



Shri Balaji Shikshan Prasarak Mandal's

B. Pharmacy College, Ambajogai

■ Modi learning Centre, Ambajogai, Beed, Maharashtra ■



Institutional Policy Document

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About the Institute

The B. Pharm program began in 2010 with a sanctioned intake of 60 students and the M.Pharm Pharmaceutics started in 2011 with a sanctioned intake of 18 students with the goal of offering quality pharmacy education to all social segments living in rural areas.

The institute governance in accordance with the rules and regulations of affiliated university Dr Babasaheb Ambedkar Marathwada University, Ch. Sabhajinagar, the Pharmacy Council of India (PCI), the Directorate of Technical Education (DTE), and the government of Maharashtra.

The Vision

To emerge as a dynamic academic institution dedicated to excellence in pharmacy education, fostering an inclusive environment where students from all sections of society thrive and excel.

The Mission

- M1.** To empower students for impactful careers in pharmacy through best teaching-learning practices.
- M2.** To promote equity and inclusion in pharmacy education, ensuring all students feel valued and supported.
- M3.** To enhance pharmacy education through active engagement and collaboration for social benefit.

1. GOVERNING POLICY

Functions & Responsibilities of the Governing Body:

The Governing Body works towards ensuring that all stakeholders, including students, faculty, Employee and management are confident and have faith in the institution. It also ensures that all those assigned authority for various nodal functions, both within and outside institutions, carry these out effectively. Some key functions:

Adopt rules and procedures for good governance of the institutions.

To appoint the Principal the teaching and non-teaching Employee on the recommendations of the selection committees constituted under the relevant regulations of the University.

To monitor and review the academic progress of the institute periodically

To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.

2. RECRUITMENT POLICY AND SERVICE RULES

Employee Appointment

Recruitment process take place for different of positions within the institute from candidates that meet the necessary requirements in terms of knowledge, aptitude, experience, and skill as specified by the competent authority. In general, the institute follows with the specifications, salary ranges, and other guidelines provided by the University, the Pharmacy Council of India and Government of Maharashtra Resolutions, from time to time in this regard.

Recruitment & Selection Process

Advertisement

Any vacancies that need to be filled is advertised in reputable newspapers and on the websites of the institute, and recruiting is done in accordance with the regulations of the affiliated university.

Interviews and recommendations for selection given to qualified candidates by the Selection Committee, which is constituted by the Management/Affiliating University.

Candidates selected in accordance with the Selection Committee's report and appointed by the Competent Authority in a salary scale relevant position.

After receiving an appointment letter, the candidate must join duties in specified period

Probation and Confirmation

An employee shall subject to the procedure prescribed for selection and appointment, be appointed on probation for a period of 24 months from the date on which he/she joins duties and after the satisfactory completion of the probation period he/she may be confirmed and informed accordingly or his/her services shall be terminated provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's pay is paid to him/her in lieu of the notice period.

Working Days

Every employee must stick to the duty hours that are essential to their specific category inside the Institute and as may be updated periodically.

Teaching Staff: 6-day week (Mon.-Sat.)

Non-teaching (Technical & Office) Staff: 6 day week (Mon.-Sat.)

The management/principal may alter the above-mentioned working days at any time by sending out a notice and without paying any extra remuneration.

Attendance

Recording of Attendance

Every employee is expected to sign the attendance muster or, if suitable, the ERP biometric in order to document their daily attendance (both "IN" and "OUT" times).

Late reporting for duties

Every employee has a duty to be present at work promptly for the commencement of their given work. Any employee reporting late for duties more than 3 occasions in a month will lose One day's casual leave. Frequently being late for work will be considered misconduct and will result in disciplinary action. An employee on outdoor duty is required to record any leave taken whether from home or after recording attendance, by filled out the Register Outdoor Duty and submit outdoor duty certificate in office .

Outdoor duty

An employee on outdoor duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by enter in the register outdoor duty form and submit the same to the attendance section duly sanctioned by the Competent Authority, along with proofs of the outdoor duty. Failure to regularize the absence while on outdoor duty will result in marking the same as leave without pay.

Weekly Off

The weekly off at the Institute at present are Sunday. However the Management reserves the right to change the weekly off depending on need, at any time in future by issuing a suitable communication. Not with standing the above, the Management at any time, may introduce staggered weekly-off system for a section of employees or an individual employee, depending on nature of work. An employee will not be entitled to any additional compensation for working on staggered weekly off basis.

Paid Holidays

Presently the Institute grants paid public holidays which include also the national holidays, as declared by the University and Govt. of Maharashtra. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the institute.

Vacation

Vacation is applicable only to the teaching staff who are confirmed and those who have completed two year of probation /4 semesters of teaching. The calendar for an academic year including vacation shall be as fixed by the Institute from time to time. A faculty including Principal is entitled to 30 days EL or vacation as per the guidelines of university during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the Institute during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Principal.

The Principal may reject the vacation/part of the vacation to a teacher if his/her services are required in the Institute. If a teacher is unable to go for vacation due to his/her responsibilities in the Institute, then the unconsumed vacation due to a teacher will be converted into equal to one of half of such unutilized vacation. (Half of unutilized vacation will be converted into Earned Leave.)

Leave Facilities

All leaves are calculated on the basis of calendar year from 1st January to 31st December every year in case of non-teaching staff and academic year from 01st June to 31st May for teaching staff.

No leave can be claimed as matter of right. All leaves require specific sanction from the Principal as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

Kinds of Leave

The following kinds of leave would be admissible to employees:

Casual Leave

Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 08 (eight) days casual leave in a calendar year. Employees joining in-between the calendar year will be granted casual leave on pro-rata basis.

Casual leave cannot be combined with any other kind of leave except half day casual leave (post noon) preceding earned leave.

Casual leave cannot be taken for more than four days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period of absence including holidays/closed days and weekly off doesn't exceed four days at one time.

Casual leave can be granted for half day

Casual leave can neither be accumulated nor encashed.

Casual leave shall be applied for in advance in writing. However in exceptional circumstances where leave cannot be applied in advance before the leave begins. The employee may apply for the sanction ex-post facto. In exceptional circumstances leave sanctioning authority may grant ex-post facto sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed without prior permission may be treated as leave without pay or unauthorized absence.

Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly. Leave sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason is not genuine.

If no casual leave is balance in the account of an employee, the Principal may at his sole discretion grant leave without pay.

Earned Leave

For Confirmed / Permanent / Adhoc Teaching Staff

The Principal being an administrative, academic head of the Institute shall be treated as a non-vacation teacher and shall not be entitled to vacations to which others are ordinarily entitled. He / She shall, however, be entitled 30 days of earned leave and subject to a maximum accumulation of 120 days.

Confirmed/Permanent/Adhoc Teaching Staff shall be entitled to vacations, 30 days of earned leave and subject to a maximum accumulation of 120 days.

For Confirmed/Permanent Non-Teaching Staff

All the confirmed permanent non-teaching staff are entitled to 30 days of Earned leave in a year worked out on the basis of 1/11th of the working period, excluding leave period.

General

Unutilized earned leave at the end of the year shall be carried forward to the following year.

Earned leave can be accumulated upto 120 days. Leave in excess of 120 days shall automatically lapse.

Application for earned leave shall be submitted to the sanctioning Authority i.e. Principal at least 15 days in advance.

The maximum earned leave that may be sanctioned at a time, shall be not exceed 30 days in one academic year.

Earned leave shall not be sanctioned for less than 3 days at a time and not more than 3 occasions in a year.

Sick Leave

All permanent employees (teaching & non-teaching) are entitled to 10 days of sick leave with full pay on medical grounds.

If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave application which may be sent through a messenger/courier or by registered post. The Institute shall have at all times a right to verify the medical certificate produced by the employee. If such verification does not satisfy the Institute authorities that the sick leave applied for is not on proper grounds, the Institute may refuse to grant such sick leave.

At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner.

Unutilized sick leave shall be carried forward to the following year subject to a maximum accumulation limit of 20 days. Any sick leave beyond the accumulation limit shall automatically lapse.

Maternity Leave

A lady employee who has been confirmed and who does not have two or more children living as on the date of the application, shall be entitled for maternity leave on full pay for a period of 90 days from the date of its commencement.

Can be reframed as *(Lady employee who has been confirmed shall be entitled for maternity leave for a period of 90 days from date of its commencement)*

Any increment/salary increase which may fall due to a lady employee during the maternity leave period shall be effective prospectively without any arrears, only after resumption of duties.

Maternity leave may be combined with Earned leave or Sick leave subject to a maximum of 60 days, excluding maternity leave.

A lady employee who has not been confirmed shall also be eligible for maternity leave. subject to the provision of this clause, as under:

(i) A lady employee who has completed two years of continuous service and is appointed on probation shall get maternity leave on full pay.

In the case of miscarriage or abortion, including abortion, included under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible in the production of a medical certificate.

In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the vacation.

The above leave provisions are not applicable to employees on ad-hoc appointments.

Leave Sanctioning Authority

The sanctioning authority for different kinds of leave for all employees other than administrative staff shall be as under:

All kinds of leave to the Principal – Chairman /Secretary

All types of leave to the Teaching and Non-Teaching Staff – Principal

Leave Salary

Leave Salary shall be the monthly basic pay and allowances to which an employee is entitled, immediately before the commencement of leave.

Employee Leave Card

Employee Leave Card is maintained Calendar year/ Academic year wise.

Performance Based Appraisal

The Management believes in the holistic participation of a faculty member in every area of academic and developmental activity of the institute. A comprehensive Faculty Appraisal System which defines several areas of performance from classroom teaching to shouldering of administrative responsibilities and co-operation with other Faculty, heads-of-departments and the Head of Institute is in use. Some of the criteria on which faculty are evaluated are Student and HOD feedback which provide an assessment of the classroom activity for every subject that is taught in the respective class. Contribution to Academic and/or Administrative Committees, Research Interests and Publications, Participation in Seminars and Conferences.

3. CODE OF CONDUCT

Conduct of Code for Teaching Faculty

A teacher is expected to report for duty on a regular and timely basis, as specified by the college.

The college will set the time for duty reporting and closing.

In some situations, a teacher might have to work longer than the allotted time. Every educational institution is required to maintain an attendance record, and it is the head of the institution's responsibility to ensure that this is done.

Since each staff member is a teacher, they all have a responsibility to set a positive example for the students both inside and outside the institute. In addition to being tidy and humble, he or she must also be patient and kind in both speech and behavior.

All staff members are expected to follow strict discipline standards and provide a personal example for the students, demonstrate honesty, good manners, and professional speech and behavior

Each staff member is expected to be at work at their designated location on time, and they are not allowed to leave the premises while on duty without the Competent Authority's prior approval.

A teacher is expected to be present in classes on a regular and timely basis, deliver lessons and instruction, complete internal assessments and examinations as assigned by the department head or principal, and not usually miss work without permission or a leave

A teacher is required to take classes on a regular and punctual basis, deliver lessons and instruction, complete internal assessments and examinations as assigned by the department head or principal, and not typically miss work without permission or a leave of absence.

An employee must be willing to follow the directions of the principal when they are asked to teach related subjects or any other course-related subject to students, or when they are needed to take the workload for another staff member who is on leave .

The principal will take appropriate action to discipline the teacher after two warnings for poor performance without any improvement.

A teacher's failure to take adequate precautions that results in unacceptable loss, damage, or injury is considered a breach of the service agreement.

A teacher is not allowed to directly or indirectly regulate or take part in private coaching classes. Additionally, he or she will not take private coaching.

A teacher shall not furnish incorrect information regarding his/her qualifications, experience, etc. In respect of his/her appointment/promotion.

Teachers shall take part in approved co-curricular activities in the institutions in which they work.

Absence from Duty without permission from the college's head, no teacher is allowed to leave the building during working hours.

A teacher isn't allowed to miss work due to illness without the consent of their head and the submission of a medical certificate from an authorized physician.

Any break from those guidelines will be regarded as misconduct.

Code of conduct for supporting staff

Work effectively during working hours and make sure their conduct at work don't cause problems with their department's ability to run effectively.

While carrying out their allocated responsibilities, keep a supportive atmosphere. Be careful of confidentiality at all times.

Understand the duties, practices, and procedures relating to their position.

Make sure that the tasks they are assigned are completed properly and completely.

Achieve targets related to work that must be done as efficiently as possible.

Effectively manage your time.

Maintain a tidy workspace.

Show that you can solve problems within the parameters of your role.

Show that you can operate independently when necessary.

Take the initiative.

If you would like to take a vacation, submit a leave application to the supervisor.

Code of conduct for students:

The Pharmacy course which you undertake in college is preparing you to enter a profession.

As a registered healthcare profession, pharmacy has privileges as well as responsibilities.

Enrolment as a Pharmacy student in the College includes code of conduct for both inside and outside of the classroom. Students must maintain the highest standards of personal integrity and behave in a manner that honors the college, the profession, and themselves in order to make college feel proud of them.

Students are expected to:

Achieve Programme Outcome (PO's) and Programme Educational Objectives (PEO's) to its maximum extent.

Attend all theory classes, practical's, & demonstrations

Attend all examinations that you are entered for.

Attend regular meetings of Guardian Teacher to discuss problems, if any.

Be equipped for all lessons or practical's with relevant materials.

Be regular & punctual in studies

Behave, dress & project their image like dignified & respectable citizens.

Complete all your work by the agreed deadlines.

Fully participate in tutorials, discussion, careers guidance, industrial visits, guest lectures & any additional support arranged for you.

Hold your student ID card with you at all times when at college.

Keep campus clean & create congenial atmosphere & environment conducive for studies.

Observe self imposed discipline in all activities & studies

Providing false information, manipulated documents, cyber crime etc clearly leads to cancellation of admission at any level.

Regularly read the notices, so as not to miss any important information.

Student should not discriminate on the basis of religion, caste & sex etc.

Students are expected to conserve resources such as water, electric power, fuels etc.

Students are expected to maintain their academic integrity. Cheating & plagiarism are violations of that standard.

Students should keep their parents informed regularly about their performance on studies & other problems, if any.

Students should not rag fresher rather they will make them feel comfortable. Ragging of any kind is strictly prohibited & anti-ragging cell will handle the case according to the prevailing Maharashtra Government rules & regulations.

Students should pay the Institute/Hostel fees dues well in time.

Switch off all mobile phones in learning areas & only use your mobile in an appropriate way in student common areas.

Treat & talk to all staff, students & the local community with respect.

Value the college environment by not dropping litter, damaging college furniture or buildings.

Ensure you have adequate English language skills.

Tell your college if there is anything that could impair your ability to study

Plan and use your time effectively.

In the laboratory or anywhere that chemicals are handled or stored, students are expected to conduct themselves in a responsible and mature manner at all times. It is strictly forbidden to participate in any improper behavior. Students are required to carefully follow all written and spoken instructions. Before moving forward, ask your teacher for assistance if you have any questions about the process. If students are not given specific instructions to touch any chemicals or equipment, they should not. In the laboratory, students are not allowed to chew gum, drink, put on cosmetics, or eat. Hands should be thoroughly cleaned after working in any laboratory. Only those experiments that the teacher has approved may be carried out by the students.

All chemical waste must be disposed of by students according to instructions. In the laboratory, students should always dress appropriately. They should also avoid wearing loose or flammable clothing, and they should always tie back their long hair. No matter how small the incident may seem, students are required to report it to the instructor right away. This includes spills, breakages, and other releases of hazardous materials. This should cover all wounds, burns, and other indications of physical damage. Chemicals, tools, and supplies must never be taken out of the laboratory area by students. Before each use, students must thoroughly inspect all equipment, and they must notify the teacher right away if anything is broken or defective.

4. ACADEMIC POLICY

Academic Committee

It has been authorized to the Principal to allocate responsibilities relating to ensuring the academic programs are run properly. He is assisted by the class teachers, class representatives, HODs, academic coordinator, and academic in-charge. The teaching and learning activities will be planned and monitored by the program committee.

The college has several types of administrative committees an Internal Quality Assurance Cell (IQAC), and a Governing Body (GB) to ensure efficient governance.

The management decides the needs of the organization and works to meet them in consultation with the principal.

When the time comes to identifying the needs of the organization, the principal gets information first from the HOD and the in charge academic.

The management, with the principal's assistance, works to achieve this goal by making decisions immediately and giving written instructions and approvals. As a result, the management fulfills the institution's requirements. The appropriate committees plan and carry out academic, examination, administrative, co-curricular, and extracurricular activities in the right way.

Academic Calendar

The institute's program committee is responsible for creating an academic calendar at the beginning of each semester or year, following the Dr. B.A. M.U. calendar and management planner. The calendar has include a description of the scheduling of different co-curricular, extracurricular, teaching/learning, examination, training, and skill-development activities. The probable dates for each activity that take place during the academic year shall be coordinated with the relevant committee heads and discussed and displayed. The academic committee shall look after the plan's actual implementation on a monthly basis, and the principal will get a review of the activities carried out.

Subject allocation and the timetable

The workload distribution and subject allocation to the faculty was done at the department level at the beginning of the semester or year. Accordingly, the academic committee will create, post, and distribute timetables to staff members as well as students.

Monitoring System for Academic activity:

HODs and the academic in charge will keep a check on academic policies for:

Subject teacher conducts assigned theory and practical

Course material and its efficient delivery

Using a variety of teaching techniques

Unbiased assessment in current evaluations and assessments

Completion of the syllabus

Attendance of students

The improvement of academic performance

Teaching plan

Each subject's allotted number of theory and practical hours as well as the total number of working days for the semester or year must be completed in accordance with regulatory guidelines.

Course outcomes will be prepared by the concerned faculty. The subject teacher must schedule the conduct of the course substance based on the suggested number of teaching days. Following verification by the department head and principal approval, each faculty member is required to submit a term-by-term teaching plan to the academics for their respective subjects (theory and practical).

The subject teacher is responsible for keeping a record of all theory, tutorial, and practical sessions taught. The principal, academic in-charge and head of department will periodically verify this record. After the semester is over, the syllabus completion report needs to be handed in to the academic section.

Theory / practical classes plan

Make a lesson plan or practical plan based on lectures and follow to it strictly. Develop course materials with student diversity in mind, taking into account both advanced and slow learners.

Tutorials plan

In addition to identifying slow and advanced learners based on performance in the classroom and during practicals, as well as on the basis of marks received in sessional and continuous assessments, the subject teacher must organize tutorial sessions for the students.

Subject Experts Have To

Talk about exam questions from universities and provide students with sample answers.

Slow learners should receive extra help to help them understand the concepts.

At the end of the semester or year, hand over the tutorial records.

Take revision in form of discussion, MCQs and assignments.

Expert Lectures

Senior faculty members with strong knowledge of the should organize orientation sessions and expert lectures. The subject teacher will arrange suitable lectures in collaboration with the expert.

Course Teacher must have

Cover both the syllabus and the topics that the students are having trouble with. Talk about university exam questions and provide students with sample answers. Consider revising using MCQs, assignments, etc. At the end of the semester or year, hand over the remedial records.

Induction programme

To introduce first-year students with the college and the course, the academic committee will organize an orientation program. The committee in charge will organize interactive sessions to provide a description of the various activities carried out at the institute.

Co-curricular and Extra-curricular activities

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

5. EXAMINATION POLICY

The examination team carefully and constantly plans the examination schedules and coordinates all examination activities.

The examination committee's role in the examination process is to provide a healthy environment for examination and prevent malpractices during examination. Furthermore, extreme care is taken to the documentation and management of examination resources, both before and after the actual examination.

Examination Rules

The minimum attendance requirement for the student in the respective subject's theory and practical is 75%.

The student must remember to appear for all university and internal exams.

If a student is unable to attend an exam because of a medical condition or another uncontrollable circumstance, they should notify the principal and the examination section of the situation and provide adequate documentation to support their claim.

Students are required to carefully read the exam schedule and to regularly verify any changes that have been made.

Ten minutes prior to the start of the exam, the student needs to be in the examination hall.

In the exam room, the student must follow the supervisor's instructions

During the exam, students are not allowed to bring any electronic data storage devices, books, calculators, blank papers, or notes. During the exam, all rough work needs to be completed in the exam booklet provided.

Ten minutes prior to the exam's end, there will be a warning bell. Students are required to stop writing at that time and prepare to turn in their answer books to the supervisor.

The student cannot get up from their seat until the supervisor has collected all of the answer books.

Exam Grievance Redressal Committee

Any student having problem with marks can collect Student application form and answer sheet Xerox from exam dept.

Attach relevant document to it and submit to exam department.

The student's application will be forwarded to the Exam Grievances Redressal Committee for further action after submission.

The Exam Grievances Redressal Committee is empowered to approve or disapprove an application.

Should a committee accept an application, they will designate a moderator to assess the response sheet.

The exam department will receive the final revised marks.

Seven working days will pass during this process.

6. GRIEVANCES REDRESSAL POLICY

Grievance Redressal Mechanism for Caste Discrimination

The college's anti-discrimination cell is responsible for organizing, monitoring, and evaluating the efficient execution of government policies and initiatives related to SC/ST candidates. It promotes the special interest of Students in the reserved category. Additionally, the anti-discrimination cell has been responsible with handling grievances from staff members and students who identify as SC/ST. In areas where students experience difficulties, it is expected to offer extra assistance.

Functions

To regularly gather data regarding the admission of SC/ST candidates in the institution.

To function as a Grievance Redressal Cell for the grievances of SC/ST students and employees of the institution and provide them with the necessary assistance in resolving their administrative and academic issues.

The Anti-discrimination Cell Activities at the Institute level

Through circulars provided to all faculty members, the anti-discrimination cell spreads widespread awareness and advises students about the various scholarships offered by the government and other authorities.

The anti-discrimination cell has taken up the issues that SC/ST employees and students have with the institute administration, and some of those issues have been resolved easily. The staffs of the Cell are actively engaged in coordinating and solving the problems in matters of admissions. They also announce details of government scholarships and fellowships through circulars to the SC / ST students. The Cell concentrates on accommodation of men and women students in hostels, and the implementation of the rules of reservation in appointments as well as in the allotment of quarters to SC/ST employees. In the end, the cell has served as an approachable counselor for all SC/ST students.

Procedure to file a complaint

A written complaint may be submitted to the Coordinator, anti-discrimination cell. Any student and employee (including contractual, casual and temporary) of institute can approach the Cell.

Complaint Box

A complain box is available at different places of institute, any student belonging to SC / ST may drop his/her complaint if any.

Internal Complaint Committee/Women grivence committee

Our organization is dedicated to establishing a safe, supportive work environment where students and staff (both teaching and non-teaching) can do their jobs without worrying about sexual harassment, discrimination, or gender bias. The institute is also dedicated to promoting an atmosphere in which all of its staff members and students are treated with dignity and respect.

With this in mind, all staff members and students need to be aware of behaviors that someone else might find offensive and should stay away from them. Under no circumstances will the institute allow or tolerate any behavior that could be considered as sexual harassment within the premises.

The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act 2013 and the Visakha Guidelines are followed to by the Institute, providing protection against gender inequality and sexual harassment.

Students and employees similarly are held responsible for:

Never communicating in any behavior that could be construed as sexual harassment while they are on campus

Reporting incidents of sexual harassment without fear of revenge

Establish an atmosphere free from harassment that promotes growth and development.

Consult the ICC for guidance and clarifications as needed.

Grievance Redressal Mechanism

A grievance is a formal complaint that a stake holder files against any other person, group, committee, or administration in the organization.

Grievance Redressal will provide services to students, parents, and staff more efficiently, redressal will include more than just receiving and handling complaints from these parties. It also refers to any action taken in response to a complaint made by any of these individuals.

Staff, students, and parents are among the people who can file a grievance if they have any connection with the organization. The verification of the candidate's connection with the institute and the grievance's relevance to the mentioned earlier heads are necessary for the grievance's acceptance. The grievance will be sent to the relevant office after it has been verified. If required, the complainant's identity will be kept unidentified.

Grievance Mechanism for Ragging

The committee's recommendations were duly accepted and all educational institutions have been given the following instructions to ensure their implementation.

It is primarily the duty of academic institutions to put a stop to ragging.

Discrimination based on race has a negative effect on higher education standards.

Institutions should have incentives to stop the threat, and failure to do so should result in disincentives.

It is essential to view ragging as a failure to teach human values from an early age in education.

Students' behavioral patterns, especially those of possible "raggers," must be recognized.

Anti-ragging measures need to discourage future ragging.

In accordance with the Supreme Court of India's directives, the institute has established anti-ragging committees and squads to tackle the issue of ragging.

Undertaking from Students and Parents -

A joint undertaking must be submitted at the time of enrollment by the college student, his or her parents, and/or guardian. We hereby request that all concerned Institute officials, students, parents, guardians, and members of anti-ragging committees and squads follow the guidelines and carefully observe and comply by the directives' provisions.

7. MENTORING POLICY

To encourage and support students

To enhance the relationship between students and teachers;

To boost students' overall performance;

To assist students in discovering a broad range of career and future options.

Mentees or students between 20 and 25 are assigned to each mentor or teaching faculty as a guardian.

The mentors are directed to meet with the mentees once a week in order to provide continuous assessment, supervision, counseling, and possible guidance.

The following topics will be covered by mentors' advice to the students:

Daily attendance, academic performance, extracurricular and co-curricular activities, career development, personal development, including soft skills and communication; and social responsibilities.

In order to gain the students' complete trust, mentors should be cooperative and kind to them during counseling sessions.

Mentors are directed to document each student's information in the format supplied.

Mentors are required to protect the privacy of any personal information that students disclose.

Based on the mentee's overall attendance, the mentor should approve a leave (up to five days) and inform the class teacher about it.

8. RESEARCH AND DEVELOPMENT POLICY

The institute is committed towards achieving and maintaining the standards of integrity and fairness in the conduct of research by both its staff and research students.

The institute seeks to build and sustain a rich research environment by striving to:

Foster an environment conducive by promoting and facilitating research activities.

Encourage scientific temper, research culture and aptitude.

Provide a foundation for inculcating creative thinking and scientific approach in all domains of sciences thereby promoting an interdisciplinary approach for research.

Practice high standards of ethics in research inputs process and out.

Foster academia industry partnership through collaborative research consultancy.

Facilitate resource mobilization and capacity building to facilitate research.

Guidelines for the promotion of Research Activities

The faculty and students should participate in research activities to improve their technical skills and knowledge.

The faculty should undertake joint collaborative projects and consultancy activities in their expertise.

Faculties should identify and approach suitable industries to propose their specific research schemes with proper NDA.

The faculty should establish network with institute / industries for identification of potential partners for collaborative research

In such cases (collaborative work) the institute should preferentially sign the Memorandum of Undertaking (MOU) or agreement which clearly states the terms and condition to carry out the work.

Due care should be taken (terms specified in MOU) to minimize and avoid exposure of the faculty and the institute to litigation, liability and conflicts of interest.

The R and D facilities / resources (infrastructural / instrumental / laboratory / library) in the institute should be appropriately utilized to maximize the output generated.

The MOU / Agreement should provide clarity and transparency with regard to ownership of invention under a collaborative programme.

The faculty should be encouraged to function as guides and co-guide for monitoring research activities.

Ethical practices should be followed during the conduct of animal experimentations as per the guidelines of CPCSEA.

Each faculty member guiding M. Pharm students for their dissertation work must publish a minimum of one research paper in National/International journals of repute.

The research output, in case patentable, the institute will provide necessary assistance in filing IP.

Such IP rights should be routed through the institute or otherwise can be filed individually with prior permission of the concerned authorities. Clarity and transparency should be maintained.

Efforts must be taken to develop the scientific temperament and inculcate research culture and aptitude among the students through the following activities

Motivation to undertake research projects with commercial application

Undertaking training / research work in pharmaceutical industries

Encouragement to participate and present their research work in research competition / conferences etc

9. e-GOVERNANCE POLICY

E-Governance policy of the college is focused on improving the effectiveness and efficiency in the services provided to stakeholders.

Automation of various operation viz. teaching learning (Academic), administration, examinations, finance-accounting, admissions and student support shall be integrated to enable the authorities to monitor the activities in transparent manner.

Information and communication technology (ICT) committee shall provide the suggestions for better e-governance and look after the functioning of ICT tools for continuity in services. The ICT committee shall organize the awareness activities for staff regarding e-governance and ICT related aspects.

Every year at the end of the academic year the e-governance report shall be placed in CDC/IQAC meeting for the review and further improvement.

Website of the college is put in to full use as a vital information source to all the stakeholders. All-important communications / circulars notices are made available on website/whatsapp group to ensure

reaching of information to the needy any time anywhere. Whatapp group/SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.

The procedure for the purchase ICT tools is based on the recommendation of ICT committee followed by execution by store and purchase committee

10. MAINTENANCE POLICY

Laboratory

Every year, the burners and gas pipeline undergo checks, and any leaks are routinely checked for. When necessary, the leaky pipes and taps are replaced.

The electrician checks exhaust fans in the labs on a regular basis to make sure they are operating properly. The distillation unit's coils are checked for proper operation on a regular basis, and any defective coils are changed as needed.

The lab assistant records the requirements for chemicals, glassware, and equipment, which are checked yearly and reported to the head of department. The store's register is maintained for repairing and maintenance.

The laboratories are utilized in accordance with the schedule.

The laboratory in charge maintains record of the glassware and chemical issue register for each lab. The lab-in-charge handles daily maintenance such as calibrating the equipment.

When using an inter-departmental laboratory, the relevant HOD must receive a written application describing the work to be done, the equipment to be used, the chemicals to be used, and the duration of the project.

Library

Every book has an accession number. The books are arranged according to subject wise.

In order to prevent any further damage to the books, the old ones are recognized and correctly bound.

When entering the library, one must enter their name, date, and time of arrival in order to be recorded in the register. Additionally, in order to use the library's resources, one needs to show their library card to the person in charge of the library when books are being issued. A one-day return policy for reference books, and an ID card must be submitted.

Computer Room

Every month, the institute's computer technician checks all of the computers, printers, and other devices for software and system maintenance. Monthly reports are available. Updated antivirus software protects every computer from threats. An internet connection is provided by the WIFI server.

Classroom

Every day the office superintendent keeps an eye on the classroom, which is cleaned by a sweeper.

The fans, light, and electricity supply are checked at regular intervals. The LCD projector's lamps are changed out as needed.

Issues about maintenance and repairs are entered into the store's register, which is regularly checked, and the appropriate steps are taken from there.

Seminar Hall

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

Building

Every year, fire extinguishers are refilled for fire safety, and an electrician and plumber are on hand to take care of the institute's plumbing and electrical issues. Every day, the building is cleaned.

The building's cleanliness is monitored by sweepers. A 128 KW generator has been installed to provide continuous power.

In addition, a UPS is installed. Its supply is given to seminar hall, conference room, and instrumentation room with backup power. When necessary, the UPS's batteries are changed. Security cameras are used to keep an eye on the campus.

Drinking water

Two water coolers have been installed by the institute, which provides RO water.

This is the organization's documented policy for taking actions related to its environmental commitment to sustainability. As a rule rather than only a policy, we are dedicated to creating and executing efficient green practices and strategies that have a positive environmental impact.

11. GREEN CAMPUS AND ENVIRONMENT POLICY

The policy document's goals are to:

Increase awareness among students and faculty, regarding environmental issues and sustainable development.

Educate them about these issues and sustainable development strategies.

Adopt, improve, and support green initiatives to reduce pollution in the environment.

Regular audits of green, energy, and environmental issues.

On a regular basis conducting these audits and implementing the required corrective actions are important.

Plant more trees within and outside campus to clean the atmosphere and keep it green.

Measures for energy conservation

Everyone should make sure that fans, lights, and other electronic devices are used according to their potential and are turned off when not in use.

To make it most possible, LED bulbs should be used.

Digital Library / E-Learning Centre

Wherever possible, everyone should encourage the use of electronic resources such as e-books, online journals, and soft copies rather than hard copies or papers.

As much as possible, everyone should communicate officially via email and messaging services rather than paper documents.

It is important to encourage the use of learning management systems and e-platforms.

Waste Management

Everyone should appropriately use the dust bins provided at various locations throughout the campus and premises for disposing of waste.

Everyone must dispose of dry, wet, electronic, and separately.

Chemicals and lab waste should be disposed of appropriately using dilution or chemical treatment techniques.

Water management

Everyone must use water carefully.

Appropriate steps can be taken to avoid wasting water when conducting experiments and other daily tasks.

Water conservation measures such as rainwater harvesting systems and recycling should be encouraged.

This green and environmental policy should be carefully considered when building new infrastructure.

Everyone is expected to follow strictly by the guidelines and rules stated above.

Plastic Free Campus

The institute continuously committed to work towards plastic-free campus. There is complete ban on single-use plastics in the institutions premises.

12. POLICY FOR PHYSICALLY DISABLED

This is a documented strategy of the organization in terms of its actions relating to persons with physical disability.

Institute provide necessary infrastructure for persons with Physical disability.

Institute provides barrier free access for carrying out activities without any hindrance.

Students given a conducive environment for learning- comfortable seating in the class and laboratory.

Provision of barrier free washrooms, ramp access.