



KCT'S R. G. SAPKAL INSTITUTE OF PHARMACY

GOVERNANCE POLICIES

GOVERNANCE POLICIES



**R.G. SAPKAL INSTITUTE OF
PHARMACY, ANJANERI, NASHIK**

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1. PREAMBLE:

R. G. Sapkal Institute of Pharmacy, Nashik was established in academic year 2015-16 with Diploma in Pharmacy, affiliated to Maharashtra State Board of Technical Education, Mumbai, later Degree course in pharmacy was introduced in 2021 which is permanently affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere. The ADMLT course affiliated to Maharashtra State Board of Technical Education, Mumbai was also introduced from 2021 onwards. All the courses are approved by Pharmacy Council of India, New Delhi; Govt. of Maharashtra, Director of Technical Education, Mumbai, Dr. Babasaheb Ambedkar Technological University, Lonere and MSBTE Mumbai (Diploma Pharmacy).

These rules and regulations made henceforth be named as KCT's R G Sapkal Institute of Pharmacy – "Governance policies".

1. VISION, MISSION AND PROGRAMME EDUCATIONAL OBJECTIVES:

A. Institute:

VISION

[REDACTED]

To nurture talent into all round excellence by providing an educational excellence which is intellectually inspiring and technologically innovative and produce not just professionals but visionaries of tomorrow.

[REDACTED]

➤ We are committed to deliver quality pharmacy education in order to



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MISSION STATEMENTS

matrix the learners into globally competitive pharmacist who are professionally intellectually adept and socially responsible.

- To develop beginners globally as a worldwide leader in a pharmaceutical research with the goal to produce scientifically, technologically, and ethically competent pharmacist with effective administrative and communication skills.
- To educate students as pharmacy professional in serving a nation and world for sustainable development, society harmony and peace without compromising on ethics and quality.
- To give a test of creativity, innovation, research and provide students with a fundamental knowledge problem solving skills and business awareness

B. Programme: Bachelor of Pharmacy (B.Pharmacy)

VISION

To be a center of excellence in pharmacy education by offering value-based pharmacy and research knowledge to emerging pharmacists in society with multi skilled qualities.

- To inculcate high quality pharmacy knowledge and multifaceted skills to develop lifelong learning ability of students.



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MISSION STATEMENTS

- To nurture innovative research and modern tools based learning environment with a sense of social responsibility.
- To encourage and strengthen pharmacists in leadership qualities and ethical attitude for sustainable development.
- To establish industry institute interaction to develop critical thinking ability in budding health care professionals.

Programme: Diploma in Pharmacy (D. Pharmacy)

Vision:

To be an excellent pharmacy institute by offering quality education to develop multifaceted and socially responsible pharmacist.

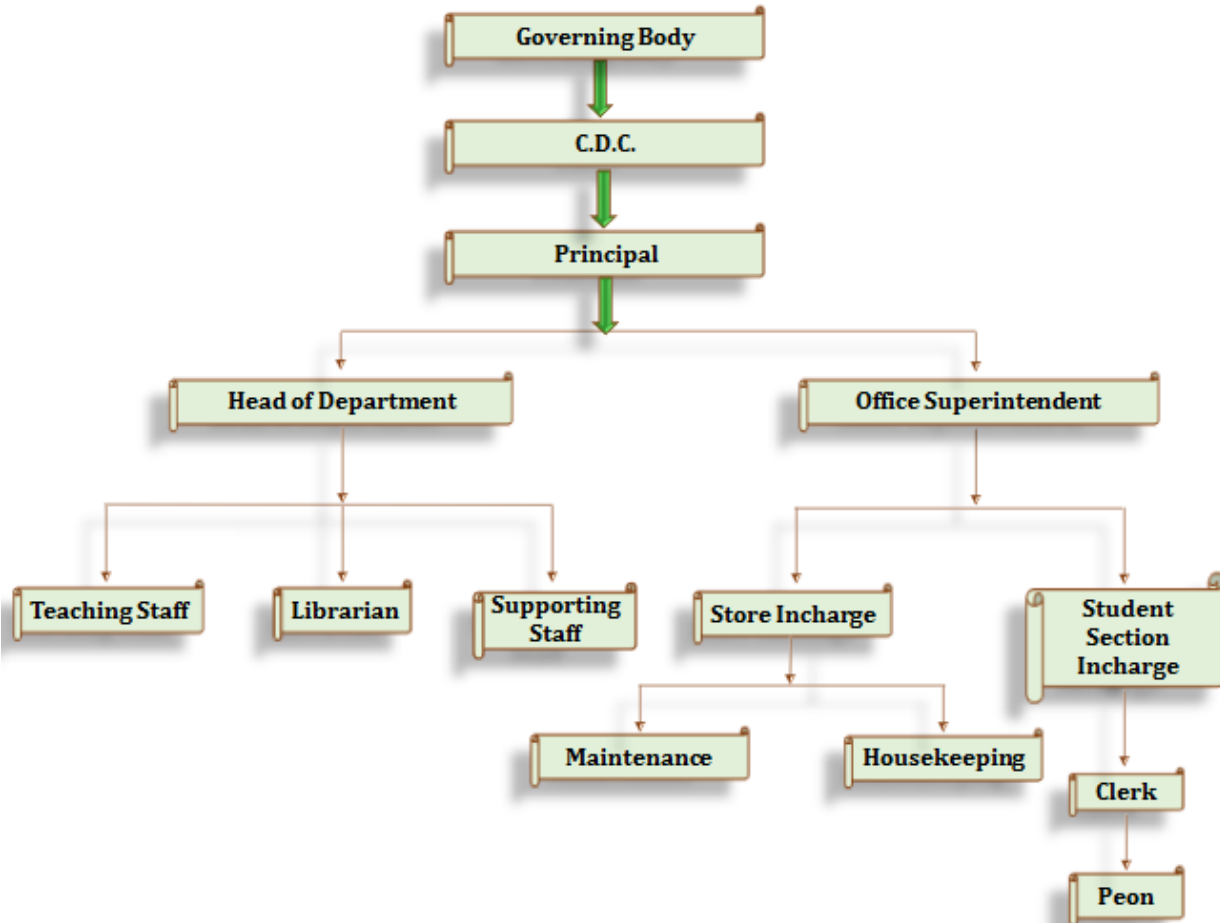
MISSION STATEMENTS

- To produce pharmacist by creating modern pharmacy learning environment to cater need of the pharmaceutical industry and society.
- To encourage holistic development of students with communication and leadership skills with the sense of social responsibility.
- To inoculate ethical and professional values for sustainable development.
- To establish industry institute interaction to create lifelong learners.

2. ORGANIZATIONAL CHART:



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3. ADMINISTRATIVE BODIES OF INSTITUTE

Scope of Academic Policies and Procedure Manual

The institute shall be governed by numerous authority bodies like;

- Governing Body
- College Development Committee
- Internal Academic Monitoring Committee

Governing Body:



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The governing body is constituted as per AICTE norms. It consists of management representatives, faculty representatives and experts from the field of industry and academia. The body mainly plays the governance part by proper planning and monitoring of utilization of resources.

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

Constitution:

- Chairman
- Member nominated by trust (4 Members)
- An Industrialist / Technologist/ Educationalist from the region.
- Nominee of the Affiliating University and MSBTE
- Nominee of the state government - Director of the technical education (ex officio)
- An Industrialist/ technologist /educationalist from the region nominated by state government
- Member secretary (Principal)

Roles and Responsibilities:

- Approve the institution's mission, strategic vision, long-term academic initiatives, and make sure they serve stakeholders' interests.
- The appointment of a principal, and delegate the authority to the principal for the institution's corporate, financial, estate, and personnel management.
- To abide by the laws, statutes, and bylaws of the university, the DTE, the PCI, and other governmental organizations.
- The governing body is in-charge of managing the college's finances, educational programme, research and development initiatives, academic programme administration, and other operations.



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- Track and assess the institution's efficiency and performance in relation to its approved key performance metrics and strategies.
- The governing council may assign committee members to perform certain tasks, but the principal will continue to be ultimately responsible for the management of the institution.
- Shall endorse the college's plan for raising the standard of instruction it offers, for making efficient use of resources, for maintaining its financial stability and for protecting its assets.
- Fulfil the purposes for which the institution was established to ensure that it is well operated.
- Constantly acting in the college's best interests.
- Assume general accountability for students' welfare.
- Approving annual estimates of revenue and expenses (the annual budget).

College Development Committee (CDC):

Constitution:

- Chairman of the management or his nominee ex-officio chairperson
- Secretary of the management or his nominee
- One head of department, to be nominated by the principal
- Three teachers elected by the full-time amongst themselves out of whom at least one shall be woman
- One non-teaching employee, elected by regular non-teaching staff from amongst themselves
- Four local members, nominated by the management in consultation with the principal from the fields of Education, Industry, Research, and Social service of whom at least one shall be alumnus
- Co-ordinator, Internal Quality Assurance Committee of the college
- Principal of the college-Member-Secretary



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Roles and Responsibilities:

- Create an all-inclusive development plan for the college's academic, administrative, and physical expansion that will allow it to nurture excellence in its extracurricular, co-curricular, and curricular activities.
- Choose the college's overall teaching schedule or calendar for the year.
- Make suggestions to the management for adding new academic programmes and creating more teaching and management positions.
- Evaluate any self-financing courses in the college and offer suggestion.
- Make specific recommendations to the administration to develop and strengthen the research culture, consultancy, and extension activities in the institution.
- Make specific recommendations to the management to encourage the use of information and communication technology in the teaching and learning process.
- Encourage academic collaborations to strengthen teaching and research.
- Provide specific advice on how to enhance instruction and develop effective training programmes for college staff.
- Make detailed suggestions to the management to encourage academic partnerships to improve teaching and research.
- Make specific suggestions to the management to promote the use of ICT in the process of teaching and learning.
- Provide detailed advice on how to enhance instruction and create effective training programmes for college staff.
- Offer suggestions for the college or institution's welfare programmes for students and staff.
- Examine the Internal Quality Assurance Committee's reports and offer appropriate recommendations.
- Create a proper admissions process for various programmes while adhering to the law ;
- Plan important college annual events like annual day, sporting events, cultural celebrations, etc..



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- Make recommendations to the administration regarding the disciplinary, safety, and security concerns of the college or institution.

Internal Academic Monitoring Committee:

Internal Monitoring Committee comprises of head of the institute, head of program/academic coordinator and two senior lecturers for periodic monitoring of academic working of the programs twice in academic year and submit its reports to the Head of institute.

Constitution:

- Principal of the college - Member – Secretary
- One head of the department elected by principal.
- Two senior faculty selected by principal
- Two Non-teaching employee.

Roles and Responsibilities:

- To approve the academic calendar and monitor its adherence.
- To supervise the curricular, co-curricular and extracurricular activities of the program.
- To implement the curriculum implementation and assessment norms provided by MSBTE/DBATU and maintenance of the documents and assessment records.
- To conduct the IAMC twice in a year.
- Monitoring of proper utilization of budget by the programs.
- To collect and analyze the feedback from stakeholders and other apex bodies.

Frequency of meetings:

Governing body:

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

College Development Committee:



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The College Development Committee Meeting takes place once in a academic year. However, the Secretary/Chairman may call the meeting within 24 hrs in case of emergency.

Internal Academic Monitoring Committee:

Internal Monitoring Committee Meeting takes place twice in a academic year or as per the requirement.

Delegation of financial power:

The principal has the authority to spend up to Rs 5,000 per instance, based on the importance of the situation. These are to authorize the purchase of laboratory consumables (books, etc.) above and beyond the standard annual procedure.

- To allow reimbursement for travel (conferences and seminars) and other expenses incurred for official purposes.
- To look after visitors, parents, alumni, and stakeholders.
- To sponsor faculty/staff for academic activities in accordance with regulations.
- To authorize any additional expenses he deems necessary. Head of the Department: The Head of the Department has the authority to spend up to Rs 2,000 per transaction, based on urgency and necessity (chemicals, Recurring expenses), and equipment repair.

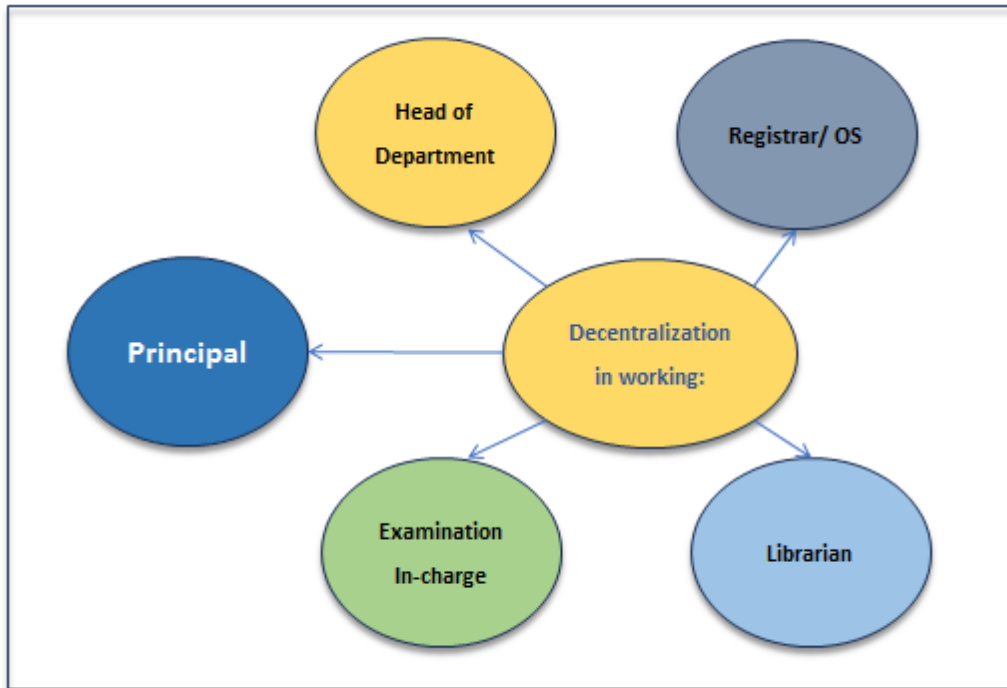
Transparency and availability of correct information in Public domain:

- During the orientation programme upon arrival, all students joining RGSIOIP are informed of the policies and processes at the college.
- The society manual contains the same information.
- Circulars that solicit input are used to send out periodic reminders.
- The internet has all the information that all stakeholders need or are interested in.
- Parents and guardians receive regular communications.
- Parents are informed through SMS of absences, sessional grades, monthly attendance, absences from exams, etc.

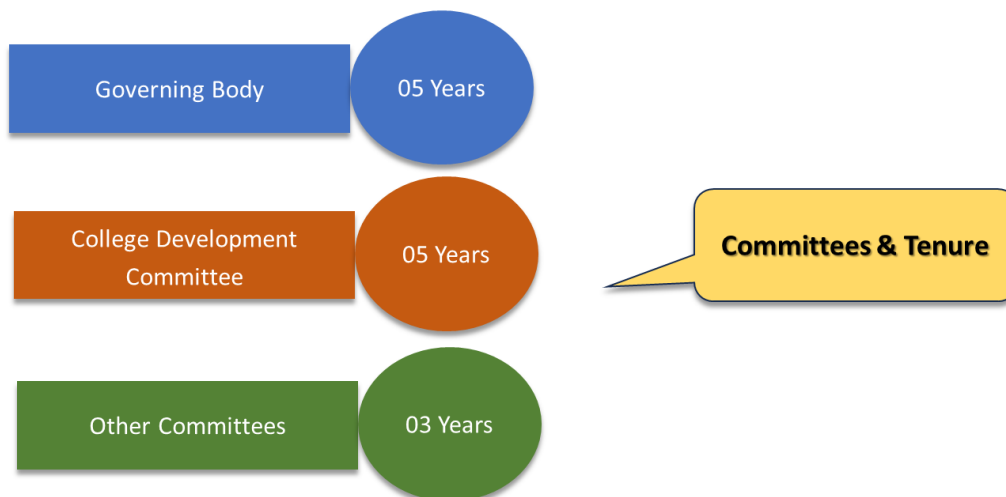


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Decentralization in working:



Tenure of committees:





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Meetings and meeting procedures

Types of meetings:

Management committee meetings

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

Special (or extraordinary) meetings

The committee permits the holding of special meetings. Special committee meetings may be called by resolution of the present members or upon request of the chairperson by the committee secretary. These meetings are held so the whole membership can deal with specific agenda.

Meeting procedures

General requirements for a meeting

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

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

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

Notice and agenda of meeting

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

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



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

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

The role of the meeting chairperson

The President/chairman shall precede all the meetings

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

- Ensuring proper notice was given and an agenda provided;
- Checking (and usually signing) the minutes of previous meetings;
- Dealing with the agenda;
- Keeping order and facilitating discussion;
- receiving motions, putting them to the vote and declaring the result;
- Making sure decisions are reached on issues discussed and that everyone understands what the decisions are; and declaring the meeting closed.

Quorum

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

Attendance by Committee members

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



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Apologies

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

Leave of Absence

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

Use of Technology

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

Confidential items

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

Minutes

The minutes of each meeting will be circulated as soon as possible after each meeting and will be presented at the next regular meeting. Members who wish to question the accuracy of the minutes should contact the committee chairman before to their confirmation.

The minutes of Committee will record:

- The nature of the meeting, whether regular, special, or adjourned.



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- The date, time and place of the meeting.
- The name of the person presiding at the meeting, the names of members of committee who are present, the names of officers of the college in attendance, the names of any persons present by invitation and the names of members who have tendered an apology.

4. OTHER COMMITTEES

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

A. Statutory Committees

Academic Advisory Committee

Objectives

- Scrutinize and approve the proposals with or without modification of the boards of studies with regard to courses of study, academic regulations, curricula, syllabi and modifications thereof, instructional and evaluation arrangements, methods, procedures relevant thereto etc.
- Make regulations regarding the admission of students to different programs of study in the college keeping in view the policy of the Government.
- Make regulations for sports, extra- curricular activities, and proper maintenance and functioning of the playgrounds and hostels.
- Recommend to the governing body proposals for institution of new programs of study.
- Advise the governing body on suggestions pertaining to academic affairs made by it.
- Perform such other functions as may be assigned by the governing body.



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Roles and Responsibilities

- Preparation of academic calendar with reference to MSBTE/DBATU academic calendar in the beginning of year.
- Distribution of work load to the all faculty members.
- Coordinating with library committee to ensure availability of all the required books as per syllabus before commencement academic year.
- Ensure availability of lab manuals/journals one month before the commencement of the academic year coordinating with store department.
- Course files validation at the beginning and monitoring during teaching tenure.
- In span of every 15 days, investigate the syllabus completion as per teaching plan.
- Any deviation brought into attention of the head of institute.
- Handling & monitoring VMedulife, Online Exam, and Feedback etc.
- Ensuring every lecture/practical commencing at predetermined time & ask students who are wondering here & there.
- Periodic verification of academic responsibilities of the faculty members in the Department.
- Preparation of time table and its display on the concerned class notice boards/ official what's app group.
- Ensuring class / lab work as per time table.
- Verification of adjustment & conduction of class / lab work of the faculty applying leave.
- Ensuring Work load compensation instead of adjustment only.
- Providing all academic documents required during inspection of EIMC/ PCI/ AICTE.

Anti-ragging Committee

According to Maharashtra Prohibition of Ragging Act, 1999 "Ragging" means display of disorderly conduct, doing of any act which causes or is likely to cause physical or psychological harm or raise apprehension or fear or shame or embarrassment to a student in any educational institution and includes-



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- Testing, abusing, threatening or playing practical jokes on, or causing hurt to such student.
- Asking a student to do any act or perform something which such student will not, in the ordinary course, willingly do.
- The Anti-ragging committee to create awareness against and to prevent any ill incidents taking place in the campus as per Pharmacy Act, 1948 (8 of 1948).
- Depending upon the nature of the offence as established by the Anti- ragging committee of the institution the possible punishments for those found guilty given as per Maharashtra Prohibition of Ragging Act, 1999.

Roles and Responsibilities

- To monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the college.
- The Anti-Ragging Committee of the college shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- To prevent or to act promptly against the occurrence of ragging or any incident of ragging which comes to their notice.



Do's

Contact anti-ragging squad in case of any form of ragging

Say 'No' to Ragging and make the campus ragging free

Maintain and follow rules & regulations of the Institute

To conduct orientation programmes and other events to create harmony among freshers and seniors



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Don'ts

Do not indulge in ragging as ragging is punishable

Do not force any student for any form of ragging

Do not indulge in any act of physical abuse

Disciplinary Action:

- Immediate suspension of student-pending inquiry by Anti-Ragging Committee on complaint of indulgence in ragging.
- If found guilty lodging F.I.R. with Police Station and Rustication from Institute.

Grievance Redressal Committee

✓ **Students Grievance Redressal Committee**

Objectives

- The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. A grievance Cell should be constituted for the redressal of the problems reported by the students of the college with the following objectives:
- Upholding the dignity of the college by ensuring strife free atmosphere in the College through promoting cordial student-student relationship and student teacher relationship etc.
- Encouraging the Students to express their grievances / problems freely and frankly, without any fear of being victimized.
- Suggestion / complaint Box is installed in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improvement of the Academics / Administration in the college.



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✓ **Employees Grievance Redressal Committee**

Objectives

Selection of Staff Grievance Redressal Committee Members as per the provisions of UGC for Regulation of addressing, employee's grievance in the Institution. In response to the section 45(3)(e), 46(3)(d), section 86 of the act as per UGC for addressing, employee's grievance in a Technical Institution, "Employee's Grievance Redressal Committee (GRC) has been constituted for KCT's R. G. Sapkal Institute of Pharmacy, Anjaneri-Wadholi, Nashik with immediate effect. The Committee is requested to contribute effectively to dispose the grievances at the earliest. There shall be a Grievance Redressal Committee to deal with grievances of the teaching and non-teaching employees of the University departments, affiliated colleges, recognized Institutes and conducted Institutes and to hear and settle grievances.

Anti-Discrimination Committee

According to UGC guidelines; To oversee the effective implementation of policies and programs for disadvantaged groups, to provide guidance and counselling with respect to academic, financial, social and other matters and to enhance the diversity within the campus. According to Equal Opportunities, Protection of Right and Full Participation Act 1995;

- Ensure equity and equal opportunities to the community at large in the college and bring about social inclusion
- To help individuals or a group of students belonging to the disadvantaged section of society to contain the problems related to discrimination.
- To disseminate the information related to schemes and programs for the welfare of the socially weaker section as well as notifications/ memoranda, office orders of the Government, or other related agencies/ organizations issued from time to time.
- To sensitize the college on the problems of SC/ST and other disadvantaged groups.



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- To prepare barrier free formalities/ procedures for admission/ registration of students belonging to the disadvantaged groups of society.
- To enhance the diversity among the students, teaching and non- teaching staff population and at the same time eliminate the perception of discrimination.

Gender Sensitization Committee

Objectives

- As per the direction of PCI and UGC, RGSIOIP constitutes a Gender Sanitization Committee and a special cell to deal with the issues of gender based violence and to conduct gender sensitization program.
- The aim of this initiative is to prepares and raise the voice of the students as well as faculty members who may suffer any act of sexual harassment or gender discrimination, to whole interaction with students to create awareness about gender discrimination and remedies available to curb it, take preventive step to curb eve-teasing and create a healthy and safe atmosphere in the institute for people of all genders specially women.

In order to comply with the PCI regulation for "Gender Sensitization cell has been constituted for KCT's R.G. Sapkal Institute of Pharmacy, Anjaneri-wadholi. Nashik with immediate effect. The committee is requested to contribute effectively to dispose the grievances at the earliest.

SC/ST reservation committee

Objectives

Scheduled Castes (SC) and Scheduled Tribes (ST) have been identified as the two most backward groups of Indian Society. They include all the castes, races or tribes, which have been socially, economically and educationally backward. The cell has been established to support and to bring students from such communities in the main stream.



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Roles and Responsibility

- Promotes the special interest of students from the reserved category.
- Provide special inputs in areas where the students experience difficulty.
- To counsel and guide SC/ ST students and help them to manage academic and personal issues of college life effectively.
- To provide prompt counseling for any emotional emergencies arising on account of any event at the campus.
- To aware the SC/ST students regarding various scholarships program of state government and UGC.
- To collect reports and information of government and UGC's orders on various aspects of education, employment of SC/ST Students.
- To circulate government and UGC's decisions about different scholarship programs

B. Adhoc Committees

Examination Committee

Objectives

- To ensure proper organization of examinations, tutorials and tests including moderation, tabulation and declaration of the results
- To appoint examiners, moderators and paper- setters form amongst the persons included in the panels prepared by the respective board of studies
- To undertake, exercise and experiment in examination reforms
- To carry out examination reforms by use of modern technology and update the same from time to time.
- To prepare the time schedule of examination and dates of declaration of their result at the beginning of the term and notify the same
- To carry out any other function as may be assigned by the Governing Body.



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Roles and Responsibility

- The exam cell is looking after all affairs of external as well as internal examinations.
- Evolve mechanisms to address student's grievances and display relevant details thereof.
- Preserve full confidentiality at one side to maintain standard & significance of assessment & on other hand maintain full transparency about activities of examination by informing to staff & students.
- Maintain regular contact (telephonically or by checking website) with external examining bodies so that not to miss any change in schedule, regulations etc.
- Maintain all relevant records in systematic manner which can be inspected by internally & external committees as well as which can be converted into quantitative form as per NBA/ NAAC requirement. Preserve all relevant soft data in computer.
- Forward detailed report of result analysis to the principal after declaration of result. Forward information of major accomplishments to the cell for public relations & publicity for wider media coverage.
- Prepare & forward list of stationary requirement for examination section for approval.
- Forward activity plan of next academic session for incorporation into academic planner.
- Exercise such other powers and perform such other duties as may be prescribed or assigned to him / her, from time to time, by the Head of the Institution.

Library committee

Objectives

Library Committee is constituted for ensuring smooth functioning of library and coordination with faculty members and management.

The Library Committee exists to support educational programs through research into areas such as core competencies and trends in the delivery of education, and to recommend the development of programs focused on emerging topics of interest and concern to the library community. In addition to the goals and objectives, the committee shall also explore the following:



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- To encourage and promote competencies as a base for development of training within the organization and to adapt and use them for staff and library development.
- To conduct a comprehensive survey of how the students are using the core competencies and their awareness of them.

Roles and Responsibility

- Library committee shall set and monitor strategic direction on library matters.
- Chairman of the committee shall guide the college librarian in formulating general library policies and regulations which govern the functions of the library and efficient use of library resources. The college librarian shall be responsible for the day to day operational management of the library.
- Library committee shall propose library budget for the college and department. It shall be the duty of the librarian to provide proper documentation services and updating library collection.
- All the members of the committee shall work towards the modernization and improvement of library, documentation services and to adopt measures to enhance readership.
- Library committee shall formulate regulations for usage, access and borrowing of the contents of the library.

Alumni Association

Objectives

- To promote and develop the mutual relationship and rapport among the alumni, the present students, the staff, the management and trustee.
- To arrange guest lectures on science and other subjects by inviting eminent alumni and other experts in their field of specialization.
- To institute scholarships, prize medals, etc. to deserving students, with a view to encourage healthy competition and bring out best in the students.



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Roles and Responsibilities

- To increase interaction or help to increase interaction between the institute, past students of this institute and present students undergoing education in this institute.
- To make available the industrial training, placement and other facilities to the present students with the help.
- To undertake, conduct, carry on, and help to carry on scientific /academic study and research in pharmacy.
- Assist to organize lectures, seminars, refresher courses, conferences, get together etc.
- To encourage educational cultural fund raising sports and such other activities as Governing body may deem fit in furtherance of the objects.

Social & Extension Activities: NSS Committee

Objectives

The objectives of cell are to provide formal platform of NSS to the students to explore various dimensions of their personality. This will facilitate them to understand & attain predetermined course objectives especially relates to soft skills, attitude building, ethics & social responsibilities. The cell is involving in organizing camps & other events of social work in association with University cell. Also ensure that for all outstation activities prior permission of students/parents are taken. Also ensure that there is no mishap as reported previously. Therefore ensure utmost care in selection of students, offering instructions & successful completion of camp or other activities.

Roles and Responsibility

- To provide formal platform of NSS to the students to explore various dimensions of their personality.
- The cell is involving in organizing camps & other events of social work in association with University cell



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- Maintain all documents, photographs & expenditure & prepare audited statements annually for submission to affiliating university.
- Plan & coordinate activities of NSS by giving special thought as how & when to provide opportunity/occasion.

Gap analysis committee

The department is privileged to have distinguished personalities from industry and academia as members of gap analysis committee, who have been guiding us to improve the quality of education and to ensure that the budding pharmacists are able to meet the industry requirement.

During the gap analysis committee meeting, various issues related to curriculum and the process of outcome based education are discussed and refined further.

The department is privileged to have distinguished personalities from industry and academia as members of gap analysis committee, who have been guiding us to improve the quality of education and to ensure that the budding pharmacists are able to meet the industry requirement. During the gap analysis committee meeting, various issues related to curriculum and the process of outcome based education are discussed and refined further.

Responsibilities

- To decide missing elements in the course content, such as specific topics or skills that we should cover. They can revise the curriculum to incorporate these missing elements with this information.
- Weaknesses in curriculum execution, such as limited opportunities for learners to practice and apply the coursework.
- Knowing where your implementation gaps are can help you provide more opportunities for students to practice their learning and strengthen their skills.



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Gymkhana Committee

Objectives

The Gymkhana Committee will work towards the betterment of the life of students. They will be responsible for organizing and managing all students related activities at the institute or outside the institute. The Committee shall be responsible to foster and promote academic, technical, cultural, sports and welfare activities in the institute. The Committee shall endeavor to raise common grievances and demands of students with competent authorities.

Roles and Responsibility

A) Cultural Activities

- The Cultural Committee shall be responsible for all intra and inter college cultural events in the College.
- To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the college.)
- The Convener of the committee shall conduct a meeting of the committee on regular intervals to discuss and allot tasks.
- Procedure to organize cultural events: To prepare the Annual Budget for various cultural events
- To obtain formal permission from the College authorities to arrange programs.
- To decide the date, time, and agenda of the programs.
- To inform members of staff and students about the events.
- To arrange the venue and logistics
- To invite the Chief Guest and other guests of honor.
- To arrange mementos for guests and Trophies Medals and certificates for the participants.



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B) Sports Activities

- Finalize the selected lists for sports at the college after approval from principal.
- Monitor the physical education and sports activities at the college.
- Keep track of stock and all sports facilities at the college.
- With the help of sports committee members plan and execute the development of proper sports facility at the campus.
- Supervise the activities of various sub committees of sports activities.

C) Magazine

- To generate ideas for articles and features.
- To prepare editorial committees.
- To select articles for issues and planning publication contents.
- To organize meetings with writers and designers to discuss and plan the features section of the magazine.
- To rewrite, edit, proof reading and subbing copy to ensure it is ready to go to press.
- To receive quotations from different printing press. To finalize the quotation with the permission of Principal and Executive director

Admission committee

Objectives

- The admissions committee plays an integral role in shaping the composition of the incoming class at a higher education institution. It is a task that requires careful consideration, deliberation, and insight into each applicant's potential to succeed and contribute to the institution. The ultimate aim is to assemble a dynamic, diverse, and capable student body that will enhance the academic and cultural milieu of the university.



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Roles and Responsibility

To decide on all the matters relating to Admissions of the students at both UG & Diploma Level.

Data Collection

- To collect the details of the students of different junior colleges studying in 12th standard.
- To disseminate the information regarding admission process, documents required, scholarship criterion for various categories etc.

Counseling

- To provide all the information related to admission process under Centralized admission process & Institute level to the students & parents.
- To counsel the parents & students at the time MHT-CET examination regarding admission process & facilities available at college.
- To receive & respond the inquiry calls, record data of all calls & peoples visited for admission.

Facilitation Center

- To make the required arrangement before start of the Facilitation center.
- To coordinate with all staff members for smooth running of facilitation center during admission process.

Reporting At Institute

- To make the required arrangement before commencing of reporting at Institute.
- To coordinate with all staff members for smooth running of reporting during all admission rounds.

Advertisement

- Starting & operating Social Media like Facebook, Twitter, Youtube etc.
- Starting & operating Admission Whatsapp Group.
- Such other activities related to admissions deemed fit by the institute.



C. College Cells

Internal Quality Assurance Cell

Objectives

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

Roles and Responsibilities

- To initiate, plan and supervise various activities that are necessary to increase the quality of the education imparted in college.
- Promote co-curricular, extra-curricular and other types of activities as part of asserting quality in teaching, learning and evaluation.
- Coordinate among various departments in the college & support for orientation, refresher and other short-term training courses for teaching and non-teaching staff.
- To consider opinions/comments of stakeholders such as Alumni, Parents & Industry about course structure /curriculum while framing the activities.
- Direct support staff for continuing education & overall developments to improve in their work quality.

Purchase & Inventory Control Cell

Objectives

A Purchase Committee is a group of designated staff established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc. Purchase Committees (PC) should be established and managed by the



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head of the Institute and they have the ultimate responsibility for the successful outcome of the evaluation process.

Roles and Responsibilities

- To take follow up of available stock in the lab as well as in the store.
- To ask requirement of chemicals, glasswares, instruments from teaching staff after distribution of workload for respective academic year in the month of April.
- Finalization of requirement list after checking the availability of stocks in lab and in the store.
- To ask quotations from different suppliers Finalization of suppliers with concession from Executive Director.
- To draw purchase order for required materials.
- To ask respective teaching staff to check the quality of their requirement for damage, leakage or any other unavoidable issues.
- To ask respective teaching staff to issue their chemicals in respective labs before starting the practical's.
- Call periodic meetings of members as per requirements.
- Maintain the meetings and action taken report in the meeting register time to time.

Innovation of Intellectual Property Right and Entrepreneurship Development Cell

Objectives

This cell aims to train and motivate young professionals in self-employment as well as generate employment. Upon completion of this program, one will gain sufficient knowledge on applicability of technology for setting up industry, an exposure to sources of finance and management practices required for industry as well as marketability of the product(s).



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Roles and Responsibility

- To encourage the students to think creatively and generate innovative ideas leading to the generation of new knowledge, ideas and inventions.
- To provide requisite wherewithal to prospective entrepreneurs to take their idea/innovation forward to a logical conclusion.
- To inculcate a culture of innovation driven entrepreneurship through student projects.
- To facilitate the transfer of RGSIOIP developed research results and new knowledge of commerce and industry.
- To provide assistance to faculty members, and students of rgsioip in assessing the patentability and commercial potential of their inventions.

Research and Development Cell

Objectives

- To motivate the faculty members and the students for R&D activities in the area of their specialization.
- To promote research activities in frontier areas of Pharma field.
- To enhance the research output of the institute by research paper publication in referred journals and presentation of papers in reputed conferences.
- To promote Institute- R&D Organization- Industry Collaboration
- To encourage Core Competence and Consultancy work.
- To organize various workshops/ seminar/ trainings related to promotion of research.
- To create awareness about filing Patents & IPR.
- To undertake research activities and development projects offered by agencies such as DRDO, RCI, DST, AICTE, UGC, etc.

Roles and Responsibility

- To work closely with the industrial needs that eventually will result in new or improved products, processes, systems, or services that can increase the company productivity.



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- To establish collaboration with other universities, public and private sectors and identify R &D projects including consultancy services which could be undertaken at the institution.
- Promote, by maintaining highest standards of academic integrity, interdisciplinary research, faculty entrepreneurship and formulate related policies
- Promote faculty to organize and attend conference/STTP/workshops/ Seminars/Training/ FDP for faculty.
- Create awareness and promote faculty for publication, research contribution and patents.

Placement and Career Guidance Cell

Objectives

Training and placement cell is an integral part of our institute and has provided complete infrastructure for effective functioning of the employability trainings and placement activities. Training activities are organized throughout the year in an effort towards preparing the prospective students for the campus selection programs.

Roles and Responsibility

- In plant training/ Internship for final year students. As a part of the curriculum, arrangements will be made for the students to undergo practical training for 90 days period.
- T & P Cell plans and executes visits of prefinal/ final year students to different Industries/ Organizations located in different regions of India to get right exposure and opportunity for training.
- To arrange guest lectures of senior company personnel for students.
- To provide considered necessary training to students within the vicinity of Personality Development and Communication Skills.



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- Those considering careers in higher education or its related fields will be offered detailed career guidance at the Training and Placement Cell to facilitate their admissions in Prestigious Institutes to pursue higher studies in specialized areas.
- Campus Recruitment Programme (CRP) will be promoted for the young students aspiring for appropriate placement in Government Departments, Private/Public Sector Undertakings, Industries and Research/Academic Institutes.

Cell for Medicinal Plant Garden

Objective

The objective of the medicinal garden is to create awareness of conservation and traditional uses of herbs and medicinal plants to visitors, and to also be a place where students, and others can learn how to identify and conserve these important plants.

Roles and Responsibility

- Prepare list of medicinal plants which are planted in medicinal plant garden Introduce newer medicinal plants to garden
- Supervise the medicinal plant garden for its maintenance.

6. ACADEMIC POLICIES:

The Institute is headed by the Principal. The Academic Conduct of the college is monitored by the (IQAC). An Internal Academic Monitoring Committee (AMC) is constituted, which functions under the guidance of the Principal & IQAC.

Academic Conduct & Delivery of Syllabus Contents

- RGSiOP follows the syllabus prescribed by PCI syllabus. As per the regulations, two years pharmacy course follows annual pattern.
- For overall development of students along with course curriculum, many activities viz. laboratory experiments and guest lectures are conducted apart from activities



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required for fulfillment of identified gaps.

- In order to assess the mapping level of POs for content beyond the curriculum, feedback from graduates, suggestions from the academic committee and subject experts are taken into consideration.

Academic Calendar

In the beginning of every academic year, RGSIOIP prepares academic calendar as per MSBTE/ DBATU Academic calendar and Circulars with the goal of organizing the academic activities for the future session. It is finalized by the Principal and IQAC. The academic calendar prescribes beginning and end of session dates. It also specifies dates for conducting the Exams, Field Visits, Industrial Visits, Hospital Visits, Cultural events, Guest lectures and Sports activities, Co-curricular activities, Placement Drives.

Teaching Plan

Teaching plan for theory and practical classes is prepared by subject in charge taking into account the academic calendar and the curriculum provided by PCI and MSBTE and the total number of working days excluding holidays and Sundays and then planned accordingly, which should cover the entire curriculum and get it approved by the Principal prior to the commencement of the course. It is available to students.

Academic Time-Table

Departmental academic time-table is prepared and displayed on the notice board & Personal Timetable of each faculty is attached in individual course file. The institute stringently follows the academic calendar and timetable. The timetable is prepared, which determines the designated classrooms, laboratories and the respective Course Incharge. Internal Academic audits are conducted twice in a session and once in a session by external agencies.



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Preparation of E- resources

The IQAC guides the subject teachers for the preparation of e- content. The e- content is prepared in four categories:

- a) PowerPoint presentations for basic content of the topic.
- b) Reading material/Notes / References of books
- c) Assignments / Project works on the given topic
- d) Audio-Video Lectures

The Institute has developed well-equipped and furnished ICT classrooms .Institute uses Senses Board and Vmedulife portal for better understanding. By taking help of Senses screen the contents from the syllabus are explained to the students and the whole topic revision is taken during Tutorial hours. Questions based on the topics are allotted to the students for assignments during Tutorial Hours. Assignments are conducted by using google classroom, & moodle.

The topics are explained to students through e-learning in the form of clips from the Internet or YouTube to help them better understand the concepts and learning mechanisms. If necessary, a practical demonstration is also carried out on the Senses Board. The institute provides computer equipment with Internet access and Wi-Fi, which provides students with open access that, can help them learn independently.

Mentor – Mentee

Teachers and mentors act as students' advisors and monitor student performance, while mentors take care of each student. In order to identify weak and brilliant students, the performance of Students in internal examination sessions is also taken into account. Students with learning difficulties are encouraged to express their problems in classto their mentors and subject teachers. Mentor gives advice to students who do not attend classes regularly and perform poorly on internal assessments.

The Mentors are allotted to the enrolled First Year students. These Mentees are assigned to



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the respective mentors till the course completion. The Mentor is able to monitor the progression of the academic development of the mentees throughout course completion. Mentors act as the guide, advisor, and support structure to bring out the best in student by learning about their strengths and weakness.

The Mentors and Mentee meetings are scheduled by the mentor thrice every academic year. The Mentees can approach the Mentors as and when required beyond the scheduled meetings for guidance of their concerns.

Role of Mentor:

1. To support and encourage student's overall academic development.
2. To solve difficulties encountered by the students at the academic level.
3. To help students understand their strength areas, and work on their areas of weaknesses.
3. To advice about various avenues for future growth in profession.
4. The students can meet and consult their mentors during college hours.

Role of Mentee:

1. Take advantage of the opportunities presented by their mentors.
2. Be open and responsive to feedback, criticism, and coaching.
3. Contact the Mentor whenever required and honor the time given by their mentors.
4. Maintain integrity and confidentiality at all times.
5. Exhibit a willingness and desire to work hard.

7. CODE OF CONDUCT FOR STUDENTS:

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

- Ragging is strictly prohibited within / outside campus. Defaulters will be dealt as per Maharashtra Anti- Ragging Act, 1999.



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- Students shall fill up enrolment form as per the schedule notified after completion of admission process.
- Students should sign anti-ragging affidavit as per guidelines.
- Student shall collect identity card and library cards.
- 75% attendance (As per MSBTE/ DBATU norms) for both theory and practical classes separately shall be mandatory to appear for sessional (Internal) and annual examinations. If mandatory attendance requirement is not achieved, the student will be detained from examination.
- In case of leave (less than 2 days), students should get the leave sanctioned from mentor and class teacher & HOD.
- In case of medical leave, application with medical certificate needs to be submitted.
- In case of confide reason, the college authority should be informed well in advance about probable absentee with a mandatory condition to maintaining minimum 75% attendance.
- Every student shall carry valid college I-Card in the college and campus premises.
- No student shall come late or leave earlier without prior permission and must follow the time table.
- Every student will have one allotted mentor to address academic / personal problems.
- Students should issue practical manuals/assignment & field visit book, tutorials from the stores.
- In lab hours, students should be in lab coat and cap along with their practical manual.
- Unless manual is completed for the earlier exercise, he/she will not be allowed in the practical laboratory for the next practical.
- Students with certified manual will only be eligible for practical annual examination.
- The use of mobiles is strictly prohibited in the laboratories, classrooms, library and corridors. In case of emergency, use of mobiles in the common room is allowed.
- The students should be in college uniform.
- Students are advised to see the academic, examination and account notice board and



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official WhatsApp group daily.

- Discarding papers and similar materials in the campus or corridor is strictly prohibited.
- Students are neither allowed to sit on the steps, fence walls or loiter in the corridors. Loud talking near and around the library, staff room and passage shall be punishable.
- Students should to maintain discipline and decorum in the classrooms, laboratories, and library and within the institute premises. Any kind of misbehaviour in the college campus will not be entertained.
- Students should not damage college property.
- Student should not be involved in anti-national/social/racial activity.

8. CODE OF CONDUCT FOR EMPLOYEES

- All employees shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time.
- Every member of the staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general.
- In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out.
- Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behaviour by giving a personal example.
- An employee who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action.
- Every member of the staff being an educator is bound to give good example to the



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students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behaviour.

- All the members of the staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority.
- All members of the staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work.
- The members of the staff shall not carry out of the Institute documents, tools, equipment and materials belonging to the Institute, or should handover to the students or any unauthorized persons without prior permission of the Management/Principal.
- An employee shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal in writing.
- The behaviour of an employee with male, female students and with co- employees shall be modest.
- An employee shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Competent Authority/Management and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department.
- An employee shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty.
- Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct.
- An employee shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or co- employees.
- Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will



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be treated as breach of code of conduct.

- Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct.
- Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct.
- In addition to ordinary Institute work, staff will be required to participate in co- curricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give.
- When an employee is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must be willing to oblige the Principal.
- An employee shall report for duty when leave has been refused or when leave has been cancelled.
- The employee shall at all-time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being.
- An employee shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. One shall strive hard to promote the interest of the institute.
- The employee, except in accordance with any general or special orders of the Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not



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authorized to communicate such document or information, or to make any use thereof.

- The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal to be prejudicial to the academic and administrative interests of the Institute.
- The employee shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal.
- The employee without the express sanction of the Management/Principal, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise.
- An employee shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute.
- The employee shall not, by writing, speech or deed or otherwise indulge in any activity which is likely-to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds.
- An employee shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute.
- A teacher shall perform his/her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University.
- A teacher shall have freedom of thought and expression. He/She shall not misuse the



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facilities or forum of the Institute while exercising the freedom of academic thought or work.

- A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the Institute.
- A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal/Governing Body/Management.
- A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes.
- A teacher shall not be partial in assessment of a student or deliberately overmark, undermark or victimize students on any grounds.
- A teacher shall not conduct/participate in private coaching classes directly or indirectly. He/She shall also not accept private tuitions.
- A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration.
- A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion.
- Failure to conform to the above-mentioned norms shall be construed as misconduct.

Rules for Recruitment for Teaching Staff: For the recruitment of teaching staff RGSiop follows PCI regulations, DBATU and MSBTE guidelines. All the recruitments are done by advertising the vacant post and conducting the interviews of applicants who has applied in response for advertisement or through referral and placement consultants At the time of appointment strictly norms for qualification provided by PCI are followed.



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APPOINTMENT

1. All appointment means: Individual appointed by Managing Trustee or an authority appointed by the Managing Trustee and having the authority to appoint any person.
2. All appointments to any categories of post shall be made by appointing Authority on the recommendation of the selection committee constituted by competent authority.
3. Qualification and experience: For the appointment of teaching & non-teaching staff, PCI / DTE / MSBTE norms wherever applicable will be followed.
4. A member of the staff can be appointed only after following proper selection process as recommended by the competent regulatory authority. If appointed against a permanent post such staff shall be placed on probation ordinarily for a period of two year provided the Management may waive it for exceptionally deserving candidate or extended the period of probation for a further period of three months. After satisfactory completion of the period of probation the employee shall be confirmed by the Management with effect from the date of appointment and he / she shall be communicated of such confirmation in writing.
5. The services of any employee on probation may be terminated without assigning any reason whatsoever.
6. Any material misrepresentation or deliberate omission of a fact in the employment application may be justification for refusal of, or if employed, termination from employment. The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews.
7. Every employee, other than casual / daily wages shall be engaged by a letter of appointment before taking up his post. The letter of appointment shall state clearly the type of appointment offered, trainee / probation / ad-hoc. The letter of appointment shall contain the terms of employment and other service conditions. The employee shall sign a copy of the appointment letter as a token of acceptance. This will be retained by the institution.



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8. An employee may discontinue his services in the college even after his confirmation by giving three months' notice or by paying an amount equal to three months' salary in lieu of notice provided that there are no dues outstanding against the employee.
9. No member of the staff shall apply for an employment elsewhere without taking a written permission from the Head of the Institution / Principal.
10. It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the institution.

PROMOTION

1. The faculty up gradation shall be considered strictly as per PCI norms.
2. Up gradation of other staff will not necessarily depend solely on seniority.
3. The following factors will also be taken into account:
 - i. Past performance record,
 - ii. Potential for higher responsibilities,
 - iii. Punctuality and good conduct on and off the premises,
 - iv. Good Performance in Interview

PERFORMANCE APPRAISAL

1. The annual evaluation program of the employees of the institutes run by Kalyani Charitable Trust is established to provide a planned and scheduled opportunity to the employee and their authority to meet and mutually identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified rating period.
2. For the employee, evaluation indicates:
 - i. Where he / she stands in relation to the expectations of the Institution, the department, and the immediate supervisor.
 - ii. Assures mutual understanding of responsibilities and work assignments.



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iii. Serves as a source of assistance and guidance in improving and preparing for advancement.

3. For the Authority the evaluation:

i. Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job.

ii. Assures that the employee is fully aware of assigned duties and responsibilities.

iii. Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the Institute.

iv. Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.

v. Establishes the basis for better two-way communications.

vi. Serves as a major consideration in matters concerning employee development, promotion, transfer, retention, salary, and job performance improvement.

4. All staff employees should be evaluated annually. However, unscheduled performance evaluations may be conducted as often as necessary and are advisable when employee's performance is less than satisfactory. Each Institution may initiate unscheduled evaluations as per the requirement.

5. The employee's supervisor / manager is responsible for conducting the review and evaluation with the employee.

Leave rules

a) Casual leaves

- The staff should make an application to the Principal for leave two days prior/in advance.
- To adjust the academic schedule with respective co teachers and inform them.
- 8 casual leaves can be availed in one academic year.
- Casual leaves cannot be taken between two holidays.
- Casual leaves should not be taken in continuation of weekend holidays.



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b) Medical leaves

- Medical leaves are granted as per the code decided by the Organization.

c) Sabbatical leaves

- Sabbatical leaves are granted as per the policy defined by the Organization from time to time.

d) Compensatory leaves & Duty Leaves

- Extra working hours and days apart from regular working days can be converted into leaves if required by the faculty and staff.
- Compensatory leaves should be discussed with the Principal / Vice Principal / HOD and then applied for; to take care of academic schedules.
- Compensatory off cannot be taken in- between two holidays or in continuation of weekend holidays.
- The faculty members who are assigned examiner duties in other colleges are granted Duty leave for the same.
- Faculty members attending Conference for Paper presentations, accompanying students for Study Tours are granted Duty Leaves.
- The faculty member should discuss in advance for the grant of Duty Leave with the Principal.
- The Faculty members should submit necessary documents of attendance for claiming the leaves.



9. MAINTENANCE POLICY

Library

Maintenance Policy -

- All the books are given accession number. The books are segregated subject wise.
- The old books are identified and properly bound to prevent further damage to the books.

Responsibilities - Library In-charge, Asst. Librarian

Utilization Policy-

- While entering into library, the entry is made in the register which includes details like, Date, Name, In-time and Out-time.
- For utilizing library facilities, the book card is submitted to the library-in-charge at the time issuing books.
- For reference books one day return policy is implemented and book card is required to submit.

Laboratories

Maintenance Policy-

- The gas pipeline and the burners are checked every year and it's regularly monitored for its leakage. The leaked pipes and taps are changed whenever required.
- Exhaust fans in the laboratories are regularly checked by the electrician for the proper functioning.
- The distillation unit is checked at regular intervals for functioning of coils and the faulty coils are replaced as and when required.
- The requirement of chemicals, glassware & equipment's are checked annually and is



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communicated to HOD, and documented by the lab assistant.

- The issues regarding repair and maintenance are recorded in the register maintained by the store.

Responsibilities - Respective Lab In-charge, Laboratory Technician

Utilization Policy -

- The Laboratories are used as per the time table.
- The Lab in charge maintains glassware"s and chemicals issue register for the respective lab.
- The day-to-day maintenance like, calibration of the equipment is carried out by Lab-in charge.
- For utilizing Inter - Departmental laboratory, the written application of the work to be carried out along with Equipment"s, Chemicals used for work and duration of work given to respective HOD.

Classrooms

Maintenance Policy-

- The Fans, Light and electricity supply is checked at regular time intervals.
- The classroom is cleaned by sweeper every day and it is monitored by office superintendent.

Responsibilities- Electrician, Sweepers

Utilization Policy-

- The classrooms are utilized as per the timetable displayed on the Notice board.
- Every student can report to classroom 5 minutes prior to lecture or academics.

Computer Room

- All the computers and printers etc. in the institute are checked by the computer technician for Maintenance of systems and software whenever required.
- All the computers are protected from threats by updated antivirus software.
- Internet connection is provided from the central server.



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Responsibilities- Computer Technician

Utilization Policy -

- Before using computer, every student is supposed to make entry in the register maintained by computer in-charge.

Sports Facilities

Maintenance Policy-

- The issues regarding repair and maintenance are lodged in the register maintained by the store, which is frequently monitored and necessary action is then implemented.

Responsibilities- Store In-charge

Utilization Policy-

- For utilizing sports equipment's, students have to enter the details in the register maintained by store and the store in-charge then issues it.

Sophisticated Instruments

Maintenance Policy-

- The log books are maintained for equipment's.
- The regular maintenance of equipment's are carried out by concerned Lab In charge
- Institute has Annual Maintenance Contract for the maintenance of sophisticated instruments every year.

Responsibilities - HOD, Lab In-charge, Laboratory assistant

Seminar Hall

Maintenance Policy-

- The working of audio-visual system and cleaning of seminar hall is monitored by regular intervals.

Responsibilities- Office Superintendent, Electrician



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Building

- An electrician and plumber are available to sort out the electricity and plumbing problems of the institute on daily basis.
- Fire extinguishers are refilled annually for fire safety.
- The building is cleaned every day. Sweepers are looking after the cleanliness of the building.
- Generator is installed in institute premises (128 KW) for uninterrupted power supply.
- Apart from this UPS is also installed. It supplies power back-up to instrumentation room, conference room and seminal hall. The batteries of UPS are replaced as and when required.
- The campus is protected by concrete wall; CCTV cameras are also installed for security and safety.

Responsibilities - Office Superintendent, Electrician, Plumber, Stores In-charge

Drinking water

Institute has installed 4 water coolers equipped with Aqua guard™ water purifiers.



10. GREEN CAMPUS POLICY

The institute follows environment and eco-friendly practices and education to promote sustainability in the campus. Green campus initiatives prefer to use nonconventional and renewable resources. The green campus initiative also includes proper handling, disposal of waste, harvesting and saving water, purchasing of environment friendly, power saving equipment's.

The institute is implementing different activities among students and promoting awareness about a social responsibility of conservation of natural resources and accelerating the sustainability and environmental protection by tangible initiatives for green campus as given below,

- ✓ Solar Hybrid Water Heating System
- ✓ Solid & Liquid waste management
- ✓ Water conservation
- ✓ Use of ERP Software to reduce paper work.
- ✓ Plantation and landscaping in RGSIOIP Campus.
- ✓ Segregation of Solid Waste
- ✓ Utilization of solar power
- ✓ Use of Light Emitting Diode (LED)
- ✓ Transport facility
- ✓ Use of bicycles/ Battery-powered vehicles
- ✓ Tree plantation in the campus
- ✓ Promote to Use of eco-friendly material from various activities.
- ✓ Plastic free campus and Alternate Measures to minimize Use of Plastic



11. POLICY FOR PHYSICALLY DISABLED

- The design of campus with provision of facilities like ramp for disabled students.
- Setting up the proper text and pictogram signage such fire exit, lights, notice boards and signposts.
- The use of signage of male and female symbols, in accordance with standard specifications.
- The college ensures provision of accessible, gender-sensitive, safe, usable and functional washroom facilities for disabled students (Divyangjan)
- Provision of wheel chair, vehicles and equipment's for employees and students as per their requirement.
- Scribes and additional time at the time of examination as per norms.