

**GOVERNANCE, POLICIES
&
PROCEDURES**



MMCOP²⁰⁰⁶
Bestowing Health & Happiness

**MARATHWADA MITRA MANDAL'S
COLLEGE OF PHARMACY**

S. No.4/17, Sector No.34, PCNTDA, Thergaon, Pune, 411033 (MS).

Policy Document

The Staff Policy Document is prepared to make all Faculty / Staff working at MMCOP aware of rules and regulations that governs their working in the institute. The policy is effective from 1ST July 2018. It is expected that faculty & staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

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Chapter-1

About The Trust

- a. **Name of the Trust:** Marathwada Mitra Mandal, Pune-411004
- b. **Registered Address:** 202/A Deccan Gymkhana, Pune-411004.
- c. **Registration Number:**
Registration No. F-338 P dated 19th Jan1967,

Public Charitable Trust registered under Bombay Public Trust Act, 1950 under
- d. **Board of Trustees:** MMCOP is running under the umbrella of MM”s trust. Rules and regulations for governance are framed by the governing body and the Board of Trustees is the apex governing body.
- e. **Sole Objective of the Trust: “Welfare of Masses”**



। येथे बहुतांचे हित ।
Welfare of Masses

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- f. **Mission of Trust**
“To impart quality education for professional excellence and sustainable development through continual improvement and team work”

Executive Committee:

The Executive Council is a parent authority which looks after smooth functioning of entire MM group. The span of control includes all the institutes falling under MM's umbrella.

Constitution –

Sr. No.	Name of the Members	Designation
1	Shri. Shivajirao D. Ganage	President
2	Prin. Bhausahab G. Jadhav	Exec. President
3	Dr. Madhavrao V. Suryawanshi	Vice-President
4	Dr. Nagnath V. Biradar	Vice-President
5	Shri. Kishor H. Mungale	Secretary
6	Shri. Annasaheb S. Pawar	Treasurer
7	Shri. Nivrutti T. Kitekar	Joint Secretary
8	Shri. Sanjay S. Garge	Joint Secretary
9	Dr. Sakharam H. Gawhane	Member
10	Dr. Vishwas S. Patil	Member
11	Prin. Dwarkadas S. Bhandari	Member
12	Shri. Tej P. Niwalikar	Member
13	Shri. Sanjay Suryawanshi	Member
14	Shri. Jitendra M. Pawar	Member

Chapter-2

About the Institute

- a. **Name of the Institute:** Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune – 411 033 (MS).
- b. **Address of the Institute:** S. No.4/17, Sector No.34, PCNTDA, Thergaon, Pune, 411033 (MS).
- c. **Contact Details Tel:** (020) 8446060841
E-mail: mmcopharm@yahoo.co.in
Website: www.mmcop.edu.in
- d. **AICTE Permanent ID:** MMCOOP is approved by AICTE
Permanent ID: 1-5865043,
PCI File No: PCI-1334
- e. **College ID Number by Directorate of Technical Education, Maharashtra:** PH6380
- f. **SPPU College ID number:** CPHP012660 (PU/PN/B Pharm/249/2006)
- g. **Vision of the Institute:**
To be a premier pharmacy institute achieving excellence in teaching, value education, research and consultancy in core areas and be engaged in the service in promoting continued education.
- h. **Mission of the Institute:**
To educate students from diverse backgrounds in the fundamental skills, knowledge through a curriculum designed by the university and to prepare them for pharmacy professional positions in service organizations, pharmaceutical industries, other healthcare fields and also to promote a spirit of innovation and entrepreneurship.

Quality Policy:

We at MMCOP earnestly commit to deliver quality education that every stakeholder needs and expects. To sustain this commitment we shall

- Pursue highest standards of excellence in teaching, research, consultancy, continuing education, with value added education and healthy practices.
- Remain accountable in our core and support functions, through processes of self-evaluation and continuous improvement.
- Ensure adherence of rules and regulations of apex bodies

Governing Body – MMCOP has a well constituted Governing Body (as per guidelines of AICTE). The main purpose of the Governing Body is to decide the overall strategic direction and ensure its overall well-being and financial solvency. More specifically, it is responsible for determining and reviewing the educational character and mission of the institute and for the oversight of its activities.

Sr. No.	Name of the Members	Association	Designation
1	Hon. Shri. Shivajirao D. Ganage	President, MMM, Pune	Chairman
2	Hon. Prin. Bhausahab G Jadhav	Executive President, MMM, Pune	Member
3	Hon. Shri. Kishor H. Mungale.	Secretary, MMM, Pune	Member
4	Hon. Prin. Dwarkadas S. Bhandari	Member, Executive Committee, MMM, Pune	Member
5	Hon. Shri. Tej P. Niwalikar	Member, Executive Committee, MMM, Pune	Member
6	Hon. Shri. Jagannath S. Shinde	President, AIOCD & MS CDA, Pharmacy Professional	Member
7	Hon. Dr. Vikram Gharge	Pharmacy Technologist	Member
8	Hon. Dr. Sunil M. Deshpande	Educationist	Member
9	–	Nominee SPPU	Member
10	Dr. Ajeet Singh	Nominee AICTE, Regional Officer, WRO, Ex. Officio	Member
11	Hon. Dr. Abhay Wagh	Nominee State Government, Director DTE, Ex. Officio	Member
12	–	Nominee State Government, Industrialist / Educationist / Technologist from the region	Member
13	Dr. Avinash R. Tekade	Faculty Nominee	Member
14	Dr. Prasad V. Kadam	Faculty Nominee	Member
15	Dr. Manohar J. Patil	Principal	Member Secretary

College Development Committee – MMCOP has taken due care to implement & execute the relevant provisions of Maharashtra Public Universities Act, 2016. Accordingly, a College Development Committee is set up which is responsible for preparing an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities.

Sr. No.	Name of the members	Association	Designation
1	Hon. Prin. Bhausaheb G. Jadhav	Executive President, MMM, Pune (Chairperson of the Management or his nominee)	Chairman
2	Hon. Shri. Kishor H. Mungale.	Secretary, MMM, Pune (Secretary of the Management or his nominee)	Member
3	Dr. Avinash R. Tekade	HoD nominated by Principal	Member
4	Dr. Rahul H. Khiste	Teacher	Member
5	Dr. Pravin J. Patil	Teacher	Member
6	Dr (Mrs.) Babita A. Agarwal	Teacher (Women)	Member
7	Mr. Dilip S. Chavan	Non-Teaching Staff	Member
8	Hon. Dr. Sunil M. Deshpande	Local Member nominated by Management – Education*	Member
9	Mr. Shirkant V. Kshirsagar	Local Member nominated by Management – Industry*	Member
10	Hon. Dr. Vikram Gharge	Local Member nominated by Management – Research*	Member
11	Hon. Shri. Rajahau Chavan	Local Member nominated by Management – Social Service* *at least one should be alumnus	Member
12	Dr. Prasad V. Kadam	Coordinator IQAC	Member
13	Ms. Aishwarya S. Mahangade	President – Student Council	Member
14	Ms. Sushama B. Shinde	Secretary – Student Council	Member
15	Dr. Manohar J. Patil	Principal	Member Secretary

Internal Quality Assurance Committee:

Sr. No.	Designated Name	Composition	Designation
01	Dr. Manohar J. Patil	Head of the Institution	Chairman
02	Dr. Avinash R. Tekade	Teachers Representative/ Dean, Research and Development, IIC	Member
03	Dr. Rahul H. Khiste	Teachers Representative/ Dean, Training, Placement. III & EDC	Member
04	Dr. Mukesh P. Ratnaparkhi	Teachers Representative- Dean, Student Affairs	Member
05	Dr. Sachin K. Jagdale	Teachers Representative-I/c Central Store & Purchase	Member
06	Dr. (Mrs.) Sampada D. Dalvi	Teachers Representative/ College Examination Officer	Member
07	Hon. Shri Tej P. Niwalikar	Management Representative	Member
08	Mr. Subhash N. Kadam	Senior Administrative Officer	Member
09	Hon. Shri. Rajabhau Chavan	Nominee from Local Society	Member
10	Mr. Shrikant V. Kshirsagar	Nominee from Alumni	Member
11	Ms. Aishwarya S. Mahangade	Nominee from Student	Member
12	Dr. Sanjay I. Nipanikar	Nominee from the employer	Member
13	Mr. Shyam P. Bothikar	Nominee from industrialist	Member
14	Mr. Ajj Abbas Mulla	Nominee from Stakeholders- Parent	Member
15	Dr. Prasad V. Kadam	Senior Teacher/ Dean, Academics	Coordinator of the IQAC

Details of the Institute:

The institute is run by Marathwada Mitra Mandal, Pune and is located at- S. No.4/17, Sector No.34, Off Kalewadi Phata-Pimpri Road, Thergaon, Pune, 411033 (MS).. The institute is approved by AICTE, PCI and is affiliated to Savitribai Phule Pune University. Currently following courses are run by the College.

Sr. No.	Course	Intake	Establishment
01	D. Pharm	60	2018
02	B. Pharm	60	2006
03	M. Pharm		
	Pharmaceutics	12	2010
	Pharmacognosy	06	2010
	Pharmaceutical Quality Assurance	06	2011

Working Hours:

The working hours for Institute are as follows;

Sr. No.	Department	Working Hours	Lunch Hour
1	Office	10.00 a.m. to 06.00 p.m.	01.30 p.m. to 02.00 p.m.
2	Faculty	09.30 a.m. to 05.00 p.m.	01.30 p.m. to 02.00 p.m.
3	Technical and Supportive Staff	09.15 a.m. to 05.15 p.m.	01.30 p.m. to 02.00 p.m.
4	Library	09.30 a.m. to 05.00 p.m. 10.00 a.m. to 06.00 p.m.	01.30 p.m. to 02.00 p.m.
5	Computer Lab.	10.00 a.m. to 06.00 p.m.	01.30 p.m. to 02.00 p.m.

Discipline:

- i. **Dress code and I-card:** The staff should wear formal office wears. If any particular staff member is found casual initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.
- ii. **Reporting on duty upon arrival:** Every day staff members are required to register their attendance in the Attendance Muster as well as Biometric system.
- iii. **Leaving the campus before time:** In general, staff members are not allowed to leave the campus before the official working hours. The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.
- iv. **On Duty staff movement:** All staff members should make entry in the movement register with valid reason.

Teaching staff is expected to report on duty and remain present on campus as per the requirements of lecture schedule.

Chapter-3

Guiding Principles

i. Leadership :

The Institute's leadership at all sites and in all capacities, communicates the institute's goals and values; facilitates teamwork, collaboration, and partnership; rewards achievement of desired outcomes; supports continuous learning and improvement; and encourages innovation and the capacity to respond to change. In doing so, the Institute's leadership encourages each employee to take active responsibility for the mission and vision of the Institute and foster the development and use of each employee's capability.

ii. Quality of Employment:

The Institute is committed to create a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages to balance work and personal commitments.

iii. Compensation, Reward and Recognition:

The Institute's compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

iv. Continuous Learning and Development:

The Institute values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

v. Response to Change

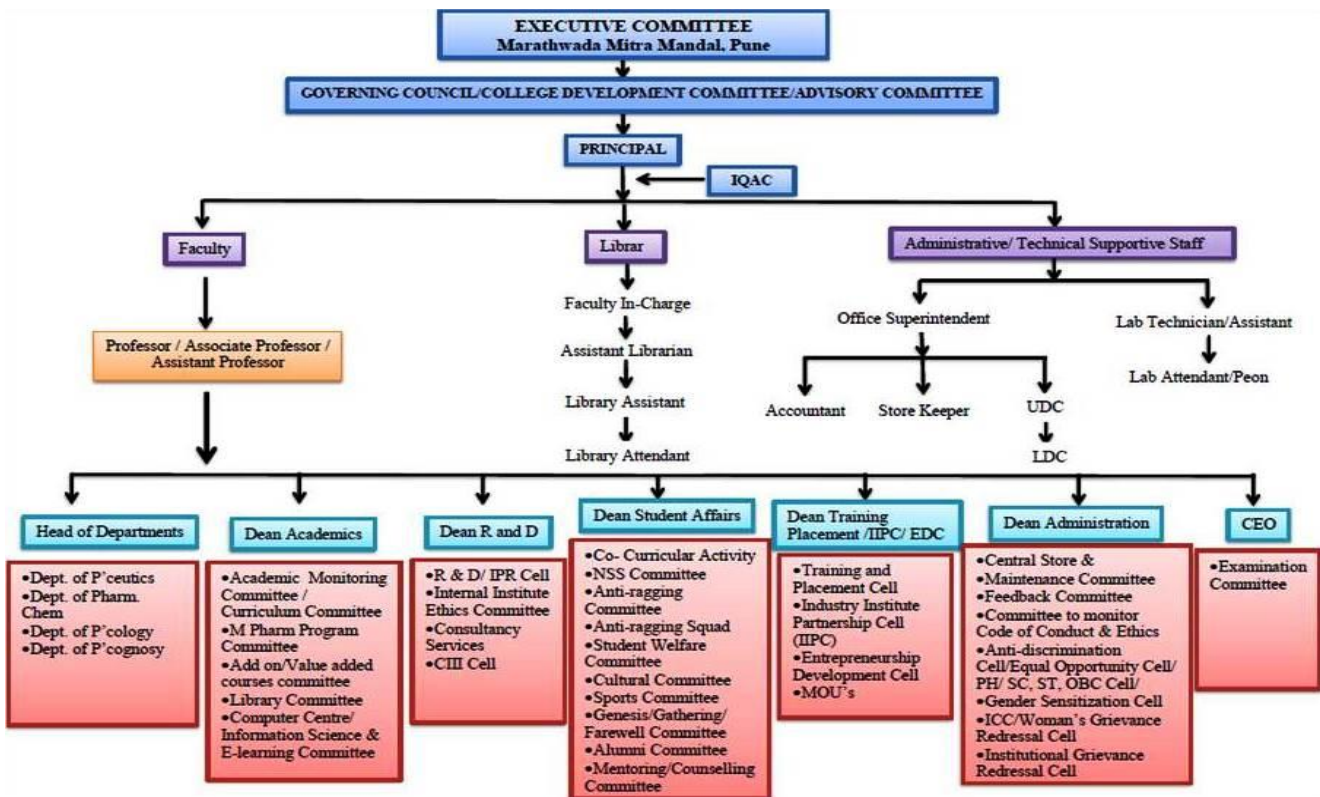
- a. The Institute is constantly preparing itself for the challenges of the future. In doing so, during periods of changing needs, the Institute creates opportunities for employees to acquire the needed skills to continue to advance the mission of the Institute.
- b. The Institute commits adequate resources for equitable support of employee development, compensation, reward and recognition across all units and among all employee classifications

Chapter-4

Organizational Chart:

MMCOP employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

Organizational Chart



Chapter-5

Roles and Responsibilities

Duties and Responsibilities of employees:-

Each and every employee in the institute has some responsibilities and the employee should carry all the tasks assigned to him with the full of his ability.

Principal: As the figure head of the institute, Principal should have the vision and leadership ability to keep a college developing.

Academic:

- i. To monitor and conduct academic activities of the institute under the guidance of the management and assistance of the Deans and Head of Departments.
- ii. To take institute and faculty feedback and accordingly take the remedial actions.
- iii. To plan and take the necessary actions for improvement of college results and academics
- iv. To promote industry institution interaction and research & development activity.

Administration:

- i. To conduct the periodical meetings of the faculties for effective administration of the college.
- ii. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- iii. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by University of Pune.
- iv. To approve vendors for resources as required in the institute.
- v. To sanction the leave of the staff as per the norms.
- vi. To monitor and update the institute website with complete information about the institute.
- vii. To communicate with University of Pune, Directorate of Technical Education, All India Council for Technical Education, Pharmacy Council of India and University Grants Commission for compliance.
- viii. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and CDC, IQAC and maintain minutes of the meeting.
- ix. To execute any other work assigned by the management.

Finance

- i. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.
- ii. To authorize for cash advances for urgent purchases required in the institute.
- iii. To ensure that all financial transactions are conducted as per the norms.

Promotion of co-curricular and extracurricular activities

- i. To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Dean Students Welfare.

Head of the Department –

Role Definition: HOD's are responsible for executing the policy decisions taken by the Principal. He shall be the catalyst for academic standards of the institute and its contribution in the field of research. He/ She shall act as a link between Principal and students, faculty and staff members. He/ She shall be a person with initiatives and leadership abilities. He/ She must give fair and unbiased treatment to all the faculty members, students and staff.

Key Result Areas:

Coordinating with faculty members:

- a. Taking reporting from the Departmental Learning Facilitators
- b. Receiving subject planners from the faculty members and obtaining Principal's approval for the same through the joint meeting between the Principal, HOD and the faculty member concerned.
- c. To supervise the execution of planners.
- d. To ensure smooth execution of the Academic Planner prepared by the Dean Academics and Principal.
- e. To ensure smooth and uninterrupted execution of mentoring system. This should be done both through formal as well as informal discussion with the faculty mentors.
- f. To accept the faculty mentors' mentoring reports.
- g. To follow up the faculty members for collating class attendance on weekly basis.

- h. To recommend the approval/ disapproval of the leaves for final approval from the Principal. The HOD's recommendation must be supported by the reasons for approval or otherwise.
- i. To rationalize the vacation plan of the faculty members in such a manner that the functioning of the institute shall remain unaffected.
- j. To prepare agenda of the faculty meetings.
- k. To handle other administrative or infrastructure related issues of faculty members and bring the critical issues to the notice of the Principal.
- l. To communicate the policy as well as operational decisions taken by the Principal to faculty members.

Dean Academics:

- a. Finalizing the time table for regular classes
- b. To ensure that all the inputs are conducted as per schedule
- c. Ensuring completion of the syllabus as per the deadlines set by the Principal.
- d. To ensure proper allocation of the subjects to each departmental faculty member taking into consideration their competencies and experience.
- e. To ensure sufficient number of sessions to each departmental subject in each semester.
- f. To identify subjects where visiting faculty is needed.
- g. To obtain Teaching Plan from each departmental as well as visiting faculty member.

Dean Students Affairs:

- a. To execute the annual events schedule as finalized by the Principal.
- b. To induce the students to participate in various cultural and sports events.
- c. Allocation of the faculty members to manage the events.
- d. Ensuring the availability of resources for execution of the events.
- e. Expenses/ Bills scrutiny and bill passing for final authorization from Principal.
- f. To extend support the managing faculty and students in case of any obscurity.
- m. To keep excellent rapport with students in order to keep their morale very high.
- n. To call meeting of students council.
- o. To guide the students council members in execution of their individual portfolio to the best of their abilities.
- p. To involve the students council in various events, internal as well as external.

- q. To contact parents of the defaulter students.
- r. To look into Recovery of Fees from students.
- s. To review the library reports for ensuring optimum use of the library by students.
- t. To resolve the operational issues and problems related to students.

College Examination Officer:

A] Role definition:

The CEO shall be responsible for planning and smooth execution of internal and University examination with respect to all courses conducted at MMCOP. He / She shall coordinate with staff, HOD, Principal and university departments for this purpose and ensure timely dissemination of relevant information and work to all.

B] Responsibilities:

- i. To communicate and coordinate with all students regarding timely submission of online examination forms.
- ii. To communicate to all staff and students information related to university examination time table.
- iii. To plan and coordinate for conduct of examination, like preparation of time table etc.
- iv. To Coordinate and ensure the availability of stationary and other requirement for smooth conduct of examination.
- v. To ensure timely uploading of internal marks on university website and subsequent submission of hard copy of the same to university department.
- vi. To coordinate with MMCOP administration department and University department for all types of Examination related issues.
- vii. To coordinate appointment of staff for invigilating online, internal and external examination.
- viii. To prepare result analysis report and submit it to the institute principal, admin. office and HOD, within eight days from the date of declaration.
- ix. To act as a nodal officer for coordinating the revaluation and exam. related issues of students.

- x. To ensure record keeping and updating of all information related to above task.

C] Reporting – The CEO shall report to Principal.

Dean, Placement, IIC & EDC:

- a. To maintain excellent rapport with the Corporate.
- b. To understand the placement trends, requirements.
- c. To obtain feedback on every process happening on the campus regarding placement.
- d. To maintain the Placement Data in stipulated format in Excel Sheet. The data should be updated on every day basis.
- e. To motivate the students to apply for the processes in order to improve the Application to Eligibility Ratio.
- f. To maintain complete information regarding student appearing for placement activities.
- g. To conduct placement activities smoothly
- h. To decide and arrange for personal development programs for student.
- i. To update and maintain the contact details of companies interested in recruitment activities.
- j. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
- k. To take feedback from industry about the students recruited.

Class coordinator:-

Role definition of the class coordinator:-

A class coordinator is responsible for effective planning and execution of academic calendar and guide the students in proper way in various aspects of planned activities and maintain all the records regarding students growth and progression.

Roles and Responsibilities of Class Coordinator Students Coordination in following activities;

1. To participate and involve in preparing the academic calendar.
2. To supervise, observe and monitor the planned activities of academic calendar.
3. To maintain the weekly report of every week of the month.

4. To supervise the discipline of the students in the class as well as in the Institute campus.
5. To arrange the guest lectures and maintain the record of these sessions.
6. To maintain the attendance record of all sessions of students and communicate the same to students and faculties.
7. To issue memo for the defaulter students.
8. To make sure that all activities executed effectively as per the academic calendar.
9. To find out gap between activities and bridge the gap of these activities.
10. During breaks, bring the students to order and line them up as quickly as possible.
11. To find out the students problems and solve the same by discussing with HOD.
12. To take the feedback from the students and share the same with respective faculty and with Director of the institute.
13. To have information and understanding of each and every activities which are schedules.
14. To act as a facilitator in institute, able to translate the purpose of the planned activities and their implementation.
15. To communicate the academic calendar to guest/visiting faculties and make sure that they are aware about their sessions every day.
16. To work in harmony with the visiting Staff so as to create and maintain a good working environment.
17. To take overall responsibility and ownership of the planned activities and ensure that all sessions, activities, lectures etc are going smoothly.

Report:-

The Class Coordinator shall report to the Dean Academics.

Faculty: Faculty includes all cadre categories as Professor, Associate Professor & Assistant Professor. The Duties and responsibilities are as follow:

- i. To understand the Quality Management Policy and Quality objectives of MMCOP.
- ii. To follow all rules and regulations as laid down by the institute which include working time in the institute, signing of the muster, college uniform, leaves updating, submission of tax documents etc.

- iii. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the Course file and personal file in appropriate format.
- iv. To use innovative teaching aids and adopt innovative teaching – learning methodologies.
- v. To counsel students and conduct extra lectures/ revision lectures for students requiring help. To organize/ coordinate/ attend various seminars/ workshops/ STTP/ training programs.
- vi. To participate proactively in any research and development activities conducted in the department.
- vii. To perform other academic/ administrative duties assigned by Head of the Department / Principal.
- viii. To perform all the duties related to examination, paper setting, evaluations, Invigilation

Dean, R&D:

A] Role definition:

Dean R&D a key person in developing a research culture in the institute. He/she is a leader of a research centre. He / She should maintain the confidence and cooperation of research centre members. He / She should manage effectively and efficiently the research program and administrative affairs of the research centre. He / She needs to create an environment conducive to intellectual and research growth.

B] Responsibilities:

- i. To coordinate for admission process and to coordinate the related administration.
- ii. To coordinate for all circulars related to Ph. D. with University department and related follow up.
- iii. To ensure Ph.D. student's course work planning, execution and related administration work.
- iv. To coordinate for six monthly report and other relevant record submission from students.

- v. To initiate, plan and coordinate for review meetings between Guide and students.
- vi. To ensure and coordinate for timely fee collection and related follow up with students and university department.
- vii. To coordinate for arranging research progress presentation by Ph.D. students.
- viii. To obtain information related to research grants (both individual and Institutional) from university, and AICTE.
- ix. To obtain and disseminate information related to research conferences (National and International) and contribution to research journals across India among the faculty members.
- xi. Building and providing sufficient support to enhance research capacity and to increase internal and external research opportunities for faculty, post-doctoral fellows, and students.
- xii. Where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research.
- xiii. To ensure for regular communication of research centre activities and opportunities for faculty and students involvement.
- xiv. To initiate & complete the process of recognition/ association of a Research Guide.
- xv. To facilitate the entire process of Ph. D Thesis submission & viva-voce of Research Students.

C] Reporting:

Dean R&D shall be report to Principal of the Institute.

Dean, Administration:

Admin Department of MMCOP comprises of 7 sections along with the respective designations of persons as mentioned below, are necessarily non-teaching resources of the institute. Roles and responsibilities are clearly assigned.

1. Office Superintendent
2. Students Section : Jr/Sr. Clerk
3. Scholarship Section : Jr. / Sr. Clerk
4. IT Section : i. Computer Lab Attendant
5. Support Staff : peons

6. Accounts Section: i. Accountant

7. Library Department: i. Assistant Librarian ii. Library Attendant

Though the Library Department and Accounts Department apparently are Non-teaching Departments, but from very nature of it's operations, they are regarded as completely separate departments than Admin Department with it's respective heads reporting directly to the Principal of the institute.

The roles and responsibilities Admin Department are as detailed below.

Registrar / Deputy Registrar/ Assistant Registrar:

- i. To provide secretarial support to the trust & the Executive Director.
- ii. To maintain general discipline, safety, cleanliness of premises, dress code etc.
- iii. To handle the student section, Establishment Section, Stores and Purchase section, maintenance related activities.
- iv. To ensure the documented Quality Management System is followed at various stages of administrative processes.
- v. To execute the admission process and University Examination process of students.
- vi. To handle student grievance and taking remedial actions.
- vii. To execute attendance monitoring, salary payments to faculty & staff.
- viii. To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all non-conformities.
- ix. To execute any other work given by management.

Office Superintendent:

1. Compliances with regulatory authorities like All India Council for Technical Education, New Delhi (AICTE), Directorate of Technical Education, Mumbai (DTE), Directorate of Technical Education Regional Office, Pune (DTE RO), Savitribai Phule Pune University, Pune, Social Welfare Department Pune, Pharmacy Council of India & MSBTE etc.

This is the most sensitive and critical part of the duties of an O.S. Through the Co-ordination and support from all the sections of Admin Departments, O.S. has to ensure that all the compliance of the processes or the information demanded by regulating authorities is submitted within the deadline.

- a To maintain Approval File of the Institute which contains originals or copies of approvals which institute has received from different regulating authorities. The file also includes Teachers Approvals.
- b Submission of online Annual EOA Process , to prepare and submit AICTE files
- c To prepare and submit Staff Selection Committee file
- d Submission of Teachers Approval Proposal
- e To get Roster checked from University and MVK
- f To prepare and submit Local Inquire Committee file
- g Annual Affiliation Online Process and File Submission
- h To submit online information of AISHE
- i To support Exam Department
- j To support Facilitation Centre process at the institute
- k To guide Student Section and Scholarship Section for timely compliances of their section
- l To maintain Governing Council and Local Managing Committee Records
- m To oversee records of mandatory committees i.e. Anti-ragging, Internal Compliant Committee, Grievance Committee, SC/ST Committee etc.
- n Correspondence with the Regulating Authorities
- o To process Cancelation of Admissions and Maintain Record In

Overall Administration of Institute

- a To maintain file of copies of Land and Building and trust/society documents
- b To guide and support Students Section and Scholarship Section in their compliance work
- c To guide and support General Admin and H.R. Section for maintaining proper records
- d To oversee up keeping and maintenance of campus
- e To support admission department in counseling mainly regarding documentation , scholarships and uploading of admissions data on DTE portal
- f To reply Educational Verification inquiries

- g. To support concerned coordinators in organizing institute events
- h. To prepare appointment orders, Joining Reports, Reliving Letters, Experience Letters
- i. Approval to Leave Application of Teaching and Non-teaching Staff in lieu of the Leave Policy
- j. Allocation of duties of Support Staff
- k. Co-ordination for preparing data of Campus Co-ordination Committee, Executive Council Committee
- l. To maintain data of F.D.s made for compliance of with different regulatory authorities

Students Section: Jr. / Sr. Clerk:

This section takes care of compliances related to Admission documentations,

- a. To collect and maintain original documents of admitted students and keep follow up of non-complied students
- b. To prepare DTE Merit List Verification File and get the merit list verified from the DTE RO
- c. To get pending Cast Validity Cases checked from the DTE RO and submit clearance letter to ARA ,DTE Mumbai and University
- d. To Submit Merit List to Admission Regulating Authority, DTE Mumbai and University
- e. To upload Merit List on Admission Regulating Authority website
- f. To upload online Eligibility on University Website and Submit the file to University
- g. To distribute Marks Sheet and Certificates to the students
- h. To process and submit University Pro-rata
- i. To update students data on AICTE web portal, PCI web portal
- j. To prepare Student Master File after the admission process every year
- k. To issue Transfer Certificates to Passed Out Student
- l. To maintain Student Register for every batch
- m. To issue Bonafied Certificates , Fees structure to students

- n. To issue original documents to students of current batch as and when required by them, with the approval from O.S.
- o. To issue Original Documents to Passed out students on compliance of No Dues Certificate
- p. To forward bus and railway concessions forms of students to O.S.
- q. To maintain Merit List Verification Files of every year
- r. Hard Copy submissions to different regulating bodies

Scholarship Section Jr. / Sr. Clerk: Scholarship Section facilitates implementation of different Scholarship Schemes.

- a. To prepare list of eligible students for different scholarship after admission process every year
- b. To keep follow up and get the Application forms and necessary documents for different scholarships from the students
- c. To keep follow up and get the Cast Validity Applications filled from concerned students
- d. To maintain the files of Application Forms of different scholarships
- e. To get Fee approvals for scholarships
- f. To get the scholarship Verified from respective government authorities
- g. To keep track of pending scholarship fees from government authorities
- h. To maintain Bill Received and Payment Made Register
- i. To provide information of Scholarship data to management or the concerned government department.

Admin and HR Section:

This section works on maintaining proper records of issues related to staff

- a. To maintain and update personal files of teaching and non-teaching staff
- b. To maintain and update Service books of teaching and non-teaching staff
- c. To maintain Leave Records of teaching and non-teaching staff

- d. To prepare Attendance Statement at end of every month for Salary Processing
- e. To maintain Job Applications File
- f. To maintain records of Principal Office files
- g. To maintain inward and outward register for formal correspondence
- h. To receive and dispose daily mails. To arrange sending outward mails
- i. To maintain internal notes copy file

I.T. Section: Computer Lab Attendant:

I. T. Section is responsible for procurement and maintenance of I.T. infrastructure, Electronic equipment's and supervise operations of computer lab.

- a. To set up a computer lab confirming to the norms laid down by the regulating authorities
- b. To procure and install computer hardware and software as per the needs of institute
- c. To maintain computer systems, server room , broad band, i.e. the backbone of IT of the institute IT infrastructure
- d. To provide trouble shooting service for institute computers and other electronic equipments
- e. To ensure timely execution of AMC wherever required for I.T. and electronic Infrastructure
- f. To oversee timely disbursement of payments to vendors for uninterrupted I.T. service
- g. To maintain records like computers issued to the staff, computer lab usage etc.
- h. General maintenance of computer lab
- i. To support examination work in terms of I.T. and Technical requirements under the instructions of College Exam Office (CEO) and Senior Supervisor of exams.
- j. To prepare computer Lab usage record.
- k. To support and co-ordinate the entire operations of the Computer Lab as the instructions of System Administrator.
- l. To look after up keeping of Computer Lab
- m. To maintain students entry record

- n. To take care of physical infrastructure of Computer Lab
- o. To help System Administrator in trouble shooting and updation of computer systems
- p. To install Laptops, Audio Systems, LCD projectors for lectures, Institute seminars etc.
- q. To update and maintain institute website with institute data.
- r. To administer and maintain servers, firewalls, routers, manageable switches UPS and batteries.
- s. To initiate purchasing of equipment's.
- t. To provide support for various software servers.
- u. To ensure continuous internet during assigned hours.
- v. To give support to On-line exam, Seminar, Workshop, technical training program.

Support Staff:

It comprises of the peons who are responsible for duties for supporting different teaching and non-teaching departments of the institute.

- a. To oversee work of housekeeping staff to ensure cleanliness within institute premises
- b. To timely open and close institute as per the requirements of different departments
- c. To support teaching and non-teaching in terms of sundry office procurements, photo copying etc.
- d. To support the requirements of coordinators , at the time of events in the institute
- e. To arrange board room in all respect for institute meetings
- f. To look after up keeping of classrooms and seminar hall and provide Lap tops , audio systems etc. as per the need
- g. To look after the visitors of the institute
- h. To maintain supply of sundry consumables and timely procure it as per the requirement
- i. To support examination work under the instructions of College Exam Office (CEO) and Senior Supervisor
- j. To report requirement of maintenance within the premises to the O.S.

Laboratory/ Technical Assistant:

- i. To prepare the laboratories for smooth conduction of laboratory session.
- ii. To assist faculty and students during laboratory sessions.
- iii. To maintain dead stock register, Instrument Issue register and maintenance register.
- iv. To conduct installation of new equipment's and maintenance of existing equipment's.
- v. To maintain and update the approved supplier list for equipment's.

Librarian:

Role Definition:

The Librarian is responsible for providing library and research services to the institute and maintenance of the library and its collections. Also to ensure that materials are current, accessible, and available to library users when required.

Roles & Responsibilities:

1. Establish and implement library and information policies and procedures.
2. Develop and manage convenient, accessible library and information services.
3. Establish and manage the budget for library and information services, technology and media.
4. Order materials and maintain records for payment of invoices.
5. Analyze and evaluate library and information services, requirements.
6. Prepare reports related to library and information services, resources and activities.
7. Perform original cataloguing and classification of print, audio-visual and electronic resources.
8. Develop and maintain special indexing systems and files for special collections.
9. Ensure an accurate inventory of resources.
10. Maintain inventories, compile statistics and generate reports as required.
11. Develop and maintain cataloguing procedures.

- 12. Determine the type of cataloguing required, Enter cataloguing data into the library's automated system.
- 13. Train library users to effectively search the Library catalogue, Internet and other electronic resources.
- 14. Maintain circulation files, records and statistics and to Perform other related duties.
- 15. Organize Book Fairs/Exhibitions to Promote Reading Habits among students, alumni and faculty members of MMCOP.
- 16. Deliver “Library Orientation Session” to new students as a part of students’ Induction Program me.
- 17. Conceptualize and organize innovative practices in Library to promote reading culture and subsequent Library usage.
- 18. To implement all library rules as defined by the management.
- 19. To ensure the documented Quality Management System is followed at various stages of library processes.
- 20. Responsible for overall functioning of the library.
- 21. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .
- 22. To display all technical articles, literature and new arrivals.
- 23. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.
- 24. To execute any other work given by management.

Knowledge and skills required to perform the job responsibilities effectively To perform the job responsibilities effectively Librarian must have;

A] Knowledge about –

- 1. Library policies, procedures, methods and professional standards.
- 2. Research and information gathering systems and methods.
- 3. A variety of information database systems.
- 4. Conducting Internet searches.

5. Organization and structure of the library.
6. Library systems for cataloguing, acquisitions and searching, on-line bibliographic utilities.
7. Information of resources on the Internet and other electronic databases.

B] Skills:

1. Effective written communications skills, computer skills including the ability to operate email and conduct Internet research and the ability to operate computerized library, spread sheet, word-processing, spreadsheets, email, database and graphics and website development programs at a highly proficient level.
2. Research skills.
3. Organizational skills.
4. Analytical and problem solving skills.
5. Decision making skills.
6. Effective verbal, presentation and listening.

ACCOUNTANT:

An accountant has several roles and responsibilities to meet in their job, both in terms of their competence at carrying out accounting practices as well as ethics and approach to the job

The accounts department is a separate non-teaching faculty departments reporting directly to the Principal of the Institute.

The roles and responsibilities of Accounts department are as detailed below:

1. Statutory Dues: (AICTE, PCI, DTE, FEE REGULATING AUTHORITY, PRAVESH NIYANTRAN SAMITI, SAVITRIBAI PHULE PUNE UNIVERSITY)
 - A) After submission of online Annual EOA and submitting AICTE, PCI Files, make the payments for EOA, Addition of any course, Closure of any course etc.
 - B) Process of payment for Annual Affiliation, Continuation of affiliation, and extension of approval for the course conducted in the college with the time frame work.

C) Collection of ARC fees from the students if the facilitation centre is approved by DTE Submission of fees to DTE, and recover the balance fees from the students for ARC Fees.

D) After submission of online data of students, payment to ARA.

2. Accounts Receivable and Revenue Tracking

Another critical duty of the accounting department is to account for and track receivables, fees receivable from students during the admission process and keep track of outstanding fee receivable from the students throughout the year, concession given to students, any receivable from the Directorate of Technical education (For EBC, Verification fees, Samaj Kalyan office during the year and for the past years.

The responsibility here includes assuring that students pays the fees in time, so a system of friendly reminders (telephone calls, sending SMS for outstanding fees) is important.

3. Reporting and Financial statements

To prepare financial reports that can be used for budgeting, forecasting and other decision making processes. In addition, these and other reports are needed for charity commissioner.

Preparation of budget, to enable the management to forecast the revenue and expected expenditure (Capital and revenue expenditure) based on the admission during the year and fees approved by the fee regulating authority to take the decisions.

4. Payroll

Payroll is a critical function of the accounting department and includes make sure all the employees are paid accurately and timely after receiving the time report, assessment of leave record.

Calculation of Yearly increments of the staff members after getting approval of the same from the Management.

In addition, proper tax is assessed and deduction of T.D.S. from salary and timely payment to Income Tax department. Assessment of Tax liability after received the data of investment from the staff members and issued of Form No.16 to the concern staff members in the department. Submission of Quarterly and annual data of

Income tax to C.A. for submission to the Income tax Department.

5. Accounts Payable

In order to maintain great relationships with vendors making sure that everyone gets paid on time is a vital role. It is a role of the accounting department to keep eye on opportunities to save money i.e. availing discounts, incentives from the vendors. To obtain the quotations from at least 3 parties, making negotiations for prices and placing the order to the vendor who offers least price. To make purchase orders to the vendors. Verifying the invoices and deduction of taxes from invoices if applicable and make timely payments to the vendors for building trust with the vendors for future correspondence.

Payment to the visiting staff members according to the budget for the semester, deduction of TDS and timely payment to concern department, quarterly submission of data , and issuing form No. 16 A to the visiting staff members.

6. Statutory payments :

Proper deduction of taxes from the employees and other vendors and timely submission of the same to the central and state governments.

Submitting quarterly details of salary and other contractor's details within the time limit.

Submission of Eligibility fees, Prorata data, Examination fees, revaluation fees collected from the students to the Savitribai Phule Pune University within the time limit.

Maintain record of examination centre advance received from Savitribai Phule Pune University, preparing bill for Examination centre allotted for the conduction of examination, after making payments to the staff appointed for the examination conduction. Payment to the SPPU If excess payment is made or recovery of dues if receivable from SPPU during the semester examinations conducted during the year.

Chapter-6

HR Policy

General Policy

- a) Policy for Physically Handicapped People: Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."
- b) Drug and Alcohol Free Workplace Policy: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment
 - i. Abide by the institute's policy on prohibited substances; and
 - ii. Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.
- c) Equal Employment Opportunity: It is a policy of the Institute to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the Institute.
- d) Sexual Harassment: Sexual harassment of employees or students at the Institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome Sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:
 - Physical contact and advances. or
 - Demand or request for sexual favors. Or

- Sexually colored remarks. or
 - Showing Pornography. or
 - Any other unwelcome physical, verbal or non verbal conduct of sexual nature.
- e) Soliciting / Canvassing: Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the institutes resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.
- f) Attendance: Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department .A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.
- g) Conflicts of Interest: An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.
- h) Code of Conduct: All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:
- Insubordination
 - Theft
 - Conviction of a felony involving moral turpitude
 - Bringing discredit to the Institute
 - Falsifying, grafting, or forging of any record, report, or information
 - Discourteous behavior
 - Any other misconduct interfering with performance of job tasks
 - Unauthorized absence from assigned work area
 - Sleeping on duty
 - Negligence
 - Dereliction of duty

- Interfering with the work performance of another employee
 - Favouritism
 - Wasting materials
 - Willful damage to equipment or property of the Institute
 - Entering an unauthorized work area
 - Continued failure to perform assigned duties
 - Failure to report absence
 - Habitual absence or tardiness
 - Job abandonment.
- i) Safety: Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.
- j) It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department immediately. First aid facility is available.
- k) Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.
- l) Gratuities: Employees of the Institute do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.
- m) Political Activities: As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty.
- n) Disruptive Behavior: While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The institute stipulates that any

employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

- o) Outside Employment: Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the Department before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.
- p) Malpractices: No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute

Recruitment, Service Rules and Promotional Policy

Recruitment policy and service rules are framed for the effective administration and smooth functioning of the institute.

Part - I: Recruitment Policy

A. The Process of recruitment of faculties by University Selection Committee

1. The requirement of teaching staff considering Student Teacher ratio / Cadre ratio is calculated as per the norms laid down by AICTE/PCI/UGC/SPPU/DTE.
2. The approval of posts is obtained from approval section and also from reservation Cell of Savitribai Phule Pune University (SPPU) and state government reservation cell (MAVAK).
3. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.
4. Applications are invited within the stipulated time.
5. Applications also invited from -
 - a) SPPU employment cell
 - b) SPPU Reservation cell
 - c) Tribal office of the state government

- d) Development Officer Directorate Tribal
 - e) Adivasi Development officer Maharashtra State Co-operative Adivasi Development Corporation, Nashik
 - f) District Social welfare officer
 - g) Maharojgar cell of state government
6. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.
 7. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE /PCI/DTE/UGC/SPPU/GOVT.
 8. Selection Committee is obtained from SPPU.
 9. After coordinating with Selection Committee members the dates of interview are finalized.
 10. The shortlisted candidates are intimated minimum 15 days in advance as per rules about the date, time and venue of interview by sending letters / email / telephone calls.
 11. On the day of interview, original document verification is carried out before candidates attend the Interview.
 12. Interview of Eligible candidates is carried out by Selection Committee appointed by SPPU and selection report is submitted within 72 hours to SPPU as per University rules.
 13. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.
 14. The reports of selection committee along with the required documents are submitted to approval section of SPPU.

B. The Process of recruitment of faculties by Local Selection Committee

1. The requirement and availability of teaching staff at the end of the academic year is reviewed and as per the need, the requirement of faculties is calculated considering Student Teacher ratio /Cadre ratio as per the norms laid down by AICTE/PCI/DTE/UGC/SPPU.

2. The advertisement category-wise and post-wise viz. Professor, Associate Professor, Assistant Professor is published in two leading newspapers.
3. Applications are invited within the stipulated time.
4. After stipulated number of days, the received applications are sorted subject-wise, post-wise and category-wise and a summary is prepared.
5. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with principal as per the norms of AICTE /PCI/DTE/UGC/SPPU/GOVT.
6. Selection Committee is formed by Principal and Management with two subject experts of other institutes which are on the University Panel.
7. After coordinating with Selection Committee members the dates of interview are finalized.
8. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
9. On the day of interview, original document verification is carried out before candidates attend the Interview.
10. Interview of Eligible candidates is carried out by Local Selection Committee.
11. The reports of selection committee along with the required documents are submitted to approval section of SPPU. In case of local selection, candidates, the approval is given by the SPPU for one academic year.
12. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate needs to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

C. The Process of recruitment of faculties on ad-hoc

1. A situation may arise when there may be an immediate requirement of a faculty. In such situations, faculties are recruited on ad-hoc basis.
2. Few candidates are shortlisted from the bio-data received at department level or from reference of other faculties / HOD / Principal. Technical interviews are conducted at

college level by an internal committee consisting of senior faculties, HOD and Principal. The selected candidates are recommended for further approval from management.

3. After the consent from management, the recruitment of candidate is done on purely temporary ad-hoc basis for one academic year only.

D. The Process of recruitment of Technical/Non-Teaching staff

1. The requirement and availability of technical and non-teaching staff is reviewed as and when required.
2. The advertisement is published in leading newspapers and applications are invited within the stipulated time.
3. After stipulated number of days, the received applications are sorted and a summary is prepared.
4. Short listing of applications of eligible candidates is done by Head of the Department of Institute in consultation with Principal as per the eligibility norms.
5. Selection Committee is formed by Principal and Management with subject expert and head of department.
6. The shortlisted candidates are intimated minimum 15 days in advance about the date, time and venue of interview by sending letters / email / telephone calls.
7. On the day of interview, original document verification is carried out before candidates attend the Interview.
8. Interview of eligible candidates is carried out by the Committee.
9. The reports of selection committee along with the required documents are submitted to Principal and Management.
10. Appointment orders are issued by Marathwada Mitra Mandal to the selected candidates and they are given a time period of 15 days to one month for joining. However, candidate need to communicate the acceptance of appointment within 7 days from the date of order of appointment. Failing of which it will be presumed that candidate is not interested in the offer and the appointment is treated as cancelled. No further communication is entertained in such regard after due date.

Part - II: Service Rules for teaching and non-teaching staff as applicable

The services of employees are governed by the Maharashtra Public Universities Act, 2016, Statutes, Code of Conduct, Ordinances, rules and regulations laid down by the Savitribai Phule

Pune University, State Government, Marathwada Mitra Mandal from time to time.

1. For the staff selected from University Selection Committee, appointment is on full-time basis on probation for a period of two year from the date of joining and one year for candidates selected from Local Selection Committee. During this period, if the performance is not satisfactory, the probation period can be further extended or services may be discontinued.
2. The pay scale and other allowances such as dearness allowance, house rent allowance, transport allowance, CLA and the benefit of Employees provident Fund is given as per the norms to UGC selected candidates and for local selection candidates payment and other benefits is given as decided at the time of interview.
3. Staff has to qualify the NET/SET or similar test (as the case may be) in stipulated time period laid down by the SPPU/State Government/UGC/PCI/DTE as the case may be. Staff shall have to acquire higher qualifications as prescribed by the AICTE / PCI/ University /State Govt. /DTE within the stipulated period as the case may be.
4. The appointment is subject to the availability of minimum number of students and the workload prescribed for the post.
5. The examination work assigned by the College/University from time to time is mandatory on the staff.
6. Staff shall produce the original documents at the time of joining the duties for verification along-with true copies of relevant documents such as birth date certificate, marksheets, experience certificate, degree certificate, relieving certificate, last pay certificate, caste certificate, caste validity certificate, change of name etc. as the case may be / whichever is required. Aadhar card, PAN card are mandatory for every staff. Two passport size photographs are also need to submit.
7. Staff is required to give the correct mailing address at the time of joining the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by the Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by staff.
8. Service books are maintained for all staff
9. Staff will not conduct in any private tuitions or private coaching classes.
10. Staff will not undertake any other job paid full-time, part-time or otherwise, during the

continuance of service, without the permission of the Management.

11. Staff will not undertake any testing, consultancy or R&D work without the prior approval of the Management.
12. Staff will not register for any degree/diploma/certificate or other course without the prior permission of the Management. If permitted, staff will follow all the rules and regulations.
13. The services of staff can be transferred to other Department / College / Institutions at the sole discretion of the Management of Marathwada Mitra Mandal, Pune. Staff may be required to travel on official duties as and when needed.
14. If staff found absent continuously for more than thirty days without prior permission, the services will stand terminated automatically. If staff found guilty of violation of any terms and conditions mentioned above, staff will be liable for disciplinary action and punishment decided by the Competent Authority/Management as the case may be. During the period of service, staff shall not directly or indirectly do such things which are subversive to the interest of the Society / University / College / Students. In such case, appointment may be terminated immediately and necessary legal actions may be initiated.
15. Staff is required to be sincere, loyal and committed towards responsibility entrusted from time to time and display a visible sense of integrity towards the institute. Further, the staff is required to maintain sense of subordination towards seniors.

The staff is required to maintain strict privacy and not to disclose any information regarding the Management / Institution, its activities or any other details which become known to the staff during the course of the service. Nor shall the staff handover any document without seeking permission of the Principal / Management.

16. If required, staff may be asked to undergo medical check-up / examination by approved medical officer or by the civil surgeon for mental and physical fitness.
17. If required, staff may have to execute a deed of contract / undertaking of service at the time of joining the duties.
18. During service period, if the performance of staff is found unsatisfactory and/or in case of violation of the service rules, the services may be discontinued by giving three months notice or one/three month's pay in lieu of notice period.
19. Above rules and regulations may revised / updated which would be binding on the staff.

Part - III: Promotional Policies

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

A. Teaching Staff

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

B. Non-teaching staff

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

Probation Period Policy:

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

Temporary appointment: It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain employees, all regular employees serve the first twelve months of employment on a temporary basis.

Evaluation in Probation Period: Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in service else, he / she may be terminated from service. In case of termination of services the employee loses the right to appeal.

Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Head of the Department to Principal to the Management. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period.

Voluntary Resignations: It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

Working Time:

- i. Muster:** A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else make entry in movement register.
- ii. The Standard Workweek:** Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Saturday.

Sr. No.	Department	Working Hours	Lunch Hour
1	Office	10.00 a.m. to 06.00 p.m.	01.30 p.m. to 02.00 p.m.
2	Faculty	09.30 a.m. to 05.00 p.m.	01.30 p.m. to 02.00 p.m.
3	Technical and Supportive Staff	09.15 a.m. to 05.15 p.m.	01.30 p.m. to 02.00 p.m.
4	Library	09.30 a.m. to 05.00 p.m	01.30 p.m. to 02.00 p.m.
		10.00 a.m. to 06.00 p.m	
5	Computer Lab.	10.00 a.m. to 06.00 p.m.	01.30 p.m. to 02.00 p.m.

TRAVEL POLICY

1. BACKGROUND

This document describes MM's General policy and procedures relating to travel authorizations, travel advances issues to employees, settlement of expenses, various modes of transportation, lodging accommodations, credit cards, cancellation and charges, international travel and travel agent procedures.

2. PROCEDURES

- Guidelines

- Any activity related with the movement of any employee, in local or national or international activities must be planned and referred in the first instance to the immediate authority.
- The institute has an accountable plan that allows it to reimburse employees for authorized business expenses with no effect on compensation. Advance written authorization is required when one of the following occurs:
 - The issuance of travel advance and
 - A business trip requiring an overnight stay or more
- Employees must submit a **Travel Request Form (TRF)** and obtain recommendation from the appropriate authority and forward it for the approval of EXEC. PRESIDENT/SECRETARY.
- Expenses incurred by employees on official institute business will be reimbursed on the basis of maximum limits mentioned in Section 4.1 and/or actual reimbursement upon receipt of a properly completed **Travel Expense Accounting Report (TEAR)** and valid receipts supporting the reimbursement request.
- Claims for travel expenses reimbursement will be allowed only for actual expenses incurred within the limits and restrictions of these regulations.
- Official travel will be accounted, since the time; an employee leaves his/her residence or regular place of employment for the purpose furthering institute business and ends when the employee returns to his/her residence or regular place of employment. A Table showing Grades and Entitlements is given in Annexure I and II.

- For official travel inside or outside of Pune/PCMC area i.e. within the country, there are limits for meals and incidental expenses as per Grades given in Annexure I and II. In exceptional cases, actual expense in excess of limits supported by receipts can be reimbursed. However, daily expenses incurred in excess of prescribed limits will require sanction of EXEC. PRESIDENT/SECRETARY with recommendation from the Director/ Principal of the college concerned.
- Original receipts must be attached to the TEAR reimbursements claimed. When the original receipt is not available a copy is acceptable with an explanation of why the supporting document is a copy. For the reimbursement of questionable or unusual expenses, written or verbal approval must be obtained before the expense is incurred.
- If possible, the accommodation/room may be shared when travelling together.
- Reimbursements for lodging and meals etc. are limited to actual expenditure incurred and not to exceed the maximum allowed indicated in Section 4.1 for national travel and in Section 4.2 for international travel.

2.2- One day Return Tours to Mumbai / Other places

- For one day return tour to Mumbai or other places, M and M1A Grade employees may use their own vehicle or office vehicle depending on availability. All other employees must use public transport like VOLVO Buses/Trains etc. for travel to Mumbai. A separate expense limits for one day tours are given in Section 4.1.
- The travel day commences at 6:00 A.M. and includes expense for breakfast, lunch and dinner if an employee reaches after 9:00 P.M.
- If feasible, sharing of vehicle must be done by employee travelling to same destination.
- Demand of a vehicle from Pune for pick up at Mumbai Airport should not be made.

Standards

- Employees share a basic responsibility for the use of good business judgment while incurring expenses. Employees are expected to exercise the same care while incurring business expenses as would be exercised at the time of incurring personal expenses. Effective control of expenses is a primary concern of everyone at MM and should be kept in line with a reasonable economical and comfortable stay while on tours.

3. LOCAL TRAVEL

In case of local travel, an employee will have to submit the requisition two days prior to the actual date of travel.

3.1- Travel within City of Pune/PCMC

For an employee on official travel, using his/her own vehicle, the Institute will reimburse the amount after the employee has filled in the form duly signed by the immediate authority and then forwarded to the Accounts Department. The prevailing rates of reimbursement are as under:

- Two wheeler: Rs.3.00/k. m
- Four wheeler: Rs.8/k. m

3.2-Travel outside Pune- in the vicinity of 200 kilometers

- Whenever an employee travels for the purpose of extending the business of the Institute, the Institute will provide vehicle in case the travel is in the vicinity of 200 kilometers, after checking the availability. In case the transport cannot be made available, the employee will make necessary arrangements by public or private transport as may be applicable.

- Mode of transport will be as per employee grades given in section 4.1
- For an employee on official travel, using his/ her own vehicle, the institute will reimburse the amount after the employee has filled in the form duly signed by the immediate authority and then forwarded to the Accounts department. The prevailing rates of reimbursements are as under-
- Two Wheeler: Rs.3.50/ k.m.
- Four Wheeler: Rs.10/k. m.

Besides the rates stated above, MM assumes no responsibility for any maintenance, insurance, operational costs, accidents or fines incurred by the owner of the vehicle while on official tour.

4. NATIONAL AND INTERNATIONAL TRAVEL-

MM STAFF may be required to travel nationally and or internationally for official work or attending training programs, Seminars, conferences, participate in the business/ technical discussions, exhibitions any other similar purposes having a bearing in the institutes future plans and projects.

National Travel Policy

The Travel Request Form (TRF) must be approved by the immediate Authority i.e. HOD/Director/ Principal etc. Prior to approval, the following points should be checked:

- The authenticity and correctness of the TRF
- The conformity of expenditure to be incurred with the obliging rules and regulations

An employee travelling nationally for official work will be reimbursed within the following limits for expenses incurred during such tours.

National Travel- Grades and Entitlements

Grades	H & A	A1 & A2	A3	All other
Mode of travel	Air travel Eco./Railways/ Road Public Transport/ Road Private Transport Based on prevailing fares	Railways/ Road Public Transport	Railways/ Road Public Transport	Railways/ Road Public Transport
Hotel- Metro Cities	Upto Rs.5,000/- per day or actual whichever is less	Rs.3000/- per day or actual whichever is less	Rs.2000/- per day or actual whichever is less	Rs.1500/-per day or actual whichever is less
Hotel- Non- Metro Cities	Upto Rs.4000/- per day or actual whichever is less	Rs.2500/- per day or actual whichever is less	Rs.1800/- per day or actual whichever is less	Rs.1000/- per day or actual whichever is less

Conveyance- Metro and Non- Metro Cities	Actual	Actual	Actual	Actual
Meals etc.	Upto Rs.900/- per day or actual whichever is less	Upto Rs.700/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less
Miscellaneous Expenses	Rs.200/- per day or actual whichever is less	Rs.100/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less	Rs.50/- per day or actual whichever is less
One day tour- Mumbai	Upto Rs.500/- per day or actual whichever is less	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less
One day tour- Other Places	Upto Rs.400/- per day or actual whichever is less	Upto Rs.300/- per day or actual whichever is less	Upto Rs.200/- per day or actual whichever is less	Upto Rs.150/- per day or actual whichever is less
Authorized by	EXEC. PRESIDENT/ SECRETARY	EXEC. PRESIDENT /SECRETARY	Director/ Principal	Director/ Principal

Note: Reimbursement for lodging is to the single room rate, plus applicable taxes. If more than one person occupies the room, the total room rate must be noted on the receipt/ bill. If the room rate is same regardless of number of persons in the room, then this is too must be noted.

- INTERNATIONAL TRAVEL

International Travel Policy:

- International travel is considered travel outside the country and its possessions. International travel requires approval from the appropriate authority and finally the consent of the EXEC. PRESIDENT/SECRETARY.

Excess luggage should be planned by Cargo.

Note: All expenses must be reported on the TEAR. Exchange rates must be noted on each receipt when receipts are represented in foreign currency and supported with external exchange rates documentation or submit a copy of the credit card receipt.

An employee travelling internationally for official work will be reimbursed within the following limits for expenses incurred during such tours.

International Travel- Grades and Entitlements

Grades	H & A	A1 & A2	A3, B & B1
Travel Mode			
Hotel Stay	200 \$- per day/ person – single occupancy (\$125/ day/ person in case of sharing accommodation)	150 \$- per day/ person – single occupancy (\$100/ day/ person in case of sharing accommodation)	150 \$- per day/ person – single occupancy (\$100/ day/ person in case of sharing accommodation)
Meals	50 \$ per day	50 \$ per day	50 \$ per day
Miscellaneous allowance including local travel	100 \$ per day	100 \$ per day	100 \$ per day
Authorized by	EXEC. PRESIDENT/ SECRETARY	EXEC. PRESIDENT/ SECRETARY	EXEC. PRESIDENT/ SECRETARY

Note: reimbursement for lodging is to the single room rate plus applicable taxes. If more than one person occupies a room, the total room rate must be noted on the receipt / bill. If the room rate is same regardless of number of persons in the room, then this too must be noted.

5. ADVANCES

- If a travel advance is required, the TRF (refer Annexure III) duly recommended by the Director/ Principal of the college concerned must be forwarded first to the EXEC. PRESIDENT / SECRETARY and after the approval is received, it should be finally forwarded to the Accounts Department prior to travel for payment of advance.
- An employee can be given a cash advance as applicable depending upon period of travelling and expenses estimated as mentioned in the TRF only in the case of national or international travel.
- No advances will be issued until a properly completed and approved copy of the TRF is received by the Accounts Department. The Accounts Department will give advance after receipt of approved copy of the TRF.
- Advances must be settled within three working days after the return from the tour. An outstanding travel advance not settled within 30 days of return from a trip may be subject to payroll deduction and must be settled before the employee asks for a further advance.

6. COST CONTAINMENT

The following points should be observed while planning and business tour:

- Whenever possible, employees should plan their tips in advance and should take the benefit of discounted airfares.
- In many cases, hotel, and automobile rates could also be discounted by making reservations in advance. Any exceptions must be approved in advance by the appropriate authority in writing. Employees should use connections, one-stop flights, and alternate airports whenever feasible, to ensure cost effectiveness.
- Only airline tickets reserved and booked by the designated travel agent will be charged to MM's centrally billed accounts.

7. Itinerary

- Each employee should leave an itinerary with his/her department and, if possible, information on how he/she can be reached during the trip. In case of any change in the approved itinerary during the trip, all such changes must be noted on the original TEAR and should be informed to the immediate Authority.

8. Travel Cancellation or Route Change

- Upon adequate notification by the individual travelling, the designated travel agency will cancel transportations reservations. All cancelled pre-authorized trips that have centrally billed airline tickets or travel advances, need to be noted on the original TEAR.
- If a pre- authorized trip is cancelled and the airline ticket issued was centrally billed to MM, return the ticket along with the associated TEAR to the Accounts Department. When the ticket is returned, provide the reason for cancellation and the charge number from the TEAR.
- If a pre-authorized trip is cancelled and a travel advance was issued, immediately return advance to the Accounts Department and net the expenses report to zero (if no other expenses were incurred)

9. REIMBURSABLE EXPENSES

Air travel:

To reach destinations outside of practical driving distances, MM employees are typically expected to travel via economy class. The MM travel desk or the designated travel agent is required to book the most economical fare, keeping the traveler’s convenience in mind. Requests for travelling on fares other than economy class must be approved in advance, in writing, by the appropriate department and Director/ Principal concerned.

Rail transportation:

First class rail travel is MM’s normal standard. If the rail transportation is more expensive than available airfares rates, selections of air travel in lieu of rail transportation must be approved in advance, in writing, by the Director/ Principal of the college concerned.

Grade	Rail Class Approved
H	1st Class AC
A	AC Two Tier
A 1 & A 2	AC Three Tier
A3, B, B1, B2, B3, C, C1, C2 & C3	Sleeper Class

Privately owned vehicle –

If an employee desires to use his/her own car in lieu of any other mode of transport, written approval from Director/ Principal of the college concerned must be obtained in advance.

When private vehicle is used for transportation, the reimbursement will be at the rate that is currently allowed, Rs.8/- per km effective from 1st April, 2016.

9.4. Parking-

Parking charges shall be reimbursed at actuals. Receipts must be attached to the TEAR.

9.5 Living Expenses-

For living expenses specified amounts for lodging and meals are mentioned in Section

4.1 and 4.2 will be made available to all the employees. The expenditure above specified limits will be reimbursed only after the approval of Director/ Principal concerned and the final approval of SECRETARY or SECRETARY'S NOMINEE. All expenditure claims must be supported by receipts, vouchers etc.

Other

Employees with receipts or bills will be reimbursed for necessary expenses such as local transportation, parking, toll charges, telephone calls, postage, telegrams, faxes, registration fees and other charges incurred for MM or sponsored activities. Reimbursement without required receipts is subject to the discretion of the Management.

Non- reimbursable Expenses

Unreasonable or unnecessary expenses are not typically reimbursable. Examples, include, but are not limited to:

- Non-business related expenses
- Movies, Alcohol, and other personal entertainment
- Fines or other financial penalties for violations of laws or regulations
- Repairs to privately owned vehicles
- Gifts other than official

10- Expense Reporting

After completion of a tour, TEAR (Refer Annexure IV) must be submitted within the stipulated timeline. The TEAR must include all items of expenses duly supported by receipts, vouchers etc. The expenses not supported by documentary proofs should be supported by self- receipts for items

like local conveyance etc.

In case of international travels bills are not required for payment of daily allowance including local travels.

All expense items must be substantiated with receipts, credit card bills, paid bills, or the like, wherever possible. The following expenses must have receipt.

- Lodging Expenses
- Meals etc.
- Transportation expenditure other than local conveyance.
- Other expenses (with and explanation note)

When making long distance telephone calls itemized and indicate the person called and points between which the call was made. Reasons for all long distance calls should be given. Only institute business related telephone calls will be reimbursed.

For local telephone calls, show total amount only and the number of calls made.

Indicate the expense head (including travel expense sub codes) to which expenditures should be charged

Account sub codes for travel expense include the following:

- Fares- (attach details on a separate sheet)
- Registration fees (attach details on a separate sheet)
- Lodging (attach details on a separate sheet)
- Meals etc. to cover meals and other incidental personal expenses
- Local conveyance – (attach details on a separate sheet)
- Other Expenses - (attach details on a separate sheet)

Once the tour is completed, the bills must be settled within three working days after the return from the trip. An outstanding travel advance not settled within 30 days of return from the tour may be subject to payroll deduction and must be settled before the employees can receive a further advance.

11.

- All domestic flights bookings are to be given to:
- All international flight bookings to be given to:

** Above arrangements is subject to change as per the Management decisions-

ANNEXURE NO- I
GRADE AND DESIGNATION (FOR TRAVEL POLICY ONLY)

S r . N o .	C l a s s	Name of the Post
1	H	EC Members / Director/ Principal
2	A	Dy. Director/Vice Principal/ Physical Director/ Professor/ Group Registrar/ Registrar
3	A 1	Associate Professor/ Office Superintendant / Librarian
4	A 2	Assistant Professor/ Sr. Administrative Officer/ System Administrator
5	A 3	Administrative Officer/ Assistant Finance Officer/ Manager Purchase/ Assistant Registrar
6	B	Head Clerk/ Sr. Tech Asst./ Sr. Technician/ Sr. Accountant
7	B 1	Asst. Office SUPDT./ Accountant/ Gym Instructor (SGR), Asst. Librarian/ Hostel Rector/ Purchase Officer / Research Assistant
8	B 2	Lab In-charge/ Gym Instructor/ Tech. Asst.
9	B 3	Store Keeper/ Stores In- Charge/ Sr. Receptionist/ Lab In-Charge/ Machinist/ Fitter/ Black Smith/ Library Asst. / Senior Tel. Operato/ Accountant
10	C	Sr. Clerk/ Steno Typist/ Personal Assistant/ Hostel Warden/ Lab In-charge/ Receptionist/ Sr. Tel. Operator/ Accounts Assistant
11	C 1	Technician/ Junior Telephone Operator/ Assistant cum Store keeper/ Hostel Warden
12	C 2	Jr. Clerk/ Jr. Accountant/ Lab Assistant/ Carpenter/ Electrician/ Plumber/ Receptionist/ Office Assistant/ Laboratory Attendant/ Library Attendant/ Mason/ Wireman/ Store keeper cum Clerk
13	C 3	Office peon/ Sweeper/ Computer Lab Peon/ Auditorium Attendant/ Drivers

ANNEXURE NO. II
TRAVEL REQUEST FORM- MM GROUP OF INSTITUTES

Traveler's Information	
Name and Employee ID No.	
Tel. NO./Mobile No.	
Email Id-	
Passport No. & Visa Type	
Purpose of Travel	
Travel From	
Destination	
(If travel is to several destinations, please continue to list detailed below)	
Departure Date and Time	Return Time and Date
Total days of Travel	
Estimated Expenses	
Domestic Air Fare	Rs./ USD
International Air Fare	Rs./ USD
Hostel Expenses	Rs./ USD
Meals	Rs./ USD
Local Conveyance	Rs./ USD
Other & Miscellaneous Expenses	Rs./ USD
Total Expenses	Rs./ USD
ADVANCE DEMANDED	
Name and Signature of the traveler	
Concerned Director	
EXEC. PRESIDENT/SECRETARY	

ANNEXURE NO. III
TRAVEL EXPENSES ACCOUNTING REPORT (TEAR)- MM GROUP OF
INSTITUTES

Date:

Name		Designation		Grade	
Institute / Department					
Tour Details					
Particulars	Date	Time	Places Visited	Number of Days	
Departure					
Arrival					
Details of Expenses					
Fares		Amount (Rs.)	Remarks		
From	To				
Total					
Registration Fees					
Lodging Expenses					
Total					
Meals Etc.					
Local Conveyance					
Other Expenses					
Total Expenses					
Less Tour Advance					
Amount Refundable/ Due					

Brief Tour Report

LEAVE POLICY:

Information given herein regarding leaves is applicable to the Colleges/Institutes under Marathwada Mitra Mandal.

Leave: General Principles

The following general principles shall govern the grant of leave to the employees:

Leave cannot be claimed as a right.

Except in an emergency, leave must be applied for in advance through proper channel.

Except where otherwise provided for, leave can be availed only after it has been sanctioned by a competent authority.

Depending upon exigencies of service, the leave sanctioning authority may:

- (a) Refuse, postpone, revoke, or reduce Leave of any type.
- (b) Recall any member of staff from leave before it is wholly availed and.
- (c) Permit an employee, if he/she so requests, to rejoin duties before expiry of leave period.

An employee shall not take up or accept any employment with or without remuneration during the period of leave, except where otherwise permitted.

Competent Authority may sanction or refuse the leave applied for by an employee.

Except in case of casual leave, it is obligatory for every employee to furnish the leave sanctioning authority the address during the period of leave with telephone number, if any, before proceeding on leave.

If an employee, who is on leave, seeks extension thereof, he/she shall make an application in writing to the competent authority giving reasons for seeking the extension. Such an application shall be made sufficiently in advance, so as to enable the office to process the application and communicate the decision to the employee before the expiry of the leave sanctioned earlier.

No leave or extension of leave shall be deemed to have been granted unless it is sanctioned and communicated to the employee.

Absence in the excess of the sanctioned leave shall be treated as leave without pay. However before taking this action, the competent authority shall satisfy itself that there were no sufficient reasons that prevented the employee from obtaining prior sanction.

Employees are admissible for leave after end of their probation period (except casual leave). Besides, if the employee avails any leave during the period of probation, though the leave on approval by the concerned authority will be considered as leave without Pay, however the same will be counted as reckonable period of service. This period will be counted for their service.

When an employee avails leave without proper approval from the competent authority, the absence period shall be treated as breach of service. Hence, this period will not be reflected in the employee's service record.

If the employee is dismissed or removed from service, his entitlement to apply /claim for leaves ceases from the date of such dismissal or removal.

No Leave is admissible to the employee during the notice period of resignation

TYPES OF EMPLOYEES:

A] Vacational Staff includes: -

All Full Time Teaching Staff of University affiliated colleges and AICTE, PCI approved institutes who have completed one year of continuous service.

B] Non-Vacational Staff includes:

- 1) All Vacational and non Vacational teaching and non-teaching staff who have not yet completed one year of continuous service
- 2) All Head of Colleges, Institutes, Director/Principal.
- 3) Librarian, Library Staff viz. Assistant Librarian, Library Attendant who have completed one year of continuous service.
- 4) Laboratory Staff, Lab Technician, Lab Assistant, Lab Attendant, Lab In charge, Technical Assistants) who have completed one year of continuous service
- 5) All Administrative, Accounts, stores, maintenance, security related and support Staff.

SANCTIONING AUTHORITIES:

Sr. No	Name of the Post	Verifying Authority	Recommending Authority	Sanctioning Authority
1	Directors / Principals/ Dean/ Head of all Colleges/ Institutes/ Departments	Group Registrar		Executive President/ Secretary of MM
2	All Teaching Staff	O.S.	HOD.	Director/ Principal of respective institute
3	All Non- teaching staff	O.S.	O.S.	Director of respective institute

Types of Leaves for Employees

The confirmed teaching/non-teaching employees shall be entitled for following types of leave:

1. Casual Leave
2. Earned Leave
3. Medical Leave
4. Maternity Leave
5. Study Leave
6. Extraordinary Leave
7. Special Leave

Casual Leave (For Vacational and Non Vacational Staff)

What is Casual Leave?

Casual Leave is a Leave provided for emergencies / unforeseen circumstances that may arise which are personal in nature.

Casual Leave Eligibility

Every Employee (Teaching/Non-Teaching) whether he/she is Vacational or Non Vacational shall be entitled to avail Casual Leave.

Application and Approval

Casual Leave may be availed only with prior approval of approving authority. When prior approval is not feasible the employee has to intimate his superior telephonically or by mobile and must seek approval.

Casual Leave Entitlement

Every employee shall be entitled for 12 days Casual Leave in a calendar year in proportion to the service rendered. Credit of 6 Casual Leaves shall be given to each employee on 1st January and 1st July every calendar year. An employee, appointed in the midterm, shall be permitted proportionate casual leave.

General Rules: -

Casual leave cannot be combined with any other kind of leave or cannot be prefixed or sufficed with vacation.

Holidays and Sundays falling between two periods of casual leave shall be treated as Casual Leaves.

Holidays and Sundays immediately preceding or following the day/days of casual leave shall not be treated as casual leave.

An employee shall not be entitled to casual leave of more than three days at a time.

Casual Leave shall not be prefixed or suffixed to vacation and all other type of Leave

Un-availed Casual Leave will lapse at the end of the every calendar year.

It is permissible to avail half day's casual leave, if the period of absence is half or less than half working day. Absence on the Saturday, if it is half working day or any other day, which is observed by the Institute or Society as a half working day shall be treated as casual leave for full day and not as a half day casual leave.

EARNED LEAVE:

What is Earned Leave?

Earned leave is paid leave that all non-Vacational employees receive for each completed year of employment.

Earned Leave Eligibility

Each permanent / regular, non-Vacational employee who has completed one year of continuous service is entitled for Earned Leave.

Calculation of Earned Leave

- A) Earned leave shall be credited to the leave account of the employee at the rate of 2½ days for each completed calendar Month of service. The earned leave shall be calculated and credited at the rate of every six months of completed service.
- B) While calculating credit of earned leave, fractions of a day shall be rounded off to the nearest day. The leave at the credit of the employee at the close of the previous half-year shall be carried forward to the next half-year, subject to the condition that the leave so carried forward plus the credit for the half-year do not exceed the maximum limit of 180 days.

Application and Approval

Earned Leave should be applied for at least 2 days in advance of commencement of the leave. Prior written approval of the sanctioning authority must be obtained before proceeding on leave. The onus is on the employee to ensure that written approval is obtained before proceeding on leave.

General Rules: -

1. Accumulation of Earned Leave: - The total accumulated Earned Leave of any employee is restricted to 180 days. Beyond 180 days the EL lapses.
2. Prefix, Suffix & Intervening holiday: - Earned Leave could be prefixed and suffixed to holidays and weekends. Intervening holidays will be counted as a part of Earned Leave. Earned Leave cannot be combined with Casual Leave. Earned Leave may be combined with Sick Leave & maternity leave, with specific approval of sanctioning authority.
3. An employee shall not be entitled to avail an Earned Leave during the period of notice given for resignation or voluntary retirement.
4. Maximum earned leave that may be sanctioned at a time shall not be more than absence of 30 days at a stretch including Saturdays/Sundays /public holidays.
5. Earned leave can be availed maximum 3 times in a calendar year
6. During the first year of service no employee is entitled to earned leave.
7. Earned Leave should not be taken along with Discretionary Leave (Vacational Leave), Casual Leave.
8. If any employee is transferred from Vacation Department to non-Vacational department or vice versa then the rules of Earned Leave of the concerned department to which he is transferred will be applicable.

Earned Leave Entitlement:**1) Earned Leave for Non-Vacational Staff**

Each permanent / regular employee is entitled for 30 days Earned Leave during the calendar year

2) Earned Leave for Vacation Staff

If the employee is detained during vacation period, he / she is entitled to earned leave for the period of his detention proportionately.

MEDICAL LEAVE:

What is Medical Leave?

Medical leave is a paid leave granted to an employee for a period of time during which the employee is unable to attend work due to illness or incapacity.

Medical Leave Eligibility

Each employee, whether permanent or not, who has completed one year of continuous service is entitled for Medical Leave.

Medical Leave Entitlement

Employees shall be entitled to leave on medical ground 10 days to be credited in a calendar year (Jan. to Dec.)

Application and Approval

Application for Sick / Medical Leave beyond two days must be given along with a R.M.P's certificate.

General Rules: -

1. Medical Leave is applicable to every Vacational / Non Vacational Employee after completion of one year of continuous service.
2. Prefix, Suffix & Intervening holiday: - Medical Leave cannot be prefixed or suffixed with casual Leave. Intervening holidays will be counted as a part of Medical Leave. Medical may be combined with maternity leave, with specific approval of sanctioning authority.
3. The Medical Certificate issued by a Registered Medical Practitioner may be subject to scrutiny by a Medical doctor of management's choice.
4. Medical leave may be combined with earned leave, provided that the employee has actually served for a complete one year, excluding all periods of absence, if any

Medical leave can be accumulated up to a maximum of Ninety (90) full days, during his/her employment.

MATERNITY LEAVE:

- What is Maternity Leave?

Maternity Leave is a Leave that a pregnant woman employee takes for the birth of her child; and/or to enable her to be the child's primary caregiver.

Maternity Leave Eligibility

Maternity Leave of 90 days will be sanctioned by the competent authority to female employee who is permanent/ regular employee. This period is counted from the date of its commencement.

Application and Approval

The application for maternity leave from an employee shall invariably be supported by medical opinion as to the probable dates of confinement, and her undertaking to the effect that she shall communicate the date of confinement supported by a medical certificate.

General Rules: -

1. In the case of a female employee entitled to vacation, if the date of confinement falls during the vacation, the maternity leave shall commence from the date of confinement and it shall run concurrent with the vacation
2. In the case of miscarriage, abortion or medical termination of pregnancy, for her health or the health of the offspring, a female employee, on production of prescribed proof, shall be entitled, to fifteen days leave with pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only once in the entire service span of an employee.
3. Maternity leave shall not be debited to the leave account. In continuation of maternity leave, the lady employee can take maximum 60 days leave depending on the balance of Earned or Medical Leave available and in case, no admissible leave is at her credit, may apply for leave without pay. Subject to approval from the management.
4. Maternity Leave may not be combined with casual Leave.
5. During maternity leave, leave salary equal to last pay drawn is admissible.

Maternity Leave Entitlement

- 1 All Permanent female married employees can be granted Maternity Leave for a period not exceeding 90 days with full pay from the date of its commencement.
- 2 Maternity leave is granted up to two living children. Entitlement is based on the number of living children and not on the number of deliveries. A woman employee given birth to twins in the first delivery is not entitled for the maternity leave on the second delivery. However a female employee with one living child on the first delivery is eligible for the maternity leave, even if she gives birth to twins on the second delivery.
 - (a) The Maternity Leave will be considered as a special leave with full pay and it will not be debited. In the case of employee who has put in two years' continuous service or more on the date of commencement of such leave i.e. in case of a permanent employee, she shall be granted maternity leave with full pay.
 - (b) Maternity leave shall be granted on half pay to an employee, who has put in more than one year's but less than two years of continuous service i.e. during the probation period before the date of commencement of such leave. In such case, probation period will be extended accordingly, if applicable.
 - (c) In case of female employee with less than one years' continuous service she shall be granted extraordinary (without pay) leave for a similar period. In such case, probation period will be extended accordingly.
 - (d) In the case of a miscarriage or a medical termination of pregnancy, for her health a woman employee, on production of prescribed proof, shall be entitled to 15 (fifteen) days leave with pay, immediately following the day of miscarriage or medical termination of pregnancy. This benefit can be availed only twice in the entire service span of a female employee.

STUDY LEAVE:

Leave for Ph.D./ Research Eligibility

- Full time, regular faculty who has completed 2 years of continuous service.

Study Leave Entitlement

- Study leave may be granted with full pay and allowances for Ph. D. in India.
- Total 15 days leave may be granted for the period between registration to completion period of Ph.D. with a prior approval of the Principal.

EXTRAORDINARY LEAVE:

1. The extra ordinary leave (leave without pay) leave shall be granted without pay if no other leave by the rule is admissible and available to his/her credit.
2. The extra ordinary leave may be granted at discretion of Management.
3. The period of extraordinary leave, other than on medical ground, shall not be counted for increment. The extraordinary leave on medical grounds shall be counted for increment only with the permission of the leave from the Management.
4. The extraordinary leave shall not ordinarily be granted to an employee for more than a year at a time, that if the employee is suffering from Tuberculosis, Leprosy, Cancer or such other disease, which may be specified by the leave sanctioning authority and undergoing treatment in a recognized clinic or under a specialist, extraordinary leave up to 24 months may be granted by the Management..
5. The extraordinary leave shall be debited to the employee's account and it shall postpone his date of increment, postpone the date of confirmation if the concerned employee is on probation, and affect such other privileges as may be dependent on the period of such leave.

SPECIAL LEAVE

The management may sanction the special leave to the Employees who have put at least three year continuous service, for completion of Ph.D. from a reputed institute e.g. IIT, IIM, ISCR, IISC in India or abroad or any other course approved by the management.

Once it is approved, faculty has to get into an agreement with the Institute. The terms and conditions of the agreement are available with HR department.

VACATION:

What is a Vacation?

Vacation is paid holiday time that all Vocational employees receive for each completed year of employment.

Vacation Eligibility

All Teaching staff of University affiliated colleges and AICTE approved institutes who have completed one year of continuous service are entitled for Vacation.

General Rules: -

- a) All Vocational staff of Institutes which are AICTE, PCI, SPPU approved should avail Vacation.
- b) College / Institute has right to call anybody during vacation for some assignments / duties. If such assignments duties are carried out then a teacher is entitled to get 3:1 EL.

Vacation Entitlement

- a) All Teaching staff / Vocational staff who have completed one year of continuous service are entitled for Vacation Leave of 31 days Summer + 07 days Diwali + 08 Days winter vacation.
- b) Teaching staff who has not completed 1 year & are on their probation period are entitled for 7 days of Diwali vacation. They are not entitled for summer & winter vacations till the complete their one year of service.
- c) Director/Principal /Head /Dean/Dy. Director of College/Institutes shall be a non-Vocational teacher.
- d) A member of the staff, holding an appointment in non-vacation department, will not be deemed to be employed in a vacation department, even though he/she may hold an additional appointment there.
- e) When an employee is transferred from a vacation department to a non-vacation department, his period of service in the former will be considered to have terminated with effect from the close of the last vacation of the department.
- f) When an employee is transferred from a non-vacation department to a vacation department, his period of service in the latter will be held to have commenced from the date of joining. Vacation will be admissible to him subject to rule

- g) A member of the staff serving in a vacation department shall normally be expected to avail of the vacation or a part thereof unless he/she has been required by general or special order of an appropriate authority to forgo his vacation or a part thereof.
- h) Vacation cannot be availed in parts; it is to be taken at a stretch. If anybody is called during vacation for some assignments / duties & if such assignments duties are carried out then a teacher is entitled to get 3:1 EL.
- i) If a member of the staff working in the vacation department avails a vacation, he/she should be on duty on the last working day before the vacation starts and the first working day after the vacation. Otherwise, the total period of absence will be adjusted as earned leave or, in case no earned leave is due, as leave without pay.
- j) Vacation cannot normally be combined with earned leave. However the Head of the college/institute may permit such combination on merits of the case.
- k) If there are two or more vacations in an academic year, the period of all the vacations should be regarded as combined into one, provided that no vacation is of less than eight days duration.
- l) Grant of vacation is subject to the condition that the department will continue to function, if necessary, during the vacations. Before the commencement of the vacation, the Head of the vacation department should submit to the Head of the college / institute, a proposal indicating the persons in each department who would avail the vacation either in full or in part and the personnel staying back to ensure that the department would be functioning during the vacation.

LEAVE FOR ADHOC EMPLOYEES:

Adhoc employee” means employee who is appointed on contract basis for specific period with consolidated salary and specific conditions as shown in their appointment orders.

Leave entitlement:

1. In the first year of contract an adhoc employee is entitled to one Casual Leave per 40 days of continuous service.
 - Diwali Holidays – 7 days

2. After completion of first year & if the contract is renewed for second year – an employee is entitled for
 - Casual leaves – 8 days
 - Medical leaves – 10 days
 - Diwali Holidays – 7 days
 - Winter Holidays – 8 days
3. After completion of two years of contract in row & if contract is renewed for third time an adhoc employee is entitled for following leaves:
 - Summer Holidays – 21 days
 - Diwali Holidays – 7 days
 - Winter Holidays – 8 days
 - Casual Holidays – 8 days
 - Medical Holidays – 10 days

LEAVE ON ACCOUNT OF ‘BANDH’

When a “Bandh” is called /declared by any political party or any other organization, such “Bandh” day will be treated as a normal working day. In far some unforeseen reason, an employee is absent on that day, he / she would be required to apply for Casual leave. If such employee is not having any casual leave balance in his / her account, then the day of absence would be adjusted against earned leave entitlement. If not a single due admissible leave is available in the account of the employee then such leave will be treated as a Leave without Pay.

LEAVE ON ACCOUNT OF NATURAL CALAMITIES

On account of natural calamities, mass dislocation of public transport systems employees may be permitted to avail one day Earned Leave or Casual Leave as a special case.

However, a decision in this should be taken by management and it shall be followed.

Chapter-7

Welfare Policy

PURPOSE

The sole objective of our society is 'Welfare of Masses'. adhering to this motto, all efforts and initiatives have been taken to develop welfare schemes for the betterment of our stakeholders especially students, parents, teachers and the society at large that invoke awareness amongst students and teachers with regard to social accountability and social responsibility.

Objectives

The objectives of employee welfare are discussed below:

- To enhance the level of morale, to create a loyal, contented workforce in organization.
- To develop a better image of the organization in the minds of the employees.
- To enable the workers to live comfortably and happily.
- To develop efficiency of the workers.
- To expose giving and caring activities of the organization.
- To develop positive attitude towards job and management.
- To develop a feeling of satisfaction of employees with the organization and better human relation.
- To retain skilled and talented workers.

PROCEDURE

Classification of Employees as per role:

1. Teaching, Non-Teaching / Administrative, Service
2. Full time, part / half time as per requirement or domain they are attached to.
3. Visiting / Consultant/ Temporary category who are not on the muster roll.

Permanent: means an employee whose employment has been confirmed by the Management.

Probationer: means an employee who is employed as probationer to fill up a vacancy but has not been confirmed.

Temporary / Contractual: means an employee who is appointed for a specified period purely on temporary basis

Visiting: means a faculty who visits for a fixed period of time during school hours to take specific number of classes for a honorarium.

Part-time: means an employee who is employed on part –time basis.

- ❖ Each category has separate salary structure / consolidated payment
- ❖ Norms are mentioned for deciding the salary structure as per their qualifications.
- ❖ Visiting faculty gets either consolidated amount per month or per session fees.
- ❖ On confirmation, the candidate moves to new salary scale.

Staff Welfare are of two types

1) Financial welfare measures:

Credit Cooperative Society:

- ✓ **Membership:**
 - MMM Trust has a Credit Cooperative Society was established in 1996 for the employees of Marathwada Mitra Mandal Employees.
 - Teaching and non-teaching staff are eligible to become a member of this Credit Cooperative Society after employment has been confirmed by the management.
- ✓ **Zero interest loan facility:**
 - This facility is available for the only members of Credit Cooperative Society. Loan facility up to Rs. 80000/- (without interest) for medical Emergency, higher education of their wards through Marathwada Mitra Mandal’s Employees Kalyan Nidhi.
- ✓ **Interest loan facility:**
 - This facility is available for the only members of Credit Cooperative Society. Loan facility up to Rs. 5,00,000/- rupees.
- ✓ **Felicitation of meritorious staff members and their children:** Society felicitates meritorious staff members and their children for their achievements.
- ✓ **Employee Provident Fund:** Institute shall provide EPF scheme to all teaching and Non-teaching staff. Every month the specified amount will deduct from employees salary and deposited with management share to employees PF Account. The employee can contact to institute accountant/Administrative staff for further details.

- ✓ **Gratuity:** Gratuity benefits are made applicable to all teaching and non-teaching staff as per provisions of Payment of Gratuity Act 1972.
- ✓ **Paid leaves:**
 - Last working day of the month will be the last date to regularize the leave record. Any application coming after that date will not be considered and leave / salary may get deducted. To regularize it, the staffs has to get Head of the Department and Principal signature and approval for that.
 - Except in un-avoidable circumstances application of leave shall be made in writing in advance a letter or phone message should reach the Principal/HOD on the day of absence. When a phone message is sent, it should be confirmed in writing by the subsequent day. Merely applying leave does not mean sanction until and unless it is sanctioned and signed by the sanctioning authority.
 - Leave of absence without intimating to the office/concerned authorities may lead to salary deduction even if the employee has leave to his/her balance.
 - For all faculties, working extra days/ hours due to workshop, practice, sports day practice, camps, retreats etc is part of their mandatory role. Hence this cannot be used as compensation for missed working days.
 - First day and last day of vacation are compulsory to attend or else entire holiday/ vacation salary is deducted.
 - Faculty get 12 days Casual paid leave and 10 Medical leaves per year.
- ✓ **Reimbursement of participation fees:**
 - Faculty members are encouraged to attend the different types FDPs, Workshops, Seminars, Conferences for updating the knowledge and skill, get exposure to the outside the world, Meet the peer groups.
 - When deputed from college for attending seminars, workshops, conferences, the employee will pay Participation fee of the training/ workshop / seminar.
 - Local or outstation training travel, Boarding and Lodging will be paid by college.

✓ **Consultancy Benefits:**

- To strengthen the research and development activities and active contribution of the staff members the college provides consultancy benefits to the staff.
- 10% of 50 % amount received from consultancy will be given to the faculty member.

✓ **Advance salary for emergency:**

- In emergency staff members can apply for the advance salary.
- After getting receipt of application from a staff member it is forwarded to the management and immediate decision is taken and institute pays advance salary.
- Advanced salary is returned through the easy instalments.

✓ **Group Insurance Policy:**

- The Institution provided a group insurance policy and Corona Kavach insurance policy for all teaching and Non-teaching staff covered by United India Insurance Company Ltd.

2) **Non-Financial welfare measures:**

- **Sponsored in-house Faculty development programs:** College organizes in-house development programs like financial safety, Emotional and Social wellbeing of teaching and non-teaching staff. Such programs are sponsored by the institute.

College also organizes various academic/administrative training programs to upgrade skills/knowledge of teaching/Non-teaching staff. After successful completion of training/attending the program staff will be awarded with certificate.

- **Study leave:** Institute grants on deputation study leave to faculties to attend Faculty Development Programs, Exam duties assigned by SPPU, University Committees and for conducting lectures in sister institutions.

- **Maternity leave:** The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate.

- **Research freedom:** Research freedom is given to everyone for research of industrial interest. Teachers get financial assistance for purchase of chemicals/glassware to perform their research work in the college/and other research projects, for AVISHKAR research competitions. Teachers can use the equipment/instrument/library facilities to obtain higher qualification/carry research work

➤ **Doctor facility:**

- All new employees will submit a fitness certificate at the time of appointment.
- Medical Officer appointed by the Management who visits the college Twice per month and also available whenever required.

PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL

To avail the welfare scheme Employee shall follow the procedure and apply through proper channel. The higher authority Principal/ Directors/ Secretary shall provide the decision based upon eligibility criteria and norms of Management. Any dispute or disagreement will be addressed by higher authority as per the norms and employees shall bind to the same.

Chapter-8

Faculty and Staff Development Policy

1 Introduction

The College needs focused reference to the crucial dependence of quality ensured delivery of education to continuous knowledge upgradation, capacity building and motivation of teachers for accepting challenges arising from new research, advancement in technology and recent trends of breaking barriers of subject related to Pharmacy.

Thus, college has recognized the urgent need for the creating effective systems to provide opportunities for profession and career development of teachers, necessary for quality education and research so that they are well equipped and motivated to accept new challenges emerging from growth of new technologies, knowledge, international competitiveness and changing requirements of learners, especially in the institutions of higher education.

2 Purpose

The purpose of this document is to apprise all concerns about the functioning and due procedures followed by Faculty and Staff Development Program, Marathwada Mitra Mandal's College of Pharmacy (MMCOP).

2.1 Welcome

The role of FDP, MMCOP provides services to the faculties and supportive staff of the College and organises several seminars, conferences, FDPs and workshops for faculty and supportive staff. College also encourages faculty & staff to attend the several seminars, conferences, FDPs, training and workshops organized by other institutes.

2.2 Quality Policy

- To ensure efficient utilization of resources to impart knowledge of latest technical development in their respective fields with high standards of quality priorities in a time bound manner.

3. Responsibilities

3.1 Objectives & Goals:

The Objectives and goals of FDP wing in accordance with relevant provision of Rules and regulations, applicable in the College, may be grouped as under:

- To create world class professional teachers, equipped with latest state of the art tools and skills for the teaching profession.
- To produce excellent teachers who have good ICT skills, communication skills, team building spirit and have the ability to deliver quality and value based education to the students.
- To inculcate sound research competencies in the teachers who come to attend the training programmes.
- Acquire and improve art of teaching at the college level to achieve goals of higher education
- Keep abreast of the latest developments in their specific subject.

4. Scope

The FDP will cater to the needs of teachers and academic administrators of the colleges as decided by the College from time to time.

Orientation / First Level Programmes: Every new faculty member in higher education will be required to undergo a four week Orientation / First level Programme which will be focused on some **broad area of knowledge** spanning a few allied disciplines.

The objective of the orientation programme is, “To make teachers an agent of socioeconomic change and put them in centre stage of national development”.

The programme shall have the following components:

- Issues of ethics, gender, marginalized communities, plagiarism etc.
- Issues related to environment.
- To motivate the trainees for development of interdisciplinary understanding and interest including basic legal awareness.
- Research Methodology.
- Communication Skills and Information Technology.
- Microteaching
- The remaining 15% of content of the First Level Programme will be focused on broad understanding of various subjects with recent global trends and developments.

Refresher / Second Level Programmes: These will be mainly focused for those faculty members who have already undergone through the Orientation/First Level Programme in an identified broad area. The programme will be discipline specific with advanced developments in an identified subject under the concerned broad area. In addition, there will be Refresher Programmes, geared towards emerging cross discipline advanced studies to enable the participants of relevant disciplines to work together or contemporary application of new knowledge for industrial and social development and other allied aspects. The goal would be to equip and motivate the participants with advanced knowledge to accept challenges of quality teaching and research.

Workshops: These will be organized for shorter duration of one week (6 working days, 36 contact hours) and will be covering mainly for capacity building of academics, administrators and other stakeholders.

Short-term course of 3-6 days duration especially on research methodology and specialized themes of interest.

Some suggestive areas for Programme development and delivery:

The FDP will plan the programmes as above on the basis of needs and requirements of the institutions to be covered. However some suggestive inputs are given below.

- Internal and External Accreditation
- Technology Enabled Learning through online demos and support for capacity building for development of e-content, virtual labs and their effective use for teaching and research
- Holistic approach to the whole sector of education without fragmentation.
- Broad and dynamic collaborative models for encouraging interdisciplinary and interinstitutional collaboration in teaching and research
- Engagement with Industry and relevant social sectors
- Change in regulatory and governance structures of institutional system in a way that promotes research, innovation, creativity with incentives
- Content design and development and curriculum reform focused on innovations and creativity
- Faculty development and enrichment.
- Reforms in assessment and certification methods
- Knowledge up-gradation for effective teaching and research
- Seminars and Workshops for some specialized emerging trends of advanced learning

5. Procedures

5.1 Faculty Development Programme:

1. Distributing the office circulars regarding faculty industrial trainings, seminar/conferences/workshops and other QIP as on when required/obtained through mail and creating a new format for circulation of such notices & summary sheet in hard copy.
2. Inform the faculty members regarding AICTE, DST, DBT, UGC, etc sponsored QIPs for participation or making applications for grabbing such opportunities to us and collecting the application copies (if any) of the same.
3. After every 15 days a reminder to faculty members for submission of their certificates & reports for participation in various QIPs as delegates or as a resource person. Also reminding for submission of faculty achievements (if any)
4. Every week a request for each faculty members for sharing the information about any QIPs known to them for disseminating such information among other faculty members.
5. With the help of other faculty members try to organized a staff training programme for administrative and technical supportive staff
6. Help for utilization of industrial training data for new collaborations with other industries through (MOUs).
7. Faculties provided with financial support to attend conferences and workshops organised by professional bodies

5.2 Staff Training Programme:

1. Distributing the office circulars regarding Staff trainings programme like seminar/conferences/workshops and other STP as on when required/obtained through mail.
2. Inform the Administrative and Technical supportive staff members regarding AICTE, UOP, DST, etc sponsored QIPs/STPs for participation.
3. Each month a reminder to Administrative and Technical supportive staff members for submission of their certificates & reports for participation in various STPs/QIPs as delegates. Also reminding for submission of staff achievements (if any)
4. Every month a request for each Administrative and Technical supportive staff members for sharing the information about any STPs/QIPs known to them for disseminating such information among other staff members.

5. Try to organized a staff training programme for administrative and technical supportive staff
6. Staff provided with financial support to attend conferences and workshops organised by professional bodies

5.3 Organization of programs related to faculty development:

- Based on recent trends, technology and industry/market demand theme of FDP is decided.
- Identification of Resource Speakers from various fields
- Detail preparation and Submission of Proposal to Apex Statutory Agencies such as AICTE, PCI, and SPPU for funding.
- Approval for the Proposal.
- Planning to organize program with Dates and other requirement.
- Invitation to Resource Speakers.
- Confirmation by Resource Speakers with his/her Resume (Short) (For Date & Time and Budget-Remuneration)
- Preparation of program brochure & detail schedule and dissemination of it among. intra and inter college faculty and students.
- Conduct of Program.
- Attendance of the participants for the program of FDP.
- Photographs of the session.
- Feedback of the Session by the participants (Faculty and Students).
- Remuneration/ Payment to resource Speaker.
- Thanking Letter/ Mail to Resource Speaker with Photographs.
- Update the activity details on Social media sites as well as website.
- Preparation and submission of Audited statement of expenditure.

5.4 Facilitates provided by college to attend seminars, workshops, conferences, professional development programs, STTP for Faculty and Staff

- **Leave:**
 - Those who attending seminars, workshops, conferences, professional development programs, STTP are entitled to get on-duty leave with prior approval of Principal.
 - During this period if any holiday/non-working days fall then no special compensatory off will be given to attendee.

- For attending irrelevant seminars, workshops, conferences, professional development programs, STTP, on duty leave will not be granted.
- In case attendee remains absent during this period (for Event) his/her on duty leave will be cancelled by the College.
- **Registration Fee/TA**
 - In case college feels that the course is useful for college/department in this care college will bear the 50% of TA, for this prior approval of Principal is required.
 - Registration fee will be reimbursed, for this prior approval of Principal is required.
 - While submitting claim original receipt/tickets needs to be submitted.
 - For attending irrelevant seminars, workshops, conferences, professional development programs, STTP no registration fee, TA will be given
 - The assistance provided by the institute neither will be transferrable nor the benefits can be carried forwarded to the subsequent year.

5.5 Procedure of Application:

Faculty member willing to avail the FDP must make an application. The application shall be made at least 15 days prior to the date of commencement of the event/program.

5.6 Submission of Report:

The Faculty Members utilizing FDP facility for above listed activities have to submit a summary report to the 'Principal'. If required, the concerned faculty has to make a presentation on the knowledge gained there from. The Faculty has to submit copy of certificates, original tickets, bills etc., to the accounts department for any financial claims and proof of expenses incurred. In the event of any genuine expenses without bills, the concerned faculty has to take written approval from the Principal and submit the same to the Accounts Department. The institute will not consider the claim or make reimbursement, if the required details are not furnished.

Chapter-9

Faculty and Staff Performance Appraisal

Mechanism and Procedure

Human resource is considered as the most important resource in any industry. However, when it comes to academic institutions the human resources plays a very important role to deliver the needs and expectations of the future human resources that are students. It is expected that all the academic institutes should be student centric to deliver highest standards of academic and related activities to make all round development of the students. To cater the needs and the expectation of students, their parents and other stakeholders, the faculty and staff have to work hard and keep them abreast in knowledge, competence, skills and latest developments in their field. In order to do so there is need to measure the performance of the faculty and staff through efficient and effective performance appraisal system. The performance appraisal (PA) is one of the performance management tools that are widely used to measure the productivity of employees in different contexts. The performance appraisal system helps faculty members and staff to improve their performance outcomes, in terms of stakeholder engagement, internal processes, organisational capacity and innovation in day to day work, among other areas. The Performance appraisal tool could lead to significant benefits for both the institution as well as for the personal development of individual member of the institute. The employees' performance could be measured against their employer's priorities, commitments, and aims; by using relevant benchmarks and targets. Certain parameters could be used to analyse and measure the employer's targets against actual performance outcomes. The educational leaders could explore the students' attitudes through regular survey questionnaires on their courses which can provide insightful data on the students' opinions and perceptions about their learning environment. Qualitative parameters could evaluate the students' satisfaction with teaching; satisfaction with research opportunities and training; perceptions of public; ease of taking courses and may also determine whether there are administrative barriers in higher educational institutions. The higher education institutions' performance parameters could also assess the department's progress on planned goals, objectives, and initiatives. Other parameters may evaluate the departments' strategic priorities; including an assessment of the recruitment of academic and administrative staff and their retention rates; the tracking of changes in departmental size; age and distribution of academic employees; diversity of students and staff, in terms of gender,

race and ethnicity etc. The college could examine discipline-specific rankings; it may conduct regular programme reviews, scrutinise research output, determine expenditures per academic member of staff etc. Considering all these points, it is very important to take appraisal of the faculty and staff so as to make them aware about their strength as well as the areas where they may need some improvement. In view of this, Marathwada Mitra Mandal's College of Pharmacy have developed performance appraisal mechanism and procedure for the development of faculty and staff so as to ensure efficient and effective delivery of their services surpassing the expectations of students and parents who are the most important stakeholders. Mechanism and Process of Faculty and Staff Performance Appraisal System being Implemented at Marathwada Mitra Mandal's College of Pharmacy In order to measure the performance of the faculty and staff, the college have prepared performance appraisal form which includes general information, personal information, and academic information including teaching, research, extracurricular, extension activities and innovation activities. Academic Information measures for Class preparation, Assignments, Performance of Engaging Lectures/Practical, Attendance of students and the results of the subjects taught. Research contribution includes research Publications (journals, Books, Book Chapter) Sponsored research, consultancy projects, Research guidance at UG, PG, Ph. D level and attending of Training courses, conferences, seminar and workshops to keep themselves abreast with changes in technology and develop expertise for effective implementation of curriculum in the college. Faculty performance is also evaluated for their contribution to overall development of college, working in a team to excel in every aspect of teaching learning, research, extension and other human skills. The faculty is evaluated for various attribute on the scale of 100. The attributes for the evaluation includes; Teaching performance, attendance of the students in the class, result of the subjects taught, research involvement, ability to work in a team which is evaluated by peer group feedback, students feedback, feedback of Head of Department followed by critical evaluation by the Principal. Depending upon the score obtained, the faculty members are graded as A, B, C, and D depending upon the % cumulative score (Upper 20%A, Middle 30%B, Lower middle 30%C and Lower 20%D), whereas, the Administrative and support staff are evaluated qualitatively on the average grade they secured in the evaluation process from A to E grade on various parameters such as Technical Adequacy, Industriousness, Application ability , Initiative, neatness, accuracy and Punctuality in work, Methodical and systematic working, Promptness in disposal of work,

Regularity, Relations with superiors and other stakeholders, dependability, Capacity and capability of getting work done and Integrity and Character (A=10, B=8, C=6, D=4, and E=2 Points). The effectiveness of the faculty performance appraisal system results into healthy competition among the faculty which helps them grow professionally by identifying and overcoming barriers to performance which ultimately improves productivity and harmonious environment for the overall development of faculty, staff and the college as a whole. A self-appraisal is the first step in the appraisal process. Employees are asked to fill up the appraisal form and sign it followed by evaluation by HOD and Principal. The filled and duly signed appraisal forms by the faculty members contain following evaluation parameters and the maximum points to be awarded for each parameter.

Sr. No	Evaluation Parameters	Points Allotted
1	Teachers Feedback by students	25
2	Performance of Engaging Lectures/Practical's	05
3	Performance of Attendance of Students	05
4	Performance of Results	25
5	Performance Measures for Development Activities	05
6	Research Activities	10
7	Performance Measures for Class preparation	05
8	Performance Measures for Assignments	10
9	Peer group Performance Appraisal	05
10	HOD/Principal	05
Total		100

The filled and duly signed appraisal forms by the administrative and support staff members contain following evaluation parameters and the grades to be awarded for each parameter depending on their performance.

Sr. No	Evaluation Parameters	V. Good A	Good B	Fair C	Average D	Below Average E
1	Technical Adequacy					
2	Industriousness					
3	Application ability					
4	Initiative					
5	Neatness					
6	Accuracy					
7	Punctuality in work					
8	Methodical and systematic working					
9	Promptness in disposal					
10	Regularity					
11	Relations with Superiors					
12	Relations with Colleagues					
13	Relations with public /other stakeholders					
14	Dependability					
15	Capacity to get work done					
16	Integrity and Character					
No. of A to E grades secured						
Average Grade						

After the evaluation of employee performance appraisal form critically, the Principal and Management decide the course of action to motivate the faculty and staff to improve upon specific areas which needs improvement. On the other hand, the faculty and staff who scores good are rewarded in terms of recognition of their efforts which will further motivate them to excel in their duties and to grow professionally in their proven area of expertise. We believe that, as a result of continuous performance appraisal system and while working as a team, the college become successful in receiving various recognitions such as securing of place in NIRF Ranking 2020, AICTE CII Platinum ranking for one of the best industry linked college, NBA Accreditation, recognition by UGC under section 2(f) and 12 (B), ISO 9001:2015, ISO 14001:2015, Green Education Campus certification in very short period and looking forward to achieve excellence in every aspect of development for the individual stakeholders and the college.

Chapter-10

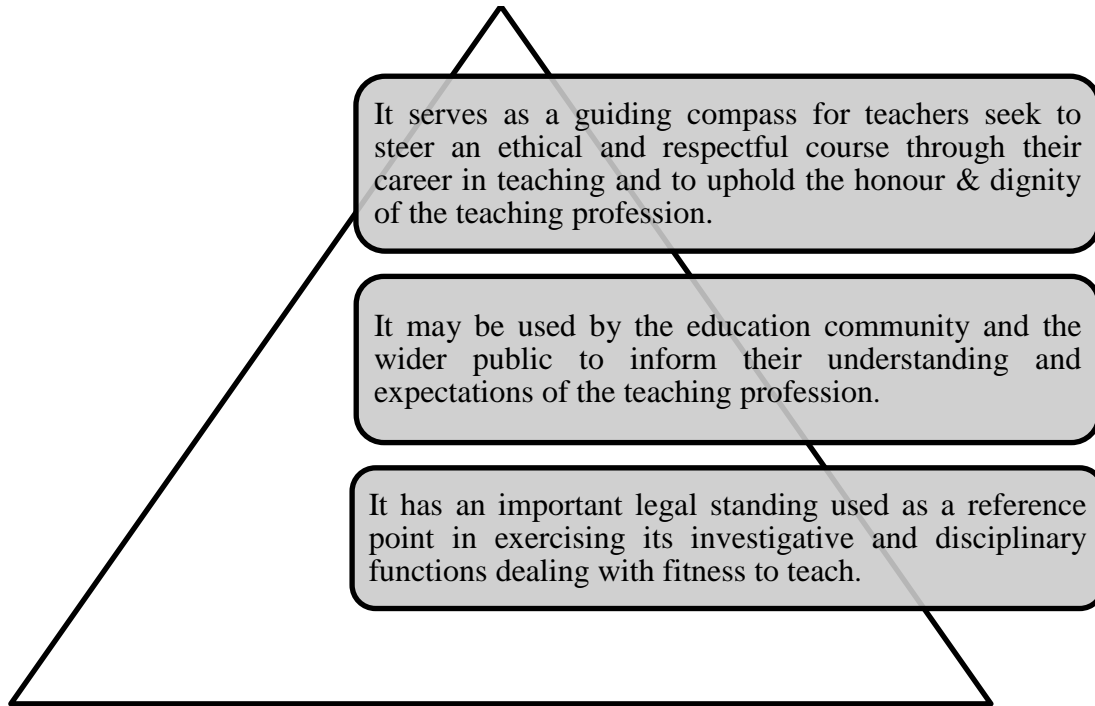
PROFESSIONAL DECORUM

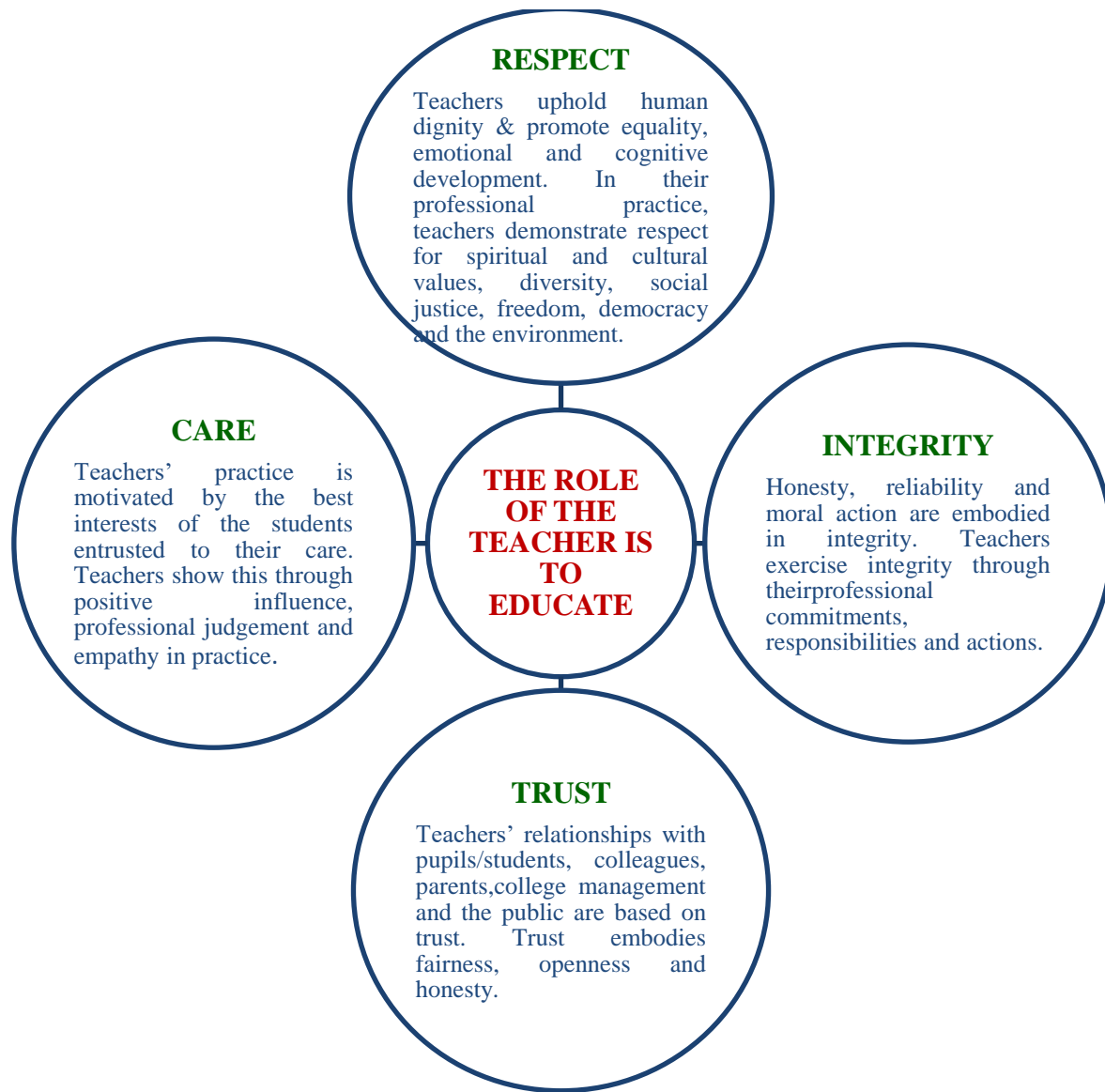
Preamble:

The education profession is entrusted with the responsibility to create a learning environment of moulding the minds of young people so that they become worthy citizens of a humane society. Such trust and responsibility calls for the highest ideals of professional service and the highest degree of ethical conduct. This code of conduct should serve as a guiding principle about ethical and professional conduct for within the college. This code understands limitations which are beyond control and this code emphasizes dissemination of duties as per the code of conduct within these constraints and to the best ability.

Purpose:

The Code of Conduct applies to all the members of college. Its purpose is threefold:





On behalf of the teaching profession, the following standards that apply to all professionals regardless of their position.

❖ **Professional Values and Relationships:**

Faculty should,

- be caring, fair and committed to the best interests of the students entrusted to their care and seek to motivate, inspire and celebrate effort and success.
- acknowledge and respect the uniqueness, individuality and specific needs of students and promote their holistic/overall development.

- be committed to equality and inclusion and to respecting and accommodating diversity including those differences arising from gender, civil status, family status, sexual orientation, religion, age, disability, race, ethnicity and socio-economic status and any further grounds as may be referenced in equality legislation in the future.
- develop positive relationships with students, colleagues, parents, college management and others in the college community, that are characterised by professional integrity and judgement.
- work to establish and maintain a culture of mutual trust and respect in their college.

❖ **Professional Integrity:**

Faculty & staff should,

- act with honesty and integrity in all aspects of their work.
- respect the privacy of others and the confidentiality of information gained in the course of professional practice, unless a legal imperative requires disclosure or there is a legitimate concern for the wellbeing of an individual.
- represent themselves, their professional status, qualifications and experience honestly.
- use their name/names as set out in the Register of Faculty & staff, in the course of their professional duties.
- avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.

❖ **Professional Conduct:**

Faculty & staff should,

- uphold the reputation and standing and work within the framework of relevant legislation and regulations of the profession.
- take all reasonable steps in relation to the care of students under their supervision, so as to ensure their safety and welfare.
- comply with agreed national and college policies, procedures and guidelines which aim to promote students education and welfare and students protection.
- report, where appropriate, incidents or matters which impact on students welfare.

- communicate effectively with students, colleagues, parents, college management and others in the college community in a manner that is professional, collaborative and supportive and based on trust and respect
- ensure that any communication with students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.
- ensure that they do not knowingly access, download or otherwise have in their possession while engaged in college activities, inappropriate materials/images in electronic or other format.
- ensure that they do not practise while under the influence of any substance which impairs their fitness to teach.

❖ **Professional Practice:**

Faculty should,

- maintain high standards of practice in relation to student learning, planning, monitoring, assessing, reporting and providing feedback.
- apply their knowledge and experience in facilitating students' holistic development.
- plan and communicate clear, challenging and achievable expectations for students.
- create an environment where students can become active agents in the learning process and develop lifelong learning skills.
- develop teaching, learning and assessment strategies that support differentiated learning in a way that respects the dignity of all students.
- inform their professional judgement and practice by engaging with, and reflecting on, pupil/ student development, learning theory, pedagogy, curriculum development, ethical practice, educational policy and legislation.
- in a context of mutual respect, be open and responsive to constructive feedback regarding their practice and, if necessary, seek appropriate support, advice and guidance.

❖ **Professional Development:**

Faculty should,

Take personal responsibility for sustaining and improving the quality of their professional practice by,

- growing their professional knowledge and ensure it is current
- reflecting on and critically evaluating their professional practice, in light of their professional knowledge base
- availing of opportunities for career-long professional development.

❖ **Professional Collegiality and Collaboration Development:**

Faculty should,

- work with teaching colleagues and student, faculty in the interests of sharing, developing and supporting good practice and maintaining the highest quality of educational experiences for students.
- work in a collaborative manner with students, parents/guardians, college management, other members of staff, relevant professionals and the wider the community, as appropriate, in seeking to effectively meet the needs of students
- cooperate with the statutory and public non-statutory educational and support services, as appropriate.
- engage with the planning, implementation and evaluation of curriculum at different levels.

CODE OF CONDUCT

The code of conduct should be characterized by integrity and has prepared to know the rules and regulations of the college to the Faculty and Non-teaching staff. It is expected that all students, teaching and non-teaching staff should strictly follow the code of conduct mentioned in this document.

CODE OF CONDUCT FOR FACULTY

The profession of teaching is a vocation that calls for high personal standards of ethics, responsibility and accountability. A faculty has to lead by example and his / her conduct in a college environment has great impact on students. As responsible, educated adults, faculty need to shoulder certain norms. All the faculty members are expected to display a good conduct so that the students consider their faculty as their role model. Following are the code of conduct for faculty members:

- All faculty members must maintain high standards of punctuality, honesty, integrity and professional ethics.
- Report at least 10 minutes before time to duty as per the working hours.
- Sign the attendance register and bio-metric while reporting for duty.
- Should be available in the campus unless and otherwise they are assigned duties elsewhere.
- Faculty should be good counsellor and Facilitators. They should help, guide, encourage and assist the students to ensure that the Teaching-Learning Process is effective and successful. Value based education must be their motto.
- Treat all the students irrespective of religion, caste, creed, sex, economic and social status.
- To make contribution for the personal development of students, while looking after their interest and welfare.
- To be a role model for inculcating the virtues of self-reliance, national consciousness and democratic values among students.
- To be fair and to assess the students impartially and only on merit/ performance.
- To have respect for and an affectionate and friendly attitude towards all students and help them to improve their behaviour
- Unmindful of some untoward events if occurred, rather than having feeling of revenge.

- To abstain from accepting fees or honorarium, gift, etc., other than those permissible under the rules for providing guidance or coaching to the students.
- No faculty shall accept any honorary or other assignment given to him/her by any external agency without the prior permission of the College Management.
- Develop positive relationships with pupils/students, colleagues, parents, college management and others in the college community, that are characterized by professional integrity and judgment.
- Faculty must be enthusiastic in taking up the subjects allotted to them. Should prepare a lesson/teaching plan, notes and academic file well in advance before commencement of the classes and the information should be disseminate among the students well in advanced through the Academic ERP and other online platforms.
- Guardian faculty system must be followed and the faculty should take proper care of his group of students by guiding, motivating, counselling and monitoring their attendance and performance.
- Faculty should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Written permission is required from the Principal / at least a day in advance while availing CL or OD- *Medical Leave will be sanctioned on medical grounds*
- Every Faculty shall update his/her knowledge and skills to equip himself/ herself professionally for the proper discharge of duties assigned to him/her. Faculty represent themselves, their professional status, qualifications and experience honestly and must take part in Professional Development activities Such as
- Write text books, Publish articles in reputed Journals and present papers in Seminars and Conferences, to take up Research projects
- Attend Faculty Development Programmes, Quality Improvement Programmes etc to update their knowledge.
- Avoid conflict between their professional work and private interests which could reasonably be deemed to impact negatively on students.
- Ensure that any communication with students, colleagues, parents, college management and others is appropriate, including communication via electronic media, such as e-mail, texting and social networking sites.

- The Faculty shall not contribute to the Press any matter connected with the College without obtaining the previous sanction.
- The Faculty shall not directly or indirectly take part in any political activity, formation of association or demonstration either inside or outside the campus or movement that the College in disrepute.
- To carry out various activities that may be assigned to them from time to time.
- Any instructions issued by the Competent Authority by way of Circulars from time to time must be complied with.
- No Faculty shall send circulars / distribute handbills to the staff, organize meetings in the campus without permission from the Principal.
- Faculty are barred from using cell phones while taking classes and must always wear their identity badges while inside the college premises.
- Faculty are expected to attend Department academic association meetings, seminars etc. and also college functions like Sports Day, College Day, Independence Day and Republic Day celebrations without fail.
- Faculty are expected to Volunteer, to take up extra classes for students of Certificate, Diploma and other Career Oriented Programmes or value added courses.
- A faculty member is expected to develop proper rapport with the employer viz. Management of the College.
- Co-operate whole heartedly with the authorities of the College in the fulfilment of educational policies in conformity with professional responsibilities.
- Should follow all norms and standards set by the College for the faculty from time to time.
- Every faculty members should work within the institutional policies and practices so as to satisfy the vision and mission of the institute/trust.
- All faculty members must refrain from any form harassment or unlawful discrimination based on existing legislative norms relating to gender/ sexuality /age / marital status.
- Every Faculty shall discharge his/her duties efficiently and diligently to match with the academic standards and performance norms laid down by the College Management from time to time.

- Every Faculty shall conduct himself/herself with absolute dignity and decorum in his/her dealing with the superiors, colleagues and students every time.
- No faculty shall attempt to bring any political or outside pressure on his/her superior authorities in respect of service matters.
- No faculty shall participate in any strike or demonstration and /or indulge in any criticism of College Management policy or of the Government for any reason whatsoever.
- No faculty shall act in any manner that violates the norms of decency or morality in his/her conduct or behaviour inside and outside the College Campus.
- No faculty shall incite, provoke or instigate any students or any other member of the staff into any form of action against the College Management, or that seeks to disrupt the academic activities of the College.
- Every faculty in the service of the College shall at all the time strive for academic excellence in the discharge of his/her duties and conduct himself/herself in the manner of a perfect role model for others to emulate.

Keeping this in mind it is expected that **No faculty shall...**

- Knowingly or willfully neglect his/her duties.
- Discriminate against any student on the ground of caste, creed, language, and place of origin, social and cultural background.
- Indulge in, or encourage, any form of malpractice connected with examination or any other college activity.
- Make any neglect in correcting class-work/assignment done by students.
- While being present in the college, excusing him/herself from the class which he/ she are required to attend.
- During the period of your service, you cannot join any college or pursue any course of studies without the prior approval of the college management.
- Leave cannot be claimed as a matter of right. When the exigencies of college service so require leave of any kind may be refused or revoked by the management.
- Accept any remuneration related job from any source other than the college or give private tuition to any student or other person or engage him/her in any business.

- Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.
- All faculty are responsible for maintaining their academic, examination and any other portfolio related records. For any loss of the same, the accountability rests solely in the hands of the respective faculty.
- All the faculty are strictly forbidden from inflicting any corporal punishment to any student irrespective of any compelling circumstances whatsoever they may be. Incidents of this nature will be viewed seriously by the college administration.
- Faculty, especially those who are using their private mode of transport are required to leave from the college only after the departure of all students.

CODE OF ETHICS FOR NON-TEACHING STAFF

- Loyalty to the College by punctual and reliable in all duties.
- Integrity by being honest in words and actions.
- Creating and maintaining with strong relationships with:
 - Proper interactions with students.
 - Maintaining professional boundaries with students and staffs.
- Dignity by treating students by care and kindness.
 - impartial treatment to all students irrespective of religion, community, caste, creed, sex, economic and social status.
 - Making contribution for the personal development of students.
- Being supportive and cooperate with other staff members and Dealing with parents / guardian of wards politely and compassionately
- Responsibility by meeting the required standards for every assigned task.
 - Provide co-operation and support to all for the development of laboratory/ workshop and in the maintenance/calibration of equipment.
 - Refrain from passing information about colleagues to any individual or agency without his/her express permission.
- Respect by mutual respect, trust and confidentiality and develop the team spirit.
- Justice by being committed to the wellbeing of individuals, the wider community and the common good of all people.

- He / she must respect and maintain the hierarchy in the Administration.
- He /she should adhere strictly to the official resumption/ closing time and must dress decently and appropriately.
- Perform all professional activities through proper channels. .
- Do not discuss with unauthorized individuals about professional and other information pertaining to the College.
- Must not use unauthorized persons to perform official duties.
- All staff members should maintain the image of the institute.
- Enter into any monetary transactions with any student or parent; nor shall she exploit her influence for personal ends.

The College Management may, however, at its sole discretion provide an opportunity to the teaching staff for presenting his/her case through a personal hearing before taking a final decision. The decision of the College Management will be final and binding and will not be subject to any appeal to any individual or forum.

Non-compliance or violation of code of conduct by the Teaching & Non-teaching staff are subject to Disciplinary action, Show Cause Notice, Memo, Enquiry Committee, Transfer to any other Institute, Suspension, Termination etc. or any other action as per the Competent Authority.

Chapter-11

E-Governance Policy

E-Governance is the use of Information and Communication Technologies for the planning, implementation and monitoring of different activities. It also strengthens administration and management in higher education system and helps in deliver cost-effective and easy-to-access of transactions within the Institutes, government and other agencies. E-Governance in higher education system will enable various stakeholders to control the improved operational efficiency in various key processes like grants, utilization certificates, approval processes, feedback mechanism etc. With deeper visibility and increased operational efficiency the higher education institutes would be implemented e-governance.

The tools of e-governance may enable the colleges to submit the documents online for approval. This would greatly reduce the unnecessary duplication of work. Apart from this there may be a number of other services that can be provided with the introduction of such type of governance.

E-governance in educational sector facilitate the processing and maintenance of information, improves transparency in administration and provides faster information dissemination. It's applications needs a centralized approach in document storage and retrieval. An efficient push and pull of information can be facilitated using a proper Management Information System (MIS) which can be customized and built according to an institutions need.

Objectives:

- Transparency and absolute clarity in administration, governing and admission process.
- Help's in cost reduction and timely decision.

- Empowerment of faculties, students and encouragement of their participation in governance process
- Implementation and Achieving efficiency in various functioning of the institution
- Promoting transparency and accountability
- Achieving paperless administration
- Facilitating online internal and external communication between various stakeholders of the institution

- Providing easy access to information
- Promote inclusion, expansion and excellence in education system as a whole by leveraging use of ICT and e-Governance.
- Making the college visible globally

Policy:

1. In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
2. The institution has already started with e-governance in some aspects of functioning like Administration, Finance and Accounts, Student Admission and Support, Library, Examination etc.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation.

1. **Website:** The website should act as a mirror of the college activities and information about all activities, important notices etc should be made easily available to the outsiders. For this purpose, a separate service provider/web designer can be appointed. Along with it, existing staff should be identified who will undertake the responsibility of website administration and updation.
2. **Student Admission:** The students are admitted through admission procedure of Government of Maharashtra. There is separate tab is provided on website which provides information about the Admission enquiry form, Courses offered, Procedure, Eligibility criteria, Documents required, fees structure etc. Changes in the admission the rule and regulations, related changes are made on the website time to time as per admission authorities.

All the policies, rules and process for admission to various courses are followed of Admission Regulatory Authority & of various apex bodies. (www.maha-ara.org, www.cetcell.mahacet.org & www.dtemaharashtra.gov.in).

3. **Student Support** : College has established integrated e learning centre. Teaching and learning is carried out by all faculty members in asynchronized mode i.e with the help of chalk and board and other ICT teaching aids. College has adapted computer as well as mobile based academic ERP. Academic calendar and timetables are displayed web-site and academic ERP. Teaching plan, power point presentations (PPTs) of lecture notes and other materials like relevant videos and animations, etc. available on the ERP so student can access from anywhere. Classroom teaching is supplemented online Quiz which are done in a well-planned manner. The updated attendance records gives information about the Tutorial classes, Assignments, Sessional exams, curricular gaps and content beyond syllabus etc. The ERP helps in documentation and communication of daily academic activities conducted, to parents so as to maintain the discipline of continuous evaluation. Course end survey, mid-term survey, students feedback, internal class tests and preliminary examinations, online examinations are conducted to confirm the percolations of subject matter to the students.

Dedicated language laboratory facility is created for soft skill development. Language laboratory software is periodically updated. The entire campus is Wi-Fi enabled with internet connectivity that encourages blended learning by way of providing access to website containing e-learning resources. lassrooms are equipped with Smart board, LCD projectors, computers, and multimedia system for interactive learning.

College has established experimental software laboratory as Design- Expert, Mini -Tab, Graph-Pad, and Kinetica for enhanced understanding of subject.

Digital library facility is available for student and faculty. All students and faculty members can access e-journal e-books. College uses WebEx facility for conducting video conferencing and online meetings.

Wireless Campus (Wi-fi) shall transform your campus into a futureready, wireless-friendly environment with Improved Communication, Anywhere Access to Academic Tools and Resources, Students and Staff Access the Features Through the Web.

4. **Accounts:** For ease of maintaining accounts, the college is already using Tally software. But, with new accounting methods and compliances, it has become necessary to procure other softwares as well. Accordingly, requirements should be assessed by discussion with accountant and other accounts staff and accordingly new softwares may be purchased. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing softwares must be done on timely basis.

Regarding Fees:

All the policies, rules and process is followed of Fee Regulatory Authority (www.sssamiti.org).

Regarding Fee Reimbursement:

For Economically Backward Class (EBC) Students / SE BC / EWS and Backward Class Students i.e. SC / ST / OBC / VJNT / SBC, Minority Students Scholarship is as per the Central and State Government Policies.

(www.mahadbtmahait.gov.in/)

5. **Library:** Library is presently using Autolib software for its internal working. It needs to updated timely. Also the OPAC system should be converted into a web based service for others to utilize the library resources effectively. College library consists of facilities like OPAC, DELNET, National Digital Library, subscription and resources like SWAYAM, NPTEL are accessible from digital library. Audio visual room is established in library for studying video lectures. College has digital library facility for accessing e journals, e books. Similarly newer e-learning resources like journals, periodicals etc should be identified and subscribed taking into account the recommendations of the library advisory committee. Extended library hours for conducive environment for learning. Recommendations of the teachers and students also need to taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

6. **Administration:** To provide an hassle free, convenient and cheap process, maximum of the administration of the society should be handled with ICT based technology. All important administrative information including notices is regularly published on the website. Biometric attendance used for salary of all staff members. Office consists Fully automated, wireless 24x7 internet facility.
7. **Examination:** As per the directions of the University, it is mandatory to handle examination in online manner. Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of marks, etc. everything has to be done in online manner. Utmost secrecy and confidentiality needs to be maintained while handling examinations and work needs to be done utmost care and caution. College Examination Officer needs to supervise the entire process of examination under the guidance of the Principal of the college. Continuous Internal Evaluation/In-continuous assessments- Assignments like MCQ or other assignments are taken on academic ERP.

Eligibility/Attendance/Examination:

Since the college is affiliated to Savitribai Phule Pune University all the rules related to these aspect are applicable in toto (www.unipune.ac.in).

8. **Alumni:** In order to strengthen alumni interaction, a separate alumni portal should be started providing facilities like registration, information of college activities, prominent alumni, milestones achieved by alumni, feedback and many other aspects. For this purpose a separate agreement can be entered into with suitable service providers by the Secretary and a separate alumni coordinator at the college level be appointed to take care of the entire activity.
9. **Biometric:** Bio metric facility to be in place to monitor the punctuality and regularity of the staff by recording the in and out time swipes.
10. Committee/ Authorized person to look into the requirements and maintenance of the above e- governance softwares

Benefits of e-governance In Higher Education:

Stakeholders of Higher Education	Benefits of e-Governance to stakeholders
Students	<ul style="list-style-type: none"> ➤ Personalized login and Password for each student. ➤ Students can access virtual lectures and webinars. ➤ Improve means of education ➤ Increase participation in education activities. ➤ Better access to information and quality services for student. ➤ Substantial saving in time, cost and efforts. ➤ Better Job opportunities and career advancement opportunities for good students. ➤ Social connectivity for association. ➤ Students can solve their problems on-line like examination queries, result verification etc. ➤ Students can submit their feedbacks to college.
College	<ul style="list-style-type: none"> ➤ Improved Quality of service to students. ➤ Transparency in operations. ➤ Increased efficiency of faculties and of administration processes. ➤ Data can be accessed easily. ➤ Integrated e-Governance in education sector. ➤ Saving of hidden operational cost. ➤ Instant statistical report generation. ➤ Students’ data can be captured at source. ➤ Helpful for PCI, AICTE, DTE, ARA, SPPU, NIRF NBA or NAAC accreditation.
Faculty	<ul style="list-style-type: none"> ➤ To know the latest syllabi. ➤ Communication to the stakeholders for syllabus

	<p>development.</p> <ul style="list-style-type: none"> ➤ On-line appointment of examination. ➤ Minimum faculties can set on line examination paper. ➤ Sharing new concepts and ideas with faculties and stakeholders. ➤ To get on line help for certain topics with experts. ➤ Improve quality of services.
Stakeholders	<ul style="list-style-type: none"> ➤ Improved interactions with stakeholders and other education institutes. ➤ To get quality and skilled employee. ➤ Set Value added/ Add on courses as per industry needs. ➤ Helps for better industry related research. ➤ Helps for increase in consultancy from different stakeholders. ➤ Stakeholders can submit their feedbacks to college.
Overall education system	<ul style="list-style-type: none"> ➤ Long term impact on organization goals. ➤ Improve education system. ➤ Empowerment of faculties, students and encouragement of their participation in governance.

Chapter-12

Internal Quality Assurance Cell

Introduction:

To monitor standards of the higher educational institutions the UGC has established the National Assessment and Accreditation Council (NAAC) as an autonomous body. The National Assessment and Accreditation Council (NAAC), proposes that every accredited institution should establish an Internal Quality Assurance Cell (IQAC) as a quality sustenance measure. Quality enhancement is a continuous process; the IQAC will become a part of the institution's system and work towards realisation of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions. For this, during the post-accreditation period, institutions need to channelize its efforts and measures towards promoting the holistic academic excellence including the peer committee recommendations. The guidelines provided in the following pages will guide and facilitate the institution in the creation and operation of the Internal Quality Assurance Cell (IQAC). The work of the IQAC is the first step towards internalization and institutionalization of quality enhancement initiatives. Its success depends upon the sense of belongingness and participation in all the constituents of the institution. It will not be yet another hierarchical structure or a recordkeeping exercise in the institution. It will be a facilitative and participative voluntary system/unit/organ of the institution. It has the potential to become a vehicle for ushering in quality enhancement by working out planned interventionist strategies by IQAC to remove deficiencies and enhance quality like the "Quality Circles" in industries.

Keeping this importance of IQAC in system, Marathwada Mitra Mandal's College of Pharmacy already established an IQAC cell as per norms of NAAC and working on the same platform for overall development of college.

Amendment:

Guidelines for the Creation of the Internal Quality Assurance Cell (IQAC) (with effect from the academic year 2019-20)

Purpose:

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the various processes as on when described by IQAC

Welcome

This SOP belongs to IQAC and describes SOPs to be followed for the various processes involved for the smooth functioning of the college and integrate them with the competent authorities. There are numerous processes which are common to all and function on the basis of common SOPs. The Ensure heightened level of clarity and focus in institutional functioning towards quality enhancement. Ensure internalization of the quality culture. Ensure enhancement and coordination among various activities of the college and institutionalize all good practices. Provide a sound basis for decision-making to improve institutional functioning. Act as a dynamic system for quality changes in college. Build an organised methodology of documentation and internal communication.

Quality Objectives:

The primary aim of IQAC is

- To develop a system for conscious, consistent and catalytic action to improve the academic, examination and administrative performance of the college.
- To promote measures for college functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.
- Turnaround strategies for resource mobilization for R&D, consultancy and extension activities and periodic assessment of benchmarks for all courses.

Functions:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of the college and carry out the gap analysis.
- Direct & Indirect Attainment of benchmarks for various programmes/courses.
- Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs for attainment purpose.
- Develop Metrics and Evaluation for stakeholders feedback, Analysis & Measures
- Organize workshops, seminars, conferences, symposiums, and development programmes for both faculty and students.
- Encourage student and faculty participation in workshops, seminars, conferences, symposiums, and development programmes.

- Documentation of impact of various programmes attended and organised both by the student and faculty members leading to quality improvement;
- Encourage & involve both students and faculty members in Industry-Institute-Interaction programmes, Innovation and Incubation, in research and Development, professional development, Extension and Outreach association activities.
- Dissemination of information on various quality parameters of higher education;
- Documentation of the various programmes/activities leading to quality improvement;
- Development of Quality Culture in the institution along with the stakeholders of institution;
- Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC & upload on website as on when required.

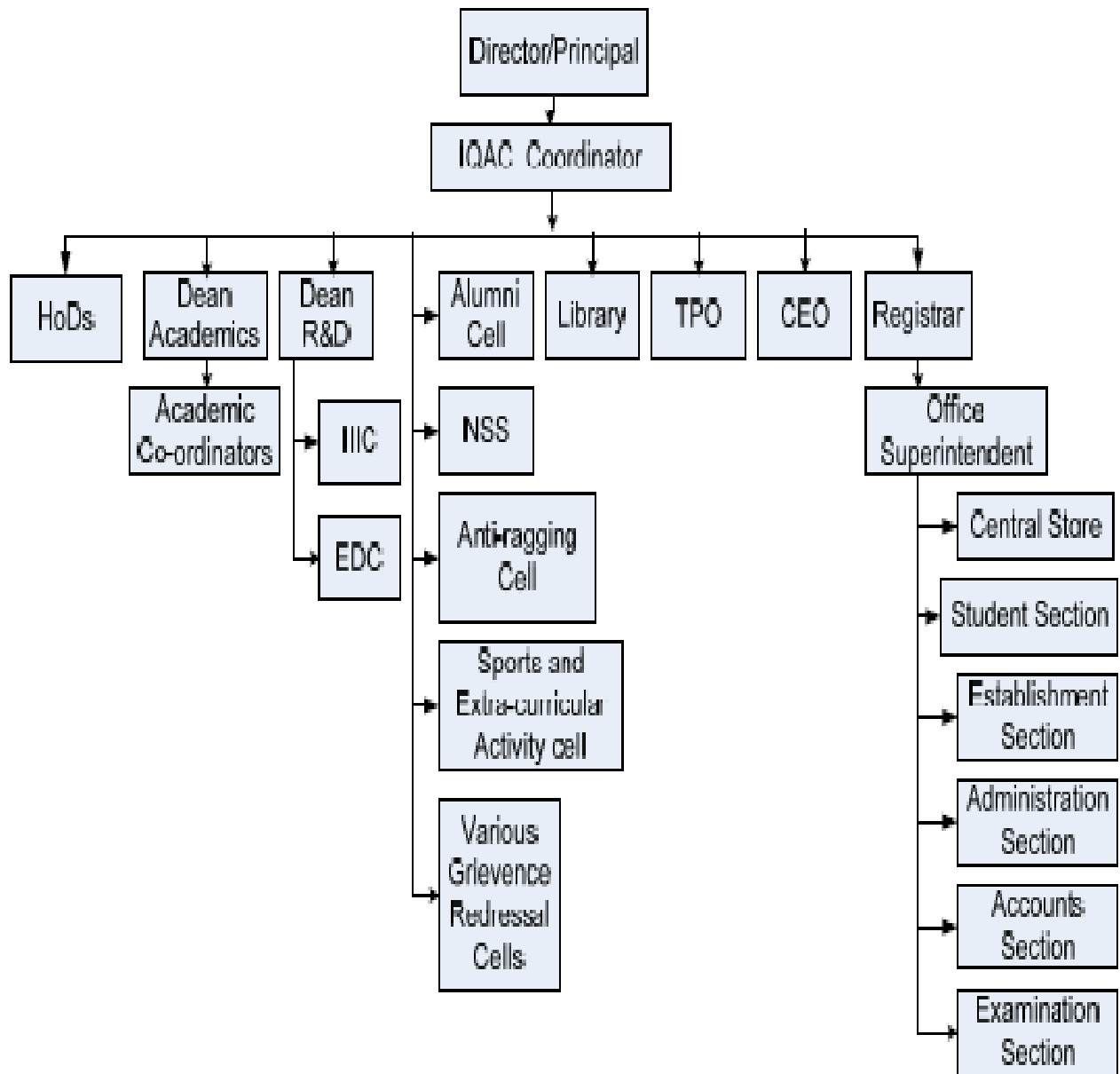
Roles and Responsibilities:

The objective is to ensure that the activities to be completed in a time bound manner with strict compliance of specified SOPs.

Major Role of IQAC

- Setting a documentation process in motion
- Awareness creation and generation of confidence
- Evolving formats for information and data
- Stipulation of schedule for work
- Drafting of quality status report
- Timely, efficient and progressive performance of academic, administrative and financial tasks.
- The relevance and quality of academic and research programmes.
- Equitable access to and affordability of academic programmes for students
- Optimization and integration of modern methods of teaching and learning.
- The credibility of evaluation procedures.
- The adequacy, maintenance and proper allocation of support structure and services.
- Research sharing and networking with other institutions in India and abroad.

Process Implementation Flow



COMPOSITION OF IQAC - MMCOP

Sr. No.	Designated Name	Composition	Designation
01	Dr. Manohar J. Patil	Head of the Institution	Chairman
02	Dr. Avinash R. Tekade	Teachers Representative	Member
03	Dr. Pravin J. Patil	Teachers Representative	Member
04	Dr. Rahul H. Khiste	Teachers Representative	Member
05	Dr. (Mrs.) Babita A. Agarwal	Teachers Representative	Member
06	Dr. (Mrs.) Sampada D. Dalvi	Teachers Representative	Member
07	Dr. Sachin K. Jagadale	Teachers Representative	Member
08	Mr. Shailendra S. Salvankar	Teachers Representative	Member
09	Hon. Shri Tej P. Niwalikar	Management Representative	Member
10	Mr. Subhash N. Kadam	Senior Administrative Officer	Member
11	Hon. Shri. Rajabhau Chavan	Nominee from Local Society Student and Alumni	Member
12	Mr. Shrikant V. Kshirsagar	Nominee from Alumni	Member
13	Ms. Vijaya R. Mandale	Nominee from Student	Member
14	Mr. Shyam P. Bothikar	Nominee from the employer / industrialist / stakeholders	Member
15	Dr. Prasad V. Kadam	Senior Teacher	Coordinator / Director of the IQAC

Chapter-13

Mobilization of Funds and Optimal Utilization of Resources

The institution has mechanism to monitor effective use of funds received from various sources viz., fees, scholarships, Research Grant, Infrastructural grants, QIP grants (State and Central Government), consultancies, etc. The following procedure is adopted for utilization of resources.

- **Planning:** The Principal calls a meeting with different Portfolio in charge and Store department to finalize the annual budget. The individual faculties are invited to propose budget requirements with supporting documents.
- **Budget Formulation:** An annual budget of the different Portfolio and store department is prepared and forwarded to the Principal for his/her consent. The Principal review the budget and asked Administrative office to prepare consolidated budget of the institution and then forwarded to the Management committee for its final approval.

Following points are to be considered while preparing the budget:

➤ **Source:**

- ✓ Fees: On the basis of student intake Tuition fees and development fees from students are calculated. The Various scholarship, frees wavier schemes from government and different agencies are also considered.
- ✓ Research Grants/ Infrastructural Grants/ QIP Grants: Faculty members are applying to different research grants like SPPU, AICTE, RGSTC, DST etc. the college share in particular grants are also taken into consideration.
- ✓ Projects/Consultancy/ Services: From various industries, organizations and individuals are considered.
- **Allocation:** The Management Coordination Committee reviews the proposed budget received from the Head of the Institution and then allocates the budget as per necessity of proposed expenses. If there is no incongruity, then the budget is sanctioned and funds are released.
- **Expenditure:** Funds are utilized for the Different development activities like
- ✓ **Salary:** The College is a self-financing, private unaided institution and Major expenditure of the college is on Salary of the Teaching, Non-teaching staff and Stipend. According to the intake and faculty requirement the salary component is calculated.

- ✓ **Purchase:** Purchase of Laboratory consumables, equipment's, Glassware's the requirements from each department are initiated before starting of the starting of the academic year. (There is separate purchase policy for college)
- ✓ **Operating Expenses:** Regulatory bodies Fess (AICTE, PCI, SPPU Affiliation, NBA, NAAC), Professional membership Expenses, Legal charges, Website expenses, Repair and maintenance, Land and Building tax, Security charges.
- ✓ **Administrative Expenses:** Auditors fees, Internet expenses, Printing and Postage Charges, Office expenses, Stationary Expenses, Telephone expenses, Refreshment Expenses, Travelling and Conveyance expenses etc.
- ✓ **Expenses in respect of students:** Enrolment fees, Examination fees, Earn and Learn schemes, Major/Minor research project, Seminars, Online test and Tutorials expenses, Sports and cultural activities expenses etc.
- ✓ **Expenses in respect of Faculty:** Organization of in house Seminars, Workshops, conferences, technical competitions. FDP'S for teaching and non-teaching staff. Financial Assistance to attend STTP, FDP outside the college. Consultancy benefit.
- ✓ **Assets:** Computers and hardware's, Library books national / international Scientific Journals and periodicals are purchased as per the requirements, Furniture and fixtures, Office equipment's etc.
- ✓ **Development and Maintenance activities:** There is always a need for maintaining and upgrading the facilities provided by the college from time to time. In addition improvement in infrastructure is also needed.
- ✓ Deficit due to difference between cash inflow and outflow.

In case any additional funds are required for unplanned activities in exceptional cases, the concerned faculty may require to give a presentation to authorities before sanctioning the funds as per requirement. The concerned person is instructed to produce a detailed report for the utilization of funds. Thereafter, the note is forwarded to Principal for the consideration and approval by the Principal. Looking to the importance of the requirement, Principal forwards the note to the Management for its final approval. Once the approval is received from the Management, Principal directs the HOD for the utilization of requested fund.

- **Audit:** The Accounts section of Administrative office verifies the expenses carried out under various institutional / departmental activities from supporting documents and give their remarks for the final settlement of the account. Internal and external audits are carried out by the Chartered Accountant at regular intervals to ensure a proper utilization of the funds as per their allocation.

Optimal utilization of resources

- The college aims at promoting research, development, consultancy and such other activities, involving the faculty at various levels.
- The faculty, who exhibit initiative and receive substantial grants for R&D works or for strengthening the infrastructure in the institute would be encouraged.
- Travel grants can be sanctioned to faculty to present research papers at or to attend National or International Conferences in India or abroad, depending on availability of funds.
- Effective utilization of infrastructure is ensured through the appointment of adequate and well-qualified lab technicians.
- The optimal utilization is ensured through encouraging innovative teaching-learning practices.
- The available physical infrastructure is optimally utilized beyond regular college hours, to conduct remedial classes, co-curricular activities/extra-curricular activities, parent teacher meetings.
- The college infrastructure is utilized as an examination center for University Examinations.
- Library functions beyond the college hours for the benefit of students, faculty, and alumni.

The policy for funds mobilization and optimal utilization of resources for Marathwada Mitra Mandal's College of Pharmacy, Kalewadi, Pune. is approved by the Management of Marathwada Mitra Mandal, Pune.

Chapter-14

Grievance Redressal Mechanism

PREAMBLE

Marathwada Mitra Mandal's College of Pharmacy (MMCOP) is committed to providing a safe, fair and harmonious learning and work environment. Grievance Redressal committee was set up at MMCOP in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23-29, 2013) for handling day-to-day grievances related to students, parents and staff members.

Grievance Redressal Committee facilitates the resolution of grievances in a fair and impartial manner, maintaining necessary confidentiality, as the case may be. Any stakeholder with a genuine grievance may approach Grievance Redressal Committee to submit his/her grievance in writing or send through e-mail on college website grievance redressal portal.

OBJECTIVES

- To ensure a fair, impartial and consistent mechanism for redressal of varied issues faced by the stakeholders;
- To uphold the dignity of the college by promoting cordial Student-Student relationship, Student-teacher relationship, teacher-teacher relationship;
- To develop a responsive and accountable attitude among the stakeholders, thereby maintaining a harmonious atmosphere in the college campus;
- To ensure that grievances are resolved promptly, objectively and with sensitivity and in complete confidentiality;
- To ensure that the views of each grievant and respondent are respected and that any party to a grievance is neither discriminated against nor victimized;
- To advise stakeholders to respect the right and dignity of one another, and not to behave in a vindictive manner towards any of them for any reason.

Functions of the Committee:

- To provide with proper advocacy to stakeholders to express their grievances freely and frankly without any fear of being victimized;
- To ensure that there is no reprisal of any kind against any applicant, witness, or any other participant in the grievance redressal process by reason of such participation in the grievance process.
- To analyse the merits of grievances and conduct formal hearings and investigation as the case may be
- To protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the policy guidelines;
- To obtain the facts through relevant sources in a fair and objective manner, to work out a resolution of the issues involved with the parties named in the grievance application;
- To ensure speedy disposal of every grievance application - within a maximum period of one month of the receipt of application;

APPLICABILITY: All students, parents, staff members, and other stakeholders during their stint in the college.

Procedure for filing the formal complaint/grievance:

1. Any stake holder of the MMCOP may lodge a complaint.
2. Complaint should be made to Grievance Redressal Committee through online grievance redressal portal or offline method through complaint box.

Process for addressing the Grievance:

1. Whenever a complaints/grievance is received from a student or a staff member /Parents it will be recorded and a unique number will be given to the grievance for future reference. (MMCOP/GRC/A.Y/XXXX).
2. Upon receipt of complaint, the secretary of the committee will call a meeting of the committee and forwarded grievance to the concerned committee asking them the information about the time required to provide the solution
3. Acknowledge the student/parent/staff with the information given by the concerned committee.
4. Enquire the status of grievance under process periodically.

5. At the end of stipulated time a report/solution will be collected from concerned committee.
6. If the grievance is resolved to the expected level of satisfaction, the student/parent is supplied with the solution provided by committee and feedback is taken regarding the solution provided.
7. If the grievance is not resolved to the expected level of satisfaction, a detailed report stating the reasons for not arriving at the expected solution will be collected.
8. If the reason for not resolving the grievance is the insufficient time, the time required will be re scheduled appropriately by looking in to the details and same will be acknowledged to the student/parent (repeat the steps 5,6,7).
9. Escalate the grievances/ complaints to higher management if any case, the complaints and grievances could not be handled by the committee.

Exclusions: The following complaints/grievances shall not be construed by the Grievance Redressal Cell for consideration and disposal:

- Decisions of the Academic Council/Academic Committees constituted by University.
- Complaints involving policy matters in which the grievant has not been affected directly/indirectly
- Decisions with regard to the award of Fellowships, fee concessions, medals, etc.
- Decisions with regard to disciplinary matters and misconduct.
- Decisions with regard to the recruitment and selection.
- Decisions by competent authority on assessment and examination result/ revaluation or remarking of answer sheets.

Anonymous and frivolous complaints will not be entertained/proc

Chapter-15

Academic Policy

1. Introduction

The Academic Department is the backbone of the College and is responsible to conduct of Different academic, Extra Curricular, Co-curricular activities of Diploma, UG, PG and PhD. Programmes. The Academic Department deals with the Preparation of academic calendar and maintenance of academic records, examinations, evaluation. The entire work of academics is being governed by various provisions of the Act, Ordinances and Rules & Regulations made therein by different governing bodies.

This document contains the detailed structure and procedures related to the various activities of the Academic Department of Marathwada Mitra Mandals College of Pharmacy, Thergaon, Pune.

2. Amendments

This is the first document and amendments, if any, can be made with the approval of IQAC/Academic Department/ Programme Management committee.

3. Purpose

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the various processes in Academic Department of MMCOP, Pune.

3.1 Welcome

This SOP belongs to academic department of MMCOP and describes SOPs to be followed for the various processes involved for the smooth functioning of the department and integrate them with the competent authorities. There are numerous processes which are common to all the academic department and function on the basis of common SOPs. The conduct of classes including theory, practical, project work and other academics related work are taken care by the departments. The department organizes conferences, seminars, symposia, expert lectures and industry-academic interactions for the overall development of the students and make them aware about the recent developments in the respective fields.

3.1.1 Activities of academic (Diploma, UG, PG & Ph.D.) section

- a) Allotment of Roll Nos to Diploma, UG, PG & Ph. D students.
- b) Framing and revising rules and regulations pertaining to academics and obtaining approval through statutory bodies. (Academic council and Board of management).
- c) Preparation of academic calendar.
- d) Preparation of time table.
- e) Orientation of newly admitted students at the beginning of first semester.
- f) Notification of BOS of various academic departments.
- g) Attendance requirements.
- h) Preparation of list of students to be allowed to appear in mid and end semester Makeup examinations.
- i) Constitution of Research Committee. (For Ph.D).
- j) Initiate process for final Viva-Voce examination. (For Ph.D).
- k) Application to PCI, AICTE, DTE, University for extension of course approval.

3.2 Quality Policy

The academic department of MMCOP is dedicated to create and disseminate cutting edge knowledge and research in Pharmacy field and allied areas in pursuit of excellence with a deep sense of commitment and responsibility towards the society and nation at large. The endeavour is to develop holistically developed professionals with high ethical standards. In the pursuit to achieve academic excellence, talent is nurtured and groomed in an intellectually sound and research driven environment by facilitating with congenial environment and state of the art infrastructure.

3.3 Quality Objectives

- To impart quality education to ensure academic excellence.
- To provide state-of-the-art laboratory facilities to create practical skills among students.
- To develop a new knowledge base for research and innovation.
- To produce highly skilled, analytic and proficient technocrats.

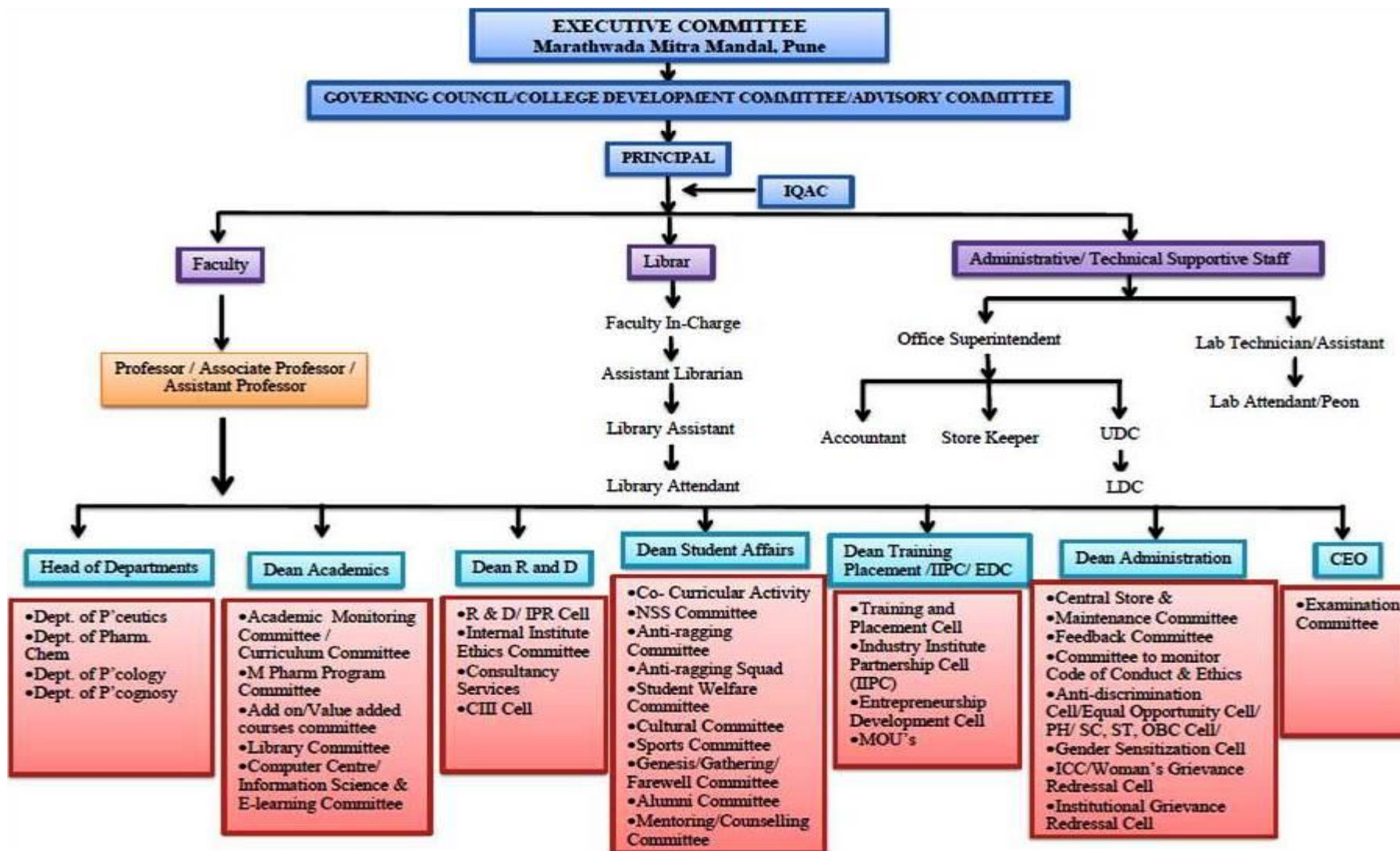
- To motivate faculty to be a lifelong learner, experiment and innovate for improved delivery of knowledge and skill.
- To develop academia-industry relations to fulfil the technological need of mankind for current and future perspective.
- To act as a facilitator for incubation, product development, transfer of technologies and entrepreneurship.
- To develop and inculcate knowledge, skills and right attitude with responsibility, commitment, professionalism, moral & ethical standards amongst everyone in the college.

4. Responsibilities

The objective is to ensure that the departmental activities to be completed in a time bound manner with strict compliance of specified SOPs.

4.1 Context of the Organization

4.1.1 Organization Chart



4.1.2 Responsibilities and Authorization

All the activities of the Academic departments are time bound and for the all-round development of students, faculty members and Non-teaching staffs. There is frequent interaction between faculty and student either in group or one-to-one to clear their subject doubt and any other matter that students want to discuss. Departmental meetings held on regular basis to discuss about the development of the department.

Designation	Responsibilities	Authorization
DEAN	<ol style="list-style-type: none">1. The Academic Department is headed by Dean Academic and he supervises all the activities of Academic Department2. Co-ordinate all the activities related to Academic.3. Preparation and Approval of New Academic Session Calendar.4. Approval for Convening SRC, DRC etc. relating to PhD Programme	<ol style="list-style-type: none">1. Approval for issuing Norms, Circulars related to Academic Department.2. Approval of Academic Schedule3. Approval of conduct activities of various programmes as per the University norms.4. Implementation of various Agendas from BOM and Academic Council.

4.1.3 Internal issues

- Shortage of work-force
- Repair of Instruments

4.1.4 External issues

- Receiving list of admitted students to the Academic Departments
- Receiving files from outside the department

4.1.5 Risk

- Attendance
- Performance of student
- Risks involved in practical labs
- Academic depression
- Harassment
- Placement
- Discrimination

4.1.6 Opportunities

- Extracurricular and co-curricular activities
- Industrial exposure
- Conferences and seminars
- Sports
- Placement

4.2 Interested Parties

4.2.1 Students

4.2.2 Parents

4.2.3 University

4.2.4 Faculty

5. Scope

5.1 Scope of the Quality Management System

This procedure is applicable to all the departments and defines all the processes and activities carried out in the academic departments.

6. Procedures

6.1 Top Level Processes

6.1.1 Vision & Mission of the college

6.1.2 Time-table Creation

6.1.3 Appointment of Lab In-charge

6.1.4 Maintenance of Course File and Lab Manual

6.1.5 Student Recommendation

6.1.6 Record keeping

7. Complete departmental procedures

The procedure for the activities of the academic departments are listed below:

7.1 Vision & Mission of the College

Vision of MMCOP:

To be a premier pharmacy college achieving excellence in teaching, value education, research and consultancy in core areas and be engaged in the service in promoting continued education.

Mission of MMCOP:

To educate students from diverse backgrounds in the fundamental skills, knowledge through a curriculum designed by the university and to prepare them for pharmacy professional positions in service organizations, pharmaceutical industries, other healthcare fields and also to promote a spirit of innovation and entrepreneurship.

Leading and working with a vision that MMCOP team plan and march together towards a vision to make MMCOP a premier pharmacy college in a region. Clearly articulating and implementing this vision and goals to all the stakeholders. MMCOP is dedicated in developing socially responsible students from diverse background by imparting excellent education accessible to all. Thus help in uplifting their socioeconomic status and serve the society, hence achieving the ‘welfare of masses’ in real sense. MMCOP able to look ahead, to anticipate with accuracy where we are heading with the ability to anticipate trends, well in advance.

7.1.1 Summary

A College shall be required to form a committee for outlining college vision, mission, and PEO. The constitution of the committee should include Principal and representatives from other stakeholders such as faculty and students, parents and alumni, people from industry, other reputed academic institutions within/outside India, research sponsoring agencies like DST, AICTE, UGC, DSIR etc.

7.1.2 Procedure

- (a) College shall propose the committee for outlining college vision, mission, and PSO; and its subsequent revisions and put forward to competent authority for approval.
- (b) Meetings are held with all the stakeholders to formulate the Vision, Mission and PSOs. The minutes of the meetings are drafted.
- (c) After approval, the college Vision, Mission and PSOs are published and disseminated to the stakeholders through:
 - College Office
 - Laboratories
 - Notice Boards
 - College meetings with externals
 - College website
 - Lab Manual
 - College Prospectus.

7.2 Time-table

7.2.1 Summary

The time-table is prepared by Dean academics. The time table is displayed on department notice board, Academic notice board, Students notice board and submitted to competent authority. Subject wise and faculty wise time table is also submitted for online attendance monitoring.

7.2.2 Procedure for Time Table

The Dean Academics responsible for the ensuing different activities of academic year and the same is notified.

7.2.3 Procedure for allocation of Teaching Load

- (a) The allocation of teaching load and distribution of theory and practical courses of each semester shall be done in a college meeting by the HOD and the Dean academics.
- (b) The allocation of courses should be done based on the expertise in the subjects of the faculty members. The faculty will be appointed as per the expertise of faculty determined on the basis of his/her research field, related project work, Ph.D. guidance, and related subjects taught in earlier semesters.
- (c) Each faculty shall be allocated load as per university norms.

7.2.4 Procedure for preparation of Time-Table

- (a) The time table is prepared by considering academic calendar, Date of Commencement given by the University and Admission authorities. National Holidays, Annual day, Sports week, Cultural activities, Professional activities, Summer and Winter holidays etc.
- (b) The time table (class wise, faculty wise, laboratory wise) shall be prepared for six working days of a week for the regular courses starting from 9.30 am in the morning till 5 pm in the evening.
- (c) No faculty member would be allotted continuous slots for more than two (02) hours of theory classes if possible.

- (d) The time-table in charge should try to ensure that the load per week is evenly distributed over the six working days in a week.

7.2.5 Procedure for display of Time-Table and Monitoring of classes

- (a) The time-table should be prepared and displayed at least seven (07) days before the start of semester. It should be circulated/ distributed among the students, concerned faculty/lab staff well in advance before the start of teaching schedule.
- (b) The time table should clearly state name of the College, Semester, Period of the semester and name and signature of Time-table in charge and Head of Department.
- (c) Each box for a slot in the time-table should clearly mention the Subject Code, name of the faculty allotted for that slot.
- (d) The time-table shall be displayed on the Notice Board and circular file, allotted room/Laboratory, college ERP for information of the students and faculty.
- (e) The display of time-table at required locations shall be the responsibility of Dean academics.
- (f) Monitoring of effective implementation of time-table shall be ensured by the Head of Department / Dean academics.

Check List: Syllabus, time table - class wise, faculty wise, Syllabus Planning and completion, Attendance sheets, laboratory wise and room wise timetable.

Timeline: As mentioned in the procedure.

7.3 Appointment of Lab In-charge

7.3.1 Summary

As per the curriculum of B. Pharmacy and M. Pharmacy, the courses for which labs are to be conducted are identified through discussion in the departmental meeting. Based on the specialization, faculty member(s) is (are) appointed as Lab in charge.

7.3.2 Procedure

- (a) As per the curriculum of each semester, practical courses for which labs are to be conducted shall be identified/ discussed in the departmental meeting and lab timetable is prepared.
- (b) Duration of lab in-charge for B. Pharmacy and M. Pharmacy practical courses may be decided as per the requirement/ availability of expertise of the respective course.
- (c) If a research lab In-charge is on long leave (more than one month), he/ she may hand over charge of the concern research lab to any faculty member for the period of leave.

Check List: List of laboratories

Sr. No.	Room No.	Particulars	Department
1	001	Aseptic Room / Pharma. Biotech Lab.	Pharmaceutics
2	002	Industrial Pharmacy Lab / Machine Room	
3	003	Pharmaceutics Lab – I	
4	004	Pharmaceutics Lab – II	
5	005	Pharmaceutics Research Lab.	
6	006	Pharmaceutics Lab – III	
7	113	Pharmaceutics, Hospital & Clinical Lab	
8	302B	Experimental Software Lab	
9	106	Pharmacognosy Lab	Pharmacognosy
10	107	Pharmacognosy Research Lab.	
11	112	Pharmacology Lab	Pharmacology
12	116	Pharmacology Research Lab.	
13	117	Pharmacology Lab	
14	007	Animal House including open yard	
15	114	Pharmaceutical Chemistry Lab	Pharmaceutical Chemistry
16	204	Pharm. Analysis Lab.	
17	205	Pharm. Chem. Lab – I	
18	206	Pharm. Chem. / P. Q. A. / Research Lab.	
19	207	Pharm. Chem. Lab – II	
20	204A	Balance Room	
21	301 & 301B	Central Instrumentation Facility	
22	302	Research Lab-I	CIII
23	303	Research Lab-II	
24	309	Central Computer Facility	Integrated e-learning centre
25	310	Language Lab	

Timeline: At least 7-days before the start of the semester.

7.4 Maintenance of Course File and Lab Manual

7.4.1 Summary

Every faculty shall maintain proper course file and lab manual for smooth functioning of the theory and practical classes.

7.4.2 Procedure

- (a) There should be a course file for each subject. (The details of contents of the course file in annex.1)
- (b) Course file shall be prepared by subject in-charge.
- (c) Format of course file shall be available in each department.
- (d) Course file shall be prepared within fifteen days after the commencement of the semester.
- (e) Course file shall be submitted to Dean academics at the end of the semester.
- (f) Each academic lab shall have a lab manual which should be prepared/ improved/ edited by the concerned Lab In-charge each year as per the working / model of the equipment.

Check list: Course File Contents (as per Annexure 01), Lab Manual

Timeline: As per procedure

7.5 Student Recommendation

7.5.1 Summary

A college should have a faculty in-charge to look after the student recommendation for industrial training, internship within India, recommendation for higher studies and experience certificates by PhD scholars/project fellow. The department should have a prescribed Performa for the following which should be issued by the HoD on recommendation of faculty-in-charge. In case of PhD students/project fellow, the concern supervisor or PI shall give the recommendation.

- Industrial training
- Recommendation for higher studies
- Experience certificate

7.5.2 Procedure

- (a) Student should apply for the recommendation in the prescribed format duly forwarded by the faculty concern/supervisor/PI and shall submit to the faculty in-charge.
- (b) The faculty in-charge shall further submit the application to Principal for issue of certificate.
- (c) The signed certificate to be issued to the candidate from office by keeping a photocopy as record in the department.

Checklist: Request letter or filled format

Timeline: 7 Days from the date of initiation.

7.6 Record Keeping

7.6.1 Summary

Academic department is required to maintain the records of the events/activities pertaining to their respective departments which are not falling under the purview of its listed procedures.

7.6.2 Procedure

All academic departments are required to maintain the following records for each academic year:

- (a) Academic File, Course File, Attendance records etc.
- (b) Lab manuals of completing years.
- (c) Thesis/ Research/ book publications of the faculty members of the college.
- (d) List of FDP /Conferences /seminar /workshops/ expert lectures etc. organized by the college.
- (e) Honours /awards to faculty members/staff.
- (f) List of visitors to the college.
- (g) Visit of faculty members of the college as an expert to other organizations.
- (h) Completed / ongoing sponsored research projects.
- (i) Participation of faculty members in short term courses /FDP / Conference /seminar /workshops/ expert lectures.

Annexure 01

Details of course file:

All the faculty members are hereby informed that they should keep organized their Course file for respective subjects the format for the same is as follow.

Course File: Composition

- Subject prerequisite
- Syllabus Planning
- Academic time table
- List of students
- Syllabus copy
- Lecture wise planning
- Teachers resources – Handwritten note, Transparencies, Ppt, Photocopies
- List of reference books
- Course end Survey
- Class test record – Question paper, corrected answer sheet
- Assignment marks record
- SPPU Question paper – with format
- Last year result analysis
- Question bank – chapter wise/ for synopsis (practical wise)
- Content beyond syllabi (Incorporated in PowerPoint Presentations and Attendance sheet)
- CO mapping with question paper
- Sessional papers
- Curricular gaps
- Marksheet of sessional Examinations
- Progressive internal assessment record
- Practical manual
- Result analysis of sessional and SPPU
- Teaching innovations outcomes
- Assignments Details Like Distribution, Evaluation, Result convey and
- Curricular gap (Incorporated in ppt and Attendance sheet)
- Syllabus completion
- Academic performance

Details of Academic Submission:

- Working Days calendar/Academic schedule adjustment (*For class teachers only*)
- Schedule makeup (*For class teachers only*)
- Syllabus planning
- Syllabus completion
- Assignment Details-Photocopy
- Assignment marks details - Photocopy
- Attendance sheets
- 5 copies of Journals
- T.Y. B. Pharm project details (*For previous years*)
- List of Topic / Practical Covered Out of Syllabus

Chapter-16

Advanced and Slow Learners Policy

Preamble:

At MMCOP every possible measure are taken to assess the learning levels of students. Students from diverse backgrounds from all over Maharashtra are admitted throughout the year by ARA and CET cell of Government of Maharashtra as per the statutory reservation policy of Government. For admission 70% seats are earmarked for students of Home University and 30 percent from other home universities. The IQAC plans the yearlong activities with specific concentration identifying the students.

Identification of Slow and Advanced Learners:

- Students are assessed at their entry level and throughout their graduating years by an inbuilt mechanism.
- Entry level marks- CET/GPAT/B. Pharm scores are the prime means.
- Mock test / online tests helps teachers to identify the learning level of students.
- Daily assessment during practical, mentoring, in continuous assessments, internal examination performance, attitude of participation in various academic activities.

Slow Learners Response

- They are counselled and given extra help in every respect possible. Extra classes are also planned for these students.
- Revision classes are conducted towards the end of each academic session/semester.
- Mentoring of such students is done at an individual level by the teachers such as during the tutorial classes or during practical sessions.
- They are exposed to peer group learning and group discussions.
- Extended library hours for conducive environment for learning.
- Study material provided for quick reference.
- Parent-Teacher meets are regularly planned and executed to keep the parents informed about the performance of their ward.

Advanced Learners Response

- The advanced learners are encouraged and inspired to participate in various events like poster presentation, seminars, quiz competition and industrial exhibition of Pharmacy relevance for cross disciplinary exposure.
- Felicitation of meritorious students in Annual Social Gathering. “Best Outgoing Student” “Continuous Academic Performance” “Appreciation” awards, every year is declared and they are specially motivated and trained to secure university ranks.
- Participation of students in AVISHKAR to enhance their research ability and also in the form of mini projects which has led to Publications and Presentations.
- These students are counselled by the placement cell for their higher learning or career options.
- Guest lectures, motivational talks and trainings by resource persons are planned for the students.
- Add-on courses- These courses are available to enhance learning abilities and increase the employability.
- Encouraged to enrol for various competitive examinations for which study material is provided, mock tests are conducted.
- Counselling is done regarding preparation for different examinations such as GPAT, IELTS, GRE etc.
- They are encouraged to represent the college at the University, State and National level. The teachers provide them advance study and reference materials for enhancement and enrichment of their quality.
- Organizing interaction with alumni pursuing higher education as well as those holding higher positions.
- Industry-institute interaction is frequently arranged to enhance learning competency of students.
- College lays stress on conducting various co-curricular activities to complement the curriculum.
- Moreover, students are encouraged to use ICT solutions in various Pharmacy related problems.
- In case of PG programmes, for advanced learners projects, challenging problems, etc. are assigned.

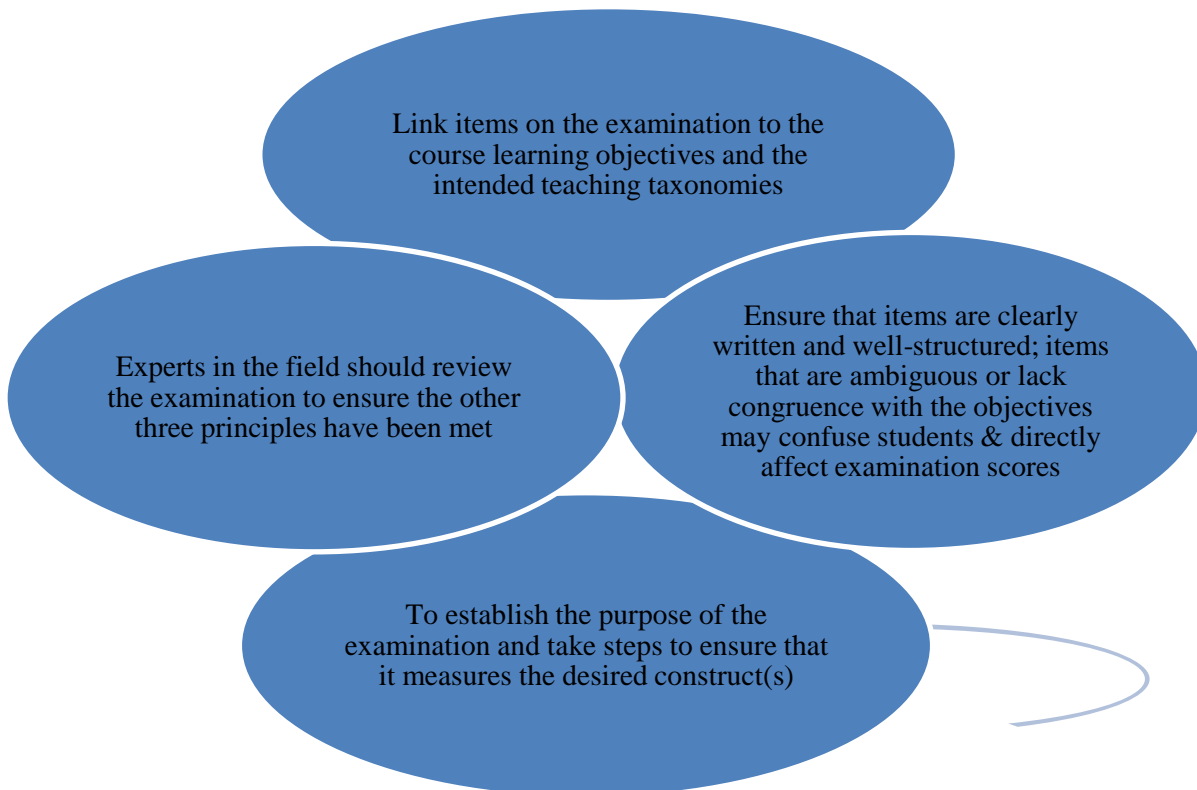
Chapter-17

Examination Policy & Procedure

1. INTRODUCTION

One of the major components of our education system is examination. The education process in any discipline of learning ends with examinations. The entire effort put in by the teachers on teaching and the student on learning is centred on getting good results in the examinations. Thus examinations have been overriding the process of education and are a matter of concern for stakeholders. Several committees and commissions were constituted from time to time to suggest reform in education in general and examinations in particular.

Examinations are typically used to objectively assess student learning, and assessment tool in curriculum. The best practices and provides examples for faculty to build reliable and valid examinations, ensure examination security and deter academic misconduct, and enhance student learning and achievement of course objectives. Colleges can incorporate these concepts into comprehensive examination policies and focus faculty development efforts on improving the examination purpose, design, and experience for both faculty and students.



2. PURPOSE

The Examination Department conducts various Examinations of the Internal and University related to Mid Semester, End Semester, Supplementary/Makeup Examination and/or any other examination fit by the Competent Authority of the University. Various activities and work related to Examination Department can be categorized as follows: Pre-Examination work, Conduct of Examinations and Post Examination work.

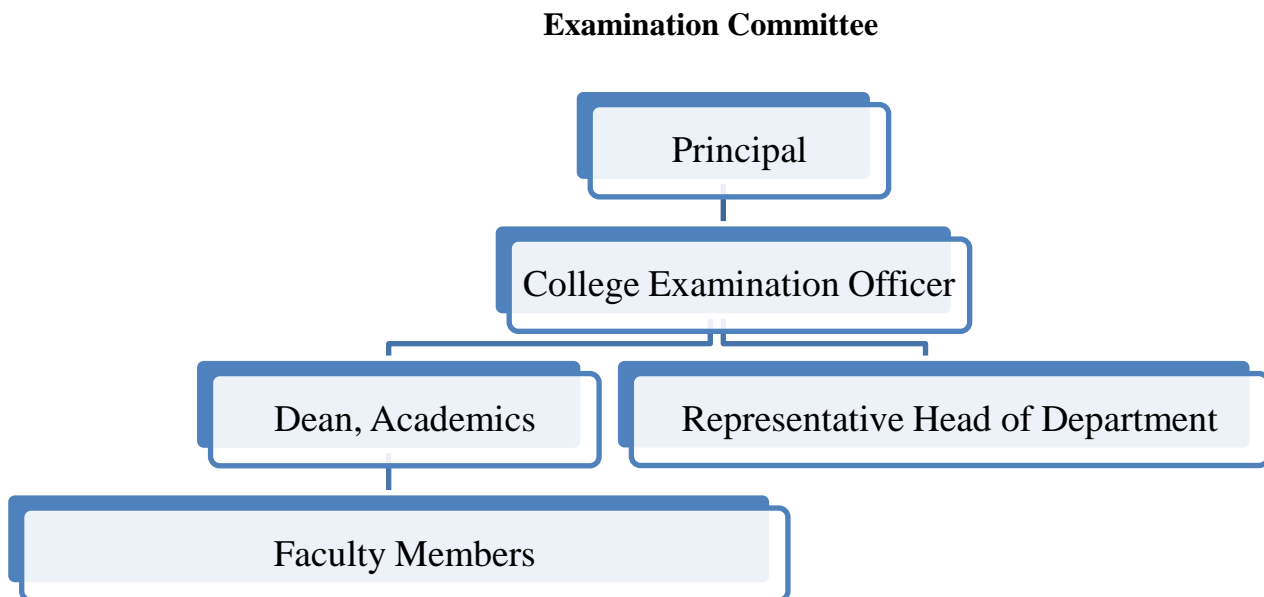
I. Pre-examination activities:

1. Process of constitution of various committees

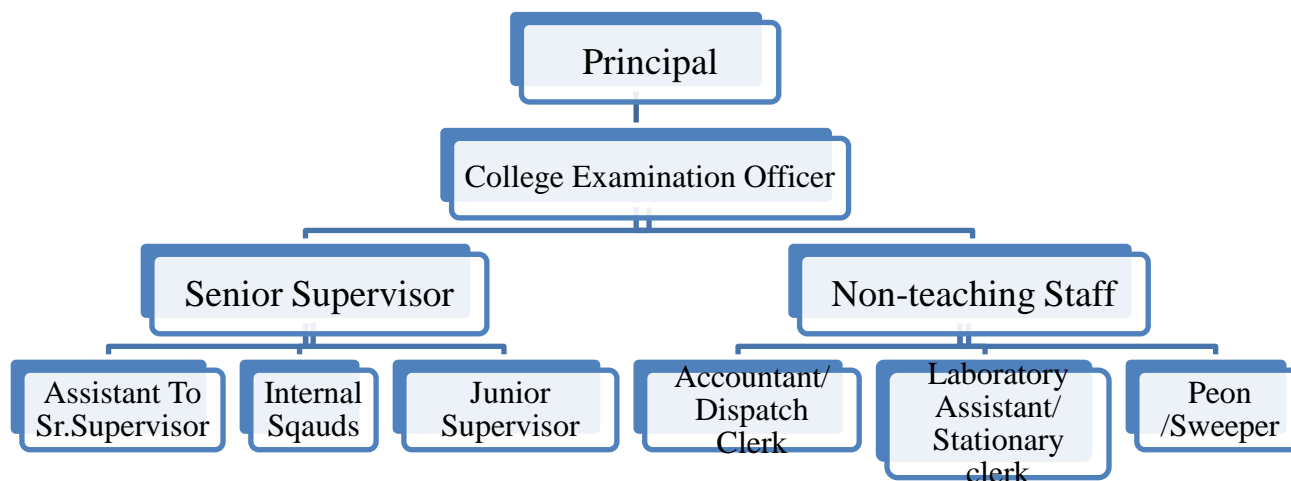
Time Period: Within One month after commencement of Term

Activity Involves: Principal, Dean (Academics), CEO and Senior Supervisor

- i. Examination Committee to be set up by the rule and communicated to all.
- ii. University Examination Internal Appointments



University Examination Appointments



2. Communication of Exam Guidelines to Students, Invigilators and Evaluators.

Time Period: At the start of term

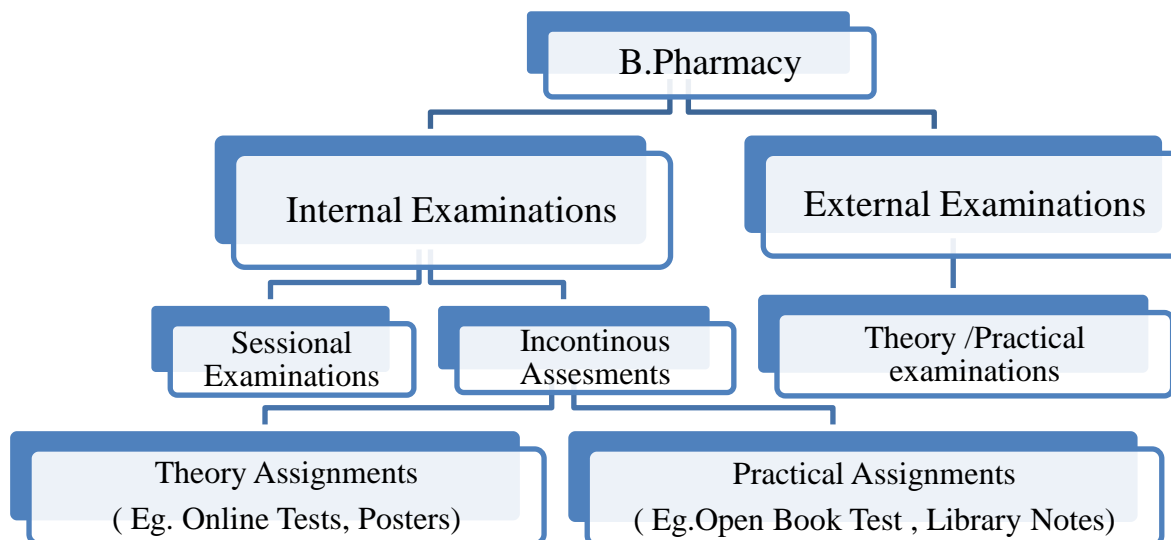
Activity involves: CEO

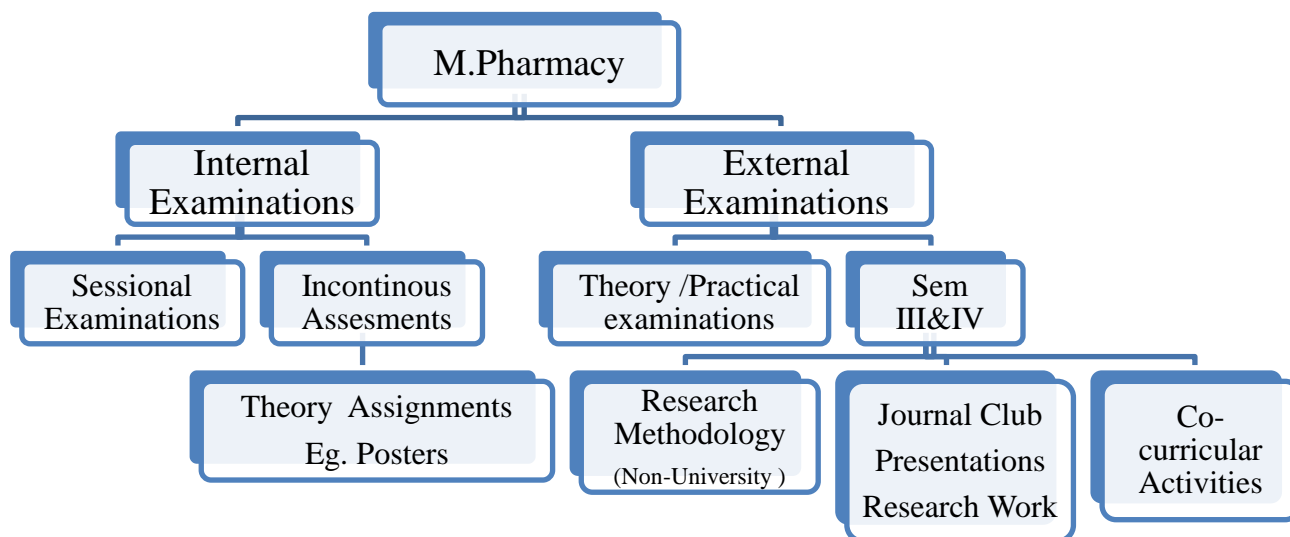
- i. Guidelines for Students, Invigilators and Evaluators are to be shared by the CEO before the commencement of term.

3. Types of Examination

Time Period: At the beginning/Implementation of the Syllabus

Activity Involves: Dean (Academics) and CEO





4. Process for Preparation and Announcement of Exam Schedule:

Time Period: At the beginning of the Academic Year

Activity Involves: Dean (Academics) and CEO

- i. Exam dates are already announced in the Academic Calendar which is communicated at the commencement of Academic Year.
- ii. The detail Exam Schedule to be uploaded on the ERP from time to time for students by the CEO.
- iii. Any change in schedule to be intimated through notices sent from the CEO.

5. Process for Paper Setting

Time Period: 1 weeks before commencement of Exam

Activity involves: HOD/Teachers

- i.. The pattern of questions, maximum marks and time allotted must be as per the course manual for the concerned paper.
- ii. The question paper must be in accordance to the assessment grid and learning outcomes laid down in the course manual.
- iii. Each teacher shall submit signed two hard copies of question papers along with the hard copies depending on no of students appearing for examination plus 5 extra copies to the examination department 05 days before the scheduled start of examination.
- iv. The question paper must be kept under lock and key.
- v. This exercise is to be completed 05 days prior to the scheduled start of the examination.

6. Process for printing of papers

Time Period: On the day of commencement of University Theory Exam

Activity involves: CEO and Senior Supervisor

- i. Receives the message for downloading the Question paper from the University Portal
- ii. Question papers are to be printed in required numbers under the supervision off CEO.
- iii. Printing are to be carried out in a bounded area
- iv. Printed papers are to be sealed and kept in a safe locked, accessible to only the CEO.

7. Process for preparation of List of Eligible Candidates:

Time Period: One week before commencement of Exam

Activity involves: Dean (Academics), CEO and Subject Incharge

- i. Eligibility conditions for writing for a paper includes:
 1. Student should have registered for that course
 2. Have at least 75% attendance in contact sessions for each course.
- ii. Based on the above Criteria, Academic Incharge is to prepare list of eligible candidates.
- iii. Any special case is to be handed over to the Dean.
- iv. The list of debarred students is to be communicated to the students by the examination department.

8. Process for Preparation of Seating Plan

Time Period: four working days before commencement of Examinations

Activity involves: CEO and Senior Supervisor

- i. The seating plan for the entire set of examinations is to be prepared by the examination department based on the list of eligible candidates at least four working days before the commencement of examinations.
- ii. The seating plan is to be displayed on
 - a. The student notice board
 - b. At the entrance of respective examination halls and
 - c. At an appropriate place inside each examination hall for students to see,
- iii. Displaying of seating plan must happen before the commencement of the examination.
- iv. In case there arises any need to shift chairs or other furniture to or from one or more examination hall, the same must be communicated before such changes are to be made.

9. Process for preparation of Invigilation Schedule:

Time Period: Three working days before commencement of Exam

Activity involves: CEO and Senior Supervisor

- i. Invigilation schedule to be prepared by the senior supervisor based on the pool of invigilators
- ii. The Invigilation schedule to be intimated to the invigilators by the CEO.

II. Conduct of Examination

1. Process for Conducting Examinations:

Time Period: During examination week

Activity involves: Principal and CEO

- i. Exams to be conducted under the guidance of the Principal and CEO.
- ii. Question papers will be Downloaded by the CEO in the presence of CCTV, and distributed in smaller packets as required by the seating plan and rooms allotted for the paper.
- iii. Counted packets of question papers, answer sheets and seating plan will be handed over to the invigilator by the CEO at least 20 minutes before the scheduled commencement of the examination.
- iv. Attendance sheets for each examination class-room shall be handed over to the invigilator along with question papers and answer sheets.
- v. Invigilators are expected to obtain the signature of the candidate in the attendance sheet provided, match the details of the student mentioned in the admit card with the details filled in by the student on the answer sheet, and sign at the place provided on each answer sheet.
- vi. The CEO to constitute an exam supervisory committee to assist in smooth conduct of exam.

2. Process after Completion of Each Examination Session:

Time Period: After Each Examination Session

Activity involves: Dean, Program Office, and Examination Supervisory Committee

- i. Answer-books to be counted and collected from Invigilators in the exact sequence (by roll number/registration number) as appropriate.

- ii. Senior supervisor to ensure that all records (Attendance sheets, etc.) are completed as per the communicated guidelines and signed by the invigilator.
- iii. The CEO and the Examination Supervisory Committee to ensure safe packing of all answer Books.
- iv. Each bag of answer books should also have a copy of the question paper, and a hard copy of the attendee.

3. Process for Reporting Unfair Means Cases

Time Period: After Each Examination Session

Activity involves: Principal and CEO

- i. Any student using unfair means is to be stopped from writing examination.
- ii. The Invigilator is to write a note on the answer copy, obtain the signature of the student and then submit the copy separately.
- iii. All cases of unfair means to be dispatched separately to the CEO.
- iv. A report of each case that qualifies use of Unfair Means is to be prepared by the CEO and communicated to the Principal.
- v. The Principal, CEO and the Unfair Means Committee initiate necessary action at the end of the examinations.

III. Post-examination activities:

1. Process for Distribution of Answer Sheets for Correction

Time Period: Within one working day after the completion of examination

Activity involves: CEO and Senior Supervisor

- i. Answer copies to be collected by the subject teachers from examination department.
- ii. A record of the day of receipt and no. of copies received by the subject teacher is to be maintained with the CEO.

2. Time Period for completion of assessments

Time Period: within a week from the day of completion of the concerned examination.

- i. Marking Scheme and Bloom's taxonomy for each question paper is shared by subject teacher after completion of examination.
- ii. Assessment/evaluation of answer sheets are to be completed by the concerned subject teacher within the timelines mentioned above.

- iii. The concerned teacher shall prepare the mark sheet and summary for the answer sheets she/he assessed.
- iv. The answer sheets and (**provisional**) marks are to be shared with students, and corrections if any are to be incorporated before the submission.

3. Process for Submission of Marks

Time Period: As and when intimated after the assessments

Activity involves: Faculty

- i. On finalization of marks, grades/assessment, evaluators are expected to feed in the marks secured by students in the mother register.
- ii. Subsequently the internal assessments marks are to be filled on the university online marks entry portal as and when the portal is active by university.
- iii. All corrected answer scripts are to be submitted back to the examination department.

4. Process for sending internal assessment marks to parents and distribution of university marksheet

Time Period: Date fixed for the parent meeting

Activity involves: Academic Incharge and Class Coordinators

- i. The internal assessment marks are communicated to the parents in the parents meeting held during the semester.
- ii. The distribution of marksheets is done by the class coordinator after receiving the marksheets from the university within a week's time.

Quality Policy

The Examination Department is committed for smooth conduct of Examinations, timely declaration of Results & proper maintenance of the Records with utmost accuracy in accordance to the provisions of the Act, Statutes, Ordinances and Rules & Regulations of the University. It is ensured that due Secrecy and Sanctity is maintained in each activity of the Examination Department.

4. RESPONSIBILITIES

Responsibilities and Authorization

All the activities of the Examination department are time bound and confidential in nature. The officials posted in the Examination department are committed to timely completion of various activities thereby maintaining due confidentiality and sanctity.

Designation	Responsibilities	Authority
College Examination Officer	<ol style="list-style-type: none">1. The Examination Department is headed by College Examination Officer and supervises all the activities of all the sections of the Examination Department.2. Co-ordinate all the activities related to examinations of the College and University.3. Internal Appointments in coordination with Principal4. CEO to print and handover the appropriate number of printed question papers as pertaining to the subject, date , timetable of the examination to the senior supervisor at least 10 min.	<ol style="list-style-type: none">1. Issues Notices, Circulars, etc. related to Examination Department2. Issue Examination Schedule3. Declares the results of the examinations conducted by the College and University4. Issue Semester and Consolidated Marksheets5. Verifies Degrees to be awarded6. Recommends processing of bills and payments related to conduct, evaluation, result preparation and any other activities of examination

	<p>Before commencement of exam maintaining absolute confidentiality.</p> <p>5. CEO to ascertain that security setup including recording of proceedings in control room is in place and functional.</p> <p>6. CEO to liaison with external senior supervisor and ensure his/her availability.</p> <p>7. CEO to ensure the availability of the PC's</p> <p>a) One PC with CEO for the confidential purpose of downloading question papers.</p> <p>b) Second PC for general purpose of conduct of examination purpose</p> <p>c) Both PC's with secured internet connections</p> <p>d) Printer</p> <p>e) Telephone</p> <p>f) Reprographic machine</p> <p>8. CEO should record and issue answer books, Holocraft and other exam related stationary.</p> <p>9. CEO to provide any other support needed by the exam control room.</p> <p>10. Convene the meeting of Unfair Means to university</p>	<p>7. Any authority being delegated by the Competent Authority of University</p>
Senior	1. Senior Supervisors shall be	1. Give the instructions to

Supervisor	<p>present at the place of the examination at least before One hour.</p> <p>2. Senior Supervisors shall have summary of the candidates appearing for the examination & make the seating arrangement according to that.</p> <p>3. Preparation of Blocks</p> <ul style="list-style-type: none"> • Cleaning of the Block • Repairing of the furniture Fan's, Light etc. • Power Backups • Arrangement of Drinking water. <p>4. To make the provisions that the students appearing for the examination should not have any difficulty in finding of their seating arrangements.</p> <p>5. Finding out the probable places of copying materials and to check it out.</p> <p>6. Issue and Maintain the record all the formats, Ansewrbooks, Suppliments & whatever requirement's for the smooth conduction of examination.</p> <p>7. Give all the instructions regarding filling the formats of examination to the junior</p>	<p>the non-teaching staff regarding arrangement of water & light at the place of examination.</p> <p>2. Assignment of Duties and making alternate arrangements.</p> <p>3. Collecting the answersripts from junior supervisor.</p> <p>4. Initiate the action for unfair means.</p> <p>5. Preparation and display of examination schedule or postponement if any.</p>
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	<p>supervisor.</p> <p>8. Packing of the written answerscripts dispatch and maintenance of necessary records and including the documents pertaining to the CAP centres.</p>	
<p>Junior Supervisors</p>	<ol style="list-style-type: none"> 1. Supervisors shall be report at least 20 minutes before the commencement of exam. 2. Distribute the blank answer-books 10 minutes before the start of exam. 3. Distribute and maintain the record of the blank answer-books provided to the students. 4. Verify the correct distribution of the Question paper based on the pattern, subject. 5. Supervisors shall take particular care to collect all answer-books whether used or unused, and shall see that no candidate is allowed to retain with him any blank answer-book after the warning bell is rung. 6. Junior Supervisors : <ol style="list-style-type: none"> A. shall not engage in conversation with candidates during the examination and they shall not read what candidates 	<ol style="list-style-type: none"> 1. Prevent copying or communication by candidates with one another or with any other person. 2. Verify the information filled by the student and duly signed it. 3. Do not allow the student to leave the examination hall without submitting the answer-books

	<p>write;</p> <ul style="list-style-type: none">B. shall not give any kind of explanation connected with the question set;C. shall not do any private or office work during the hours of supervision nor shall they, on any account, admit outsiders to the place of the examination;D. shall not keep with them any spare copies of question papers after they have been delivered to the candidates;E. shall see that no copy of the question paper is given to anyone who is not a candidate appearing for the examination;F. shall see that all the candidates are given the proper question papers in accordance with the subjects they have offered for the examination;G. shall not allow any exchange of writing materials, stencils, mathematical instruments, etc, when the examination is in progress. <p>7. Check the original as well as</p>	
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	<p>supplements that they will supply to the candidates for writing answers are initialed and dated by them at the proper place.</p> <p>8. Receive the answer-books and arrange them in proper order before submission to the senior supervisor.</p> <p>9. Do not allow the student to leave the examination hall in first 60 min and last 30 min.</p> <p>10. Supervisors shall carry out all instructions which may be given to them by their Senior Supervisors in regard to their work not covered by these rules.</p>	
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Internal Issues

- The activities of the Examination Department are not fully automated.

External Issues

- Receiving recommendation of Board of Studies from Academic Departments of SPPU
- Receiving of Question Papers
- Receiving of Awards/Grades

Risks

- Data Confidentiality and Security
- Server Issues

Opportunities

- Examination department contributes to maintain the quality and standards of the services provided by the University by ensuring timely completion of various pre and post examination activities through prescribed rules and regulations, dedicated staff and support from all departments.

5. SCOPE

Scope of the Quality Management System

This procedure is applicable to all the students and the departments offering various programmes

Locations

Marathwada Mitra Mandal's College of pharmacy, Kalewadi, Pune33.

Exclusions

None

6. UNIVERSITY PROCEDURES

• Delivery of Question Paper to examination centre

1. Separate Web Portal for Question Paper Delivery system for Science Faculty on University Datacenter as **<http://qpd.unipune.ac.in/sites/management>**
2. Web access to all Examination Centres (Colleges) to Portal with Secure Username and Password with read-only access
3. Specially designed University SMS Gateway to deliver SMS with ID as **UNIPUN** on registered Mobile Numbers of Exam Centres (College)
4. Question Paper in the form of Secured PDF file which is Password Protected and content copy protection
5. Separate Secure Email system for all Exam Centre (College) Users on **<http://mail.unipune.ac.in>**

• University examination Stationary requisition

1. Login with 'BCUD' User Name and Password. Then click on 'Demand Entry' link.
2. Select 'Select Exam Name' from list and according to selected exam, enter 'Total Candidates' and 'Item Details' only for first five items and
3. then click on 'Submit' button.
4. Then enter 'Other Item' details for all exams, one time and then click on 'Submit' Button.

5. After filling all item details click on 'Complete Button'. When you click on Complete Button you can't do any changes.
6. After click on 'Complete' button you can print the demand entry report on click of 'Print' button and get summary report on click of 'SummaryReport'
7. Submit both the reports into the university.

- **University Internal Marks Portal**

1. Create Batch

This is important function of system. **This feature is accessible to Only Principal/HOD**
“**CREATE Single BATCH for All subjects**” in Create batch page

2. Assign the subject to Internal Examiner

The internal examiner will be able to see the assigned subject and fill the marks for assigned subject and preview the marks. The examiner can download **PDF preview copy** of marks data entry before he click on confirm button.

3. Confirm

Once evaluator clicks on confirm button marks will be locked for editing but can download the reports for same

- **Bill Claims and Payment Processing**

All bill and payments to related to various activities of the examination – Practical / Project / Thesis / Dissertation Advances, and Payments, Tabulation / Moderation / Scrutinization / Consolidation / Marksheets / Degrees work, etc are processed as per rules and approved the Competent Authority of the Savitribai Phule Pune University, Pune.

1. Various Bills and Claims related to Examination work will be submitted by the faculty/staff.
2. Bills for practical Examinations are prepared
3. Claim bills submitted/forwarded by the CEO(Exam) for payment to officials/staff deputed for work.
4. Audited bills are submitted to university.
5. University bills are approved by the Competent Authority of the Savitribai Phule Pune University,
6. After receiving the approval, Sanction Order issued for final payment to the beneficiaries in their respective Bank Account through Online System

7. STANDARD OPERATING PROCEDURES

SOP FOR CONDUCT OF EXAMINATION FOR B.PHARM & M. PHARM (Credit Pattern) FOR REGULAR SESSIONAL THEORY EXAM

Regular sessional theory exam has been conducted as per the schedule given in the Academic Calendar.



Checking of Syllabus completion status from respective subject teachers by Dean Academics.



The examination schedule is Prepared and circulated among the Faculty members.



Display of Internal examination schedule in all notice boards and examination cell notice boards



Preparation of Invigilation Schedule and circulated it to all the Staff members



Question Papers generation (For theory exam –Q. P. Prepared by subject teacher submit to exam Dept. Before 5 days
Number of QP Copies of Q.P. = No. of Students *5 Extra Copies)



Hall arrangements and rules for conduct of exam



Room wise seating plan & arrangements displayed on notice boards for the student

- ❖ Preparation of examination pads containing the following stationary
 - Seating plan.
 - Answer sheets / Graphs / Supplement Threads etc.
 - Junior Supervisor Report.



The Invigilators should be present in examination department before 20 min. of examination and 15 min before in Examination hall.

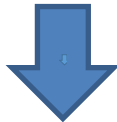


Distribution of Answers-books to the students before 10 min and Q.P On time



Bell timings

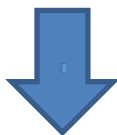
- Short Bell
- Medium Bell
- Warning Bell
- Final Bell



Collection of Answers books on time along with the complete fills of information and tie the supplement neatly



Submission of the Answers-books in Examination Department and remaining Stationary.



Conduct of internal exam

SOP FOR CONDUCT OF EXAMINATION FOR B.PHARM /M. PHARM (Credit Pattern) FOR REGULAR SESSIONAL PRACTICAL EXAM

Regular sessional theory exam has been conducted as per the schedule given in the Academic Calendar.



Checking of Syllabus completion status from respective subject teachers by Dean Academics.



The examination schedule is Prepared and Circulated among the Faculty members.



Display of college examination schedule in all notice boards and examination cell notice boards



Collection of the Stationary for conduct of Practical examination from examination department



Conduct of internal exam

Collection of Answers-books on time along with the complete fills of information by the examiner



Submission of the Checked Answer-books in Examination Department and remaining Stationary.
Within Stipulated Time

SOP FOR EXAMINATION FORM FILLING FOR B.PHARM/M. PHARM (Credit Pattern) FOR UNIVERSITY EXAMINATIONS

Display of University schedule for online filling of forms and last date for acceptance of forms.



Receiving queries, doubts and problems in the examination form with application and rectification of the same from university and recommunication to students.



Monitoring the inward process of examination form by the office staff and submitting the final form and examination fees to university

SOP FOR EXAMINATION INTERNAL MARKS FOR B.PHARM/M. PHARM (Credit Pattern)

The marks filled by the subject teachers in the mother register after Conduct of Internal exam



Showing of mark entry register & confirmation by students signature prior to sending to university.



Receiving queries, doubts and problems in the mark entry in form of application within 2 days and rectification of the same from respective staff and recommunication to students.



The finalised marks are entered in the University online portal.

SOP FOR CONDUCT OF EXAMINATION FOR B.PHARM/M. PHARM (Credit Pattern) FOR UNIVERSITY THEORY EXAMINATIONS

After receipt of University time table for theory and Practical commencement and end dates
Displayed on Notice Board.



Hall arrangements and rules for conduct of exam



Room wise seating plan & arrangements displayed on notice boards for the student

- ❖ Preparation of examination pads should contains the following stationary
 - Seating plan.
 - Answer sheets / Graphs / Supplement, Threads etc.
 - Junior Supervisor Report.



The Invigilators should be present in examination department before 20 min. of examination and 15 min before in Examination hall.



Distribution of Answer-books to the students Before 10 min and Q.P On time



Bell timings

- Short Bell: Before 10 min
- Medium Bell: Start of examination
- Warning Bell : Before 10 min End of time
- Final Bell: End time



Collection of Answer-books on time along with the complete fills of information



Submission of the Answer-books and remaining Stationary.

Conduct of External University examination.



Sealing of collected Answer-books and placed in Custody of CEO.



Sending of Answers-books to the CAP Centre.



Keeping details of CAP reports

**SOP FOR CONDUCT OF EXAMINATION FOR B.PHARM)/M. PHARM (Credit Pattern)
FOR UNIVERSITY PRACTICAL EXAM**

After receipt of University Practical Commencement and End dates

The examination schedule is Prepared.



Display of Practical time table with details of batches in all notice boards and examination cell notice boards



Collection of the Stationary for conduct of Practical examination from examination department (Chairman / Subject Expert)



Conduct of University Practical examination and Submission of sealed envelopes.

After conduct of Examination Marks to be filled on SPPU Web portal, Sign and Sealed Envelops are submitted in examination department.



Submission of remaining Stationary and Duly filled Remuneration Forms submitted in Exam department



Sealed marks Envelops are submitted in University by examination department.

SOP FOR DECLARATION OF UNIVERSITY RESULTS B.PHARM /M. PHARM (Credit Pattern)

After Declaration of results the analysis is to be done according to the requirements of Apex bodies.
(University Result Internal, External, Practical Marks Result)



Display of toppers and distribution of Marksheets to students.



Display of notice for students who wish for photocopy of papers within 10 days of declaration of results and acceptance of forms



Distribution of photocopy to students once received from University



Display of notice for students who wish to apply for Revaluation of papers within 10 days of declaration receipt of photocopy acceptance of forms



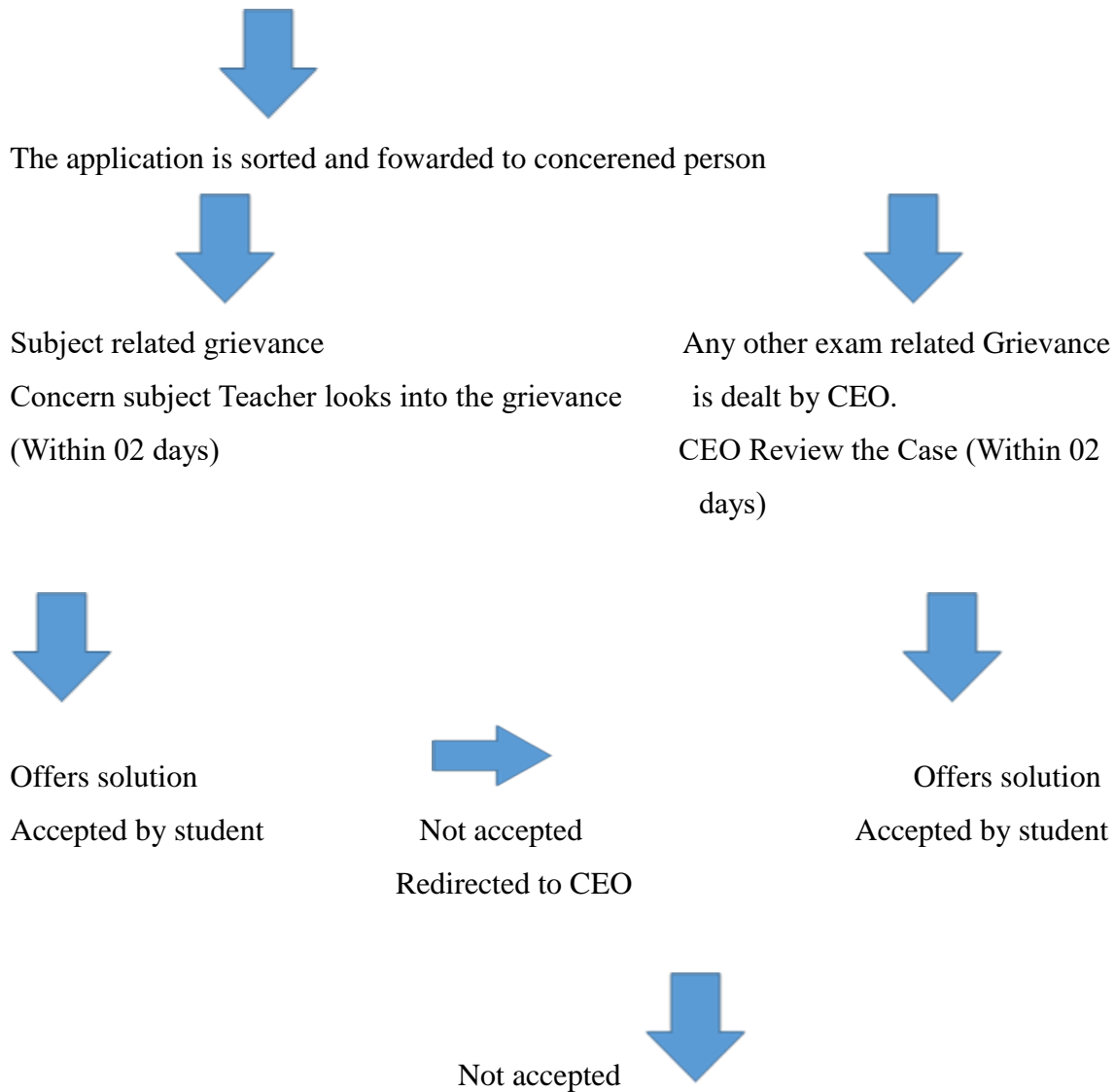
Communication of the changes in result if any with students once received from University.

SOP FOR REDRESSAL OF GRIEVANCES RELATED TO THE EXAMINATION

The college follows strictly the guidelines and rules issued by the university. Mechanism to deal with examination related grievances is transparent, time-bound and efficient. At the college level, an examination committee, comprising of a College examination Officer as convener and other teaching faculty as members, the student can approach the committee for redressal of the examination related grievance.

For any internal examination grievances following mechanism is followed

Written signed application from students addressing exam section, mentioning the grievance is taken



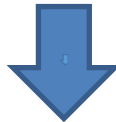
If student is not Satisfied with results of the grievance the same is forwarded to the Principal
Agreed Action is taken Grievance & action taken is recorded

For university related grievances –

Written signed application from students addressing exam section, mentioning the grievance is taken (Filling of exam /photocopy/ revaluation forms, Hall tickets, mark entry, results, marksheet)



Within 2 days the queries are conveyed to university either telephonically or mail on web mail or letter is sent enclosing the application of student and necessary documents forwarded the through the Principal.



On verification

Within a week Grievance resolved by University (confirmation either telephonically or mail or receipt of letter)



On verification by student

Application resigned by student mentioning the grievance as resolved

Thus all the grievances are efficiently resolved within the time deadlines mentioned by the university, hence mechanism to deal with examination related grievances is transparent, time-bound and efficient.

STANDARD OPERATING PROCEDURE FOR SUBJECT TEACHER TO CONDUCT EXAMINATIONS B.PHARM /M. PHARM (Credit Pattern)

Communication of the examination schedule. Question Papers are prepared.



Question Papers generation

- Preparation of Question Paper as per regulations.
- Weightage of marks as per the Hours prescribed in Syllabus
- Scheme of marking is given along with Q.P
- Blooms Taxonomy, CO-PO Correlation are taken into consideration while preparing Q.P.



Make required no of copies and keep in strong room.

Submit to exam Dept. Before 5 days

Number of Copies of Q.P. = No. of Students *5 Extra Copies



Collection of Stationary For Examination

Collection of answer scripts from For Checking



Evaluation and Submission is done Within Week after End of examination

Before submission of the Corrected answer scripts shown to the students and submit to exam department

Submission of unused Stationary



Verification from the HOD for any Grievances.



Submission of CO-PO Attainment



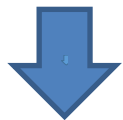
Submission of Result analysis after declaration of results.

SOP FOR CONDUCT OF IMPROVEMENT EXAMINATION FOR B.PHARM /M. PHARM (Credit Pattern)

FOR SESSIONAL THEORY AND PRACTICAL EXAM

After Declaration of regular sessional results student should apply for the improvement examination.

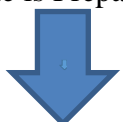
Note: Eligibility for improvement as per the guidelines of Examining Authority



Written signed application from students to the exam section, mentioning the subjects.



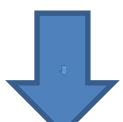
The improvement examination schedule is Prepared and Circulated among the Faculty members.



Display of improvement examination schedule in all notice boards and examination cell notice boards



The improvement examination is conducted same as per the guidelines of theory and practical Examination



Conduction of improvement examination.

**SOP FOR UNFAIR MEANS IN EXAMINATION B. PHARM/M. PHARM (Credit Pattern)
FOR REGULAR INTERNAL EXAM**

Internal Vigilance Squad Supervise for the smooth conduction of the examination.



During the visit Internal Vigilance Squad found any discrepancy occurs like

Malpractice

Outside interference

Misbehaviour

Written Document

Cell phone etc.

action as per examination rule shall be initiated. unfair means during the examination



Internal Vigilance Squad shall prepare its report along with its recommendations regarding punishment to be inflicted or otherwise.



The steps shall be taken to conduct the examination with utmost care and discipline & Free and Fair manner and communicate to both exam department as well as to the student.

SOP FOR UNFAIR MEANS IN EXAMINATION B. PHARM/M. PHARM (Credit Pattern)

FOR UNIVERSITY (EXTERNAL) EXAM

Internal Vigilance Squad / Flying Squad appointed by the concerned authority Supervise for the smooth conduction of the examination.



During the visit Internal Vigilance Squad/Flying Squad appointed by the concerned authority found any discrepancy occurs like

Malpractice

Outside interference

Misbehaviour

Written Document

Cell phone etc.

action as per examination rule shall be initiated. unfair means during the examination



The student shall be called upon to surrender to the Squad, the unfair means material found in his or her possession, if any and his/her answerbook.



Signature of the student concerned shall be obtained on the relevant materials and list thereon. Sr. Supervisor and the CEO concerned shall also sign on all the relevant materials and documents.



Statement of the student and his/her undertaking in the prescribed format and statement of the Jr. Supervisor and Sr,Supervisor concerned shall be recorded in writing by the CEO. (Appendix-C). If the students refuses to make statement or to give undertaking the Sr. Supervisor concerned and CEO shall record accordingly under their signatures.

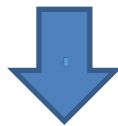


CEO shall take one or more of the following decisions depending upon seriousness gravity of the case:

- (a) In the case of impersonation or violence, expel the student concerned from the examination and not allow him/her to appear for remaining examination.
- b) Obtain undertaking from the student to the effect that decision of the competent authority concerned in his/her case shall be final and binding and. allow him/her to continue with his/her examination.
- (c) May report the case to the concerned Police Station as per the provisions of Maharashtra Act No. xXXI 1982 - An Act to provide for preventing mal-practices at University, Board and other specified examinations.
- (d) Confiscate his/her answer-book, mark it as "suspected unfair means case" and issue him/her fresh answer-book duly marked.



All the materials and list of material mentioned in sub-clause and the undertaking with the statement of the student and that of the Jr.Supervisor as mentioned previously and the answerbook/s shall be forwarded by the CEO, along with his report, to the Director of Examinations and Evaluations / in a separate and confidential sealed envelope marked "Suspected unfair means case".



In case of unfair means of oral type, the Jr. Supervisor and the Sr. Supervisor br authorised person concerned shall record the facts in writing and shall report the same to the Principal/Head of the Institution, as the case may be.

**SOP FOR MAINTENANCE OF RECORDS
FOR THEORY & PRACTICAL (INTERNAL & EXTERNAL) EXAM**

For Maintenance of Record following mechanism is followed

Answer Sheets will be stored in the safe custody as and when received from the staff.

INTERNAL

(Sessional & In-continuous Assessments)



After correcting the internal Answer-sheets
By the concerned faculty submitted to the
Examination department



After submission of corrected Answer-sheets
Should be kept in safe custody of CEO



The Answer-sheets can be Stored at least for
Five years or more as per the need

EXTERNAL

(University Theory and Practical)



after collecting the theory Answer-sheets
it should be sealed and kept in custody of

CEO



Sealed Envelope Should be sent after
Two papers to the respective CAP Centres



After submission all CAP Letter's
should be kept for Claim the bills

INSTRUCTIONS TO CANDIDATES

1. Candidates should occupy seats before 15 min of examination. The Senior supervisor may, however, at his discretion, admit those who give him a satisfactory reason for the delay.
2. A warning bell will be given ten minutes before the close of the examination; at the second bell you must stop writing, and be ready to hand over your answer-books to the supervisor. You must not leave your seat until all your answer-books are collected by the supervisor.

(A) While entering the examination hall

1. Make sure that you are not in possession of any material such as books, note-books, scribbled notes which may tempt to copy or use as a reminder.
2. Do not take with you any answer-book or supplement written in or blank while leaving the examination hall.
3. Do not communicate in any way in the examination hall while the examination is going on.
4. Do not disobey any instruction/s issued to you by the Senior or the Junior Supervisor.
5. Do not behave in a rude or disobedient manner. Failure to observe the instructions may result in expelling the candidate instantly and punishing the misconduct of breach of rules by excluding him from any University or College Examination or Course for a specified period or permanently.

(B) While writing in the examination hall

1. Do not write name on any part of answer-book or disclose your identity in any other manner.
2. If you want anything, apply to your Supervisor, but do not leave your Seat on any account.
3. If you suspect that there is some error in the body of the question paper, bring it immediately to the notice of the Senior Supervisor so as to enable him to rectify it after making the necessary enquiries.
4. You will not be permitted to leave the examination hall in first 60 min and Last 30 min.
5. Do not bring cell phones in examination hall.
6. Exchange of writing materials, stencils, mathematical instruments etc, is strictly prohibited.
7. Do not write answers in wrong sections as there is a risk of these being not examined.

C) While handing over the answer-books

1. Make sure that you have completely and correctly, written all the information on answer-book/s and supplement/s.
2. Handover all the answer-books and supplements supplied to you while leaving the hall.

8. RELATED DOCUMENTS

- Manual for university Stationary demand
- Manual for university question paper download
- Manual for university internal marks entry
- Manual for university remunerations

9. RELATED FORMS

- Proforma for university correspondence.
- Proforma Letter of appointment and attendance of External Examiner.
- Proforma for internal assessments
- Proforma for Result Analysis
- Proforma for Examination Bills

10. REFERENCES

- Act, Statutes, Ordinances & Regulations
- Different Schemes of Examinations and Syllabi

11. ATTACHMENTS

- Internal assessment forms
- Forms can be downloaded from www.unipune.ac.in

Chapter - 18

Library and Information Centre

1. Introduction

Library identifies, evaluates, procures, processes and makes learning resources available to the users for their teaching, learning and research assignments. It plays a vital role in information storage and retrieval for current as well as future generation as it archives knowledge accumulated through books, recordings and other media. Students, scholars, teachers, etc. use these library resources for study, research and teaching. Library endeavors to satisfy the need for knowledge or to obtain material for some kind of leisure time activity.

2. Purpose

The purpose of the Library and Information Centre is to identify, evaluate, procure, process and then make learning resources available to the faculty and students for their teaching, learning and research assignments. To achieve purpose, smooth running, and administrative convenience, the different activities are categorized under the following:

- Acquisition of academic material in print and electronic format needed by users
- Technical Processing of academic reading material
- Subscription and management of Journals, magazines and Periodicals
- Lending and document supply services
- Maintenance and updating of stock
- Maintaining housekeeping, safety, discipline in library
- Management of Digital Library and IT resources in library

3.1 Welcome

Libraries are backbone of any civilized society and heart of any academic institution. Thus, the library at MMCOP also acquires a prominent place among the students and faculty. The library services at MMCOP are provided to students, faculty members, staff Alumni for updating their knowledge and supporting the research and teaching / learning activities. These services are provided through the Central Library and Information Centre. Keeping in view the fast changes in technology, the knowledge base of the library is updated regularly by way of adding new text books, reference books, reports, proceedings, abstracts and indexes, encyclopedias, Official Book, standards (National and International), Journals & database and CD-ROM. The Central Library endeavors to fulfill the information needs of its users with the help of latest technologies and institutional Membership of other libraries.

The Central Library is organized into various functional divisions like circulation area, stacking area, book processing area, digital library, reading room, multimedia room, journal Section.

3.2 Quality Policy

To quest for providing standard information services to its users in order to fulfill their information needs curricula, research and teaching.

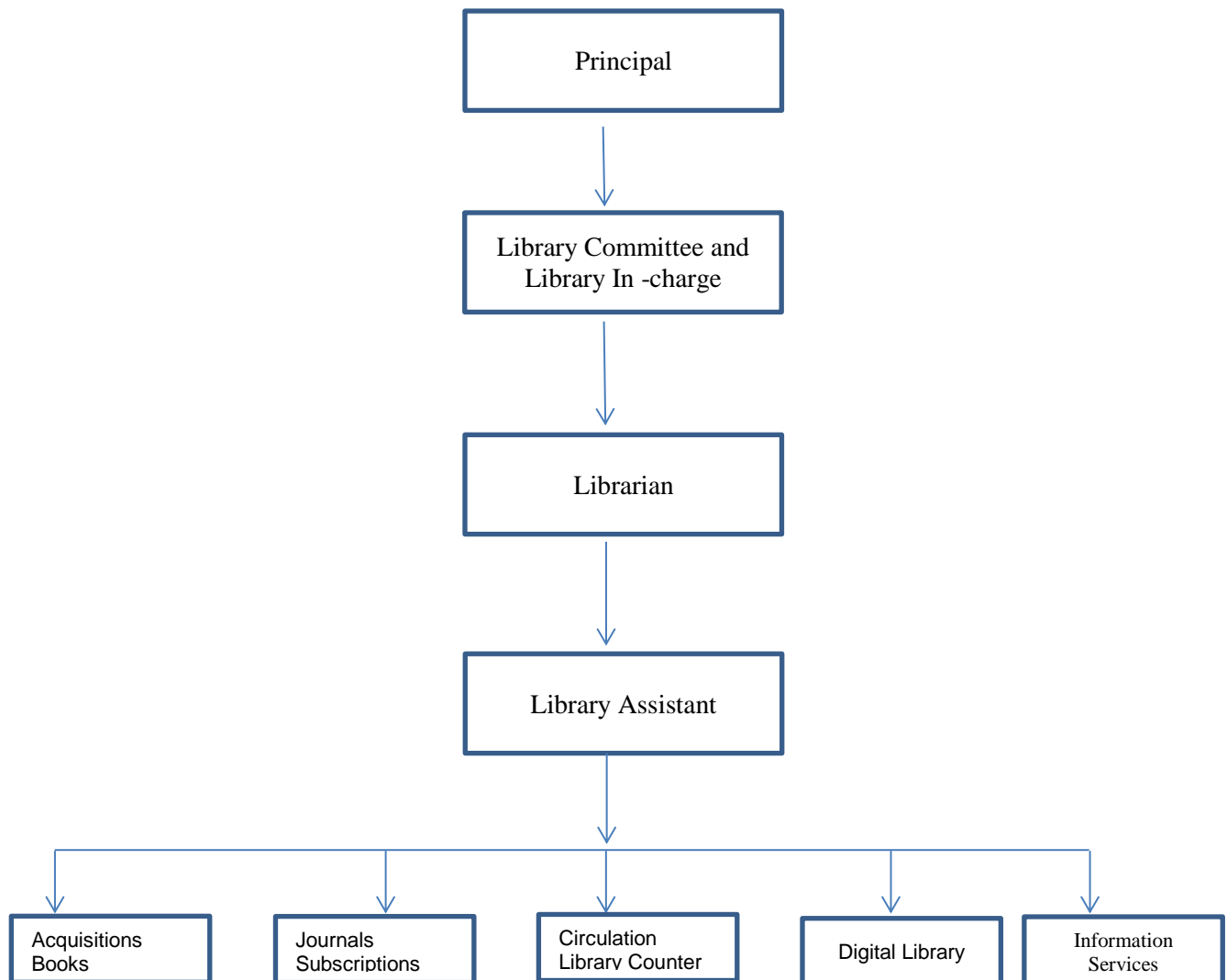
3.3 Objective

- Serve as center of information and a gateway of knowledge providing fair access to knowledge aspirants.
- Offer an inviting and attractive seating facility with clean drinking water and the toilet facilities.
- Offer proactive services to its users.
- Ensure that users are treated with courtesy and respect by library staff.
- Pay attention to the needs of differently abled users.
- Optimize its potential to provide access to information and knowledge to all users.
- Help users to develop information save to make optimum use of resources.
- Work more effectively and efficiently by undertaking every activity in a professional manner

4.1 *Context of the Organization*

The Central Library of MMCOP supports the teaching, research and extension programs of the institutes.

Functional Organization Chart



4.2 Library Committee

The function of the Library Advisory Committee is to support the functioning of the library so that it can facilitate the library development plans by advocating the library development activities with the management. This to act as a channel of communication and dialogue between the Library System and its users. The Committee's main objective is to aid in the establishment of a bridge between the Library and the academic fraternity and the institute management.

The Library Committee is appointed by the Principal of the Institute. It consists of following members.

Sr. No.	Name	Designation
1	Dr. Manohar J. Patil	Principal, Chairman
2	Dr. Pravin J. Patil	Secretary, Faculty, In-charge Library
3	Dr. Smitha Gandra	Member
4	Dr. Rahul H. Khiste	Member
5	Mr. Sachin K. Jagadale	Member
6	Dr. Prasad V. Kadam	Member
7	Mrs. Aruna R. Narale	Member
8	Mr. Vishnu B. Nikam	Member, Asst. Librarian
9	Mrs. Sangita G. Jadhav	Member, Lib. Assistant
10	Ms. Gayatri R. Choudhari	F.Y.B.Pharm.
11	Ms. Sushma B. Shinde	S.Y.B.Pharm
12	Ms. Aishwarya S. Mahangade	T.Y.B.Pharm
13	Mr. Karan R. Sehgal	Final Year B. Pharm.
14	Mr. Pradeep S. Mittha	First Year M. Pharm.
15	Ms. Shivankita S. Nadhe	Second Year M.Pharm
16	Ms. Aparna S. Shirale	First Year D. Pharm.
17	Mr. Prakash A. Chourdhary	Second Year D.Pharm.

Terms of Reference for Library Committee

- a) To provide general direction to the Library
- b) To review, rewrite and approve library procurement policy
- c) To negotiate and approve subscriptions to online databases (e-journals, eBooks and data sets)
- d) To formulate the policy for library use and procedure to be framed
- e) To review the functioning of the library with regards to its support to the academic programmes of the institute.
- f) To outline the library collection development policy as and when required, for its implementation.
- g) To monitor and evaluate, from time to time, trends and developments in information technologies, networking, library automation, library cooperation etc., and to direct the library in their adoption.
- h) To formulate action plan for the development of library human resource, infrastructure, facilities, products and services.
- i) Any other function as assigned by the higher authorities
- j) The LAC would meet at least once in six months to review the library affairs
- k) The committee shall be reconstituted once in three years

Meeting Frequency: The Library Committee shall meet at least once in six months to review the library affairs and if necessary, more often.

1.4 Minutes of the Meeting: Meeting minutes shall be recorded by the Librarian, and circulated to all members for consideration and approval.

Library Budget and Finances

Library budget means the financial allocation to procure documents and provide access to the information resources.

Sources of Finance for Library

The present annual library budget of the library has the following components:

1. Provision in annual budget from Institute

4.3 Responsibilities and Authorities

Designation	Duties	Authorization
Principal	Looks after the complete operation of the library. Responsible for Planning, Organizing, Staffing, Directing, Coordinating, Reporting, and Budgeting. Liaisons with departments of the University to review and implementation of	To issue orders to subordinate staff To Issue purchase orders To verify bills for payments To formulate the policy of the library To evaluate periodically
Library In charge	<ol style="list-style-type: none"> 1. Act as a link between principal and library staff for effective functioning and management of library. 2. Oversee the functioning of library staff. 3. In coordination with library staff help in maintaining library records. 4. Maintain discipline by observing students behavior in library. 5. To carry out 	To instruct the library staff for regular work. To verify the documents prepared by library staff. To initiate various purchases for the library To direct the subordinate staff as per instruction of the University Librarian To check various points of the library To maintain discipline in

	<p>purchase of books, subscription of journals and periodicals in library.</p> <p>6. maintaining relationships with external bodies, such as suppliers;</p> <p>7. To conduct the library committee meetings and implement suggestions in cooperation with library staff.</p> <p>8. To prepare and submit an Annual Report summarizing the activities of the Library.</p>	<p>the library</p> <p>To give orientation/ information literacy program to the user</p> <p>To liaison with various departments of the library</p> <p>To officiate in the absence of University Librarian</p>
<p>Librarian</p>	<p>1. Collect and catalog library resources including books, Journals and other publications.</p> <p>2. To maintain stock register</p> <p>3. Help readers locate reference and text reading materials.</p> <p>4. Maintain library records and ensure it is updated.</p> <p>5. Perform regular audits of the information and inventory on file.</p> <p>6. Educate students and staff on how to properly search for information using</p>	<p>To direct the subordinate staff as per instruction of the Principal</p> <p>To check various points of the library</p> <p>To maintain discipline in the library</p> <p>To give orientation/ information to the user</p>

	<p>the library databases.</p> <p>7. Manage budgeting, planning, and employee activities.</p> <p>8. Oversee the check-out process for books and other resource materials.</p> <p>9. Clarify the use of library amenities and provide information about library policies.</p> <p>10. Make sure the library meet the needs of users including postgraduate students and disabled students.</p>	
	<p>policy and procedures, collection development</p> <p>11. To maintain statistics of income and expenditure for Preparing budget.</p> <p>12. To receive recommendations/ suggestions for new reading material</p> <p>13. To edit library records as per standards</p> <p>14. To circulate current awareness services</p> <p>15. To check the accessibility</p>	<p>collections, services of the library</p>

	<p>of the electronic resources daily.</p> <p>16. To search new resources on net useful for the institute and available in open access</p> <p>17. Liaison with agencies to ensure the timely supply of at all subscribed journal</p>	
<p>Library Assistant</p>	<ol style="list-style-type: none"> 1. Supervision of acquisition and processing of reading material, 2. Assisting the Librarian stock revision, disposal of withdrawn material, maintenance of users and usage statistics. 3. Gets recommendations for books from library users, places 4. Updates and Uploads Institution digital repository. 5. Maintains News Paper and Magazines; 6. Maintains newspaper clippings. 7. Maintenance of audiovisual aids and arranging for their display; & Booking of slots for students on their demand for video streaming in the audio visual room. 8. Look after sitting up of 	<ol style="list-style-type: none"> 1. To acquire and process the 2. reading material 3. To maintain usage statistics 4. To suggest reading materials

	<p>computers, reading and reference section.</p> <p>9. Identification and record of damaged books, binding and repairs documents.</p>	
<p>Other Functions of Library Staff</p>	<p>1. Assists the officers in processing of new books and other learning materials.</p> <p>2. To assist in restoration, general watch.</p> <p>3. Helps users in locating books;</p> <p>4. Bar Coding Work; shelving of Books; Computer maintenance. Helps in maintaining clean, quiet and comfortable environment in the library</p> <p>5. Monitoring of stacking area, reading rooms, including books, furniture, fixture and equipment.</p> <p>6. Helps in restoration of books and other learning material and vigilance in the library.</p> <p>7. Attends the checkout point and helps in book repair; completion Work of Books; letters Distribution; Looks after audio visual room in order to keep LED TV and other materials.</p>	

4.4 Services offered by Library

Reading Facilities	Referencing
Circulation	Student I – Card
Digital library	Current awareness service
Referral Service	Document Delivery Service
Photocopying and scanning	Information Display
Journal Club	Web based Online Public Access Catalog (Web – OPAC for Computerized Information Search)
Library Orientation Programme	Newspapers
Newspaper Clipping	New Arrival List
Eklavya Book Bank Scheme	Assistance to Divyangjan

1. Service Hours

- Library Opening Hours: 9am to 6 pm, Monday to Saturday.
- Issue / Return Timings (Circulation Desk): 9am to 6 pm, Monday to Saturday.
- Reading Room Hours: 9 am to 6 pm, Monday to Saturday.

2. Membership

- All students, faculty members and staff of the institute are eligible for the membership of the institute library for using its facilities and services offered for the purpose of their academic, research and administrative work. Use of library facilities and services implies acceptance of its rules and procedures.
- Borrowing of reading materials facility is available to the faculty, researchers, students and staff of the Institute. The registration to use the library facility and services is automatic for the faculty and staff on joining the institute and for students on registration for the courses.
- Visitor or guest member from academic or research institute is allowed to use the library for a short period of time only with the prior permission from the Principal and Librarian.

No borrowing facility is available to the visitors. Guest member is required to produce proof of identification.

3. Circulation Section

Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources (Primarily Books)
- b) Attending the Users' query for effective interpretation of library rules and regulations
- c) Registration of new members
- d) Inter Library Loan Service

- e) Maintenance of “Circulation Module” of Library Management Software
Maintenance and updatation of all data related to library users
- f) Sending Reminders to overdue documents users
- g) Correspondence & No Due issuing
- h) Library Orientations/Information and Digital Literacy
- i) Assisting the users for accessing OPAC and Reference

3.1 Issue/Return procedure

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

While Issuing Book:

- Quick view of the book for any damage
- Ensure that the User writes signs on the Book card
- Enter details into Issue Database
- Discharge the books as per Security rules
- Handover the books to the user

While receiving the books:

- Quickly view the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in Autolib
- Charge books as per security System
- Cancel the entry in Book Card
- Send them to Stack for Shelving

3.2 Documents that Can and cannot be borrowed

Books that can be borrowed:

- Books from the general shelf
- CD ROMS, DVDs and audio video cassettes can be borrowed for a period of one week

Documents that cannot be borrowed:

- Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
- Dissertations/Project Works submitted by Students are not issuable.
- Reference books and official books like pharmacopoeia

3.3 Circulation Policy

- Documents marked as “Reference Copy” are to be consulted within the library premises.

A document issued may be renewed provided there is no pending reservation against it.

- Borrower should bring the material physically to the library for renewal.
- No user is eligible to borrow documents from the library on someone else’s behalf.
- No material from the library should be taken out without proper issue. Any type of violation may lead to a disciplinary action.
- Handle the library material with utmost care.
- Faculty and staff going on long leave, deputation, study leave, or extraordinary leave will have to return all borrowed materials before leaving the institute.

All books need to be returned for physical verification irrespective of the date of issue and category of users. Dates for physical verification will be announced two weeks in advance.

- Members are held responsible for all items issued on their name, until they are returned to the library.
- Before issuing a document user should bring to the notice of the library staff mutilations if any. The staff shall make an official record of such observations before checking out the document.
- The Lost / mutilated / spoiled book should be brought to the notice of library staff immediately. If an issued book is lost / mutilated / spoiled, it is to be either replaced with latest edition or compensated by double the original cost at the prevailing exchange rate. Refunding compensation money may not be possible if book lost is found later. If the lost book is part of a set or series they may be called

upon to replace the whole set or series. In case of the lost book is untraceable in market or out of print Library committee reserves the right to decide appropriate penalty.

- Issued book may be recalled anytime before the due date if there is genuine urgent requirement by another member.
- The borrowing facility can be restricted or suspended in case of misbehavior or misuse of the library facilities / materials.

4. Procurement of Learning Resources

Procurement of learning resource constitutes the primary responsibility of library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge investments and has long-lasting consequences, it is very much essential that libraries have a well thought out collection development policy.

4.1 Procurement of Books: Process and Approvals

a) Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by HODs.

b) Indent Approval:

All faculty indents will be routed through HODs, Librarian, Store and Purchase department for the approval of Principal.

c) Ordering:

The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be issued by the Store and Purchase department.

d) Supplier Panel:

Panel of Vendors can be selected based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. This panel will be reviewed every two years based on the supplier performance. A panel should have at least 3 Vendors

e) Discount:

While empanelling a supplier panel, library committee will negotiate and fix a flat discount structure to be followed. This discount rate will be followed for the next two years.

f) Other Suppliers/ Low Discount:

There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.

g) Supply Deadline:

Maximum time limit for supplying ordered titles will be 30 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks' time may be given. Books which arrive after this will be accepted only after taking approval from the authorities.

h) Foreign Currency:

For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed

i) Price Proof:

Accepted Price Proof are: (Signed & Stamped by supplier)

j) Exhibitions:

Library may arrange for book exhibitions through publishers or their representatives or the empanelled suppliers. Institute will facilitate the exhibitions by providing the space, basic furniture, indent forms, etc for obtaining book recommendations

4.2 Terms and conditions for Vendors

- a. All books carry a discount as per the agreed terms
- b. This order should be acknowledged within 7 days from this date
- c. If a book is ordered from abroad, we should be informed accordingly before sourcing it.
- d. Please supply latest editions. Always supply paperback editions unless otherwise mentioned. Indian reprints/editions, if available should be supplied. Consult us beforehand if you intend to supply hardback editions, if the ordered paperback edition is not available.
- e. The maximum time limit for supplying such book is 30 days.
- f. This order would be treated as cancelled, if the books are not supplied or no report as to availability or otherwise is received within this period.

g. You should certify on the invoice that the prices quoted there in are the publisher's current prices. And, enclose the stamped price proof along with the invoice

h. Payment will be made within 14days from date of receipt of the invoice.

4.3 Book Procurement Process Work flow:

I. Initiation of Acquisition:

- Receiving Recommendations by Indent Forms, Emails, Noting Sheets, Publisher Catalogues marked and signed
- Find out the exact details of the Title recommended
- Duplicate Checking
- Correspond with Suppliers/vendors for checking Availability Status
- Put up for Approval
- Obtain the quotations from at least three suppliers
- Prepare the comparative
- Conduct the negotiation meeting
- Prepare the comparative and find the lowest price suppliers.
- Prepare and Issue Purchase Orders after approval

II. Accessioning

- Accessioning: Enter the details of the Invoice and Books in Accession Register
- Assign Accession Numbers to Titles in Database
- Pass entries in Bill Register and forward bills
- Maintain Bill File
- Maintain Bill Register Data in EXCEL Sheet for reporting

III. Invoice Processing:

- Receive Books from Suppliers/Vendors
- Crosschecking with Purchase Orders
- Foreign Exchange Rate Verification as per Good Offices Committee Report
- Price Proof Verification
- Prepare Book Received Report

IV. Classifying

- Classify Books/Thesis/Dissertations as per the adopted library Classification Schedule
- Assign Accession Numbers
- Write the Accession Number on the back of Title page

V. Cataloguing:

- Bibliographic Details of each book is entered into Autolib software
- Assigning Keywords : Minimum three keywords are assigned to each title
- Data validation: Regular editing of various access points in the database like Author, Title, Class No, etc.

VI. Processing Books:

- Stamping – Library Stamp to be put on the back of Title page, on Secret page and on the Last page.
- Paste Spine labels, Bar Codes on the Front Page and on the Title page and laminate it with Cello tape
- Prepare Book cards using System
- Send the completely ready to use new arrivals to New Additions Rack, Reference Section or stacking Shelf, as the case may be.

VII. Institute Material like Dissertation/Thesis/Reports and the Books received as Gift

- These items to be treated like books for processing, etc.

VIII. Financial Planning/Budgeting:

- Utilization Report for budgeted amount
- Inform Faculty about the arrival of books every month

IX. Generate Reports

- No. of Requests Received from Faculty
- No. of Titles Recommended
- Status of the recommended titles (Already Library has, Out of Print, Untraced)
- No. of Titles Ordered
- No. of Titles received (Success rate)
- No. of Titles received as Gifts/Donations
- “New Additions Bulletin” (Monthly)
- Book Received information to recommending faculty (Monthly)

X. Vendor Follow Up:

- Titles Not Supplied
- Reminders to Suppliers fortnightly

4.4 Non Supply of Books: Process to be followed

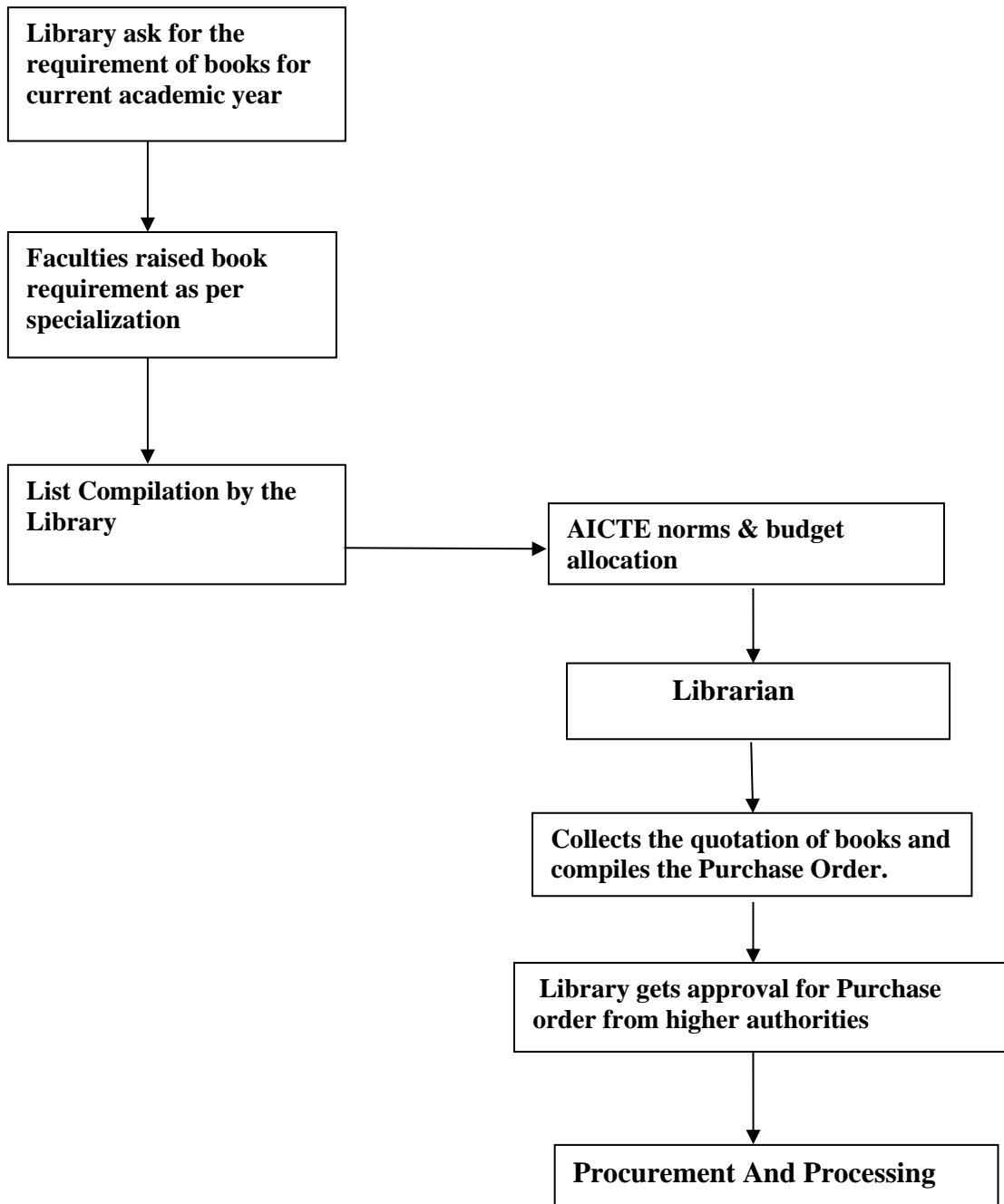
- Fortnightly follow up with the vendors
- Evaluate the supply status
- Change supplier and re-order books

4.5 Maintenance of Files and Records

Following records/files will be maintained properly

- Accession Register
- Bill Register
- Purchase Orders
- Invoices
- Reminders

FLOW CHART OF LIBRARY BOOKS & OTHER REFERENCE MATERIALS PURCHASE PROCESS-



5. Journal Subscription Process Work Flow:

a) Recommendation:

The list of journals to be renewed is put on faculty circulation through email and recommendations received. Faculty can also recommend new titles.

b) Approval:

- The list will be processed for exact details like price/publisher
- Duplication checking
- Put for approval by Library Committee.
- Put up for Principal approval.

c. Proforma Invoices:

Invoices must carry a certification that the price has been charged in accordance with the publisher's price list.

d) Ordering :

Journals Renewal and Subscription Orders will be issued to publisher by Librarian

e) Maintain proper Bill Register and an MIS of all invoices passed for payment

f) Binding of Journals:

All journals procured will be kept on shelves.

Receipt of and access to journals

- a) Ensure that the items received are as per the order/ access is enabled to the desired resource
- b) Processing of Journal Issues: Physical verification, Stamping
- c) Timely display of the recent Issues of the journals/periodicals on the respective display racks.

g. Non Supply of Journal Issues:

a) Reminders: Missing issue reminders can be sent with the following frequency:

- o For weekly and bimonthly journals: Once every month
- o For Quarterly/Biannual journals: Once every two months

b) Replacement of missing issues: Supplier must be asked to replace missing issues by way of

- o replacement copy, or
- o publisher certified and reproduced copy or

- o refund either in the form of credit note or Demand Draft/Cheque or
- o extend the subscription period equivalent to corresponding period

h. Archiving and Weeding Out

In order to provide better access to the frequently consulted literature, back volumes are archived in a less active storage area. Adequate space should be provided for archival storage to Library if not available.

The following categories of materials can be considered for weeding out:

- Temporary material (e.g. newsletters, progress reports, pamphlets) including those materials that lose value after a certain period of time such as: annual reports, directories, yearbooks, etc. These are weeded out annually.
- Duplicate issues of the journals may be weeded out after checking that no other campus wants to have them in their collection.
- Material (Books, journals, reports) that library received as gifts/complementary by individuals/institutions and organisations which have no relevance to users.
- Books/Journals that have become unserviceable due to heavy use, wear and tear, obsolete and old infected material

i. Maintenance of Records:

The transactions of all the activities/procedures/etc. in the Periodicals Section should be carefully and properly recorded for the relevant information and documentation. In this regard apart from the automated system, the section maintains the following documents for keeping the records:

- Journal Subscription Registers
- Bills Register
- Journal Loose Issue Entry
- Subscription Orders

6. Procurement of e-Resources

Electronic Resources include electronic journals, online databases, bibliographic databases, indexing/abstracting services, software tools for research, eBooks, or any information resource that is available in electronic form.

- o Annual Subscription: Access to content is available for only one calendar year
- o Perpetual Access: Access to content is available perpetually.

6.1 Negotiation

Negotiation plays a vital role in deciding the pricing factors. One can enforce terms to the publishers/vendors in form of the pricing, access to the back volumes, locking period, perpetual access, archival rights, governing laws, training and awareness programmes, access to the walk-in-users, usage statistics, simultaneous access, etc.

There are no standard/ uniformly acceptable terms and should arrive at win-win situation.

6.2 Process and Approvals

Online databases are expensive resources which need to be evaluated properly before subscribing. Hence, the following procedure be followed for subscribing to Online Databases (not for single and individual eJournals or eBooks)

- Identify the need
- Ask for a Trial Access
- Publicize the availability of resource on Trial
- Analyze the Usage statistics
- Make a cost benefit analysis by considering all relevant facts
- Put up for approval
- Convene a Library Committee for negotiation and conclude the deal

6.3 Electronic Journals

When subscribing to individual titles, same procedure as that of print journals will be followed with regards to preparing the list of journals, duplication checking, finding out price and finally putting up for the approval of Library Committee and Principal.

6.4 eBooks subscription/purchase

When purchasing/subscribing to individual eBook titles, same procedure as that of print books will be followed with regards to preparing the list of titles, duplication checking, finding out price and finally putting up for the approval of Principal.

7. Library Fine, Renewals and Reservations

- There will be a overdue charge Re.2/- per day per book
- Fines will be kept pending as “due from borrower” in the system
- “No dues” certification will be cleared from library only after the library dues are fully paid up upon completion of programme
- Faculty and Staff will not be levied any library overdue fine

- Books can be renewed for another term of 15 days, if no demand is there.
- The renewal must be made on or before the due date
- A General Shelf book can be renewed for three times in a row, after which it must be returned to the library.
- User may borrow it again, if there is no reservation placed on that.

8. Loss of documents and Policy of Compensating Library

- Library materials are to be handled with care.
- If a borrowed book is lost or damaged beyond usable condition, then the user will inform the library
- Library will follow the below mentioned steps, in the same order of preference to settle the dues
 1. Book has to be replaced with the same or latest edition OR
 2. Actual cost of the book as per library records or a minimum amount of Rs.200/-, whichever is high.
 3. Overdue charges will not be levied in such cases from the date of report until the same is replaced (must be resolved within a month)

9. Library Access by Visitors: Weekly Membership and Charges

All external users who want to utilize library facilities and services for their academic purposes to be allowed after following verification.

- User must produce a valid identify proof like their college I Card, work place ID, Driving License, Aadhar, PANCARD, Voter ID.
- Fill up Membership form by furnishing the details
- Pay the library Usage Fees as below:

Category of User	Library Usage Fees	Services offered
Students / Research Scholars from India	Rs. 100 per week	Access to print collection and eResources as guest login
Professionals (Teachers, other academicians, etc)	Rs. 200 per week	Access to print collection and eResources as guest login
Professionals from Industry	Rs. 500 per week	Access to print collection and eResources as guest login

10. Photocopy / Printing

- Students can avail photocopy and printing facility @ INR 1 per page to maximum limit of 200 pages per day.

Photocopies can be taken from Books, Journals, Project Reports, Thesis/Dissertations, etc

11. Misuse of Library resources:

The theft or abuse of Library resources like books, journal issues, reports, and dissertations will be viewed very seriously.

- Each case will be examined to ascertain its genuineness and the matter will be reported to the Principal for further action.

12. Stack Room /Display Area Management

Collection Organization plays a very important role in ensuring the optimum utilization of the books, journals kept in the library. Presently, the learning resources are stacked/displayed in the following categories:

- General Stack Area
- Reference Section (Consisting of Encyclopedias, Dictionaries, Pharmacopoeias, etc)
- News paper/Magazine Display Area
- Journal Display Racks

It is essential that all efforts are carried out by the library for pleasant display and quick retrieval of books/journals by the users. Library must ensure that:

- All the books removed from the stacks are replaced back in their shelves at least twice a day
- Shelf Reading must be done continuously to look for misplaced books
- Books reported untraced by users be traced in the quickest possible time
- The stacks should be properly labeled with subject guides

13. Stock Verification and Procedure to Write off Books

Stock verification is the systematic checking of the library's holdings for finding out missing items. It helps in restoration of misplaced or missing items, finding out torn or worn out items for repair or binding and provides an opportunity for cleaning and changing the arrangement of documents. Library conducts annual inventories, that is, stock verification in order to have an up-to-date record of library holdings, concrete data on rate of loss and to assess strengths and weaknesses in the collection. Library stock verification is done by the library staff involvement and with the help of a Library Management Software.

Procedure for write-off

- List the documents not found during stock verification
- Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
- Prepare pre-final list of the documents not found and publicize
- Compile a final list of documents not found
- Compare with the list of earlier stock verification to identify common entries
- Compare losses with borrowing/ consulting / photocopying statistics
- Put up the list of common entries to the Library Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
- Obtain approval from the Library Committee
- Obtain approval from the Principal
- Make necessary entries in the accession register, write-off register
- Remove records from databases
- Close file.
- Improve the system with additional precautionary measures

Preventive measures:

Some preventive measures are listed below.

- Follow closed access to the rare books and specialized collections
- The exit/entry to the library be monitored
- Sealing of windows with wire mesh, installation of CCTVs, adequate vigilance in the stack room(s), provision of adequate lighting, introduction of identity/membership cards for identification of users, etc., can be adopted.

14. Reference Service

Library houses all important reference sources like Encyclopedias, Dictionaries, handbooks and Manuals, Pharmacopoeias. The collection ranges from general to subject specific sources. All the reference sources are housed in the Reference section. Users can contact library staff for any assistance. Library also provides has remote access to digital library.

15. Information and Digital Literacy/Library Orientation

Library will conduct User Education/Orientation programmes to all in the beginning of the academic year. Besides this, these awareness programmes should be conducted when requested by users from time to time.

16. Inter Library Loan

Library maintains an inter library loan arrangement with local libraries.

Apart from this library also has membership with DELNET, Jaykar Library, NCL library, British library.

Hence, all possible efforts must be made to make available the learning resources needed for the faculty and students.

18. Digital Library Services

Digital Library provides seamless access to various CD-ROM Databases, Electronic Theses & Dissertations, Institutional Repository, e-books, e-journals, etc.

- Scanning and printing facility for the students is provided.

19. Web-Based Online Public Access Catalogue

Web-Based OPAC has been created in the library. The Library Catalogues can be searched and accessed from through the intranet and internet facility. Data can be accessed from various search points. This facility enables users to simultaneously search Library Catalogue, E-Journals, E-Books, Databases, Institutional databases and Publishers databases in real time from multiple information resources in a single search.

20. Reading Room Facility:

There is a spacious reading hall in the Library. This is used by students for reading purpose. About 105 students can seat at a time for reading purpose.

21. Library Binding

- Library binding is the term used to describe the method of binding serials, and re-binding paperback or hardcover books for use within libraries.
- Library binding increases the durability of books, as well as makes the materials easier to use. Binding helps in strengthening the books and increases their life.
- The materials that are selected and sent for the binding are to be recorded properly.
- The binder has to be given instructions for binding process of the documents according to the types of documents given for binding.
- Binding work also includes receiving back the bound documents from the binder and sending the documents back to the shelves after proper checking of records and all paper work.

21. Physical Ambiences:

a. Cleanliness:

Library is a central resource department that is the backbone of all academic programmes of the institute. Students and faculty would be spending their considerable time in library premises pursuing their research and studies. Hence it is very much essential that library has a checking system in place to

monitor the cleanliness and hygiene of the library premises like daily sweeping, cleaning and mopping of all floors, and washrooms.

b. Electricity and Water and Ventilation

Library will ensure that these essential things are working at all times and users would not be put to any inconvenience.

22. Assistance in plagiarism check

Library handles plagiarism verification for theses, Projects, Papers presented for conference/workshop, abstracts through Urkund Antiplagiarism software. The students, research scholars and staff members need to submit the application form endorsed by the respective supervisors/HODs. The library has access to web-based Anti-plagiarism software Urkund from SPPU for evaluating research materials.

22. Newspaper Clipping Service

The Collection of Newspaper Clippings has been accumulated through the daily newspapers on college achievements, technological developments, university news and any other useful information.

23. Eklavya Book Bank Facility

- This is a semester based scheme on which books are issued to students. Five topper students per class are selected for this book bank scheme. Also, book bank scheme is made available for the economically weaker students.
- They will get one set of text books at the beginning of the semester
- These text books are recommended and suggested by the concerned subject teachers.
- One prescribed text book will be issued per subject
- Books will be issued for the entire semester at the end of the semester the books have to be returned and will be allowed to borrow subsequent semester. Delay in returning books will entail fine of Rs. 50/- per book per week.

- If any student availing the facility loses the book/damages the book / disfigures the book, he/she shall replace the volume(s) with new books (Or pay the current cost of the book).
- Students have to apply by submitting prescribed form to avail the facility of book bank.
- By opting for this scheme the students will get an opportunity to refer the standard books

24. Assistance to Divyangjan

The library offers guided tours of the library for Divyangjans to guide them about the library facilities available at the college.

The Library provides user-friendly services to Divyangjans in all aspects such as provision of wheel chair, help in finding or locating the library resources (WEB-OPAC), retrieving the required materials, using reading room, accessing digital contents, renewing and returning of books by the library staff (human assistance). Information about the accessibility, materials and services is made available in the library.

25. Books/Journals donation policy

In general, library accepts the good quality/conditioned books as a donation. The library accepts donations of manuscripts, books, periodicals etc. from donors. Such donations after acceptance becomes the assets of the college library. The appreciation letter or e-mail is issued to the donor on the behalf of college.

26. Implementing Govt. of India initiatives

College library takes initiatives in **Implementing Govt. of India initiatives about the knowledge generation and sharing.**

a. e-shodhsindhu

The e-ShodhSindhu provide current as well as archival access to more than 10,000 peer-reviewed journals and a number of bibliographic, citation and factual databases in different disciplines from a large number of publishers and aggregators to its member institutions. Library provides facility to access and utilizes e-shodhsindhu the platform for the access of manuscripts and databases.

b. Shodhganga

It provides access to theses, research works through <https://shodhganga.inflibnet.ac.in/> (Repository of Indian theses and dissertation- Open Access)

c. NPTEL

27. **Guidelines for the users of MMCOP Library**


- i. Always carry Institute ID-Card while using the library and must be produced whenever asked for.
- ii. Strict and absolute silence shall be observed in the Library.
- iii. No material from the library should be taken out without proper issuing / recording. Any type of violation may lead to disciplinary action.
- iv. Books issued should not be brought to the library except for check-in or renewal.
- v. If the due date falls on a holiday for the Library, the next working day will be considered as the due date.
- vi. Documents taken out of the shelves must be kept on the reading tables. Replacing the documents on the shelves by users is not encouraged as the documents may get misplaced.
- vii. User computers kept in the library should be used only for searching OPAC / downloading scholarly information / taking print outs.
- viii. Maintain atmosphere of dignity, peace and silence in the library.
- ix. Personal printed materials in the form of books are not allowed to bring inside the library.
- x. Keep your personal belongings at the Property Counter.
- xi. Audible use of mobile phones, smoking, food and drinks are not allowed in the library
- xii. The newspaper(s) should be folded properly after reading and kept back in the designated place.
- xiii. Readers should not deface, mark, cut, mutilate or damage library resources in any way. If anyone is found doing so, he will be charged the full replacement cost of the resource. Books Borrowed should be protected from RAIN, DUST, INSECT, etc.
- xiv. Students are advised not to issue Books to others on their names.
- xv. Beverages and Eatables are not allowed inside the library.
- xvi. No visitor or guest is permitted to use the Library without obtaining a visitor/day membership.
- xvii. No photograph of the Library shall be taken without proper authorization.


- xviii. Library reserves the right to call back any issued book/item at any time.
- xix. All research scholars are advised not to keep Library books/journals (loose & bound) inside their lockers without getting them issued.
- xx. Library reserves the right to inspect these lockers, whenever necessary.
- xxi. All students are advised to come to the Library in decent dress as they are in the classrooms.

28. Different Forms used in library

1. Library Membership Form
2. I-Card application Form
3. Book Bank Facility Form
4. Lost I Card Application Form

1. Library Membership Form

 **Marathwada Mitra Mandal's**
College Of Pharmacy
Thergaon (kalewadi), Pune 411033



Central Library
Membership form for Staff

Membership No. _____

Name of the faculty: _____
(Last Name) (First Name) (Middle Name)

Department: _____

Subjects: _____

Mobile Number: _____ E-Mail : _____

Permanent Address: _____

Correspondence Address: _____



Date of Birth: _____

Date : _____

Signature of Faculty _____

Asst. Librarian _____ Library In Charge _____

2. I-Card application Form

**Marathwada Mitra Mandal's
College Of Pharmacy**
S. No.4/17,Sector:34,PCNTDA,Off Kalewadi Phata Pimpri Road
Thergaon (kalewadi), Pune-411033

Instructions
1. Please Type or Write in Clear Block Letters
2. Any Mistake in Icard due to Ambiguity in letters will be sole Responsibility of the Applicant
3. If the name is too big to be printed completely,then only Initials and Surname will be Printed.

Photo

SIGNATURE
Please don't touch the borders While signing

Please paste in the space Provided .Do NOT STAPLE

Name →

(Surname First)

Class → Branch ID.no



Address →

PIN

Student's Mobile No. Email

Parent's Mobile No.

Date of Birth Blood Group

**Marathwada Mitra Mandal's
College Of Pharmacy**
S. No.4/17,Sector:34,PCNTDA,Off Kalewadi Phata Pimpri Road
Thergaon (kalewadi), Pune-411033

Instructions
1. Please Type or Write in Clear Block Letters
2. Any Mistake in Icard due to Ambiguity in letters will be sole Responsibility of the Applicant
3. If the name is too big to be printed completely,then only Initials and Surname will be Printed.

Photo

SIGNATURE
Please don't touch the borders While signing

Please paste in the space Provided .Do NOT STAPLE

Name →

(Surname First)

Class → Branch ID. no

Address →


PIN

Student's Mobile No. Email

Parent's Mobile No.


Date of Birth Blood Group

3. Book Bank Facility Form



Department of Library

Marathwada Mitra Mandal's
College Of Pharmacy
 Thergaon (kalewadi),Pune 411033



MMCOP

SPECIAL BOOK BANK FACILITY

To
 The Principal/The Librarian
 MMCOP
 Kalewadi,Pune

Photo

UNDERTAKING

Sr.no	Name of the Student	Address	Branch/Class	Roll.no	Sign
1					
2					
3					
4					
5					

List of books Received

Sr.no	Author	Title	Acc.No	Date of	Date of Return
				Issue	& Rec,sign
1					
2					
3					
4					
5					
6					
7					
8					

TO wards Reimbursement of book form library for the the academic year -----



I/we undertake (1) to keep the books Issued from book in good condition
 (2) Will return library books after completion of Annual.....Examination

I hereby confirm and assure that I will bind to pay all the library book if any breakage,scratches,misuse made by myself as per your record.

Student Signature

Name:

4. **Lost I Card Application Form**

Marathwada Mitra Mandal's
College Of Pharmacy
 Thergaon (kalewadi),Pune 411033

Central Library

I-Card/Batch Lost Application

Full Name :

Department :

Roll No.& Sem. :

Date :

To,
 The Principal,
 Marathwada Mitra Mandal's
 College of Pharmacy

Res. Sir,

I....., the
 member of library of our college, inform you that, my I-Card/ Batch was misplaced/lost.
 So I am requesting to you, kindly issue me duplicate I-Card. I agree to pay
 fine as per library rules.

Thanking You,

Yours Student

Roll No. :

Appl. Rec. Date	Batch lost/I-Card Issue Date	Fine Receipt No.	
		Date	
Remarks :		Charges	

Asst. Librarian

Library In Charge

Account

Chapter-19

Research & Development

1. Introduction

The R&D Department is the backbone of the research and development of the College and controls the conduct of project and consultancy to fulfill the requisite conditions. The Sponsored research and Industrial consultancy projects are an essential means of enhancing institution-industry interaction and faculty development. By supporting the Govt, PSU and the industry, the College intends to contribute towards the country's economic growth and serve the society. Therefore, as a matter of policy, the College encourages its faculty members to undertake scientific and technical research/collaboration and consultancy work with outside agencies. The entire work of R & D is being governed by various provisions of the Rules & Regulations made therein by the authorities of the Marathwada Mitra Mandal's College of Pharmacy established by Marathwada Mitra Mandal, Pune.

This document contains the detailed structure and procedures related to the various activities of the R & D Department.

2. Amendments

Amendments are to be made from time as and when it is required by taking approval from the competent authority.

Purpose

3.1 Welcome

The Dean R & D controls the processes for the approval of consultancy and sponsored research projects in the college. Apart from the academic activities, MMCOP also helps the society by dealing and undertaking in research projects as well as consultancies from Industries from time to time. Research fellows who join in projects also learn how to deliver a good quality research. The R & D branch is responsible to route the proposals for research and consultancies which is headed by Dean (R & D). The projects imply sponsored research projects, industrial consultancy projects or routine testing projects. Sponsored Research Projects are sponsored by Govt. public, private,

national/international agencies and autonomous bodies. The Consultancy projects are consultancy assignments given by outside agency to a faculty of the college to work within mutually agreed scope. The routine testing project implies those testing works where the rates are fixed by the department. Sponsor means the organization that offers a project to the college and provides necessary financial support for successful completion of the project in time. The principal investigator is a member of the faculty/scientist of the College with necessary expertise and competence to conduct a research and consultancy work. Investigator means a person from amongst the faculty/scientist to work jointly with the PI permitted by the head of the institute. The consultant is an individual or government engaged for a specific period to carry out specific job. The project staffs are appointed in conformity with the guidelines to work on a project. Project Monitoring Committee (PMC) means the Committee constituted to monitor the large projects with outlay or more than Rs. 10 lacs.

3.1.1 Activities of R & D Section

Funds received from funding agency like Govt. /Non Govt. organization and other private agency.

Projects/ consultancy are brought from outside agency into the MMCOP through Faculty Member of different department for research & development.

Fund received from outside funding agency are being deposited in MMCOP A/c in the name of projects.

Funds are utilized by the PI with the approval of the Head of the Institute for the particular projects and consultancy.

Balance sheet/statement of receipt and expenditure is to be submitted for the audit purpose.

On the basis of expenditure on the funds utilization certificate is to be submitted to the audit purposes.

Deputation of staff should be made for completion of the project and consultancy.

Processing and preparation of agenda minutes, notification related to the R & D for the various meetings.

Conducting meeting for Research excellence award and organizing functions

3.2 Quality Policy

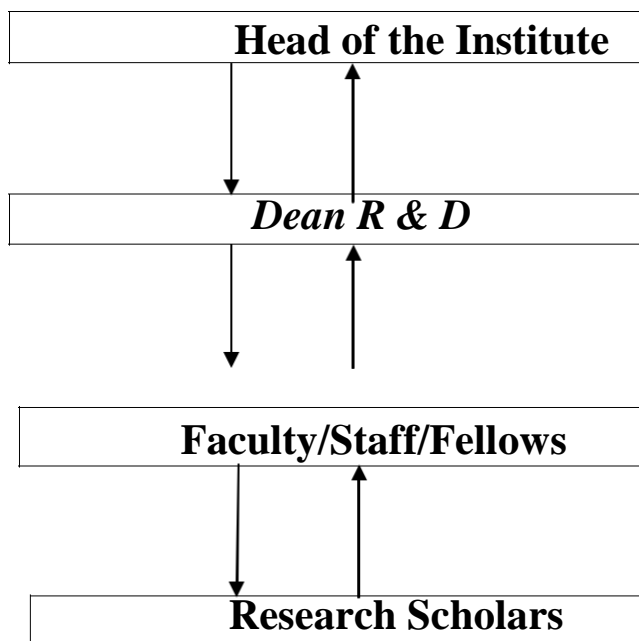
The R & D Department is committed for smooth conduct of R & D, proper maintenance of the Record with utmost accuracy in accordance to the provisions of the Rules & Regulations of the college.

4. Responsibilities:

4.1 Context of the Organization

R & D Branch by processing the proposals fulfils the objectives to undertake research and consultancy projects in MMCOP.

4.1.1 Organization Chart



4.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authorization
Dean-R & D	<ol style="list-style-type: none">1. The R & D department is headed by Dean-R & D and he supervises the activities of all the section of the R & D Department.2. To Coordinate the activities related to R & D of the College.	<ol style="list-style-type: none">1. Approval for issue of notification/ circular related to R & D.2. Approval of conduct all the activities related to R & D.3. Approval for conducting meetings related to R & D.

All the activities of the R & D department are time bound and urgent in nature.

4.2 Interested Parties

4.2.1 Students

4.2.2 Society

4.2.3 Faculty

4.2.4 Academic and Non-Academic Departments of MMCOP

4.2.5 Govt. of Maharashtra and its ministries/departments

4.2.6 Govt. of India and its ministries/departments

4.2.7 Employers

5. Scope

5.1 Scope of the Quality Management System:

The procedure is applicable to all the departments of the college and defines all the processes and activities carried out in R & D branch for processing the proposal of the various research project and consultancy projects. IPR cell deals with the protection of Intellectual property.

6. Procedures

6.1 Process Management Methodology

Refer processes and information flow chart mentioned at 4.1.1

6.2 Top Level Processes

6.2.1 Sponsored Projects

6.2.2 Consultancy Projects

6.2.3. Infrastructure Development Projects

6.2.4. Consultancy/Technical Services

7. Complete Departmental Procedure

7.1 Projects and consultancy

7.1.1 Summary

Sponsored Research and industrial consultancy are two important modes through which the faculty supports the activities contributing to the development of knowledge and technology. In the present times of continuous innovation and fast changing technology the curriculum must also be updated continuously to keep pace with time and research and consultancy projects help the faculty to remain in organic contact with the technological change. Thus, the activities of sponsored research and industrial consultancy have become an essential part of the activities of the teachers. Historically, this College was set up to cater to the development needs of India and that tradition has continued over the last several years.

Major funding has been received for participation in various projects initiated by Maharashtra Govt. and different Ministries of Government including DST, AICTE, RGSTC, Savitribai Phule Pune University, Pune etc. The College, through its faculty, can handle almost any type of problem/need of the industry.

7.1.2 Procedure

7.1.2.1 Projects

Processing of application receive from the Faculty member for endorsement of the Head of the Institute after recommendation of the Dean R&D/ Head of the Institute.

Proposal of projects.

Endorsement letter

Application duly signed and forwarded by the HoD.

Time line: One Week

In case, funding agency approves the project and provides the funds in the College A/c, the following processes starts:-

- i. Processing of application, submit by the Principal Investigator/Faculty Member for:-

Approval of purchase committee for the project purchases proposed by the P.I/ Faculty member.

Approval of selection committee for appointing the staff of the project and content of the advertisement for inviting application as proposed by the P.I/ Faculty member.

Check list:

Confirmation for the Account Branch about the fund received from the funding agency.

Constitution of committee for purchasing projects requirement as per College norms.

Time line: One Week

7.1.2.2. Processing of files for releasing of salary of project staff of the recommendation of the P. I.

Check list: Certified copy of attendance sheet.

Time line: Three days

7.1.2.3. Processing of bills for making payment/adjustment regarding purchase of items of the project.

Check list: Checking of bills, purchase done as per GFR, Stock entry etc.

Time line: One week

7.1.2.4. Forwarding of Utilization Certificate as proposal by the P.I. to the account branch and Registrar for signature.

Check list: Checking of the overhead amount/college share has been transferred to the college A/c.

Time line: One week

7.1.2.5. Processing of final closure of project proposal by the P.I.

Check list: Copy of final report of the project, adjustment of balance amount, if any.

Time line: one week

7.1.3.2 Consultancy

R & D Branch receives the proposal for consultancy from outside agencies and send to the concerned department for necessary action at their end.

Time line: One day

- i. R & D Branch process the proposal received from the Faculty Members for approval of consultancy/routine testing.
- ii. after approval of the Competent Authority a letter is issued to the client by the R & D branch for depositing the consultancy amount and complete other formalities.

Check list:

- i. A letter from the client/copy of advertisement of consultancy

Complete proposal duly signed by the PI & forwarded by the Head of the Institute.

Time line: one week

8. Overview

8.1 Process Sequence:

Refer flow process and information flow chart at 4.1.1

9. Related Document

- 9.1 Files for the research & consultancy projects.
- 9.2 Record of feedback /response received from the sponsoring agencies
- 9.3 Guidelines for research projects and consultancy
- 9.4 Submission of Utilization Certificate by the P.I
- 9.5 Preparation of closing report by the P.I

Intellectual Property rights Cell (IPR Cell)

Introduction

The IPR cell facilitates protection of the right of the Inventor(s) of MMCOP i.e. faculty /students/ project staff/ supporting staff/ of MMCOP through the option of Intellectual property on a novel work. IPR cell of MMCOP provide platform to the inventor of MMCOP to protect their “knowledge assets”. The purpose of the cell is to preserve the interest of MMCOP and make aware the MMCOP fraternity about the knowledge asset and its impact on the society. The focus of the department to work on three major knowledge assets: patent, design and copyright. Further IPR cell also works in association with MMCOP Institutional Innovation Council (IIC) to commercialize its knowledge assets.

This document has given brief overview about the activities, responsibilities of the IPR cell. The details of procedures adopted by the department are described in this document.

2 Amendments

Amendments shall be carried out through Governing Body and IIC as and when required based on the change in IPR filing pattern by Government of India or other national and international developments including treaties and legal judgements.

3 Purpose

3.1 Welcome

Marathwada Mitra Mandal's College of Pharmacy (MMCOP) is an academic Institute dedicated to excellence in teaching and research. Its activities, centered on faculty/ students/ project staff/ supporting staff/ are based on knowledge and intellectual exercise. In the current scenario of technological domain, where values and perceptions change at brisk pace, technological institutions have to preserve the essential spirit of academics on one hand and have to march ahead, on the other, accepting changing realities of business economy based on knowledge generated, protected and disseminated under the intellectual property regime. The purpose of the MMCOP IPR cell is as follows.

- It encourages the creative activities in the area of science and technology in the widest sense
It lays down the norms to protect the legitimate interest of faculty/ students/ project staff/ supporting staff/ of MMCOP in a rational manner consistent with the ‘commitment’ of MMCOP and ‘role’ assigned to it by the society.
- It provides a transparent administrative system for the ownership, control and transfer of the intellectual property created and owned by the Institute
- It shares a global perception of practices related to intellectual property retaining national identity and local constraints, avoiding as far as possible ‘conflict’ of opposing.
- It keeps into consideration the sustainable use of bio-resources and conservation of Bio-diversity.
- The policy promotes fair use of traditional knowledge while recognizing local traditional knowledge stakeholders and benefit sharing

3.2 Quality Policy

The IPR cell aims to provide qualitative services related to patent filing, examination and post patent activities, other Intellectual property related activities and commercialization of developed technologies. The cell impress upon highest level of professionalism, moral & ethical standards in its activities as well as delivery in a time bound manner. IPR cell continuously evolves its functioning through feedback mechanism from its stakeholders.

4 Responsibilities

4.1 Context of the Organization

4.1.1 Organization Chart: The organization chart of IPR cell is given below.

Principal



Dean, R & D



Faculty/Students/Staff/SRF/JRF/ Project Assistant

Organizational Chart of IPR cell

4.1.2 Responsibilities and Authorization

IPR Cell Committee: The IPR Cell Committee (IPR CC) is to core administration body, which will be responsible for evolving detailed procedures to facilitate implementation of the IPR policy of MMCOP. The IPR CC will have the following members: Principal, Dean (R&D), Dean (Academic), Two faculty members nominated by Principal.

Following administrative entities are constituted for smooth working of IPR Cell:

Designation	Responsibilities	Authorization
IPR Cell Committee	<ol style="list-style-type: none"> 1. To create expert groups in different subject domains for assessing and recommending Proposals for IP filing. 2. Appoint a panel of attorneys to facilitate filing of IPs by both the Institute appointed body as well by individual faculty/staff using their project or other funding. 3. To provide waivers and release of IPR to Inventor(s) and/or Third party (ies) within the framework of IPR policy of MMCOP. 4. To evolve modalities of financing of IP related activities at MMCOP. 5. Address any conflict, grievance regarding ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR policy and interpretation of various clauses of IPR policy. 6. Investigate the matter of violation/infringement of any intellectual property rights related to MMCOP and make recommendations to the Principal for resolution of such violation/ infringement. 	<ol style="list-style-type: none"> 1. Chairman IPR Standing committee give approval for filing patent, hiring attorney panel, Financial approval for filing patents 2. Release notices in case of any conflict, grievance rearing ownership of IP, processing of IP proposals, procedures adopted for implementation of IPR Policy and interpretation of various clauses Of IPR policy
Dean R&D	<ol style="list-style-type: none"> 1. To oversee the functioning of IPR Cell. 2. Organizing IPR CC meetings. 	<ol style="list-style-type: none"> 1. To sign all IPR documents on

Coordinator IPR Cell	<ol style="list-style-type: none"> 1. To facilitate faculty/students/project staff/ supporting staff/visitors in all IPR application activities. 2. To empanel the attorney for filing patent on behalf of MMCOP. 3. Process all financial matters related to registration and maintenance of various IPs. 	
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4.1.3 Objectives of IPR cell

Organization of IP awareness programs at MMCOP. **Organizing IPR Cell meetings**

- Work on behalf of MMCOP, to process and manage IP registrations.
- Regularly review IP cases (filed/granted applications) for maintenance / discontinuation.
- To assist faculty/students/project staff/ supporting staff/visitors in all IPR application activities.
- To coordinate with the inventor (s) to proactively identify third parties for development and commercialization of IP.
- Custody of all IPR related documents.
- To process all financial matters related to registration and maintenance of various IPs.
- To administer all matters related to IP transfer on the advice of MMCOP-IIC
- To sign all IPR documents on behalf of MMCOP with Principal as the competent authority. For example: Confidential or Non-disclosure agreements written as per the standard formats made available by IPR CC can be signed by the Principal as the competent authority.

4.1.4 Flow of Process and information:

The IPR related applications shall be submitted to office of Principal, forward to/ follow the path coordinator of IPR cell, Dean R&D, MMCOP.

Input and output flow of applications in IPR Cell

4.1.4 Internal Issues

Deficiency of work force

Availability of Experts for assessment of Application Release of patent filing fee

4.1.5 External Issues

Communication delay from attorney

Communication delay with Patent office

4.1.6 Risk

Data Confidentiality and Security Server Malfunctioning

Legal dispute among the applicant

Legal dispute between the applicant and third party

4.1.7 Opportunity

The IPR cell has opportunity to work with patent office Govt. of India as well as international patent offices. The cell will help in building up academic and industry relationship for MMCOP.

4.1.8 Work Culture

All the activities of the IPR Cell are time bound and confidential in nature. The officials posted in the IPR Cell should be committed to timely accomplishment of various actions thereby maintaining due privacy and holiness.

4.2 Interested Parties

Following parties may be interested.

4.2.1 Funding Agencies

4.2.2 Administration of MMCOP

4.2.3 Students of MMCOP

4.2.4 Employees of MMCOP (Regular and Contractual)

4.2.5 Industry

4.2.6 Society

4.2.7 Govt. of Maharashtra

5 Scope

5.1 Scope of the Quality Management System

IPR cell of MMCOP facilitate the inventor of MMCOP to protect their “**knowledge assets**”. The purpose of the cell is to preserve the interest of MMCOP and make aware the MMCOP fraternity about the knowledge asset and its impact on the society. The focus of the department to work on three major knowledge assets: patent, design and copyright. The IPR cell will help the inventor in filing knowledge assets. Cell is also responsible for hiring the patent attorney. Further IPR cell also works in association with MMCOP IIPC to commercialize its knowledge assets.

5.2 Locations

Marathwada Mitra Mandal’s College of Pharmacy, Thergaon, Pune-411033

6 Procedures

6.1 Process Management Methodology: The IPR related applications shall be submitted to office of Principal, forward to/follow the path coordinator of IPR cell, Dean R&D, Principal of MMCOP.

6.2 Top Level Processes

6.2.1 Formation of IPR Cell Committee

6.2.2 Formation of patent expert committee

6.2.3 Patent Filing

6.2.4 Record Maintenance

6.2.5 Procedure for periodical reports and dissemination

7. Complete Department Procedures

7.1 Formation of IPR Cell Committee

7.1.1 Summary

The IPR Cell Committee (IPR CC) is the core administration body, which will be responsible for evolving detailed procedures to facilitate implementation of the IPR policy of MMCOP.

7.1.2. Procedure

Coordinator IPR cell will intimate the file through dean R&D to form IPR cell committee and proposed at least experts name. The file will be forwarded to Principal to nominate two experts for IPR Cell committee.

Check list: Name of the expert should be Professor Grade

Minimum 4 experts suggested in the file.

Biodata of the expert should be attached in the file.

7.2 Formation of patent expert committee

7.2.1 Summary

The patent expert committee shall evaluate the patent application give their recommendation for filing of patent.

7.2.2 Detailed Procedure

The faculty applicant (s) /coordinator IPR cell shall propose at least five experts in field of application. Coordinator, IPR cell forward the application to Dean R&D to call IPR CC meeting to decide the expert panel.

Check list: Proposed expert should be working in the similar filed. They have published at least two SCI papers in similar field.

Biodata of the expert should be attached in the file.

7.3 Formation of attorney panel

7.3.1 Summary

The purpose of formation of attorney panel is that they can help in drafting the patent and do all the correspondence with patent office on behalf of IPR Cell.

7.3.2 Detailed Procedure

Coordinator IPR cell will intimate the file through Dean R&D to form attorney panel. At least five patent attorney names shall be suggested by the coordinator IPR Cell. Dean R&D will call IPR CC meeting to decide the attorney panel.

Check list: The biodata of proposed attorney should be attached with the file.

7.4 Application procedure for filing patent

7.4.1 Summary

This procedure defines the requirements for filing patent by the inventor.

The Dean R&D/Coordinator IPR Cell is responsible for the implementation and management of this procedure.

7.4.2 Detailed Procedure

- Submit intellectual property disclosure form to IPR cell MMCOP.
- The form will be evaluated by Coordinator IPR and Co-coordinator IPR cell.
- The standing committee will form small expert committee of subject domain.
- The form will be further evaluated by Experts of subject domain.
- After approval, the form will be send to attorney for patent search and drafting the patent
- Form 1 will be send to inventors for signature
- Form 5 will be send to Principal for signature on behalf of MMCOP.
- Fee for filing patent will be released by competent authority
- Send all the documents to attorney for filing the patent.
- Attorney fee will be released by competent authority.
- File may be initiated for filing PCT.
- Send the request by the attorney to examine the patent at patent office.
- After response and hearing patent will be granted to Institute.
- Patent fee will be given to initially for 10 years by Institute. Further fee will be paid based on commercialization.

Check list:

- All the column of Intellectual Property Disclosure Form should be properly filled by the applicant.
- Application form duly signed by the all the inventors.

7.5 Procedure for record of documents.

The documents related to IPR Cell are maintained by the IPR office. Every patent file will be assigned with number. An office assistant will keep the records with proper number and maintain the file under supervision of Dean (R&D).

7.6 Procedure for periodical reports and dissemination

The three months periodical reports are generated by the Dean (R&D) in consultation with coordinator IPR cell. The prepared report will disseminate to the planning cell/ IQAC as and when required. The granted patents shall be disseminated to various departments of the College and all other stakeholders.

Institutional Innovation Council (IIC)

1. Introduction

MMCOP INNOVATION AND INCUBATION COUNCIL (MMCOPIIC) is Incubation Centre of Marathwada Mitra Mandal's College of Pharmacy (MMCOP). The entire work of MMCOP IIC is being governed by various provisions of the Mitra Mandal, Pune. The MMCOP IIC functions through the Board of the Governing board and Local Management Committee of the MMCOP. This document contains the detailed structure and procedures related to the various activities of the MMCOPIIC.

2. Amendments

This is the first document and amendments, if any, can be made with the approval of Competent Authority.

Purpose

3.1 Welcome

- a. To create a culture of entrepreneurship, Start-ups, and, and Intellectual Property Creation that can be useful to value creation, jobs and employment and do social and economic good.
- b. To facilitate creation of incubation centers that offer incubation infrastructure- space, computing resources, connectivity, common tools; and environment for co-working, collaboration and innovation.
- c. Create entrepreneurship challenges based upon existing problems to foster Innovation
MMCOP IIC provides required services to its start-up companies/incubates at all the stages of incubation as per the rules and regulations framed by MMCOP IIC guidelines issued time to time from IIC MHRD, New Delhi and IIC Savitribai Phule Pune University, Pune.

3.1.1 Selection of Incubates /Startup entity at MMCOPIIC follows the following process:

- Call for proposals at MMCOP Web site and other websites/social pages etc.
- Creating Data Base of the received application/proposal in structured data format.
- Preparation of facts sheet of the received business plan/startup proposals and authentication of the data provided in their proposal through call to the Leader of the team and their references provided in their business plan submitted through website or in response to the call for proposals for incubation at MMCOP IIC.

3.1.2 Conduct of Review/ Evaluation of Business plan

- Formation of Evaluation Review Committee by the Chairman of the MMCOP IIC (Hon'ble principal/Head of the Institute, MMCOP).
- Invite for the review of the business plan along with the entire team on pre decided date/time/venue.
- Evaluation of the Business plan/Start-up entity by duly appointed Review Committee through presentation and interview.
- Communicate the result of the review committee and put all the startup entities in the pre-incubation phase at MMCOP IIC.

3.1.3 Conduct of Financial Review committee for allocation of seed funding to the pre-incubates:

Formation of Financial Review Committee by the Hon'ble Principal/Head of the Institute of the MMCOP IIC.

- Invite for the financial review of the business plan along with the entire team on pre decided date/time/venue.
- Evaluation of the Business plan/Start-up entity by duly appointed Review Committee through presentation and interview
- Allocate seed funding to the incubates during incubation phase at MMCOP IIC and their disbursement schedule.
- Follow due diligence for the documentation verification of the start-up companies and their bank a/c authentication along with the verification of the start-up companies board of directors and complete this documentation authentication exercise.
- Signing of 'Incubation Agreement' on non-judicial stamp paper with incubates as per the data / documents provided by the start-up companies along with space allocation and the charges for the same.

3.1.4 Post Incubation agreement work:

- Providing services as per the agreement
- Providing platform for networking with funding agencies /venture capitalist/ investors by organizing 'Start-up Weekend/ Start-up Hackathons/ E-summit/ Boot camps etc.

3.2 Quality Policy

The MMCOP IIC is committed to achieve global standards of excellence in the field of innovation leading to successful commercialization by providing world class incubation services and related facilities.

We adopt best practices to maintain high quality of incubation related enabling environment through. We adopt best practices to maintain high-quality standards in the core and allied functions through continuous evaluation and improvement of our processes to all our pre-incubating and incubating start-ups.

3.1.1 Quality Objectives

- To enable our startup companies capable of producing commercially viable product and services.
- To develop a new knowledge base for cutting-edge research and innovation.
- To develop academia-industry relations to fulfill the technological need of society for current and future needs.
- To develop human potential with analytic ability, ethics, social values, and integrity.
- To act as a facilitator for innovation, incubation, product development, transfer of technologies and entrepreneurship.
- To develop and inculcate in our start-up companies, appropriate knowledge, skills and right attitude with responsibility, commitment, professionalism, moral & ethical standards and Indian Value System.

4. Responsibilities

4.1 Context of the Organization

The context of MMCOP IIC is around creating a culture of entrepreneurship, start-ups and Intellectual Property creation by:

- Promote start-ups by creating incubation infrastructure, friendly policy for start-up funding, use of start-up products in govt. sector, start-up spaces and marketing support programs for start-ups
- Changes to current curricula with the aim of developing entrepreneurship in students- “catch them young”

- Include entrepreneurship as a subject / add-on course / elective in Institutions
- Conduct entrepreneurship boot camps during summer to encourage students participate in entrepreneurial activities
- Offer start-up founders the option to participate in placement in the year after graduation to increase risk-taking ability
- Offer incentives to faculty for risk-taking and start-up incubation / commercialization of technology
- Conduct Boot Camps for start-ups, Business Plan competition etc. where the winners get a chance to utilize the incubation centers being set-up
- Create entrepreneurship challenges based upon existing problems to foster Innovation
- Develop a mentorship body to provide support to entrepreneurs; partner with ecosystem players as possible
- Create entrepreneurship clubs amongst the student community.

Designation	Responsibilities	Authority
Chairman of MMCOPIC	1. Overall Supervision of MMCOPIC. 2. Chair the meetings of MMCOPIC. 3. Financial Decisions of MMCOPIC 4. Signing of Compliances documents to the appropriate authorities GoI.	1. Head of MMCOPIC 2. Formation of Startup Review Committee. 3. Formation of Financial Review Committee for allocation of seed money to the startup companies.
Head of MMCOPIC	1. Ensuring smooth functioning of MMCOPIC	1. Head, MMCOPIC

Coordinator of MMCOPIIC	<ol style="list-style-type: none"> 1. Over all responsible for the smooth functioning of the IIC 2. Filling the compliances with the regulator of the College matters. 3. Call for meeting of the IIC and prepare agenda items for the meeting. 4. Prepare capital and operational Budget of the company 5. Performs all duties assigned by the Head of the institute 	<ol style="list-style-type: none"> 1. Managing various activities of MMCOPIIC
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4.1.2 Responsibilities and Authorization

4.1.3 Work Culture

All the activities of the MMCOPIIC are governed by the provisions of The MMM directives.

4.1.5 Internal Issues

- Operational issues for start-up companies incubating at MMCOPIIC
- Shortage of Space for 15 start-up companies
- More staff required for managing such no. of start-up companies

4.1.6 External Issues

- Branding of MMCOPIIC as lead incubator
- Receiving of Grants/ aids to further fund our incubating start-ups

4.1.7 Risks

- Maintenance of confidentiality and secrecy
- Wi-fi connectivity

4.1.8 Opportunities

- MMCOP being a reputed technical university, the feeder workforce as an intern for our start-up incubating companies are very easy.
- MMCOP labs and other central facility supports robust eco system for incubating start-up companies.

4.2 Interested Parties

- 4.2.1 Students to act as an intern.
- 4.2.2 Society due to job creation by start-up companies of MMCOPHIC.
- 4.2.3 Faculty (The can act as start-up company promoter or mentor to the incubating companies at MMCOPHIC).
- 4.2.4 Academic and Non-Academic Departments of MMCOP.
- 4.2.5 Employers as they can hire interns of MMCOPHIC start-up companies.
- 4.2.6 The other department can use the expertise of MMCOPHIC related to their technology management issues.

5. Scope

5.1 Scope of the Quality Management System

Scrutinizing/Examination/ Finalization of the start-up proposals with score card framework and on the basis of score provided by the experts of the committee for individual start-up proposals.

5.2 Locations

Sr NO.:4/17, Sector no.34, PCNTDA Thergaon (Kalewadi),Pune-411033

6.Procedures

6.1 Top Level Processes

- 6.2.1 Compliances with various regulators.
- 6.2.2 Conduct of IIC meetings
- 6.2.3 Evaluation of business proposal by Review Committee
- 6.2.4 Allocation of seed money to selected business/start-up proposals by Financial Review Committee
- 6.2.5 Maintenance of Record and books of A/c of the company.

7. Complete MMCOPHIC Internal Business Processes

7.1.1 Infrastructure

Provisioning of space for meeting rooms, conference facility, open sitting plan offices and limited number of office rooms/ Provisioning of essential infrastructure such as 24x7 access, 24x 7 electricity & back up, internet, LAN, desk tops, telephone connection and instrument, printers, scanners, copiers, tea / coffee and rest room facilities, conference / discussion rooms with furnishing and light furniture and functional in keeping with trends at other incubators/ accelerators.

7.1.2 Operations

MMCOP IIC is managed by a full time professional team with small secretariat to be hired at market linked terms. MMCOP IIC submits status, reports, project ideas, plans and all such information required by Chairman of MMCOP IIC for publishing the health of the incubator/start-up ecosystem report.

7.1.3 On-boarding / Funding

MMCOP IIC invite students, faculty, alumni and interested persons to apply for incubation by submitting this business plans in the prescribed format./ MMCOP IIC shall admit start-ups basis their review and appraisal of the business plans/ The start-ups can apply for seed-fund grants post acceptance and the same shall be reviewed and approved or rejected based on the technical plan, business plan and availability of funds.

7.1.4 Mentoring / Prototyping

The MMCOP IIC help the start-up to build their prototype product and seek early customers / MMCOP IIC arrange for a mentor panel, advisory bodies, connection with other start-ups and all other ecosystem enabling activities to provide feedback, ideas, support and resources to the start-ups to launch their products/ MMCOP IIC arrange for Demo Day, brining investors, larger companies and advisors/mentors to showcase the products created at the incubation centers.

7.2 Maintenance of Record

7.2.1 Summary

All the documents generated during the processing of internal business processes of MMCOP IIC are retained as per the norms of regulators of the company.

Consultancy & Services

INTRODUCTION

The Marathwada Mitra Mandal College of Pharmacy has been interacting with Institutes, industries, research organisations and governmental agencies for taking up consultancy and sponsored research projects. These are either referred to the Institute or are sanctioned based on specific project proposals submitted by the faculty members. Such projects pose considerable scientific, technological and academic challenge to the faculty and students of our Institute. Further the academic programmes of the Institute are strengthened by such active interaction with the industries. These projects and assignments require a great amount of scientific and technical input from the faculty and staff of the Institute. They have given an opportunity for the Institute staff to work on live problems of immediate relevance. The students can also be trained to tackle such practical problems. Equally important is the fact that the knowledge and expertise of the Institute staff are available for solving some of the pressing technological problems facing the industry.

The projects or assignments coordinated by the Department of Research are divided into two types:

Sponsored Research Projects:

These are R & D projects sponsored by Government agencies, industries or other institutions with a view to generate new knowledge, to develop a new technological process or to create new products. Considerable amount of studies and research/development work may have to be put in by the investigators to solve the problem and as such these projects are considered as R & D projects. These are long term assignments in emerging areas and in highly specialised fields of Science and Technology.

Industrial / Institutions / Individual Consultancy Projects:

Projects that can be executed and problems that can be solved readily, utilising the professional knowledge and expertise of the staff are classified as consultancy. The Institute facilities may be used for research work, experimentation required for generating sufficient information and data for this problem solving operation, but these assignments are heavily dependent on the existing know-how and skill of the staff concerned.

These are mostly related to the application of an already known technology. The procedures to be followed for undertaking such projects, the administrative controls exercised and the remunerations and incentives given to the staff for undertaking such inter institutional projects are described here.

Conflict of Interest

Consultants may not use the Institute name or the fact that they are affiliated with the Institute, in a manner that

- (i) suggests that the Institute approves or disapproves of a service provided by a profit, non-profit or governmental entity or
- (ii) suggests that the Institute has performed research or issued research findings when it has not done so, or misleadingly states the results of Institute research or
- (iii) May be interpreted to communicate the official position of the Institute on any issue of public interest.

Rules for consultancy:

General Rules:

While approving of a consultancy proposal, the following will be taken into consideration:

- (a) The normal duty of the individual staff member do not suffer;
- (b) An individual staff member does not undertake consultancy work for more than 60 days (60 days in Calendar year, including holidays);
- (c) The total annual income of an individual from consultancy work shall not exceed his/her total emoluments for six months in the Calendar year.

Consultancy Project Execution:

While working out the cost of consultancy project, the following be taken into consideration:

- Cost of consultant's time
- Project staff salaries
- TA and DA (as per rules).
- Operational Expenses (like chemicals, raw material and other types of consumables) and equipments.
- Cost of stationary.
- Computer charges.
- Miscellaneous.
- Administrative charges (10%)

Rules for Payment Schedule:

The charges for any consultancy are normally payable in advance. However, exceptions may be made the client shall pay 50% of the total project cost or with implementation periods exceeding 3 months.

All payments will be received by the institute under a separate budget head of 'Consultancy Services'

The distribution of consultancy amount:

➤ In case of Service Consultancy: 10% of 50 % amount received form above will be paid to the consultant(s) involve and remaining will accrue to the institute.

Review and other Related Matter of Consultancy Projects :

It is essential to provide an effective framework to ensure smooth implementation of consultancy projects in the context of Educational, R&D and related activities. Also, Office of Research should be in possession of basic information in respect of consultancy activities to meet various proactive as well as reactive needs. To meet these requirements, the implementation needs to be within the framework given below:

- Proposals for large sized consultancy may be reviewed by Research Advisory Committee.
- On the completion of the consultancy project, a copy of the synopsis of the work, keeping in view the confidentiality clause of the project, and the audited statement of accounts are kept for reference.

In case of any ambiguity, the decision taken by the Research and Development committee/ Head of Institution will be final.

STANDARD TERMS AND CONDITIONS

1. DECLARATION: All work undertaken by institute as part of the project will be in good faith and based on material / data / other relevant information given by the Client requesting for the work.
2. CONFIDENTIALITY: Due care will be taken by institute to maintain confidentiality and discretion regarding confidential information received from the Client, including but not limited to results, reports and identity of the client.

3. **REPORTS:** Any test or other consultancy report given by institute will be based on work performed according to available standards. In any event, this report may not be construed as a legal document, certificate or endorsement and may not be used for marketing of the products or processes, without prior consent from institute. The institute reserves the right to retain one copy of the report and use the results of the project for its internal purposes.
4. **WORK PERFORMANCE:** Every effort will be made to complete the specified work according to the planned time schedule. However, institute will not be held responsible for delays caused beyond its reasonable control.
5. **CONFLICT OF INTEREST:** Institute may take up work for other clients also in the same area, provided, to the best of the institute's knowledge, there is no conflict of interest in undertaking such projects.
6. **PAYMENT:** The payment of consultation charges to institute are to be made in advance and in full before the start of the project, through a demand draft / crossed valid cheque drawn in favour of The institute and sent to the Consultant or the address overleaf. The charges will also include any applicable tax as prescribed by the Government of India from time to time.
7. **TERMINATION:** The project work may be terminated by either party by giving the other party a notice period of 30 days. However, both parties will meet any residual obligations in connection with the project.
8. **LIABILITY:** Institute shall not be held liable for any loss, damage, delay or failure of performance, resulting directly or indirectly from any cause, which is beyond its reasonable control (Force Majeure). The liability of institute shall be limited to the funds received for the project.
9. **INTELLECTUAL PROPERTY RIGHTS:** All rights pertaining to any intellectual property generated / created / invented in the due course of the project, will be the property of the Client. Terms and conditions regarding transferring / assigning / selling these rights to the client shall be governed by a separate written and agreed to document if required.
10. **RESOLUTION OF DISPUTES:** Any disputes arising out of the project shall be amicably settled by both the organizations. Any unsettled disputes may be subject to resolution.

Chapter-20

CENTRAL INSTRUMENTATION FACILITY

1. Introduction

CIF is centralized body of MMCOP which provides various facilities to carryout practical jobs by their own hand using different equipments viz. in for practical and project work of the students and faculty. It is backbone of MMCOP R and D for converting ideas into tangible reality and exposing students to different types of equipments and processes. Further it's the place for all kind of innovative projects being done by students and faculty and provisioning of latest equipments of market leading brands and processes to enable research. It has responsibility of providing safe workplace, equipments etc. for learning and developing use of equipments for realizing products and their development.

2. Purpose

2.1 Welcome

MMCOP has a well-equipped CIF to cater to the needs of students and faculty of the institute. It is housed, in a magnificent state-of-the-art room having specialized equipments to provide variety of platforms and computing environment for UG, PG and research students.

CIF is the centre of learning about engineering pharmaceutical materials, practices, equipments, tools and safety precaution to be observed in process development of projects and ideas.

- (a) **As a Subject of Study:** Practicals are taught either as a subject of study for future pharmacy professionals or as general education for students on different equipments and practical knowledge
- (b) **As an Industry Academia Interface:** Industry interface is indeed the most critical differentiator for educational institutions worldwide. Our objective has been to provide skilled manpower by enabling the students to support the vast development programs, being implemented in the country. In turn it enables us to establish, promote and propagate Education programs there by providing the right

kind of professionals and skilled personals required by the corporate. Our students are made to undertake as need by industry projects and research work to get practical experience of industrial working environment.

- (c) **As a Means of Learning, Teaching and Research:** This refers to the use of various equipments and other facilities and their use to tangible product. In the curriculum the students go through the hands-on practical experience of different equipment's viz. in CIF for practical and project work of the students and faculty.
- (d) **As a Tool for Skilled Manpower:** The CIF of MMCOP aimed at providing an insight to the basics of analysis operations, and technology and various other pharmaceutical development.

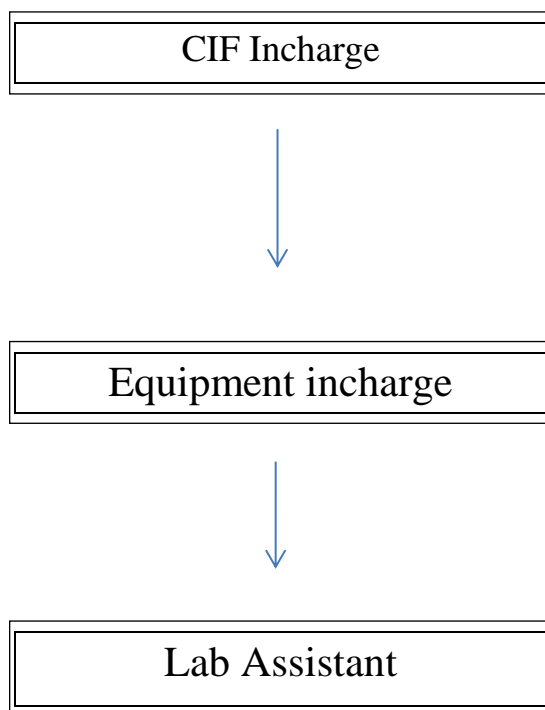
2.2 Quality Policy

CIF strive to develop skill of the student to convert idea in to tangible product. To insure respect of all and encourage the stake holder to engage for the betterment the CIF.

3. Responsibilities

3.1 Context of the Organization

3.1.1 Organizational Chart of MMCOP CIF



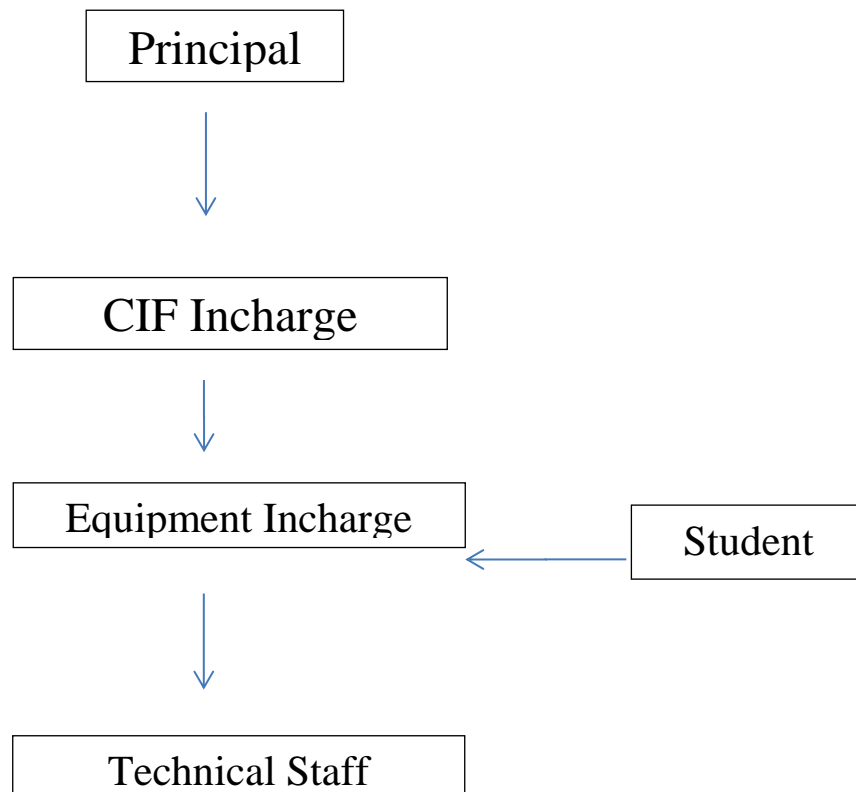
3.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
Principal	Principal manages all functions related to CIF. Additionally: 1. Ensure smooth functioning of CIF. 2. Ensure CIF has sufficient Equipments to meet lab requirements related to student and faculty needs. 3. Ensure sufficient manpower serviceable machines tools and equipment for academic Training. 4. Ensure latest infrastructure as per latest technology in market. 5. Ensure smooth functioning of practical classes as per the syllabus/Time-Table. 6. Ensure available of consumable for classes as well as project work.	1. Issues orders / notices / circular related to central CIF MMCOP. 2. Authorize acceptance of any new equipment 3. Appoints committee for condemnation of items. 4. Prepares budget for enhancement of central workshop capabilities. 5. Approves indent of CIF. 6. Approver of extended working hours shift and weekend shift. 7. Approver of any recruitment of CIF shops. 8. Recommender and performance evaluator of work done.
Lab Assistant	1. Responsible for smooth working of CIF. 2. Resolves complaint and issues related to respective equipment. 3. Authorized and approved working of equipment by students and staff.	1. Issues orders / notices / circular related to CIF and its services. 2. Authorize acceptance of any new equipment 3. Approves indent of 4. Approver of extended working hours
Lab Attendant	1. Issue necessary tools and accessories to students. 2. Insure that all	- None -

3.1.3 Work Culture

CIF work culture is transparent. All the Students project mechanical fabrication work has been carried in the room. Lot of work is done in the development, reliability and safety aspects of all equipment's. It encourages everyone to utilize the facilities on all times.

3.1.4 Flow of Process and Information



3.1.5 Internal Issues

- Increase in work requires increase in man power and accountable work culture.
- Absence of clear-cut authorities and responsibility
- Maintenance of equipment's and requirement of consumables & safety issues.

3.1.6 External Issues

- Safety regulations approval

3.1.7 Risks

3.1.8 Threats

- Electrical issues
- Chemical issues
- Gases leak
- Equipment failure
- Sharp objects
- Power cuts
- Raw material/consumables requirement

3.1.9 Opportunity

- Centralized and periodical maintenance of machines and equipments.
- Control monitoring of facilities.
- Procurement of accessories and replacing in well advance.
- In time maintenance

3.1.10 Interested Parties

Following are the stakeholders

- i. All faculty of MMCOP
- ii. All existing and passed out students of MMCOP.
- iii. HOD's of department, CIF I/C, In charges of equipments.
- iv. Any guest faculty and organizational teams who visit MMCOP.
- v. Industries visiting MMCOP for training and placement.
- vi. Staff, students of other colleges.

4. Scope

4.1 Scope of the Quality Management system

The procedure defined in this document is applicable to all respective stakeholders and departments under MMCOP. CIF has considered the external and internal issues and procedures for all its services. It further defines responsibilities for all personnel at CIF along with references and documents.

4.2 Locations

1. MMCOP, Thergaon, Pune, Maharashtra – 411033

5. Procedures

5.1 Process Management Methodology

Below steps of methodology are followed at CIF for all requirements and procedures:

- (a) **Prepare:** Preparing annual requirements for the entire facility. It includes raw materials, consumables, machines, software's, gases, chemicals etc.
- (b) **Plan:** Involves Identifying detailed requirements based on outputs, facilities, user needs and so on. The plan phase involves complete usage of the equipment's and other things with complete justification and fulfilling the gaps.
- (c) **Design:** The initial requirements that were derived in the planning phase drive the activities of the design specialists. The design phase involves in technical and financial requirements, reliability, durability and user friendly etc.
- (d) **Implement:** Implementing the plan and design phase into action for better achievements.
- (e) **Operation and Maintain:** Operation is the final test of the appropriateness of the design. The operational phase involves maintaining the facilities with full utilization with lesser expenses. Monitoring and maintaining the facilities in working order. Refer processes and information flow chart mentioned at section 4.1.4 of this document.

5.2 Top Level processes

1. Conduct of workshop practical classes.
2. Procedure to avail the facility.
3. Continuous modernization and upgradation of the facilities.
4. Offering services and consultancy to outside organizations.
5. To coordinate with other departments for better services.
6. Safety Procedure.

6. Complete Workshop procedures

6.1 Conduct of workshop practical classes

6.1.1 Summary

- This procedure defines steps to conduct Workshop Practical Classes

6.1.2 Procedure

(a) Conduct of classes for practicals

The teacher will discuss the theoretical aspects of the practical work, working principles and practices etc. The concern workshop technical staff will give the demonstration, working practices, safety procedures etc.

Students will be evaluated continuously as per criteria.

6.2 Procedure to avail workshop facility

6.2.1 Procedure

- Apart from the regular practical classes Central facilities is utilised by the UG/PG and PhD students for their Project, Research works and innovative projects.
- To avail the central facility for above mentioned work the students must be guided by a project guide or supervisor. The equipment in charge must be informed prior to handling of the equipment.

6.3 Procedure to continuous modernization and upgradation of the facilities

6.3.1 Summary

- This procedure defines Procedure to continuous modernization and upgradation of the facilities

6.3.2 Procedure

The Central facility is updated to adding of latest machines and equipment

6.4 Procedure to offering services and consultancy to outside organizations

6.4.1 Summary

- This procedure defines procedure to offering services and consultancy to outside organizations

6.4.2 Procedure

The central facility may conduct practical classes to outside institutes as per rules of the institute.

6.5 Procedure to coordinate with other departments for better services

6.5.1 Summary

- This procedure defines procedure to coordinate with other departments for better services

6.5.2 Procedure

- The central facility of the MMCOP and it is utilized by all other departments for project and research work.
- To avail the facility for other departments the students must be guided by a project guide or supervisor. The equipment in charge must be informed prior to handling of the equipment.

6.6 Safety Procedure in CIF

6.6.1 Summary

- This procedure defines steps to Safety Procedure in workshop

6.6.2 Procedure

(a) Standard Operating Procedure for Safety Precautions

IMPORTANT: DO NOT use equipments unless you have been instructed and have been given permission

- Locate and ensure you are familiar with all equipments operations and controls.
- Ensure all parts are fitted, secure and functional. Do not operate if parts are missing or faulty.
- Check workspaces and walkways to ensure no slip/trip hazards are present.
- Strictly follow the SOP of the equipment
- Make proper entries in the log book
- If you are in doubt kindly ask for assistance
- Leave the machine in a safe, clean and tidy state.

(b) Potential hazards and injuries

- Eye injuries.
- Shocks, cuts etc.

(c) Personal protective equipments

- Long and loose hair must be contained.
- Apron must be worn at all times.
- Rings and jewellery must not be worn.

(d) Waste management procedures

- When finished with work, always clean the area. Paper towels and cleaning solution can be found in the room. Place all accessories back in the appropriate place.

7. Overview

- Refer Flow of Processes and Information flowchart at Section 4.1.

8. Related documents

- Manuals of the various equipments.
- List of equipments available.
- Standard Operating Procedures of all the equipments available.

9. References

- ISO 9001 specific standards and differences between industries, referred page of the ISO (<https://www.iso.org/iso-9001-quality-management.html>)
- Referred more detailed information on ISO-9001:2015 (<https://www.iso.org/obp/ui/#iso:std:iso:9001:ed-5:v1:en>)
- <http://www.moef.gov.in/>
- <https://doe.gov.in/>
- www.edudel.nic.in/
- <http://www.tec.gov.in/>
- <http://www.traf.gov.in/>
- <https://www.aicte-india.org/>
- <http://mhrd.gov.in/> & <http://mhrd.gov.in/nct-delhi>

10. Attachments

- Forms can be taken from CIF.

11. Appendix

11.1 Work order form to avail workshop facility

Work order Form

Description of work	
Name of Equipment	
Time of Work	
Project Guide Signature & Name	
Equipment In Charge Signature & Name	
Signature of CIF IC	
Allotted Time & Date	

Note: The persons working have to follow the safety rules and regulations otherwise the concern authority is not responsible for any abnormal incident

Chapter-21

STORE & PURCHASE

1. Introduction

Standard Operating Procedure: Store and Purchase Department of Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune – 411033.

The Central Stores and Purchase Department of college is the department where records of all moveable and immovable stores, whether it is consumable or non- consumable are being maintained & updated as per laid down procedure. Central purchases are being carried out in a fair and transparent manner as per the guidelines.

The aim of preparing this Standard Operating Procedure is to have a Comprehensive Procedural documents with regards to functioning of the Stores and Purchase Department of Marathwada Mitra Mandal's College of Pharmacy (MMCOP).

2. Purpose

2.1 Welcome

We welcome you to have a glimpse about the functioning of the Store and Purchase Department of Marathwada Mitra Mandal's College of Pharmacy. Store section deals with Inventory management and Purchase section deals with all central procurement of the college.

2.2 Quality Policy:

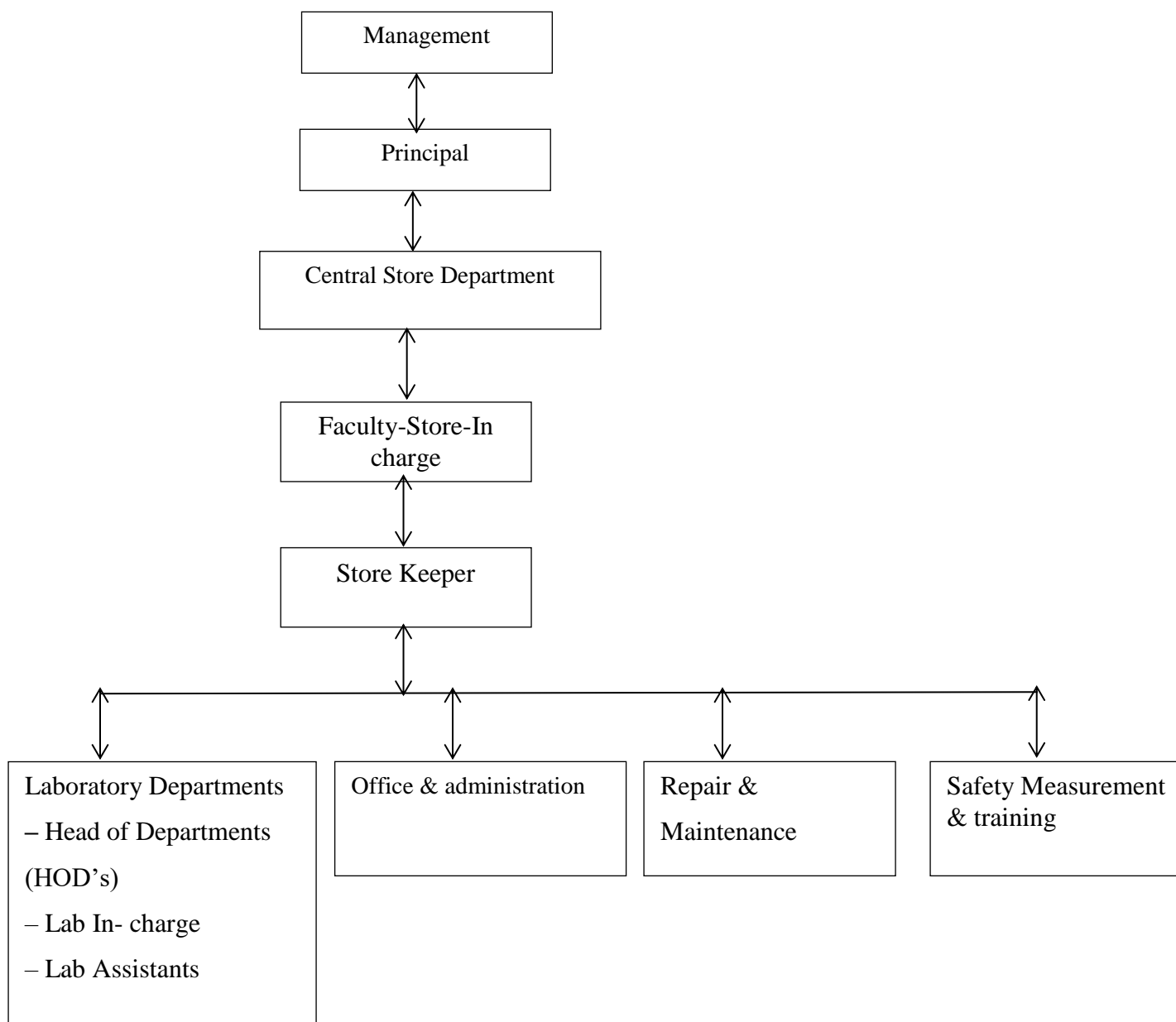
The Stores section has a quality system of Inventory management, which involves updated records of all stores/equipment's received and issued to the user department, Annual Stock Verification and Disposal of obsolete/unserviceable stores/equipment's.

The Purchase section has a quality procurement policy. The important Consideration in purchase of Goods or services are **(a) Quality (b) Reliability (c) efficiency (d) accountability and (e) Economy**– Efforts are being made to ensure placement of contract/ Purchase Order within the original validity of the bids. Specified quality and reliability of the supplier has to be taken into consideration with low cost involvement. The purchase procedure being followed in this college is based up on the agreed upon guidelines mentioned in this document.

3. Responsibilities

3.1 Context of the Organization

3.1.1 Organization Chart



4.1.2. Internal Issues

- Non Generic Specifications – Leads to unhealthy competition due to less participation.
- Non submission of list of prospective supplier.
- No justification for proprietary item purchase.
- No rate justification by the CPC with regards to similar items supplied by the vendor to other institute.
- Piecemeal observations.
- Low/No monitoring of the project to achieve its objective.
- Prolonged delayed payments for the Maintenance services.

4.1.3 External Issues

- Incomplete submission of documents by the bidder.
- Low response/ less competition among the bidder.
- Slow/No response of the bidder to communication.
- Delay in delivery
- Unsatisfactory after sale service

4.1.4 Responsibilities & Authorization

Designation	Responsibilities	Authorizatio n
Principal, MMCOP	<ul style="list-style-type: none"> • All administrative approval irrespective of purchase value. • All expenditure sanction beyond delegated financial power. • All approval involving mid-course correction in specification or any other aspect relating to purchase introduced after administrative approval. • All approval for any addition / deletion in the policy decision. • Any other decision which the competent 	One

	<p>authority in the chain of administration so desire.</p>	
<p>In-Charge Store and Purchase Committee</p>	<ul style="list-style-type: none"> • To organize and attend the meetings of store and purchase committee. • To work according to organization's policy and scope for managing central store. • Endorsement on all cases submitted for approval of Hon'ble Principal. • Endorsement on all cases submitted for approval for any addition / deletion in the policy decision. <p>Any other decision which the competent authority in the chain of administration so desire.</p> <ul style="list-style-type: none"> • To implement any other decision this comes under the purview of Store and purchase committee, MMCOP. 	<p>One</p>
<p>Store Keeper, MMCOP</p>	<ul style="list-style-type: none"> • Processing all cases of central procurement • All procurement in the college • Issue of all POs after approval of Competent Authority of the MMCOP. • Issue of all Sanctioned order after approval of Competent Authority of the MMCOP. • Issue of all correspondence pertains to Purchase Section • To implement any other decision this comes under the purview of Store and purchase committee, MMCOP. • Will work under the directions of Principal • Maintenance of all the records. 	<p>One</p>

4.1.5 State of Manpower

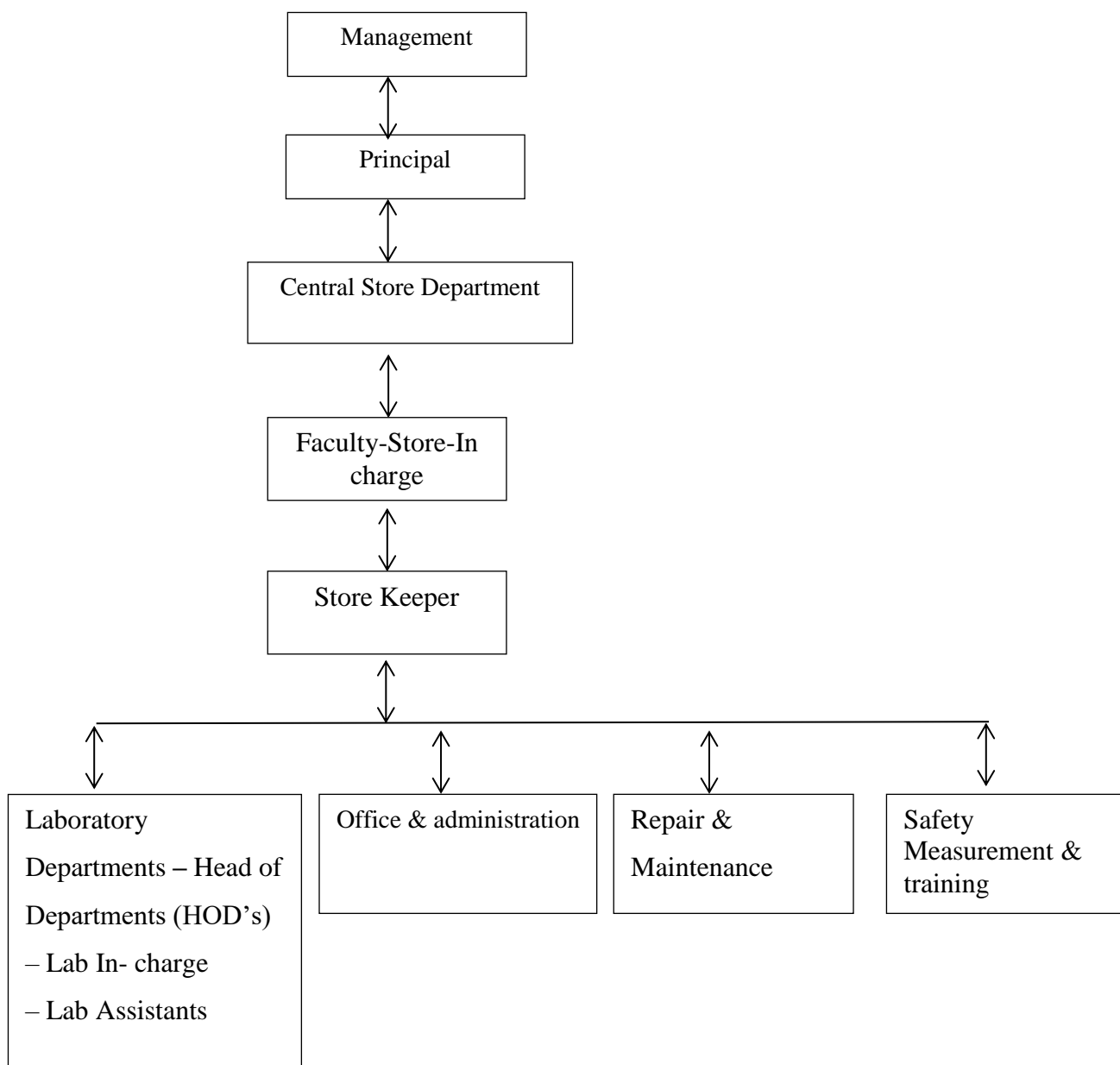
Sr. No	Appointment/Designation	Authorize	Held	Remarks
1.	Store Keeper	01	Nil	Held by Officer – in – Charge

Marathwada Mitra Mandal's College of Pharmacy is affiliated to Savitribai Phule Pune University.

4.1.6 Work Culture

The work culture of the college is of all-inclusiveness & cohesiveness.

4.1.7 Flow of Process & Information



4.2 Interested Parties

- 4.2.1. Management of Marathwada Mitra Mandal's College of Pharmacy
- 4.2.2. Marathwada Mitra Mandal's College of Pharmacy and its user departments.
- 4.2.3. Students of the Marathwada Mitra Mandal's College of Pharmacy
- 4.2.4. Principal, Faculty and administrative Staff and Supporting Staff
- 4.2.5. Firm/Vendor/Company supplying the equipments/stores

5. Scope

5.1. The Scope of this document is to clearly delineate procurement procedure to ensure **efficiency, economy, accountability and Quality Management System**. The system involves a systematic procedure in procurement, Inventory Management, Annual Stock Verification and disposal of surplus/unserviceable stores. In this document, we will first laydown procedure for procurement followed by Inventory management, Annual Stock verification and disposal of obsolete/surplus/unserviceable stores.

5.2. The complete address/ location of the college Main Campus is:-

Marathwada Mitra Mandal's College of Pharmacy (Thergaon, Pune – 411033)

5.3. Exclusion

None

6.Procedures

6.1. Process Methodology

Based on the urgency, expenditure involved and nature of stores to be purchased, various methods of procurement are followed in Store & Purchase Department. The detailed process and information flow is shown in sketch 4.1.7.

6.2. Levels for purchase Process

- 6.2.1 Procedure 1- Purchase of Goods without quotation
- 6.2.2 Procedure 2- Purchase of Goods by Departments
- 6.2.3 Procedure 3- Purchase of Goods by obtaining quotations
- 6.2.4 Procedure 4 - Single Quotation Enquiry
- 6.2.5 Record Maintenance

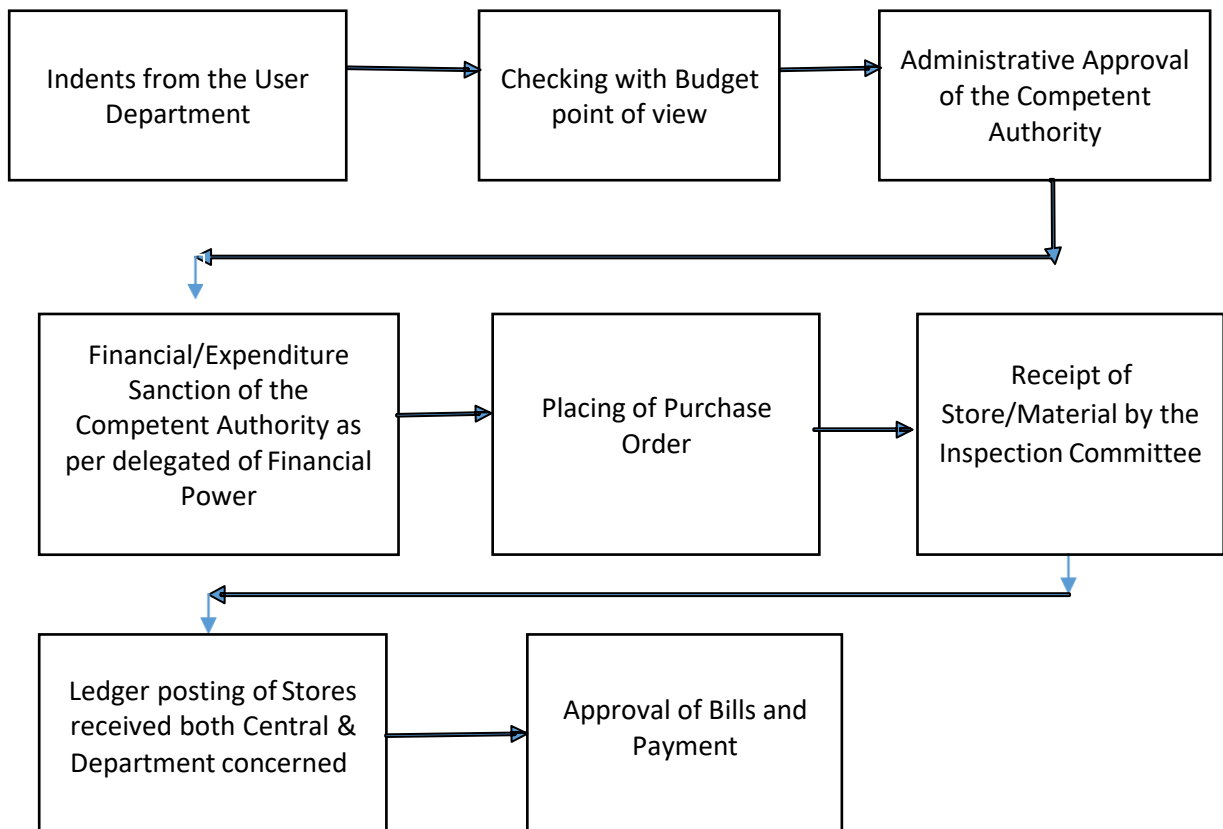
7. Complete Department Procedure

7.1 Procedure 1 - Purchase of Goods without quotation

The procurement of goods upto the value of Rs. 1,000 (Rupees Five thousand) only on each occasion may be made without inviting quotations or bids on the basis of a certificate to be recorded by the competent authority in the following format.

“I, am personally satisfied that these goods purchased are of the requisite quality and specification and have been purchased from a reliable supplier at a reasonable price

Schematic Layout of purchase procedure followed in procurement of Goods without quotation



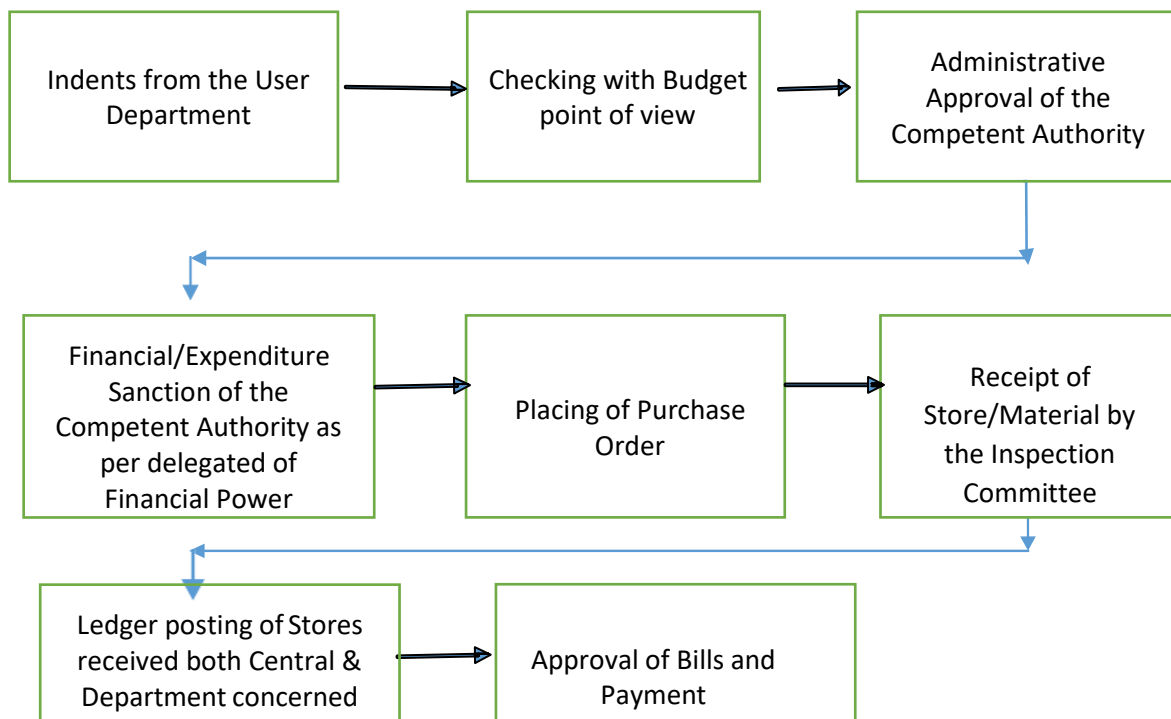
Check List: Ensure all codal formalities as per procedures have been completed and the noting has been done on the Bill/Invoice.

7.2. Procedure 2 - Purchase of Goods by Departments:

On the recommendation of duly constituted Departmental Heads Committee, purchase of goods costing upto Rs.1,000/- (One thousand only) on each occasion may be made. The department heads with assistance from faculty will survey the market to ascertain the reasonableness of rate, quality and specifications and identify the appropriate supplier. Before recommending placement of the purchase order, the respective department will jointly record a certificate as under.

“Certified that we, members of the purchase committee are jointly and individually satisfied that the goods recommended for purchase are of the requisite specification and quality, priced at the prevailing market rate and the supplier recommended is reliable and competent to supply the goods in question, and it is not debarred by concerned department.”

Schematic Layout of purchase procedure followed in procurement by departments



Check List:

Ensure all codal formalities as per procedure have been completed and certificate has been endorsed

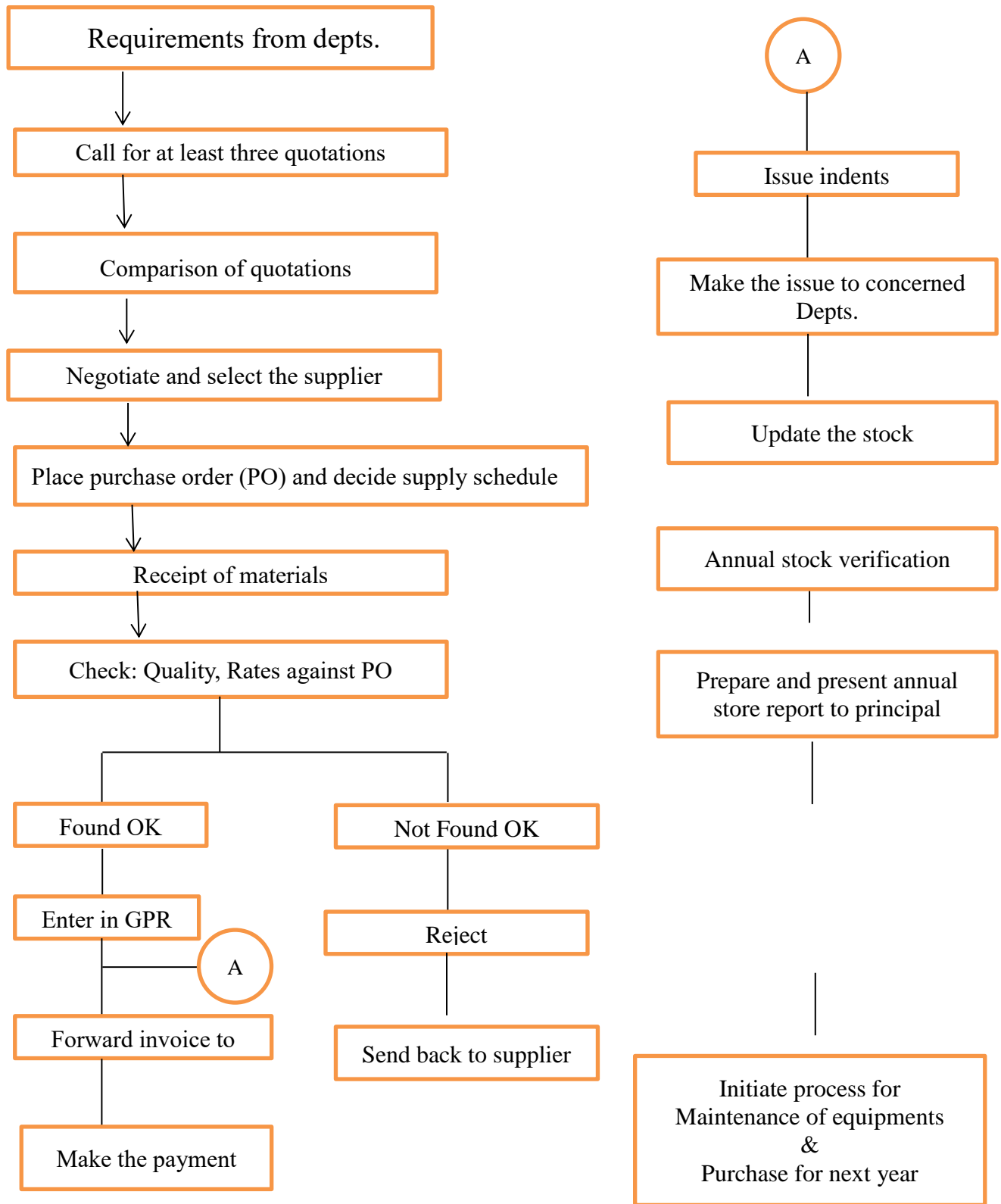
on the noting sheet and signed by all members of the department before issue of Purchase Order.

7.3 Procedure 3 - Purchase of Goods by obtaining quotations

The goods/stores/equipments/instruments are purchased by the college by following the standard method of obtaining quotations. The following method is adopted.

- It is mandatory for the college to obtain requirements from respective departments.
- Quotations are invited for procurement of goods of estimated value. Contact is done to various suppliers.
- Where the college feels that the goods of the required quality, specifications etc., may not be available in the country and it is necessary to also look for suitable competitive offers from abroad, in such cases quotations are obtained from the multi-national companies.
- The number of supplier firms should be more than three. Efforts should be made to identify a higher number of approved suppliers to obtain more responsive quotes on competitive basis.
- Sufficient time should be allowed for submission of quotes.
- For purchasing high value instruments, equipment, machinery etc. of a complex and technical nature, technical quotations consisting of all technical details along with commercial terms and conditions.
- If it is not feasible to formulate detailed specifications or identify specific characteristics for the subject matter of procurement, quotations without receiving inputs regarding its technical aspects from bidders should be received.

Flowchart for Purchase Policy



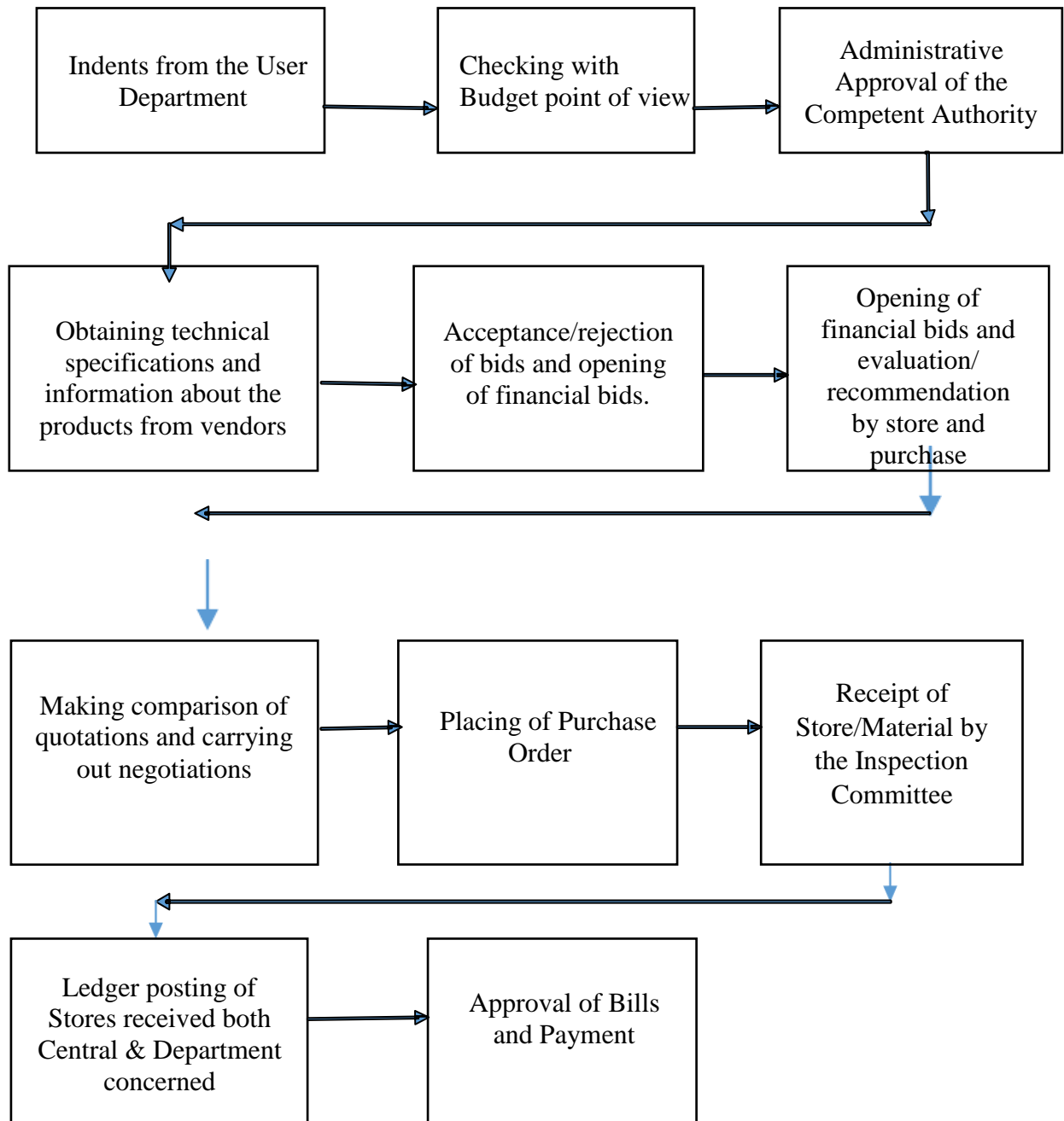
- he character of the subject matter of procurement is subject to rapid technological advances or market fluctuations or both, it should be mentioned in detail into the quotation.
- The college seeks to enter into a contract for the purpose of research, experiment, study or development, except where the contract includes the production of items in quantities sufficient to establish their commercial viability or to recover research and development costs.
- The bidder is expected to carry out a detailed survey or investigation and undertake a comprehensive assessment of risks, costs and obligations associated with the particular procurement.

The procedure involves two stages as follows

In the first stage of the bidding process, The Central Store & Maintenance Committee shall invite quotations containing the technical aspects and contractual terms and conditions of the proposed procurement without a bid price.

- All first stage bids, which are otherwise eligible, shall be evaluated through an Central Store & Maintenance Committee.
- The committee may hold discussions with the bidders and if any such discussion is held, equal opportunity shall be given to all bidders to participate in the discussions.
- In revising the relevant terms and conditions of the procurement, the procuring entity shall not modify the fundamental nature of the procurement itself, but may add, amend or omit any specification of the subject matter of procurement or criterion for evaluation.
- In the second stage of the bidding process, the procuring entity shall invite quotations from all those bidders whose bids at the first stage were not rejected, to present final bid with prices in response to a revised set of terms and conditions of the procurement.
- Any bidder, invited to bid but not in a position to supply the subject matter of procurement due to modification in the specifications or terms and conditions, may withdraw from the proceedings without forfeiting any bid

Schematic Layout of purchase procedure followed in procurement by obtaining bids



Check List: Ensure all codal formalities as per procedure have been completed, All the necessary documents have been obtained and the same has been vetted by the Accounts Branch at each stage.

7.4 Procedure 4 - Single Quotation Enquiry

Procurement from a single source may be resorted to in the following circumstances:

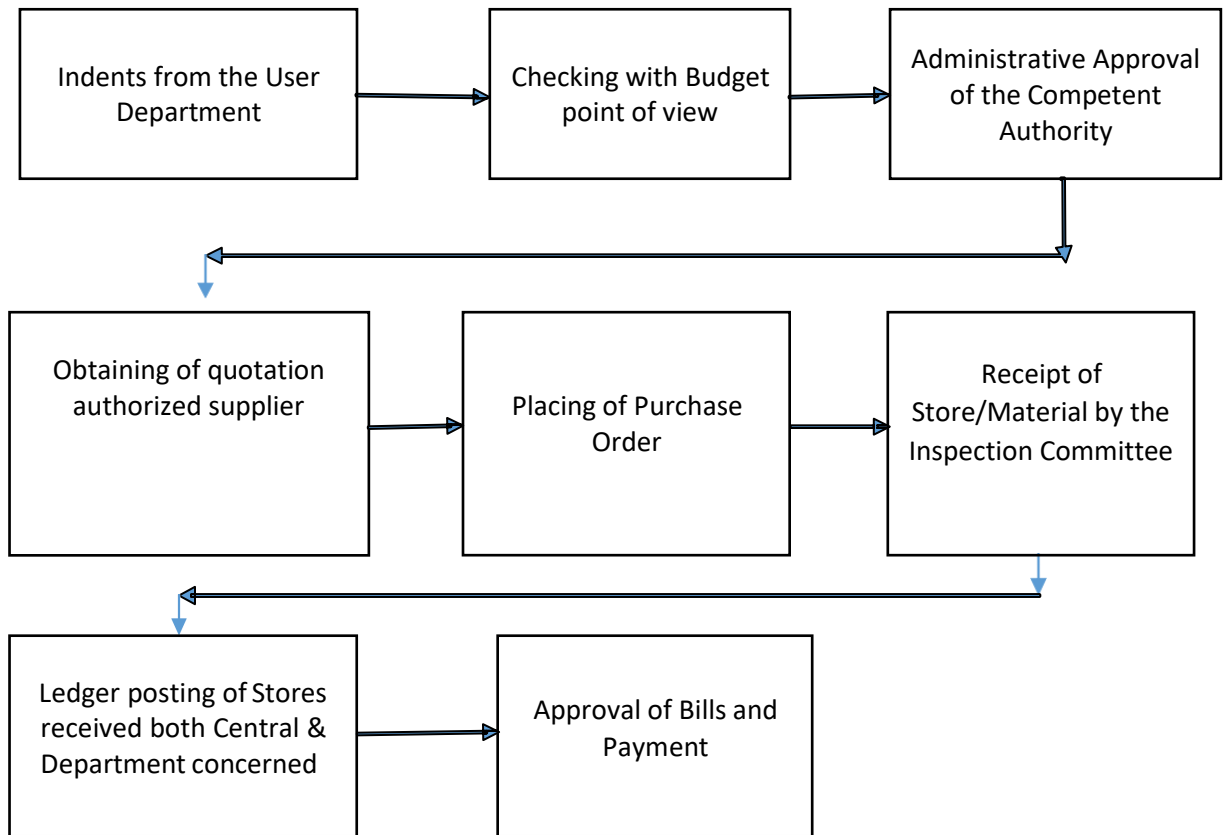
- (a) It is in the knowledge of the user department that only a particular firm is the manufacturer of the required goods
- (b) In a case of emergency, the required goods are necessarily to be purchased from a particular source and the reason for such decision is to be recorded and approval of competent authority obtained.
- (c) For standardization of machinery or spare parts to be compatible to the existing sets of equipment (on the advice of a competent technical expert and approved by the competent authority), the required item is to be purchased only from a selected firm.

Note: Proprietary Article Certificate in the following form is to be provided by the Indenting Department before procuring the goods from a single source.

- The indented goods are manufactured by M/s.....
- No other make or model is acceptable for the following reasons :
.....
- Concurrence of Accounts Branch/Finance Division to the proposal vide:
.....
- Approval of the competent authority vide:

(Signature with date and designation of the indenting officer)

Schematic Layout of purchase procedure followed in procurement by obtaining single quotation (Proprietary item/article)



Check List : Ensure all codal formalities as per procedure have been completed. All the documents have been obtained and the same has been vetted by the Accounts Branch before issue of Purchase order.

7.5 Policy for various Store and purchase related activities

7.5.1 Receiving, inspecting and inwarding

Stores Keeper shall inward materials after ensuring the following.

- Supplier's Delivery Challan (DC) / Invoice bears the inward stamp.
- Supplier's Delivery Challan / Invoice bears the reference of purchase order.
- In case of consignment received without any documents or any discrepancy noticed in the documents received, store in charge will be notified immediately for obtaining necessary information for inwarding. Till such time material will not be inwarded.
- Acknowledgement of receipt of consignments is subject to final check and approval. A notation, to this effect must be stamped on each copy of Delivery Challan/Invoice
- All apparent damages/leakages/broken seal in the consignment received are immediately recorded in the Invoice and bring the same to the attention of store in charge.
- Verify the identity of the material received. Ensure description of the material given in the consignment and number of containers / packages received as per the DC / Invoice.
- The Store keeper shall inward the materials within 48 hours of receipt by way of entering the materials in general purchase register and duly signing them at appropriate places.
- Over writing / erasing or altering entries is strictly prohibited. However corrections can be made if required. A single stroke will be put across the entry needed correction and fresh entry will be made on top and should be cross signed by the store in charge.

7.5.2 Policy for Storage of materials

The store shall provide place for storing the materials with the objective of retrieving them later for issue to the user. The purpose of any storehouse is to provide the right materials, in the right quantity, at the right time and at the lowest possible cost. The following main objectives for storage shall be considered carefully while storing the materials:-

- Maximum utilization of space consistent with adequate care and protection of materials.
- The storage system has to be such as to enable accurate identification of the materials stored. Ease of storing and picking, thus enabling speedy operations.
- All materials must be protected from temperature, moisture, pilferage, insects, rodents
- A very important principle in store keeping is FIFO or First-in-First-out.
- Most materials have a shelf life and this is specially so in the case of paints, cement, food, etc. The oldest stock has to be issued first.
- Environmental Conditions within the store should be conducive in terms of lighting, temperature, ventilation, access to the racks, trade wise stacking.

7.5.3 Policy for issues of materials from the store

- The usual method of issue is by a Material Indent Form, or Materials Requisition, which has to be duly signed by the lab assistant.
- Only items taken on indent shall be issued.
- Indent should be signed by the lab assistant, store keeper, store in-charge and principal.

7.5.4 Policy for stock verification

- Physical Stock verification is the process of counting of all the items in the stock and recording the results of such an exercise. The objective of stock taking is as follows:-
- To verify the accuracy of the stock records.
- Annual stock taking shall be performed at the end of academic year.
- Each item must be physically checked at least once in a year and entry to the effect that the physical stock verification is carried out.
- Departmental stock verification should be carried out by the respective lab assistants under the supervision of store keeper.
- Central store stock verification shall be performed under the observation of store in charge.

7.5.5 Policy for security of stores

- Security in all Stores should be properly planned and organized. Doors should be strong and provided with good locks.
- The internal layout is arranged in such a way that there shall be proper arrangement for receiving, storing and issuing of materials.
- No one except the authorized staff should be allowed access into the stores.
- **Precaution against Fire:** One of the major hazards in a Store is related to fire. It is necessary to take every precaution against fire and ensure that all fire regulations are strictly observed in the store. Adequate firefighting equipment should be provided. Stores personnel should be trained in firefighting.
- **Handling of hazardous chemicals** – Separate space should be provided for the storage of hazardous chemicals. Store keeper should be trained and instructed for handling of such chemicals.

7.6 Record Maintenance/Inventory Management Procedure

These are the basic rules regarding inventory management to be followed in the college.

(a) Receipt of goods and materials from suppliers

- All materials shall be counted, measured or weighed and subjected to visual inspection at the time of receipt to ensure that the quantities are correct, the quality is according to the required specifications and there is no damage or deficiency in the materials. Technical inspection where required should be carried out at this stage by store Committee constituted for the purpose.
- An appropriate receipt, may also be given to the supplier on receiving the goods/materials/equipment.
- Details of the goods/material/equipment/instruments so received should thereafter be entered in the appropriate stock register. The store keeper should certify that he has actually received the goods/material/equipment/instruments and recorded it in the appropriate stock registers. Two separate endorsements in this regard is also be recorded on the back of the bill/invoice by the store -in-charge and Principal.
- The entry is made into central stock register along with the Indent Book of the department concerned for posting the entry in the central stock register.

Check List : Ensure encasement on Noting sheet as well as on the Bill Invoice has been done regarding taking on Ledger/Stock Ledger Charge and all entries are matching with each other.

(b) Receipt/issue of goods and materials from internal Departments of the college

- The Lab Assistant requiring goods and materials from other department(s) of the college should project an indent in the prescribed form for this purpose. While receiving the supply against the indent, the Lab Assistant shall examine, count, measure or weigh the materials as the case may be, to ensure that the quantities are correct, the quality is in line with the issue vouchers and there is no deviation/deficiency in the materials. An appropriate receipt voucher shall also be given to this effect by the indenting officer to the division sending the materials.
- In the case of issue of materials from Stores for departmental use, the storekeeper shall see that an appropriate indent, in the prescribed form has been projected by the lab assistant. A receipt voucher of material issued shall be obtained from the lab assistant at the time of issue of materials.
- In case of materials issued to a contractor, the cost of which is recoverable from the contractor, all relevant particulars, including the recovery rates and the total value chargeable to the contractor should be got acknowledged from the contractor duly signed and dated.
- If the store keeper is unable to comply with the indent in full, he will make the supply to the extent available and make suitable entry to this effect in the indenter's copy of the indent. In case alternative materials are available in lieu of the indented materials, a suitable indication to this effect may be made in the document. **The store keeper having custody of goods and materials, especially valuable and/or combustible material, shall take appropriate steps for arranging their safe custody, security, proper storage, including arrangements for maintaining required temperature, dust free environment etc.**

Check List : Ensure charge off entries in the Inventory of the Issuing department and taking on charge entries in the Inventory of receiving department are properly posted with original book value of the stores being transferred.

7.6.1 Store Ledger (Stock Register)

- The store keeper maintains suitable item-wise lists/ledger folio and prepares accurate returns in respect of the goods and materials in his charge making it possible at any point of time to check the actual balances with the book balances. The form of the stock accounts mentioned above shall be determined with reference to the nature of the goods and materials, the frequency of the transactions and the special requirements of the Department concerned.

Separate stock ledger/Register is to be maintained for

- (i) Fixed Assets such as plant, machinery, equipment, furniture, fixtures
- (ii) Consumables such as office stationery, chemicals, maintenance spare parts etc.

Note: These forms may be supplemented with additional details by the college as per requirement.

7.6.2 Annual Stock Verification:

A physical Stock verification as per stock ledger/register of both consumable and non-consumable has to be carried out once in a year and the outcome of the verification shall be recorded in the corresponding ledger/register. Deficiency/loss/depreciation/appreciation and surplus if any will be recorded accordingly in relevant register.

Verification shall always be made in the presence of the store keeper, responsible for the custody of the inventory being verified.

A certificate of verification along with the findings shall be recorded in the stock register.

- Discrepancies, including shortages, damages and unserviceable goods, if any, identified during verification, shall immediately be brought to the notice of the competent authority for taking appropriate action in accordance with provisions.

Check List: Timely circular has been issued to all departments for carrying out stock verification in time. Ensure all unserviceable stores beyond economical repair are included in the list and the list is signed by the Central store and Purchase committee members.

7.6.3 Disposal of Goods

- An item may be declared surplus or obsolete or unserviceable; if the same is of no use to the concerned department of the college. The reasons for declaring the item

surplus or obsolete or unserviceable shall be recorded by the store Committee.

- The book value, Purchase price and reserved price, which will be required while disposing of the surplus/obsolete and unserviceable goods, should also be worked out. In case where it is not possible to work out the book value, the original purchase price of the goods in question may be utilised. A report of stores for disposal shall be prepared in prescribed format.
- In case an item becomes unserviceable due to negligence, fraud or mischief on the part of someone, responsibility for the same should be fixed.
- Disposal of Hazardous waste/Scrap Batteries/Electronic waste: Scrap lots comprising of hazardous waste, batteries etc. shall be done keeping in view e-waste disposal related government guidelines. The lots of hazardous waste/scrap batteries/ e-waste should be disposed off with due procedure.

7.6.4 Modes of Disposal

As per guidelines of Government, the Surplus or obsolete or unserviceable goods recommended by store committee and approved by the Competent Authority will be disposed through list of stores/goods declared unserviceable/obsolete items.

Check List : Book value and reserve price of each lot has been fixed and approved

8. Related documents:

- General Rules and procedure for store and purchase committee
- Minutes of meetings

9. Related Forms

- FORM GFR – 1 : MATERIAL REQUISITION FORM
- FORM GFR – 2 : REGISTER OF FIXED ASSETS
- FORM GFR 3: STOCK REGISTER OF CONSUMABLES SUCH AS STATIONERY, CHEMICALS, SPARE PARTS ETC.
- FORM GFR 4: REPORT OF SURPLUS, OBSOLETE AND UNSERVICEABLE STORES FOR DISPOSAL

10. References

- General Rules and procedure for store and purchase committee
- Minutes of meetings

FORM GFR - 1

Marathwada Mitra Mandal's College of Pharmacy

S. No. 4/17, Sector No. 34, PCNTDA,

Off Kalewadi Phata, Pimpri Road,

Kalewadi (Thergaon), Pune – 411033.

MATERIAL REQUISITION FORM

(INTERNAL)

Requisition No: -

Date of Requisition:-

Date of Requirement:-

Requested By: -

Department:-

Justification for Request:-

Sr. No.	Description of Material	Specification	Quantity	Remark/Purpose

Name of Requisite

Signature

Received by (Storekeeper)

Signature

Verified by (Storekeeper)

Signature

Approved by (Storekeeper)

Signature

FORM GFR - 2

REGISTER OF FIXED ASSETS

Name and description of the Fixed Assets

.....

Date	Particulars of Asset	Particulars of supplier		Cost of the Asset	Location of the Asset	Remarks
		Name and address	Bill No. and date			
1	2	3	4	5	6	7

NOTE : The items of similar nature but having significant distinctive features (e.g. study table, office table, computer table, etc.) should be accounted for separately in stock.

Chapter-22

Computer Centre

Introduction

Computer Centre is centralized body of MMCOP responsible for providing internet and networking related facilities in whole campus. It is backbone of college IT infrastructure. Further it's the interfaces for all kind of HW/SW related functionalities and provisioning of latest technology to enable research, CMS, ERP, etc. It has responsibility of securing college network from internal and external cyber-attacks and different kinds of malfunctioning related to IT services.

Welcome

MMCOP has a well-equipped centralized computer centre to cater to the needs of students and faculty in the college. It is housed, in a magnificent state-of-the-art building having specialized laboratories to provide variety of platforms and computing environment for UG, PG and research students.

Computer Centre is responsible for the provision of central computing facilities and technical services to support the following aspects of computer and network within the college.

- (a) **As a Subject of Study:** Computer technology is taught either as a subject of study for students or as general education for students' computer literacy and practical knowledge.
- (b) **As a Computational Tool:** Computers are used as computational tools to solve problems arising from various applications, research and development activities in the areas of pharmacy. Students may use computers as tools to do assignments and homework with various application software packages.
- (c) **As a Means of Learning, Teaching and Research:** This refers to the use of educational packages and computer aided learning software, the use of computer presentation tools, and the use of networks including Internet and Portal for information retrieval, idea exchange, discussion forum, etc.
- (d) **As a Tool for Administration:** This involves the development and the use of computer software to meet the operational and managerial needs of various departments.

To ensure adequate support, the role of the Computer Centre can be identified as follows:

- (i) **Facility Management:** CC manages the central computer facilities including the college network, the central host computers, and public computing facilities such as computers in the classrooms & computers for use of students. It also carries out assessment of facilities, both software and hardware, based on the needs of its users, and makes recommendations for new facilities as necessary for the enhancement of the existing facilities.
- (ii) **Technical Services:** CC provides centralized and integrated technical services in college. It evaluates suitable equipment and software so that it can keep pace with developing technology in order to better serve the College community.
- (iii) **Administrative Data Processing Systems:** CC is responsible for the provision of infrastructure and technical support for the maintenance of all electronic data processing systems used in defined administrative offices and departments.

Quality Policy

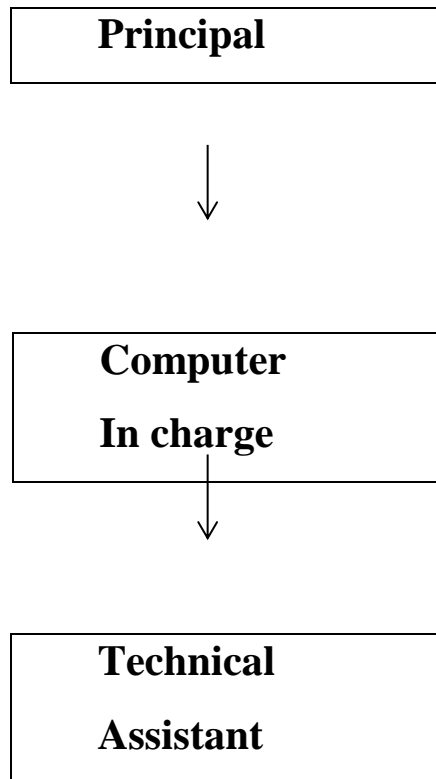
Computer Centre strives to instill upon the learners to apply the knowledge as a whole and live up to global standards in field of IT and networking. To ensure dissemination of information in the best possible way and encourage all to perform in accordance of constant technological advancement.

Responsibilities

Context of the Organization

Organizational Chart

Organization chart Of MMCOP Computer Centre



Responsibilities and Authorization

Designation	Responsibilities	Authority
Principal	<ol style="list-style-type: none"> 1. Ensure smooth functioning of internet in all MMCOP campus. 2. Ensure CC has sufficient computer desktop to meet lab requirements of different classes related to computer centre. 3. Ensure college IT and ICT infrastructure is as per latest technology in market. 	<ol style="list-style-type: none"> 1. Authorizes orders / notices / circular related to networks and web services in MMCOP. 2. Authorize acceptance of any new network equipment / computer peripheral (both HW and SW) 3. Prepares budget for enhancement of networking capabilities inside MMCOP campus. 4. Approver for uploading any document on MMCOP web portal. 5. Approves indent of MMCOP CC

<p>incharge Computer Center</p>	<ol style="list-style-type: none"> 1. Ensure smooth functioning of internet in all MMCOP campus. 2. Ensure CC has sufficient computer desktop to meet lab requirements of different classes related to computer centre. 3. Ensure centralized capability for hosting any web application on MMCOP web portal. 4. Ensure college IT and ICT infrastructure is as per latest technology in market. 5. Management of web domain and sub-domain Of MMCOP. 6. MMCOP domain email management. 	<ol style="list-style-type: none"> 1. Issues orders / notices / circular related to networks and web services in MMCOP. 2. Authorize acceptance of any new network equipment / computer peripheral (both HW and SW) 3. Sending document for uploading on MMCOP web portal.
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<p>Technical/ laboratory Assistant</p>	<ol style="list-style-type: none"> 1. Responsible for smooth working of HW/SW related to computer desktops/laptops/servers in MMCOP campus. 2. Responsible for maintenance of HW/SW throughout the college campus. 3. Responsible for smooth functioning for computer laboratory and language laboratory 	<p>- None -</p>
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Work Culture

Computer Centre work culture is transparent, ICT supported and solutions oriented. All systems are 'Real time' and fault tolerant. Lot of work is done in the development, reliability and safety assessment of all systems. It encourages everyone to stay focused on all times.

Internal Issues

- Increase in work requires increase in man-power.
- Shortage of space for increasing computer desktops capacity.
- Electricity issues causing long power failures.

Threats

- Confidentiality of digital data on MMCOP web servers and online portals.
- Security of MMCOP network and related infrastructure.
- Failure of network lease lines i.e. both primary and secondary.
- Hardware failure for network devices and web servers.
- Long power failures.

Opportunity

- Centralized maintenance of digital data for MMCOP web portal and applications.
- Centralized control of network infrastructure.
- Deployment and maintenance of latest network and web infrastructure as per IT and ICT global trends.

Interested Parties

Following are the stakeholders:

- Computer Centre Staff and In-charge of Computer Centre.
- All administrative and teaching staff of MMCOP who uses MMCOP network.
- All Students of MMCOP.
- Parents of all students of MMCOP.
- Any guest faculty and organizational team(s) who visit MMCOP.
- Companies visiting MMCOP for training and placement.

Scope

Scope of the Quality Management System

The procedures defined in this document are applicable to all respective stakeholders and departments of all locations under MMCOP. Computer Centre has considered the external and internal issues and procedures for all its services. It further defines responsibilities for all personnel at Computer Centre along with references to relevant documents.

- **Locations**
 1. Marathwada Mitra Mandal College of Pharmacy, Thergaon Pune.

Procedures

Process Management Methodology

Below steps of methodology are followed at computer centre for all requirements and procedures.

- (a) **Prepare:** Involves gathering high level requirements, developing a strategy, and proposing a high-level conceptual architecture identifying technologies that can best support the architecture. The prepare phase can establish a financial justification for strategy by assessing the case for the proposed architecture.
- (b) **Plan:** Involves identifying detailed requirements based on goals, facilities, user needs, and so on. The plan phase involves characterizing sites and assessing any existing networks and performing a gap analysis to determine whether the existing system infrastructure, sites, and the operational environment can support the proposed solution.
- (c) **Design:** The initial requirements that were derived in the planning phase drive the activities of the design specialists. The design to align current financial and technical requirements, and incorporates specifications to support availability, reliability, security, scalability, and performance.
- (d) **Implement:** The solution is built or additional components are incorporated as per design, with the goal of integrating devices without disrupting the existing network or creating points of vulnerability.
- (e) **Operate and Maintain:** Operation is the final test of the appropriateness of the design. The operational phase involves maintaining network health through day-to-day operations, including maintaining high availability and reducing expenses. The fault detection, correction, and performance monitoring that occur in daily operations provide the initial data for the optimization phase.
- (f) **Optimize:** Involves proactive management of the network. The goal of proactive management is to identify and resolve issues before they affect the organization. Reactive fault detection and correction (troubleshooting) is needed when proactive management cannot predict and mitigate failures. A network redesign can also be done if too many network problems and errors arise, if performance does not meet expectations, or if new applications are identified to support organizational and technical requirements.

Top Level Processes

- Ensuring the availability of computing facilities (including email and internet access) as and when required by the users.
- Continuous modernization and upgradation of the facilities.
- Ensuring the physical infrastructure to be in good working condition/order through preventive and corrective maintenance.
- Repair and maintenance of network instruments/equipment's in MMCOP campus.
- Extending services for purchase and installation of instruments/equipment(s) by Departments.
- Offering consultancy and services to outside organizations.
- Ensuring internet and e-mail service to users of College.
- Ensuring proper working of College Website.
- To maintain a good level of infrastructure for students, faculty and research scholars as per latest IT and ICT configurations.
- To coordinate with internet service providers for the delivery of best internet and other services.

Complete Department Procedures

Procedure 1: Faculty/Staff request for MMCOP Email-Id

Summary

- This procedure defines steps to be followed for requesting MMCOP Email-Id by faculty/staff of MMCOP.

Procedure

- (a) Requesting faculty/staff to send an email on office@mmcop.edu.in with their complete details mentioning full name, department and designation along with one personal email-Id.

Checklist: Full Name, department and designation should be mentioned along with one personal email-ID.

- (b) Incharge Computer Center will process the request within 48 hrs. and send details of new email- Id along with link to reset password to personal email-Id of faculty/staff.

Student request for MMCOP Email-Id

Summary

- This procedure defines steps to be followed for requesting MMCOP Email-Id by students of MMCOP.

Revision and Approval

Procedure

- (a) After admission student will get their email ID from their respective class coordinators
- (b) Student email-Id will be activated within 48 hrs after submitting the form.

Request for MMCOP internet access credentials by faculty/staff

Summary

- This procedure defines steps to be followed for requesting MMCOP internet access credentials by faculty/staff of MMCOP.

Procedure

- (a) Requesting faculty/staff to send an email on office@mmcop.edu.in with their complete details mentioning full name, department and designation.

Checklist: Full Name, department and designation should be mentioned.

- (b) In charge Computer Center will process the request within 48 hrs. and send details of internet login to email-Id of faculty/staff.
- (c) Faculty/Staff has to visit computer centre with that login details and get it activated in personal. They can reset password also at same time.

NOTE: Internet access credentials are not to be shared with anyone. Computer centre follows cyber laws as defined by Government of India and any breach might lead to serious actions as defined by the law.

Request for uploading notification/circular/office-order on MMCOP website

Summary

- This procedure defines steps to be followed for requesting upload of notification/circular/office-order on college website.
- This facility is only for faculty and administrative officers of MMCOP and not for students.

Procedure

- (a) Respective administrative head or faculty to send an email on office@mmcop.edu.in with soft-copy of notification/circular/office-order having signature of head of that department.

Checklist: Notification/Circular/Office-order should have signature of respective HOD or administrative head.

- (b) In charge Comput Center will upload the same within 24 hrs after receiving of email.

Request for repair/maintenance of desktops

Summary

- This procedure defines steps to be followed for repair/maintenance of desktops in administrative departments.
- This facility is only for faculty and administrative officers of MMCOP and not for students.

Procedure

- (a) Requester to submit approval of their desktop repair duly signed by their In-charge of department to In-charge computer centre.
- (b) Desktops need to be sent to computer centre along with approval note.

Checklist: Request should have signature of respective HOD or administrative head.

- (c) Desktop will be repaired within 72 hrs after receiving the same.

Exception: if there is fault in desktop hardware and which is not available in inventory of computer centre then resolution of same will depend upon supply/rectification of respective item by third party vendor (who is selected as per defined procedure of finance and administration). In this case, respective department can themselves get their desktop repaired via external vendor rather than through computer centre.

Booking of computer centre labs for online test

Summary

- This procedure defines steps to be followed for booking computer centre for online tests.
- This facility is only for faculty and administrative officers of MMCOP and not for students.

Procedure

- (a) Requester to submit request to Head computer centre in-person or via an email on office@mmcop.edu.in with details of online test (i.e. time schedule, duration, batch size of students, time slots, etc).

Checklist: Request should have signature of respective HOD or administrative head.

- (b) Administrator will check computer centre calendar and update on request. If slot is available as per detail of online test then booking will be confirmed to the requester and computer centre staff will support the same.

Related documents

- General Finance Rules of Government of India.
- E-waste Rules of Government of India .
- TRAI Rules of Government of India.

Related Forms

- Form listed on Computer Centre tab of MMCOP website i.e. office@mmcop.edu.in

Chapter-23

Maintenance Policy

1. Introduction:

The Store and Maintenance Committee is responsible for execution and monitoring of Maintenance Work at MMCOP. The entire work is governed by various provisions of the Manual, and MMCOP Guidelines issued time to time.

This document contains the detailed structure and procedures related to the various activities of the Maintenance Cell.

2. Quality Policy

The Maintenance Cell is committed for execution of work strictly as per specifications laid down in general conditions of the contract. Emphasis remains to execute the quality work with minimum cost.

3. Context of the Organization

3.1 Objective and goals.

Maintaining and utilizing physical, academic and support facilities.

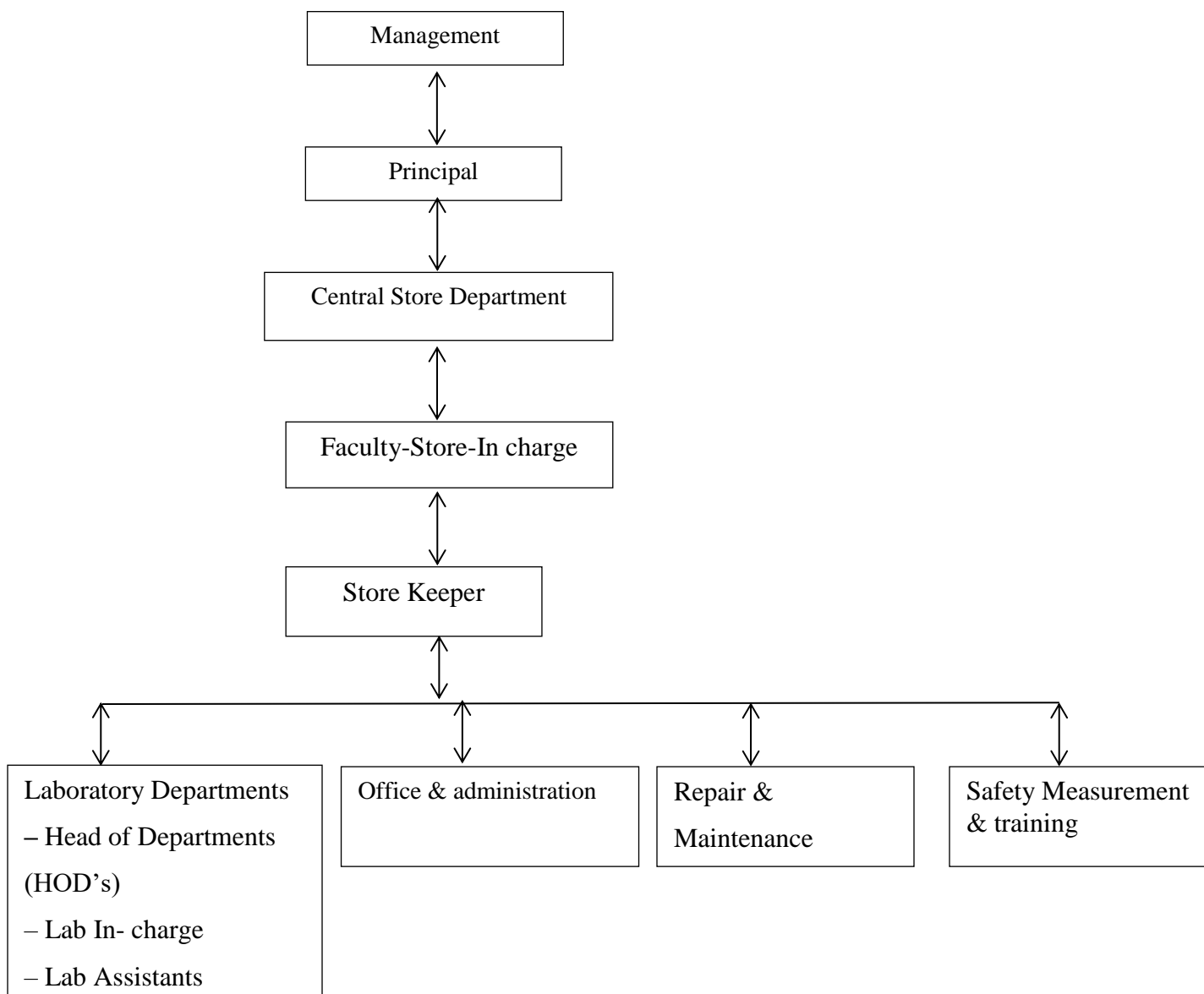
3.2 Work Culture

All the activities of the committee are time bound in nature. The central store and maintenance committee is committed to timely completion of various works thereby maintaining timely delivery of service.

- Requisition of work received from departments.
- To obtain approval of Management for to carry out work.
- To award the work to selected vendor.
- To monitor work.
- On completion of required formalities, payment to Agency is released after scrutiny.

3.3 Organization Chart

Organization Chart of Central store Maintenance Cell



3.4 Responsibilities and Authorization

Designation	Responsibilities
Lab Assistant	<ol style="list-style-type: none"> 1. To inspect lab and submit list of maintenance work needed to respective Lab In-Charge. 2. To inspect equipments and submit list of equipments requiring maintenance to respective Lab In-Charge. 3. To prepare list of glassware, chemicals, stationary and other requirements and submit it to respective HODs.
Lab In-Charge	<ol style="list-style-type: none"> 1. To inspect lab and submit list of maintenance work needed to respective HOD's. 2. To inspect equipments and submit list of equipments requiring maintenance to respective HOD's.
Head of Departments	<ol style="list-style-type: none"> 1. To compile list of maintenance work for all laboratories and forward it to central store and maintenance cell. 2. Compile list of all requirements and submit it to central store and maintenance cell.
Store Keeper	<ol style="list-style-type: none"> 1. Compile the maintenance work list received from all the departments. 2. Compile the list of requirements from all departments. 3. To execute all the procurement, purchase and maintenance activities at the institute. 4. Preparation of indents. 5. Inspection, installation, stock entry and

	<p>bill clearance.</p> <p>6. Annual stock verification.</p>
Store In charge	<ol style="list-style-type: none"> 1. To prepare guidelines and general system for procurement of material. 2. To examine the lists of work prepared by store keeper to finalize them and submit to Principal for further processing. 3. Correspondence with the prospective Suppliers/ Manufacturers/Dealers/maintenance and services agencies. 4. Handing over indents/ detailed specifications and addresses of suppliers to purchase committee. 5. To submit list of purchases and maintenance to Principal 6. To ensure scientific and efficient management of receipts, storage and issues of materials keeping in view the economics, security of stock as well as safety requirements.
Principal	<ol style="list-style-type: none"> 1. To instruct and guide store keeper and store in charge for purchase and maintenance activities. 2. To examine technical and financial aspects and finally recommend the works proposal for approval of management on merit basis.

3.5 Maintenance Works (Civil/Electrical works/laboratory/Equipments)

- For day to day routine maintenance work; a written request by any indenter i.e. HODs/In-charge/individual staff or other user is made through their /Department Head for the work /service is initiated through Central store of MMCOP. The Central store identifies the scope of work to be executed and put up the same for obtaining Principal approval. After obtaining Principal approval an estimate (Preliminary or detailed) with complete specification, sketch etc. is prepared by the Central Store for obtaining administrative approval of the Management.
- Time period of execution of work is stipulated depending upon the nature of work to be carried out.
- After obtaining administrative approval of the work, Central store proceeds for issuing purchase order/work order accordingly.
- The purchase order/work order contains the details specification and terms and conditions as per the specified norms.
- After execution of the work, inspection is done to ensure the completion and quality of the work as per the specification and prescribed time limit before processing the bill.
- Agency has to submit the bill within 10 days of recording of completion of work.
- If the bill is not submitted within 15 days of completion of work, the competent authority has right to put the bill as time-barred.
- After verification, the bill is processed for payment after obtaining expenditure sanction of Management within ten days.

4. Procedures:

4.1 Process Management Methodology

The physical facilities are maintained by the engineering section of Marathwada Mitra Mandal's Trust which comprises civil engineer and electrical engineers. Work is initiated on written request from HODs of respective departments. After examining the request, the proposal is put up to Management for obtaining Administrative Approval. After obtaining Administrative Approval work is executed as per the provisions of Purchase orders/work orders.

4.2 Monitoring of major construction work to be carried out

- Requisition for major construction for the augmentation of infrastructure facilities is initiated by Store and Maintenance Committee.
- The requirement is submitted to the Principal.
- It is then forwarded to the Management for approval.
- Quotations are invited from the concerned parties.
- Work is awarded on the lowest rate quoted basis.
- Financial approval of Management is obtained.
- Work is executed strictly according to the work order

4.3 Maintenance of Physical Facilities

- It includes all building blocks of academic and campus; facilities such as water tank, playground, etc.
- Building maintenance is comprised of plumbing, painting, carpentry and minor construction.
- The maintenance operation will include all components and systems in the areas Class rooms, seminar halls, tutorial halls, carpet, floors, walls and ceilings, Doors exterior/interior, Window and Hardware, plumbing fixtures (Commode, Basins, Urinals, restroom partition, mirrors, exhaust fans).
- The frequency of inspection is decided in consultation with Principal and the management.
- Initially, building inspection is carried out. The inspections are recorded. Based on this, list of maintenance work is prepared.
- Major Works are carried out during vacation and minor works are carried out as and when required without disturbing the academic activities.

4.4 Maintenance of Laboratories

- The responsibility of utilizing and maintaining labs is delegated by appointing lab in charge for each laboratory.
- Laboratory time table is displayed in each lab. List of experiments of the subjects is displayed by the respective subject in charge.

- Every day in the morning all the laboratories are swept and mopped, properly by the dedicated cleaning staff.
- All the laboratories are provided with the dustbin for collecting the solid waste.
- To maintain the record of equipments and their repair maintenance, there is a Dead Stock register and Maintenance register, which is available in the laboratory.
- Consumable equipment record is maintained by the lab assistant.
- Standard operating procedures are followed while using all the equipments.
- Servicing of equipments is done by qualified personnel only.
- CCTV cameras are installed in each lab.
- Power cables are properly insulated and laid away from pathways.
- Lab in-charge ensures that all laboratories, equipments are functioning well and teaching-learning process runs smoothly in all aspects throughout year.
- Ownership of equipments is given for sophisticated equipments. Log books are maintained in laboratories and for sophisticated equipments.
- The inspection of various items like lighting, windows, gas taps, laboratory furniture, water systems, taps, drains, pipes, gas burners and tanks, electrical fittings, appliances, equipments, is carried out.
- In case of any damage or missing items; the matter is first conveyed to the HOD by the lab in charge and then further required action is taken.
- List of items requiring maintenance is prepared and forwarded to central store through respective HOD's.
- Central store compiles requirements of all departments and submit it to Principal. Appropriate parties are identified and maintenance work is carried out after approval from Principal and Management.
- Central store maintains record for equipment and utilities maintenance.

4.5 Maintenance of Lab Equipment

- The respective faculty members, staff, lab assistants and other service personnel are given responsibility to maintain the equipments under their purview.

- Ownership of equipments is given for sophisticated equipments. Stock registers, log books are maintained by the respective laboratories to report entries and defects arising for rectification.
- Standard operating procedures for all high end equipments are made available to the users. Users register in the log books and are responsible for the safe handling of the equipments.
- All major repairs are identified and external expertise sought for maintenance of equipment wherever necessary with the permission of the Principal and Management.
- Breakage and repair if any, are reported to the Head of Department or the faculty-in- charge as the case may be and suitable measures are taken for speedy functioning of the equipment. Breakage of glassware intended for use by students is entered in the breakage register and charges levied based on the cost of the equipment payable by the students at the end of the year.
- The condemned/obsolete items are discarded by procedure and the same is entered in the stock register.

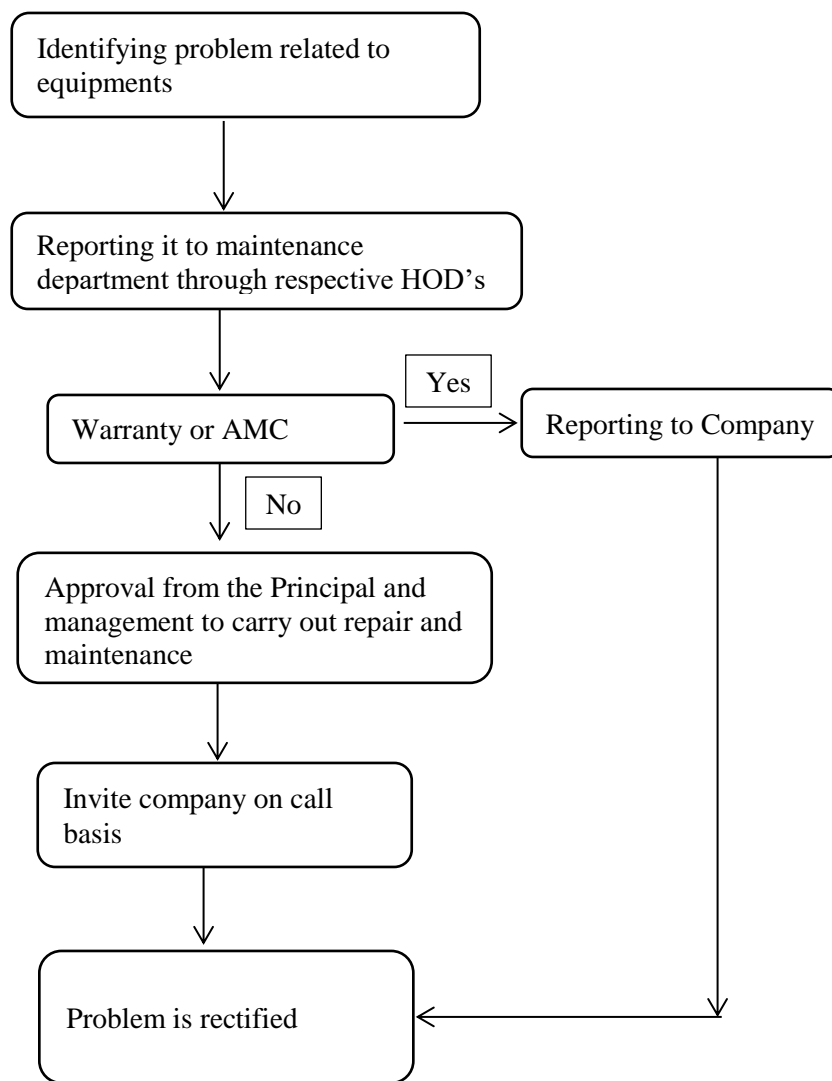
4.6 Maintenance and Utilisation of Central Instrumentation facility

Central Instrumentation facility houses sophisticated equipments.

They are maintained by a faculty-in-charge who reports to the Principal on all matters related to the working and maintenance of the equipments.

Entry to the labs is through log book registration. Users must duly submit a service requisition form available in the Institution to the faculty in- charge.

Access to equipments and service for recording analytical data is given on first-cum- first served basis. Same procedure is followed with regard to samples from other institution users.



4.7 Library and Library Resources

- Maintenance of library material involves continuous monitoring of the stack room, displaying of new material on the display racks and arrangement of the books and periodicals on the shelves after use. The work related to proper shelving, re-shelving and maintaining the collection is continuous in nature.
- Besides these, the material has to be dusted and cleaned at periodic intervals.
- The periodicals, damaged and torn books have to be bound.
- The old and obsolete documents which are no longer in use have to be withdrawn from the stacks.
- Library maintenance also includes physical care of the books, that is, their protection from sunlight, dust, insects, moisture and heat.
- The library staff performs tasks on daily basis. Maintenance work which consists of:
 - ✓ Shelving and re-shelving;
 - ✓ Keeping books and materials in order and maintaining cleanliness in the shelves and stack rooms;
 - ✓ Supervision of the collection;
 - ✓ Conservation and preservation of materials including repairs and binding;
 - ✓ Stocktaking and weeding;
 - ✓ Security of library material

Shelving and stacking

The documents after processing are to be properly shelved and displayed. The arrangement on the shelves should ensure that the most used books are in prominent places. Oversized books are to be placed separately. The stacking of the documents should ensure that minimum space is wasted. All kinds of material which includes both book and non-book material has to be placed properly. Documents should be shelved on their allotted space on the shelves. There has to be proper lighting and sufficient provision for future growth of the library. Library staff requires an understanding of work flow, adherence to standards, and attention to details. It is the responsibility of staff to make sure that: material is properly shelved, call numbers are in order, and support to new services and projects on a timely basis.

Maintenance of journals, magazines and periodicals

The periodicals division is in place where the journals, magazines, newspapers and other serial literature is displayed and taken care of.

The open shelf system is adopted in this section. Readers have access to a wide range of magazines, newspapers and topics of relevant interest.

Bound periodicals and back issues are arranged alphabetically by title in the library.

Current issues are properly displayed on the display racks.

The work related to the periodicals division is divided into different stages:

- a) Receiving, recording and stamping the received issues of the periodicals.
- b) Sending periodicals to the reading room for use. This includes arranging current periodicals for display or sending them to the shelves if not displayed.
- c) Tracing the missing issues and maintaining correspondence with the publishers or vendor or whosoever the suppliers are.
- d) Maintaining relevant records related to periodicals
- e) Maintaining the periodicals display rooms by placing only the latest issues on the display racks and sending or keeping away the previous issues in proper places.
- f) Shelf maintenance and shelving of bound and current periodicals
- g) Collecting and collating different issues of periodicals for binding.
- h) Carrying out preservation activities related to periodicals
- i) Weeding, withdrawal, and disposal of periodicals.

Care, Handling and Repair of Documents

- The physical care and repair of resources is important function to be carried out in library all the time.
- The repeated, careless handling and storage of a book can quickly transform a new book into a worn out or even an unusable one.
- Proper handling and storage in a stable, cool, clean, non-humid environment can prolong its life.
- The books and the other reading materials should be cleaned as frequently as possible and they should be kept safe from dust, moisture, insects and fungi.

- The documents get damaged by dust/dirt, heat, dampness and insects. They have to be, therefore, cleaned with neat and clean soft dusters or cloth pieces.
- Vacuum cleaners can also be used to suck the dust from the books.
- There are several kinds of insects which infest the books due to poor maintenance. Some common insects are silverfish, booklice and termite. Documents should be, therefore, stored in clean and dry places only, as many of the insects breed in dust and damp environments. Regular cleaning should be done too keep away the insects.
- Naphthalene balls in perforated boxes can be kept on the shelves to avoid infestation. New books, soon after acquisition by the library, too should be physically prepared for tough handling by the users.
- The new books may be covered with plastic covers or the spine may be strengthened or bound if they are paperbacks.
- The books should be handled properly to prolong their life and save them from deterioration and damage.
- Books should not be jammed into the shelves or book cases with too much of compactness so that it is impossible to pull them out without tearing their covers apart.
- Also books should not be piled one over the other and placed in the shelves with their spines facing outside.
- The books should be examined occasionally and those requiring minor repairs should be immediately repaired.
- Those requiring major repair or binding should be immediately withdrawn from the shelves and sent to the bindery.
- Photocopying is also one of the major causes of damage to library books. Some materials are difficult to handle for photocopying. Most importantly, care should be taken not to press down on the spine of books while photocopying.
- Extra care must be taken with large and heavy books. There are some types of materials which are too fragile to be photocopied at all.

While transporting books within the library, if more items are to be moved, a trolley should be used.

Library Binding

- Library binding is the term used to describe the method of binding serials, and re-binding paperback or hardcover books for use within libraries.
- Library binding increases the durability of books, as well as makes the materials easier to use. Binding helps in strengthening the books and increases their life.
- The materials that are selected and sent for the binding are to be recorded properly.
- The binder has to be given instructions for binding process of the documents according to the types of documents given for binding.
- Binding work also includes receiving back the bound documents from the binder and sending the documents back to the shelves after proper checking of records and all paper work.

Stock verification

Stock verification is the systematic checking of the library's holdings for finding out missing items. It helps in restoration of misplaced or missing items, finding out torn or worn out items for repair or binding and provides an opportunity for cleaning and changing the arrangement of documents. Library conducts annual inventories, that is, stock verification in order to have an up-to-date record of library holdings, concrete data on rate of loss and to assess strengths and weaknesses in the collection. Library stock verification is done by the library staff involvement and with the help of a Library Management Software.

Weeding

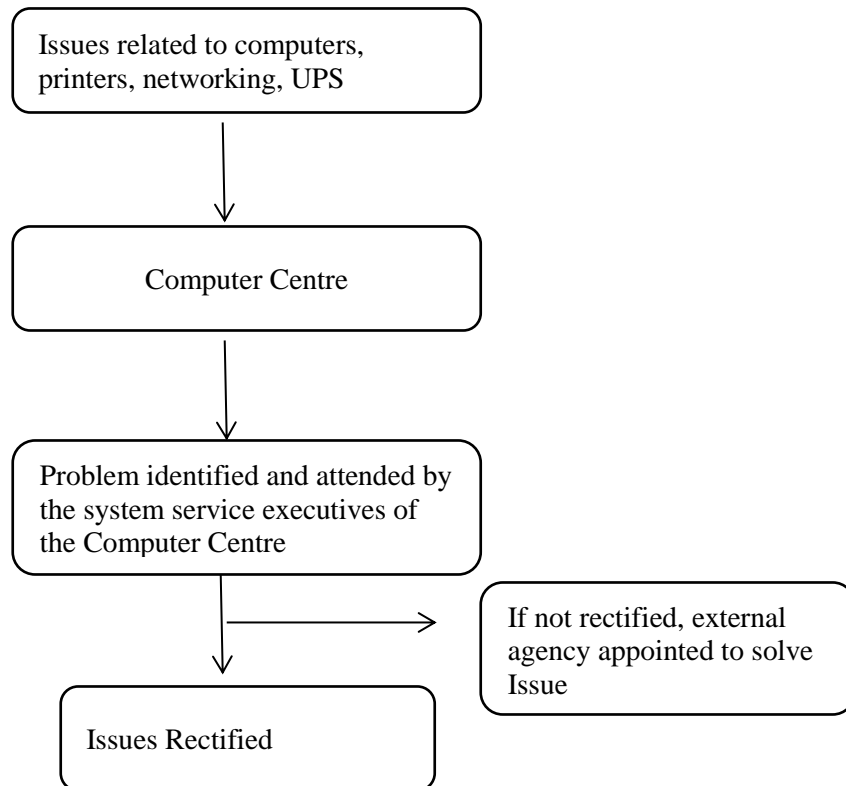
Weeding is a periodic or continual evaluation of resources intended to remove from the collection those items that are no longer useful. It helps to allow space for new materials and also ensures easy access to the available collection. Some of the criteria for weeding are physical condition of documents, unnecessary duplication, older or outdated editions, poor content, unused documents and unsuitable documents in the library. Stock verification helps in the weeding process of the library material. The weeded materials may be sold, given away or destroyed.

4.8 Maintenance of computers

The committee for computer center is responsible for purchase and maintenance of computing equipments and network facilities of college. They also take responsibilities of periodic up-gradations of IT resources. Computer center takes stock of IT facilities and prepares list of items requiring repair and maintenance. IT facilities are maintained by computer skilled personnel of the college. Some of the maintenance activities are carried out by appointing external agencies.

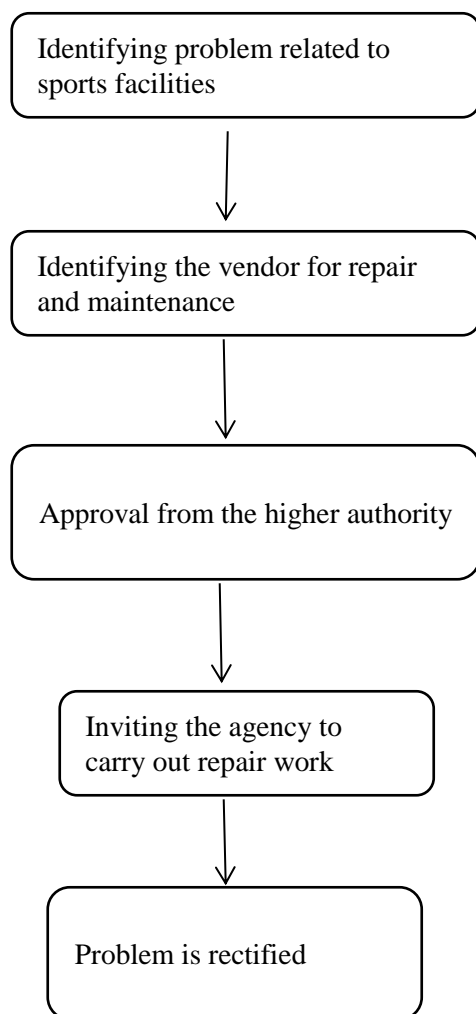
Computer center is responsible for following activities

- Uninterrupted Power Supply (UPS) in computer labs, CIF and administrative office
- Maintenance of Servers, computers
- Maintenance of Network, Switches
- Maintenance of college website



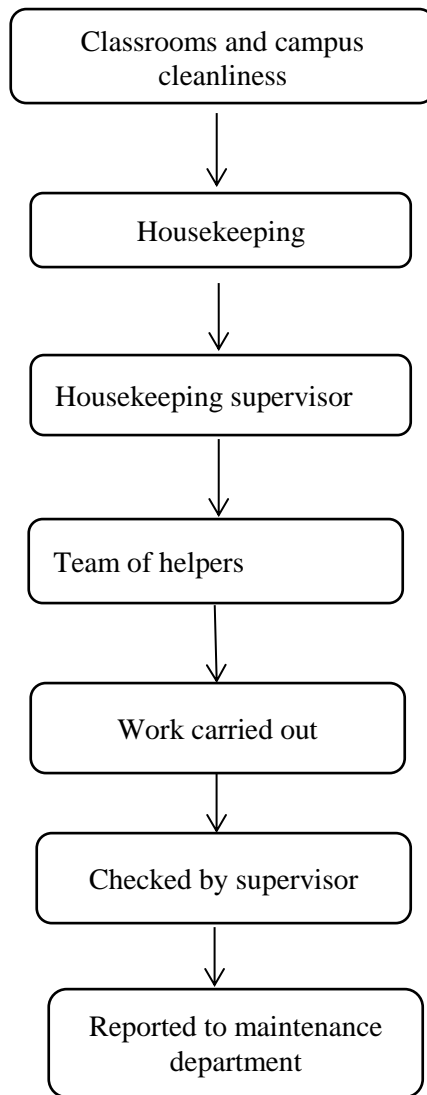
4.9 Maintenance of Sports complex

The necessary goods and sports articles are purchased by store department as per recommendations of sport committee of college. Sports week is organized at college as well as students are encouraged to participate in intercollegiate sport events. Some of the sports items are kept in boy's/girl's common rooms and given out for use of students under monitoring of Sports committee. The damaged, broken sports equipments are repaired time to time. Gymkhana facilities are also repaired as and when required by calling engineer at college. The sports equipments which cannot be repaired are replaced by purchasing new equipments.



4.10 Maintenance of Classrooms

Maintenance of classrooms is a regular exercise. Store committee is responsible to look after classrooms. It is ensured that all classrooms have adequate desks, benches. The cleanliness of classrooms is ensured by group of sweepers. The fans and electrical appliances are checked periodically and wherever required maintenance is carried out. The store committee appraises requirements of classrooms and carries out purchase under instructions from Principal and after approval from management. Periodical maintenance of projectors, computers and IT facilities is done in coordination with computer center of college.



4.11 Electrical Maintenance:

- The electrical maintenance operation includes all components and systems in electrical are switches, outlets, light fixtures, corridor lights, emergency lights, earth bits and electrical panel boxes, Generator, Air conditioners.
- Any complaint on electrical repairs is received from respective departments. These electrical repairs are rectified based on the complaints.
- The electrician of Trust is called upon to carry out these electrical maintenance activities.
- Breakdowns if any are observed; then immediate steps are taken by contacting MSEDCL.

4.12 Electrical Maintenance Procedure

Electrical General

- Check operation of light switches. Replace as required. Replace switch or broken covers.
- Check for missing or broken light globes, diffusers, or reflectors. Replace as required.
- Check exit lights. Repair or replace as needed.
- Check electrical panel boxes for signs of corrosion, burning or heating

4.13 Fire Extinguishers

- Fire Extinguishers are provided in different locations of the building for Safety purpose. Central store maintains a list of Fire Extinguishers along with the type and location. Frequency, due date and completion of refilling are recorded in the same.
- Refilling of fire extinguishers
- Periodical training and demonstration of the firefighting equipments is given to the laboratory staff.

4.14 First aid equipments

First Aid kits are placed in the every laboratory and at the prominent locations in the institute.

Central store maintains the First Aid kits with relevant medicines and devices as required. Periodical inspection is carried out to separate the expired items. Also, exhausted items are replaced in the kit. A Doctor is nominated who visits during prescribed Hours to provide medical treatment to students.

4.15 Maintenance of other amenities

The maintenance of equipment for water pumping, sewage, elevators are undertaken as per their preventive maintenance schedules and guidelines by the equipment supplier.

The campus is equipped with 24/7 adequate drinking water supply using water purifiers under Annual Maintenance Contractor.

Green environmental aspects – Garden is maintained by the gardener every day and frequently by National Service Scheme volunteers as a service activity.

4.16 Annual Stock Checking

Annual stock checking of furniture, lab equipment, stationery, ICT facilities, sports items and all assets and reporting of repairs is done by designated faculty as a year ending activity and the consolidated report is submitted to the administration to take up necessary actions if required.

4.17 Day to Day Emergency Maintenance

Day to day maintenance includes daily running repairs, like replacing light bulbs, repairing water leakages - leaking water pipes, taps, valves and cisterns, cleaning blocked drains, repairing locks and door handles and other minor repairs that necessitate day to day maintenance checks are taken care of by the Store department.

4.18 Write-off Policy

Equipments which are beyond repair or have lost functional significance are intimated to committee through the Heads of Department. Committee members personally check the equipments and convey the decision for further action like repair from outside agencies or write-off to higher authority. For write-off of equipment, DSR records are updated by respective lab In-charge and same is authenticated by Head of Department and Principal. Accordingly such equipments are write-off at college level with consent of HOD's and Principal.

Chapter-24

Environment & Green Practices

Environment and Energy Usage

Introduction

The Environment and Energy usage Policy of MMCOP is to manage energy in such a systematic way so as to minimize its impact on the environment. The policy implies to avoid the unnecessary use of energy resources and to explore the renewable energy resources to reduce the burden of the government and to find out substitute natural resources as solutions to the energy crisis.

This environment and energy policy is binding for all the components of the institution and applies to all its stakeholders and to the various activities undertaken by the institution. It will help us to embed efficiency and environmental awareness into our everyday activities, thus helping us to realize our responsibilities and commitment to conservation of natural resources and to limit its usage. The various activities are conducted through NSS unit of the college for the environmental awareness, to undertake green initiatives, and to conduct green literacy programmes to save energy and to protect the environment.

Policies:

- To assess our energy usage and measure its impact on the environment.
- To reduce local air pollution emissions using environment-friendly vehicles, including bicycles, public transportation and use of pedestrian-friendly roads.
- To install photovoltaic solar panels for the generation of alternate energy.
- To install LED tube lights / bulbs in the campus to save energy.
- To develop systematic waste management mechanism.
- To develop rain water harvesting unit.
- To undertake tree plantation drive.
- To take additional measures to continuously improve our energy consumption.
- To develop and maintain an environmental management system which is ISO: 14001

- and an Energy Management System based on ISO: 50001.
- To ensure the availability of necessary resources to achieve our objectives.
- To encourage use of advanced technology to minimize energy consumption, atmospheric emissions and noise.
- To engage in dialogue with the government agencies, municipal corporation and the affiliating university and actively work with the local organizations in the areas of environment, energy efficiency and sustainable development.
- To monitor and respond to emerging environmental and energy issues.
- To strengthen our employees and students environmental knowledge and skills in order to improve our own environmental performance.
- To provide information and training opportunities on energy saving measures.
- To offer opportunities for employees and students to engage in initiatives those contribute to environmental protection.
- To train our employees and students through NSS unit to make them 'Go Green', to plant trees each year, to celebrate eco-friendly festivals.

Beyond the campus environmental promotion activities

- Displayed Posters & Banners with the contents related to environmental issues in the College campus.
- Conducting sensitization programs for awareness regarding environmental issues specific to water pollution, saving water, waste management, biodiversity, tree plantation, energy conservation are conducted through NSS unit.
- Counselling people are to celebrate eco-friendly festivals.
- Observing 'Majhi Vasundhara Abhiyan', Environment Day and takes other initiatives related to green practices and tree plantation.

This policy will be communicated to the students and employees via internal communication channels, and will be made available to all the stakeholders on the institutional website. The Environment and Energy Policy, objectives and targets will be reviewed on a regular basis by the institute the guidance of the Principal of the college.

Green Practices:

Introduction

Green Campus: A Green Campus is a place where environmental friendly practices and education system combine to promote sustainable and eco-friendly practices. The green campus concept offers an institution the opportunity to take the lead in redefining its environmental culture and developing new paradigms by creating sustainable solutions to environmental, social and economic needs of mankind.

Objectives of the Green Campus Program: The first step of the Green Campus Program involves establishing a Policy Document suggesting the strategies, plans and other allied tasks to make this program functional officially.

We believe that greening the campus is all about sweeping away wasteful inefficiencies and using conventional sources of energies for its daily power needs, correct disposal handling, purchase of environment friendly supplies and effective recycling. The administration of the Institute believes that everyone has to work out the time bound strategies to implement green campus initiatives. These strategies need to be incorporated into the institutional planning and budgeting processes with the aim of developing a clean and green campus. Everyone at the MMCOP will work together to foster a culture of self-sustainability and make the entire campus environmental friendly. The Green Campus Initiatives will enable the institution to be a eco-friendly environment nurturing lifelong learning, innovation and sustainability.

Green Campus status is achieved by making significant progress in cross campus community collaboration under one or a number of the following themes:

- Green Campus & Biodiversity
- Energy
- Water
- Waste

GREEN CAMPUS AND BIODIVERSITY

We believe that a clean, green and a pollution free environment provide natural environment for an effective learning experience. We have therefore left no stone unturned in the development of a green ecosystem to provide enrichment to the students mind. The road within the College Campus is therefore adorned with tall trees and flowering plants to create a homogenous feeling amongst everyone within the campus. We also intend to introduce planting of saplings by the students for maintaining the greenery within the campus and also inculcate awareness towards nature in their minds. We consider and maintain the participatory documentation of the flora and fauna of College Campus with the help of Pharmacognosy department and the student community for whom it would be an educational and sensitization process. Also, the college has separate medicinal garden in the campus. The trees, plants, herbs and shrubs of variety are planted and maintained.

ENERGY

Reduce energy consumption - In this context, MMCOP has adopted the following policies:

- Activate power management features on computer and monitor so that it will go into a low power “sleep” mode when you are not working on it.
- Turn off monitor when anybody leaves his/her Table.
- Turn off unnecessary lights and use daylight instead.
- Use LED tubes/bulbs as much as possible
- Switch off lights and fans in the staff rooms, classrooms, seminar hall, conference room and Laboratories when not in use.
- Implement solar system to cut down the heavy usage of electricity.
- Avoid the use of decorative lighting.

WATER

Minimize consumption of water - In this context MMCOP has adopted the following policies:

- Repair sources of water leakage, such as dripping taps and showers as quickly as possible.
- Install appliances which reduce water consumption.
- **Rain water harvesting.**
- Reuse of water coming out from air conditioners for watering of plants in College campus.
- Use an efficient and hygienic water storage mechanism to minimize the loss of water during storage.

WASTE

Waste minimization is very important because it helps in protecting the environment and boost environmental performance. Waste minimization techniques focus on preventing waste from ever being created, otherwise known as source reduction, and recycling. In this context MMCOP therefore has adopted the following policies:

- Use more readout material in soft form. Reduce the hard readout material.
- Use more of e-mail for officially communicating the information needed, online reading etc.
- Minimize the use of fertilizers and pesticides in college grounds, opting for the use of compost produced on site.
- Prevent the practice of burning plastic and other materials that emit harmful gas on burning in the campus.
- Ensure that all cleaning products used by college staff have a minimal detrimental impact on the environment.
- Use separate bins for biodegradable and non-biodegradable wastes in the college campus.
- Recycle electronics and batteries in e-waste recycling bins located in the college.
- Use of one device with multiple functions. This will reduce the generation of e-waste at source.
- Dispose the chemical waste generated from the laboratories in a scientific manner.
- Actions taken to reduce consumption of plastic in the campus. Use of plastic cups, plates etc. has been banned in the college campus. Instead other biodegradable forms of articles are being used.

Restricted entry of automobiles

Students, staff are encouraged to use bicycles, public transport and pedestrian friendly roads. Students staying in the 1.5Km periphery of the college are not allowed to bring vehicles to college. They are encouraged to avoid the use of vehicles and encouraged to use bicycles. More than 50% students use public transport facility. PMPML bus stop is very near to the campus. Regular and frequent bus service is available from this bus stop to the other parts of the city. Every month “No Vehicle Day” is observed at the college.

Plastic free campus

The use of plastic is banned at the campus making it plastic free. The NSS team of our college conducts programs of cleaning the campus for any plastic wastage. Display Boards reflecting “USE OF PLASTIC IS RESTRICTED” are placed in different area of the college. Hazards of using plastic are explained to students from time to time to create awareness and to imbibe the culture of avoiding the use of plastic.

Paperless office

To initiate paperless office work environment, official circulars of Institute and Departments are communicated through e-mails. Institute, Department and various committee communications are done with whatsapp group and e - mails. All students related information like syllabus, Time Table is made available through the Academic ERP - Vmedulife online portal. All faculty members use Google Drive, Academic ERP - Vmedulife online portal for sharing course related materials, notes that avoiding the excessive use of papers.

Green landscaping with trees and plants

The Institute has a green campus as well as trees are planted all over the campus area. The variety of trees, herbs, shrubs are planted in and around the campus. Old trees are retained and blended with newer ones. The variety of flowering plants are also cultivated in butterfly garden and other ornamental plants have been planted in and around the campus. Most of the corridors of the college are also lined up with potted plants. Tree plantation program is organized every year in the college premises and nearby villages under NSS activity to promote green practices and saving of trees.

We intend to pursue a programme of continuous improvement in our procedures, practices and review the policy on a regular basis to evaluate continued relevance and to monitor compliance.

Chapter-25

Waste Management Policy

Introduction

MMCOP is committed to transform lives and serve the society through pursuit of excellence in teaching, innovation, lifelong learning, cultural enrichment and outreach services. MMCOP came into existence with the objective to promote inter-disciplinary higher education and research in the field of Pharmacy. MMCOP realizes sustainable waste management essential in reducing its environmental footprint and providing a safe and healthy work environment for teaching and non-teaching employees, students, and visitors. The college ensures that all the campus wastes are disposed of responsibly by using proper waste segregation mechanism at the source and if possible, converting it into value added environment friendly product. Furthermore, the biomedical and other hazardous waste should be disposed or managed by government approved waste management agency.

The purpose of the policy is

1. To provide the guidance on waste management aspects including their minimization and active promotion and use of cleaner technologies.
2. To promote the efforts to reduce, reuse, recycle and recover waste products in preference to the disposal of waste.
3. To comply with this policy by all the stakeholders to promote best practices with respect to waste management.

Policy Objectives

The objectives of this policy are:

- To ensure that waste management is performed in accordance with all legal requirements,
- To minimize waste generation at source and facilitate repair, reuse and recycling over the disposal of wastes in a cost effective manner.
- To provide clearly defined roles and responsibilities to identify and co-ordinate each activity of the waste management.
- To promote environmental awareness in order to increase and encourage waste minimization, reuse and recycling.
- To ensure the safe handling and storage of wastes on college campus.

- To provide appropriate training, advice and guidance for faculty, staff, students on waste management issues.
- To promote holistic approach of waste management in the campus.

Support staff is Responsible for:

- i) Overseeing the day to day delivery of general waste and their recycling services.
- ii) Operational monitoring of waste management systems across the campus.
- iii) Disposing of waste responsibly through the appropriate waste disposal system (segregation of waste), in accordance with policy and procedures.
- iv) Reporting any problems with waste collection and disposal to respective HOD's.

Heads of Department and faculty are Responsible for:

i) Non-hazardous Wastes

Ensuring that no hazardous waste is disposed of through the general waste management cycle.

ii) Hazardous Wastes;

Instructing laboratory assistant within their department to coordinate waste disposal for any hazardous or laboratory wastes.

Students will be Responsible for

- i). Disposing of waste responsibly, through the appropriate waste disposal system, in accordance with policy and procedures.
- ii). Reporting any problems related department/laboratory waste or waste collection procedure to the faculty and HODs.

5. Action Plan

It will be mandatory on the part of the Lab In charge/Head of the department/ Principle Investigator (Project)/ in-charge (Animal House) to report changes/additions in waste generation and steps taken to reduce generation of waste. As per the Waste regulations, college can store hazardous waste for a period not exceeding 10 days and shall take decisions regarding transfer, storage, recycling and reprocessing of such wastes. The waste could either be reused or disposed of by following procedures as proposed in the policy documents and as per waste hierarchy list (Fig. 1).

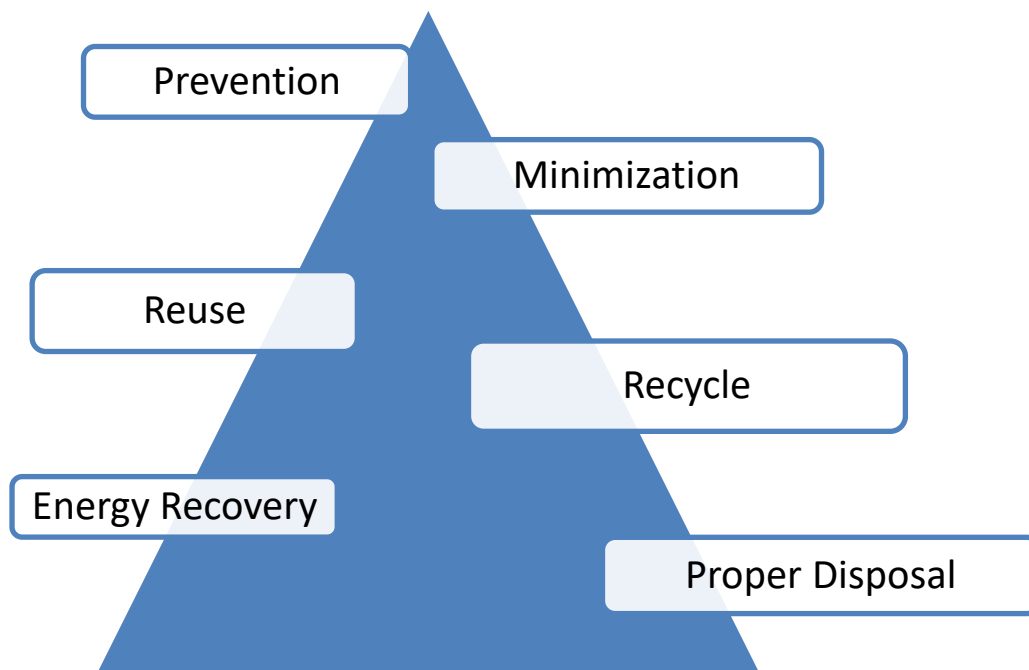


Figure 1. Waste Hierarchy list in order of preference from the most favorable (top) to the least (bottom).

Waste avoidance and waste minimization at source

In the hierarchy of waste management, waste avoidance and waste minimization have to be attempted first, for which dissemination of information on technological options should be a continuing exercise. Promote implementation of recovery of resources such as solvents, other reagents and by-products as well as re-generation of spent.

Reuse, recovery and recycling of non-hazardous waste

College will explore options/ opportunities of reusing, recovery and recycling of nonhazardous waste in an environmentally sustainable manner.

Safe disposal of hazardous waste

For the waste which cannot be recycled/ reused, safe and environmentally sound disposal will be adopted depending upon waste category. Design and operation norms of disposal facilities should be strictly adhered to as per the procedures given in the policy.

Setting up of common Treatment, Storage and Disposal Facilities

The management of the different types of degradable and non-degradable waste is carried out in the college as per the following procedures.

A. Solid waste management

Solid waste is generated in the form of lab manuals, journals, packaging materials, labels. Such material is stored at one place and scrapped periodically for recycling. Plant waste generated in the campus is disposed by vermi composting. All such organic waste is well mixed and transferred to compost pit available in the campus. The mixture is kept for fermentation for about 15 days. After 15 days, the compost becomes ready to use.

Dust bins are kept at different places in campus as well as placed in every laboratory. Non degradable waste (Dry and wet), empty bottles, cartons are collected regularly at one place and handed over to the municipal vehicle for collection and proper disposal.

B. Liquid Waste Management

Liquid waste is generated in the form of solvents, solutions, reaction mixtures, preparations, etc. It is scientifically disposed as per waste management norms. It is first collected and then either disinfected, diluted or neutralized. The waste chemicals mixed with water from laboratory, passes through concealed pipeline. Soak pit is also built at the college where liquid waste is poured into it. Then, water is discharged into drainage line.

C. Biomedical waste

Biomedical waste is generated in the form of animal experimentation, bioassays, micro biological cultures, fluid, blood, cotton, dressings, syringes, needles, sharp edges, scalpels blades, lancets at the institute. The waste is disposed by following the guidelines given by CPCSEA. Initially, such waste is segregated and packed into color coded bags.

Animals or biomedical waste is segregated and packed into yellow bags. Waste generated from disposable items such as tubing, catheters, intravenous sets are packed into red color bags. Waste Sharps (needles, syringes, scalpels blades, glass etc. that may cause puncture and cuts are packed into blue color bags. Solid waste in the form of chemicals, powders, expired medicines are packed into black color bags. These bags are sealed and labelled properly with symbol of "Biohazard". Such bags are handed over to PAASCO Pvt. Ltd., Pune, agency appointed by Pimpri-Chinchwad Municipal Corporation for proper disposal.

D. E-waste management

E-waste is generated in the form of CD's, pen drives, monitor, hard disc, cables, switches, chargers, printers, tube lights, routers. We are in contact with Maharashtra Pollution Control Board (MPCB) - authorized e-waste collection agency, SWaCH. We have put the collection box

in the institute, where e-waste is collected. Periodically this box is handed over to SWaCH for the safe recycling and disposal of e-waste.

E. Hazardous chemicals and radioactive waste management

- No radioactive waste is generated at the institute. Hazardous chemicals like strong acids, strong alkalis and oxidizing agents are used in restricted and small quantities during practicals and research.
- Proper control measures are instituted and training is given to students and lab staff for storage, usage and disposal of hazardous chemicals.
- Students are instructed to wear laboratory aprons, gloves, chemical splash goggles while handling such chemicals in the laboratory.
- Use of the laboratory hood is preferred when there is a possibility of release of toxic chemical vapors.
- Separate space is provided for the storage of hazardous chemicals with highly visible sign.
- Hazardous chemicals are neutralized initially and then packed in bottles/containers. It must have clear labels with details of the contents and the specific word “Hazardous Waste” at the top of the label. These containers are handed over to the municipality personnel for further disposal.
- Such chemicals are diluted sufficiently and then released into sand pits.
- Use of alternate solvents is promoted to avoid excessive use of hazardous chemicals. This policy will be communicated to the students, faculty and staff via internal communication channels, and will be made available to all the stakeholders on the institutional website. The waste management objectives and targets will be reviewed on a regular basis by the institute the guidance of the Principal.

Chapter-26

MEDICINAL PLANTS GARDEN

The herbal products today symbolise safety in contrast to the synthetics that are regarded as unsafe to human and environment. Although herbs had been prized for their medicinal, flavouring and aromatic qualities for centuries, the synthetic products of the modern age surpassed their importance, for a while. However, the blind dependence on synthetics is over and people are returning to the naturals with hope of safety and security. Over three-quarters of the world population relies mainly on plants and plant extracts for health care. More than 30% of the entire plant species, at one time or other, were used for medicinal purposes. In India, drugs of herbal origin have been used in traditional systems of medicines such as Ayurveda, Unani and Siddha since ancient times. The drugs are derived either from the whole plant or from different organs, like leaves, stem, bark, root, flower, seed, etc. Some drugs are prepared from excretory plant product such as gum, resins and latex.

Objectives:

1. To create awareness of conservation and traditional use of medicinal plants in stakeholders
2. To help in identification and conservation of medicinal plants
3. To make linkages between research organizations, state departments and local community for research and extension of medicinal and aromatic plants and their product.

Green Initiatives- benefits:

- Afforestation and soil conservation
- Improvement of biodiversity of location by diverse medicinal plant species.

Cultivation of Medicinal Plants

Systematic cultivation of medicinal and aromatic plants has been done.

Chapter-27

Animal House

Introduction

The motto of Prevention of Cruelty to Animals (PCA) Act 1960 as amended in 1982, is to prevent infliction of unnecessary pain or suffering on animals. The Central Government has constituted a Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA) which is duty bound to take all such measures as may be necessary to ensure that animals are not subjected to unnecessary pain or suffering before, during or after the performance of experiments on them. For this purpose, the Government has made “Breeding of and Experiments on Animals (Control and Supervision) Rules, 1998” as amended during 2001 and 2006, to regulate the experimentation on animals. The objective of this SOP is the effective functioning of the Institutional Animal Ethics Committee (IAEC) so that a quality and consistent ethical review mechanism for research on animals is put in place for all proposals dealt by the Committee as prescribed by the CPCSEA under PCA Act 1960 and Breeding and Experimentation Rules 1998.

IAEC will review and approve all types of research proposals involving small animal experimentation before the start of the study. IAEC is required to monitor the research throughout the study and after completion of study through periodic reports and visit to animal house and laboratory where the experiments are conducted. The committee has to ensure compliance with all regulatory requirements, applicable rules, guidelines and laws.

Application Procedures

IAEC meeting will be conducted once in six month as per the guidelines of CPCSEA. Member secretary IAEC will e-mail all faculty members regarding call for inviting research proposals for approval of the animal experimentation by the IAEC one month before the scheduled meeting. PG research students should apply through their respective guide. PG research guide will be the principal investigator for respective students protocols. Those who are interested to apply should thoroughly prepared the form-B. Ensure that the method is scientifically and ethically valid. Justification of numbers of animals and species should be available scientifically. Method should

be supported with evidence in the form of research articles. All proposals should be submitted in the prescribed application form, which is supplied with the e-mail of “Call for Invitation proposal for animal experimentation approval”. Request for reaffirmation of the approved protocols should be submitted in prescribed format.

Review Procedure

The proposals will be sent to members at least 15 days in advance. All investigators should be ready with hard copy of Form-B and also power point presentation of the proposals. Decisions will be taken by consensus after discussions. Negative view points should be recorded in the minutes. In case consensus is not reached, the case should be referred to CPCSEA. Researchers will be invited to offer clarifications if needed. Independent consultants/Experts will be invited to offer their opinion on specific research proposals if needed. The decisions will be minuted and Chairperson’s approval taken in writing with signature of all the IAEC members present.

Members will discuss the various issues before arriving at a consensus decision. Decisions will be made only in meetings where quorum is complete. Only members can make the decision. The experts / investigators / invitees will only offer their opinions. Decision may be to approve, reject or revise the proposals. Specific suggestions for modifications and reasons for rejection should be given. In cases of conditional decisions, clear suggestions for revision and the procedure for having the application re-reviewed should be specified. Once decision is done that should be communicated to concern investigator. A approval certificate will be provided to investigators if the proposal is approved. IAEC review the application for re-affirmation of the already approved protocols. Considering the reasons for extension of the validity committee may approve it or disapprove it.

Follow up procedures:

Reports should be submitted at once the study is completed or six month whichever is earlier for review. Final report should be submitted at the end of study. All Serious Adverse Events (SAE’s) and the interventions undertaken should be intimated. Protocol deviation, if any, should be informed with adequate justifications. Any amendment to the protocol should be resubmitted to IAEC for renewed approval. Any new information related to the study should be

communicated. Premature termination of study should be notified with reasons along with summary of the data obtained so far. Change of investigators / sites should be informed and approval of IAEC should be taken.

Record keeping and Archiving

- a. Curriculum Vitae (CV) of all members of IAEC including training programs in animal ethics attended.
- b. Copy of all study protocols with enclosed documents, progress reports.
- c. Minutes of all meetings duly signed by the Chairperson and the members.
- d. Copy of all existing relevant national and international guidelines on animal ethics and laws along with amendments.
- e. Copy of all correspondence with members, researchers and other regulatory bodies.
- f. Final report of the approved projects.
- g. Record of breeding of animals, supply etc., if breeding of animals is undertaken.
- h. Record of import of animals with species, source, quantity, usage etc.
- i. Record of all contract research, if conducted at the institute.
- j. Record of rehabilitation of large animals if done.
- k. All documents should be archived for period five years.
- l. Form-C and Form-D should be documented by the investigator for procuring and experimentation respectively.

Sanjeevani Medicinal Plant Garden

Size/ Area of the garden.

The college maintains a properly landscaped Medicinal Plant Garden admeasuring around 5000 sq. feet distributed at different locations within the campus.

Types, Varieties and Number of plants available in the garden:

Sr. No.	Type	Variety	No. of Plants
1	Herbs & Shrubs	17	50
2	Trees	39	465
3	Xerophytes	02	05
4	Hydrophytes	03	03
5	Under shade plant	10	20
6	Climbers	06	15
7	Creeper	02	02
	Total	79	560

Planning

Select an area of campus with conditions that meet the needs of the plants eg. need full sun for most of the day. Flowers, on the other hand, often require partial shade to thrive. Aside from sun, take the following into account:

- Choose an area with good drainage.
- Plant it in an area away from trees that drop a lot of leaves, so it will be easier to keep neat and trim. Also darker soil tends to be the better soil for plants.
- Consider the location in regards to how you will use and visit it.
- Planning includes selection of the varieties of the plant will grow better in certain climates, regions, and soil types than other varieties.
- Involve the students to generate specific ideas about the type of garden, determine which varieties of those plants will grow in your particular growing region.

Cultivation:

Sexual Propagation: Seeds are usually started indoors a month or two before the weather warms and its time to plant. Some seeds, however, do better when planted directly in the ground outside.

Asexual Propagation: Seedlings / Vegetative propagated plants can be planted as soon as they're purchased.

Maintenance:

Manures: This gives your plants an extra nutritional boost, helping them grow strong and healthy. Earthworm manure prepared in campus from solid waste is to be used instead of chemical fertilizers

Garden Notebook: This will help to identify and maintain density of plant in campus

❖ Steps involved in Cultivation and maintenance of Medicinal Plant Garden:

Following activities are conducted by well-trained gardener appointed on regular basis, so as to maintain the aesthetic value and medicinal importance of medicinal plant garden.

1. Know when to plant.
 2. Prepare the soil. .
 3. Dig holes and plant the seedlings.
 4. Water & fertilizers to the garden.
 5. Caring for the Garden
 6. Weed the garden.
 7. Care for the plants according to their needs.
 8. Keep animals and insects away.
-

Chapter-28

Training, Placement, III & E.D. Cell

Activity Check List

- 1) Training
- 2) Placement
- 3) Industry-Institute Interaction
- 4) Entrepreneurship Development Cell

Sr. No.	Name of the Activity
1	Introduction
2	Objectives
3	Welcome
4	Quality Policy
5	Responsibility
6	Responsibilities & Authorization
7	Interested Parties following are the stakeholders:
8	Scope
9	Process Management Methodology
10	Overview
11	Related Forms
12	SOPs
A	Student Interest Analysis (Mapping)
B	Training
1	Career Guidance Sessions/Guest Lectures

2	Add-on/Value addition and Soft Skill Development Modules
3	Training & Placement Cell Activity Brochure
4	Training related to Higher Education- Guest Lectures
C	Placement
1	Collection of Resume
2	To Prepare and send the Placement Brochure to various Industries
3	Call for Campus Interview
4	On/Off Campus Interview
5	Documentation regarding placement record
D	Industry-Institute Interaction
1	Industry/ Research Organization MoU
2	Industry Projects (Including M. Pharm Dissertation Project Work)
3	Industrial Training
4	Industrial Visit
5	Industry Consultancy Services
E	Entrepreneurship Development Cell
1	Entrepreneurship Awareness Camp
2	Entrepreneurship-Guest Lectures
3	Startup India Learning Program

Training, Placement, III, E.D. Cell

1. Introduction

The Department of Training and Placement Department (T&P) aims at providing a smooth entry of students to corporate world through internships and full time placements at world renowned firms. Training and Placement Department acts as the bridge between companies seeking talented young graduates and post graduates in various disciplines and also helps the students by providing counseling and exposure in public speaking through workshops organized by the department as well as associated companies on a frequent basis. Thus T&P help the students in getting habitual to the corporate atmosphere, work culture and get the right exposure to take their professional career on the high elevation as well as help them engulf the basic technicalities relating to the corporate world.

The Training and Placement Cell is an integral part of this college. The college has provided adequate infrastructure for effective functioning of the cell. In fact, Training & Placement activities are organized throughout the year with a view to prepare the prospective learners for the campus selection programs. It is heartening to state that reputed industries across the country visit this college for campus recruitment programs. However, cell maintains good rapport with all industries for effective recruitment. The cell also plays a vital role in bringing the students and industrial community together for a mutually satisfying employment relationship. The cell plays a crucial role in counseling and guiding the learners of the college for their successful career placement which is an important interface between the stages of completion of academic program of the students and their entry into the suitable employment. Training and Placement is an essential part of a developed and competitive institution, which is accepted as one of the most important department of pharmacy institution. At Marathwada Mitra Mandal's College of Pharmacy Pune, the active placement cell prepares a strategy for its students for training and placement with the primary aim to find a suitable and lucrative job in reputed companies. The placement cell has an excellent placement record and most of the students have their careers started out well before they complete graduation.

2. Objectives of Training, Placement, III & E.D Cell

- Training & placement cell prepares a strategy for its students for training & placement with the primary aim to find suitable & lucrative jobs in reputed companies & students should have their careers started out well before they complete graduation.

- The objective of placement cell is to place the students of different branches in well, recognized industries/ institutions situated throughout different places in India.
- This part maintains a goal to develop the career of the students studying in this institution as well as to organize different kind of job opportunities in various organizations.
- To create entrepreneurial culture in the students and to respond effectively to the emerging challenges and opportunities relating to SMEs and Micro Enterprises

3. Welcome

MMCOP has a well-equipped centralized training and placement department to provide the platform for campus placements. It is housed in a magnificent state-of-the-art building, having well equipped interview rooms, group discussion rooms and presentation hall for smooth processing of the campus placements. The goal of the Training and Placement Department is to provide students with a platform for using their potential to gain valuable experience in the industry. It also acts as the interface between various companies seeking talented young graduates and post graduates in various disciplines.

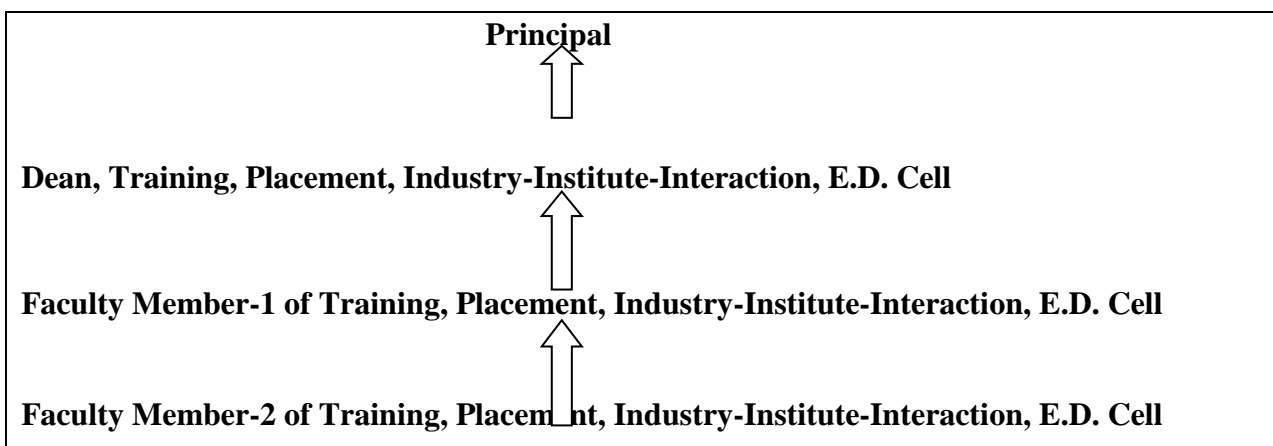
4. Quality Policy

The quality policy of training and placement department is to attain maximum placements and achieve excellence in the field of campus placements. It also ensures to maintain the infrastructure of TNP cell and up-gradation of systems in computer center for conducting the online test. It works on the hospitality of executives of MNC's, and various Govt. Institutes like PSU's, Defense etc. It makes sure the timely conduction of the placement process and declaration of the results once process has been wrapped up generally by the end of the day.

5. Responsibility

5.1 Context of the Organizations

Context of the organization should state both the internal and external issues that can impact its strategic objectives and the planning of the QMS. Department of training and placement is responsible to facilitate all eligible students of the MMCOP for campus placements and internship. The context and structure of the department is as follows:



5.2 Department Culture

The culture of Training & Placement Cell is mainly centered on its objectives to get the maximum students placed and follows the hierarchy led by the HOD, followed by the Dean, Training & Placement and supported by other two faculty members of cell.

5.3 Objectives and Goals

The objective is to provide students a platform to start their career in the corporate world in the right direction for final year as well as pre-final year students. By providing them a right launch pad in the form of internships and job offers for pre-final and final year students respectively.

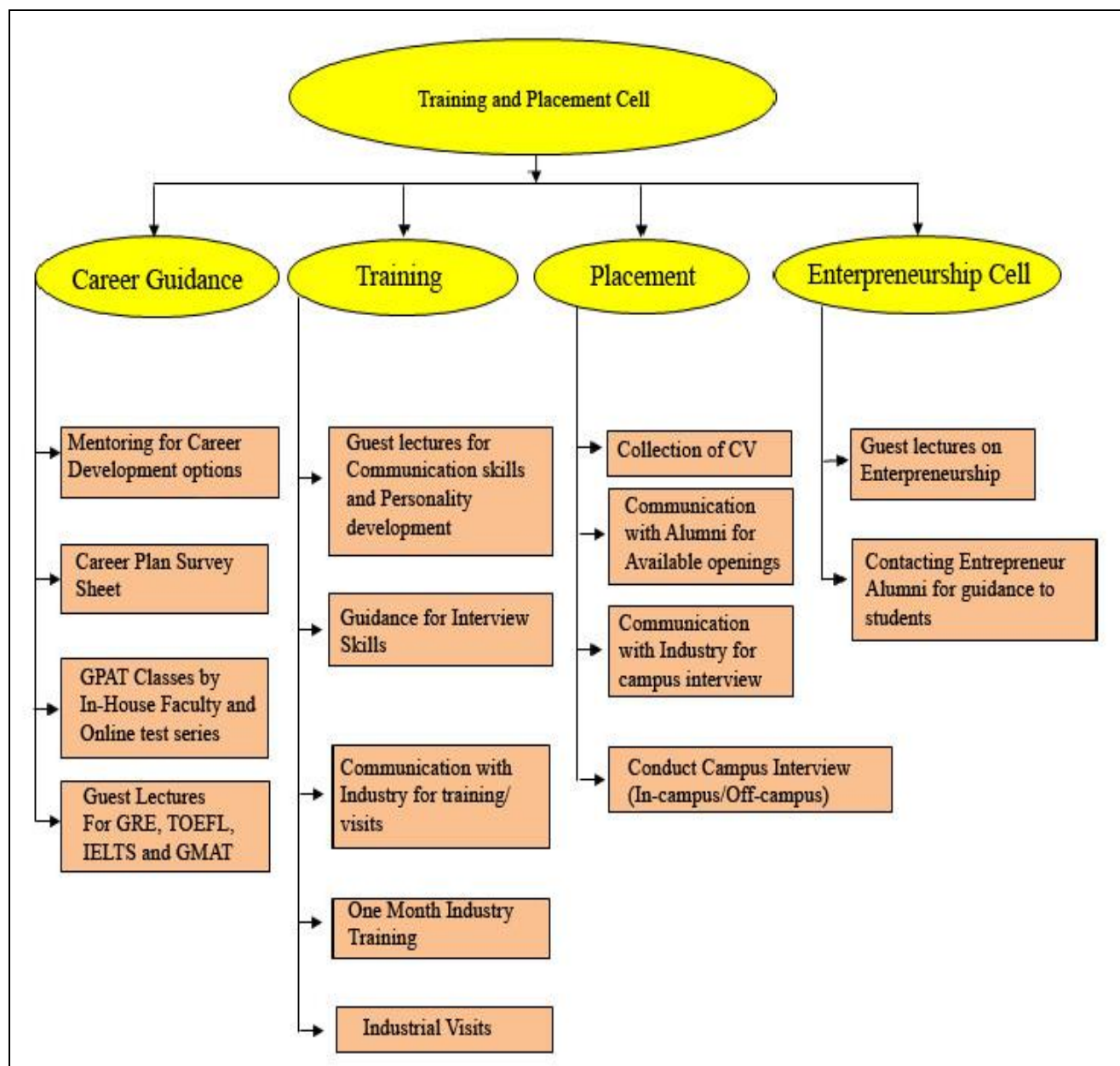
5.4 Complexity of Work

The complexity of work includes managing and updating the data for more than 350 students appearing for campus placements and internship in each session and Updating the previous year placement data and related statistics in the form of right data interpretation techniques involving pie charts and demographics.

5.5 Flow of processes and information

The recruitment process flows in a very smooth manner as per the rules and guidelines that have been set by the HOD T&P department. Each student is bound by a highly principled code of conduct and each Placement Coordinators (PCs) is responsible to insure the bounds are followed ethically.

Activity Chart



6. Responsibilities and Authorization

Position	Responsibility	Authorizations
Head	<ul style="list-style-type: none"> • Define policies for campus placement and internship process • Fix the date for campus placements and internship process at campus or the venue of the recruiting organization. • Co-ordinate with different departments and administration for logistic arrangements required for campus placement and internship process • General supervision 	<ul style="list-style-type: none"> • Issue of training letter for B. Pharm students • Issue of Placement Coordinator certificate • Finalize the date given to companies for campus placements/ Internship process at campus or on their premises
T & P Staff	<ul style="list-style-type: none"> • Define policies for campus placement and internship and submit to HOD • Registration of students for campus placements and internship • Send invitation letters to various Organizations for campus placement and internship • Prepare schedule for campus placements process and internship • Upgrading data base of registered students for campus placement and internship • Maintaining the database of resume manager (RM) • General supervision of various process 	<ul style="list-style-type: none"> • Finalize the date given to companies for campus placements/ Internship process at campus or on their premises

<p>Placement Coordinators</p>	<ul style="list-style-type: none"> • Send invitation letters to various Organizations for campus placement and internship after approval of TPO • Contribute in defining of placement and internship policy in the beginning of academic session • Co-ordinate with Organization coming for campus placement • Fix date for campus placement process of organizations • Co-ordinate with T&P Department for logistic arrangements for visiting organizations • Co-ordinate with eligible students for various process of the companies • Deliver information regarding visiting organization to T&P and students on placement day 	<p>None</p>
<p>T & P staff</p>	<ul style="list-style-type: none"> • Tying and dispatch of various types of letters • Verifying resumes of students for campus placement and internship • Maintaining the data resume manager (RM) • Maintaining records of campus placements and internship • Coordinating with and assisting PCs during company hiring process • Supervise cleanliness of the department 	<p>None</p>
<p>T & P Staff</p>	<ul style="list-style-type: none"> • Distribution of the circulars • Provide the hospitality to the Executives which come for campus placements/ Internship • Cleaning and Maintenance of the department infrastructure 	<p>None</p>

7. Interested Parties following are the stakeholders:

- 4.1 Administration of MMCOP
- 4.2 Head and staff of Department of Training and placement
- 4.3 All eligible students of MMCOP
- 4.4 Companies visiting for internship and training & placement
- 4.5 Parents of the Students
- 4.6 Service Providers of MMCOP

8. Scope

Scope of the Quality Management System

The scope of the Training and Placements Department, DTU comprises of the following minutiae:

- Assistance to the students for drafting of effective and concise Curriculum Vitas
- Providing exposure of different profiles offered by the companies visiting for recruitment.
- Inviting companies for hiring of full-time and intern candidates from the campus.
- Conveying guidelines to the students for performing well in the interview rounds.
- Continuous communication with the company representatives to assist in the on-boarding of the selected candidates.
- Student counseling regarding the selection of the profile based upon the company requirement.
- Help the parents for understand about the company profile, location, CTC etc.

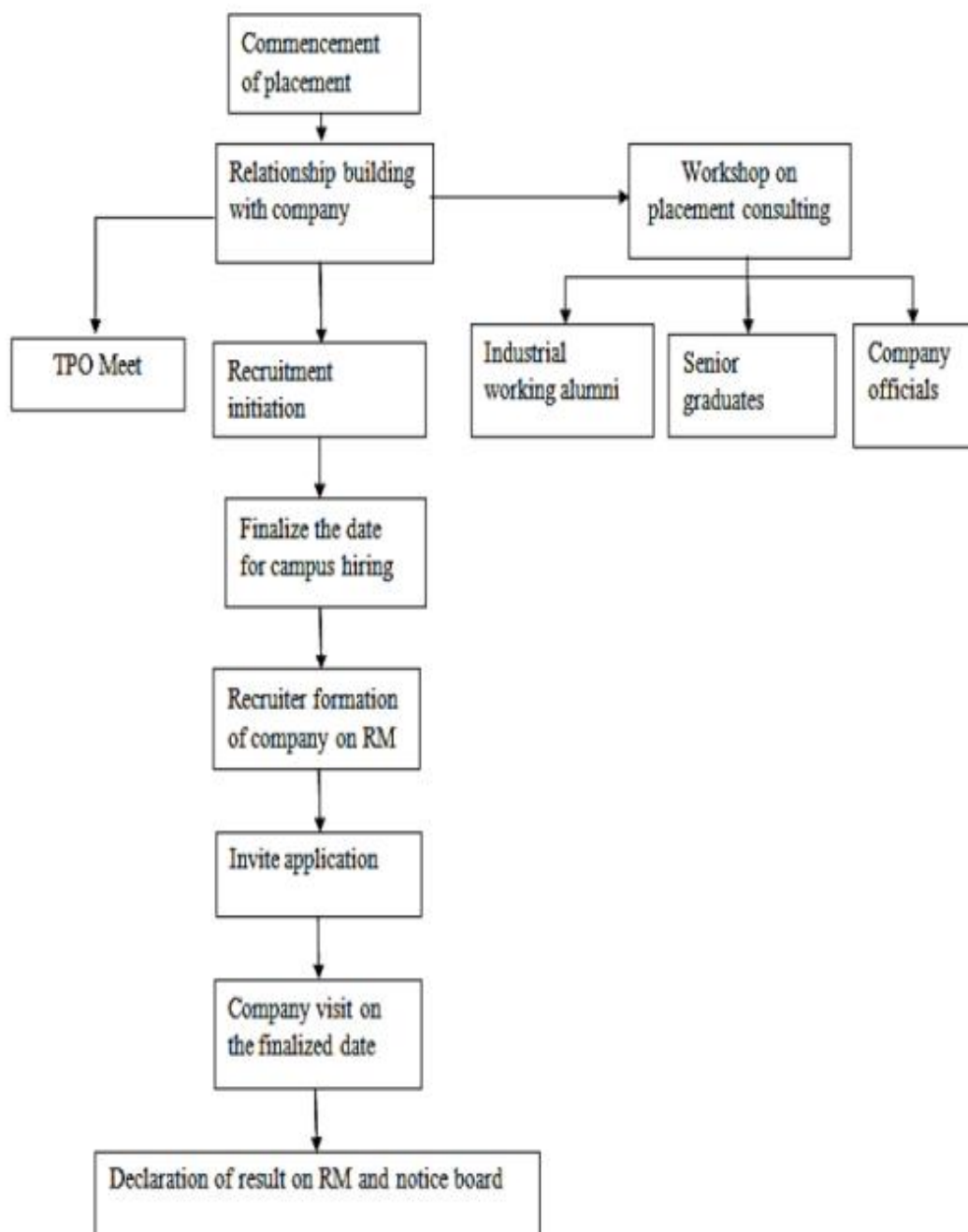
9. Process Management Methodology

Sr. No.	Activity	Responsibility
1	Sign the training letter for Pre-final and final year D. Pharm B. Pharm. & M. Pharm students	Dean and Training & Placement
2	Registration of the students for campus Placement/Internship	Dean and Training & Placement
3	Send invitation letters and brochure to selected organizations for conducting campus placements/Internship at campus through E-mail.	Dean and Training & Placement
4	Receive responses and finalize the job description and eligibility criteria	Dean and Training & Placement
5	Fix the date for campus placements/ Internship process at campus or on their premises on Calendar (Email)	Dean and Training & Placement
6	Invite resumes/ application forms from the interested students by due date through RM	-
7	Preparation of list of students eligible for a particular organization coming for campus placement/ Internship.	Dean and Training & Placement cell members
8	Dispatch student's resumes/ application forms to the concerned organization (if required)	Dean and Training & Placement
9	Receive shortlisted students from the organization.	Dean and Training & Placement

10	<p>Make arrangements for the campus placement/Internship.</p> <p>a) Arrange accommodation for the executive team at Campus.</p> <p>b) Arrangement for travel program.</p> <p>c) Booking of time slot of Seminar Hall and Computer Centre(CC)</p> <p>d) Preparation for conduct of pre-placement-talk, written test, group discussions and interviews</p>	Dean and Training & Placement
11	Pre Placement Talk by the organization.	Dean and Training & Placement cell members
12	Online/Written test of the eligible candidates if the organization requires.	Dean and Training & Placement
13	Short listing of the students based on the written test and its display on notice board/RM for information to the students.	Dean and Training & Placement
14	Group discussion of the shortlisted students (if required) and display the result on notice board.	Dean and Training & Placement
15	Preliminary/final interview of the shortlisted students.	Dean and Training & Placement
16	Display list of selected/shortlisted students on the notice board. For shortlisted students also display the date and venue of the final interview.	Dean and Training & Placement
17	Arrange final interview of the shortlisted students in the organization premises/ selected place by the organization.	Dean and Training & Placement
18	Receipt of Letter(s) of Intent (LOI) from the concerned organization and distribution of the same to the students.	Dean and Training & Placement

19	Collection of feedback from the organization regarding campus placement/ Internship.	Dean and Training & Placement cell members
20	Collection of contact details of the executives.	Dean and Training & Placement cell members

10. Overview



11. Related Forms

Sr. No.	Forms
1	Industrial Training Letter
2	Invitation Letter for Industrial Visit
3	No Objection Certificate for M. Pharm Dissertation Work
4	Campus Drive Registration form
5	Gift Sample (Drug) for Research Project
6	Invitation as a Resource Speaker for 'Career Guidance
7	Thanks Letter to Resource Speaker
8	Students Interest Analysis Form

14. SOPs

1) Student Interest Analysis (Mapping)

- 1) Final D. Pharm., B. Pharm & M. Pharm Roll Call
- 2) Student Interest Analysis (Mapping) Form
- 3) Completion of filling of form by students
- 4) Student Interest Analysis Report

2) Training

1) Career Guidance Sessions/Guest Lectures

Based on Student Interest Analysis, career guidance sessions and training programs are planned

- 1) Identification of Resource Speakers from various fields
- 2) Invitation to Resource Speakers
- 3) Confirmation by Resource Speakers with his/her Resume(Short) (For Date & Time and Budget-Remuneration)
- 4) Notice for the students and Faculty and Follow-up.
- 5) **Career Guidance Session** (Felicitation, Introduction, Welcome Slide, Vote of Thanks)
- 6) Attendance of students
- 7) Photographs of the session
- 8) Handouts or Power Point Presentation

- 9) Feedback of the Session by the students
- 10) Remuneration of Resource Speakers
- 11) Thanking Letter/ Mail to Resource Speaker with Photographs
- 12) Update the activity details on Social media sites as well as website

2) Career Guidance Sessions by Alumni

- 1) Contact to Alumni for Career Guidance Sessions in consultation with Alumni Association
- 2) Invitation for Career Guidance Sessions to Alumni
- 3) Confirmation for Alumni Career Guidance Sessions with his/her Resume(Short) (For Date & Time)
- 4) Notice to Students and Faculty about the schedule of Alumni Career Guidance Session
- 5) Conduct of Session
- 6) Attendance of students
- 7) Photographs of the session
- 8) Feedback of the Session by the students
- 9) Thanking Letter/ Mail to concerned Alumni
- 10) Update the activity details on Social media sites as well as website

3) Soft Skill Development Modules

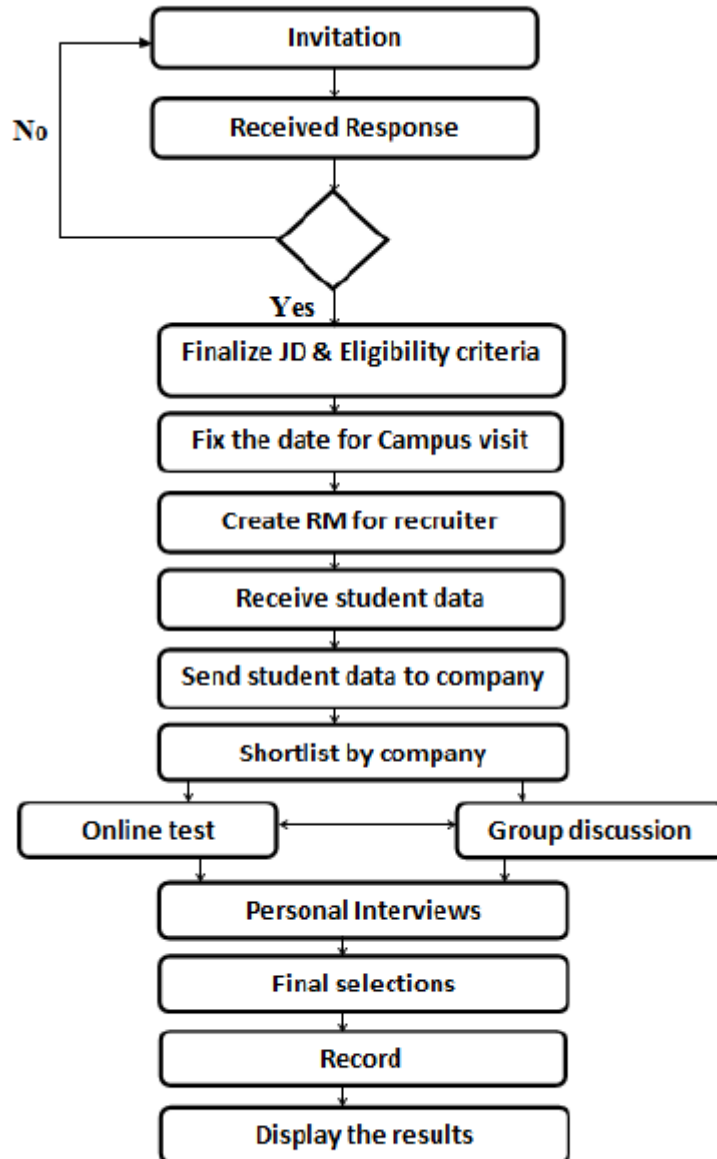
- 1) Identification of Resource Speakers/ Trainers for various Soft Skill modules such as Resume writing, Communication Skill Development, Aptitude, Interview Do's and Don'ts, Mock Interview, Group Discussion, Social Media Profile (Linked-In, Facebook), Logical Reasoning, Verbal Ability etc.
- 2) Preparation of Skill Development Schedule as per Academic Schedule
- 3) Notice for the students and Faculty and Follow-up
- 4) Actual Conduct of Session
- 5) Attendance of the students for the Session
- 6) Photographs of the session
- 7) Handouts or Power Point Presentation
- 8) Feedback of the Session by the students
- 9) Remuneration of the Trainers
- 10) Thanking Letter/ Mail to Resource Speaker with Photographs
- 11) Update the activity details on Social media sites as well as website

4) Training & Placement Cell E- Brochure

- 1) Collection of Data related to Training & Placement Cell Activity
 - a) Final Year Student's Short Profile with colored photograph (In tie & Blazer)
 - b) Updated Information about the various portfolios
- 2) Design and Printing
- 3) Distribution of Brochure with Industries & other stake holders
- 4) Discussion about the contents of the brochure with the students

3) PLACEMENT

Placement Activity Chart



Placement Procedure

- 1) Students Interest Analysis (Mapping)
- 2) Collection of Resume and Student Profile
- 3) Training and Placement WhatsApp Group
- 4) Preparation and sending of Placement Brochure
- 5) Communication with the recruiters through mail & personal meetings
- 6) Communication with various Industries for Campus Interview (On/Off/ Pooled)
- 7) Confirmation about Campus Interview (Date, Time, Job Profile, Terms and Conditions, Arrangement for Campus Interview)
- 8) Notice to Students and Faculty about Campus Interview
- 9) Enrollment of the students for Campus Interview
- 10) Registration of the students for Campus Interview
- 11) Conduct of Campus Interview
- 12) Follow ups with company for joining dates & offer letters of students.
- 13) Students Joining
- 14) List of Selected Candidates with their Offer Letters
- 15) Congratulations Display on Notice Board
- 16) Updates about Placement Activity on Notice Board, Website, Social Media
- 17) After Joining of the Candidates, Collection of Details such as Appointment Letter, ID Card, Visiting Card, Employer Feedback

4) Industry-Institute Interaction (IIP Cell)

1) MoU with Industry/ Research Organizations

- 1) Identification and Concern with Industry for Collaborative Tie-Up and to start Industry-Institute Interaction
- 2) Communication with Industry regarding MoU
- 3) Meeting with Industry Representatives regarding MoU
- 4) Signing of MoU
- 5) Execution of Activities/Work based on Terms and Conditions of MoU

2) Industry Projects

A) Research Projects

B) M. Pharm Dissertation Projects

- 1) Communication with Industry regarding Industry Projects
- 2) Application/Proposal to Industry regarding Industry Projects
- 3) Confirmation by Industry regarding Industry Projects
- 4) Execution of the Industry Projects
- 5) Certificate of Completion of Industry Projects

3) Industrial Training (B. Pharm Students after Completion of Second Year)

- 1) Identification of Industries that provides Industry Training
- 2) Communication with Industry regarding Industry Training
- 3) Application to Training & Placement Cell for Industry Training by Students
- 4) Application to Industry regarding Industry Training through College
- 5) Confirmation by Industry regarding Industry Training
- 6) Execution of the Industry Training by the Students in stipulated time
- 7) Submission Training Certificate and Training Report
- 8) Evaluation of the student by Viva Voce on Industrial Training

4) Industry/Institutional Visit

- 1) Identification of Industries providing Industry Visit
- 2) Communication with Industry regarding Industry Visit
- 3) Request Letter or Mail to Industry regarding Industry Visit

- 4) Confirmation by Industry regarding Industry Visit
- 5) Enrollment of the students for Industry Visit with their Application and Consent forms
- 6) Consultation with Academic & Exam Dept. to check the overlapping of the schedule
- 7) Permission from the College for Industry Visit
- 8) Completion of all requirement regarding Industry Visit (Transport, Parent Involvement, Budget, Contribution per student)
- 9) Industry Visit
- 10) Photographs of the Industry Visit
- 11) Feedback of the Industry Visit by the students
- 12) Thanking Letter/ Mail to Industry with Photographs.
- 13) Update the activity details on Social media sites as well as website.

5) Industry Consultancy Services

- 1) Identification of Industries to whom we can provide Consultancy Services
- 2) Communication with Industry regarding Industry regarding Facilities available with us to provide Consultancy Services.
- 3) Follow-up to the industry regarding Consultancy Services
- 4) Execution of Consultancy Services
- 5) Payment of Consultancy Services

5) Entrepreneurship Development Cell

1) Entrepreneurship Awareness Camp

- 1) Submission of Proposal to Apex Statutory Agencies such as National Science & Technology Entrepreneurship Development Board (NSTEDB) for Entrepreneurship Awareness Camp
- 2) Approval for the Proposal
- 3) Planning to organize Entrepreneurship Awareness Camp with Dates and other requirement
- 4) Schedule and Notice of Entrepreneurship Awareness Camp to the Students and Faculties
- 5) Conduct of Entrepreneurship Awareness Camp
- 6) Attendance of the students for the Sessions of Entrepreneurship Awareness Camp
- 7) Photographs of the session
- 8) Feedback of the Session by the students
- 9) Remuneration/ Payment
- 10) Thanking Letter/ Mail to Resource Speaker with Photographs
- 11) Update the activity details on Social media sites as well as website

2) Guest Lectures on Entrepreneurship

- 1) Identification of Resource Speakers from various fields of Entrepreneurship
- 2) Invitation to Resource Speakers
- 3) Confirmation by Resource Speakers with his/her Resume(Short) (For Date & Time and Budget-Remuneration)
- 4) Notice for the students and Faculty and Follow-up.
- 5) **Guest Lectures Session** (Felicitation, Introduction, Welcome Slide, Vote of Thanks)
- 6) Attendance of students
- 7) Photographs of the session
- 8) Handouts or Power Point Presentation
- 9) Feedback of the Session by the students
- 10) Remuneration of Resource Speakers
- 11) Thanking Letter/ Mail to Resource Speaker with Photographs
- 12) Update the activity details on Social media sites as well as website

6) **Startup India Learning Program** 4 Weeks | Online | Free

- Startup India Learning Program is a free online Entrepreneurship program by Startup India, a GOI initiative. Invest India in collaboration with UpGrad has developed this program.
- The aim is to help entrepreneurs get their ideas and ventures to the next level through structured learning.
- The program covers lessons on key areas of starting up by 40+ top founders of India in an extensive 4-Week Program.



MARATHWADA MITRA MANDAL'S COLLEGE OF PHARMACY

(D. Pharm., B. Pharm., M. Pharm., Ph.D.)



Approved by All India Council for Technical Education, Pharmacy Council of India,
Delhi Recognized by Govt. of Maharashtra, Directorate of Technical Education (NBA)
Permanently Affiliated to Savitribai Phule Pune University, Pune
Recognized Under Section 2 (f) and 12 (B) of the UGC Act, 1956

Shri. Shivajirao D. Ganage
President

Prin. Bhausaheb G. Jadhav
Exec. President

Shri. Kishor H. Mungale
Secretary

B. Pharm. – Accredited by National Board of Accreditation (NBA)

Ref: MM / COP/ T&P/Training Letter / 2020 /

Date: / /

To,
HR Manager,
Nulife Pharmaceuticals,
Plot No 63, F2 Block, MIDC, Bhosari Industrial Estate,
Pimpri, Pune, Maharashtra 411018

Subject- Industry Training Letter

Dear Sir / Madam,

Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune (MS), is one of the Topmost Pharmacy Institute offers D. Pharm., B. Pharm., M. Pharm., courses and Ph.D. in Pharmacy. The college is ranked by NIRF India ranking 2020, Platinum Ranked Institute by AICTE CII, Accredited by NBA, permanently affiliated to Savitribai Phule Pune University, Pune and having status 2(f) & 12(B) by UGC.

As per the rules and regulations each student is required to undertake one month practical training as the partial fulfillment of their graduation programme (B.Pharm) and hence, I request you to kindly accommodate our below mentioned student(s) for practical training at your establishment.

Sr. No.	Name of the Student	Class
1		
2		

After completion of training by the student you are requested to issue them training certificate.
Thanking you,

Yours faithfully,

Dr. Rahul H. Khiste
Dean, Training Placement, III & E.D. Cell

Dr. Manohar J. Patil
Principal

----- *building Pharmacy Professionals through Education par Excellence*

S. No. 4/17, Sector No. 34, PCNTDA, Off Kalewadi Phata Pimpri Road, Thergaon (Kalewadi), Pune – 411 033 (MS)
Ph. No. (020) 64100841, E – mail : mmcopharm@yahoo.co.in Website : www.mmcop.edu.in



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& Maharashtra State Board of Technical Education, Mumbai

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Shri. Shivajirao D. Ganage
President

Prin. Bhausaheb G. Jadhav
Exec. President

Shri. Kishor H. Mungale
Secretary

B. Pharm. – Accredited by National Board of Accreditation (NBA)

Ref: MM / COP/
To,

Date: / /

Subject- Gift Sample (Drug) for Research Project

Respected Sir,

Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune-33, was established in academic year 2006-07. The college is progressive, student centered, and committed to high quality education and for creating excellent teaching learning facilities.

I undersigned Dr. Rahul H. Khiste, Associate Professor & Dean, Training, Placement, Industry-Institute Interaction Cell, EDC of the Institute request you to kindly issue the gift sample of following drug for the research project entitled 'Formulation & Evaluation of Ramipril Solid-Lipid Nanoparticle Drug Delivery System' to be carried out by Mr. Khemnar Rameshwar Raosaheb M. Pharm-Pharmaceutics-Semester-IV, under the guidance of Mr. Shailendra S. Salvankar, Assistant Professor, Pharmaceutics. We assure that we will acknowledge the company in the research publications/presentations. Research findings of the same will be communicated to you.

Sr. No.	Name of the Drug/Excipient	Quantity
1		

You are requested to kindly do the needful and oblige.

Thanking you,

Yours Faithfully,

Dr. Rahul H. Khiste
Dean, Training, Placement, Industry-Institute Interaction Cell, EDC

Dr. Manohar J. Patil
Principal

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Ph. No. 8446060841, E – mail : mmcopharm@yahoo.co.in Website : www.mmcop.edu.in



। येथे बहुतांचे हित ।

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President

Prin. Bhausaheb G. Jadhav
Exec. President

Shri. Kishor H. Mungale
Secretary

B. Pharm. – Accredited by National Board of Accreditation (NBA)

Ref: MM / COP/

Date: 00/00/0000

To,

Subject:- No Objection Certificate for M. Pharm Dissertation Work

Respected Sir/Madam,

Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune (MS), is one of the Topmost Pharmacy Institute offers D. Pharm., B. Pharm., M. Pharm., courses and Ph.D. in Pharmacy. The college is ranked by NIRF India ranking 2020, Platinum Ranked Institute by AICTE CII, Accredited by NBA, permanently affiliated to Savitribai Phule Pune University, Pune and having status 2(f) & 12(B) by UGC.

The college is progressive, student centered, and committed to high quality education and for creating excellent teaching learning facilities. For M. Pharm Sem-III & IV, the student has to carry out dissertation work. The dissertation work may be carried out either in Industry or at Research Centre for the period of eleven months i.e from to .

In this regard, the college has No Objection to carry out M. Pharm Dissertation Work of the following student in your esteemed organization. However due to change in syllabus by Pharmacy Council of India, student has to attend the Research Methodology course lectures at Institute on every Friday & Saturday till the University Examination for the subject Research Methodology is over (i.e. only for Sem-III), In the Semester-IV, the student can attend the Industry/ Research Organization for all days of work.

Sr. No.	Name of the Student	Branch	Name of the Institute Guide
1			

The project for dissertation may be done on any topic of interest of the industry. The student will have two guides for his /her projects work i.e. one from industry as a co-guide and from the institution. The student will also report his work progress once in a week to institution.

In this regard we are looking forward to have your co-operation.

Thanking you,

Yours Faithfully,

Dr. Rahul H. Khiste
Dean, Training, Placement, III & E.D. Cell

Dr. Manohar J. Patil
Principal

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Exec. President

Shri. Kishor H. Mungale
Secretary

B. Pharm. – Accredited by National Board of Accreditation (NBA)

Ref: MM / COP/

Date: 00/00/0000

To,

Subject- Invitation as a Resource Speaker for 'Career Guidance Webinar on Competitive Exams' on Saturday, 11th July 2020.

Dear Sir,

Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune-33, was established in academic year 2006-07. The college is progressive, student centered, and committed to high quality education and for creating excellent teaching learning facilities.

We the Management, Principal, Faculty and students of this college cordially invite you as Resource Speaker to deliver the Career Guidance Webinar on Competitive Exams on 11th July 2020 at 12.00 p.m.

You are also requested to kindly handover or email your lecture handouts and your detail resume so that it will be possible to give us CD of all lecture contents to the delegates.

Once again we request you to be a resource speaker and deliver a webinar.

Kindly accept our invitation and oblige.

Thanking you,

Yours Faithfully,

Dr. Manohar J. Patil
Principal

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Exec. President

Shri. Kishor H. Mungale
Secretary

B. Pharm. – Accredited by National Board of Accreditation (NBA)

Ref: MM / COP/ T&P/Training Letter / 2019 /

Date: 30/11/2019

To,

Subject: Industry/Institute Visit for our Pharmacy students.

Respected Sir,

With the subject cited above, we the undersigned, requesting you to kindly permit our Pharmacy students to visit your esteemed organization (as Institute Visit).

We are glad to provide the following information-

- 1) No. of students- 104 with accompanying Faculty-05
- 2) Probable date of visit-02/12/2019 (Monday)
- 3) Ideal time-10.30 a.m.

You are requested to kindly permit & oblige.

Thanking You

Yours faithfully

Dr. Rahul H. Khiste
Dean, Training, Placement, III & E.D. Cell

Dr. Manohar J. Patil
Principal

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Exec. President

Shri. Kishor H. Mungale
Secretary

B. Pharm. – Accredited by National Board of Accreditation (NBA)

Ref: MM / COP/

Date: 00/00/0000

To,

Dear Sir,

I take this opportunity to thank you on behalf of Marathwada Mitra Mandal's College of Pharmacy, Thergaon (Kalewadi), Pune -33, as well as personal level for your kind presence as resource person for guest lecture.

The thanks are due to both the time you spared for us and your valuable guidance to our students.

I am sure that you will continue to extend the co- operation in future as well.

Thanking you once again.

Yours truly,

Dr. Manohar J. Patil
Principal

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Marathwada Mitra Mandal's

College of Pharmacy,

Thergaon (Kalewadi)

Pune 411 033.

Training and Placement Cell

Students Interest Profile

Name of the student: -

Class:

Please assign preference wise numbers in the box

- Further Education**
 Job
 Others (Please Specify)
-

Further Education

- Post-Graduation in Pharmacy (M.Pharm./ M. S.)
 Post Graduation in Management (MBA/PGDBM)
 Study Abroad (M.S. / Ph. D.)
 Post graduate courses (Clinical research/Pharmacovigilance/other)
-

Preferred area of Job.

- Production/Manufacturing
 Quality Assurance/Quality Control
 Regulatory Affairs
 Clinical Research
 Marketing/Sales
 Hospital/Community Pharmacy
 Pharmacovigilance
-

Helplines:-

- Specialized Technical Support
 Interview Skills (Personal Interview and Group Discussions)
 Soft Skills (Spoken English/Personality Development)
 Training for Entrance Examination for PG in Pharmacy (GPAT/CET)
 Support required for GRE, TOEFL, and IELTS etc.
-

Any other requirement please specify-----

Chapter-29

Code of Conduct for Students

➤ **Overview:**

The code of professional conduct (“the conduct”) is meant to encourage and clarify appropriate classroom, interpersonal, and extra-curricular etiquettes that are expected from each individual by their peers, the faculty and the institution. It is also intended to help describe the overall environment of excellence and professionalism that all students of the MMCOP seek to establish and to continually enhance. It is the responsibility of each student of MMCOP to uphold the spirit, as well as the principles, of the Code of Professional Conduct:

Expectations- Professional Standards of Conduct: In keeping with these shared expectations, MMCOP students are expected to conduct themselves at all times in a professional manner.

➤ **Preamble:**

This code of conduct prescribes standards of personal and professional conduct which the University expects to be maintained by all students of the MMCOP.

➤ **Objective:**

The objective of providing the code is to provide a clear set of guidelines on how students are expected to conduct themselves in their day-to-day work and how they are expected to behave towards each other. Adherence to these guidelines will help in providing an open, tolerant and friendly atmosphere that is conducive to learning. It also aims to promote high standards of discipline.

This code attempts to achieve the following:

▪ **Conduct & Relationship:**

1. Treat everyone with dignity, respect, privacy and help those in need.
2. Respect different cultures and customs.
3. Oppose all forms of prejudice and be particularly vigilant against prejudice with respect to gender, age, ethnic, national or social or economic condition.
4. Be sensitive to the rights of others.
5. Extend your support to Divyangjan students wherever possible.
6. Avoid injuring others, their property or reputation.

7. Avoid using words in oral, written or electronic communication that are unnecessarily aggressive or intimidating.

▪ **Professional Practice:**

1. Honor confidentiality.
2. Maintain high standards of professional competence.
3. Always identify the source of information to avoid claims of plagiarism.
4. Familiarize with relevant laws (e.g. health and safety) and Institute policies, procedures and Codes of Practice and act in accordance with them.

▪ **Probity:**

1. Act at all times with integrity and honesty.
2. Reject bribery or attempts to influence by unethical means and do not accept gifts or favors intended to buy influence.
3. Be alert to possible conflicts of interest and try to avoid them.

➤ **College Hours:**

The standard college hours for students from Monday to Saturday will be from 9.30am to 5.00pm. Any contingent change in the college hours will be communicated to the students well in advance. It is the responsibility of student to constantly adhere to the said timing. Students need to strictly abide by the schedule. In case of any delay in reporting to session student will be allowed to attend but will be marked absent for the respective session.

➤ **Dress Code:**

At MMCOP, we believe in inculcating a sense of discipline and belonging in the students, by observing a strict dress code. Students are expected to wear formal dress throughout the week, except on THURSDAY which will be observed as 'casual-day'. Students are expected to maintain personal hygiene and grooming to match corporate standards. On the occasion of guest lectures, seminars, and like, students are expected to be dressed in College Uniform. The code for male and female students is as mentioned below.

Do's for Male Student:

- Black Trouser, White color Shirt with black Tie.
- Color of Socks should match your Trousers.
- Shoe and belt colors should match, preferably Black.

Do's for Female Students:

- Black Trouser, White color Shirt with black Tie or Black and White color traditional Salvar Kurta with black chunari / vest coat.
- Color of Socks should match your Trousers.
- Shoe and belt colors should match, preferably black.

Dont's:

- No Slippers (even on casual day)
- No Designer Tie.
- No Fancy Jewelry.

Faculty In-charge of Students' Discipline Committee will be entrusted with the responsibility and authority of monitoring and inculcating the sense of discipline in students. If any Student is found violating dress code rule he or she will be suspended from the session till the desired dress code is adhered.

❖ **Attendance:** At MMCOP, students should maintain an **aggregate** attendance of **85%** for each subject on monthly basis. Attendance includes Guest Lectures, Seminars and events organized at institute as well as group level activities.

Irregularity in class attendance or repeated monthly short fall in attendance, will be a gross violation of rules of conduct & discipline, and may include punishment as under:

- Term Not Granted (TNG) for respective semester
- While calculating attendance percentage, **the sanctioned personal leaves, if**

any, will also contribute towards total absenteeism.

Leave, if any to be availed, should be pre-planned and informed well in advance to respective **faculty mentor**. Leaves due to medical reasons will be considered only after submission of doctor's certificate and **medical reports**. Authenticity of such medical reports may be verified by the institute through its own sources. In case of emergency medical leave for long duration (3 or more days), Institute must be intimated of the same in writing during the leave period by the students **with counter sign of his/her parents/ guardian**.

The Cumulative attendance is the sum of physical attendance and absence on account of institute work. The attendance will be compiled every week on Saturday and will be displayed on the

Notice Board on **following Monday**. In case of any discrepancy the students are required to approach the faculty member concerned on Monday and get it rectified. Complaints regarding such discrepancies will not be entertained beyond Monday. In case of visiting faculty members the students should approach them, on the day of their next visit to campus.

Attendance is linked with Internal Marks as per the following norms:

- a) 10 Marks are reserved for Attendance for each Subject's internal evaluation.
- b) Each student will be given 10 Internal Marks depending upon his/ her percentage attendance for the semester as follows:
 - a. If attendance 85% or above 10 Marks
 - b. If attendance is 75% to 84.99% 08 Marks
 - c. If attendance is 65% to 74.99% 06 Marks
 - d. If attendance is 50% to 64.99% 04 Marks
 - e. If attendance is below 50% 00 Marks
- c) While calculating attendance percentage the sanctioned personal leaves if any will also contribute towards total absenteeism.
- d) A student will have to fill and submit Time Sheet to Academic Coordinator in case he/ she have remained absent in lectures on account of participation in Event/Activity/ Program of the institute or on behalf of the institute. Such a Time Sheet must be duly authorized by the faculty member in charge of such Event/Activity/ Program.

❖ **Identity Card:**

Purpose: MMCOP urges students to understand the spirit of wearing of identity cards and to comply with rule as it is:

- i) A symbol of belonging to a premiere institution of MMM, i.e. MMCOP.
- ii) A means of identification in the event of accidents, medical and other emergencies.

After admission and the commencement of the batch each student is issued an identity card by the Administration department.

The identity card will contain the student's name, batch details, permanent registration number (P.R.N) course details and expiry date along with a recent passport size photograph duly stamped and signed by the Principal.

Students are required to carry their identity cards at all times. They may be asked to produce the identity card on demand by personnel authorized by MMCOP for the purpose of identification.

In case of loss of the identity card, a duplicate identity card will be issued on a written request subject to the approval of the Principal and payment of applicable fee of Rs. 100/-

Identity card must be surrendered to the Institute's Administration Department at the end of the course while obtaining final clearance.

❖ **Discipline:**

Any act of indiscipline/insubordination or misbehavior by any student will attract severe penalties/punishment.

- 1) Use of mobile phones in the academic block of the institutes is strictly prohibited. Violation of the rule will result in confiscation of the phone, including the SIM Card.
- 2) Loud / impolite talk / use of unparliamentarily language which offends the listener would be dealt with seriously.
- 3) Damage to institute & campus property due to negligence / lack of care would attract punishment and compensation for loss caused and may also result in termination from the program.
- 4) Instigating or abetting collective insubordination will be viewed very seriously.
- 5) No society or association of the students will be started without written permission of the concerned authority.
- 6) No person shall be invited to address or entertain the students of the college, without the previous written permission of the authorities.
- 7) Theft, Gambling, Sexual harassment, Physical fights / bouts with each other, smoking on MMCOP campus, indecent behavior in public places will be dealt with severely by the institute. Any other offence not included in this list will be dealt with on a 'case-to-case basis' by the Principal and may result in termination from the program.

❖ **Green Initiative Campaign:**

In order to support the Green Initiative Campaign of the college, students are advised

- 1) not to use plastic bags in the campus for whatsoever reason.
- 2) to observe first working day of the second week of every month as no vehicle day.
- 3) to observe first working day of the third week of every month as bicycle day. Students are encouraged to use bicycles or e-bikes only on this day.

4) not to use vehicle by those students staying in one km periphery of the college.

5) to observe the first working day of third week of each month as no Gadget day.

On this day students are encouraged to read the books to inculcate habit of reading.

❖ **Tentative Exam Schedule:** (Subject to change as per examination schedule of S.P.P.U)

Sr.No	Exam	Tentative Schedule
1	Sem-I & Sem-III Internal Exam	November
2	Sem-I & Sem-III University Exam	December
3	Sem-II & Sem-IV Internal Exam	April
4	Sem-II & Sem-IV University Exam	May

The schedule of the concurrent internal evaluation shall be announced from time to time.

➤ **Due Date for Fees Payment:**

First year students should pay complete fees at the time of admission and the students availing bank loan facility must complete fee payment latest by 31st August of respective academic year. Second, third and final year students should pay complete fees by 10th August of respective academic year

➤ **Mentorship Program:**

MMCOP has a strong mentorship program to assist and guide students on various fronts.

- Mentor will be the first point of contact for student's grievance redressal or guidance required, if any.
- Leave will be sanctioned only when the student fill the leave application provided in the Student Manual and relevant signatures availed by the student. This form must be submitted to student coordinator.
- In case of any important communication with the Principal of the institute, it should be routed through respective mentor.

➤ **Grievance Redressal Cell**

MMCOP is seriously concerned to the genuine grievances of its students. Grievances are manifestation of the dissatisfaction and if not promptly addressed may cause frustration. Keeping this in view a formal Grievance

Mechanism is introduced to serve the following objectives:

- a) to settle grievances of the students in shortest possible time
- b) to ensure that the aggrieved person derive satisfaction.

Grievance Procedure

- If any student has a grievance, may petition the Grievance Committee for redress.
- The plaintiff can submit the complaint through a mail / email addressed to the Secretary of the committee or in person.
- The petition shall be written and shall set forth in detail the nature of the grievance and against whom (person/department) the grievance is directed.

Withdrawal of Complaint

The complainant may withdraw the complaint at any time by submitting a written statement of withdrawal to the Committee Secretary.

➤ **Anti-Ragging:**

Ragging is prohibited as per the decision of the Supreme Court of India in Writ Petition No. (C) 656/1998.

Maharashtra Prohibition of ragging Act 1999 which is in effect from 15th May 1999 has following provisions for Action against Ragging:

(Provisions of the Maharashtra Prohibition of Ragging Act, 1999).

- a. Ragging within or outside any educational institute is prohibited.
- b. Penalty :Whoever directly or indirectly commits, participates in, abets or propagates ragging within or outside any educational institution shall, on conviction, be punished with imprisonment for a term which may extend to two years and shall also pay fine of thousand rupees.
- c. Dismissal of student: Any student convicted of an offence under penalty for ragging shall be dismissed from the educational institution and such other educational institution for a period of five years from the date of order of such dismissal.

AICTE has framed regulation which has been notified vide F.No.37-3/Legal/AICTE/2009 dated July I, 2009. This is also (available on AICTE web portal aicteindia.org) on curbing the menace of ragging.in AICTE approved Technical Institution, in order to prohibit, prevent and eliminate the scourge of ragging in AICTE approved Technical Institutions.

Every Student, Parent/Guardian must submit separately, an affidavit as per Clause 5, Sub-clause 3 & 4 of AICTE regulation. Another affidavit must also be submitted along with application by Students availing accommodation as per Clause 5, Sub-Clause 6 of AICTE regulation cited above.

Drugs and Alcohol Policy:

Students of MMCOP are strictly prohibited to *consume or carry any kind of drugs and alcohol during their stay at the Institute*. Violation of this policy will lead to **cancellation of admission**.

➤ **General Norms:**

- *Smoking & consumption of Tobacco / Alcohol* is banned in and around campus.
- **All information** is conveyed to the students from the **notice board, and college Email-Id**; therefore it is *responsibility of students To update* from required source.
- **Submission** of projects reports/reports, forms etc. must be done on or before the due date as provided to the student.
- Students should *carry their Identity cards* at all times and wear formal attire (Girls: Salwar-Kurta/Sari; Boys: Formal trouser and Shirt with tie) on all days except Thursday.
- Thursday will be observed as **“Casual Dress” day**.
- Students must wear uniform on all MMCOP events (Seminars, Campus Interview, Company Visits, Viva and Special Occasions). Instructions to this effect will be given in advance.
- Use of Mobile phone/ Tablet or any other electronic gadget is strictly prohibited in the class rooms. If found violating the rule, gadget will be confiscated.
- Behavior of students, inside and outside the campus should be in consonance with the brand image of MMCOP. Any complaint in this regard will be viewed seriously.
- Students are expected to arrive and be seated prior to the start of each class session. They should wear their Identity Cards in all classes at all times.
- Classroom interaction will be conducted in a spirited manner, but always while displaying professional courtesy and personal respect.
- Students are expected to complete the readings, case preparations and other assignments prior to each class session and be prepared to actively participate in class discussion.

- MMCOP has official Facebook page. Students must maintain decency and ethics in their presence on facebook page and responses thereupon.
- Students are responsible towards all MMCOP Properties and facilities; damage to any material or equipment by student/s will be responsibility of the student/s concerned and they will have to bear the cost of the same.
- Parking of vehicles is at owners risk and must be done in designated parking area.
- While visiting the other campuses or colleges, or on the educational visits, tours it is important that students display proper attitude and behavior. Likewise, on Annual day events and like, we should be enjoying, But well-mannered, and behaving ourselves.
- Faculty or authority disobedience will attract severe penalty depending on nature.
- On the special events and occasions separate guidelines, regulations maybe issued as per the requirement, which one needs to observe.

❖ **Communication to students:**

- Any changes affecting the students or class schedule will be communicated to the students via the Notice Boards, ERP or other modes of communication. It is important that the students keep themselves abreast of any changes of timetable details and other announcements.
- It is the responsibility of the students to update themselves with these communications made from time to time, irrespective of whether they are attending or not attending sessions.

❖ **Examination:**

- Students are required to strictly observe the dress code prescribed and carrying Identity cards is compulsory. Students will be sent back if this is not adhered to.
- Students are expected to carry Hall tickets during examination.
- Students are required to carry the required stationary for writing examination.
- Mobile phone should not be carried in the examination hall.
- Students should not resort to any unfair practices as per MMCOP rules will be applicable for the same.
- All other rules of SPPU will prevail.

➤ **Library Rules and Regulations:**

Library is the center of all academic activities of the institute, as such; it is to be center of the requirements of students and faculty. In order to achieve these objectives, following rules and regulations shall be applicable to all its members without exception.

1. At all time, complete silence shall be maintained in the library.
2. Smoking, chewing pan, consuming alcoholic drinks, tobacco, spitting and such other unhygienic acts are prohibited in the library and its surroundings.
3. All the members using the library shall show discipline and avoid arguments, quarrels, and exchange of un-parliamentary words among themselves or with the staff members.
4. The library is an asset , hence it is to be used very carefully and preserved for posterity, as such, damage to its property like books, furniture, walls, portraits etc. shall be scrupulously avoided, in case of miscreants being found indulging in such act of indiscipline, the same shall be dealt with strictly, as an act of misconduct.

Library Timings: 9.30AM to 6.00 PM (MON - SAT)

• **Procedure for Membership:**

1. The membership of the Library shall be confirmed to the student by issuing a library card to him/her.
2. The member who losses his/ her library card must pay a fine of Rs. 100/- and get the same re-issued from the librarian.
3. The library card shall be used exclusively by the member to whom it belongs. The library card is not transferable.

• **General Precautions:**

Huge cash, valuables and such other undesirable items should not be brought in the library. Member having such items may be denied entry to the library.

• **Issue of books to students:**

Three books for ten days at a time shall be issued to student on library card. Fine shall be levied for delay in returning the books.

• Signing of register:

Any student or the faculty member has to write his name and sign in the register with and in and out time.

Circulation:

1. Books for student members will be issued on library card only for ten days. If the student fails to return the book in ten days, fine of Rs. 5/- will be charged per day.
2. Reference books and periodicals will not be issued for home reading as a rule. Reference books and periodicals will not be issued against library card for reading room only.

Issue of Clearance Certificate:

After the student completes the course or if a student leaves the institute, he has to obtain a clearance certificate from the librarian, which will be issued to him after verifying following aspects:

1. Dues, outstanding if any have been paid by him.
2. A library card has been surrendered to the library. Loss of books or cards: in the event of loss of membership card, the same shall be reported to the librarian in writing immediately. The members, whose membership card has been lost, shall be held responsible for the book issued to them. In case, member loses the book or damages the book, cost of replacement with a fine of 50% of the cost shall be recovered from the member.

Rights of Librarian:

The librarian reserves the rights of preventing any member to enter in the library, reissue or recall any issued books as per need. In this case, the decision of the librarian will be final and binding.

Modification and deletion of rules:

The Management of Marathwada Mitra Mandal and Principal of MMCOP reserves the rights to modify, delete any or all the clauses of the rules above if necessary.

Chapter-30

Mentoring and Counselling

Preamble: During their journey through the pharmacy programme students often need mentoring, guidance and counselling from an experienced faculty. Direct academic issues can be easily communicated to the student but finer nuances like career guidance or fear of a subject needs greater involvement of the mentor. The system, when practiced diligently will surely contribute in improvement of overall academic quality and meet the institutes Program Educational Objectives. The students will be greatly benefited by continuous expert guidance.

Mentoring System: The new process is established as Mentoring System. Each regular faculty who are in direct contact with the student for the particular academic year will have 20-25 students. College mentoring head will serve as mentors for all the students till their graduation. The mentoring head will report the serious cases to the academic incharge who will then meet the head of the institute atleast twice in a semester to summarise the student performance.

Responsibilities: The mentor will perform the following functions. The list is not a blue print. The mentors can always do more for the benefit of the students.

1. Meet the group of students atleast twice a month.
2. Continuously monitor, counsel, guide and motivate the students in all academic matters.
3. Advice all the students regarding all the activities right from academics, examination, assesments, cocurricular, and extra curricular for their overall development.
4. Contact parents/guardians if situation so demands eg: academic irregularities, behavioural changes, detrimental activities, negative interpersonal relations etc.
5. Advice students in career development, professional guidance etc.
6. Keep contact with students even after they pass out.
7. Intimate HOD and suggest if any administrative action is called for.

8. Maintain a detail progressive record of the student (as per institute's format)
9. Maintain a brief but clear record of all discussions done with the students.
10. Understand future plan; whether they want to start their own venture, expand family business, look for corporate placements, go for higher studies or take international transfers and connect them to the concerned cell. This information would help to guide the mentees accordingly.

Mentoring Head:

1. Meet all the group mentors of each class atleast once a month to review proper implementation of the system.
2. Advice mentors wherever necessary.
3. Initiate administrative action on a student when necessary.
4. Make a note of slow learners and fast learners and implement academic grooming accordingly.
5. Keep the academic incharge and head of the institute informed.

Types of Mentoring done at MMCOP:

1. Course work specific: Regarding attendance and performance in semesters and overall performance in the previous semester.
2. Lab specific: Regarding Do's and Don'ts in the laboratory.
3. Professional guidance: regarding professional goals, selection of career, higher education.
4. Career advancement: Regarding self-employment opportunities, entrepreneurship development, morale, honesty and integrity required for career growth.

Mentors and Mentee allotment:

	D. Pharm	B. Pharm	M. Pharm
No. of Mentors	05	12	4 * each guide will be a mentor and report respective head.
No. of mentee/mentor	20-25	20-25	6 - 12
Frequency of meeting	Once in a fortnight or as need arises	Once in a fortnight or as need arises	Once in a fortnight or as need arises
Meeting with Mentoring head	Every month	Every month	Every month

Chapter-31

Anti -Ragging

1. Introduction

The All India Council For Technical Education (AICTE), New Delhi vide its Notification no. 37-3/Legal/AICTE/2009 dated 25-03-2009 has taken a very serious view of ragging incidences in educational institutions and on Directions of the Hon'ble Supreme Court of India vide its Order dated 16.5.2007 has ordered strict implementation of following rules & regulations for Prevention and prohibition of Ragging in technical Institutions.

2. Objectives

To prohibit any conduct by the student/s by words spoken or written or by an act which can

be constituted as Verbal /Physical / Mental abuse: -

- Treating or handling with rudeness a fresher or any other student,
- Indulging in rowdy behaviour or activities of indiscipline, causing or likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof.
- Asking any student/s to do any act that has the effect of generating shame/torment/ Embarrassment

3. Types of Ragging

The Hon'ble Supreme Court has, inter-alia, mentioned the following types of ragging:-

1. Ragging has several aspects with, among others, psychological, social, political, economic, cultural, and academic dimensions.
2. Any act that prevents, disrupts or disturbs the regular academic activity of a student should be considered with in the academics related aspect of ragging; similarly, exploiting the services of a junior student for completing the academic tasks assigned to an individual or a group of seniors is also an aspect of academics related ragging prevalent in many institutions, particularly in the technical institutions.
3. Any act of financial extortion or forceful expenditure burden put on a junior student by senior students should be considered an aspect of ragging for ragging economic dimensions.

4. Any act of physical abuse including all variants of it: sexual abuse, homosexual assaults, stripping, forcing obscene and lewd acts, gestured, causing bodily harm or any other danger to health or person can be put in the category of ragging with criminal dimensions.
5. Any act or abuse by spoken words, emails, snail-mails, blogs, public insults should be considered with in the psychological aspects of ragging. This aspect would also include deriving perverted pleasure, vicarious or sadistic thrill from actively or passively participating in the discomfiture to others; the absence of preparing ‘freshers’ in the run up to their admission to higher education and life in hostels also can be ascribed as a psychological aspect of ragging – coping skills in interaction with seniors or strangers can be imparted by parents as well. Any act that affects the mental health and self-confidence of students also can be described in terms of the psychological aspects of ragging.
6. The human rights perspective of ragging involves the injury caused to the fundamental right to human dignity through humiliation heaped on junior students by seniors; often resulting in the extreme step of suicide by the victims.

4. Prohibition of Ragging

- (a) Ragging within the Campus of College is strictly prohibited.
- (b) Ragging in any form is prohibited also in the private lodges/buildings where these College students are staying.
- (c) No person including students / staff / faculty shall participate or abet or propagate ragging in any form.

5. Preventive measures

➤ Anti -Ragging Committee

- The College brochures and prospectus also contain similar clauses on ragging.
- The application form for enrolment contains an undertaking on ragging to be signed by the candidate and also by the parent/guardian. This is obtained before admission to the course.
- Posters are exhibited in strategic and high visibility locations in the Campus and College, highlighting the negative aspects and consequences of ragging.

➤ **Anti-ragging Squad**

- To conduct anonymous random surveys/raids and ensure that students do not indulge in the act of ragging in the Campus and take adequate measures to prevent it.
- The Squad shall report to the Anti-ragging Committee any incident of ragging which come to their notice.
- The chairman shall report to the Anti-ragging Committee the details pertaining to the visits.
- The Squad shall work in the overall guidance of Anti-ragging Committee

6. Administrative action in the event of ragging:-

1. 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. The students who are found to be indulged in ragging should be debarred from taking admission in any technical institution in India.
2. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the college authorities with the local police authorities.
3. Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the college, the possible punishments for those found guilty of ragging at the college level shall be any one or any combination of the following.
 - (i) Cancellation of admission
 - (ii) Suspension from attending classes
 - (iii) Withholding/withdrawing scholarship/fellowship and other benefits
 - (iv) Debarring from appearing in any test/examination or other evaluation process
 - (v) Withholding results
 - (vi) Debarring from representing the college in any regional, national or international meet, tournament, youth festival, etc.
 - (vii) Rustication from the college for period ranging from 1 to 4 semesters
 - (viii) Expulsion from the college and consequent debarring from admission to any other college.
 - (ix) Fine of Rupees 25,000/-
 - (x) Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the college shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

4. The college authority shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council immediately after occurrence of such incident and inform the status of the case from time to time.
5. Courts should make an effort to ensure that cases involving ragging are taken up on priority basis to send the correct message that ragging is not only to be discouraged but also to be dealt with sternness.

7. How to Lodge a Complaint?

7.1 The victim may lodge the complaint in any of the way such as

- a) Calling to the Chairman or any member of the committee or college telephone number
- b) Lodging the complaint online through college website
- c) Direct complaint (oral or written) to Mentor or any faculty of the College.

7.2 Frequency of Committee Meeting

The committee has decided to conduct meeting in the following manner:

1. Two to three meeting every month during the first three month of new academic session
2. Two to three meeting every two months for remaining academic session
3. In emergency, as the case may be.

7.3 Duration/Rotation of Committee Member

The committee member other than principal/chairman, Students welfare officer will need to be changed after one year or as the case may be.

8. Acknowledgements

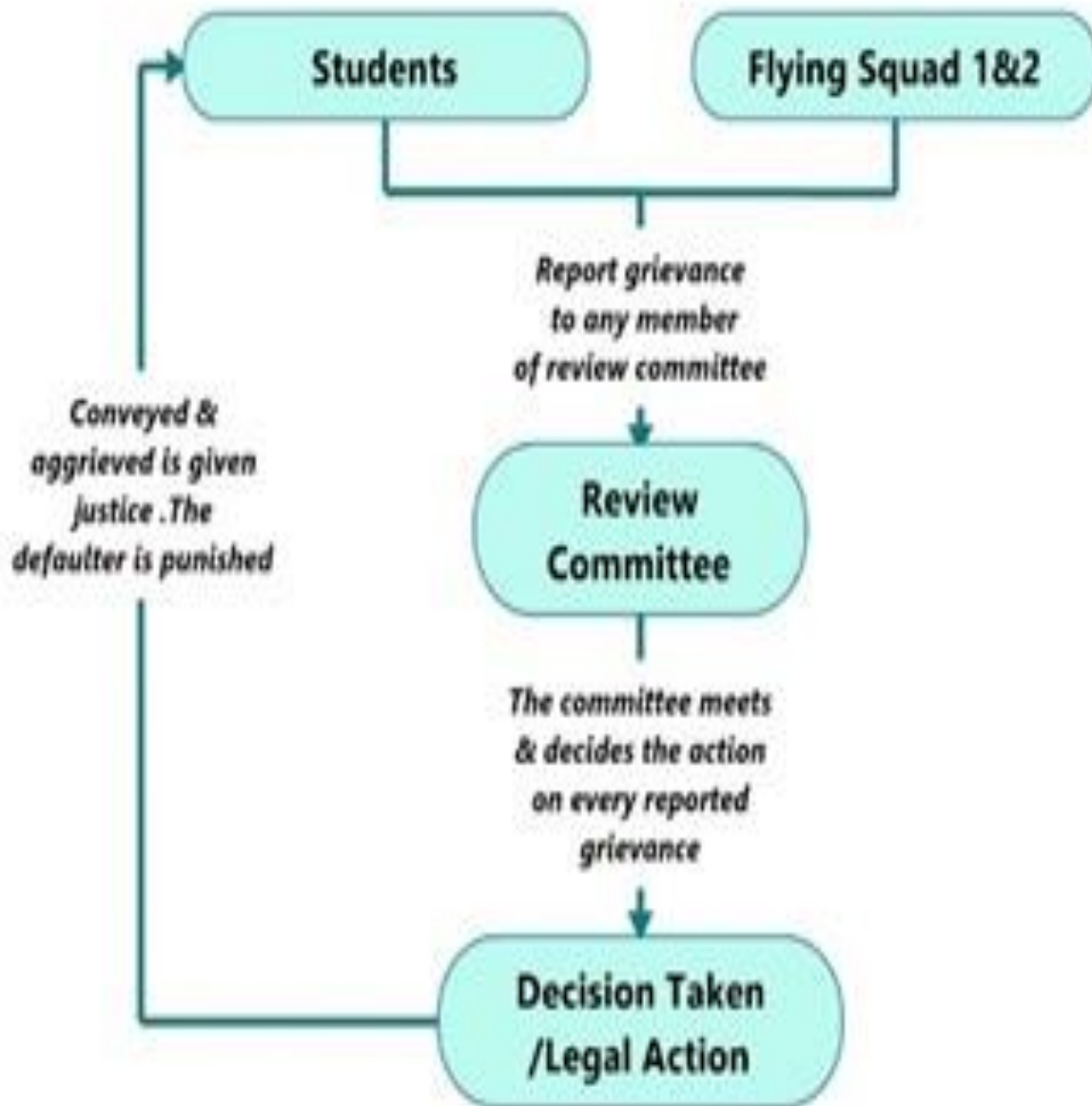
An acknowledgement shall be sent to the complainant within a day of the receipt of the grievance. Acknowledgement shall contain Date of receipt of complaint/grievance, Unique Grievance Number, Name, Designation and Contact details of Officer.

9. Redressal of Complaint

On receipt of the recommendation of the Anti Ragging Committee or Squad or on receipt of any information concerning any reported incident of ragging, the Head of college shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely:

- Abetment to ragging
- Criminal conspiracy to rag
- Unlawful assembly and rioting while ragging
- Public nuisance created during ragging
- Violation of decency and morals through ragging
- Injury to body, causing hurt or grievous hurt
- Wrongful restraint
- Wrongful confinement
- Use of criminal force
- Assault as well as sexual offences or unnatural offences
- Extortion
- Criminal trespass
- Offences against property
- Criminal intimidation
- Attempts to commit any or all of the above mentioned offences against the victim(s)
- Threat to commit any or all of the above mentioned offences against the victim(s)
- Physical or psychological humiliation
- other offences following from the definition of “Ragging”.

10. Resolution of Compliant



Chapter-32

Internal Complaint Committee (ICC), Gender Sensitivity, SC-S T, Divyangjan & Equal Opportunity Cell

1. Internal Complaint Committee (ICC)

Marathwada Mitra Mandal's College of Pharmacy (MMCOP) believes in gender equality & gender justice in all of its interventions & practices. It is important to ensure an organizational climate that is free from discrimination & harassment with particular focus on sexual harassment. With this purpose, the Internal Complaint Committee in MMCOP is constituted in 2016 according to 'The Sexual Harassment at Workplace (Prevention, Prohibition and Redressal) Act, 2013'. Along with this Act, the ICC seeks to adhere to the spirit of Vishakha guidelines preceding this legislation in order to address the issue of sexual harassment at workplace for ensuring gender equality. ICC is constituted at the beginning of every academic year with one of the senior woman faculty as the Secretary. The committee meets four times in a year or as need arises to discuss the issues related to girl students and women. The committee also meets as and when a grievance is addressed to it.

1.1 Objectives:

The Internal Complaint Committee is an educational resource as well as a complaint redressal mechanism for the members of faculty, staff and students of MMCOP. Its mandates are:

- ❖ To provide a neutral, confidential and supportive environment for members of the campus community who may have been sexually harassed
- ❖ To advise complainants of means of resolution as specified by the legislation
- ❖ To ensure fair and timely resolution of sexual harassment complaints
- ❖ To provide counseling and support services on campus
- ❖ To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment

- ❖ To promote awareness about sexual harassment through educational initiatives that encourages and fosters a respectful and safe campus environment
- The committee seeks to inform the campus community of their right to a respectful work and learning environment. It believes that if we practice respect, exercise empathy in our interactions with others so that we do not hurt anyone through what we say or do, then we can create a campus that is free of sexual harassment.

1.2. Functions and powers of the Internal Complaints Committee:

- ❖ To build up self-esteem and dignity among students and lady faculty members.
 - ❖ To provide legal aid in case of women atrocity.
 - ❖ To create awareness regarding women rights.
 - ❖ To avoid and prohibit mental and sexual harassment at work place.
- a) The Internal Complaints Committee organizes programs for the gender sensitization through workshops, seminars, etc.
 - b) The Internal Complaints Committee meets once a quarter, even if there is no live case, and review preparedness to fulfil all requirements of the Vishaka judgment in the Institute.
 - c) The quorum for the purpose of meeting / hearing shall be 2/3rd of the members of the Internal Complaints Committee. However, this shall not be a pre-requisite for the quorum of an adjourned meeting.
 - d) The Chairperson of the Internal Complaints Committee had veto power.

1.3 Definition of Sexual harassment:

According to the Supreme Court guidelines, Sexual harassment can be defined as "unwelcome" sexually determined behavior (whether directly or by implication) as:

- ❖ Physical contact and advances
- ❖ Demand or request for sexual favors
- ❖ Sexually colored remarks
- ❖ Showing pornography
- ❖ Other unwelcome physical, verbal or non-verbal conduct of a sexual nature.
- ❖ Violence conduct or treatment or unlawful use of force.

Harassment can take the appearance of actions i.e. teasing, mocking, joking, repartee, wit, chitchat etc. or even take on the shape of unwelcome physical contact.

For example,

- ❖ Rebuff of payment or official endorsement in the absence of sexual favors. Pornographic pictures/messages displayed on desks, boards or sent by mails.
- ❖ Comment made about personal appearance and dress.
- ❖ Colored jokes shared in the college campus that makes other uncomfortable.

1.4 Prohibited activities:

Sexual harassment has been defined as a form of sexual discrimination, consisting of unwanted sexual advances. Examples of prohibited sexual harassment include:

- ❖ Senior officers explicitly or implicitly suggesting sex in return for hiring, compensation, promotion or retention decision.
- ❖ Verbal or written sexually suggestive or obscene comments, jokes or propositions. Unwanted physical contact such as touching, grabbing or pinching.
- ❖ Displaying sexually suggesting objects, pictures or magazines.
- ❖ Continual expression of sexual or social interest after an indication that such interest is not desired.
- ❖ Conduct with sexual implication when such conduct interferes with the employees work performance or creates an intimidating environment.
- ❖ Suggesting or implying that failure to accept a request for date or sex would adversely affect the employee in respect to a performance evaluation or promotion.

1.5 Complaint procedure and Discipline

- ❖ Any woman employee or student shall have the right to file a complaint concerning any harassment including sexual harassment.
- ❖ Any COMPLAINANT may file a complaint within a period of 3 months from the date of incident.
- ❖ All complaints will only be accepted in writing. The Committee is allowed to take action even in the absence of a written complaint.
- ❖ Any complaint in writing has to be signed by the COMPLAINANT and will be read out to the complainant and will not be acted upon till the same is signed by the complainant.
- ❖ The complainant shall be afforded full secrecy at each stage.

- ❖ The name, address, identity or any other particulars calculated to lead to identification of the COMPLAINANT shall be kept confidential.
- ❖ Within a period of 5 working days from the date of such communication, the Chairperson shall convene a meeting to deal with the complaint and make preliminary enquiry/fact finding enquiry to verify the facts of the complaint. An Enquiry Committee will be constituted if the complaint is found genuine.
- ❖ In case, the Enquiry Committee decides to proceed with the complaint, they may have the option to settle the matter between COMPLAINANT & COMPLAINTEE through conciliation. For this the wishes of the complainant shall be ascertained and if the complainant wishes that a warning would suffice then the alleged offender shall be called to the meeting of the Committee, heard and if so satisfied that a warning is just and proper, he may be warned about his behavior. The matter shall then be treated as concluded and disposed of with a note to that effect made in the Complaint Register.

1.6 Punitive Action:

An employee guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions:

- ❖ Suitable censure/warning
- ❖ Withholding of increments.
- ❖ Reduction to lower service, grade or post.
- ❖ Compulsory retirement.
- ❖ Removal from service, or
- ❖ Dismissal from service.

A student guilty of sexual harassment shall be liable to give a written apology to the victim and any of the following punitive actions:

- ❖ Suitable censure/warning.
- ❖ Withholding/withdrawing scholarship/fellowship and other benefits.
- ❖ Rustication from the Institute for a period up to a certain period or
- ❖ Expulsion from the Institute.

1.7 Meetings of the Committee:

- ❖ The member of the Committee meets at least four times in a year. The Chairperson presides over the meeting. In the absence of the Chairperson, the second senior Faculty members preside over the meeting.
- ❖ The Chairperson may upon the request of not less than one third of the total members of the Committee, call a meeting on a date not later than fifteen days after the receipt of such requisition.
- ❖ The quorum of the meeting of the Committee is five of its members. If the quorum is not complete in any meeting, it is adjourned for half an hour and thereafter, the meeting precede with those members who are present in the meeting.
- ❖ All decisions in the meeting are taken through mutual consent from the members of the Committee present in the meeting. In the case of any disagreement among the members regarding any decision, Chairperson of the Committee hold the authority to take the final decision and her decision would be considered as final.

2. SC/ST COMMITTEE

2.1 Introduction

Scheduled Castes and Scheduled Tribes have been identified as the two most backward groups of Indian Society. They include all such castes, races or tribes, which have been declared as scheduled castes and scheduled tribes by the Constitution of India under the provisions of Article e 341 and, 342 of the Constitution of India. Scheduled Castes generally represent those communities, which have suffered from the stigma of untouchability in one form or the other. Scheduled Tribes are generally those who have been living in seclusion in hills and forests, more or less untouched by modern civilization and development. The college has established the SC/ST cell. The cell has committee which includes 13 members including Hon. Principal, Office Head, Student Welfare Officer, Teacher representatives for gents and ladies, two counsellors, four students and two parents. The purpose of this cell is to help the college students to come in mainstream and perform equally with other students.

2.2 Objectives

- ❖ To uplift the students of SC/ ST towards academic and personal issues through effective counselling and proper guidance
- ❖ To offer safe and secured environment to students in the college
- ❖ To provide effective counselling service to the students in case of emergency in the college premise.
- ❖ To offer healthy atmosphere to resolve the grievances of SC/ST students, if any
- ❖ To offer growth opportunities for SC/ST students in their carrier
- ❖ To pass on information regarding various scholarships of government and Non-Government Organizations.
- ❖ To help students to achieve the objectives and targets given by faculty and staff

2.3 Functions of the Cell

- ❖ To collect information of State Govt. and University orders/circulars/Notices on various aspects of education, curricular and extracurricular activities and pass on to the students of SC/ST
- ❖ To circulate State Govt. decisions about different scholarship programs.
- ❖ To communicate with the students and motivate them for better future planning.
- ❖ To prepare the detailed reports regarding meetings and activities performed in a year and preserve it.

3. Divyangjan

3.1 Introduction:

The College is well aware of its role in providing necessary guidance and counselling to the students with Locomotor Disabilities (Divyangjan). In accordance to which the college follows certain practices to support the Divyangjan students.

3.2 Objective:

To understand the various rights, regulations, scholarships provisions, facilities, opportunities given by the legislation on the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) rules, 1996 and Amended Rules for Persons with Disabilities and to implement the same for the Divyangjan.

The following physical facilities are created at the institute for the support of Divyanjan

- Ramps
- Elevators/Lifts
- Railings and Handrails
- Disable friendly washrooms
- Library book bank and book loan facility
- The institute is dedicated to provide full accessibility to all of its programs and services for individuals with physical disability (Divyangjan). The institute is dedicated to provide appropriate facilities for to the students with disabilities based upon individual needs. This ensures that students receive an equal opportunity to learn, participate in campus life, and grow emotionally and socially and to successfully complete the program of study that will enable them to be self-supporting while remaining as independent as possible.

3.3 Awareness

- ❖ Notice Board
- ❖ Institute Website
- ❖ Admission Brochure

3.4 Support

The students with disabilities get:

- ❖ Extended loan period for Library books.
- ❖ Book bank services
- ❖ Wheel chair, if needed
- ❖ Extended time for writing examinations, conducting practical
- ❖ Extended time line for submissions
- ❖ Mentor
- ❖ Additional support (writer) during examination
- ❖ Clear information about course requirements and deadlines well in advance
- ❖ Reserved seating in class
- ❖ Human support in outdoor activities
- ❖ Breaks during practical, if needed
- ❖ Meetings with office to discuss problems, if needed

3.5 Student Responsibilities

Student responsibilities include:

- ❖ To self-identify as a student with a disability to the office at the college
- ❖ To provide up-to-date documentation of the disability to the Office
- ❖ To self-identify to faculty/mentor as a student with a disability and provide them with a copy of the individual student Profile.
- ❖ To remind faculty in a timely manner of academic concessions required for tests and assignments.
- ❖ To accept responsibility for his or her successful education. This includes maintaining satisfactory academic levels, attending classes, completing assignments, behaving appropriately, and communicating regularly with the appropriate office and/or individual regarding specific needs.

3.6 Office Responsibilities

The office responsibilities include:

- ❖ To assess student's request for concessions using the current disability documentation provided by the students.
- ❖ To provide information regarding policies, procedures, rights and responsibilities to students with disabilities in accessible upon request.
- ❖ To recommend and provide reasonable and appropriate learning and testing concessions, academic adjustments, and/or auxiliary aids for students with disabilities who meet the college or university criteria for eligibility.
- ❖ To ensure confidentiality of all information pertaining to student's disabilities.
- ❖ To assist students in communicating with faculty about their disabilities and required concessions, if needed.

3.7 Faculty Responsibilities

Faculty responsibilities include:

- ❖ To allow students disclose their disabilities in an appropriate and confidential place
- ❖ To provide reasonable instructional and/or testing concessions
- ❖ To acknowledge the rights of students with dignity and respect
- ❖ To maintain integrity, academic standards
- ❖ To maintain student confidentiality at all times

4. **Complaint and redressal mechanism:**

Institute takes into consideration both type of grievances, online as well as offline.

4.1 **Online Redressal Mechanism:**

- ❖ MMCOP has adopted online grievance redressal system to receive and act on grievances reported by different stakeholders viz, student, faculty and nonteaching staff, enabling timely actions on any issue raised by them.
- ❖ A student/staff of the institution can lodge the complaint online through Grievance redressal portal made available at college website.
- ❖ The system automatically sends alert to the grievance cell administrator on the complaint for taking required action.
- ❖ After receiving notification/Email via system, admin will verify the authenticity of the complaint and forward the complaint to the concerned grievance cell member who deals with the specific complaint category for attending the grievance promptly and effectively.
- ❖ The complaints are discussed in the meetings of the respective committee and the decisions are made upon the respective complaints
- ❖ The Grievance cell member after proper redressal of the complaint through effective action sends reply to the complainant with supporting files, if any.
- ❖ Once the complaint is resolved, complainant will get an alert message or he/she can receive the reply from concerned committee.
- ❖ If the complainants are not satisfied with the solution or action taken on their grievance, they can make complaint to next level of investigation for a satisfactory resolution.
- ❖ The admin of the grievance system can also forward the complaint to next level of investigation for a satisfactory resolution.
- ❖ The stakeholders of college tend to develop greater confidence in this online grievance redressals system as their complaints are handled in a confidential way.

4.2 **Offline Redressal Mechanism:**

- ❖ The college has kept complaint/suggestion box in the library to receive complaints from the students.

- ❖ After every 15 days the compliant box is open in the presence of committee members including student representatives and complaints are forwarded to the concerned committee.
- ❖ The complaints are discussed in the meetings of the respective committee and the decisions are made upon the respective complaints
- ❖ The Grievance cell member after proper redressal of the complaint through effective action sends reply to the complainant with supporting files, if any.
- ❖ Once the complaint is resolved, complainant will get the reply from concerned committee.
- ❖ If the complainants are not satisfied with the solution or action taken on their grievance, they can make complaint to next level of investigation for a satisfactory resolution.

5. Responsibility:

- ❖ The committees are responsible to create a healthy, safe and secure environment for all the students, lady faculty and staff.
- ❖ The committees' are providing all the necessary assistance for the purpose of ensuring full, effective and speedy implementation of complaint & the safety of the complainant.

Chapter-33

STUDENT DEVELOPMENT AND ACTIVITIES

1. Introduction

The Student Activities are the essence in student's life while in the Marathwada Mitra Mandal's College of Pharmacy campus. MMCOP offers a large number of extracurricular activities and a student can find an interest group corresponding to almost any extracurricular activity. The In charge of each portfolio facilitates the students to undertake various activities of their interest. Plethora of activities is operating in the campus offering many opportunities to students to hone their soft and professional skills. The Student Welfare Department of the MMCOP functions through main two heads namely Cultural Committee, and Sports Committee. This document contains the detailed structure and procedures related to the various Student development activities. The Students Welfare Department looks after the protection of rights and supervises the welfare activities of the students of MMCOP. Students Welfare Department promotes and co-ordinates the different student's activities for better corporate life. Students Welfare Department tries to nurture student's mental, physical, cultural growth with various activities to improve their overall personality development and to make them civilized Indian citizens to compete in the globalized world.

2. Purpose

2.1 Welcome

The purpose of this Standard Operating Procedure (SOP) is to describe the standard procedures to be followed for the various processes related to student's activities of Marathwada Mitra Mandal's College of Pharmacy, Pune. The role of the coordinator is to facilitate the students for various activities for their overall development, along with academics. This department helps the student teams to organize/participate in Cultural, Technical, Sports, Literary, NSS activities etc.

2.2 Quality Policy

The coordinator is committed to process the proposals received from students and Faculty Advisors in time-bound manner, as per rules and regulations of the Institute. The college strives to ensure maximum participation of students in fair manner.

2.2.1 Academic Activities

1. Genesis
2. National Pharmacy Week
3. NSS Regular and Camp activities
4. Sports Week
5. Seminars and Guest Lectures
6. Rangtarang: Annual Social Gathering, Prize distribution and Farewell ceremony

2.2.2 NSS Regular and Camp Activities

Health and Hygiene

1. Pulse Polio Vaccination Drive
2. Blood Donation Camp
3. Thyroid Checkup Camp
4. Dental and Eye Checkup
5. Rubella Vaccination Camp
6. Hb Checkup Camp of villagers and school children's
7. Blood Donation Camp in adopted village
8. General Health Checkup of villagers and students

Environment and Sustainability

1. Tree plantation campaign
2. Tree plantation in adopted villages
3. Swachha Bharat Abhiyan
4. Rasta Suraksha Abhiyan
5. Pune Shahar Kachra Mukta Abhiyan

6. Tree Plantation in adopted village
7. Eco Friendly Ganapati Festival
8. Swachha Sarvekshan (Cleanliness Drive) of PCMC
9. NSS Special Residential Camp
10. Swachhata Abhiyan in adopted village
11. Building bandhara (bunds) in adopted village
12. Road side leveling in adopted villages
13. Cleanliness drive in school, temple, cremation ground, roads

Awareness Campaign

1. Organ Donation Awareness Campaign
2. AIDS Awareness Program
3. Awareness about Cleanliness in Sant Tukaram Palkhi Sohla
4. Awareness about importance blood donation
5. Career Counseling for school children in adopted villages
6. Organized Hand Wash Rally
7. Health and hygiene awareness rally in adopted village

Celebration of Commemorative Days

1. Celebration of Constitution Day
2. Celebration of National Unity Day
3. Celebration of International Yoga Day

Celebration of Other Important Days

1. Celebration of No Horn Day
2. Celebration of Surgical Strike Day
3. Celebration of Vachan Prerna Din
4. Celebration of Hutatma Din

Personality / Leadership Development Program

1. Earn and learn scheme
2. Special Residential Camp
3. Participation in one day workshop on Finding Harmony in Relationship: A Challenge of Modern Life.

4. Young Inspiratory Network Election for Representative of the college
5. Survey of the villagers in adopted villages
6. Presentation of street plays and Dramas on different topics like Female Foeticide, De addiction, Suicide attempt of farmers, anti-dowry activity, Environmental Pollution
7. Coloring of temples in adopted village
8. Nirbhay Kanya Abhiyan (Fearless Girl Campaign)
9. Soft Skills Programme
10. Student-related Seminar/Conferences/Workshops/Camps etc.
11. Youth Festivals
12. .Student Council

2.2.3 Earn and learn scheme

Objective-

The main objective of the scheme is to develop a student as a multifaceted personality with academic excellence and a commitment to an egalitarian society. India lives in her villages and to bridge the gap between rural Bharat and urban India, this scheme is basically undertaken for the benefit of students coming from the rural areas, who are economically backward, intelligent, and meritorious but cannot afford higher education, needy and financially hard pressed. It inculcates in the student the idea that no work is big or small and develops a work culture with the right aptitude. This is a vision of keeping our youth gainfully employed as well as to contribute from civil society. This is a paradigm shift in the way we see higher education. This will make higher education accessible and available to the poor, meritorious and the marginalized.

The scheme is at present being undertaken at the post-graduate level on the university campus as well as at the graduate level in the affiliated colleges and recognized institutions under the jurisdiction of the University of Pune. Financial assistance to the extent of ninety percent of the expenditure incurred by the affiliated Colleges/ Institute is reimbursed to the concerned on submitting the necessary papers to the Director, Board of Students Welfare.

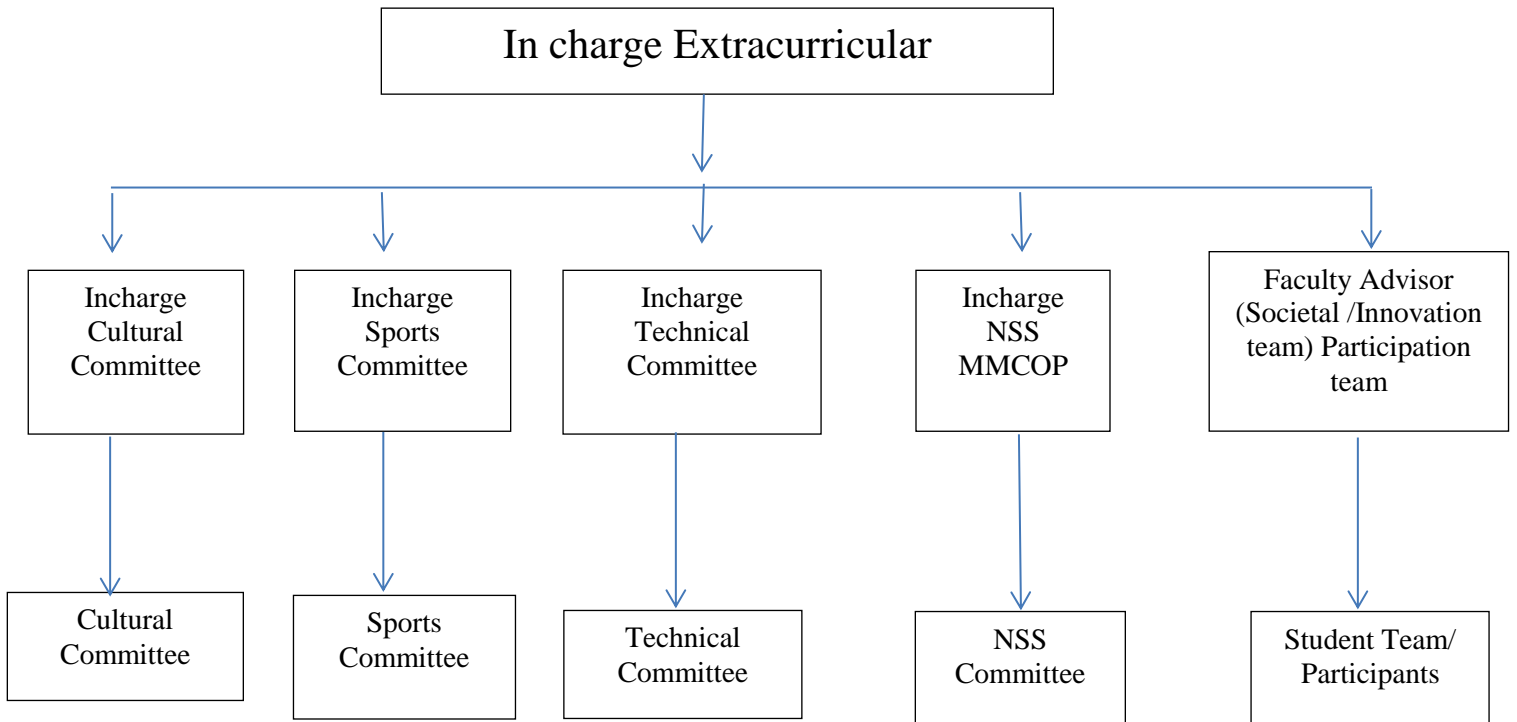
Under this scheme those students who are interested in joining are to fill the necessary application form, which is then scrutinized by an appropriate committee. The list of students who have been finally enrolled in the scheme are to be sent to the Director, Board of Students' Welfare on or before 15th September every year, subject to the condition that the College / Institution has been given permission to undertake the scheme. The students enrolled under the scheme are given the following types of work namely-That increase their skills in areas of their study, office work, technical work and field work. However when the distribution of work is given it is seen that all students get equal opportunity to get all different kinds of work and that each student gets eighty percent of technical work and twenty percent of fieldwork. Office work includes working at the Library or any other office of the institute.

3. Responsibilities

All HODs, Faculty members and students are responsible for implementing and ensuring that these processes are being followed and implemented.

3.1 Context of the Organization

3.1.1 Organization Chart of Student Activities



3.1.2 Responsibilities and Authorization

Designation	Responsibilities	Authority
In charge Extracurricular	<ol style="list-style-type: none"> 1. The Student Activities department is headed by I/C EC and he supervises all the activities related to student welfare. 2. Examines the proposals received from Chairman/Faculty Advisors of various committee, societies, innovation teams etc. 3. Issue Sanction orders for formation of societies. 4. Issue sanction orders for advance withdrawal, advance settlement and reimbursement after administrative approval. 	<p>Approval for formation of societies.</p> <p>Issue of NOC to students for participation in events outside MMCOP.</p>
In charge Cultural Committee	<p>Coordinates all the activities related to Cultural events in and outside Institute:</p> <ol style="list-style-type: none"> 1. Constitute the Cultural Committee. 2. Conducts Annual Rangatarang. 3. Forward the proposal for sending students to participate in cultural competition outside the Institute. 	

<p>In charge Sports Committee</p>	<p>Coordinates all the activities related to Sports events in and outside the Institute:</p> <ol style="list-style-type: none"> 1. Constitute the Sports Committee. 2. Conducts Annual Sports fest. 3. Forward the proposal for sending students to participate in sports competition outside the Institute. 4. Procurement of Sports related equipments. 	
<p>In charge Technical Committee</p>	<p>Coordinates all the activities related to Technical events in and outside the Institute:</p> <ol style="list-style-type: none"> 1. Constitute the Technical Committee. 2. Conducts competitions. 3. Forward the proposal for sending students to participate in technical competition outside the Institute. 	
<p>In charge NSS-MMCOP Committee</p>	<p>Coordinates all the activities related to NSS and social events in and outside the Institute:</p> <ol style="list-style-type: none"> 1. Constitutes NSS Student committee. 2. Forward the proposal for conducting various Social Service events in and outside the Institute. 	

<p>Faculty Advisors (Societies/Innovation Teams)</p>	<p>Coordinates various activities undertaken by the students of respective societies/innovation teams etc:</p> <ol style="list-style-type: none"> 1. Forward the proposals of students for formation of societies/innovation teams to through HOD of respective department. 2. Forward the proposal for manufacture of innovative project to HOD of respective department. 3. Forward the proposal for participation of student/s in respective competitions regarding travel grant etc. to HOD of respective department. 	
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4. Procedures

4.1 Process Management Methodology

The various proposals from students of MMCOP are forwarded by Secretary of Cultural, Sports and Technical Committee, HODs and Faculty advisors to I/C EC. The I/C EC after examining the proposal forward the same to Principal for approval. The Principal may send the proposals related to funds to accountant for vetting. The approved proposal from principal is send back to I/C EC. The I/C EC issues the notification.

4.2 Top Level Processes

1. Formation of and Financial Assistance to Cultural, Technical and Sports committees.
2. Financial Assistance to Students for participation in Sports, Literary, Technical and Cultural events.
3. Financial Assistance to Students for NSS activities.

5. Complete Department Procedures

5.1 Formation of and Financial Assistance to Cultural, Technical and Sports Committees

5.1.1 Summary

- The Cultural, Technical and Sports Committees are formed to facilitate the students' participation in student activities under the respective domains.
- These Committees organize/undertake various events for the welfare of student community in and outside MMCOP. The Institute provides financial support to societies for organization of such events if need arises. However, the student teams should be promoted to seek maximum sponsorship from the industry for such events.

5.1.2 Procedure

a) Formation of Cultural, Technical and Sports Committees

1. The Secretary of the Cultural/Technical/Sports Committees shall be nominated by the HOI at the beginning of the academic year

2. The secretary shall propose the Committee, which shall comprise of faculty members preferably from each department, to the HOI for his approval.
3. Immediately after the nomination of the Secretary of the Committee
4. After approval from the HOI, the I/C EC issues the Committee Formation notice.

b) Financial Assistance to Cultural, Technical and Sports Committees

The procedures for applying for advance amount, settlement of advance amount and reimbursement of expenses for organizing various events mentioned under student activities, for the Cultural/Technical/Sports Committees will be same as per norms.

5.2 Financial Assistance to Students for participation in Cultural, Technical, Sports and Literary events

5.2.1 Summary

Various teams of MMCOP represent the Institute in Cultural/Technical/Sports/Literary events around the country. The Institute provides Financial Support to teams for such events.

5.2.2 Procedure

The procedures for applying for advance amount, settlement of advance amount, reimbursement of expenses, for participating in such events will be same as per norms.

Chapter-34

EXTENSION AND OUTREACH

1. Introduction

Marathwada Mitra Mandal's College of Pharmacy, Thergaon, Pune aims at promoting a meaningful and sustained rapport between the college and the community. If the college system has to discharge adequately its responsibilities to the entire education system and to the society as a whole, it must assume extension as the third important responsibility (Third Dimension) and give it the same status as teaching and research. This is a new and extremely significant area which should be developed on the basis of high priority. Through extension activities, the college creates opportunities for interactive sharing of research-based knowledge, information, technologies and innovations with individuals, groups, communities or organizations for improving work efficiency, productivity, incomes, environmental health and living standards. Outreach activities are where the university offers community services using knowledge, technology or products. The extension and outreach activities so undertaken are those that respond to community felt needs with special focus on marginalized groups including the youth, women and physically challenged among others.

2. Purpose

The purpose of this document is to apprise all concerned about the functioning and due procedures followed by Extension and Outreach Program of MMCOP.

3. Welcome

The role of Extension and Field Outreach Program MMCOP is to extend knowledge and other institutional resources to the community and vice-versa and to gain insights from a contact between knowledge resources and socio cultural realities with a view to reflecting these in the entire curricular system of higher education including teaching and research. It will be a two-way process between the experts and the people, an intellectual intervention in the community's living problems which need to be overcome through an educational process. It was to be that education which helped students to face life and its challenges and which created an ambience for a learning society.

3.1 Quality Policy

To ensure efficient utilization of resources in a transparent manner with high standards in a time bound manner.

4. Responsibilities

4.1 National Service Scheme committee:-

All activities carried out under the heading of Extension and Outreach activities are conducted by NSS (National Service Scheme) Unit of the college. The college prepares one committee for the same. The committee is headed by Hon. Principal of the college and all activities are implemented by Programme Officer of NSS Unit. The Programme Officer is assisted by one faculty member and student representatives' one boy and one girl from each class.

Objectives & Goals:

The objectives and goals are as under:

Objectives

To extend knowledge and other institutional resources to the community and vice-versa.

To gain insights from a contact between knowledge resources and socio cultural realities with a view to reflecting these in the entire curriculum system of higher education including teaching and research.

To provide two way process between the experts and the people.

To provide an intellectual intervention in the community's live problems.

To promote the philosophy of extension and outreach as a part of total education policy.

To reach out to larger section of community specially deprived groups through extension.

To enrich the learning process of faculty and students mainly through extension activities.

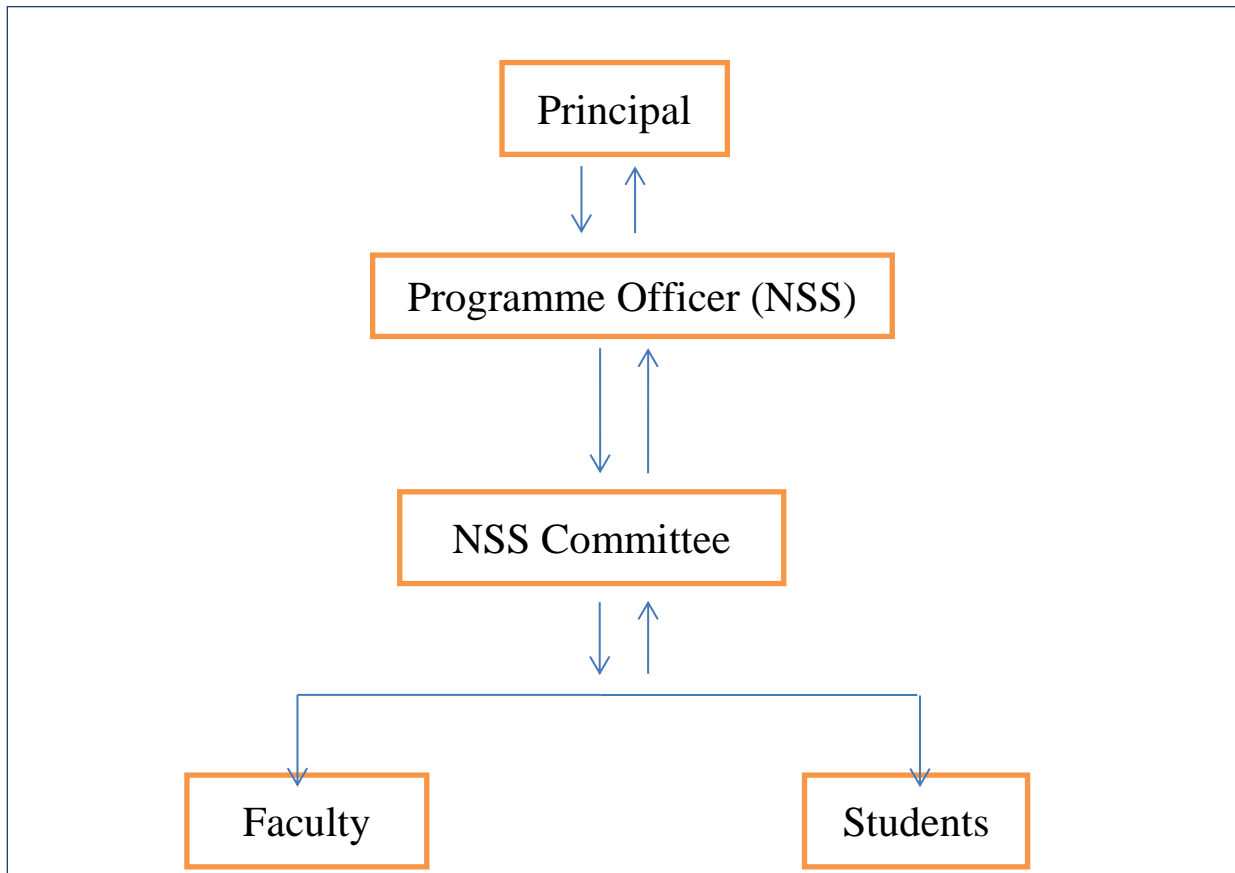
The interest of the students should be considered for academics credit (1 or 2) in addition to or as a part of their regular course of studies.

Goals

Services to the Community,

Services to Schools and Colleges

4.2. Organization / Flow Chart



Organization / Flow Chart

SIZE OF CENTER FOR EXTENSION AND FIELD OUTREACH PROGRAM MMCOP

Sr.No.	Designation	No. of Posts
1.	Principal	01
2.	Programme Officer	01
3.	Secretarial staff	01
4.	Student Representatives	08

4.3 Interested Parties

- Savitribai Phule Pune University, Pune
- Principal of MMCOP
- Students of MMCOP
- Nearby Schools
- Nearby Community
- Adopted Village
- Employees of MMCOP
- Society
- Industry

5. Scope

5.1 Scope of the Quality Management System

Observation of notices/circulars/Instructions from university and its onward submission to the Sanctioning/Approving authorities (Principal) with recommendations/advisory for taking appropriate decision.

6. Procedures

6.1 Process Management Methodology

All the files and communications are received at Programme Officer from various University(NSS Unit)/NGOs/Society shall be marked. The communication related to activities to be undertaken once approved by the Principal, it is implemented through faculty/ staff/resource persons/resource organization and students. The evaluation/feedback from the beneficiary is taken and submitted to the Programme Officer to maintain record.

6.2 Preparation of activities

- 6.2.1 Examination of activities
- 6.2.2 Preparation of Methodology
- 6.2.3 Preparation of budget
- 6.2.4 Implementation of activities
- 6.2.5 Feedback from beneficiaries
- 6.2.6 Preparations of periodical reports of all activities
- 6.2.7 Maintenance of Records and kept in safe custody

Activities:-

Health and Hygiene

1. Pulse Polio Vaccination Drive
2. Blood Donation Camp
3. Thyroid Checkup Camp
4. Dental and Eye Checkup
5. Rubella Vaccination Camp
6. Hb Check up Camp of villagers and school childrens
7. Blood Donation Camp in adopted village
8. General Health Check up of villagers and students

Environment and Sustainability

1. Tree Plantation Campaign
2. Tree Plantation in adopted villages
3. Swachha Bharat Abhiyan
4. Rasta Suraksha Abhiyan
5. Pune Shahar Kachra Mukta Abhiyan
6. Tree Plantation in adopted village
7. Celebration of Environment free Ganapati Festival
8. Swachha Sarvekshan (Cleanliness Drive) of PCMC
9. NSS Special Residential Camp
10. Swachhata Abhiyan in adopted village
11. Participation in Guinness World Record of SPPU for distribution of the saplings
12. Building bandhara (bunds) in adopted village

13. Road side leveling in adopted villages

14. Cleanliness drive in school, temple, cremation ground, roads

Awareness Campaign

1. Organ Donation Awareness Campaign
2. AIDS Awareness Program
3. Awareness about Cleanliness in Sant Tukaram Palkhi Sohla
4. Awareness about importance blood donation
5. Currier Counseling for school childrens in adopted villages
6. Organized Hand Wash Rally
7. Health and hygiene awareness rally in adopted village

Celebration of Commemorative Days

1. Celebration of Constitution Day
2. Celebration of National Unity Day
3. Celebration of International Yoga Day

Celebration of Other Important Days

1. Celebration of No Horn Day
2. Celebration of Surgical Strike Day
3. Celebration of Vachan Prerna Din
4. Celebration of Hutatma Din

Activities related to Humanity Service

1. International Mind Education Programme
2. Help in Kerala Relief Fund
3. Maha Netra Dan Abhiyan

Personality / Leadership Development Program

1. Special Residential Camp
2. Participation in one day workshop on Finding Harmony in Relationship: A Challenge of Modern Life
3. Young Inspiratory Network Election for Representative of the college
4. Survey of the villagers in adopted villages

5. Presentation of street plays and Dramas on different topics like Female Faetigation, Deaddiction, Suicide attempt of farmers, Antidowry activity, Environmental Pollution
6. Coloring of temples in adopted village
7. Visit to Sant Tukaram Maharaj Sakhar Karkhana, Kasarsai, Maval, Pune for awareness about sugar manufacturing industry

Chapter-35

SOCIAL MEDIA POLICY

1. Introduction

One of the many important ways MMCOP can efficiently achieve the mission through the smart use of social media. A social media policy simply outlines how an organization and its employees should conduct themselves via web. It helps to protect institute social reputation and encourage employees to also get involved in sharing about the institute in their social networks. This policy provides guidance for employee use of social media, which should be broadly understood for purposes of this policy to include social networking sites like face book, linked in, twitter, instagram, YouTube and other sites and services that permit users to share information with others in a contemporaneous manner.

2. Purpose

The purpose of this document is to apprise all concerned about the functioning and due procedures followed by social media policy of MMCOP.

- To foster the development of social, professional, and learning communities within the existing network of the greater college community
- To support recruiting, retention, and alumni relations
- To enhance the reputation of the college
- To build institutional loyalty and pride
- To stimulate involvement with the college by the sharing of information on news and events
- To draw friends of the college more closely into the community
- To promote community development among admitted students

3. Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with [Employer], as

well as any other form of electronic communication.

The same principles and guidelines found in [Employer] policies and three basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of [Employer] or [Employer's] legitimate business interests may result in disciplinary action up to and including termination.

4. **PROCEDURES**

The following principles apply to professional use of social media on behalf of [Institute] as well as personal use of social media when referencing [Institute].

- Employees need to know and adhere to the [Institute Code of Conduct, Employee Handbook, and other institute's policies] when using social media in reference to [Institute].
- Employees should be aware of the effect their actions may have on their images, as well as [Institute] image. The information that employees post or publish may be public information for a long time.
- Employees should be aware that [Institute] may observe content and information made available by employees through social media. Employees should use their best judgment in posting material that is neither inappropriate nor harmful to [Institute], its employees, or customers.
- Although not an exclusive list, some specific examples of prohibited social media conduct include posting commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.
- Employees are not to publish post or release any information that is considered confidential or not public. If there are questions about what is considered confidential, employees should check with the Head of the institute.

- Social media networks sometimes generate press and media attention or legal questions. Employees should refer these inquiries to authorized [Institute] spokespersons.
- If employees find encounter a situation while using social media that threatens to become antagonistic, employees should disengage from the dialogue in a polite manner and seek the advice of the Head of the institute.
- Employees should get appropriate permission before you refer to or post images of current or former employees, members, vendors or suppliers. Additionally, employees should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property.
- Social media use shouldn't interfere with employee's responsibilities at [Institute]. [Institute] computer systems are to be used for business purposes only. When using [Institute] computer systems, use of social media for business purposes is allowed (ex: Facebook, Twitter, [Institute] blogs and LinkedIn), but personal use of social media networks or personal blogging of online content is discouraged and could result in disciplinary action.
- Subject to applicable law, after-hours online activity that violates [Institute's Code of Conduct] or any other company policy may subject an employee to disciplinary action or termination.
- If employees publish content after-hours that involves work or subjects associated with [Institute], a disclaimer should be used, such as this: "The postings on this site are my own and may not represent [Institute] positions, strategies or opinions."
- It is highly recommended that employees keep [Institute] related social media accounts separate from personal accounts, if practical.

Here are links to policies for some popular platforms:

- Website-www.mmcop.edu.in
- Facebook-<https://www.facebook.com/Marathwada-Mitra-Mandals-College-of-Pharmacy-Thergaon-Pune-4110-33-100830511654477/>
- Twitter<https://twitter.com/mmcoppune>
- LinkedIn-<https://www.linkedin.com/mwlite/home>
- YouTube-<https://www.youtube.com/channel/UCVWv04ZJW5C3OsKQbChemTw>
- Instagram-https://www.instagram.com/p/CQIfYbVpsCH/?utm_medium=copy_link
- Telegram-
- What's up

Chapter-36

Feedback Policy

1. Introduction

Performance of institute is judged on the basis of effective learning outcomes. Feedback Mechanism is essential to know whether the college is delivering good performance and imparting quality education. Feedback helps to improve teaching and learning process. Feedback is an essential part of education and training programmes. It helps learners to maximise their potential at different stages of training, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance. The institute through a structured feedback mechanism from various stake holders ensures quality teaching learning process, research opportunities, and outreach services in pharmacy education. The stakeholders play a vital role in the evaluation, development and enhancement of the quality of the learning experience. Feedback from stakeholders allows the institute to evaluate how its service provision is viewed. The feedback from different stakeholder, help the institute to understand the need of society and what other stakeholder expect from the institute. With this objective the college has developed following feedback systems

2. Feedback mechanism:

Feedbacks are taken manually OR online as applicable. Feedbacks could be divided as follows:

Sr. No.	Domain	Sub-domain	Method of Feedback
1.	Teaching and learning	Curriculum	Curriculum feedback from: Students, Alumni, Teacher and Employers
		Transactions	Transaction of Teaching and Learning: Course End Feedback, Online Teaching feedback, Senior Exit Feedback, Faculty feedback

2.	Human resource feedback	NA	Awareness feedback, Entry level feedback, Faculty feedback, Non-teaching support feedback, Admin./Supporting technical staff feedback, Senior Exit Feedback
3.	Infrastructure feedback	NA	Institutional Feedback, Strength of MMCOP, Senior exit feedback
4.	External stakeholder's feedback	NA	Alumni Feedback, Parents feedback, Other educational institute feedback and Employer feedback

3. Feedback form list, applicability and periodicity

Sr. No.	Feedback No.	Feedback Name	Applicable For	Periodicity
1.	MMCOP/Feedback/01	Awareness Feedback	F. Y. D. Pharm. And F. Y. B. Pharm.	Each Year after Admission
2.	MMCOP/Feedback/02	Entry level Feedback	F. Y. D. Pharm. And F. Y. B. Pharm.	Each Year After Admission
3.	MMCOP/Feedback/03	Course End Feedback	By all students of D. Pharm. B. Pharm. and M. Pharm.	Once in a semester for B. Pharm. M. Pharm. and Once in Year for D. Pharm.

4.	MMCOP/Feedback/04	Online Teaching Feedback	Whenever online platform is used for teaching	Whenever applicable
5.	MMCOP/Feedback/05	Faculty Feedback	By all students for each faculty of all courses	Once in a semester for semester pattern once in year for annual pattern
6.	MMCOP/Feedback/06	Non-teaching Support Feedback	By all students for each non-teaching staff	Once in a semester
7.	MMCOP/Feedback/07	Institutional Feedback	By all students	Once in a Year
8.	MMCOP/Feedback/08	Admin./Supporting technical staff Feedback	By all students	Once in a Year
10.	MMCOP/Feedback/10	Senior Exit Feedback	S. Y. D. Pharm., Fourth Year D. Pharm. And S. Y. M. Pharm.	Once in year.
11.	MMCOP/Feedback/11	Alumni Feedback	All Alumni passed out in that year	During alumni meet and Online
12.	MMCOP/Feedback/12	Parents Feedback	All parents of that Academic year	During parents meet and Online.
13.	MMCOP/Feedback/13	Other Education Institute Feedback	All college/Students studying in other education institute at that academic year	Wherever our students doing higher education

14.	MMCOP/Feedback/14	Employer Feedback	All employer where passed out students are working at that academic year	Wherever our students doing job.
15.	MMCOP/Feedback/15	Teacher Feedback on Syllabus	All faculty subjectwise for B. Pharm. And M. P. Pharm. And D. Pharm.	Starting from implementation year of new syllabus. Should taken yearwise as the new syllabus progress in consecutive year
16.	MMCOP/Feedback/16	Student Feedback on Syllabus	All students of B. Pharm. And M. P. Pharm. And D. Pharm.	Should taken yearwise as the new syllabus progress in consecutive year Starting from implementation year of new syllabus.
17.	MMCOP/Feedback/17	Alumni Feedback on Syllabus	All alumni studied in that syllabus pattern of D. Pharm. B Pharm. And M. Pharm.	Should be taken Once first batch of the new syllabus passed out and every year thereafter till the newer syllabus batch is passed out.

18.	MMCOP/Feedback/18	Employers Feedback on Syllabus	All employers where students studied in that syllabus pattern of D. Pharm. B Pharm. And M. Pharm	Should be taken Once first batch of the new syllabus passed out and every year thereafter till the newer syllabus batch is passed out.
19.	MMCOP/Feedback/18	Strength of MMCOP	All students of B. Pharm. And M. P. Pharm. And D. Pharm.	Once in Year

4. Feedback analysis and action taken report

Feedback analysis for all feedback were done. Feedback analysis for manual feedback were performed using Microsoft excel. Feedback analysis for online feedback were performed by software. Based on the feedback analysis action taken report was prepared as and when required.