



PARENT BODY POLICIES AND RULES FOR TEACHERS AND STAFF

PES MODERN COLLEGE OF
PHARMACY (FOR LADIES), MOSHI

PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI

PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI

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PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI

Policy Document

This Policy Document is prepared to make all Faculty / Staff working at Progressive Education Society's Modern College of Pharmacy (for Ladies), Moshi aware of rules and regulations that governs their working in the college. It is expected that faculty and staff members strictly adhere to the rules and regulations given in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI

STAFF RECRUITMENT POLICY

Date of implementation: 25/06/2004

Requirement of the staff to be recruited is decided by the institute and is sanctioned in CDC.

The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by AICTE/PCI/UGC/SPPU/DTE. The approval of posts is obtained from approval section and also from reservation cell of Savitribai Phule Pune University (SPPU) and state government reservation cell, Maharashtra State Backward Class Commission (MAVAK). The said posts are sanctioned by these authorities after checking the Pharmacy College Roster. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor for the staff recruitments are published in two newspapers (English and Marathi). Applications for these posts are invited from aspiring candidates within stipulated time. Applications also invited from - SPPU employment cell, SPPU Reservation cell, Tribal office of the state government, Development Officer Directorate Tribal, Adivasi Development officer Maharashtra State Co-operative Adivasi Development Corporation, Nashik District Social welfare officer Maharojgar cell of state government, Development Officer Directorate Tribal, Adivasi Development officer Maharashtra State Co-operative Adivasi Development Corporation, Nashik District Social welfare officer Maharojgar cell of state government

After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with Principal as per the norms of AICTE /PCI/DTE/UGC/SPPU. Selection committee for the interviewing

candidates is appointed by university as per the government rules. The selection committee comprises of V.C. Nominee General, V. C. Nominee – Reservation cell and three Subject Experts. After the scrutiny of the applications received, the call letters for the interview are sent to eligible candidates well in advance. Interviews are conducted by selection committee. Reports of selection committee are submitted to SPPU. Appointments are issued to selected candidates. Proposals of approval for these appointments are submitted to SPPU. Letter of approval is issued to candidate by the SPPU. If the post remains vacant due to unavailability of suitable candidate, it is filled on Ad- hoc basis for which the approval from university is also sought.

The published rules, norms, policies and procedures with regard to faculty and staff recruitment, promotions, leaves and retirement as per the AICTE, PCI, SPPU and Progressive Education society are followed and made available on the college website.

The Process of recruitment of faculties on ad-hoc

There may be occasions when an urgent need arises for faculty members. During such times, faculty are recruited temporarily on an ad-hoc basis. Candidates are shortlisted based on their resumes received at the department level or through referrals from other faculty members, Heads of Departments (HODs), or the Principal. Aptitude test, Technical interviews and demonstration lecture are conducted at the college level by an internal committee comprising senior faculty members, the HOD, and the Principal. Upon selection, candidates are recommended for final approval by the management. Once management consent is obtained, the recruitment of the candidate is finalized on a purely temporary ad-hoc basis for the duration of one academic year only.

Recruitment Process for Technical/Non-Teaching Staff:

1. **Review of Requirement:** The need for technical and non-teaching staff is assessed at the end of academic year
2. **Advertisement:** Job openings are advertised in prominent newspapers, and applications are invited within a specified timeframe.
3. **Application Sorting:** Received applications are sorted and summarized after the stipulated deadline.
4. **Shortlisting:** The Head of the Department, in consultation with the Principal, shortlists eligible candidates according to specified norms.
5. **Formation of Selection Committee:** Internal selection committee is established.
6. **Candidate Notification:** Shortlisted candidates are notified at least 15 days in advance about the interview date, time, and venue through letters, email, or telephone calls.
7. **Document Verification:** Original documents of candidates are verified on the interview day before they proceed with the interview.
8. **Interview:** The Selection Committee conducts interviews with eligible candidates.
9. **Submission of Reports:** The Selection Committee submits its reports along with necessary documents to the Principal and Management.
10. **Issuance of Appointment Orders:** The college issues appointment orders to selected candidates, providing them 15 days to one month to join. Candidates must confirm acceptance within 7 days from the date of the appointment order. Failure to communicate acceptance within this period will result in the offer being presumed declined, with no further communication entertained.

PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI

SERVICE RULES

Date of implementation: 25/06/2004

Appointments of faculty are subject to the following Terms & Conditions:

1. The services will be governed by the Maharashtra University Act, 1994, Statutes, Code of conduct, Ordinances and rules and regulations laid down by the Savitribai Phule Pune University and State Government from time to time.
2. The appointment is subject to the approval by the authorities of Savitribai Phule Pune University & Business Council, P.E. Society, Pune - 5.
3. The candidate will be paid basic pay as approved by University per month in the scale indicated above. The candidate will also be entitled to Dearness Allowance, House Rent Allowance and C.L.A. at the rates prescribed by the State Government from time to time. In case if the candidates are appointed for a period of more than one year, the candidate shall earn annual increment.
4. The appointment is subject to the minimum number of students and the workload prescribed for the post.
5. The candidate shall submit the originals as well as certified true copies of relevant testimonials such as Birth Date Certificate, Mark sheets, Experience certificate, discharge / relieving certificates (if any), etc. before joining the duties.
6. In case the candidate accepts the appointment, he/she shall have to execute Deed of Contract of Service as prescribed in the Statutes at the time of joining the duties.
7. The candidate will be allowed to join the duties on producing of -
 - i) Two Passport size Photographs.

- ii) Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.
 - iii) Discharge Certificate from previous employer (if any).
8. The candidate shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of their city, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificates stating that they are free from any contagious disease and that the candidate is physically fit for employment on the staff of the College.
 9. The candidate is required to give the correct mailing address as soon as he/she join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by the candidate.
 10. The candidate should not conduct or engage in any private tuitions or Private coaching classes.
 11. The candidate will not conduct or engage in any other job paid full-time or otherwise, during the continuance of service, without the permission of the competent authority of Business Council of P.E. Society.
 12. The services are transferable to any other colleges/institutions run by the Business Council of P.E. Society.

13. The appointment may be terminated, at any time, by either side / party, by giving one month's notice or one month's pay in lieu of notice period in case the period spent in services is more than six months.
14. If the candidate is found absent continuously for more than thirty days without permission his/her services will stand terminated automatically. If the candidate are found guilty of violation of any terms and conditions mentioned above, the candidate will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of service, the candidate shall not directly or indirectly do such things which are subversive to the interests of the Society / University / Institute / College / Students.
15. The candidate has to communicate to the Business Council of P.E. Society / College within seven days from the date of receipt of this Order of Appointment, failing which the appointment is liable to be cancelled.

Rules for faculty appointed on ad hoc basis

1. The appointment is subject to the approval by the University of Pune.
2. The appointment is purely temporary and for the period of one Academic year only.
3. The candidate must within a period of one month produce the medical certificate from a registered medical practitioner for your fitness to carry out this job.
4. The service will be governed by the statute of University of Pune & rules & regulations of Progressive Education Society. Pune
5. The appointment is temporary and can be terminated by giving one month notice on either side.

PES MODERN COLLEGE OF PHARMACY FOR LADIES, MOSHI

LEAVE RULES

1. Year for calculation of leaves is calendar year.

2. Earned leaves: 8 days per year

These can be accumulated maximum up to 54 days at any given point of time. Leaves in excess of 54 days will automatically laps. For availing earned leaves, staff member will have to submit application to the chairman minimum 10 days in advance, duly approved by the concerned head. There will be no encashment of earned leave.

3. Casual leaves: 8 days per year

Casual leaves cannot be availed for more than 3 days at a stretch.

4. Sick or medical leave: 8 days per year

Medical leave can be availed during sickness and staff member should send a sick note to the head during the illness and should apply for the sick leave within three days of resuming the duty. If the sick leave is more than 3 days employee should submit fitness certificate from medical practitioner. Unavailed sick leaves shall automatically laps after 31st December.

5. Maternity leave: 45 days for ladies staff members.

Maternity leave can be availed maximum twice.

6. Extraordinary leave without pay: Business council will be the sanctioning authority of this leave.

7. The above-mentioned rules can be changed by business council from time to time.

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

INTERNAL QUALITY ASSURANCE CELL

POLICY

To establish a robust quality system to ensure effective student centric, value-based teaching-learning process through planning, guiding and monitoring. The quality policy assures establishment of accountable support functions and conscious continuous improvement.

1. Internal Quality Assurance Cell acts as a nodal agency of the Institution for coordinating quality-related activities to improve the academic and administrative performance of Institute.
2. IQAC strive to facilitate the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. The focus of IQAC is to make the define quality benchmarks/parameters and to institutionalize and internalize quality culture.
4. Collection and analysis of feedback from all stakeholders on quality-related institutional processes.
5. Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
6. Documentation of the various programs /activities leading to quality improvement.
7. Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC.

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

INTERNAL QUALITY ASSURANCE CELL

OBJECTIVES

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

STRATEGIES

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks.
- b) Relevant and quality academic/ research programs.
- c) Equitable access to and affordability of academic programs for various sections of society.
- d) Optimization and integration of modern methods of teaching and learning.
- e) The credibility of assessment and evaluation process.
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services.
- g) Sharing of research findings and networking with other institutions in India and abroad.

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. 75% (80 % as per PCI regulation) attendance for theory and practical is mandatory; failing which she would be ~~denied~~ / disallowed for the Sessional as well as

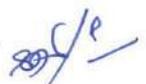


University Examination. 25 % waiver is kept for emergencies and illness out of 100 %.When a student is absent, she must contact the class teacher prior to the missed class. An absence may be excused for students participating in approved professional development activities, in situations involving illness, 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 on all weekly college days and during professional activities excluding Thursday 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.

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

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 Vmedulife web portal**. 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 stipulated 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 vmedulifewebportal.



- 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 labeled 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

FACULTY FEEDBACK AND ATR

Faculty feedbacks should be carried out at least twice in a semester. Sample size should be at least 70%. Oral feedback should be carried out one month after the commencement of semester. Online feedback should be carried out before first sessional theory examination. Course end feedback should be carried out in the last week of the semester. The collected feedbacks should be analyzed and communicated to concerned faculty for corrective action. In addition, periodic feedbacks should be sought from the students of academic monitoring committee. The appropriate action will be initiated if the feedback score is found less than 70%

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

FACULTY FEEDBACK AND ANALYSIS POLICY 1

Faculty feedbacks should be carried out atleast twice in a semester. Sample size should be atleast 70%. Feedback should be carried out before first sessional theory examination. In addition, periodic feedbacks should be sought from the students of academic monitoring committee.

The appropriate action will be initiated if the feedback score is found below than 2.5 on scale of 4.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ACTION TAKEN POLICY ON FACULTY FEEDBACK -2

The college authorities abide to serve quality education to the learners. Hence, faculty feedback should be carefully analysed and appropriate action will be initiated.

Ideally, the faculty feedback should be above 70%. If it is less than 60%, appropriate action will be initiated. This may include the counselling of the faculty, monitoring of the lectures and practical's and reduction in yearly increment. Faculty will be issued a warning letter if the feedback is found less than 60% for second consecutive year. If the faculty feedback is found to be less than 60% for three subsequent years, the faculty may be discontinued from the service after approval from the governing body.

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

ACTION TAKEN POLICY ON FACULTY FEEDBACK 1

The college authorities abide to serve quality education to the learners. Hence, faculty feedback should be carefully analysed and appropriate action will be initiated.

Ideally, the faculty feedback should be above 2.5 on the scale of 4. If it is less than that appropriate action will be initiated. This may include the counselling of the faculty, monitoring of the lectures and practicals and reduction in yearly increment. Faculty will be issued a warning letter if the feedback is found less than 2 for second consecutive year. If the faculty feedback is found to be less than 2 for three subsequent years, the faculty may be discontinued from the service after approval from the governing body.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

CONFIDENTIAL REPORT A.Y.: --

Name of Faculty:.....

Designation:.....

Department:.....

Sr. No.	Nature of activity	Score allotted	Verified Score
1.	Academics		
	Syllabus completion	10	
	No. of Lectures taken, Teaching methodology	10	
	Feedback	20	
2.	Examination		
	Result	10	
	Examination duties (Supervision, Assessment)	05	
3.	Portfolio	10	
4.	Research		
	Publication/ book/ patent (5/per activity)	20	
5.	No. of conferences/ workshops attended (minimum 2)	05	
6.	Departmental Activities	10	
TOTAL		100	



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

GUIDELINES FOR DECIDING SLOW LEARNERS

Note:

- To be considered for revision every year.
- Subject to revision based upon the performance of the students in annual examination.

CRITERIA FOR IDENTIFICATION OF SLOW LEARNER

1. Slow learners should be identified based on the performance in the sessional examination. The students securing 40 or less than 40% marks in the sessional exam should be considered as a slow learner.
2. Slow learners can be identified during continuous assessment process during practical.
3. Slow learners can be identified based on class test and assignments.

REMEDIAL ACTIONS TO BE TAKEN BY FACULTY

1. Papers of advanced learners should be discussed with the slow learners.
2. Remedial classes should be conducted. (Atleast five)
3. Group discussion/ presentation between slow and advanced learner can be carried out wherein advanced learner can help weaker students.
4. Faculty should get question paper solved from slow learners.

DOCUMENTATION

1. List of slow learners should be prepared semester wise by individual subject I/C.
2. It should be submitted to class teacher along with documents related to remedial actions after the declaration of results to class teacher.
3. Class teacher should prepare the summary of success index.
4. Class teachers should submit it to Academic Coordinator.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI
GUIDELINES FOR DECIDING ADVANCED LEARNERS

Note:

- To be considered for revision every year.
- Subject to revision based upon the performance of the students in annual examination.

Criteria for identification of advanced learner

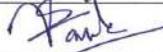
1. Advanced learners should be identified based on the performance in the sessional examination. The students securing 80 or more than 80% marks in the sessional exam should be considered as an advanced learner.
2. Advanced learners can be identified during continuous assessment process during practical.
3. Advanced learners can be identified based on class test and assignments.

Promotions to advanced learners

1. List of Advanced learners should be prepared semester wise by individual subject I/C.
2. Advanced learners should be promoted to participate in seminars and competitions.
3. If interested they should be allowed to perform projects to avail hands on experience.

Documentation

1. List of advanced learners should be prepared semester wise by individual subject I/C.
2. It should be submitted to class teacher.
3. Class teachers should submit it to Academic Coordinator.

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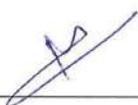
PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

PROCEDURE OF BUDGET FORMULATION

1. Requirements along with their specifications and quantities are collected from various departments. Types of requirements collected are:
 - a. Requirements of equipment/instruments
 - b. Requirements of glass wares
 - c. Requirements of Chemicals
 - d. Requirements of text books, reference books, research journals, and subscriptions from library
 - e. Requirement of Journals from academic in-charge
 - f. Requirement of infrastructure additions, furniture and maintenance
 - g. Stationary requirement
2. All requirements are compiled by store department.
3. Store department calls quotations and the tentative expenses required are calculated.
4. This information is forwarded to accounts department.
5. An accounts department uses this information for preparing budget under the guidance of Principal.
6. Budget amount is increased by 5 -10 % than actual expenses of the previous year while formulating budget
7. By taking into consideration annual income, amounts to be allocated for expenses under each head of budget are decided. Major heads of accounts include staff salary, staff welfare, student activities, library requirements, laboratory requirements and maintenance.
8. Percentage of amount allocated to different heads of budget are:
 - Staff salary – 60-65%



- Recurring expenses apart from salary (chemicals, glassware, stationary, maintenance): 20-30%
 - Non recurring expenses – 10-20%
 - Staff welfare - 2-3%
 - Student activities - 0.5-1%
9. 2% amount of the income is kept reserved for emergency requirements.
10. This budget is presented in College Development Committee (CDC).
11. CDC finalizes, approves and forwards the budget to Board of Life Members (BOLM) and then to Business Council (BC) for final sanction.
12. BC sanctions budget and conveys it to Principal through resolution.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

POLICY FOR STAFF WELFARE

POLICY FOR HEALTH INSURANCE OF THE STAFF

Date of implementation: 26/09/2015

PE society has decided that Medical (Health) insurance scheme will be implemented for all confirmed teaching and non-teaching staff members working in the Modern College of Pharmacy (for Ladies), Moshi, Pune.

50% amount of the medical insurance premium will be borne by the institute and remaining 50% by the concerned staff.

PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

POLICY FOR EMPLOYEE'S PROVIDENT FUND (CONTRIBUTORY)

Date of implementation- 08/08/2008

PE society has decided to extend the benefit of provident fund to all teaching faculty and nonteaching staff of all non-grantable institutes and colleges. The scheme of EPF be implemented for the teaching faculty as "Welfare measure"

PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

POLICY REGARDING INCENTIVES FOR ACQUIRING HIGHER QUALIFICATION AND PROMOTION- FOR TEACHING STAFF

Date of implementation -12/10/2018

1. PhD increments:

A confirmed staffs who acquires PhD degree from a UGC recognized university in the relevant subject while in service at the college of PE society be given:

- a. Three additional increments if the candidate is not given an increment earlier for M. Phil
- b. Two additional increments if candidate is given an increment earlier for M. Phil

2. Promotion to Associate professor Grade

Confirmed Assistant Professor Grade staffs that acquires PhD degree and has minimum 5 years of approved experience will be promoted to Associate Professor Grade depending on availability of post, through selection process

3. Carrier advancement scheme: For teaching staff

Date of implementation -12/10/2018

Benefit of CAS for the grade of associate professor be given to the candidate who is permanently approved and who has completed seventeen years of continuous service in the institute of PE society subject to following conditions:

- i. Candidate should hold PhD degree and should have publications in the peer reviewed journals in the list of UGC with good impact factor

- ii. Candidates should complete all the latest norms laid down by UGC, SPPU and PE society.
- iii. Confidential reports of the candidate for the last five years should be good or excellent.
- iv. Under the performance based on appraisal scheme and / or API candidate should have good or excellent score.
- v. Candidate should have completed one orientation and three refresher courses the relevant subject from UGC approval centre.

Promotional Policies: To encourage staff, the management gives a due consideration for the deserving faculty for promotion to higher post / pay-scale depending on the availability of the vacancies.

A. Teaching Staff

1. The requirement of teaching positions of staff is reviewed as per the norms specified by AICTE/UGC/SPPU/PCI/DTE as per subject-wise and cadre-wise.
2. An internal shortlisting of eligible candidates for higher posts is done at department level 3. On the basis of previous performance appraisal, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.
4. All such shortlisted faculty are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.
5. Faculty promoted for higher posts need appear for local selection committee / University Selection Committee interviews for getting final approval from University.

6. To encourage the faculty, due consideration is given for achievement of faculty such as - R&D, publications, technical events, etc. in the form of incentives.

B. Non-teaching staff

1. The requirement of non-teaching is reviewed as per the need.
2. An internal shortlisting of eligible candidates for higher posts is done at department level.
3. On the basis of previous performance, the preliminary interactions are carried out at college level by concern HOD and Principal and then the shortlisted names are finalized for further recommendations to the management.
4. All such shortlisted staff are required to appear before management committee for consideration of promotion / revision of pay-scale / additional increments / incentives etc.

Probation Period Policy:

Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve the first two years of employment on probation. Two years or actual probation period mentioned whichever is lesser.

Evaluation in Probation Period:

Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the

employee shall be continued in, service else, he / she may be terminated from service. In case of termination of service the employee losses the right to appeal.

PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

INNOVATION, RESEARCH and CONSULTANCY POLICY

Date of implementation -1/09/2023

PES Modern College of Pharmacy (for ladies), Moshi, Pune aims at achieving the objectives pertaining to innovations, research initiatives and research productivity. Therefore Innovation, Research and Consultancy policy of this college looks forward to promote and inculcate the research aptitude in faculty and students. The guidelines and provisions of this policy shall demonstrate a continuous commitment for maintenance of high-quality research in academic institutes.

Guidelines for Publications:

- All **Assistant professors** should publish minimum **two research publication per academic year** in UGC CARE/ SCOPUS/Web of Science indexed journal.
- All **Associate Professors** should publish **three research publications per academic year** in UGC CARE/ SCOPUS/Web of Science indexed journal (out of which one research publication with impact factor is preferred.)
- A **Professor** should publish **four research publications per academic year** in UGC CARE/ SCOPUS/Web of Science indexed journal (out of which one research publication with impact factor is preferred.)
- Each faculty has to present poster/oral presentation in at least two National/International conference (Abstract book should be published preferably with ISBN no) or book or book chapter with ISBN
- One patent application will be considered equivalent to one research paper.
- A **Doctorate** faculty should apply for **one research grant** per academic year.
- A **M. Pharm** research student should publish **one research/review paper** publication in UGC CARE/ SCOPUS/Web of Science indexed journal for award of degree.
- A **PhD** research student should publish **two research paper** publications in UGC CARE/ SCOPUS/Web of Science indexed journal (out of which one research publication should be with impact factor) and one presentation in National/International conference with publication of conference proceedings for the award of degree.
- Research contribution as per above policy will be considered during performance Appraisal process for the year.

- Under the intra-mural research fund, financial support will be provided for hiring charges to the B Pharm and M Pharm research students.

Guidelines for Consultancy:

- The physical and academic infrastructure of the institute will be made available to provide consultancy to the other academic/research institutes and industry.
- The revenue generated from research consultancy will be shared between the institute and researcher with 60:40 proportions.

Incentives to faculty for research contribution

PES Modern College of Pharmacy (for ladies), Moshi, Pune has designed incentive policy for promotion of research output by the faculty. The research contribution by each faculty will be evaluated depending upon national-international status, indexing and impact factor of journal. Participation and awards for presentation (oral/poster) of research work in national-international conferences is also appreciated.

The research contribution of every faculty member will be assessed every academic year (1st June-30th May) for,

1. Research Publications
2. Publication of Book
3. Patents/ copyright obtained
4. Generation of research grants
5. Research awards and fellowships
6. Research Paper presentations (oral/poster) and Award

Sr. No.	Type of research contribution	No. of credits
1.	Publication with Impact factor above 2*	2.0
2.	Publication with Impact factor 1.00 - 2.00*	1.5
3.	Publication with Impact factor up to 1*	1.0
4.	Publication with UGC care/Scopus/WoS indexed journal without impact factor*	0.5
5.	Full Book Published by International publisher with ISBN Number	2.0
6.	Full Book Published by National publisher with ISBN Number	1.0
7.	Book chapter with ISBN Number	0.5
8.	For Best Awarded Paper in conference with proceedings in Foreign Countries	1.0
9.	For Best Awarded Papers in conference in National/international conference with proceedings held in India	0.5
10.	Patent publication	0.5
11.	Patent/copyright granted#	1.0
12.	Research grant received up to 3.0 lakhs#	0.5
13.	Research grant received up to 5.0 lakhs#	1.0
14.	Research grant received above 5.0 lakhs#	2.0

*Impact factor should be as calculated by Thomson Reuters

#In case of shared research grants, the Principal investigator would share 60% of the credit amount and remaining 40% would be shared by co-investigator(s).

At the end of every year total credits earned by a faculty will be calculated. For each credit earned, a sum of Rs. 5000 will be paid.

PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

POLICY FOR FINANCIAL ASSISTANCE TO TEACHERS/STAFF FOR ATTENDING FACULTY/STAFF DEVELOPMENT PROGRAMME AND FILING INTELLECTUAL PROPERTY RIGHTS/MEMBERSHIP OF PROFESSIONAL BODIES

1. The faculty member of PES Modern College of Pharmacy (for Ladies), Moshi, Pune with approval from Savitribai Phule Pune University will be provided with **registration charges and/or travelling expenses** for attending Seminar/ Conference/ Workshop / FDP /NPTELMOOC Courses /Patent/ Copyright and membership of professional bodies.
2. The financial consideration to faculty and staff is applicable for every academic year (1st June to 31st May). Each year faculty and staff should complete atleast one skill development program. The tenure for the FDP should be minimum one week.
3. The College will pay **100% Registration charges and travelling expenses** (second AC train fare or bus fare) for attending and presenting a research paper at state/national/International (held in India) level Seminar/Conference/ Workshop/FDP after submission of relevant documents (bills, certificate) and report.
4. The Staff (Administrative/ Library, Technical) of PES Modern College of Pharmacy (for Ladies), Moshi, Pune will be provided with **registration charges and/or travelling expenses** for attending seminar/ conference/ workshop /skill development courses.
5. For appearing to NPTEL, MOOC Courses, **100% of examination fee and travelling allowance** will be reimbursed for the one course per year as well as 1 additional leave will be approved if the examination held on Sunday)
6. The College will pay **100% Registration charges** for attending State/National /International level seminar (held in India)/conference/workshop/FDP after submission of relevant

documents (bills, certificate) and report. The travelling expenses will not be paid for the same.

For attending International Seminar/ Conference/ Workshop/ FDP registration charges will be paid 100% by the College. However, travelling charges and other expenses will not be paid by the College.

7. The candidate attending State/National level Seminar/Conference/Workshop/FDP will have to submit complete report and certificate of attendance to the College authority. Accounts department shall reimburse the benefit only after approval from FDP coordinator.
8. For filing patent, copyright and design registration and examination charges will be paid 100% by the College.
9. Registration charges for membership of professional bodies will be 100% reimbursed. Contribution as per above policy will be considered during performance Appraisal Process for the year.

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.

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



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.

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



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



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 behavior 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.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

INSTITUTIONAL ANIMAL ETHICAL COMMITTEE

RESPONSIBILITIES

1. To review proposed use of animals in research and to do modifications necessary for approval or withhold approval prior to use of animals.
2. To approve research involving animals which conform to the various guidelines for use of animals in research.
3. To review periodically the Institute's animal facility.
4. To review and investigate legitimate concerns involving the care and use of animals during research.
5. To ensure that all personnel involved in care and use of animals are appropriately qualified to perform their duties and conduct proposed activities.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

INSTITUTIONAL ANIMAL ETHICAL COMMITTEE

POLICY

Date of implementation: 4/9/2007

Authority under which IAEC is constituted and duration:

- The duration of IAEC is for a period of 5 years and is required to be reconstituted at the time of renewal of registration. However, changes may be made in deserving cases with the approval of CPCSEA.

IAEC requirements:

- The duration of appointment is for a period of 5 years (coterminous with registration).
- The committee is required to be reconstituted at the time of renewal of registration, and at least half of the members will be replaced.
- A member can be replaced in the event of death or long-term non-availability or for any action not commensurate with the responsibilities laid down in the guidelines deemed unfit for a member.
- A member can tender resignation from the committee with proper reasons to do so.
- All members should maintain absolute confidentiality of all discussions during the meeting and sign a confidentiality form.
- Conflict of interest should be declared by members of the IAEC.

Quorum requirements:

The minimum of 6 members are required to compose a quorum. All decisions should be taken in meetings and not by circulation of project proposals. Presence of CPCSEA nominee is a must. Link nominee can attend in case main nominee conveys his unavailability in writing to the Chairman IAEC. Socially aware member's presence is compulsory in cases referred to CPCSEA and at least in one meeting in a calendar year.



Conduct of business:

- IAEC meeting will be conducted once in 3 months.
- Intimation regarding the dates of meeting will be communicated to all the departments one month prior to the scheduled date.
- The copies of the proposals will be sent to the members 2 weeks prior to the meeting.
- The Chairperson will conduct all meetings of the IAEC. If the Chairperson is not available an alternate Chairperson will be elected from the members by the members present, who will conduct the meeting.
- The Member Secretary is responsible for organizing the meetings, maintaining the records and communicating with all concerned. He/she will prepare the minutes of the meetings and get it approved by the Chairman before communicating to the researchers with the approval of the appropriate authority.
- A copy of minutes will be sent to Member Secretary CPCSEA within 15 days of the meeting.
- Approval letters will be issued not later than 15 days of the meeting. To revised and resubmitted proposals approval will be issued not later than 7 days of re submission.

Participation by Investigators / experts in IAEC

IAEC may call upon subject experts who may provide special review of selected research protocols, if need be. They are required to give their specialized views but do not take part in the decision-making process which will be made by the members of the IAEC. Investigators whose proposals are to be discussed can also be called to present their case to the IAEC.

Application Procedures:

- All proposals should be submitted in the prescribed application form B, which can be downloaded from the website of IAEC.



- 10 copies of the proposal along with the application and documents in prescribed format duly signed by the Principal Investigator (PI) and Co-investigators / Collaborators attested by the Head of the departments should be submitted to IAEC.

Review procedures:

Each proposal will be carefully reviewed for the following:

- The need of the proposed research work based on existing information available.
- The type and the reason for the animal chosen
- Number of animals required
- The detailed procedure involved -grouping of animals, handling, feeding, blood withdrawal, anaesthetics used and their dose, route of administration of the investigational agents, the dose, duration and monitoring of animals and how the samples will be used.
- The safety data available for the investigational agent6.Post study plan - rehabilitation/euthanasia.
- Details of euthanasia
- Method of disposal of carcass

Decisions will be taken by consensus after discussions. Negative view points should be recorded in the minutes. In case consensus is not reached, the case should be referred to CPCSEA.

Researchers will be invited to offer clarifications if need be. Independent consultants/Experts will be invited to offer their opinion on specific Research proposals if needed. The decisions will be minuted and Chairperson's approval taken in writing with signature of all the IAEC members present.

Decision-making:

- Members will discuss the various issues before arriving at a consensus decision.



- A member should withdraw from the meeting during the decision procedure concerning an application where a conflict of interest arises and this should be indicated to the chairperson prior to the review of the application and recorded in the minutes.
- Decisions will be made only in meetings where quorum is complete.
- Only members can make the decision. The experts / investigators / invitees will only offer their opinions.
- Decision may be to approve, reject or revise the proposals. Specific suggestions for modifications and reasons for rejection should be given.
- In cases of conditional decisions, clear suggestions for revision and the procedure for having the application re-reviewed should be specified.
- Modified proposals may be reviewed by an expedited review through identified members.

Communicating the decision:

- Decision will be communicated by the Member Secretary in writing.
- Suggestions for modifications, if any, should be sent by IAEC.
- Reasons for rejection should be informed to the researchers.
- The schedule / plan of ongoing review by IAEC should be communicated to the PI.

Follow up procedures:

- Study report should be submitted by PI at prescribed intervals for review.
- Final report should be submitted at the end of study.
- All Serious Adverse Events (SAE's) and the interventions undertaken should be intimated.
- Protocol deviation, if any, should be informed with adequate justifications.
- Any amendment to the protocol should be resubmitted to IAEC for renewed approval.
- Any new information related to the study should be communicated
- Premature termination of study should be notified with reasons along with summary of the data obtained so far.



- Change of investigators / site should be informed and approval of IAEC should be taken.

Record keeping and Archiving:

- Curriculum Vitae (CV) of all members of IAEC including training programs in animal ethics attended.
- Copy of all study protocols with enclosed documents, progress reports.
- Minutes of all meetings duly signed by the Chairperson and the members.
- Copy of all existing relevant national and international guidelines on animal ethics and laws along with amendments.
- Copy of all correspondence with members, researchers and other regulatory bodies.
- Final report of the approved projects.
- Record of Breeding of animals, supply etc, if breeding of animals is undertaken.
- Record of import of animals with species, source, quantity, usage etc.
- Record of all Contract research, if conducted at the institute.
- All documents should be archived for period as prescribed in the concerned SOP of the IAEC. However, this should not be less than one year.

Updating IAEC members:

- All relevant new guidelines and amendments to the Rules and Act should be brought to the attention of the members.
- Members should be encouraged to attend national and international training programs / workshops / conferences in research ethics for maintaining quality in ethical review and be aware of the latest developments in this area.

Reporting to CPCSEA:

- IAEC is required to send a copy of minutes of IAEC meeting to CPCSEA within 15 days.



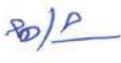
- Inspection report of animal house with photographs by IAEC members is required to be sent once in a calendar year. If action is required, the facility must provide ATR within 30days.

Reimbursement to CPCSEA representative:

CPCSEA representative(s) on the IAEC or authorized person(s) sent for inspection of the establishment(s) are required to be paid Rs. 2000/-each as sitting fees and reimbursement of actual expenditure incurred in this regard (if not provided by the establishments / organizations).

Fees Payable to CPCSEA:

Registration fee of Rs. 10,000/-and renewal fee of Rs. 2,500/-is to be paid by Demand Draft in favor of CPCSEA payable at New Delhi (as applicable).

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

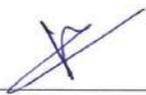


PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI
POLICY REGARDING INCENTIVES FOR ACQUIRING HIGHER
QUALIFICATION AND PROMOTION- FOR NON-TEACHING STAFF

Date of implementation -12/10/2018

Carrier advancement scheme:For non-teaching staff

Staff members having excellent confidential report by the authority under whom he/ she is working for last five years will get one additional increment and rupees 300 rise in AGP after 12 years of service in the institute of PE society and another additional increment and rise of rupees 300 in AGP after 24 years of service in PE society subject to recommendations of the committee appointed for the said purpose. This scheme is applicable if candidate does not get promotion.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI
GUIDELINES FOR DESIGNING INTERNAL SEMESTER QUESTION
PAPER
(2015 PATTERN)

1. The sessional examinations will be conducted after 8 weeks of commencement of academic activities.
2. 2/3rd syllabus (70%) of the syllabus should be kept for the sessional.
3. The total number of assessments and types of assessments should be planned and discussed with the students.
4. The sessional question paper should be drafted taking into consideration the difficulty level and mapping of the course objectives.
5. It should be ensured to cover all COs in the different types of assessments.
6. The sessional question paper should be verified by respective head of the department for adequacy of difficulty level and mapping of COs.
7. The paper should be set as per marking scheme given by SPPU.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI
GUIDELINES FOR DESIGNING INTERNAL SEMESTER QUESTION
PAPER
(2018 PATTERN)

1. Two sessional examinations will be conducted at the interval of four weeks of commencement of academic activities.
2. The 40% of the syllabus should be kept for the first sessional and 80% syllabus should be kept for the second sessional.
3. The total number of assessments and types of assessments should be planned and discussed with the students.
4. The sessional question paper should be drafted taking into consideration the difficulty level and mapping of the course objectives.
5. It should be ensured to cover all COs in the different types of assessments.
6. The sessional question paper should be verified by respective head of the department for adequacy of difficulty level and mapping of COs.
7. The paper should be set as per marking scheme given by SPPU.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ENVIRONMENT CONSERVATION CELL POLICIES

Objectives-

- To create an environmental friendly, sustainable campus and to spread the notion of Environmental friendly culture among the students, surrounding community, and wherever practicable.
- The College is attempting to develop the Institution in a self-sustaining manner in the areas of electricity, water, sanitation and green campus.
- To teach students about the importance of the environment and related issues.
- To preserve natural systems and resources.

1. Save trees:

Reduce use of Papers

- “Save the trees by less use of papers” is the practice inculcated among the faculty and students.
- The College has purchased Vmedulife software to keep all academic and administrative data in digital form with the less use of paper.
- Various notes and exam-related and study material are uploaded and assessed using various digital platforms like Vmedulife, YouTube and Google Classroom.

Reuse Papers

- The College promotes the awareness to save the papers by effectively using both sides of pages.

Recycle papers

Used papers are either used for composting or scrapped for recycling.

2. Restricted entry of Automobiles:

- All vehicles of the College staff/ faculty members are mandated to carry a valid PUC certification before entering the vehicle in the College campus.
- To reduce emissions, the College encourages staff and students to use public transportation and bicycles.

3. Use of Bicycle/ Battery powered vehicles:

- Restricted entry of automobiles and its use inside the campus.
- The use of bicycles or battery powered vehicles in the campus.

4. Pedestrian-friendly pathways:



- The Institution has built Pedestrian Friendly Pathways for the safe and easy movement of Staff and Students in the campus.
- All buildings on campus are accessible through roadways with pavements and paths.
- The maintenance staffs clean and maintain them regularly.

5. Ban on use of Plastic:

- The College is dedicated to achieve plastic-free campus.
- It is ensured that the 3R policy is followed, i.e. trash reduction, recycling, and reuse.
- In the College campus, there is a ban on single-use plastics.

6. Landscaping with trees and plants:

- For clear air, more medicinal plants and trees should be planted in the campus.
- Students, staff and faculty should actively organize and participate in tree-planting campaign on the campus.
 - Tree plantation should be performed as a part of celebration of National festivals.
 - Various cells active in this area should be welcome in the campus.

7. Energy conservation:

The practice of using less energy, use of alternative energy resources, judicious use of energy and reducing the wastage of energy should be inculcated among stakeholders.

8. E-Waste Management:

The electronic waste components such as computer system components, CPU and ICs should be repaired for minor defects and if not repaired should be handed to various E-waste collection drives and agency in PCMC.

9. Solid Waste Management:

Solid waste should be systematically collected and segregated using different colored dustbins i.e. Blue (harmful articles like glass, pointed items), red (solids), green (wet) and Yellow (biomedical waste).

All degradable waste is used for composting. The compost so produced is used for gardening.

10. Liquid Waste Management:

Liquid waste released from the College including labs and canteen and other facilities should be processed by an effluent treatment plant and recycled for gardening.

11. Biodegradable waste Management:

Biomedical waste from the animal house should be collected in biodegradable waste assigned in polythene bags and should be placed in yellow-colored dustbins. The College has signed a MoU with PASSCO Environmental Solution Pvt.Ltd.



12. Water Conservation:

- To ensure the improvement of quality of drinking water, water purifiers are installed at various places in the campus. The outlets of those units are sent to recharge ground.
- To store water in the overhead tanks for uniform distribution of water in the campus.
- To repair the leakages immediately and performs periodic maintenance required to prevent water loss.
- To maximize water use efficiency and minimize wastage of water.
- To use rainwater harvesting system for effectively recharging the ground water.
- To ensure awareness about the “water conservation policy” of the College among all the Students, staff and faculty.
- To create awareness about the cost effectiveness of water conservation projects among students and local communities.
- Use of signage board for awareness of water conservation.
- Use of ETP recycled water wherever possible.
- Use of Sensor based technology to avoid overflow of tanks.

13.To ensure the outcomes of all implemented policies, the College conducts a Green, Energy and Environment Audit every year.

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



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

ENERGY CONSERVATION POLICIES

Energy conservation is the practice of using less energy or use of alternative energy resources. Energy Conservation Cell of our College aims to create awareness about the wise and judicious use of energy and reducing the wastage of energy for a better future.

Following initiatives are implemented by the College:

- Design of the architecture with natural illumination and ventilation so as to avoid excess use of energy.
- Use of LED Bulbs.
- Use of Solar Energy (Solar Distillation unit, Solar lamps, Solar Water Heater, Solar Unit and Wheeling on the Grid)
- Turning off the lights, Fans and electrical appliances while leaving the classrooms and laboratories.
- Unplugging appliances when they're not in use.
- Walking instead of driving.
- Use of energy efficient instruments (Star rated).

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M.S.C.C. Dongaonkar	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

POLICY FOR WASTE MANAGEMENT

Our Institution has effective waste management practices such as segregation, recycling, and composting. Our housekeeping staff, gardeners and sweepers help in segregation of waste. Awareness for preventing waste generation and its management in routine practice is created among staff and students by various measures.

E-Waste Management

- The electronic waste components such as computer system components, CPU and ICs are repaired for minor defects and if not repaired are handed to various E-waste collection drives and agency in PCMC.

Solid Waste Management

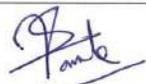
- Solid Waste is systematically collected and segregated using different colored dustbins i.e. Blue, red and Yellow.
- The institute promotes paperless communication via electronic media back-to-back printing and the use of one-side-printed paper for rough work whenever possible.
- All degradable waste is used for composting. The compost so produced is used for gardening.

Liquid Waste Management

- Liquid waste released from the College including labs and canteen and other facilities is processed by effluent treatment plant and recycled for gardening.

Biodegradable waste Management

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

GREEN PRACTICE POLICIES

Objectives-

- To create an environmental friendly, sustainable campus and to spread the notion of environmental friendly culture among the students, surrounding community, and wherever practicable.
- The College is attempting to develop the Institution in a self-sustaining manner in the areas of electricity, water, sanitation and green campus.
- To teach students about the importance of the environment and related issues.
- To preserve natural systems and resources.

Strategies of implementation should be ingrain in students, professors, and others.

2. Save trees:

Reduce use of Papers

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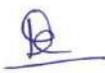
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Ms. c. c. Dongaonkar	Dr. V. S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

POLICY FOR DISABLE FRIENDLY CAMPUS

- The College must have disabled-friendly, barrier free environment.
- Provision of ramps/lifts for easy access to the classrooms for the disabled and physically challenged students.
- Provision of wheelchair facility at the entrance and near the lifts to provide better and barrier free access to the disabled students.
- Provision of special facilities for persons with disabilities (Divyangjan) like assistance of the writer in the examination, human assistance and barrier free corridors and building access.
- Provision of counseling for the students with disabilities..
- Provision of user friendly washroom facilities.
- Display of appropriate sign boards and maps in the campus.

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Ms. C. C. Dongaonkar	Dr. V.S. Tambe IQAC Coordinator	Dr. Dhole S.N. Principal



PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

WATER CONSERVATION POLICIES

- To ensure the improvement of quality of drinking water, water purifiers are installed at various places in the campus. The outlets of those units are sent to recharge ground.
- To store water in the overhead tanks for uniform distribution of water in the campus.
- To repair the leakages immediately and performs periodic maintenance required to prevent water loss.
- To maximize water use efficiency and minimize wastage of water.
- To use rainwater harvesting system for effectively recharging the ground water.
- To ensure awareness about the “water conservation policy” of the College among all the Students, staff and faculty.
- To create awareness about the cost effectiveness of water conservation projects among students and local communities.
- Use of signage board for awareness of water conservation.
- Use of ETP recycled water wherever possible.
- Use of Sensor based technology to avoid overflow of tanks.
- Microbiological analysis of drinking water by students for safety.

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PES MODERN COLLEGE OF PHARMACY (FOR LADIES), MOSHI

E-GOVERNANCE POLICY

In order to provide simpler and efficient system of governance within the College, it is decided to adopt and implement e-governance in maximum activities of our functioning. The policy is designed and framed to make each and every function transparent, effective, fast and accountable. This policy shall apply to the Administration, Finance & Account, Student admission, Examination and many such sections of the institute. Having an e- governance system will aid in the integration of all of the institution's stakeholders as well as the automation of many functions. The main objectives to implement ERP are achieving efficiency in our functioning, promoting transparency and accountability, achieving paperless administration of the institution, facilitating online internal and external communication between various entities of the institution, providing easy access to information.

E-governance covers following areas. For convenience purposes, the policy is divided into various areas of operation. These areas of operation are illustrative and the Society reserves the right to implement e-governance even in the areas not enlisted herewith.

1. **Website:** The website of the College needs to revamp taking into account the new changes. The website should act as a mirror of the College activities and information about all activities, reports, mandatory documents, photos, etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed by the Secretary of the society. Along with it, training should be given to the existing staff and persons should be identified who will undertake the responsibility of website administration and updation at the College level.
2. **Administration:** Attendance Management Software (biometric system) to be used by institute to record and track Attendance of teaching and non teaching staff. Vmedulife software is used for all student details like Name, class, roll no, mail id, contact number of student and parent, etc. Users can able to view data in a tabular form where the list of all student detail is present. If the user has access to that particular department then only the user can able to view all details of the student. In this form, the user can able to update student details like student Serial Number, Roll Number, and Exam Seat Number also he/she can able to send mail to students.



3. **Finance:** For ease of maintaining accounts, the College is already using Tally software. Tally as an accounting cum ERP system is focused on delivering total workflow automation. Latest versions of the software to be purchased and used by the College. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and losses, Balance Sheet are generated through this software only. All the analysis reports to be generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and up gradation of the existing software must be done regularly.

VMEDULIFE is management system software that automates collecting fees and generating fee receipts. It offers various features like setting fees structure, configure fee structure, discount management, setting student fees, fees reports, paid fees report, and many more.

4. **Examination:** Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the College. For internal assessment exam vmedulife software is used. Final attainment is also calculated by using vmedulife software. Software can be used like:

- To conduct continuous assessment examination with automated reports facility
- To prepare students for competitive examinations from day first
- To remove fear of online exam and practice of MCQ's from first year to sustain in competitive world
- To prepare aptitude/logical reasoning for students
- To identify slow learners / advanced learners

5. **Library:** The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College should continue to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database. **Delnet and N-Digital** online



library software used to maintain all library data like list of available books in library, student's book issue and return information, etc.

6. Student admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the Directorate of Technical Education, Maharashtra. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the College. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the College and for this purpose online software to be used by the Admission coordinator. VMEDULIFE Provided an option to maintain the intake quantity as per the academic year of the Institute for the respective department. We can create groups for the selected students as per semesters/year of the institute. Assign groups to the parent group for managing year-wise data.

7. Infrastructure: The College ensures that it has adequate number of desktops and laptops for students and staff. Computers and printers to be made available in the administrative block. Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories. The infrastructure to be complemented by computer networking devices, scanners and interactive teaching board/smart board etc. The College to maintain adequate configuration servers to allow fast transmission of data to the various computers. Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.

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