



# Governance



# Appasaheb Birnale College of Pharmacy, Sangli

South Shivajinagar, Sangli – Miraj Road, Sangli  
Maharashtra - 416416



## Governance

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## Governance

### 1. PREAMBLE

Appasaheb Birnale College of Pharmacy, Sangli was established in 1985 with Diploma in Pharmacy, affiliated to Board of Technical Examination, later Degree course in Pharmacy was introduced in 1991 and in permanently affiliated to Shivaji University, Kolhapur. It has been awarded the status of **2F** and **12 B** by the **University Grants Commission New Delhi**. The Post graduate courses in Pharmacy were introduced from 2002 onwards and offer courses in Pharm Chem., Pharmacology, Pharmaceutics, and Pharmaceutical Quality Assurance, all affiliated to Shivaji University, Kolhapur.

The College is an approved Ph. D Centre of Shivaji University, Kolhapur for pursuing Doctoral studies in Pharmacy.

All the courses are approved by All India Council for Technical Education, New Delhi; Pharmacy Council of India, New Delhi; Govt. of Maharashtra, Director of Technical Education, Mumbai, Shivaji University, Kolhapur and MSBTE Mumbai (Diploma Pharmacy)

These rules and regulations made henceforth be named as “Appasaheb Birnale College of Pharmacy - Governance”.

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## Governance

### 2. VISION, MISSION AND PEOS OF THE INSTITUTE

#### VISION

“Emerge as a centre of excellence by synergizing knowledge, skill, research and technology in pharmaceutical care for the well-being of the society, by nurturing the students for professional integrity”

#### MISSION

- M1** – Providing knowledge for excelling in pharmaceutical education, research, and technology.
- M2** – Developing critical thinking abilities for problem analysis to work effectively through proper organization and time management.
- M3** – Developing skilled professionals for meeting current advancements in the pharmacy profession.
- M4** – Providing unique profession to the society for health care, environmental care, effective communication and strive for continuing education.
- M5** – Developing students for professional identity with ethical ground.

#### PROGRAM EDUCATIONAL OBJECTIVES

##### Academic Excellence

To Provide Comprehensive Pharmaceutical Education with Strong Theoretical and Fundamental Knowledge

##### Professional Skills

To Inculcate Professional and Ethical attitude, teamwork skills, troubleshooting attitude effective communication skills and multidisciplinary approach in students

##### Core Competence

To provide students with a strong foundation by integrating pharmacy knowledge and skills with pharmaceuticals research to meet advances in pharmaceuticals, Pharm. Chem, Pharmacology, Pharmacognosy and other pharmaceutical fields

##### Social Contribution

To create awareness among the students about their responsibilities towards society for contributing to the healthcare system

##### Multidisciplinary Approach

To develop students with sound knowledge and practical skills to meet the various multidisciplinary aspects.



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## Administrative bodies of Institute

### 3. ADMINISTRATIVE BODIES OF INSTITUTE

#### Scope of Academic Policies and Procedure Manual -

The institute shall be governed by numerous authority bodies like;

- Governing Body
- College Development Committee/Local Management Committee
- Finance Committee

#### GOVERNING BODY:

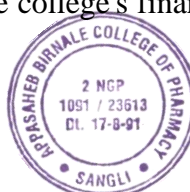
Institute has constituted the Governing Body as per the guidelines of AICTE

#### Constitution:

- Chairman
- Member nominated by trust (4 Members)
- An industrialist / Technologist/ educationalist from the region.
- Nominee of the Affiliating University.
- Nominee of the state government - Director of the technical education (ex officio).
- Nominee of AICTE – Regional officer (ex-Officio)
- An Industrialist/ technologist / educationalist from the region nominated by state government.
- Member secretary (Principal)

#### Roles and Responsibilities:

1. Approve the institution's mission, strategic vision, long-term academic initiatives, and make sure they serve stakeholders' interests.
2. The appointment of a principal, and delegate the authority to the principal for the institution's corporate, financial, estate, and personnel management.
3. To abide by the laws, statutes, and bylaws of the university, the AICTE, the DTE, the PCI, and other governmental organisations.
4. To make sure and give suggestions so that the money is spent wisely, appropriately, and in line to meet the college's goals.
5. The governing body is in-charge of managing the college's finances, educational programme,



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## Administrative bodies of Institute

- research and development initiatives, academic programme administration, and other operations.
6. Track and assess the institution's efficiency and performance in relation to its approved key performance metrics and strategies.
  7. Implementation of the wage scale and working conditions for all employees in accordance with government standards.
  8. Demand the creation, oversight, and responsibility of systems of control, including financial, operational, risk, and processes for processing internal complaints and managing conflicts of interest.
  9. The governing council may assign committee members to perform certain tasks, but the principal will continue to be ultimately responsible for the management of the institution.
  10. Shall endorse the college's plan for raising the standard of instruction it offers, for making efficient use of resources, for maintaining its financial stability and for protecting its assets.
  11. Fulfil the purposes for which the institution was established to ensure that it is well operated.
  12. Constantly acting in the college's best interests.
  13. To monitor and direct internal and external audit arrangements, including the appointment of external and internal auditors, the creation of an audit committee, and the approval of yearly audited financial statements.
  14. Assume general accountability for students' welfare.
  15. Approving annual estimates of revenue and expenses (the annual budget);
  16. Defending the members of the college's academic freedom of expression.
  17. To protect the college's personnel and students' equal access to opportunities.
  18. To exercise reasonable care and competence in their employment as governing body members and, when necessary, to seek professional guidance.







## Administrative bodies of Institute

### College Development Committee (CDC)/Local Management Committee (LMC):

#### Constitution:

- President or Chairman of the management or his nominee Chairman.
- Secretary of the management or his nominee.
- Three local members representing different fields of the area, nominated by the management;
- Three teachers, elected by the teachers of the college.
- One non-teaching employee, elected by the non-teaching employees of the college
- Principal as Member-Secretary.
- One representative of the Management.

#### Roles and Responsibilities

1. Create an all-inclusive development plan for the college's academic, administrative, and physical expansion that will allow it to nurture excellence in its extracurricular, co-curricular, and curricular activities.
2. Choose the college's overall teaching schedule or calendar for the year;
3. Make suggestions to the management for adding new academic programmes and creating more teaching and management positions;
4. Evaluate any self-financing courses in the college and offer suggestions for their improvement;
5. Make specific recommendations to the administration to develop and strengthen the research culture, consultancy, and extension activities in the institution;
6. Make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process;
7. Encourage academic collaborations to strengthen teaching and research;
8. Provide specific advice on how to enhance instruction and develop effective training programmes for college staff;
9. Create the college's or institution's yearly financial projections (budget) and financial statements and submit them for approval to management.
10. Make detailed suggestions to the management to encourage academic partnerships to improve teaching and research;
11. Make specific suggestions to the management to promote the use of ICT in the process of teaching and learning;



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## Administrative bodies of Institute

12. Provide detailed advice on how to enhance instruction and create effective training programmes for college staff;
13. Create the college's or institution's yearly financial projections (budget) and financial statements and submit them for approval to management.
14. Create suggestions for increased spending that are not included in the budget's annual financial predictions;
15. Offer suggestions for the college or institution's welfare programmes for students and staff;
16. Examine the Internal Quality Assurance Committee's reports and offer appropriate recommendations;
17. Create a proper admissions process for various programmes while adhering to the law;
18. Plan important college annual events like annual day, sporting events, cultural celebrations, etc.;
19. Make recommendations to the administration regarding the disciplinary, safety, and security concerns of the college or institution;
20. Take into account and offer pertinent advice regarding inspection reports, local inquiry reports, audit reports, National Assessment and Accreditation Council reports, etc.;
21. Suggest giving the pupils a variety of rewards, medals, and trophies.
22. Prepare the yearly report on the work completed by the committee for the fiscal year ending on June 30 and send it to the administration of the college and the university;
23. Carry out any additional responsibilities and use any additional authority granted by management and the university.



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## Administrative bodies of Institute

### Finance committee:

#### Constitution:

- President or Chairman of the management or his nominee Chairman.
- HODs of the institute
- Principal as Member-Secretary.
- One representative of the Management.

#### The Functions of the Finance Committee:

- To prepare the annual budget for institute every year.
- To keep and administer assets, including trust and endowed property, for the benefit of any of the college's objectives.
- To establish annual spending limits for both Recurring and non-recurring expenses, and to ensure that all allotments are used for the intended purposes.
- To keep track of the investments, cash, and bank balance.
- To document the development of revenue collecting.
- To routinely conduct the college's accounting audit.
- To make sure that the register of buildings, land, equipment, and machinery is kept up to date and that a regular inventory of the college's store, labs, offices, and departments' equipment and other consumables is done.
- To alert the Principal that any academic staff member or faculty member who has engaged in unauthorised spending or other financial irregularities is required to give an explanation.





## Administrative bodies of Institute

### Frequency of meetings:

#### Governing body:

The Governing body shall meet not less than twice a year and as and when necessary for emergency matters within 24 hours.

#### College Development Committee/ Local management committee:

The College Development Committee shall meet at least four times in a year. However, the Secretary/Chairman may call the meeting within 24 hrs in case of emergency.

#### Finance and Accounts Committee:

The committee shall meet at least four times a year to examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.

### Delegation of Financial powers:

1. Principal is having authority of approving expenses of not more than RS. 5000/-
2. Financial sanction of Rs 5000/- or more shall be approved by Secretary / Chairman of the trust.

### Decentralization in working

The following faculty shall be treated as administrative and decision makers:

- a) Principal
- b) Head of Department
- c) Examination in-charge
- d) Librarian
- e) Registrar / Office Superintended



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## Administrative bodies of Institute

### Tenure of Committees:

Sr. No.	Committee	Tenure
a)	Governing Body	5 years
b)	CDC/LMC	5 Years
c)	Other committees	3 years

### Meetings, Papers and Meeting Procedures

#### Meetings

##### Types of meetings

##### Management committee meetings

Management committees will need to hold regular meetings in order to manage the affairs of the association. General meeting procedures apply to committee meetings.

##### Special (or extraordinary) meetings

The Committee permits the holding of special meetings. Special committee meetings may be called by resolution of the present members or upon request of the chairperson by the committee secretary.

These meetings are held so the whole membership can deal with specific agenda. For example, to change the rules of the association.

The rules of association set out the grounds for calling a special meeting being called (eg by petition of a certain percentage of the membership) and the notice period and procedures required.

## MEETING PROCEDURES

### General requirements for a meeting

All formal meetings must be properly convened. All members must be notified of:

1. the type of meeting being held;
2. the place, date and time of the meeting; and
3. Agenda that will be put to members at the meeting.

Before the meeting commences, it is important to confirm there is a quorum present and that it is maintained during the meeting. No decisions shall be taken unless a quorum is achieved.



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## Administrative bodies of Institute

If there is a quorum, then all voting and passing of resolutions must be carried out in accordance with the rules and recorded accurately in the minutes.

### Notice and agenda of meeting

The notice of meeting informs the members when and where the meeting will be. The agenda informs the members what is to be discussed and done at the meeting:

The agenda commonly forms part of the notice or is attached to it so members receive all the necessary details at once.

A typical agenda briefly sets out what matters will be discussed and in what order. The meeting must be confined to dealing with those particular matters.

Any new agenda items raised during a meeting may be discussed at the end of meeting with the permission of chair, else may be taken over for the next meeting.

### Dates, Time

The committee shall meet as often as it deems necessary. Committee annually determines the dates of its regular sessions.

### The role of the meeting chairperson

The President/chairman shall precede all the meetings

The chairperson is required to control the meeting procedures and has the task of:

- ensuring proper notice was given and an agenda provided;
- checking (and usually signing) the minutes of previous meetings;
- dealing with the agenda;
- keeping order and facilitating discussion;
- ensuring everyone has an opportunity to speak. People who tend to dominate should be managed so quieter members can also share their views.
- receiving motions, putting them to the vote and declaring the result;
- making sure decisions are reached on issues discussed and that everyone understands what the decisions are; and
- declaring the meeting closed.



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## Administrative bodies of Institute

The chairperson may choose not to vote on a motion despite being entitled to do so as a member. The rules may provide that the chairperson has an additional 'casting' vote if there is a tie in the vote.

### Quorum

At any committee meeting, a question cannot be decided on without the presence of at least 50% of the members. After a quarter of an hour from the scheduled start time, if a quorum has not been reached, the meeting will be adjourned for a half hour and resumed immediately after the half hour, for which there is no quorum requirement.

### Attendance at Meetings

#### Attendance by Committee members

Committee members are required to attend meetings regularly and when they cannot attend, they should inform regarding apologies or leave of absence. Chairman may remove from office a member who fails without reasonable excuse to comply with requirements in relation to attendance at meetings. The members who remain absent for three consecutive meeting shall seize his membership.

### Apologies

A member who is unable to attend a meeting should inform the secretary/ chairman as early as possible before that meeting. Apologies are announced at the meeting and recorded in the minutes.

### Leave of Absence

A member who will be absent from committee for two or more regular meetings in succession should seek leave of absence. Written requests for leave of absence should be submitted to the Chairman/Secretary for consideration by committee at its next regular meeting.

### Use of Technology

A meeting may be called or held using any technology including e-mail circulation, tele- or video-conference.



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## Administrative bodies of Institute

### Preparing for meetings

Each member should feel satisfied that there has been enough time to prepare for the meeting, and that an appropriate level and quality of information has been provided to enable members to understand the issues under discussion. The agenda is the key tool in managing committee's time effectively.

### AGENDA

#### a) Notice of meeting and circulation of agenda

The notice of meeting shall be in the form of electronic and/or the agenda and papers for each meeting. The agenda will indicate the time, date and place of the meeting. The committee secretary/ chairman will send the notice of meeting electronically and/or hard copy, if requested, to the nominated address of each member of committee, at least seven clear days before the meeting. Inadvertent failure to notify a member of a meeting or to issue the notice of meeting by the deadline specified above will not render the meeting invalid.

### LATE CIRCULATION OF PAPERS

Additional papers may be circulated at the time of meeting.

### SUBMISSION OF ITEMS FOR THE AGENDA DEADLINE FOR AGENDA

Items and papers for inclusion in the agenda for a regular meeting of committee must be received by the committee chairman no later than five clear days before the meeting, except with the approval of the principal/chairman of the committee, material received after this deadline will be held over until the next regular meeting.

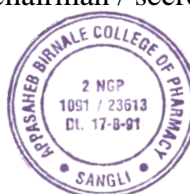
Committee members should contact the secretary / chairman of the committee if they have queries about items in the agenda and minutes, or if they want additional information pertaining to a particular item(s), prior to the meeting.

### NOMINATED ADDRESS

Shri. Vasantrao Banduji Patil trusts Appasaheb Birnale College of Pharmacy Shal be the Official Address.

### ADDITIONS TO THE AGENDA

A new item of business which does not appear on the agenda may only be considered at a regular meeting with the prior permission of the chairman / secretary.



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## ORDER OF BUSINESS

The Chairman may vary the order of business at any meeting. The order of business at each regular meeting shall generally be as follows:

- Apologies
- Leaves
- Confirmation of the minutes of the last regular meeting and the minutes of any special meetings held since the last regular meeting;
- Reading of the agenda.
- Discussion of the agenda.
- Identification of significant items which should be given priority to allow a full discussion during the meeting.
- Report of matters approved by the committee.
- Items for noting, including committee minutes.
- Date of next meeting.
- Vote of thanks.

### Confidentiality

#### a. Confidential items

The items for confidential meetings will be designated. The confidential items are circulated to chairman/ secretary (and working member of the committee if nominated). These members shall only discuss confidential items. Following a decision of this committee on a confidential item, information about the decision may be disclosed unless otherwise the Chairman directs that the item is to remain confidential.

#### Confidential minutes

Matters decided by committee as part of the confidential agenda, will be recorded as confidential and will be included in the confidential minutes.

#### Breach of confidentiality

If there is evidence that a breach of confidentiality has occurred but the source is not able to be identified, the chairman will bring the matter to the attention of committee at its next meeting, and will remind members that it is their responsibility to act in accordance with these confidentiality provisions. If a particular member is alleged to have breached confidentiality, that person may be

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## Administrative bodies of Institute

the subject of censure on the grounds of misconduct and is liable to lose his membership.

### Voice Recording of Proceedings

The making of a voice recording of meetings is permitted whenever necessary with prior permission of chairman/secretary.

### Minutes

Minutes of the proceedings of every meeting of committee will be recorded and at the end of each year will be kept as a permanent record of the decisions of the committee in the college document. The unconfirmed minutes of each meeting will be circulated as soon as possible after each meeting and will be presented at the next regular meeting for confirmation as a correct record and signature by the chairman. Members who wish to question the accuracy of the minutes should contact the committee chairman before to their confirmation.

The minutes of Committee will record:

- The nature of the meeting, whether regular, special, or adjourned.
- The date, time and place of the meeting.
- The name of the person presiding at the meeting, the names of members of committee who are present, the names of officers of the college in attendance, the names of any persons present by invitation and the names of members who have tendered an apology.
- Discussion, decision and resolution of the minutes.

### Method of Voting

A question that comes before a meeting of the committee will be decided by the majority of members present at the meeting and voting on the question *Ex officio* members are entitled to vote.

Voting will be conducted by a show of hands, unless a secret ballot is requested by the majority of the members. The chairman will ask the members who are present to vote on a draft resolution or amendment by asking first those members who wish to vote in favour to raise their hands. The chairman will then ask those members who wish to vote against the draft resolution or amendment to raise their hands. The chairman will then declare the draft resolution carried or lost. A member who does not vote for or against a draft resolution or amendment will be deemed to have abstained from voting. At the request of a member, the chairman will inform the meeting of the numbers voting for and against.

If for and against votes are equal, then the chairman/ the person presiding at the meeting shall



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cast their vote.

Numbers of votes cast will not appear in the minutes unless a member asks for the vote to be recorded. At the request of a member, the minutes will record that the total members voted against or abstained from voting on a draft resolution or amendment.

The act provides for the chairman or person presiding at the meeting to have a vote and, in the case of an equality of votes, a casting vote. Any reasons given by the Chairman to explain his/her use of the casting vote will be recorded in the minutes.

Where a secret ballot is held, the principal/chairman of the Committee will act as an officer.



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## Other Committees

### CONSTITUTION OF OTHER COMMITTEES:

The institute shall constitute various committees which shall function in accordance with the roles and responsibilities assigned.

The institute has constituted following committees

#### Statutory Committees

1. **Anti-Ragging Committee**
2. **Grievance Redressal Committee**
3. **Internal Complaints Committee**
4. **Student Council Committee**

#### ADHOC Committees

5. **Purchase Committee**
6. **Library Committee**
7. **Examination Committee**
8. **Alumni Committee**
9. **Seminar / Guest Lecture committee**
10. **Publicity Committee**
11. **Wall – Magazine Committee**
12. **Parent-Teacher Committee**
13. **Gathering Committee**
14. **Gymkhana Committee**
15. **Lead – College Committee**
16. **Research Advisory Committee**
17. **Website Committee**
18. **Student Council**



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## Other Committees

### List of College Cells

18. Internal Quality Assurance Cell
19. Training and Placement Cell
20. Anti-Discrimination Cell
21. Institute - Industry partnership cell
22. Intellectual Property Right Cell
23. Institute Innovation Cell
24. Student Counselling Cell



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## Other Committees

### ANTI-RAGGING COMMITTEE

The Institution has a committee on anti-ragging since 2012 considering the determination of the Central Government and the University Grants Commission to prohibit, prevent and eliminate the scourge of ragging of any type and the gravity of the issue. The Institution had constituted the formal Anti-ragging Cell comprising of the Anti-ragging Committee and the Anti-ragging Squad in compliance with the UGC regulations on Curbing the menace of ragging in higher educational institutions, 2009. The Committee includes members (senior Professors, Associate/ Asst. Professors) representing all the Faculties with the Principal as the Chairperson and a Teachers representative as the Secretary. The committee meets often and when needed to discuss directives received from UGC and put them into action.

Committee and the Squad are reconstituting after every 3 years. The anti-ragging squad ensures the implementation of the preventive measure and undertakes field visits to ensure ragging free campus.

#### *Objectives*

1. To prevent and protect the student community from being ragged or indulging in the act of ragging
2. To bring awareness among the students about the ill effects of ragging, its impact on human life and consequences of involvement in the act of ragging
3. To set up a monitoring system comprising of Anti Ragging Squad (ARS) to vigil the on campus and off campus situations to eliminate the chances of ragging cases
4. To receive the complaints and resolve them through the ARC
5. To initiate legal actions when required considering the intensity of ragging instances in case occur

#### *Constitution*

The Committee includes Chairman, Representative of Civil Administration, Police Administration, Local media, Youth NGO, law faculty, representative of faculties of various departments of college, senior and junior students, parents' representative and a non-teaching representative. The anti-ragging squad committee comprises of Chairman and other members from the faculty and also a member of faculty who serves as the secretary.



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## Other Committees

### Anti-Ragging Policies

Actions to be taken against students for indulging and abetting ragging in Technical Institutions, Universities including Deemed to be University Imparting Technical Education

- The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.

### Anti-Ragging Mechanism

All students are required to note that they are prohibited from engaging in any form of ragging. Based on the directions of the Honourable Supreme Court, the UGC framed the “UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009”. The aim of the Regulations is to prohibit, prevent and eliminate the scourge of ragging including any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or undisciplined activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or 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 a sense of shame, in all higher education institutions in the country, and thereby, to provide for the healthy development, physically and psychologically of all students.

- Anti-Ragging Help-line Number 1800-180-5522 (Toll-free 24\*7 available)
- Anti-Ragging email [helpline@antiragging.in](mailto:helpline@antiragging.in)
- Online Undertaking for Anti-Ragging (To be filled by each student and every parent) [amanmovement.org.antiragging.in](http://amanmovement.org.antiragging.in)

### Punishment as per nature and gravity of offence

Depending upon the nature and gravity of the offence as established, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:



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## Other Committees

1. The student shall be suspended, expelled or rusticated from the institution and shall also be liable to a fine which may extend to Rs. 10,000.00.
2. The punishment may also include cancellation of admission, suspension from attending classes, withholding/withdrawing fellowship/ scholarship and other financial benefits and withholding of results.
3. The final decision shall be taken by the anti-ragging cell of the college.



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## Other Committees

### GRIEVANCE REDRESSAL COMMITTEE

#### *Objectives:*

- To provide a fair and transparent mechanism for students and faculty to address their grievances related to academic and non-academic matters.
- To act as a platform that provides necessary support and guidance to students and faculty who are facing issues or problems within the institute.

#### *Roles and Responsibilities*

- Creating awareness among students and staff about the Grievance Redressal mechanism and the procedures for filing a complaint.
- Receiving, recording, and investigating complaints of students and staff related to academic, administrative, and personal matters.
- Addressing complaints and grievances related to academic & Non Academic matters.
- Providing a fair and transparent mechanism for students and faculty to express their grievances and receive timely redressal.
- Ensuring confidentiality and impartiality in the grievance redressal process.
- Developing and implementing policies and procedures to prevent grievances from occurring in the first place.



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## Other Committees

### INTERNAL COMPLAINTS COMMITTEE

#### Objectives:

- To develop a policy against sexual harassment of girls/women at the institute.
- To evolve a permanent mechanism for the prevention and redress of sexual harassment cases and other acts of gender based violence at the institute.
- To ensure the implementation of the policy through proper reporting of complaints and their follow-up.
- To uphold the commitment of the institute to provide an environment free of gender based discrimination.
- To create a secure physical and social environment to deter any act of sexual harassment.
- To provide a social and psychological environment to raise awareness on sexual harassment in its various forms.

#### ***Mechanism of Redressal of Sexual Harassment Cases as per the guidelines of Sexual Harassment at Workplace Act, 2013***

The college has constituted internal complaints committee. The constitution is as follows:

- i. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees. Provided that in case a senior level women employee is not available, the Presiding officer shall be nominated from other offices or administrative units of the workplace. Provided further that in case the other colleges/institutes/recognized institutes of the workplaces do not have a senior level women employee, the Presiding Officer shall be nominated from any other workplace of the same education institution/organization.
- ii. Not less than two Members from amongst employees (teacher and/or administrative staff) preferably committed to the cause of women or who have had experience in social work or have legal knowledge.
- iii. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issue relating to sexual harassment: Provided that at least one-half of the total Members so nominated shall be women.



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## Other Committees

### COMPLAINT OF SEXUAL HARASSMENT:

- Any aggrieved woman can file complaint in writing, to the ICC, within a period 3 months from the date of incident (sexual harassment at work place).
- If she is unable to make a complaint in writing, the ICC will provide all possible assistance to her for making the complaint in writing.
- If the ICC is satisfied that the circumstances were such, which prevented the woman from filing a complaint within a period of 3 months, it may extend the time limit not exceeding three months.
- The complainant needs to submit six copies of the complaint along with the supporting documents and names and addresses of the witnesses to the ICC. On receipt of the complaint, the Committee will send one of the copies to the respondent within a period of seven working days and ask the respondent to file his reply to the complaint along with his list of documents and names and addresses of witnesses, within a period not exceeding ten working days from the date of receipt of the complaint by him. Legal practitioner is not allowed to represent the case at any stage of the proceedings before the Committee.

### INQUIRY:

The Internal Committee shall where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules or student code of conduct applicable to the respondent.

### ACTION DURING PROCESS OF INQUIRY:

1] During the pendency of an inquiry, on a written request made by aggrieved woman, the

Internal Committee may recommend to the college to

- Transfer the aggrieved woman or the respondent to any other workplace; or
- Grant leave to the aggrieved woman up to a period of three months; or
- Grant such other relief to the aggrieved woman as may be prescribed.

2] The leave granted to the aggrieved woman under this statute shall be in addition to the leave she would be otherwise entitled.



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## Other Committees

### STUDENT COUNCIL COMMITTEE

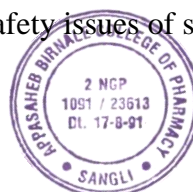
#### Objective:

- To be the voice of the students to the administration and vice versa as well.
- The purpose of the student council is to give students an opportunity to develop leadership by organizing and carrying out school activities and service projects.
- Create an environment where every student can voice out their concern or need
- To provide a platform where the students can showcase their talent without hesitation
- The student council is responsible for the fluid and graceful functioning of Student and College organized events.

#### Functions and duties of the Students' Council—

The Students' Council shall have the following functions and duties, namely: —

- To look after the welfare of the students;
- To promote and coordinate the extra-curricular activities of different student's associations and committees which are constituted at the college and recognized institution or university department and university level, like Art circle, Gymkhana committee, Elocution and Debate committee, Literary committee, etc.;
- To promote democratic outlook, civic sense and spirit of oneness amongst students;
- To inculcate sense of moral values, humanities and nationalism among students;
- To promote sense of belonging and commitment to betterment of society and State;
- To promote and maintain discipline among the students on the campus;
- To organize various activities for promoting cultural, social and personality development of the students;
- To assist proactively in resolving the difficulties and grievances of the students within its jurisdiction;
- To suggest innovative ideas and schemes for students' welfare to the respective competent authorities;
- To contribute in developing goodwill and perception about the University or college or institution in the society;
- To suggest the administration of the University/college/institution about appropriate steps to be taken regarding the discipline, security and safety issues of students;



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## Other Committees

- To suggest appropriate measures for elevating quality and excellence in education;
- To promote more participation of students in different events of sports, culture and other outreach programmes;
- To strive for provisions of the basic amenities and facilities to the students;
- To assist in the process of framing and implementation of different types of feedback mechanisms;
- To organize various programmes for the welfare of the students;
- To prepare the annual report of the activities of the Students' Council and submit the same to the Principal or Director or Pro-Vice-Chancellor, as the case may be, with a copy to the Board of Students' Development of the University;
- To perform such other functions and duties as may be assigned to it by Principal or Director or Pro-Vice-Chancellor, as the case may be.



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## Other Committees

### PURCHASE COMMITTEE

#### *Objectives:*

- Preparation of list of requirements
- Preparation of list of specification of the instrument and/or apparatus and/or glassware and/or chemicals required.
- To maintain uninterrupted flow of materials to support the development schedules.
- To procure materials economically at a cost consistent with the quality and service required. However, generally all purchases may be attempted at the lowest cost.

#### *Roles and Responsibilities*

The main functions of the purchase department are defined as follows:

Requesting quotes and sending out inquiries or tenders.

- Verifying purchase orders and indentations
- Choosing Suppliers for inquiries.
- Communication with suppliers, transporters, etc. regarding shortages, rejections, etc. that the stores department reports.
- Creating charts for comparison.
- Advice and conversation with the principal and secretary regarding the choice and approval of quotes, as well as with the accounting officer regarding the pre-audit.
- To Execute purchasing orders.
- Monitoring purchase order deliveries to ensure promptness
- Verification and forwarding of supplier invoices to ensure fast payment.
- In the event that supplies are delayed, keeping various departments and divisions updated on the status of their indents.
- Upkeep of purchasing records.
- Updating the progressive spending statement by subhead.
- Upkeep of documents/data.
- Acting as a resource for information about materials, such as pricing, supply specification etc.



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## Other Committees

It shall be particularly ensured:

- a. That all purchase is made against properly authorized requisitions, and valid sanctions, showing the correct and detailed end-use.
- b. That all the materials requisitioned are duly ordered from the right source after full enquiries on most competitive price taking into account the trade discounts and tax benefits etc.
- c. That the right quantity of the goods consistent with the quality and the specification required is bought.
- d. That the deliveries of all goods are received within the stipulated period.
- e. That claims due to shortages or any other discrepancies are settled promptly.
- f. The committee shall meet at least once a month to review the important work allocations and progress thereof for both the stores and purchase sections and suggest guidelines for further action. The proceedings of the meeting and the decision arrived at shall be recorded and further action where indicated shall be taken by respective officer.



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## Other Committees

### LIBRARY COMMITTEE

#### *Objectives*

- Collection development: To ensure that the library has a comprehensive and relevant collection of materials to meet the needs and interests of its users.
- Library policies and procedures: To establish and review policies and procedures that govern the operation and management of the library, such as borrowing rules, opening hours, and user conduct.
- Budget and funding: To develop and manage the library's budget, including securing funding from external sources and allocating resources to support library programs and services
- Outreach and programming: To plan and implement outreach and programming initiatives that engage the community and promote the use of the library's resources
- Technology and infrastructure: To evaluate and implement new technologies and infrastructure to improve the library's services, such as online databases, e-books, and digital archives, etc.
- Promoting the library: The committee may work to raise awareness of the library's resources and services, and to promote the library to potential users.

#### *Roles and Responsibilities*

- To provide direction to the librarian as they create the general policies and rules that will control how the library operates.
- To offer proper documentation services and to keep the library collection up to date.
- To make efforts to modernise and enhance library and documentation services.
- To establish policies and guidelines for the effective use of library resources.
- To assess library patronage by department
- To take action to increase readership
- To design a budget and recommendations for the library.
- To suggest to the authorities different fees and charges for using the library.
- To get reader input on how the library operates.
- To produce an annual report on the library's operations and to take steps to expand the library's membership outside the college's borders.

To Evaluate the library requirements every year and procure the required books time to time



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**Other Committees**

**EXAMINATION COMMITTEE**



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## Other Committees

### ALUMNI COMMITTEE

#### *Objectives*

To develop a network of Alumni and involve the association in academic, cultural and placement activities

#### *Roles and Responsibilities*

- Providing a platform for the interaction between alumni, staff and current students
- Sharing experiences with the current students through guest lectures, interviews, and campus recruitment etc.
- Sponsoring endowment scholarships.
- To avail the expertise of alumni.
- To collect the information of vacancies and furnish the data to training and placement cell



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## Other Committees

### SEMINAR / GUEST LECTURE COMMITTEE

#### Objectives

Overall, the objectives of a seminar and guest lecture committee revolve around organizing high-quality educational events, inviting knowledgeable speakers, addressing relevant topics, facilitating networking, and contributing to the personal and professional development of the participants.

- Organizing educational events:
- Inviting expert speakers:
- Addressing relevant topics:
- Promoting networking and collaboration:
- Enhancing skills and knowledge:
- Ensuring event logistics:
- Evaluating and improving events:

#### Responsibilities

The committee is responsible for

- **Event planning and organization:** planning and organizing seminars, conferences, workshops, and guest lectures.
- **Speaker selection and invitation:** identifying and inviting expert speakers, professionals, academics, or industry leaders to participate in the events.
- **Topic selection and program development:** Determining the topics to be covered in the seminars or guest lectures.
- **Promotion and marketing:** Promoting the events to attract attendees. designing promotional materials, utilizing various marketing channels (such as social media, email newsletters, websites, and posters), and ensuring effective communication with the target audience.
- **Event coordination:** Ensuring that all necessary resources and equipment are available and that the event runs smoothly and according to the schedule.
- **Participant management:** managing participant registrations, inquiries, and communications. They may handle registration processes, provide event-related information to participants, and address any queries or concerns they may have before, during, or after the event.



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## Other Committees

- **Feedback collection and evaluation:** Gathering feedback from participants, speakers, and other stakeholders to evaluate the success and impact of the events.
- **Budget management:** Managing the budget allocated for the events.
- **Collaboration and coordination with other stakeholders:** collaborates with various internal and external stakeholders.
- **Continuous improvement:** seeking to continuously improve the quality and impact of the seminars and guest lectures



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## Other Committees

### PUBLICITY COMMITTEE

#### *Objectives*

- Publicity and Promotion: to promote the organization's brand, products, or services to its target audience.
- Event Management:
- Social Media: to reach a wider audience and to engage with customers or followers may develop and execute social media account
- Creative Design: To Designing and produce promotional materials, such as flyers, brochures, banners, and videos

#### *Roles and Responsibility*

- To publicise all of the college's endeavours and accomplishments.
- Establishing and upholding a report with local media reporters and editorial staff.
- To encourage students to take part in college activities.
- To make it easier to publish different activities on the campus magazine and wall-paper.



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## Other Committees

### MAGAZINE COMMITTEE

#### Objectives:

- To enhance and encourage creativity and writing skills of the students and present the annual academic, sports and other non-academic reports.

#### Roles and Responsibility

- To arrange writing and photography competition etc
- To collect articles, annual departmental reports and functioning of non-academic committees.
- To proof-read and edit articles.
- To collect and segregate photos of all the important functions held in the college, during the academic year.
- To arrange the format and the pages of the magazine.
- To select the cover page design as per the title and theme of the magazine.
- Send articles to the printing press for DTP.



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## Other Committees

### PARENT-TEACHER COMMITTEE

#### *Objectives:*

- To work for the institution's and the students' welfare and to make helpful suggestions for the college's efficient and effective operation.
- To encourage parents to participate more actively in the college's many programmes and to improve communication between parents and teachers.

#### *Roles and Responsibility*

- To act as a liaison between parents and employees:
- To make it easier for staff, parents, and the administration to communicate.
- To evaluate the performance and successes of the students.
- Through unique occasions and traditions, to encourage students' sense of civic duty, self-care, and compassion.
- To take part in events that honour and enjoy.
- Through celebrations and events, elicit an emotional engagement in institute.
- To educate parents about many topics through PTA programmes and other channels.
- To reassess and assess the applicability of our PTA programmes as they currently stand.
- To develop, suggest, and put into action PTA programmes that cater to the changing needs of our student body.



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## Other Committees

### GATHERING COMMITTEE

#### *Objectives:*

- To promote and arrange cultural activities to bring out the talents of students in the performing arts.
- Organization of cultural activities.

#### *Roles and Responsibilities:*

- Organise all intra and inter collegiate cultural events in the college.
- Plan and schedule cultural events for an academic year. (Tentative dates to be included in the academic calendar of the institute.)
- The Event convener of the committee shall conduct a meeting of the committee and delegate tasks to different sub committees after thorough discussion.



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## Other Committees

### GYMKHANA COMMITTEE

#### *Objectives*

- Promoting Sports and Physical Fitness: To promote sports and physical fitness among the students or members of the institution.
- Student Welfare: To promote the overall welfare of the students or members of the institution.
- Community Building: To build a sense of community among the students or members of the institution.
- Alumni Engagement: To engage alumni in the institution's sports and cultural activities.

#### *Roles and Responsibilities*

- To inspire all students to take an interest in sports and exercise.
- To provide every student an equal chance.
- To identify their athletic prowess.
- To comprehend the value of fitness.
- To give pupils experience with a wide range of individual and group activities.
- Keeping stock of previous and current years of sports materials.
- Prepare list of the required sports materials and submit to purchase committee.
- Arranging the venues for sports events in consultation.
- Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal Report and Prize Distribution Ceremony.
- The schedule of events for the whole academic year shall be finalized well in advance.



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## Other Committees

### LEAD – COLLEGE COMMITTEE

#### *Objectives*

- To actively involve in the various activities of Lead college Scheme of the University
- To participate/collaborate in organising the activities involved therein

#### *Roles and Responsibilities*

- To inspire the students to involve in intercollegiate competitions organized under the lead college Scheme
- To make the necessary arrangement for smooth organization of events
- To prepare the detail report of the event and report to the lead college working committee
- To utilize the budget in accordance with the lead college scheme policies.



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## Other Committees

### RESEARCH ADVISORY COMMITTEE

#### *Objectives*

- To keep up-to-date with information on various UGC and BCUD research initiatives.
- To maintain current knowledge of various research activities conducted at the college.

#### *Roles and Responsibilities*

- Foster a culture of research among the professors and students.
- Make it possible for the faculty to put their theoretical knowledge into practise.
- Develop a scientific mind-set (scientific temperament) and learn how to do research.
- Inspire faculty and staff to seek their M. Phil. or Ph.D.
- Conduct small-scale and extensive research initiatives.
- Arrange seminars, workshops, and conferences at the regional, state, and national levels.
- Assist the students in learning about research.
- Ensure that all staff and students may access it.
- Conferences, seminars, and symposiums held both domestically and abroad and organised by various organisations.
- Encourage academics and students to participate in research activities.



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## Other Committees

### WEBSITE COMMITTEE

#### *Objectives*

- Maintaining college website
- Review and update the website regularly

#### *Roles and Responsibilities*

- Set the format of the website.
- Review the information contents of different sections.
- Assign responsibilities for maintaining different web pages.
- Ensure continuous updating of contents.
- Receive and formulate various suggestions and recommendations.
- Promote and encourage the use of college website.

### WOMEN DEVELOPMENT COMMITTEE:

In pursuance of the directions issued by the UGC , the institute has set up the Women Development Committee (WDC) and prescribed norms to sensitize the community with regard to gender related issues and create a gender friendly environment.

#### *Objectives:*

- To provide and maintain a dignified, congenial working environment for women employees (including teaching, non-teaching and contractual workers) and students, where they can work, study and explore their potential to the fullest.

#### *Roles and Responsibilities*

- To create social awareness about the problems of women and in particular regarding gender discrimination.
- To develop the self-confidence of Women.
- To organize seminars, workshops relating to women development.
- To directs Women's role in the society. To develop multidisciplinary approach for the overall personality development.



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## Other Committees

- To guide about Women Welfare Laws.
- To assert the importance of spiritual, economic, social, racial and gender equality.
- To highlight the importance of health and hygiene.
- To prevent sexual harassment and to promote general well-being of female students, teaching and non-teaching staff members.



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## Other Committees

### INTERNAL QUALITY ASSURANCE CELL

#### *Objectives:*

- To establish a framework for deliberate, consistent, and catalytic action to enhance the institution's academic and administrative performance.
- Develop and implement institutionalization of best practices as well as monitor benchmarks, high standards and institutional methods in all activities of the college to confront the multi-dimensional demands and challenges of the industry.

#### *Role & Responsibilities:*

- Development and execution of quality standards/benchmarks for the colleges' different academic and administrative initiatives
- Supporting faculty development by promoting the necessary knowledge and technology for interactive teaching and learning processes, as well as the construction of a learner-centric atmosphere beneficial for excellent education
- Establishing procedures for receiving feedback from stakeholders, including parents, students, and other stakeholders, on institutional processes pertaining to quality
- Dissemination of information on the various quality parameters of higher education
- To provide adequate and supportive facilities to enhance student learning experience in the campus
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- Documentation of the various programmes/activities of the College, leading to quality improvement;
- Serving as the college's nodal organisation for coordinating quality-related initiatives, such as implementing and promoting of best practises.
- Development of Quality Culture in the institution
- To implement and sustain quality systems which will ensure compliance with relevant regulations and standards.
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC
- To empower the faculty and administration staff by sending them for training programs and FDPs



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## Other Committees

- To provide recordable mechanisms for feedback from the stakeholders to continually strive to incorporate changes in keeping with the changing scenario.

### Strategies:

- Organizing meetings with External expert and Heads of departments
- Approves proposals put forth by Committees/Cells/Units/Department heads
- Addresses grievances of students at the end of each semester
- Collects course feedback, faculty feedback, alumni feedback
- Organizes national level seminars on quality enhancement
- Encourages faculty to attend seminars/conferences/workshops/symposia/FDPs
- Conducts both internal and external AAA
- Proposals are placed before the principal for amelioration of facilities and infrastructure
- Monitors the mentor-mentee record and calls for regular PTMs
- Scrutiny of all reports/records/documents/registers of committees/depts.

### Benefits:

IQAC will facilitate and contribute towards its chief objectives and strive in the endeavour to ensure, assure and usher across the various parameters a robust culture of quality.

- Emphasize on appropriate standards of institutional functioning-academic and administrative
- Coordinate all activities of the various cells/committees/clubs/units and college programs
- Work consistently and diligently in taking initiatives and accomplish goals set in ameliorating quality initiatives
- Through brainstorming sessions to promulgate an ethos of quality culture among the stakeholders
- Provide a platform for discussions and trouble-shooting problems as and when they arise
- Provide the much-needed support system for all aspects of institutional progress
- Be a dynamic force that will be the impetus for all quality initiatives
- Evolve and enhance the quality check methodologies and ensure good communication channels.



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## Other Committees

### TRAINING AND PLACEMENT CELL

#### *Objectives:*

- To guide students to choose right career and to give knowledge, skill, and aptitude and meet the manpower requirements of the Industry.
- To assist students to develop/clarify their academic and career interests, and their short and long-term goals through individual counselling and group sessions
- To assist students for industrial training at the end of the sixth semester.
- To provide resources and activities to facilitate the career planning process.
- To act as a link between students, alumni, and the employment community
- To assist students in obtaining placement in reputed companies
- To provide news about the vacancies to the current and pass out alumni.
- To help the students to prepare for placement interviews/higher studies and help them to choose an appropriate organization.

#### *Roles and Responsibilities:*

- Coordinating with companies to learn about their requirements and recruitment procedures
- Organise the company visits for the placement programme.
- Keeping correspondence with leading companies for campus selections.
- Getting and sharing information from Career Guidance Cell.
- Notifying the students about job opportunities and campus selections.
- Using institutional and outside expertise, arrange training programmes for students in soft skills and interview preparation.
- Maintaining and regularly updating the database of students. Maintaining database of companies and establishing strategic links for campus recruitments.
- To organise interview programme on campus/ off campus.
- Gathering information about job fairs and all relevant recruitment advertisements.
- Setting up professional development opportunities for academics and students.
- Locating the possibilities for student project work in businesses.
- Organising pre-placement training/workshops/seminars for students.
- Arranging periodic meetings with Human Resources Department of companies and TPO's to



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## Other Committees

promote recruitments.

### ANTI-DISCRIMINATION CELL

#### *Objectives:*

- To handle any issues that arise from denying a student/staff or a group of pupils on the basis of caste, creed, language, ethnicity, gender, or differing ability.
- To protect the institution's dignity by resolving any complaints (if any) raised about equality in offering or receiving education on campus.
- To provide a conducive environment for academic progress of university students.
- To defend the rights of persons in the process of learning on campus, regardless of their appearance or lifestyle.
- To ban all types of discrimination or harassment against any individual, as well as provide preventive and protective measures to aid its eradication and consequences for those who engage in any form of discrimination or harassment.
- To address concerns of caste, creed, religion, language, ethnicity, gender, disability of access, and so on.
- To provide a forum for hearing concerns and resolving grievances.
- To promote positive relationships with everyone.
- To provide students, professors, and staff with information on their legal rights and how to file complaints.
- To facilitate the prompt delivery of justice by holding regular meetings.

#### *Activities:*

- Organizing public awareness campaigns.
- Putting together empowerment programs.
- Community-based programs to raise awareness of equality.
- Raising Awareness of caste, creed, religion, language, ethnicity, gender, disability of access, and other issues.

#### *Roles and Responsibilities:*

The committee will NOT serve as a moral police or encroach on anyone's privacy. The Committee's duty is to raise awareness about anti-discrimination legislation and to investigate and propose



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## Other Committees

punishment for non-consensual acts of discrimination. Members are expected to be attentive to the topic and to not allow personal biases and prejudices to interfere with their performance as committee members.

- The Cell shall investigate concerns of deprivation and grouping students based on a certain caste, creed, religion, language, ethnicity, gender, handicap, or any other type, as well as matters of putting conditions on any student that are incompatible with human dignity.
- The Cell is established to protect the interests of students and staff without regard to their caste, creed, religion, language, ethnicity, gender, or disability, and to eliminate discrimination or harassment against any student in the institute by providing preventive measures to facilitate punishment for those who engage in any form of discrimination in order to promote equality among students.
- The Committee shall accept complaints from impacted students and employees regarding discrimination based on caste, creed, religion, language, ethnicity, gender, or handicap, and will conduct a thorough investigation before submitting a full report to the higher authorities for appropriate action.
- If a complaint is received, the cell should notify management promptly.
- Cell should conduct an investigation as soon as possible after receiving the complaint and report to the higher authority.
- The committee should meet once every three months and report the meeting minutes to the higher authority.



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## Other Committees

### INSTITUTE - INDUSTRY PARTNERSHIP CELL

#### *Objectives*

- To strengthen the academic and industrial needs of Pharma company.
- To advance the development of pharmacy profession.
- The pharmaceutical sector and academic institutions need to collaborate more effectively. This will provide adequate exposure to the difficulties facing the pharmaceutical business and the efforts made by academic institutions. To address this issue, pharma students should be exposed to an industrial setting, and placement opportunities should be successfully increased. Industries are seeking to academic institutions to help them with their difficulties as well.

#### *Roles and Responsibility*

- Arranging industrial training for students and faculty members.
- Identifying the opportunities for student project work in Industries.
- Encourages the department level tie-ups or MOU with Industries for the mutual benefit.
- Research and development activities with industry.
- Promoting consultancy activities, training courses for industry people.
- Enrich the teaching learning process through identified industrial training / visit.
- Inviting industry experts for guest lectures, seminars and expertise sharing.

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## Other Committees

### INTELLECTUAL PROPERTY RIGHT CELL

#### Objective:

- To create awareness about intellectual property rights among students, faculty, and staff.
- To protect the intellectual property generated by the institute.
- To act as a platform that provides necessary guidance and support to students and faculty who are involved in research and innovation.

#### Roles and Responsibilities

- Creating awareness about different types of intellectual property rights such as patents, trademarks, copyrights, and designs among students and faculty.
- Providing guidance and support to students and faculty who are involved in research and innovation to protect their intellectual property rights.
- Facilitating the filing of patent applications for inventions and innovations developed by students and faculty.
- Creating a database of intellectual property generated by the institute and providing assistance in licensing and commercializing the technology.
- Developing partnerships and collaborations with industry, government, and other institutions to facilitate the exchange of ideas, knowledge, and resources related to intellectual property.



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## Other Committees

### INSTITUTE INNOVATION CELL

#### Objective:

- To promote innovation and entrepreneurship culture among students, faculty, and the community.
- To act as a platform that provides necessary support and guidance to students who are interested in creating innovative solutions that can address societal and industry challenges.

#### Roles and Responsibilities

- To Create a culture of innovation and entrepreneurship within the institute by organizing workshops, seminars, and training programs that encourage creativity and problem-solving skills.
- To Provide necessary support to students who are interested in developing innovative solutions, such as funding, mentorship, and resources.
- To develop partnerships and collaborations with industry, government, and other institutions to facilitate the exchange of ideas, knowledge, and resources.
- Creating a network of alumni, entrepreneurs, and industry experts to provide guidance and mentorship to students who are interested in entrepreneurship.
- Organizing events, competitions, and hackathons to encourage students to develop innovative solutions to real-world problems.



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## Other Committees

### STUDENT COUNSELLING CELL

#### *Objectives:*

- To provide mental health and emotional support to students.
- To create a safe and confidential space where students can discuss their personal, academic, and emotional problems without fear of judgment.

#### *Roles and Responsibilities:*

- Providing individual and group counselling to students to help them deal with stress, anxiety, depression, and other mental health issues.
- Conducting workshops and seminars to educate students on various life skills such as time management, stress management, effective communication, etc.
- Offering career counselling and guidance to students to help them make informed decisions about their future career paths.
- Providing support to students who are experiencing academic difficulties such as low grades or failing classes.
- Addressing issues of discrimination, harassment, and bullying that may be affecting the mental health of students.
- To inculcate ethical values in the students.



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## Academic Policy

### 4. ACADEMIC POLICY

#### *Scope of Academic Policies and Procedure Manual -*

This section serves as a reference for policies and procedures that affect the academic conduct of the institute. The policy has been framed following the procedures and guidelines of Shivaji University, Kolhapur, Pharmacy Council of India (PCI) and Maharashtra State Board of Technical Education (MSBTE).

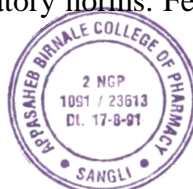
This document's scope encompasses but is not limited to following academic activities of the institute -

-  Course Conduct of Academics
-  Conduct of Examinations
-  Research and Development activities
-  Grievance Redressal Mechanisms

These policies are subject to review and change as per the needs of time and keeping academic interest and priorities of the institute in mind. Any changes will be notified and enforced without any discrimination.

Modern facilities are available to students at the institute. All of these amenities significantly contribute to creating the ideal environment for academic endeavours. It boasts large, well-ventilated classrooms with outstanding acoustics and audio-visual equipment to give pupils a great learning environment. The institute's teaching learning approach, which combines traditional methods with ICT-enabled instruction, promotes student comprehension, engagement, and performance. The faculty members' varied backgrounds and vast expertise offer insightful advice, make it easier to develop each student's unique abilities to their highest potential, and have a significant impact on the development of the student's personality, knowledge, and profession. The successful completion of theory and practical assignments, as well as tutorials, remedial lessons, and orientation/expert lectures, contributes to the effectiveness of the teaching-learning process.

The Institute upholds and adheres to the values of educational equality. It aims to ensure that no student will experience discrimination in education because to their age, race, sexual orientation, national origin, or colour. The institute has established an anti-ragging committee and an anti-discrimination cell in accordance with the regulatory norms. Female employees and students are

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## Governance

protected by a proactive internal compliance committee (ICC).

The mentoring system keeps track of students' overall development with the goals of guiding and supporting them, enhancing the student-teacher relationship, raising students' general performance, and assisting them in selecting options for their future careers. Various curriculum enrichment programmes through add-on courses, guest lectures, seminars, workshops, etc. shall be designed in consultation with IQAC and R&D cell while taking into account the student-centric learning process and in order to bridge the curricular gaps.

### PROGRAMME COMMITTEE

The Teaching and Learning process in the institute shall be planned and monitored by Programme / Academic committee which constitutes of Principal, Academic co-ordinator, Academic in - charge, HODs, Class teachers and class representatives. Programme committee shall plan and monitor the teaching learning activity.

#### Academic Calendar

Each semester/year, the institute's programme committee will create an academic calendar in accordance with the management planner and university/MSBTE academic calendar. The calendar will include a summary of the planning for different training and skill-development, co-curricular and extracurricular events, as well as teaching and learning, and examinations. In coordination with the relevant committee chairs, the anticipated dates for all of the activities that will take place during the academic year will be discussed and displayed. The academic committee will oversee the actual implementation of the plan on a monthly basis, and a report of the activities should be given to the principal.

#### Subject Distribution and time table

The assignment of workload and subjects to the faculty will be done at the department level at the beginning of the semester or year. Timetables will therefore be created and sent to the personnel as well as exhibited for the students by the programme committee

#### Academic Monitoring System

Programme committee members and HODs shall monitor academic practices for:

- Conduct of prescribed theory and practical by subject teacher
- Course content and its effective delivery
- Usage of different pedagogical teaching methods



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- Unbiased evaluation in continuous assessment and examinations
- Syllabus completion
- Student attendance
- Improvement in Student Performance

### Academic Delivery:

The number of theoretical and practical hours for each subject, as well as the number of working days for the semester or year, must be fulfilled in accordance with statutory requirements.

The concerned faculty will Prepare the course outcome. The subject teacher should organise the delivery of the course material based on the academic calendar. Each faculty member must submit a term-by-term teaching plan to the academic's committee for their specific courses (theory and practical), which must be validated by the department head and approved by the principal.

The subject instructor is responsible for keeping track of the theory, tutorial, and practical sessions that were held; this record is checked on a regular basis by the department heads, academic in-charge, and principal. After the semester is over, the academic section must receive the syllabus completion report.

The number of theory and practical hours for each subject and number of working days for the semester/ year shall be completed as prescribed by regulatory guidelines.

If for some reason the specified number of working days cannot be completed, the academic committee will schedule additional working hours to finish the component in the allotted time.

### Conduct of theory / practical classes

- Day should be started with recitation of Pharmacist Oath
- Prepare lecture-wise lesson plan / practical plan and follow it strictly.
- Prepare course content considering diversity of students such as slow learners and advanced learners.
- Share course materials with students through LMS Portal.
- Promote higher cognitive learning modules in the class including experiential learning, participative learning and problem based learning.

### Conduct of Tutorial Classes -

Subject teacher should conduct tutorial classes for students and also should identify slow and advanced learners based on performance in class and during practical and on the basis of marks scored



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in continuous assessments and sessional.

### Subject Teachers Should -

- Take revision in form of discussion, MCQs and assignments.
- Discuss university question papers and guide students for model answers.
- Special attention towards slow learners to cope with the difficult concepts.
- Submit the records of tutorials at the end of semester/ year.

### Orientation / Expert Lectures -

Orientation / expert lectures should be conducted by senior faculty with sound subject knowledge. Adequate lectures shall be planned by the subject teacher in concern with the expert.

### Expert should orient students about -

- The subject university question paper and writing pattern.
- The importance of the subject for higher classes/studies.
- Time management and scoring in the subject.
- Overall motivate and boost student confidence.

### Conduct of Remedial classes -

Remedial classes shall be conducted for the students who had backlog in previous semester. HODs in consultation with academics shall allot the subject teacher to conduct remedials.

### Subject Teacher Should -

- Cover the topics from the syllabus and those where students are finding difficulty.
- Discuss university question papers and guide students for model answers.
- Take revision in form of MCQs, assignments, etc.
- Submit the records of remedial at the end of the semester/ year.

### Ph.D. course work

Ph. D. Co-ordinator should conduct Ph.D. course work for all the candidates who are registered for Ph. D. programme in coordination with research advisory committee of the institute

### Induction programme

Academic committee shall conduct induction programme for Fresher students (First year students of all courses) to acquaint them about the institute and the course. Interactive sessions shall be conducted by the committee in charges to brief about various activities conducted at the institute.

### Co-curricular and Extra-curricular activities



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Various co-curricular and extra-curricular activities shall be conducted by the respective committees.



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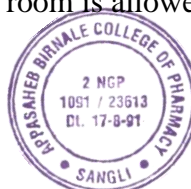


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### 5. CODE OF CONDUCT FOR STUDENTS:

All the students of the institute shall strictly follow the below mentioned rules and regulations:

- Ragging is strictly prohibited within / outside campus. Defaulters will be dealt as per Maharashtra Anti- Ragging Act, 1999.
- First week formalities: (For newly admitted students)
- Students shall fill up enrolment form / eligibility form as per the schedule notified after completion of admission process
- Students should sign anti-ragging affidavit as per guidelines
- Student shall collect identity card and library cards.
- 80% attendance (As per PCI norms) for both theory and practical classes separately shall be mandatory to appear for sessional (Internal) and University end semester examinations. If mandatory attendance requirement is not achieved, the student will be detained from sessional and end semester examination.
- In case of leave (less than 5 days), students should get the leave sanctioned from mentor and class teacher. If more than 5 days leave, students need to get it sanctioned by Principal.
- In case of medical leave, application with medical certificate needs to be submitted.
- In case of confide reason, the college authority should be informed well in advance about probable absentee with a mandatory condition to maintaining minimum 80% attendance.
- Every student shall carry valid college I-Card in the college and campus premises.
- No student shall come late or leave earlier without prior permission and must follow the time table. No late entries shall be entertained.
- Every student will have one allotted class teacher and mentor to address academic / personal problems.
- Students should issue practical journal from the stores.
- In lab hours, students should be in lab coat and cap along with their lab record book.
- Unless Journal is completed for the earlier exercise he/she will not be allowed in the practical laboratory for the next practical.
- Students with certified journals will only be eligible for practical examination.
- The use of mobiles is strictly prohibited in the laboratories, classrooms, library and corridors. In case of emergency, use of mobiles in the common room is allowed.



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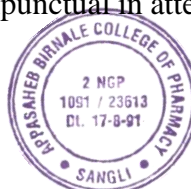
## Governance

- The students should be in college uniform.
- Students are advised to see the academic, examination and account notice board and official WhatsApp group daily.
- Discarding papers and similar materials in the campus or corridor is strictly prohibited.
- Students are neither allowed to sit on the steps, fence walls or loiter in the corridors. Loud talking near and around the library, staff room and passage shall be punishable.
- Monthly student performance record including academic performance and attendance report will be communicated to parents.
- Students should to maintain discipline and decorum in the classrooms, laboratories, and library and within the institute premises. Any kind of misbehaviour in the college campus will not be entertained.
- Students should not damage college property.
- Student should not be involved in anti-national/social/racial activity

## 6. CODE OF CONDUCT FOR EMPLOYEES

All employees shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time.

- In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out.
- Every member of the staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behaviour.
- Every member of the staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general
- Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behaviour by giving a personal example.
- All members of the staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- An employee who remains habitually absent or is unpunctual in attending the duties shall be liable



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for disciplinary action.

- All the members of the staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- The members of the staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should handover to the students or any unauthorized persons without prior permission of the Management/Principal.
- The behaviour of an employee with male, female students and with co- employees shall be modest.
- An employee shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal in writing.
- An employee shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- An employee shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Competent Authority/Management and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department.
- Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- An employee shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co- employees.
- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be



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treated as breach of code of conduct.

- When an employee is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must be willing to oblige the Principal.
- In addition to ordinary Institute work, staff will be required to participate in co-curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- An employee shall report for duty when leave has been refused or when leave has been cancelled.
- The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- An employee shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. One shall strive hard to promote the interest of the institute.
- The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof.
- The employee shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
- The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal to be prejudicial to the academic and administrative interests of the Institute.
- The employee without the express sanction of the Management/Principal, shall not ask for or



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accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.

- An employee shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- An employee shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- The employee shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.
- A teacher shall perform his/her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University.
- A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the Institute.
- A teacher shall have freedom of thought and expression. He/She shall not misuse the facilities or forum of the Institute while exercising the freedom of academic thought or work.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal/Governing Body/Management.
- A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize students on any grounds.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He/She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.



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- A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion.
- Failure to conform to the above-mentioned norms shall be construed as misconduct.

**Date : 02/07/2018**

**Policy Document Number : 01/2018-19**

**Dr. S. A. Tamboli**

**Principal**



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