professional to Professional but he will not be eligible if he / she changes the course from Professional to Non – Professional.</p> <p>12) Scholarships/freeship will continue until Applicant completes one course. Ex. - B Pharm , M Pharm . course He/she will not be allowed for scholarship/freeship.</p> <p>13) Applicant studying in particular professional/Non-Professional course, and availing benefits of scholarship/freeship for that academic course and if he/she wants to change his existing Professional/Non-Professional course in between academic years he/shewill not be eligible for freeship/scholarship for further course.</p> <p>Renewal Policy</p> <p>1) The Applicant have to pass the previous yearexamination.</p> <p>2) In case of VJNT if Applicant fails for a year then the Applicant is not paid any reimbursement for that particular year.</p> <p>3) For Group A – If an applicant pursuing Group A course fails in the examination for the 1st time theaward may be renewed. For second & subsequent failure in any class the Applicant shall bear his / her.</p>	<p>6. If applicable father/Guardians death certificate.</p> <p>7. Ration Card for identify number ofchildren in family.</p> <p>8. Leaving Certificate</p> <p>9. Declaration certificate of parents/guardian about number of children beneficiaries.</p>
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Department Name:-VJNT, OBC and SC Welfare Department

Tuition Fees and Examination Fees to SBC Students :- (Freeship)

Overview	Benefits	Eligibility	Document Require
<ul style="list-style-type: none"> • Create interest in education among students. • Making financial assistance available for higher education. • To reduce the drop in education leakage. • Creating opportunities for financial growth through higher education. • Scholarship scheme to avoid transparency, unity and delay. • All types of compulsory fees such as Tuition fees, Exam Fees and other admissible fees are reimbursed to the concern SBC category student. 	<p>1) Maintenance allowance not allowed for Students.</p> <p>2) 100% Tuition fee disbursed.</p>	<p>1) Applicant must be taking post matric education.</p> <p>2) Parent's annual income should be less than or equal to 8.00 Lacs.</p> <p>3) Applicant should be belongs to SBC Category.</p> <p>4) Applicants must be residents of Maharashtra.</p> <p>5) Applicants must be pursuing the education course approved by the government for Post Matric courses.</p> <p>6) Applicant should be taken admission in government aided / Private Non-Aided / private permanently non aided courses.</p> <p>7)For UG courses : 100 % benefit (Tuition Fees, Exam Fees) is applicable for B Pharm courses. For students studying in Aided, UnAided for B Pharm courses then Fee structure is applicable as per Government rates for same course.</p> <p>8) For professional courses Applicant should admitted through CAP round is must.</p> <p>9) If Applicant fails in particular year then he will get the Tuition Fees and Exam Fees of that particular academic year but he/she will not get the benefit until he/she gets promoted to next higher class.</p> <p>10) Applicant will be eligible for scholarship if he / she changes the course Non – Professional to Professional but he will not be eligible if he / she changes the course Professional to Non – Professional</p>	<p>1. Caste certificate- should be issued by competent authority</p> <p>2. Income certificate-should be issued by competent authority</p> <p>3. HSC or SSC marksheet or last examination marksheet.</p> <p>4. Gap certificate - Not mandatory but in case of gap it is mandatory.</p> <p>5. Declaration certificate of parents/guardians about number of children beneficiaries.</p> <p>6. If applicable father death certificate.</p> <p>7. CAP Allotment Letter (For Professional Courses)</p> <p>8. Caste Validity Certificate (For Professional Courses As Per GR Dated 31st July 2008) Exempted Professional courses to be identified</p> <p>9. Leaving Certificate</p> <p>10. Ration card for identify number of children's in family.</p>



Department Name:-**Department of Technical Education**

Rajarshi Chhatrapati Shahu Maharaj Shikshan Shulkh Shishyavrutti Yojna.

Overview	Benefits	Eligibility	Document Require
The objective of the Scheme is to provide financial assistance to the Economic Backward Class who are admitted to Degree / Postgraduate Professional courses through Centralized Admission Process (CAP).	50 % of Tuition Fees and 50 % of Exam Fee.	<p>Eligibility Criteria: (As per the GR Dated 07th Oct 2017, 01st March 2018, 31st March 2018) 8 Lakh</p> <p>a) Applicant should have Nationality of India.</p> <p>b) Candidate should be Domicile of Maharashtra State.</p> <p>c) Applicant should be "Bonafide Student of Institute" and admitted for Professional and Technical course (Diploma / Graduation / Post Graduation Degree) as mentioned in GR</p> <p>d) Deemed University and Private university is not applicable</p> <p>e) Candidate should be admitted through Centralized Admission Process (CAP).</p> <p>f) Applicant should not avail any other scholarship/stipend.</p> <p>g) For current Academic Year, Only 2 child from family are allowed for benefit of scheme.</p> <p>h) The Total Annual Income of Family / Guardian should not be more than 8 Lakhs.</p> <p>i) Minimum 50 % attendance in previous semester (Exception for fresh admitted in College).</p> <p>j) During course duration, candidate should not have a gap of 2 or more than 2 years.</p>	<p>a) Mark sheet of 10th (S.S.C) & Onwards.</p> <p>b) Domicile Certificate of Maharashtra State.</p> <p>c) Family Annual Income certificate</p> <p>d) Undertaking "In current year, not more than 2 beneficiary from family".</p> <p>e) CAP Related document.</p> <p>f) Proof of Biometric attendance (Interface UIDAI).</p>



Department Name:-**Department of Technical Education**

Dr. Punjabrao Deshmukh Vasatigruh Nirvah Bhatta Yojna.

Overview	Benefits	Eligibility	Document Require
<p>This is a plan for students of government, government funded and non-affiliated colleges / polytechnics entering the vocational courses set by the government, whose students are certified by the competent authority, as a marginal farmer or whose parents are registered laborers.</p>	<p>a) For child of Registered Labor / Alpabudharak (Marginal Land Holder). b) For Annual Family income up to 8 Lakhs.</p>	<p>Eligibility Criteria: (As per the GR Dated 07th Oct 2017, 22nd Feb 2018, 01st March 2018, 18th June 2018)</p> <p>a) Applicant should have Nationality of India. b) Candidate should be Domicile of Maharashtra State. c) Applicant should be "Bonafide Student of Institute" and admitted for Professional and Technical course (Graduation / Post Graduation Degree) as mentioned in GR d) Deemed University and Private university is not applicable e) Candidate should be admitted through Centralized Admission Process (CAP). f) Applicant should not avail any other scholarship/stipend. g) For current Academic Year, Only 2 child from family are allowed for benefit of scheme. h) The Total Annual Income of Family / Guardian should not be more than 8 Lakhs. i) Minimum 50 % attendance in previous semester (Exception for fresh admitted in College). j) During course duration, candidate should not have a gap of 2 or more than 2 years. k) Renewal Policy</p>	<p>a) Mark sheet of 10th (S.S.C) & Onwards. b) Domicile Certificate of Maharashtra State. c) Register Labor Certificate / Alpabudharak (Marginal Land Holder) Certificate (In case of not a child of Alpabudharak or Registered Labour then family Annual Income Certificate). d) Undertaking "In current year, not more than 2 beneficiary from family". e) CAP Related document. f) Proof of biometric attendance.</p>



Department Name:-**Minority Development Department**

Scholarship Scheme for State Minority Communities Pursuing Higher Professional Education/All Post H.S.C Courses. (Part-I {(Technical Course (DTE)}).

Overview	Benefits	Eligibility	Document Require
The objective of the Scheme is to provide financial assistance to the meritorious students belonging to Minority Communities (Muslim , Buddhist, Christian , Sikh , Parsi , Jain & Jews Community) to enable them to pursue Professional and Technical Courses.	<ul style="list-style-type: none"> For Technical Course (Part-I of GR) –Scholarship Amount Maximum Rs.25,000/- Per Annum or Actual Fees whichever is less. 	<ul style="list-style-type: none"> a) Applicant should have Nationality of India. b) Candidate should be Domicile of Maharashtra State. c) Candidates should have pass SSC from Maharashtra State. d) Applicant should be "Bonafide Student of Institute" and admitted for Professional and Technical course (Graduation / Post Graduation Degree) as mentioned in GR e) Candidate should be admitted through Centralized Admission Process (CAP) / Institute Level. f) Applicant should not avail any other scholarship/stipend. g) The Total Annual Income of Family / Guardian should not be more than 6 Lakhs. 	<ul style="list-style-type: none"> a) Educational Certificate – S.S.C.(10th) & onwards. b) Income and Minority declaration – Affidavit on Non- Judicial Stamp Paper or Income certificate from the employer, if any. School leaving certificate can also be considered as Proof of Minority) or Self Declaration. c) Proof of Permanent residence: - Copy of Domicile Certificate/Election Card etc. d) For Renewal of Scholarship: - Income declaration and Mark Sheet of previous examination.



Department Name:- **Social Justice& Special Assistance Department**

Overview	Benefits	Eligibility	Document Require
The objective of the Scheme is to provide disabled students who are admitted to Degree / Postgraduate Professional courses through Centralized Admission Process (CAP).	100% Tution Fee Disbursed.	1) Candidate should be disabled above 40%. 2) No income Limit.	1) Mark sheet of 10th(S.S.C) & Onwards. 2) Domicile Certificate of Maharashtra State. 3) Family Annual Income certificate 4) Undertaking "Incurrent year, not more than 2 beneficiary from family". 5) CAP Related document. Proof of Biometric attendance (Interface UIDAI). 6) Last Year Marksheet if any. 7) Disability Certificate.

