



Pune District Education Association's  
Seth Govind Raghunath Sable College of Pharmacy, Saswad, Pune

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# Policies and Procedures



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### **Admission Policy**

Admissions to B. Pharm. and M. Pharm. courses are carried out as per the guidelines laid down for admission process by the competent authority, DTE. Admission to the Ph.D. program is carried out in a centralized manner by Savitribai Phule Pune University, the affiliating university. The institute level seats are filled in the following manner:

#### **➤ F.Y. B. Pharm.:**

##### **Admission process for institute level admissions:**

For filling of the institute level seats, the performance of the candidates at the MHT-CET or the qualifying examination (XII science or equivalent) is considered.

The process is as follows:

1. Vacancy positions for first year B. Pharm. are published through advertisement in the news papers.
2. Applications are called for the vacant seats.
3. Confirmation of admission after document verification at Institute by the candidate in person for participation at Institute level quota.

#### **➤ S.Y. B. Pharm. -Direct admission:**

For filling of the institute level seats, the performance of the candidates at the Diploma in Pharmacy Examination is considered.

The process is as follows:

1. Vacancy positions for second year B. Pharm. are published through advertisements in news papers.
2. Applications are called for the vacant seats.
3. Confirmation of admission after document verification at Institute by the candidate in person for participation at Institute level quota.

#### **➤ F.Y. M. Pharm.:**

Admissions are conducted by Centralized Admission Procedure (CAP) governed by Directorate of Technical Education (DTE), Mumbai. Seats remaining vacant after the CAP rounds are filled by the institution. The performance of the candidates at the GPAT/ MAH MPH CET or the qualifying (B.Pharm.) examination is considered for admission. The process is as follows:

1. Seats remaining vacant after the CAP conducted by DTE are advertised in regional and national news papers.
2. Applications are invited from interested candidates.
3. Confirmation of admission after document verification at Institute by the candidate in person for participation at Institute level seats.

➤ **Ph.D.:**

The admission to Ph.D. is conducted by SPPU. The candidate should have either valid GATE/GPAT score or 5 yrs. of approved teaching/research/industrial experience or should have cleared the Ph.D. entrance examination conducted by the university.

Admission process:

1. Display of vacant Seats at various research centers at the university web- site.
2. Filling up of option forms (choice of research center) by eligible candidates.
3. University directs the institution to conduct interviews of the candidate who have opted for the research centre.
4. The institute conducts interviews as per the University guidelines.
5. Approval of the selected candidates by the university.
6. Reporting of the candidate at the research center, verification of documents and confirmation of admission.

❖ **Admission Procedure:**

Admissions to First Year B.Pharm. Direct S.Y. B.Pharm. and First year M.Pharm. courses are carried out as per the guidelines laid down for admission process by the competent authority, DTE. Admission to the Ph.D. program is carried out by SPPU. The details of the processes are as follows:

➤ **F.Y. B.Pharm.:**

Admissions are carried on the basis of the score of MT-CET, a common admission test conducted by DTE.

**Admission process of CAP:**

1. Filling up of online application form for CAP on DTE website (<http://www.dtemaharashtra.gov.in>).
2. Confirmation of online application form for CAP and document verification at Application Form Receipt Centre (ARC) by the candidate in person for participation in centralized admission process.
3. Display of provisional merit list on DTE website.
4. Submission of grievance applications, if any at respective ARC's.
5. Display of final merit list on DTE website.
6. Online submission and confirmation of option form on DTE website.
7. Confirmation of online option form for each of central admission process (CAP) round I & II and display of provisional allotment.
8. Reporting to the Institutes as per allotment of CAP round I & II and confirmation of admission by the candidate.
9. If any CAP seat remains or becomes vacant after the CAP Rounds, then the same shall be filled in by the Candidate from the same Category for which it was earmarked during the



CAP. Further if the seats remain vacant then the seats shall be filled on the basis of Inter-Se-Merit of the applicants.

This institution is an approved Application Form Receipt Centre (ARC) of DTE Mumbai.

➤ **Direct S.Y. B. Pharm.:**

Admissions are carried on the basis of the marks at the Diploma in Pharmacy examination by DTE.

**Admission Process:**

1. Filling up of online application form for Centralized Admission Process (CAP) on DTE website (<http://www.dtemaharashtra.gov.in>).
2. Confirmation of online application form for CAP and document verification at Application Form Receipt Centre (ARC) by the candidate in person for participation in centralized admission process.

The rest of the admission procedure is similar to that for the F.Y. B.Pharm. procedure.

➤ **F.Y. M. Pharm.:**

Admissions are conducted by Centralized Admission Procedure (CAP) governed by Directorate of Technical Education (DTE), Mumbai. The admissions are made on the basis of GPAT score or the score in MAH-MPH-CET.

**Admission process:**

1. Filling up of online application form for Centralized Admission Process (CAP) on DTE website.
2. Merit list based on the GPAT score is displayed on the DTE website.
3. Merit list based on the MAH-MPH-CET is then displayed for the remaining seats.
4. Two rounds of admissions are conducted by DTE.
5. Reporting to the Institutes as per allotment of CAP round I & II and confirmation of admission by the candidate.

➤ **Ph.D.:**

Admissions to the Ph.D. are carried out by the University. The candidate should have either valid GATE/GPAT score or 5 yrs. of approved teaching/research/industrial experience or should have cleared the Ph.D. entrance examination conducted by the University.

**Admission process:**

1. Display of vacant Seats available at various research centers at the university web-site.
2. Filling up of option forms (choice of research center) by eligible candidates.
3. University directs the institution to conduct interviews of the candidate who have opted for the research centre.
4. The institution conducts interviews as per the University guidelines.
5. Approval of the selected candidates by the university.
6. Reporting of the candidate at the research center, verification of documents and confirmation of admission.

### **Reservation Policy**

Admissions of B. Pharm. and M. Pharm. are made through the CAP by the competent authority and Ph.D. admissions are made through PET exam. by SPPU as per the government reservation policy. The details of reservations are highlighted in the following table.

#### **Reservation for Backward Class category candidates:**

Sr. No.	Category of Reservation	Percentage
<b>A</b>		
1.	Scheduled Castes and Schedule caste converts to Buddhism ( SC)	13.0
2.	Schedule Tribes (ST)	7.0
3.	Vimukta Jatis (VJ)/De notified Tribes( DT) (NT-A)	3.0
4.	Nomadic Tribes 1 (NT-B)	2.5
5.	Nomadic Tribes 2 (NT-C)	3.5
6.	Nomadic Tribes 3 (NT-D)	2.0
7.	Other Backward classes (OBC)	19.0
Total		
B	Reservation for sons/daughters of Defence service personnel:	5.0
C	Reservation for Persons with Disability Candidate	5.0
D	Reservation for EWS Candidate:	10.0
E	Reservations for Orphan Candidates	1.0
F	Reservation for female candidates:	30.0

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### **Curriculum Delivery Policy**

The Institution ensures effective curriculum delivery through a well planned and documented process

**Curriculum Planning:** Before the commencement of academic year, the institute constitutes various committees like CDC, IQAC, academic in-charge/class teachers, college examination committee, library committee, extracurricular/co-curricular activities committee, alumni association committee, research and development cell, training, placement and entrepreneurship development cell, students council, scholarship committee, NSS committee, grievance redressal committee, anti-ragging committee etc. Principal instructs all Head of Departments to discuss with the department staff about the distribution of workload for teaching courses/subjects considering the willingness of staff. After workload distribution academic calendar of the college is prepared in accordance with academic calendar of Savitribai Phule Pune University, which includes schedules for examination (Internal assessment, Sessional and End semester), co-curricular and extracurricular activities etc. The academic time table is prepared according to the teaching workload distribution and displayed on the notice board and college website. According to the subject allotment, individual teaching staff prepares course file which includes teaching plan, teaching material, University question papers, question bank, Multiple Choice Questions (MCQs).

**Curriculum Delivery:** Different academic delivery modes like traditional form (that includes lectures, tutorials, laboratory, etc.), ICT enabled teaching (power point presentations, seminars, webinars, use of software programs etc.), Blended learning that includes lecture with online videos, team based learning that includes model making and chart preparations etc. are used. The student centric methods such as experiential learning, participative learning, learning through group projects, discussion during practical hour, problem based learning, through case studies, etc. are adopted for curriculum delivery. The different committees constituted in the beginning of academic year co-ordinate and monitor the curriculum delivery. Periodical reviews are taken by principal for effectiveness of curriculum delivery and corrective measures, if any.

**Evaluation:** The In-semester assessment which includes quiz, assignment, open book test etc. and sessional examinations are conducted as per the academic calendar. The evaluation of the same is performed by the subject teachers. After assessment of all examinations, individual subject teacher obtains useful feedback on what, how much, and how well their students are learning. Faculty then uses this information to refocus their teaching to help students make their learning more efficient and more effective. Student's feedback about teaching staff, and curriculum feedback by different stakeholder's viz. students, teachers, employers and alumni is conducted semester wise. The analysis of the feedback and action taken report is prepared in IQAC and CDC meeting, which is also displayed on the college website. The feedback action taken report includes the preventive and corrective actions to be taken. Accordingly the curriculum planning and delivery is designed which includes conduction of subject related add on courses, value added courses, industrial visits, field visits for the enrichment of students knowledge and faculty development programs for the staff.

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## Feedback Policy and Procedure

### Introduction:

College performance is increasingly being rated on the basis of successful learning outcomes. A feedback mechanism is necessary to determine whether the college is performing well and providing high-quality education. As a result, the College adopted a policy of making feedback forms available to all stakeholders in order to assess the institution's performance on various fronts. The institute utilizes a feedback mechanism of different stakeholders like students, teachers, parents, Alumni and Employers etc. to fulfill the requirement of students. The institution takes periodic feedback from students and other stakeholders in both, the formal and informal ways to make the teaching-learning and administration work more effective.

IQAC has developed Feedback Mechanism and framework for its analysis.

### Objective:

1. Feedback process helps the students to maximize their potential at different stages of academics, raise their awareness of strengths and areas for improvement, and identify actions to be taken to improve performance.
2. It contributes significantly in effective teaching-learning process.
3. To make improvements in the teaching learning methods based on feedback provided by students and to maintain and continue the standards of quality teaching.
4. The feedback from different stakeholder, help the institute to understand the need of society and what other stakeholder expect from the institute.

### Procedure:

With the above stated objectives the college has developed following feedback systems:

#### ➤ Students' Feedback:

- The regular feedback is taken from students on institutional performance in terms of curriculum, teaching learning, facilities, amenities, activities conducted etc and submitted for further deliberation to higher authorities.
- The student's feedback on **teachers and curriculum** is taken at the end of academic year/ semester.
- The students are randomly selected for to give feedback.
- The students are given the format of feedback comprising of various attributes relevant to the teacher.
- At the beginning, students are instructed about method of filling the format.
- The feedbacks are kept confidential.
- The feedback forms collected from students are analyzed by Academic Monitoring Committee and Principal.



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- The analysis is performed for each parameter/ attribute by taking into consideration the number of respondents.
  - The results of the analysis of the feedback forms are discussed by the Head of the institution /Principal with teachers in person.
  - Appropriate instructions are given by the Head of the institution/ Principal to the concerned teacher for further improvement in the quality and performance of the teacher.
  - The feedback on **institution** are obtained to take opinions of students about ambience of the institution, facilities and amenities provided to the students, assistance rendered to students, activities conducted by the institution as a part of academics and administration to take the suggestions from the students about curriculum of the course as well as any other suggestions for improvement to take the necessary measures to ensure that all the supplementary facilities are provided to students to inculcate in the students the values of being responsible stakeholders for overall development of the institution and to maintain and sustain the standards of quality by following the good practices.
  - The student's feedback on institution is taken at the end of academic year/semester.
  - The students are randomly selected.
  - The students are given the format of feedback comprising of various attributes relevant to institutional facilities.
  - The students are instructed about method of filling the format.
  - The feedbacks are kept confidential.
  - The feedback forms collected from students are analyzed by Academic Monitoring Committee and Principal.
  - The analysis is performed for each parameter/ attribute by taking into consideration the number of respondents.
  - The results of the analysis of the feedback forms are discussed in the staff meeting and necessary steps are being taken by the institution based on the feedback and suggestions given by the students.
  - Similarly the feedbacks are sought from **teachers, parents, alumni and employers** to address the shortcomings in the overall academic and administrative system of the college.
  - The feedback from **visitors and resource persons** are obtained and suggestions are used for improvement of the teaching learning process.
  - The faculty of the Institution during their interaction with the **experts** from industry, research organizations and academicians from other universities take suggestions from them regarding syllabus up-gradation. The same is conveyed to the respective BOS of SPPU.



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- Feedback is taken by the feedback form. A suggestion box is also maintained in the institution. The feedback is analyzed and improvements are made accordingly.
  - The teaching-learning process and administration work is modified and improved on the basis of real time feedback of the students.

### **Mentor -Mentee Policy**

**Introduction:** The institution has since its inception believed in providing a healthy atmosphere to its students for enhancing quality education. Though the faculty of the institution has always been very interactive with the students and has been helping them in all possible manners, the practice of ***Mentoring by Guardian teachers*** was formally launched at the beginning of the academic year 2011-12 to make it more relevant and accountable. The guardian teacher who acts as mentees' mentor during the period allotted to him. However in 2020-21 the **Mentoring by guardian teacher** name has been changed to **mentor mentee system**.

**The Concept:** A teacher, designated as mentor is assigned for a batch of about twenty – twenty five students. The teacher is expected to play the role of a friend, philosopher and guide for these students.

**The mentor performs the following functions:**

1. Keep the track of the assigned student's internal assessment and other related information of students (participation in sports, cultural events etc.) in the especially designed mentor mentee booklet.
2. Motivate them to participate in co-curricular and extracurricular activities.
3. Mentor the students by focusing on individual strengths and overcoming the weaknesses.
4. Be in touch with the parents/guardians of the students pertaining to any issues related to academics, attendance or personal.
5. Counsel the students to solve difficulties encountered not only in college campus but in their personal lives too.
6. Offer emotional and academic support along with motivation to mentor.
7. Refer students to the counseling cell of the institution or the college counselor, if required. Motivate the slow learners to attend the remedial coaching while the fast learners are encouraged to undertake small projects, to publish articles, to participate in quizzes, *Avishkar* etc.
8. Take up the responsibility of safeguarding and nurturing the newly admitted students.

The mentors Play an important role in helping mentee to get acclimatized to institution's environment. This scheme guarantees additional assurance to the new comers and takes some burden off the parents and lessens their anxiety.

**The practice:**

Allotment of mentor within the first month of the beginning of the new academic year.

Three teachers conducting practicals as well as teaching theory subjects to the class are assigned a batch each.



Filling up of the mentor mentee form by each student after discussion with the their mentee



Regular updating of the academic and other details in the file



Analysis by the mentor after each sessional examination and discussion with the mentee



Final remarks by the mentor at the end of each academic year



Handing over of the file by the mentor to the next mentor for the next academic year

**The objectives of the practice are:**

1. To acclimatize the new students to the campus life in Institute.
2. To provide academic counselling.
3. To enlighten the students on professional ethics and conduct
4. To ease the trauma of transfer to a new place.
5. To communicate with the student's parents
6. Providing emotional support to students on individual basis.
7. Helping students overcome home sickness.
8. Establishing rapport between teachers, student & parents.
9. Identifying weak areas and working out remedies helping students thereby taking their complete care.

**Highlights of the practice:**

1. One teacher is nominated as 'Mentor' for Twenty to Twenty Five students.
2. Mentor maintains all records of their mentee in formats provided.
3. The mentor monitors academic performance of mentee and counsels them if required.
4. If mentee remains absent for continuous three lectures, the mentor gets in touch with the parents/guardian.
5. Poor performance of mentee is improved by way of counselling.
6. The mentor tries to solve the personal problems of their mentee.

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**Continuous Internal Evaluation (CIE) Policy**

1. Each Semester consist of a minimum of 15 weeks instructions. i.e.  $15 \times 6 = 90$  instructional days
2. 80% % attendance for both theory and practical classes separately shall be mandatory to appear for Sessional examination and end semester examination.
3. In- semester assessment will be of 40 marks which include 20 marks for theory and practical Sessional and 20 marks for continuous assessment for theory and practical.
4. Continuous Internal Evaluation (CIE) carries 25% of total weightage, whereas 75% allotted for Semester End Examinations.
5. Internal evaluation is further divided in to four tools of assessment conducted in each semester.
  - A. Sessional examination for theory exam. shall be conducted for 30 marks for theory and shall be computed for 15 marks. Similarly Sessional exam for practical shall be conducted for 40 marks and shall be computed for 10 marks. Two Sessional exams shall be conducted for each theory / practical course as per the schedule fixed by the college. The average marks of two Sessional exams shall be computed for internal assessment
  - B. Any two of the following tools: Assignments, Open book test, Seminar presentation etc. are selected for in semester assessment for 4 marks.
  - C. Attendance for 4 marks
  - D. Student Teacher Interaction for 2 marks.
6. The tentative dates of internal evaluation are displayed on website, notice board as well as provided to students at the beginning of the year as a part of Academic calendar.
7. All the teachers are instructed to follow the schedule.
8. The question papers are set in such a manner as to ensure that they cover the
9. entire syllabus of the concerned course.
10. The question paper for the Sessional examination should be submitted by subject teachers well in advance as per the notice displayed to the teachers.
11. All the subject teacher should conduct in-semester assessment as per the strict directions.
12. Students are kept aware about the timelines and duration of examination by proper system.
13. Then respective subject teachers are directed to evaluate the answer sheets in stipulated time.
14. On completion of evaluation, the course teacher of each subject distributes the answer sheets to the students for their understanding and get signed by the students.
15. Students are given the chance to clarify with the teacher, if they have any doubt regarding the mark allotment.

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16. Subject teachers prepare the final mark sheets and display it on student notice board. subsequently, these mark sheets are submitted to Examination Dept.
17. Mark sheet of individual subject is displayed on notice board.
18. Any grievance regarding the evaluation like total of marks and/ or any discrepancy are sorted out during the showing of answer sheets itself.
19. Extra efforts should be plan for improvement of examination
20. At the end of semester, the total internal marks (continuous assessment and Sessional exam) are shown to the students, which they sign upon confirmation of their marks. Examination committee supervises the entry of internal marks in Internal marks entry register.
21. Before sending internal marks to the University, average sign by students is done under the observation of class teacher and if they have any doubt regarding internal marks then it is resolved.

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### **Examination Grievances Policy**

The students file grievances to Exam Department and it is monitored and analyzed by exam department in an efficient and timely manner.

For internal evaluation, the Principal is the final decision making authority to settle the grievances of internal evaluation.

In case of grievances of evaluation of University examination, the aggrieved is directed to make proper representation to University authority through the Principal.

#### **Institute level:**

1. Internal assessment is a completely transparent process. The procedure adopted is as per the norms of University.
2. After assessment of answer books, these are shown to students by subject teachers and students sign on answer sheet.
3. Subject teachers prepare the final mark sheets and display it on student notice board.
4. The final mark sheets are submitted to Examination Dept. after completion of all internal assessment within a given period of time.
5. At the end of semester, the total internal marks (continuous assessment and Sessional exam) should be entered into Internal marks entry register by the concerned subject teacher. Examination committee supervises the entry of internal marks in Internal marks entry register.
6. Before sending internal marks to the University, average sign by students is done under the observation of class teacher and if they have any doubt regarding internal marks then it is resolved.

#### **University level:**

1. At university level, student's grievances are resolved effectively. The students can demand for the photocopies of the answer books of any subject.
2. University provides photocopies to such applicant students within prescribed time limit.
3. On analyzing the photocopies and taking opinion of their subject teachers, if the students feel that after re-evaluation their marks could increase, the students are free to apply for re-evaluation in theory subjects.
4. The students can apply to the Director, Board of Evaluation & Examination, SPPU, Pune on payment of prescribed fee.
5. On receipt of such applications, University gets the answer books re-evaluated by competent subject teachers.
6. However, if there is no improvement in marks in the re-evaluation process, earlier allotted marks are retained and informed to the institute in a time bound manner.



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### **Research Policy**

Research is the backbone of academics. The institute aims to create and support a research culture for developing and promoting scientific temper and research aptitudes among its teachers and students. It helps to realize the vision and missions of the institute. The institute has Research Advisory Committee (RAC) for promoting research activities in the institute. Research and developmental activities creates and disseminates new knowledge in the field of pharmaceutical sciences, which promotes innovation and motivate better learning and teaching among faculties and students of the college. Research policy promotes research activities, best publications and develops collaborations between the departments of the institute and between the institute and industry.

#### **Objectives:**

- To provide efficient and effective support system for faculty and researchers in their research activities.
- To ensure that the publications by faculty and researchers should be in quality journals, indexed in Scopus/Web of Science, UGC Indexed journals with impact factor.
- To nurture an environment of undertaking socially useful research projects with potential for commercialization.
- To provide necessary information and guidance to the faculty members for applying Research Projects sponsored by external agencies such as UGC, AICTE, DST, etc.

#### **Research Development Policies:**

- Seminars are organized involving industry experts/eminant academicians as speakers providing platform for interaction and inculcate the research aptitude amongst the faculty and students of the college.
- Industrial training/visits are organized for students & faculty giving them exposure to latest technology used in manufacturing and quality control of pharmaceuticals, as well as updates on regulations followed by the industry.
- Faculty members are promoted to opt for Ph.D qualification in order to enhance their research interest and skills. Eight faculty members of the college have registered for PhD. Program.
- College has online subscription of scientific journals (DELNET)
- The faculty and students are motivated to present their research work in conferences like IPA students convention, IPC etc. giving them an opportunity to interact with faculty/scientists involved in research. It also provides exposure to the students/faculty on the research work carried out by other colleagues through their presentations.
- Faculty members are encouraged to apply for funded/consultancy research projects to enhance their research output.
- Faculty members are encouraged to publish their research work in peer reviewed journals.

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### **Publication Ethics Policy**

The institute emphasizes on promoting and maintaining high standards of integrity and accountability in conduct of academic research and is keen to implant and endorse a culture of honesty and transparency in the field of Pharmaceutical Sciences. Undertaking this commitment, the Institute highlight that academic freedom is a core value to be defended and sustained. The Institute is dedicated to guarantee a free academic environment to conduct research with ethical values and to publish the same. Research Publication is equally important part of research. Researchers should conduct their research from preparation of research proposal to publication in line with best practices and codes of ethics of relevant professional bodies and/or national and international regulatory bodies.

#### **Objectives of Policy:**

- To inculcate & promote research culture amongst the faculty members and students.
- To support best practices with ethical values in research.
- To respect the values of truth, fairness in experimental results and analysis.
- To sustain the integrity of a Research methodologies in discipline.

The purpose of this Code is to offer some guidance to researchers in the field of Pharmacy in keeping with the aims of the Society to value and promote the highest ethical standards in Pharmacy research. The Code of Ethics is intended to promote and support good practice.

In the pharmacy profession, the health and welfare of the public has always been and will continue to be the foremost concern among pharmacists. For this principle to be consistently placed above all other considerations in the practice of pharmacy, the Code of Conduct for students has embodied the minimum standards of proper conduct and professionalism for guidance of future pharmacists. The pharmacist can combine scientific research with professional care, the objective being the acquisition of new knowledge, only to the extent that the research is justified by its potential value for the patient.

#### **Guidelines on submission of the work:**

- The work has not been published before
- The work is not under consideration elsewhere for publication
- The copyright has not been breached in seeking its publication
- The publication has been approved by all co-authors and responsible authorities at the institute or organization where the work has been carried out.

#### **Guidelines for authorship and proposed changes to authorship:**

- It is recommended that authors adhere to the guidelines for authorship that are applicable in their specific research field. In the absence of specific guidelines it is recommended to adhere to the following guidelines:

- The person must have substantial contributions to the conception or design of the work; or the acquisition, analysis, or interpretation of data; or the creation of new software used in the work.
- The author must have drafted the work or revised it critically for important intellectual content;

### **Ethical issues**

- Data fabrication / Data falsification
- Duplicate submission/publication and redundant publication
- Duplication of text and/or figures (plagiarism)
- Authorship issues
- Undeclared Conflict of Interest (CoI)
- Plagiarism prevention with Cross Check

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### **Procedures and policies for ICT facilities**

The Institute has recognised importance of ICT facilities in teaching learning process and has defined procedures and policies for ICT facilities.

**These are as follows:**

- 1) The maintenance of ICT based equipment's is done through the budgetary provisions in each academic year.
- 2) The software (ERP) and college website is upgraded regularly.
- 3) The Institute has appointed computer operator who looks after and monitors ICT facilities.
- 4) Every year institute purchase computers to meet requirement of students.
- 5) The institute has high speed broadband and Wi-fi which is upgraded every year in terms of speed as well as service of vendors.
- 6) The institute has computer Lab, Language Lab and E-Library which is monitored by computer operator and librarian. Apart from this, computers are also kept in department library to meet requirement of PG students.
- 7) The class rooms and seminar halls are having the facility of LCD projector, LAN and Wi-Fi for use of ICT enabled teaching.
- 8) The staff are encouraged to participate in conferences for up gradation of knowledge of ICT tools. The institute also organise guest lecture on ICT tools through Internal Quality Assurance Cell.
- 9) The faculty members, non-teaching staff and students are provided with login id and password for use of various software like ERP, DELNET etc using internet facility to ensure browsing of appropriate content.
- 10) Antivirus is installed in all the computers to prevent, detect and remove malware which is updated regularly.
- 11) The institute has well equipped classrooms for the conduct of video conferencing and guest lectures for students and staff using subscribed online platforms like zoom app, google meet etc. The Institute has purchased smart board for enhanced teaching learning experience.

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### **Infrastructure Utilization and Maintenance Policy**

Institute has well established systems and procedures for maintaining and utilizing physical, academic and support facilities.

- 1) The Maintenance of infrastructure is met through the budgetary provisions in each academic year.
- 2) The established systems of maintenance ensure the repair and upkeep of physical and academic support facilities which are essential in creating an ambient and motivating environment for the teaching-learning process.
- 3) The institute's policy in monitoring the utilization of physical and academic support facilities is also a key aspect in upkeep of infrastructure. The recommendations and suggestions received during the monitoring of utilization helps the institute in identifying the parts of physical and academic support facilities to be enhanced subsequently.
- 4) The Institute looks after and monitors all civil works, parking area, water supply, sports and gymnasium. Upon receipt of complains from institute, the institute arranges the required labour for the completion of the job and gets the fault fixed.
- 5) The Institute has appointed electrician who looks after all the maintenance aspects of electricity and generator backup.
- 6) A plumber and carpenter is hired to sort out/ to do any repair work related to carpentry and plumbing problems of the institute in particular and in the campus in general on daily basis.
- 7) Lab Assistants monitors all the cleaning aspects of respective wings. He hires the labours on contract basis and utilizes this labour for cleaning of toilets, cleaning of internal roads, and maintenance of garden, maintenance of waste disposal and maintenance of sewage disposal.
- 8) PDEA has appointed the rector who looks after the hostel facility. Rector controls and looks after the maintenance of hostel facilities girls hostel. Rector and the team of security people monitors and maintain the hostel facility.

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### **Extracurricular & Cultural Activities Policy and Procedure**

#### **Aim:**

To pursue Extracurricular activities and Cultural programmes which would strengthen, promote the cultural interlinkage among the students and encouraging students to recognize their worth as unique persons.

#### **Objectives:**

- To provide opportunities for students to develop their leadership skills, both in college and in the community.
- To provide opportunities for students to share their capabilities and talents with others.
- To promote the performing art of various genre (Classical/Traditional/Folk/Tribal) in the filled of dance and drama.
- To promote the visual arts ( Painting, Rangoli, Mehendi and Crafts)
- To promote platform for student for their hidden talent.
- To guide the talented students for intra-college and inter-collegiate competitions.

#### **Committee Constitution:**

1	Principal	-Chairman
2	Cultural Incharge	-Member Secretary
3	Vice-Principal	-Member
4	Teacher representative	-Member
5	Cultural Incharge ( D. Pharm.)	-Member
6	Supporting staff	-Member
7	Student representative	-Member (Final Yr B .Pharm. cultural representative)
8	Student representative	-Member (T. Y. B. Pharm. cultural representative)
9	Student representative	-Member (S.Y. B. Pharm. cultural representative)
10	Student representative	-Member (F. Y. B. Pharm. cultural representative)
11	Student representative	-Member ( S. Y. D. Pharm., cultural representative)
12	Student representative	-Member ( F. Y. D. Pharm. cultural representative)
13	Student representative	-Member (M. Pharm. cultural representative)

## **GENERAL MECHANISM OF CULTURAL PROGRAMMES/ COMPETITION**

**STUDENTS MEETING FOR COMMITTEE PREPARATION**



**STAFF COMMITTEE PREPARATION**



**RULES PREPARATION FOR COMMITTEE**



**PREPARATION OF PROGRAM SCHEDULE**

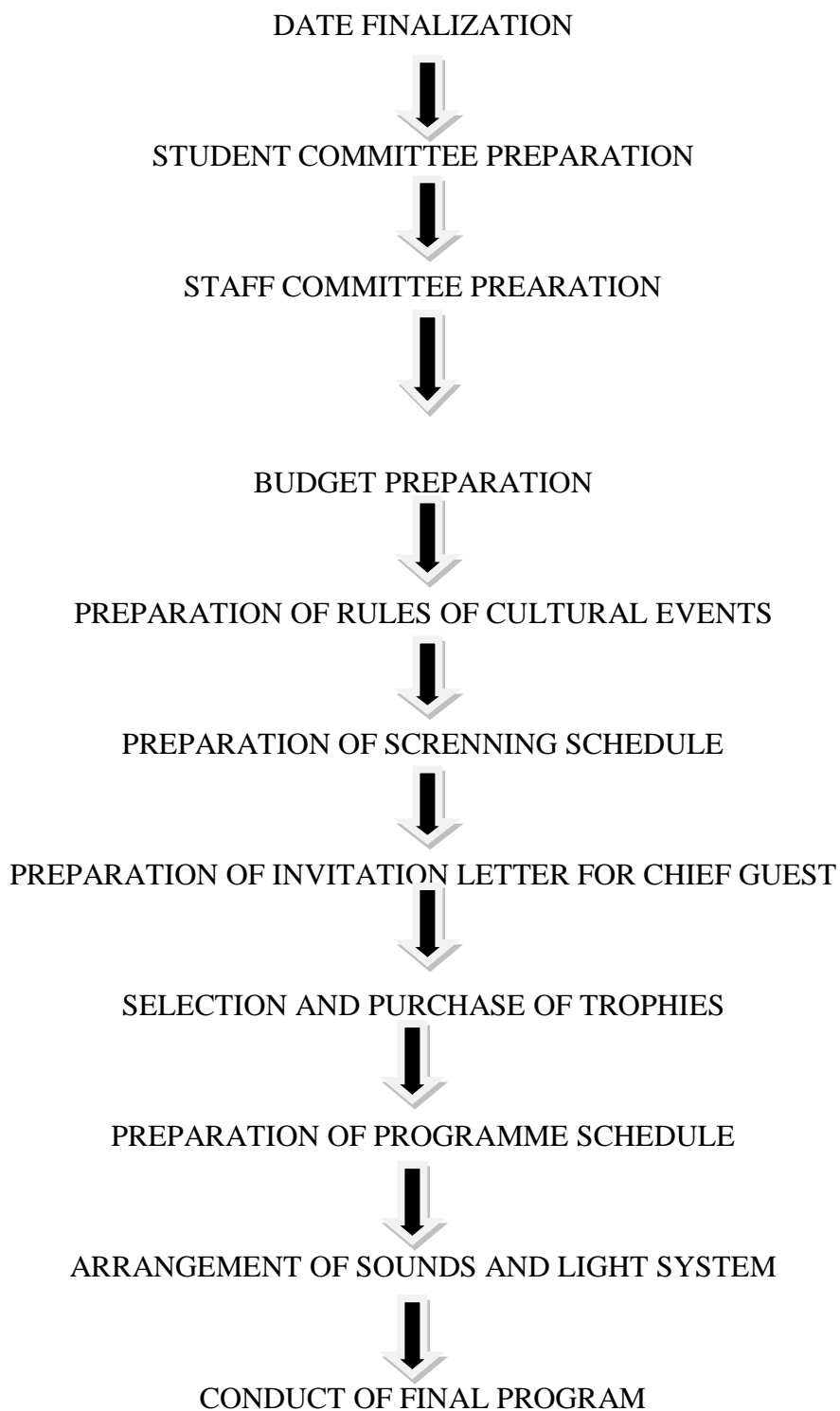


**STAGE ARRANGEMENT**



**CONDUCT OF PROGRAMME**

## **MECHANISM OF ANNUAL GATHERING CONDUCTION**





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### **E-Governance Policy**

#### **Institute E-Governance policies':**

With objective of efficient and simplified implementation of governance within institute, it was decided in College Development Committee and Governing Body to propagate e-governance in maximum activities of institute functioning.

1. **Institute Website:** The Seth Govind Raghunath Sable College of Pharmacy Saswad plays important role in implementation of E-Governance. The website of the college is updated regularly to cope up with changes as and when required. The institute website provides information related to about organization, Vision and Mission, institute staff and their profile, approvals and affiliation to various regulatory bodies, admission and admission process, Course offered, Academic calendar and time table, student support and activities, Training and Placement, Co-curricular and Extra-curricular activities, infrastructure and facilities available etc. To update the institute website the institute website incharge is appointed and is responsible to collect the relevant information from respective activity incharge and convey it to website manager for updating.
2. **Student Admission:** The Admission Committee is appointed in the institute and responsible to provide current admission procedure as per the DTE Government of Maharashtra on institutional website. The entire B. Pharm and M. Pharm admission procedure is online and transparently carried out by institute Application Receipt Centre (ARC) coordinator under the guidelines of Director of Technical Education, Government of Maharashtra. The website also has a provision to apply online for institute level admission through institute website. The Institute head, Student section and ARC coordinators are responsible for implementation of this aspect of the policy.<http://www.dtemaharashtra.gov.in/>
3. **Examination:** Savitribai Phule Pune University Online Form- The institute is affiliated to Savitribai Phule Pune University since from establishment and follows the online examination related rules and regulations advocated by University. The related activities are for Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of internal marks, etc. The University have appointed the College Examination Officer who is and responsible for implementation of online examination form filling procedure.  
<http://exam.unipune.ac.in/Pages/ExamFormsOnline.html>.  
Also internal examinations/assessment of students are conducted using google forms.
4. **Student Support and Academics:** Online platform for availability to students learning material like faculty notes, e-books, PPT, educational/informative videos can be accessed by students using internet facility provided by college. Teachers provide PPT of respective subject in the class. Also students can access PPT through visiting

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uploads by staff on social media network like slide share and You Tube. The study material can be accessed by the students through Learning Material Distribution Module.

Student Information System is utilized to collect student data more accurately and comprehensively and to inform policy and programmatic decisions related to student section, student profile and other requirements by using ERP Tally Student Data Entry software.

5. **Accounts:** For maintaining of ease and transparency in accounts, institute has Tally software. The institute accountant maintains the student's fees account, cheque, invoice, and online transactions in the tally software. The institute has facility for payment of student's fees and other fees through online system as well.
6. **Library:** Institute has "ERP System" for proper management of books, their issuance and return installed in library. The book accession numbers are used against the student name and student number for issuance of book. The barcode is given to each book as well as students and it is scanned during management of book issue and return by the student. The library also has e- journal subscription like N-list, Del-Net for students and faculty members and can access the journal through institute Login ID's and password. The library has OPAC system for remote access.
7. **Administration:** The information related to general management of the institute and work related to administrative office, faculty member, e-Notice and Leave management is controlled by administrative office.
8. **Feedback:** The online feedback system is used to collect the feedback from the stakeholders regarding the institute. The identity of the stakeholder remains undisclosed and unbiased feedback results are obtained. The feedback is collected through google forms.

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**Policy of Assistance Available under the Scheme**

**For full time teaching/Nonteaching staff of the institute.**

**1. *Employee Provident Fund-***

Institute provide EPF scheme to all teaching and Non-teaching staff. Every month the specified amount is deducted from employees' salary and deposited with management share to employees PF Account. The employee can contact institute Accountant/Administrative staff for further details. .Also Group Gratuity benefit is provided to all the staff.

**2. *Employee Group Insurance***

The college has employee Accidental Group Insurance for both teaching and not teaching staff through PDEA's Sevak Sahakari Patsanstha Pune.

**3. *Facilities to carryout Research work/ Acquire Higher Qualification***

Teachers get financial assistance for purchase of chemicals/glassware to perform their Ph. D 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

**4. *Leave***

- a. Leave is a privilege and not a right: it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
- b. Leave application: The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangement/internal adjustment among the faculty members of his/her any other department to keep the students engaged.
- c. No leave can commence unless it has been sanctioned: Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action penal deductions.

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- d. Acceptance of alternate: Employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employee shall refrain from the same.
  - e. No leave will be sanctioned on telephone: Except in case of extra ordinary circumstances/sudden illness, etc. This shall however, be recognized immediately on joining the duty in writing.
  - f. Continued absence of more than fifteen days, or repeated irregularity without intimation of any kind may render an employee liable disciplinary action including termination of services besides penal deduction.

**Kinds of leave:**

- 1. Casual Leave (CL)
- 2. Compensatory Off (CO)
- 3. Medical Leave (ML)
- 4. Earned Leave (EL)
- 5. Extra Ordinary Leave/Leave Without pay (LWP)
- 6. Duty Leave (DL)
- 7. Study Leave
- 8. Vacation Leave
- 9. Maternity Leave
- 10. Special Leave

• **Casual Leave:**

Casual Leave is intended to meet special circumstances for which provision cannot be made by exact rules.

- a) For teaching staff 15 days and non-teaching staff 08days casual leave in one calendar year.
- b) Casual Leave can be enjoyed at proportional rate commencing from the beginning of the calendar year.
- c) If any member of staff avails casual leave more than the proportionate, the leave may be considered as extra ordinary leave (i.e., leave without pay) by the sanctioned authority.
- d) Not more than 3 days' casual leave can be enjoyed at a time, to be extended to 5 days in most exceptional circumstances.

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- e) Total period of casual leave and holiday enjoyed at a time should not exceed 3 days. Only in exceptional circumstances casual leave can be extended to five days, if it is due.
  - f) Casual leave cannot be affixed or prefixed with Earned leave, Medical leave vacation.
  - g) Casual leave should not be availed without prior sanction and without making alternate arrangement of the work in consultation with HOD.
    - a. Employee are expected to attend regularly as per the collage timings, if an employee comes more than 10 minutes late, he/she must sign the muster roll marking the time at which he/she reports for duty.
    - b. If an employee comes more than 10 minutes late 3 or more timings during a month his/her casual leave accounts shall be debited at the rate 1 day's casual leave for 3 days' late attendance.
  - h) If there is tendency to fritter away leave, the following steps may be taken against the person concerned:
    - a) Refusal of casual leave, if it is believed that it is asked for without adequate ground.
    - b) Treatment of absence as leave without pay when a person has remained absent without alternative arrangements for his periods/work.
- **Compensatory Off:**
- a) No compensatory off will be allowed for completion of academic work allotted to teaching staff members.
  - b) Employee if asked to work (except academic work) on Sunday/Public holidays by the competent authority, with prior order, shall be entitled to have compensatory holiday provided they work for 5 hours on that day.
  - c) Compensatory holidays should not be accumulated more than three days at a time.
  - d) No compensatory off will be permissible if he has an already 3 compensatory offs at his credit.
  - e) Compensatory offs are to be enjoyed on full day basis (no half day compensatory off permissible).
  - f) Compensatory off should not be availed without prior sanction.

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- g) No compensatory off is allowed to carry over to the next calendar year.
  - h) No compensatory off is permissible for attending the remunerative work on Sundays or public holidays.
  - i) While asking for extra work (other than academic one), the competent authority should issue an office order in writing.

- **Medical leave :**

- a) All teaching and non-teaching staff members get medical leave for 10 days on commutation or 20 days on half of pay for each calendar year,
- b) Medical leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from doctor or a registered medical practitioner would be required in case where more than three days the person was sick.
- c) Medical leave cannot be sanctioned between two holidays. (i.e., one side holiday, student) otherwise it will be counted in medical leave.
- d) Employee applying for a medical leave should produce treatment certificate with their application and at the day of joining duty he/she should submit fitness certificate.
- e) If the employee avails medical leave for more than one month, he has to produce fitness certificate from civil surgeon at the day of joining duty.

- **Earned leave :**

**Teaching:** No earned leave for teaching faculty; however, vacation can be converted to earned leave. The basis rate for conversion is one day for two consecutive days.

**Non-teaching:** Earned leave is admissible to all non-teaching staff. (Excluding department technical staff).

- a) Employees should get earned leave for 30 days in each calendar year.
- b) Earned leave can be accumulated up to 300 days.
- c) Earned leave cannot be affixed and prefixed with holidays or Sundays or C.L. from both sides.
- d) Earned leave should not be availed without prior sanction.

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- e) If a person is absent without prior sanction of leave or without making alternate arrangement, his absentee for the day will be treated as extra ordinary leave i.e. leave without pay.
  - f) If employee avails earned leave, no other type of leave will be sanctioned in continuation with earned leave. In the situation when earned leave is prefixed with holidays or Sundays, the leave immediately after holidays and Sundays will be treated as earned leave.

- **Extra ordinary leave/leave without pay :**

- a) For reasons beyond one's control, if an employee has to avail leave in excess of one's authorization, he may be granted, "Extra Ordinary Leave/leave without pay "at the discretion of the Principle/Director/Management subject to exigencies of service. Such leave shall not exceed 3 months in a calendar year at a time.
- b) Maximum for 6 months, as above on medical ground where the staff has completed 3 years of continuous service.
- c) Maximum for 12 months, on medical grounds where the staff has completed 5 years of continuous service.
- d) Maximum for 12 months, for undergoing treatment on T B, Leprosy etc. Where the staff has completed one year completed service,
- e) Maximum for 18 months for undergoing treatment on T B, Leprosy etc. Where the staff has completed five year completed service.
- f) Maximum for 24 months for undergoing treatment on T B, Leprosy etc. Where the staff has completed ten year completed service.

- **Duty Leave:**

An activity of an employee which can bring recognition to the institute may be considered for grant of this leave. Duty leave may be granted for one or more of the following purposes:

- a) To deliver academic lecture.
- b) To work on behalf of the university/college.
- c) To read/present a research paper in a conference/symposium of national [international level or to attend workshop/seminar,



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- d) To attend selection committee or other such like committee meeting provide they are convened by a statutory body (university recognized by the Government).
  - e) To inspect academic institution attached to a statutory body or a university recognized by the Government.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:

- a) There exists a written request from the competent authority.
- b) The paper has been accepted for presentation and a communication to this effect received in writing.

**Study leave:**

- a) Leave for up to a maximum of TWO years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized institute.
- b) Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the institute. He/she will be required to furnish a bond for that will serve the institute at least for a period of 3 years after return the study leave.

• **Vacation leave:**

- a) All teaching and non-teaching technical staff is entitled for summer and winter vacation in one calendar year as per the rules of university.
- b) The vacation leave shall be got sanctioned in advance in writing as any other leaves.
- c) The vacation period amongst the faculty members shall generally be staggered to ensure that the institute functioning is not hampered.

• **Maternity leave:**

- a) Maternity leave may be granted to a permanent female employee who have completed two years' continuous service, having not more than two living children, shall be entitled to maternity leave on full pay for a maximum period of 90 days, subjected to production of medical certificate.

• **Medical Benefit:**



- a) Medical benefit in investigation, surgery through PDEA's SEVAK KALYAN NIDHI

- **Permission/ Movements:**

- a) Depending on urgency of the matter Principal/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

- **Women's grievances redressal Cell:**

- a) Institute constituted an Internal Complaint Committee/Women's grievance redressal cell to address issues related to women employee's/Girl students. The mechanism has been established to register/handle and solve the Festival Advance: Festival advance for Diwali occasion

- **PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL**

The procedures are will discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employee shall follow the procedure and apply through proper channel to avail the welfare scheme. The higher authority Principal/Director Technical Directors/ Secretary General 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

- **Festival Advance:**

Festival advance for Diwali occasion shall be provided the decision is 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.

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### **Policy of financial audit and process**

The Institute has deployed consistent internal audit in addition to the statutory external audit since establishment of college. The institute has a mechanism for internal and external audit. The institute has engaged in both internal and external audit to verify and certify the income, expenditure, stocking level of consumables and capital expenditure each year.

#### **1. The Internal Audit:**

- This is carried by internal auditors who have been permanently appointed by parent organization to check and verification of all the transactions that are carried out in each financial year.
- The internal audit team thoroughly checks all day to day transactions initiated under various departments - Purchase, Stores, Cash, Bank, Billing, Maintenance, Capital Works etc.
- In certain cases a pre-audit is also carried out. Variations if any identified are studied, analyzed and corrective mechanism suggested.
- Periodical reports are submitted by the internal audit to the management for corrective steps / measures if any required.

#### **2. The External Audit:**

- This is carried by external auditors who have been appointed by parent organization to check and verification of all the transactions that are carried out in each financial year.
- In the selection of the audit firm it will be ensured that there is no perceived conflict of interest between the appointed auditors and the institute at an institutional or personal level.
- External audit includes verification of all statutory commitments and compliance of the same carried out on an elaborate way taking into the reports of the regular internal audit.
- Apart from this all financial transactions including statutory compliances and filing of such returns in time are all verified and certified.

#### **General Process:**

- Institute has in place periodic financial internal and external audits.
- Parent organization appoints internal auditor and external auditors respectively for internal and external audits.
- The financial statements of the institute are audited independently by a qualified auditor in compliance with the accounting standards.
- Following the year-end closing process, all audited and final financial statements and reports are prepared and submitted to the Management. Audited financial reports, once approved by the management, are distributed to the legal authorities as required.



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By the mechanism of adopting both internal and statutory audit, the accuracy of the financials are achieved and maintained. The report by the audit team is immediately corrected and precautionary steps are taken to avoid such errors in the future, thereby adhering to standard accounting practices.

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### **Policy of recruitment and process**

#### **Recruitment Procedure:**

The vision of PDEA's SGRS College of Pharmacy, Saswad is translated into an organizational goal to identify and recruit and retained highly qualified, talented and diverse faculty/staff for positions in all academic fields. The staff selection committee is constituted specifically for the governing the recruitment procedure.

➤ **The process of recruitment includes:**

1. Search for prospective candidates.
2. Short listing of prospective candidates
3. Preliminary selection- staff selection committee
4. University approval of selected candidates

**1. Search for prospective candidates:**

The search for potential candidates is implemented as follows

- Advertisements are placed in the leading Marathi and English daily news papers listing the openings.
- The details of the openings including eligibility criterion, scale of pay and other conditions are displayed in the advertisement.
- The candidates have to satisfy the eligibility criterion to facilitate further consideration of their candidature.

**2. Application procedures:**

- The application form can be filled out online on the website and should be submitted along with all necessary enclosures to the administrative office, on or before, the scheduled date.
- The application should include all the relevant authenticated data regarding age, academic qualifications with clause/grades, experience, post held, publication list, statement of teaching interests, phone no., e-mail ID and the names of 3 references (with contact information) together with attested copies of certificates and marks cards (of all the years/semester) etc., in duplicate (in 2 sets).
- A separate application is to be submitted in the event of candidates applying for more than one category of post.
- If a candidate is applying for a reserved category post, an additional copy of the application has to be submitted to the reservation department of SPPU, Pune.
- Candidates, who had applied for the same post before, have to apply a fresh again.
- The age limit is as per the AICTE/UGC norms and subsequent orders in force.

**3. Short listing of prospective candidates:**

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Applications, when received, is organized, relevant information summarized, and sent to the respective HODs by the administrative office for short listing.

The objective of short listing is two folds:

- To reject applications that does not meet the eligibility criteria.
- To short list the candidates from the remaining list so that the number of candidates to be called for the interview with the Staff Selection Committee remains within manageable limits.

Usually, primary concerns at the stage are the educational back ground previous experience and research activities done by the candidates. The concern HOD short list the candidates based on the requirement of the respective department. The resumes of the short listed candidates are further ranked in the order of merits by the concern HOD and sent to the administrative office along with their comments and observations for the next level of the recruitment process.

**4. Staff selection committee:** The selection committee is constituted by SPPU, Pune in the following manner, with representatives as listed under each department.

- Head of the Institution/ Principal - Chairman of the selection committee
- Representative of the management - Member of the selection committee
- HOD of the department - Member of the selection committee
- Two subject expert - Member of the selection committee
- Vice-chancellor representative, general category: Member of the selection committee
- Vice-chancellor representative, reserved category: Member of the selection committee

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee recommends the list of selected candidates to SPPU, Pune within 72 hours. The succeeded candidates are issued appointment orders with a 15 days time frame to join the institute. After joining the institute by the candidates, approval process of SPPU, Pune is processed. The recruitment procedure is carried out on basis as per the requirement.



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### **Policy For Financial Assistance**

#### **ELIGIBILITY**

Financial assistance will be available for full time teaching and no-teaching faculty of institute.

#### **NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

Teachers will get financial assistance for purchase on chemicals/glassware to perform their Ph.D. research work in the college/and other research projects meant for various research activities.

Staff will be eligible for assistance to attend COLLEGE/STATE/NATIONAL /INTERNATIONAL, LEVEL SEMINARS/WORKSHOPS/CONFERENCES/SYMPOSIAS in the field of pharmaceutical sciences or related fields. Staff will also get financial support to obtain professional membership of relevant field.

#### **PROCEDURE OF APPLYING FOR THE SCHEME**

The staff willing to avail financial assistance for Ph.D. research work should submit the chemical/glassware requirement, approved by Principal and then submit to the stores section. The staff availing financial assistance under this scheme should submit their receipt of registration along with application and report with necessary supporting documents within three days after attending Seminar/Workshop/Conference/Symposia or after obtaining professional membership to the accountant of institute with remarks of the Principal.

#### **PROCEDURE FOR APPROVAL**

The chemicals/glassware's requirement for Ph.D. research work/research projects shall be communicated to head office for final approval by central purchase office.

The staff has to submit the certificate of attendance of Seminar/Conference/Workshop/Symposia/Professional membership to office with proper remarks of the Principal.

After submission of required certificate the accountant may release amount with the permission of Principal.

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### **Resource Mobilization Policy**

Resource Mobilization done through planning and control. For this the budget system is followed as under-

#### **a. Planning**

- Requirement of the human and non-human resources like laboratories etc as per the syllabus change, university change etc is prepared by the respective faculties/lab in charge and section in charges.
- Head of Department scrutinize and complies the requirements' received from the lab in charges and section incharges. Detailed departmental requirements for non-recurring and recurring expenditure for each financial year are submitted to the Principal.
- After scrutiny by the Principal, these are forwarded the Head Office.
- The proposal are reviewed by Management in line with overall organizational goals, availability of funds, current academic and other environment etc. After their review the same is forwarded for approval by Executive Committee and Honorable Trustees.
- Executive Committee and Honorable Trustees approve the budget after discussion and deliberations with the management and the Principal and faculty members. Accordingly instructions are given for provisioning of finances to meet the gaps.

#### **b. Control**

- Actual expenditure is monitored through budget note which shows the actual expenditure vis-à-vis the budgeted amount for each head of expenditure.
- In case there are additional requirements over and above the budget, then inter-head transfers are permitted i.e. within the overall budget, additional expenditures are permitted.
- Periodic review is held by the Head Office in which a comparison between actual and budgeted expenditure is done. Amounts budgeted but not spent are reviewed and the reasons are analyzed.
- Efficiency in use of resources is ensured through proper negotiation with vendors and suppliers of services so that the purchases of goods and services are at the best rates.
- Whenever donations are received by the trust, the same is allocated among the institutes as per individual requirement.

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### **Grievance Redressal Policy**

A systematic mechanism for the redressal of students' grievances is functioning in the college. If the student has any grievance on non-academic issues, she/he may approach the Teacher in-charge/ Department Head. If it doesn't get resolved there, the matter may be reported to the Principal who refers it to the grievance redressal cell, constituted as follows:

- Vice Principal
- Senior faculty
- Staff secretary
- Staff representative
- HoDs concerned
- Student representative
- Management representative

The cell looks into the grievance and makes its recommendations to the Principal. In order to address the grievances regarding academic matters, a four-level redressal mechanism is envisaged. Complaints regarding evaluation shall be brought to the notice of the teacher concerned. If the student is not satisfied with his/her decision, he/she may appeal to the Departmental Redressal Cell, which consists of the HoD, the teacher-in-charge for that class and the teacher against whom the complaint is made as members. The student shall also have the freedom to make a further appeal to the College Level Grievance Redressal Cell, which consists of the Principal, Controller of Internal Examinations and the HoD concerned as members. The verdict of the College Level Redressal Cell shall be final. Sexual Harassment Policy In compliance with the instructions of National Commission for women and guidelines issued in implementation of the directives of Hon'ble Supreme Court Judgement dated 13th August, 1997 on the subject of sexual harassment of women in the workplace, the college had duly constituted an Internal Complaint Committee for considering complaints of sexual harassment. The composition of the Complaints Committee was revised subsequent to retirement, transfer etc. of the existing Chairperson/Member.

Composition of the committee is as follows:

- A Presiding Officer who is a senior women faculty.
  - Two members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge
  - One member from amongst non-governmental organisations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment. At least one-half of the total members so nominated shall be women
- Complaint regarding Sexual Aggrieved woman can file the complaint of sexual harassment at workplace to the ICC within a period of three months from the date of incident and in case of a series of incidents, within a





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period of three months from the date of last incident. In case the aggrieved woman is unable to make a complaint on account of her physical incapacity, a complaint may be filed inter alia by her relative or friend or her co-worker or any person who has knowledge of the incident, with the written consent of the aggrieved woman.

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### **Anti-Ragging Policy**

In pursuance to the Judgment of the Hon'ble Supreme Court, the UGC guidelines and the Prohibition of Ragging Act, the following mechanisms are established to ensure a ragging-free campus:

- Wide dissemination of anti-ragging policy and warning through admission advertisements, prospectus and other information booklets.
- Obtaining signed undertaking from students and parents against ragging.
- Assurance by head of institution/departments to the freshers and parents about full protection and support against any attempts of ragging by seniors.
- Introducing anti-ragging policy and warning to the seniors through holistic education classes.
- Constitution of an anti-ragging committee and anti-ragging squad, as well as watch and ward arrangements to identify vulnerable locations and to keep a constant vigil and watch at such locations.
- Regular interaction and counseling with the students to detect early signs of ragging and identify trouble-triggers.
- Surprise inspection at hostels, students' accommodation, canteens, rest cum-recreation rooms, toilets, etc for preventing/quelling ragging and any uncalled for behaviour/incident.
- Installation of CCTV cameras at vital points.
- Offering orientation, mentoring and professional counseling to freshers to prepare them for the socio-academic life ahead.
- Updated information on the college website with the complete address and contact details of nodal officers related to anti-ragging committee.
- Creating awareness among the students about the functioning of the National Anti-Ragging Helpline.

The Anti-Ragging & Ethics Committee is constituted with the following members:

- Discipline committee
- Two administrative staff members
- PTA representatives
- Alumni representatives
- Student representatives
- First year class teacher

### **Policy for Differently- Abled Students**

The differently-abled persons need special arrangements in the surroundings for their mobility and independent functioning. The institute is expected to address accessibility related issues as per the stipulations of the Persons with Disabilities Act, and ensure that all existing structures as well as future construction projects in their campuses are made disabled friendly. The institute has decided to provide the friendly environment for the Physically Challenged persons in order to **bring them in to the main stream of the Higher Education** system. In view of this, the institute has planned to execute the following functions through constructing Differently- abled enabling Committee:

- To provide counselling to differently - abled students on the types of courses they could study at the institute and provide career guidance.
- To ensure admission of differently-abled students.
- To collect orders dealing with examination procedures, reservation, policies, etc., pertaining to differently-abled persons.
- To celebrate important days pertaining to disability such as the World Disabled Day etc., in the institute and also in the neighbourhood in order to create awareness about the capabilities of differently-abled persons.
- To take initiative in creating a disabled friendly campus by providing ramps at every possible place, wheel chairs and disabled friendly washrooms etc.

### **Green campus Initiative Policy**

- To create Environment awareness amongst the students and society.
- To maintain pollution free campus by observing green practices in the college campus.
- To Use Solar Energy on College Campus by installing Solar Lamps.
- To sensitize the students and staff regarding the use of water.
- To bring in use the 'Rain Water Harvesting' on the campus.
- To observe 'No Vehicle Day' and keep the campus vehicle free. It helps to save the fuel, avoids the environmental pollution.
- To maximize the use of ICT and minimize the use of paper. This helps to go towards 'less paper Office'.
- To use the solid waste through vermin-compost on the campus and use it as a fertilizer.
- The saplings of ornamental plants are given as a token of gratitude to the guest.
- To dispose E-WASTE through authorized vendor.
- To maintain green campus, 'Green Audit' is done regularly.