NATURE OF GOVERNANCE AND STAKEHOLDERS PARTICIPATION IN DECISION MAKING BODIES

Sr. *No*	**Name of the Committee**
1	Governing Body
2	College development committee
3	Academic Monitoring
4	Internal Quality Assurance Cell
5	Anti-Ragging Cell
6	Grievance Redressal Committee
7	Woman's Grievance Redressal/Anti-Ragging Cell
8	Internal Complaints Committee
9	OBC Cell
10	SC/ST cell
11	Minority Cell
12	RTI Committee
13	Research Advisory Committee
14	Sport Committee
15	Student Council
16	Research Committee
17	Intellectual Property Right Cell
18	Anti-Discrimination Cell
19	Purchase Committee
20	Sexual Harassment Committee
21	Gender Sensitization Cell
22	Career Guidance and Placement Cell
23	Sport Committee
24	Examination Committee
25	Library Committee

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DECISION MAKING BODIES CONSTITUED FOR INSTITUTIONAL EXCELLENCE

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Governing body

The Undersigned is pleased to constitute the Governing body For Institute of Pharmaceutical Education, Boradi. The Member of Governing body is as follows

Sr. No.	Name	Designation	
1	Dr. Tushar V. Randhe	President	President, KVPS
2	Shri. Nishant V. Randhe	Chairman	Secretary, KVPS
3	Mr. Pankaj S. Patil	Member	Asst. Prof.
4	Mr. Kalpesh S. Wagh	Member	Asst. Prof.
5	Mr. Sachin M. Mahajan	Member	Asst. Prof.
6	Mrs. Rupali B. Shimpi	Member	Asst. Prof.
7	Mr. Prince Dhakad	Member	Senior Clerk
8	Prof. Dr. R. P. Marathe	Member	Educationist
9	Mr. Rakesh Patil	Member	Business
10	Dr. J. D. Fegade	Member	R & D
11	Shri. Shashank V. Randhe	Member	Social worker
12	Dr. Vikas V. Patil	Member	IQAC co-ordinator
13	Mr. Swapnil Patil	Member (student)	G.S.
14	Mr. Hitesh Patil	Member (student)	Secretary
15	Dr. Prakash H. Patil	Member Secretary	Principal

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The committee shall be meet at once in a year

College Development Committee

The Undersigned is pleased to constitute the College Development Committee for Institute of Pharmaceutical Education, Boradi. The Member of Governing body is as follows

Sr. No.	Name	Designation	
1	Dr. Tushar V. Randhe	President	President, KVPS
2	Shri. Nishant V. Randhe	Chairman	Secretary, KVPS
3	Mr. Pankaj S. Patil	Member	Asst. Prof.
4	Mr. Kalpesh S. Wagh	Member	Asst. Prof.
5	Mr. Sachin M. Mahajan	Member	Asst. Prof.
6	Mrs. Rupali B. Shimpi	Member	Asst. Prof.
7	Mr. Prince Dhakad	Member	Senior Clerk
8	Prof. Dr. R. P. Marathe	Member	Educationist
9	Mr. Rakesh Patil	Member	Business
10	Dr. J. D. Fegade	Member	R & D
11	Shri. Shashank V. Randhe	Member	Social worker
12	Dr. Vikas V. Patil	Member	IQAC co-ordinator
13	Mr. Swapnil Patil	Member (student)	G.S.
14	Mr. Hitesh Patil	Member (student)	Secretary
15	Dr. Prakash H. Patil	Member Secretary	Principal

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The committee shall function as per the provisions of the Maharashtra Public Universities Act 2016.

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BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

Hon. Tusharji V. Randhe	**Shri. Nishantrao V. Randhe**	**Dr. Prakash H. Patil**
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

The Internal Quality Assurance Cell

The Internal Quality Assurance Cell for the academic year 2019-20 is constituted as follows

Sr. No.	Name	Designation	Position
1	Dr. Prakash Hiraman Patil	Principal	Chairman
Senior Administrative officer			
1	Mr. Prince Narendra Dhakad	Office Superident	Member
2	Mr. Shamkant Patil	Social worker	External Member
3	Dr. Bari S.B.	Principal H.R. P.I.P.E.R.Shirpur	External Member
Teaching Staff			
1	Mr. Sachinkumar Madhukar Mahajan	Assist Prof.	Member
2	Mr. Anup MukundraoAkarte	Assist Prof.	Member
3	Mr. Pankaj Subhash Patil	Assist Prof.	Member
4	Dr. Pankaj Motilal Chaudhari	Assist Prof.	Member
Management Representative of IPE			
1	Mr. KalpeshkumarShamkantWagh	Administrative officer	Member
Local Society, Students and Alumni			
1	Mr. Satish Kailas Patil	Alumni	Member
Nominees employer/Industrialists/Stake holder			
1	Mr. M.K.Bonde	HR Manager	Ajanta Pharma Paithan

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Co-Ordinator, IQAC			
1	Dr. Vikas Vasant Patil	Professor	Coordinator

Strategies:

IQAC shall evolve mechanisms and procedures for

a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
b) Relevant and quality academic/ research programmes;
c) Equitable access to and affordability of academic programmes for various sections of society;
d) Optimization and integration of modern methods of teaching and learning;
e) The credibility of assessment and evaluation process;
f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
g) Sharing of research findings and networking with other institutions in India and abroad.

Functions:

Some of the functions expected of the IQAC are

a) Development and application of quality benchmarks
b) Parameters for various academic and administrative activities of the institution;
c) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
d) Collection and analysis of feedback from all stakeholders on quality-related institutional processes;
e) Dissemination of information on various quality parameters to all stakeholders;
f) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
g) Documentation of the various programmes / activities leading to quality improvement;
h) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
i) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
j) Periodical conduct of Academic and Administrative Audit and its follow-up
k) Preparation and submission of the Annual Quality Assurance Report (AQAR) as per

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guidelines and parameters of NAAC.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Academic Monitoring Committee

The Academic Monitoring Committee for the academic year 2019-20 is constituted as follows

SR. No.	Name	Designation
1	Dr. Prakash H. Patil	Principal
2	Mr. Anup M. Akarte	Coordinator
3	Mr. Kalpesh S. Wagh	Member
4	Dr. Vikas V. Patil	Member
5	Mr. Sachin M. Mahajan	Member
6	Mr. Pankaj S. Patil	Member
7	Dr. Pankaj M. Chaudhari	Member

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Strategies:

AMC is centralized (Institute level) committee responsible for regulating and implementing different academic activities. It is meant for smooth & uniform conduction of academics throughout the institute. Committee Hierarchy; AMC is headed by Academic Coordinator along with department coordinator. The representative from each department acting as Departmental Academic Coordinator is the member of AMC. All coordinators are involved in monitoring process. Class teachers & Teacher Guardians are pillars of AMC. All Teachers are responsible for implementing the same.

Functions:

There are various activities involved to carry out smooth conduction of academics,

- Time Table coordinator, Role: Prepare class timetable, remedial coaching time table.
- Practical Exam coordinator, Role: Smooth conduction all University Practical/Oral Exam and mock exams.
- Parent Teacher Meet coordinator, Role: To inform parent about meeting. Organize parent-teacher meet on given schedule and maintain information.
- Feedback coordinator, Role: Take online faculty feedback twice per semester from students. As well as peer feedback from all faculties
- Guest lecture coordinator, Role: Keep the record of all the guest/visiting/Expert lectures conducted in department and arrange required lectures for students.
- Daily Attendance coordinator, Role: Make sure daily attendance reports of all classes get submitted on time.
- Unit test coordinator, Role: Conduct two unit tests per semester and maintain information.
- R&D coordinator, Role: Motivate students for research. Create opportunities to get sponsored research projects from industry.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Examination committee

The Examination committee for the academic year 2019-20 is constituted as follows

SR. No.	Name	Designation
1	Dr. Prakash H. Patil	Principal
2	Mr. Sachin M. Mahajan	Member
3	Mr. Pankaj S. Patil	Member
4	Mr. Anup M. Akarte	Member
5	Mr. Swapnil P. Chaudhari	Member

Objective

To conduct Internal Assessment and External Assessment Examination related all work as per University notifications and ordinance.

Role and Responsibility

- The Exam Cell shall distribute the Exam Forms of the University to regular students (the fees for the same are collected as part of the college fees) and collect them back after having them duly filled in.
- The Exam Cell shall put up notice inviting students to have the exam form collected and returned in due time.
- The Examination Committee shall prepare relevant time tables for our College based on the Examination Time Table.
- The Examination Committee shall make the Block and Seating Arrangement and display them on the concerned Notice Board/Website and Blocks.

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Office order

Library committee

The Library committee for the academic year 2019-20 is constituted as follows

Sr. No.	**Name**	**Designation**	**Role**
1	Dr. P.H.Patil	Principal	Chairman
2	Dr. Vikas Patil	Professor	Member
3	Mr.Schin Mahajan	Asst. Professor	Member
4	Mrs. Ratna B.Mahale	Librarian	Secretary

Aim:

To function as a channel between the library and its users.

Responsibilities

a) To assist the Librarian in formulating Library policy.

b) To look after general maintenance of the library in terms of reading material and infrastructure.

c) To effectively involve in fostering the reading habit of staff and students.

d) To recommend / justify / sanction / approve - withdrawal and weeding out of outdated material to the competent authority for final decision in the matter.

e) To prepare the agenda and minutes of the meetings and circulate it to the authorities and to the Librarian.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Carrier and Placement committee

The Carrier and placement committee for the academic year 2019-20 is constituted as follows

SR. No.	Name	Designation
1	Dr. Prakash H. Patil	Principal
2	Dr.Pankaj M.Chaudhari	Member-Secretory
3	Mr. V. P. Patil	Member
4	Mr. Anup M. Akarte	Member
5	Mr. Swapnil P. Chaudhari	Member

Aim-

Institute of Pharmaceutical Education, Boradi has constituted Career Guidance and Placement Cell with the aim to create awareness among the students regarding available career options and to help them in identifying their career objectives

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President	***Secretary***	***Principal***

Office order

AICTE Notification No: PG/07/OLl/2012, Grievance Redressal Committee is constituted in the college for the academic year 2019-2020 with the objective of resolving the of grievance of the students and parents and others, online grievance form is available on college website. Members of Committee are as follows.

Sr.No	Name of Member	Designation	Contact
1	Dr. Prakash H. Patil	Chairman	9822286957
2	Mr. Kalpesh S. Wagh	Member	7588002726
3	Mr. Pankaj S. Patil	Member	9763513914
4	Mr. Prince Dhakad	Non-teaching	9922197778
5	Mr. Swapnil Patil	Student Representative	9766554421

Mechanism of Grievance Redressal Cell

1] Considering broadly, grievances may be of two types,

i) Academic: related to attendance, charging of fees, assessment, conduct of examination, syllabus completion, teaching methodologies etc.

ii) Non-academic: harassment by colleague, peer pressure, classroom management, facilities available and its utilization etc.

2] It has been decided to keep grievance redressal box in front of administrative office.

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3] The grievance redressal box is opened every month to collect and resolve the complaints. The complaints may be written or communicated through online portal.

4] The complainants shall be summoned to hear the complaints if required.

5] After hearing the complaints the committee shall take appropriate and amicable decision and subsequently the decision is communicated to complainant.

6] If the complainant is not satisfied with the decision of the committee, then complainant can make appeal before the chairman of management.

7] All the decisions taken by the committee will be rational and amicable to resolve the complaints of the aggrieved.

8] If the complaint is of serious nature and beyond the ambit of the committee then decision will be taken to forward the complaints before the competent authority.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Anti-ragging Committee

The Anti-ragging Committee for the academic year 2019-20 is constituted as follows

Sr. No	Name	Designation
1	Dr. Prakash H. Patil	Chairman
2	Mr. Jitendra S. Pawara	Police
3	Mr. Sandip Pawar	Local Media
4	Mr. Garbad Aaghar Patil	Parent Representative
5	Mr. Kalpesh S. wagh	Faculty Member
6	Miss. Bhavana D. Dabhade	Faculty Member
7	Miss. Rupali B. Shimpi	Faculty Member
8	Mr. Swapnil S. Patil	Representative Student
9	Miss. Neelam N. Suryawanshi	Representative Student
10	Mr. Prince N. Dhakad	Non -Teaching Staff

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Internal Complaint Committee

The Internal Complaint Committee for the academic year 2019-20 is constituted as follows

Sr.No	Name of Member	Designation	Committee
1	Dr. Prakash H. Patil	Principal	Chairman
2	Mr. Kalpesh S. Wagh	Asst. Professor	Member
3	Mr. Pankaj S. Patil	Asst. Professor	Member
4	Mr. Vikas P. Patil	Asst. Professor	Member
5	Mrs. Rupali B. Shimpi	Asst. Professor	Member
6	Mr. Ramraje Gautam	Student Representative	Member

OBJECTIVE The Internal Complaint Committee is an educational resource as well as a complaint redreassal mechanism for the members of faculty, staff and students of the University. Its mandates are:

- To provide a neutral, confidential and supportive environment for staff members of the college community who may have been sexually harassed
- To advice complainants of means of resolution as specified by the legislation
- To ensure fair and timely resolution of sexual harassment complaints
- To provide counselling and support services on campus
- To ensure that students, faculty and staff are provided with current and comprehensive materials on sexual harassment

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Sexual Harassment Committee

With reference to the circular of A.ICTE F.No.1 101DPG/AICTERO/2012 dt 31-1-12 College has been informed to establish Sexual Harassment Committee.

The Sexual Harassment Committee for the academic year 2019-20 is constituted as follows

Sr.No	Name of Member	Designation	Committee
1	Dr. Prakash H. Patil	Principal	Chairman
2	Mr. Kalpesh S. Wagh	Asst. Professor	Member
3	Mr. Pankaj S. Patil	Asst. Professor	Member
4	Mr. Vikas P. Patil	Asst. Professor	Member
5	Mrs. Rupali B. Shimpi	Asst. Professor	Member
6	Mr. Ramraje Gautam.	Student Representative	Member

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

OBC Committee

As Per the requirement of AICTE regarding formation of OBC Committee at our institute.

The constituted committee for OBC as follows,

Sr. no.	Name of member	Designation	Duties
1	Mr. K.S. Wagh	Asst. Prof.	coordinator
2	Mr. P.S. Patil	Asst Prof.	Member
3	Mr. S.P. Chaudhari	Asst Prof.	Member
4	Mr. S. M. Mahajan	Asst Prof.	Member
5	Mrs. R.B. Shimpi	Asst Prof.	Member
6	Mr. V. P. Patil	Asst Prof.	Member

The OBC cell will monitor and endeavor to resolve issues/grievances relating to OBC students and staff at the institute level. The complaint if any will be forwarded to said cell by the principal. The cell will look in to the complaint and call the complainant personally for hearing the grievance.

The coordinator of cell will forward their report in the sealed envelope to the principal within one week from the date of the receipt of complaint.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

SC/ST Cell

The SC/ST Cell for the academic year 2019-20 as per the requirement of AICTE regarding formation of SC/ST Committee at our institute.
The constituted committee for SC/ST cell as follows,

Sr. no.	Name of member	Designation	Duties
1	Dr. P.H. Patil	Principal	Coordinator
2	Mr. K.S. Wagh	Asst. Prof.	Member
3	Mr. P.S. Patil	Asst Prof.	Member
4	Mr. S.P. Chaudhari	Asst Prof.	Member
5	Mrs. RatnaMahale	Librarian	Member
6	Vijay ChampalalPawara	Student Representative	Member
7	Ms. Punam Satish More	Student Representative	Member

The SC/ST cell will monitor and endeavor to resolve issues/grievances relating to SC/ST students and staff at the institute level. The complaint if any will be forwarded to said cell by the principal. The cell will look in to the complaint and call the complainant personally for hearing the grievance.

The coordinator of cell will forward their report in the sealed envelope to the principal within one week from the date of the receipt of complaint.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Minority Committee

As Per the requirement of AICTE regarding formation of Minority Committee at our institute.

The constituted committee for MINORITY cell as follows,

Sr. no.	Name of member	Designation	Duties
1	Dr. P. H. Patil	Principal	coordinator
2	Mr. K.S. Wagh	Asst. Prof.	Member
3	Mr. Prince Dhakad	Non-Teachin	Member
4	Mr. P.S. Patil	Asst Prof.	Member
5	Mr. S. M. Mahajan	Asst Prof.	Member
6	Dr. P. M. Chaudhari	Asst Prof.	Member
7	Mr. A.M.Akarte	Asst Prof.	Member

The Minority cell will monitor and endeavor to resolve issues/grievances relating to Minority students and staff at the institute level. The complaint if any will be forwarded to said cell by the principal. The cell will look in to the complaint and call the complainant personally for hearing the grievance.

The coordinator of cell will forward their report in the sealed envelope to the principal within one week from the date of the receipt of complaint.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Student council

The Student council for the academic year 2019-20 is constituted as follows

SR.No.	Name	DESIGNATION	POSITION
1	Dr. P.H.Patil	Principal	Chairperson
2	Swapnil Suresh Patil	Final year B. Pharm student	General Secretary
3	Zubair Pathan	Final year B. Pharm student	Cultural Secretary
4	Ms. ShubhangiNikumbh	Final year B. Pharm student	Ladies Representative
5	Kiran Babulal Tirmale	Final year B. Pharm student	Sports Secretary
6	Hemant Bawa	Final year B. Pharm student	Member
7	Avinash Jagtap	Third year B. Pharm student	Member
8	Manish Musale	Second year B. Pharm student	Member

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Sport committee

The sport committee for the academic year 2019-20 is constituted as follows

Sr.No	Name of Member	Designation
1	Dr. Prakash H. Patil	Principal
2	Mr. R. M. Suryavanshi	Sports Incharge
3	Mr.K.S.Wagh	Member
4	Mr.P.R.Patil	Member
5	Mr.Swapnil S Patil	General Secretary
6	Mr.Kiran B Tirmale	Sports Secretary
7	Mr.Zubair A. Pathan	Member

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

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RTI committee

The RTI committee for the academic year 2019-20 is constituted as follows

Sr.No	Name of Member	Designation	Post
1	Dr. Prakash H. Patil	Appealing Officer	Principal
2	Mr. Kalpesh S. Wagh	Information Officer	Asst. Prof.
3	Mr. Prince Dhakad	Asst. Information Officer	Administrative Asst.

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Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Office order

Research committee

The Research committee for the academic year 2019-20 is constituted as follows

Sr No	Name of Staff Member	Designation
1	Dr. P.H.Patil	**Principal**
2	Dr.V.V.Patil	**Professor**
3	Mr Parikh P.S.	**Assist.Prof**
4	Mr. Sachin M. Mahajan	**Assist.Prof.**
5	Dr. Pankaj M. Chaudhari	**Assist.Prof.**
6	Mr. Pankaj S. Patil	**Assist.Prof.**
7	Mr. Anup M. Akarte	**Assist.Prof.**
8	Mr.Swapnil P.Chaudhari	**Assist.Prof.**
9	Mr.Vikas.P.Patil	**Assist.Prof.**
10	Mr.Mrugendra.B.Potdar	**Assist.Prof.**
11	Mr.Kalpesh S.Wagh	**Assist.Prof.**
12	Mr.Sushil D.Patil	**Assist.Prof.**
13	Mr.R.M.Suryawanshi	**Assist.Prof.**
14	Mr. Paresh Patil	**Assist.Prof.**

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Office order

Intellectual Property Right Cell

The Intellectual Property Right Cell for the academic year 2019-20 is constituted as follows

Sr. No	Name of Member	Designation
1	Dr. Prakash H. Patil	Chairman
2	Dr. Vikas V Patil	Secretary
3	Mr. Parikh P. S.	Member
4	Mr. A.M. Akarte	Member
5	Mr. S.M. Mahajan	Member

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Institute of Pharmaceutical
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OFFICE ORDERS OF DUTIES ASSIGNED FOR TEACHING STAFF

PRINCIPAL
Institute of Pharmaceutical
Education, Boradi (425428)

Institute of Pharmaceutical Education Boradi.

Office Order

Academic Year 2020-21

Sr No.	Portfolio	Incharge	Responsibilities
1	Discipline	**Dr.P.H.Patil**, Mr.Kalpesh Wagh, All Class Teahers.	Discipline
2	PCI/DTE/AICTE/ LIC Inspection	**Dr. P.H.Patil**, Dr.Vikas V.Patil, Mr.S.M.Mahajan., Kelpesh Wagh.	SIF preparations, & Submission of Inspection Formats, Arrangement for Inspection.
3	NAAC Accreditation	**Dr. P.H.Patil**, Dr.Vikas V.Patil, Mr. Akarthe A.M. Mr.Kelpesh Wagh, .	Monitoring the Complete NAAC Process & Documentation.
4	Organization Governance & Finance , Purchasing	**Dr. P.H.Patil** , Mr.Kalpesh S Wagh, Mr Pankaj Patil.	Budget, Financial Management Monitoring the Purchasing procedure .
5	Training & Placement activities/ Industrial Tour,	**Mr.P.M.Chaudhary.** Mr.Patil Vikas, Mr Amol Pawar	Different Industries Interaction, Placement Record, Alumni Asssociation,Arrangement of Campus Interview, Arrangement of Training for Final B.Pharm , Student Counseling & Guidance(Local Guardian),
6	Teaching & Learning Processes(Academic Calendar)	**Mr. Akarthe A.M** Mr.P.S.Patil, All Class Teachers.	Syllabus, Academic Calendar, Time-table , Computer Facility, Library, Continuation Evaluation System. Feedback Evaluation. Library In charge., Academic Calendar
7	Examination	**Mr.P.S.Patil** **Mr.Mahajan S.M.** Mr Patil Paresh , Mrs Shimpi Rupali.	University Examination. Sessional Examination.
8	R&D and Interaction / Research grant for Projects'	**Dr Vikas Patil ,Mr.Mahajan S.M.** Miss Shital Rajput ,Mrs Bhavana Sonar	Records of organized visit to Industries, Organization of of Guest Lecturers for UG &PG. Avishkar ,AICTE Projects Grants, Submission of RPS.MODROBS, Research Paper,Publication, Conference Attendance,
12	Gathering, Extra Curricular, Sport News Publication	**Mr.Ravikaran Syryanshi.** Mr Dhole. Swapnil Chaudhary Mrs Bhavana Sonar,Mrs Shimpi Rupali.	Venketesh, Gathering Functions, Fresher Welcome, Various Cultural, Activity, Sports activity.

Bold Indicates Incharge of Portfolio.

Dr.P.H.Patil
Principal
Institute Of Pharmaceutical
Edu.Boradi-425428

PRINCIPAL
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Institute of Pharmaceutical Education Boradi.

Academic Year 2020-21
Class In charge

The below Mention Teaching faculty are allotted as Class Teacher of the respective class shown against their Name.

1) The class teacher is responsible to maintain Discipline in the Students.
2) Revision of Regular attendance of students.
3) Reporting the progress of Student to their Parents like attendance & Sessional Exam Marks.
4) Result Analysis of University Exam.
5) Any responsibility given by Principal time to time.

Sr. No.	Class	Incharge
1	M.Pharm. (Pharmaceutics). & Academic Co- Oridinator	Mr.A. M. Akarthe
2	B.Pharm. (Final Year)	Mr.Swapnil Chaudhary.
3	B.Pharm. (Third Year)	Mr. Patil V.P.
4	B.Pharm. (Second Year)A	Mr Suryanshi R.M.
5	B.Pharm. (Second Year)B	Mr Pankaj Patil.
6	B.Pharm. (First Year)A	Mr. Chaudhary P.M.
7	B.Pharm. (First Year)B	Mr. Dhole R.S.

Dr. P.H.Patil

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Office Order

Academic Year 2020-21

The below mention Office staff are allotted their Responsibilities shown against their Name.

Sr No.	Portfolio	Incharge	Responsibilities
1	Establishment Section	Mr Deepak Sonwane	Staff related work like Muster maintains, leave Record, Service Book maintained, Attendance Register maintained,Thumb Provident Fund, PT, Income Tax Related Work, Accounts maintains, Report Submission to Fees Regulating Authority. English Typing.
1	Student Section-1	Mr.Vishavnath P. Patil.	All NMU Related work, Students Admissions(OLD), students Results , Issue Of Bonfide , LC , Expenditure Certificate to Students , Affiliation to NMU LIC Report, Reports of Ph.D Centre, Maintaince of Admission Register, Responsibility of Original Documents.
2	Student Section- 2.	Mr.Prince Dhakad	All work Related to Students Scholarship. Students Admission online for New Students, DTE , RO Nashik, , Computer & Internate Problems. Marathi Letter Typing.
3	Accountants	Mr.Chandelkar Ankush.	Salary of staff, Payments in Cheque/Cash. Purchasing of Materials like Daily Requirements. Hospitality of Various Committee & Guests., All Fees Receiving from students & maintaince of Fee Register.
5	Library	Mrs Ratna Mahale.	All work related to Library, Issue of ID Card, NBA Related Work.
6	Laboratories Maintaince-1	Mr.Valmik Koli .	Stote Maintaince Exam Remuneration Record. Lab Assistant for Lab 1 to 4 , Overall Supervision of All Lab Attendants.
7	Laboratories Maintaince-2	Mr.Patil Nilesh Gujar.	Lab Assistant for Lab 5 to 7, Including under ground floor & Machine Room.
8	Laboratories Maintaince-2	Mr.Chaudhary S.B.	Lab Assistant for Lab 8& 9, Including under ground floor & Machine Room,Pilot plant.

Dr.P.H.Patil

PRINCIPAL

Principal

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Office Order

Academic Year 2020-21

Lab No.	Name of Lab	Name of Peon	Name of Concern Teaching Faculty
1	Pharm Analysis	Ravi Pawara	Dr.Vikas V.Patil
2	Pharmaceutical Chemistry-I	Ravi Pawara	Dr.Vikas V.Patil
3	Pharm Chem –II	Kailas S.Pawara	Mr.P.S.Patil
4	Pharmacognosy	Mr Bhoi	Mr.S.M.Mahajan
5	Pharmacology-I	Mr Bhoi	Mr.P.M.Chaudhary.
6	Phammaceutics-I	Mr. Borse	Mr.Paresh Patil
7	Girls Common Room	Mrs L.S.Sagare	--
8	Phammaceutics-II	Mrs L.S.Sagare	Mr.S.P.Chaudhary.
9	Phammaceutics-III	Garsha S. Pawara	Mr.R.M.Suryanshi.
10	Pharmaceutics-IV(PG Lab)	Dinesh Pawara.	Mr.A.M.Akarthe.
11	All Class Room	Dinesh Pawara, Patil P.G.	
	Pharmacology-II(Under ground floor)	Rakash Pawara	Patil Vikas P.
12	OFFICE	Chotu K.Kulkarni,Kailas Dhangar	-
13	LIBRARY	Rahul V.Patil	Mrs Ratna Mahale.
14	Computer & Language Lab	Pravin Pawara	Mr.Deepak Sonwane
15	Madicinal Garden	Kailas Dhangar, Lawn	Mr.Paresh Patil.
16	Driver(Bus)	Mushir M.Patel	
17	Driver(Principal Car)	Mr.Prashant Patil.	----
18	Pilot Plant	Bharat Nikam, other than Medicinal Garden	Mr.Amol Pawar.

The above mention Lab attendants & Peon allotted their work place for the academic year 2020-21. All the Concern teaching faculty should look about Cleanness &

Dr. P.H.Patil

Principal

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Office Order

Academic Year 2019-20

The below mention staff are Deputed for Facilitation Centre(FC) B.Pharm admissions for the academic year 2020-21 for the Completion of Admission process.

Sr No.	Name	Designation
1	Mr.Mahajan S.M.	B.Pharm Incharge
2	Mr.A.M.Akarthe	M.Pharm
3	Mr.Patil P.S.	Incharge
4	Mr.Vikas Patil	Faculty
5	Mr.Dhole R.M.	Faculty
	Mrs Shompi Rupali	Faculty
	Patil Rahul	Peon
	Pawara Pravin	Peon
	Pawara Garshya	Peon
	Pawara Ravindra	Peon

Dr. P.H.Patil
Principal
PRINCIPAL
Institute Of Pharmaceutical
Edu.Boradi-425428

Date- 27/6/2020.

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OFFICE ORDERS
OF
HEAD OF DEPARTMENT

Pharmaceutics/Pharmaceutical Chemistry/Pharmacology/Pharmacognosy

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KisanVidyaPrasarakSanstha's

INSTITUTE OF PHARMACEUTICAL EDUCATION

BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

Hon. Tusharji V. Randhe	**Shri. Nishantrao V. Randhe**	**Dr. Prakash H. Patil**
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

OFFICE ORDER

The Undersigned is pleased to appoint Mr. Anup M. Akarte as Head of Deparment. Department of Pharmaceutics, K.V.P.S Institute of Pharmaceutical Education, Boradi

Mr. Anup M. Akarte Shall discharge the functions associated with Head of Department, Department of Pharmaceutics.

This office order shall come into force with immediate effect, till further orders.

Dr. P. H. Patil

Principal

Copy to- Mr. A. M. Akarte

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KisanVidyaPrasarakSanstha's

INSTITUTE OF PHARMACEUTICAL EDUCATION

BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

Hon. Tusharji V. Randhe	**Shri. Nishantrao V. Randhe**	**Dr. Prakash H. Patil**
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

OFFICE ORDER

The Undersigned is pleased to appoint Dr. V. V. Patil as Head of Deparment. Department of Pharmaceutical Chemistry, K.V.P.S Institute of Pharmaceutical Education, Boradi

Dr. V. V. Patil shall discharge the functions associated with Head of Department, Department of Pharmaceutical Chemistry.

This office order shall come into force with immediate effect, till further orders.

Dr. P. H. Patil

Principal

Copy to- Dr. V. V. Patil

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KisanVidyaPrasarakSanstha's

INSTITUTE OF PHARMACEUTICAL EDUCATION

BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

Hon. Tusharji V. Randhe	**Shri. Nishantrao V. Randhe**	**Dr. Prakash H. Patil**
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

OFFICE ORDER

The Undersigned is pleased to appoint Dr. P. M. Chaudhari as Head of Department. Department of Pharmacology, K.V.P.S Institute of Pharmaceutical Education, Boradi

Dr. P. M. Chaudhari Shall discharge the functions associated with Head of Department, Department of Pharmacology.

This office order shall come into force with immediate effect, till further orders.

Dr. P. H. Patil

Principal

Copy to- Mr. P. M. Chaudhari

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BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

Hon. Tusharji V. Randhe	**Shri. Nishantrao V. Randhe**	**Dr. Prakash H. Patil**
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

OFFICE ORDER

The Undersigned is pleased to appoint Mr. S. M. Mahajan as Head of Department. Department of Pharmacognosy, K.V.P.S Institute of Pharmaceutical Education, Boradi

Mr. S. M. Mahajan shall discharge the functions associated with Head of Department, Department of Pharmacognosy.

This office order shall come into force with immediate effect, till further orders.

Dr. P. H. Patil

Principal

Copy to- Mr. S. M. Mahajan

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Kisan Vidya Prasarak Sanstha's

Institute of Pharmaceutical Education,

B. Pharm, Boradi-425428

Rules & Regulations

PRINCIPAL
Institute of Pharmaceutical
Education, Boradi (425428)

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I. VISION, MISSION, CORE VALUES

Kisan Vidya Prasarak Sansthas (KVPS) was established in 1942 by great visionary Hon'ble Freedom fighter Venkatrao Tanaji Randhir with the objective of creating centers of excellence for education. It is one of the leading education groups in Maharashtra, and offers value base quality education in diverse disciplines from KG to Ph.D. KVPS group of institutes are committed to provide value based quality education, maintaining pace with changing technology to produce competent and skilled professionals ready to accept global challenges.

KVPS's Institute of Pharmaceutical education, Boradi was established in the year 2006, with the objective to provide professionally competent pharmacists. The college is affiliated to KBC NMU, Jalgoan and approved by Pharmacy Council of India (PCI), All India Council for Technical Education (AICTE), New Delhi and recognized by Government of Maharashtra. The college offers Undergraduate program (B. Pharm) with intake capacity of 100, post graduate program (M. Pharm) in Pharmaceutics with intake capacity of 15 and PhD course also offered from 2010-2011.

Vision :

"To serve the Pharmacy Education in Tribal and Rural Community"

Mission :

1. To provide a Pharmacy education for backward students.
2. To contribute the advancement of community services in Pharmacy and public health.
3. To create a Pharmacist with Professional ethics used for better healthcare of the society.

PRINCIPAL
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Education, Boradi (425428)

4. To build the abilities and opportunities for higher education and recruitment in Pharmaceutical industry as well as academics.

CORE VALUES

- Excellence & Integrity- We strive for excellence and integrity in everything we do.
- Student Focus- We are committed to fostering the professional and personal growth of all the students by promoting life-long learning and leadership development.
- Diversity - We seek and respect a diversity of background and opinion among our students, faculty and staff, and deal with all members of our organization fairly and ethically.
- Ethics- We are committed to the highest standards of Honesty, Fairness, Respect and professional Ethics.
- Teamwork- We supports our students, Staff and faculty by creating a collegial and positive environment for learning and working.
- Social responsibly- We are focused on promoting the sense of social responsibility in students by involving them in various social/Healthcare activities.

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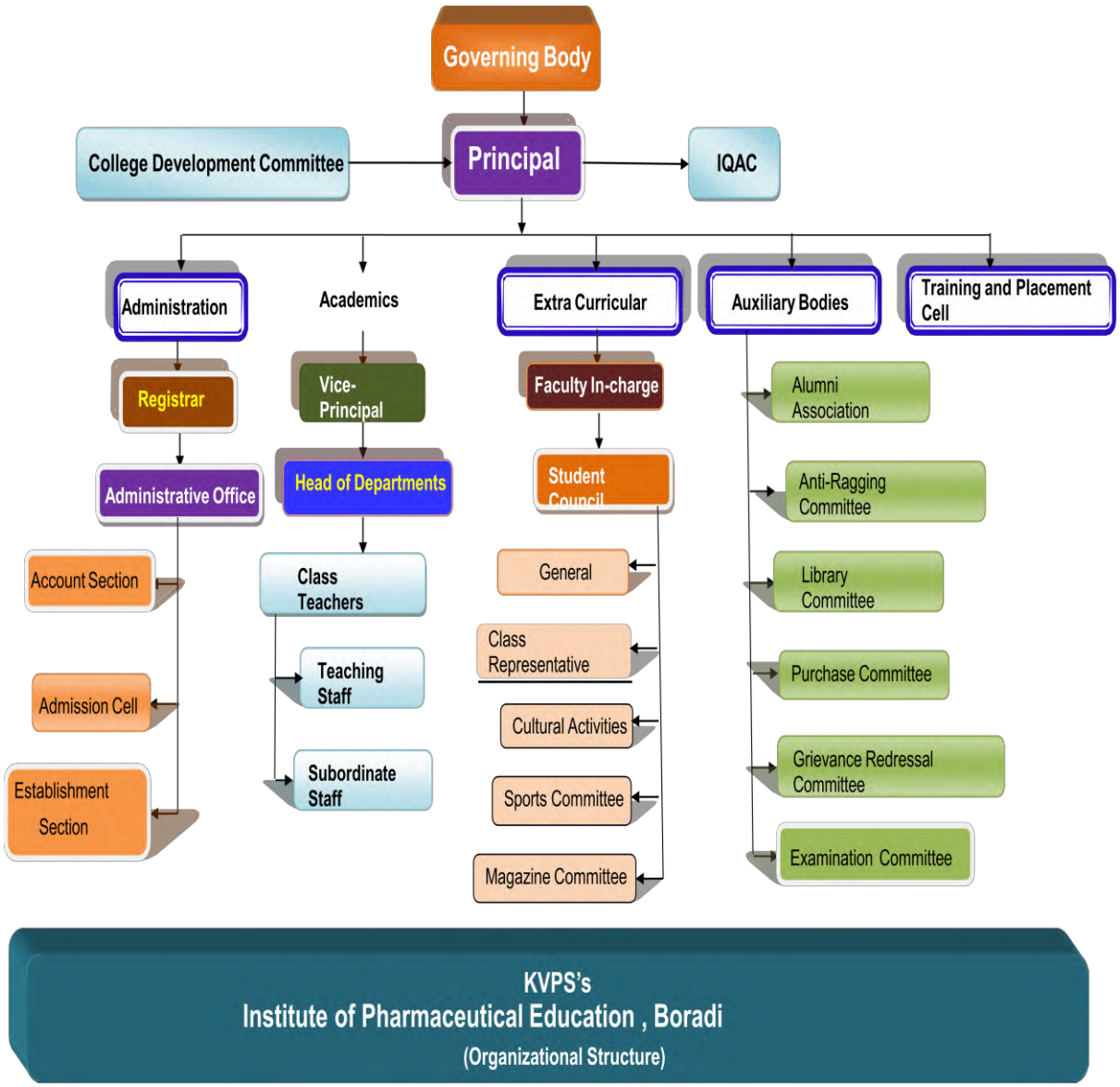
II. Oraganization structure



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III. Governing Body

Sr. No.	Name	Designation	
1	Dr. Tushar V. Randhe	President	President, KVPS
2	Shri. Nishant V. Randhe	Chairman	Secretary, KVPS
3	Mr. Pankaj S. Patil	Member	Asst. Prof.
4	Mr. Kalpesh S. Wagh	Member	Asst. Prof.
5	Mr. Sachin M. Mahajan	Member	Asst. Prof.
6	Mrs. Rupali B. Shimpi	Member	Asst. Prof.
7	Mr. Prince Dhakad	Member	Senior Clerk
8	Prof. Dr. R. P. Marathe	Member	Educationist
9	Mr. Rakesh Patil	Member	Business
10	Dr. J. D. Fegade	Member	R & D
11	Shri. Shashank V. Randhe	Member	Social worker
12	Dr. Vikas V. Patil	Member	IQAC co-ordinator
13	Mr. Swapnil Patil	Member (student)	G.S.
14	Mr. Hitesh Patil	Member (student)	Secretary
15	Dr. Prakash H. Patil	Member Secretary	Principal

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IV. College development committee

Sr. No.	Name	Designation	
1	Dr. Tushar V. Randhe	President	President, KVPS
2	Shri. Nishant V. Randhe	Chairman	Secretary, KVPS
3	Mr. Pankaj S. Patil	Member	Asst. Prof.
4	Mr. Kalpesh S. Wagh	Member	Asst. Prof.
5	Mr. Sachin M. Mahajan	Member	Asst. Prof.
6	Mrs. Rupali B. Shimpi	Member	Asst. Prof.
7	Mr. Prince Dhakad	Member	Senior Clerk
8	Prof. Dr. R. P. Marathe	Member	Educationist
9	Mr. Rakesh Patil	Member	Business
10	Dr. J. D. Fegade	Member	R & D
11	Shri. Shashank V. Randhe	Member	Social worker
12	Dr. Vikas V. Patil	Member	IQAC co-ordinator
13	Mr. Swapnil Patil	Member (student)	G.S.
14	Mr. Hitesh Patil	Member (student)	Secretary
15	Dr. Prakash H. Patil	Member Secretary	Principal

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Kisan Vidya Prasarak Sanstha's

INSTITUTE OF PHARMACEUTICAL EDUCATION

BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

(☎:-02563- 284202, 284203, 9822286957)

Hon. Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Prakash H. Patil
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Out ward No. KVPIPE/ Date: / /20

V. Internal Quality Assurance Cell

Sr. No.	Name	Designation	Position
1	Dr.Prakash Hiraman Patil	Principal	Chairman
Senior Administrative officer			
1	Mr. Prince Narendra Dhakad	Office Superident	Member
2	Mr. Shamkant Patil	Social worker	External Member
3	Dr. Bari S.B.	Principal H.R.P.I.P.E.R.Shirpur	External Member
Teaching Staff			
1	Mr. Sachinkumar Madhukar Mahajan	Assist Prof.	Member
2	Mr. Anup MukundraoAkarte	Assist Prof.	Member
3	Mr. Pankaj Subhash Patil	Assist Prof.	Member
4	Dr. Pankaj Motilal Chaudhari	Assist Prof.	Member
Management Representative of IPE			
1	Mr. KalpeshkumarShamkantWagh	Administrative officer	Member
Local Society, Students and Alumni			
1	Mr. Satish Kailas Patil	Alumni	Member
Nominees employer/Industrialists/Stake holder			
1	Mr. M.K.Bonde	HR Manager	Ajanta Pharma Paithan
Co-Ordinator, IQAC			

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1	Dr. Vikas Vasant Patil	Professor	Coordinator

VI. Functions & Responsibilities

Role	Responsibilities
GB	❖ To set the strategic direction, vision and ethos of the institute. ❖ To monitor and challenge the progress of the institute in achieving its priorities ❖ To recruit and manage the teaching and non-teaching staff. ❖ To exercise employer responsibility ❖ To ensure the institute to meet its statutory responsibilities ❖ To ensure financial probity ❖ To ensure the premises are well managed and report to the institute's stakeholders.
CDC	❖ To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities ❖ To decide about the overall teaching programmes or annual calendar of the college ❖ To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ❖ To take review of the self-financing courses in the college, if any, and make recommendations for their improvement ❖ To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ❖ To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ❖ To make specific recommendations to the management to encourage the

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	use of information and communication technology in teaching and learning process ❖ To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ❖ To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ❖ To formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ❖ To make recommendations regarding the students' and employees' welfare activities in the college or institution ❖ To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ❖ To frame suitable admissions procedure for different programmes by following the statutory norms ❖ To plan major annual events in the college, such as annual day, sports events, cultural events, etc. ❖ To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ❖ To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ❖ To recommend the distribution of different prizes, medals and awards to the students. ❖ To prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university ❖ To perform such other duties and exercise such other powers as may be entrusted by the management and the university.
IQAC	❖ Development and application of quality Initiatives/parameters for various academic and administrative activities of the institution.

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	❖ Facilitating the creation of a student-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process. ❖ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes. ❖ Dissemination of information on various quality parameters of higher education. ❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles. ❖ Documentation of the various programmes/activities leading to quality improvement. ❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices ❖ Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality. ❖ Development of Quality Culture in the institution. ❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

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VIII. ADMINISTRATIVE RULES AND REGULATIONS

1. RECRUITMENT

Eligibility Criterion:

I. As per All India Council for Technical Education, New Delhi, Regulation, 2010 on minimum qualifications for appointment of Teachers and other Academic Staff.

II. As per Faculty Norms prescribed by Pharmacy Council of India.

Teaching Staff

Faculty Norms Prescribed by AICTE

I. There shall be only three designations in respect of teachers in Universities and colleges, namely, Assistant Professors, Associate Professors and Professors.

II. No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.

B. Pharmacy Faculty required 1:15 (Teacher: student ratio)

Cadre ratio (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Pharmacy	Assistant Professor	Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD	Minimum of 7 years experience in teaching /research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional

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		or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Practice of 7 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding PhD students is highly desirable.	Minimum of 15 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 15 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing,quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

M.Pharmacy

Faculty required 1:15 (Teacher : student ratio)

Cadre ratio 1:2 (Professor:

Associate / Assistant

Professor) Qualifications as

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Kisan Vidya Prasarak Sanstha's

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Hon. Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Prakash H. Patil
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Out ward No. KVPIPE/ Date: / /20

prescribed above

Sr. No.	Cadre	Qualification	Experience
	Librarian	Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national level test conducted for thepurpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	No minimum Experience requirement

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Administrative/Non-Teaching Staff:

Norms Prescribed by PCI Selection Procedure

The Selection Committee, selection process and mode of appointment of principals and teachers shall be as per the guidelines, directions of the K.B.C. North Maharashtra University, Jalgaon.

Appointment of Principal:

Principal of the College may be appointed from amongst the teachers of the College or by direct recruitment through selection, and this post shall be considered as non- vacation post.

The appointment of Principal of the College shall be made by the Competent Authority on the recommendations of the Selection Committee constituted by K.B.C. North Maharashtra University, Jalgaon. The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor. If the Vice-Chancellor does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Vice-Chancellor for his decision, which shall be final.

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iii.a. The Principal who desires to relinquish his post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he shall pay three months' total salary. He shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.

b. The Principal who is selected from amongst the teachers or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he represents. In case of the Principal who is appointed from amongst the teachers of the same college, on going back to his original post, his pay as a teacher shall be fixed in his

original scale as if he had continued in the post. In the case of the Principal who was not a teacher of the college at the time of his appointment as Principal, his pay as a teacher shall be fixed in his previous scale as teacher as if he had continued in the post.

iv. In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the management of the College to the senior most teacher in the college in addition to his own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.

B. Appointment of Teachers:

a. All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.

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b. The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the College, Head of the

Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.

c. The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.

d. The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.

e. The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts.

Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. There after the decision of the Competent Authority, if approved by the Vice- Chancellor, shall be final.

Major steps in appointment are as follows:

- Approval of Teaching Posts by K.B.C. North Maharashtra University, Jalgaon
- Advertisement for filling teaching positions in leading Newspapers.
- Scrutiny of applications received before last date mentioned in the advertisement

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- Selection committee is constituted by the K.B.C. North Maharashtra University, Jalgaon
- Fixing of schedule for conducting interview
- Intimation to candidates regarding date and time of interview
- Reporting of candidate and verification of certificates
- Interview conducted by Selection Committee constituted by K.B.C. North Maharashtra University, Jalgaon
- Submission of selection committee recommendations to K.B.C. North Maharashtra University, Jalgaon for approval
- Issue Appointment letter to the selected candidate
- Joining by selected candidate and inclusion of the candidate in regular muster roll.

C. Filling in of Temporary Vacancy (Adhoc Appointment at institute level through local selection committee):

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy. If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Appointing Authority on the recommendations of the Local Selection Committee.

Major steps in appointment are as follows:

- Advertisement of teaching positions in leading Newspapers
- Scrutiny of applications received before last date mentioned in the advertisement
- Fixing of schedule for conduct of interview
- Intimation to candidates regarding date and time of interview
- Reporting of candidate and verification of certificates
- Interview by local selection committee

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- Submission of local selection committee recommendations to K.B.C. North Maharashtra University, Jalgaon for approval (for one academic year)
- Issue appointment letter to the selected candidate.

D. Reservation of Posts: The College shall reserve the posts out of the total number of posts to be filled in by selection, for the members of the reserved categories as Scheduled Castes, Scheduled Tribes, Denotified Tribe and Nomedic Tribes.

2. SERVICE RULES AND REGULATIONS

Service Conditions including promotion policy

 A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).

 Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.

 The pay of Principal/Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE

Principal 37000-67000 AGP 10000, plus a special allowance of Rs. 3000 per month

Professor 37400-67000 AGP 10000.

Associate Professor 37400- 67000 AGP 9000

Assistant Professor 15600-39100 AGP 6000, 7000 & 8000

 The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.

 The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.

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 All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply.

 The Management may however make ad-hoc appointments in Specific cases or recruit by deputation. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

Probation policy

 The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.

 Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.

 If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.

 If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

Service Book

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University

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/College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

Assessment of Teachers Work

In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year.

In addition, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:

a. For evaluation of six monthly report during the period of probation.

b. For confirmation in service.

c. For Assessment at the time of crossing Assessment Bar in 2[pay scales.]

d. For consideration at the time of interview for a higher post.

e. Once every three years for determining whether the teacher continues to take his work seriously.

Increment

 Increments will be sanctioned only on satisfactory report of performance of the employee.

 An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall

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state the period for which it is to be withheld and whether with- holding of increment shall have the effect for postponing the future increments also.

 In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

Promotion

i. Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.

ii. Other things being equal, seniority will be the deciding criterion.

Seniority of Teachers

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

 Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College/Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.

 The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.

 As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.

 The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.

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 Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.

 Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to an Assistant Professor.

Retirement Policy

 An Employee of the institution shall be retired on superannuation when he/she attain the age of 58 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of sixty (55) years for reasons of inefficiency, ill-health and the like.

 However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

Resignation Policy

 Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.

 Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months' salary in lieu thereof. from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Again, normally they will not be relieved in the middle of a semester.

 Any member of the faculty/Support staff during probation or if appointed on local/ad- hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come

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into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.

Termination of Service of and Employee:

 The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.

 The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.

 The Management may terminate any faculty /staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.

 In case of doubt or interpretation of rule, the decision of the President/Founder Secretary & Correspondent will be final.

 Not with standing said anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.

 The management subject to ratification of the governing council is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration of college.

Code of Conduct:

 An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.

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Kisan Vidya Prasarak Sanstha's

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Hon. Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Prakash H. Patil
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

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 Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.

 No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.

 No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.

 Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.

 Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.

 No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.

 No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

 An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.

 The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

 No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.

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 Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

Disciplinary Proceedings:

No order imposing any punishment on a Member shall be imposed except after.

i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.

ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

3. JOB RESPONSIBILITIES OF TEACHER:

The job responsibilities as a faculty consist of four components viz.

- Academic activities
- Research & Consultancy
- Administration and
- Extension Services

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below.

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Academic Activities

i. Class Room Instructions

ii. Laboratory Instructions

iii. Curriculum Development

iv. Development of Learning Resources Material & Laboratory Development

v. Student Assessment & Evaluation including examination work of University

vi. Participation in Co-curricular& Extra Curricular Activities

vii. Students guidance & Counseling & helping their ethical, moral, and overall character development

viii. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.

ix. Counting Education Activities

x. Self development through upgrading qualification, experience and professional activities.

Research & Consultancy

i. Carry out Research & Development Activities and Research Guidance

Administration

i. Academic and Administrative management of the Department/Institution.

ii. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.

iii. Design and development of new programs.

iv. Preparing project proposals for funding in areas of R & D work.

v. Laboratory Development, Modernizations, Expansion, etc.

vi. Monitoring and Evaluation of Academic and research activities.

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vii. Participation in policy planning at the Regional/National level for development of technical education.

viii. Helping mobilization of resources for the institution.

ix. Develop, update and maintain MIS.

x. Plan and implement Staff Development activities.

xi. Conduct Performance Appraisal.

xii. Maintain accountability.

Extension Services

i. Interaction with Industry and Society.

ii. Participation in Community Services.

iii. Providing R&D Support and consultancy services to industry and other User agencies,

iv. Providing non-formal modes of education for the benefit of the Community.

v. Promotion of entrepreneurship and job creation.

vi. Dissemination of knowledge.

vii. Providing technical support in areas of social relevance.

viii. Any other relevant work assigned by the Head of the Institution.

Work Load

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

- Principal: 4 hours/week
- Professor: 8 - 10 hours/week.
- Associate Professor: 12 - 14 hours/week.
- Assistant Professor: 16 - 18 hours/week.

Teaching Days

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The college shall have at least 180 full teaching day per year or 90 full teaching days per semester. Teaching days here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

4. LEAVE RULES

Casual Leave:

a) The teacher shall be entitled to 15 days casual leave in an academic year.

b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.

c) The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

Special leave:

a) The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.

b) The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to special

leave not exceeding 15 days in a year.

c) The teacher attending the examination work of the University shall be treated to be on special leave.

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d) The teacher who is deputed/sponsored by the University/College/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work on behalf of UNESCO or similar other organisation or under Colombo Plan or Cultural Exchange Scheme or Collaboration Schemes or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc. shall be treated on special leave for the period of his absence from duty.

Earned Leave:

a) The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.

b) The teacher other than the one included in (a) above shall be entitled to one twenty seventh of the period spent on duty and the period of earned leave as provided in the provison to S. 423 subject to his accumulation of maximum of 80 days. For this purpose the period of working days only shall be considered.

Medical Leave:

All the employees are entitled for Ten Medical Leaves (ML) in an academic year (1st June to 31st May).

- In case of Medical Leave, a medical certificate from Registered Medical Practitioner should be produced.
- In case of emergency, a special leave may be granted subject to the approval from Founder Secretary.
- In case of emergency / Medical Leave, the employee should inform to the Principal.

Study Leave:

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(a) The permanent whole-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave, together with leave due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.

(b) The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.

(c) The teacher may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.

(d) In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.

(e) The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.

(f) The teacher availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave. After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favour of the University/College/Institution in the prescribed form.

(g) The teacher who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his studies

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through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

Maternity Leave:

- The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate.
- In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.
- The teacher may prefix of suffix this leave to other leave to her credit.

Vacation Leave:

Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

Permission/Movements

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

Competent Authority:

- For Principal- Campus Director
- For all teaching faculty/Non-Teaching Staff- Principal/ Senior Faculty (in absence of principal)

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Out ward No. KVPIPE/ Date: / /20

DEPLOYMENT OF STRATEGIC PLAN THROUGH THE FOLLOWING DELIVERABLES

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Out ward No. KVPIPE/ Date: / /20

LIST OF ACADEMIC/ADMINISTRATIVE COMMITTEES

Sr. *No*	**Name of the Committee**
1	Governing Body
2	College development commitee
3	Academic Monitoring
4	Internal Quality Assurance Cell
5	Anti-Ragging Cell
6	Grievance Redressal Committee
7	Woman's Grievance Redressal/Anti-Ragging Cell
8	Internal Complaints Committee
9	OBC Cell
10	SC/ST cell
11	Minority Cell
12	RTI Committee
13	Research Advisory Committee
14	Sport Committee
15	Student Council
16	Research Committee
17	Intellectual Property Right Cell
18	Anti-Discrimination Cell
19	Purchase Committee
20	Sexual Harassment Committee
21	Gender Sensitization Cell
22	Career Guidance and Placement Cell
23	Sport Committee
24	Examination Committee
25	Library Committee

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LIST OF INCHARGE/CORDINATORS FOR ACADEMIC/ADMINISTRATIVE ACTIVITIES

Sr. No.	In-Charge/Coordinator for Academic/Administrative Activities
1.	Academic Incharge (UG)
2.	Academic Incharge (PG)
3.	Admission Incharge (UG)
4.	Admission Incharge (PG)
5.	Class Teacher
6.	Facilitation center (FC) Coordinator
7.	Student Welfare Officer
8.	BCUD Coordinator
9.	Research Coordinator
10.	Animal House Incharge
11.	College Examination Officer (CEO)
12.	Internal Examination Officer (IEO)
13.	Guardian Faculty Member (GFM) Coordinator
14.	Library Incharge
15.	Institute Library Incharge
16.	Website and MOODLE Coordinator
17.	Sport Incharge
18.	Cultural Activity Incharge
19.	NAAC Coordinator
20.	Laboratory Incharge

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SPECIAL PROGRAMS FOR SLOW LEARNER AND ADVANCED LEARNERS

SLOW LEARNER:

1. Tutorial/Remedial Classes are organized for selected subjects.
2. Assignments are given to the students to enhance self-learning.
3. Question bank provided to the students containing important questions on the topic and frequently asked questions in the University examination.

1. Solved University examination question papers are given to the students.
2. Students are encouraged to watch videos/recorded lectures uploaded on MOODLE for better understanding of the subject.

1. Notes are provided in class room and uploaded on MOODLE for students. The power point presentations are also uploaded on MOODLE.
2. Students having poor performance in in-semester assessment tests/sessional examination are given an opportunity to appear for re-assessment/improvement sessional examination. Individual attention is given to the students, where sessions are conducted to solve students' difficulties/doubts.

ADVANCED LEARNER:

1.The college promotes advanced learners by organizing and encouraging them to participate in various competitions like research project competition, poster presentation competition, model making competition at University/State/National and International level.

2. The advanced learners are encouraged to attend seminar/guest lectures/workshops/NPW activities.

3. For advanced learners, the college organizes training sessions on sophisticated instruments like DSC, Flash Chromatography, LC-MS etc.

4. Coaching is given for competitive exams like GPAT/GRE/TOEFL/MBA entrance to students opting for higher studies.

5. The advance learners are encouraged to attend the certificate courses conducted by college.

6. The advanced learners are encouraged to learn from resources like SWAYAM, e-PG Pathshala, MOODLE etc.

7. The academic achievers from each class are awarded during Annual Social Gathering.

PRINCIPAL
Institute of Pharmaceutical
Education, Boradi (425428)

Kisan Vidya Prasarak Sanstha's

INSTITUTE OF PHARMACEUTICAL EDUCATION

BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)

(☎:-02563- 284202, 284203, 9822286957)

Hon. Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Prakash H. Patil
Social Worker	B.A., B.ed	M. Pharm Ph. D.
President	***Secretary***	***Principal***

Out ward No. KVPIPE/ Date: / /20

LIST OF SIMULATION BASED TEACHING-LEARNING METHODS

Sr. No.	Name of Models
1	Formulation Techniques for tablet preparation by Tablet Compression Machine
2	Dissolution Study of Tablet Dosage Form using Electro lab Dissolution Test Apparatus
3	Study of Analytical Techniques by UV Visible spectrophotometer
4	Study of Analytical Techniques by Infra red spectrometer

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DETAILS OF NATIONAL AND INTERNATIONAL JOURNAL SUBSRIBED

National Journal list

Sr. No.	Name of the Journal	Periodicity
1	Advances in Pharmacology and Toxicology	Quarterly
2	CSIR News	Yearly
3	Asian Journal of Research in Chemistry	Six monthly
4	Asian Journal of Research in Pharmaceutical Science	Quarterly
5	CIMS India	Quarterly
6	International Journal of Experimental Pharmacology	Six monthly
7	International Journal of Advanced Research in Microbiology And Immunology	Six monthly
8	Indian Journal of Pharmaceutical Science and Research	Six monthly
9	International Journal of Medicinal Chemistry and Analysis	Six monthly
10	International Journal of Pharmacology and Biological Sciences	Six monthly
11	International Journal of Pharmacology and Toxicology	Six monthly
12	International Journal of Biopharmaceutics	Six monthly
13	International Journal of Research in Pharmacy and Pharmaceutical Sciences	Six monthly
14	Pharma Times	Six monthly
15	Pharmacy: Advances in Clinical Research	Yearly
16	Pharmacy: Natural Product and Herbal Medicine	Quarterly
17	Indian Journal of Bioinformatics	Quarterly
18	International Journal of Pharmacy	Six monthly
19	Journal of GMP and Industrial Pharmacy	Six monthly
20	Journal of Pharmaceutical Quality Assurance and Quality Control	Quarterly
21	Journal of Medicinal Plants Studies	Six monthly
22	Inventi Impact: Pharm Ana & Qual Assur	Six monthly
23	International Journal of Preclinical and Pharmaceutical Research	Quarterly
24	Journal of Research in Microbiology	Six monthly
25	Journal of Phytopharmacology	Six monthly

International Journal

Sr. No.	Name of the Journal	Periodicity
1	Actualites Pharmaceutiqes	Yearly
2	Advances in Public Health	Yearly
3	Advances in Public Health	Yearly

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CODE OF ETHICS - POLICY DOCUMENT

PREAMBLE

The principle objective of Institute of Pharmaceutical Education Boradi is to disseminate knowledge and impart instruction to students in different fields of pharmacy professionals. The college also aims at promoting research and development, consultation on projects and other professional activities. The employees at all times should maintain absolute integrity and devotional duty and shall do nothing against the dignity and prestige of the college particularly in relation with the students.

Insolence to any of the clause of "Code of Conduct" attracts disciplinary action in accordance with the service conditions of the college.

CODE OF CONDUCT (Teaching and Non- Teaching staff)

1. All the employees shall be punctual to their duties and shall adhere to the college timings 10.30 a.m. to 05.30 p.m.
2. All the teaching staff should adhere to the defined almanac in class room lecturing, conducting labs, tutorial and research classes according to the approved scheme of instruction.
3. All the teaching and non teaching staff should think at all times that justice is done to the students in aspects with regards to instruction in the class room, conduct of examinations and evaluation. All the teaching and non teaching are expected to deal kindly with the students as far as possible within the fame work rules without sacrificing discipline. They are expected to maintain attendance records upto date and record periodically as per the rules in force.
4. Conduct of semester examinations and sessional examination of college, including invigilation, evaluation and assessment of the student's performance, computation of attendance form a part of the duties of teachers. The non-teaching staff shall assist in the arrangements for the smooth conduct of examinations and attend all connected work as assigned by the HOD or person incharge.
5. No teacher or non teaching staff shall engage himself in coaching privately any students for any remuneration. No employee shall directly or indirectly engage in the business of money lending/ gambling/betting/lottery/any such other speculation.
6. The technical staff in the various departments shall be punctual and shall keep the laboratories clean and presentable form for the use of the students and teaching staff during the normal

working hours of the college. They shall strive hard to ensure that there will be no room for complaint either from the teachers or from the students.

7. No employee should use impertinent language and derogatory loose talk while interacting with superiors and should obey the work entrusted. Also the heads of departments or persons incharge are expected to give clear, feasible instructions.
8. No employee is expected to under take any out side job and violation of the said clause will be dealt seriously. Any employee who is convicted in criminal case or insolvency shall be laible for dismissal from service without any show cause notice.
9. No employee shall take in active part in politics while being in service
10. No employee shall have recourse to the press under any circumstance and should not approach court redressal of grievances without first representing to the management.

SERVICE CONDITIONS

1. All appointments shall ordinarily be made on probation for a period of two years in the case of teaching staff and one year in the case of non teaching staff. The staff member is treated as "Regular" on completion of two years.
2. No teacher is permitted to leave during the middle of the semester excluding the summer vacation suffering the class work. Three months notice is to be served or three months salary on either side need to be paid in due of such notice.
3. All the employees must pledge their original certificates at the time of joining. If any one has any requirement, they should give bank cheque (3 months salary) and soon after the need, they can return the original certificates to collect back the cheque given.
4. All employees should come to the college presenting a smart and decent appearance to project professionalism.
5. The yearly increments are given only in June (paid in July salary), after completion of a year of service in this institution. The increments are given on the recommendation of performance review committee consisting of Principal, HOD, and Senior Faculty. The members ascertain the performance and recommend for increment.
6. If the performance is well below the threshold value or breached the terms and conditions defined in the code of conduct or else any outside employment like involving in consultancy for private/self owned institution or coaching in other private agencies without the permission of Principal is under taken, the following penalties for sufficient and goodreasons would be imposed upon the employees of the institution
   a. Withholding of increments or promotion
   b. Reduction to a lower rank in seniority or lower post or lower stage in time scale.
   c. Removal from the service, the Principal shall be competent authority to impose any of above punishments and an appeal against orders can be made in the EC whose decision is final.

7. All the employees of the college shall be governed by the leave rules that are framed as following:
   a. All the employees are entitled to avail 12 days of CL per annum. The CL can be availed over phone with proper work adjustment to colleagues. The number of CLs that can be availed should not be more than 5 days at a stretch excluding the public holidays in between CL should not be combined with any other leave or LOP or C-off's.
   b. Each employee is entitled for 12 days of earned leave in a calendar year after the completion of 1 year in service. Thereafter each regular employee earns 3 days of EL after a service of 1 year and the accumulated ELs in the case of all categories of employees are only upto maximum of 240 days during the service. The EL can be utilized with prior intimation to the Principal and minimum that can be used is 3 days and maximum of 45 days. The balance can be bought forward to the subsequent years. The non teaching staffs are not eligible for EL.
   c. Each teaching staff is entitled for 8 days of "Medical Leave" after the completion of 1 year service. The MLs should be supported by sick and fit certificates. The accumulated MLs case of categories of employees is only upto a maximum of 240 days during the service. The balance can be brought forward to the subsequent years. The non teaching staff is entitled to 6 days per year of service completed.

      (Public holidays either prefixed or suffixed to EL or ML or LOP will not be considered under leave the holidays in between will be accounted for the concerned leave)
   d. Teaching staff members are eligible for 15 days of vacation leave and non teaching staff is eligible 6 days of vacation leave. Further, those who retained the leave during vacation will be compensated EL equal to half the unavailed vacation. Attenders, drivers, cleaners, and book keepers are not for vacation leave.
   e. Those who want to go on duties like spot valuation/observer/examiner/JNTUA meeting avail 5 days of "On-duty"/acedemic leave with prior invitation. Attendance certificate should submit after the spot valuation/observer/examiner.

f. The staff pursuing Ph.D, can also avail 3 days of “onduty” leave per month either to write or to meet research supervisor.

g. At the discretion of the Principal and Management committee and extraordinary leave of pay and allowances may be granted to an employee where he/she is not eligible for any other or where the employee himself/herself applies for such a leave irrespective of title for any other such leave may be granted for a period not exceeding 6 months.

h. Absence of any such leave will be treated as “Break of Service” and the further increments postponed by that time.

i. Leave earned will be finalized and credited to leave account on 31st Dec of the year.

RECRUITMENT PROCEDURE

1. Introduction

The vision of I.P.E Boradi, is translated into an organizational goal to identify and recruit and retained highly qualified, talented and diverse faculty/staff for positions in all academic fields.

The recruitment of faculty/staff is a crucial activity at I.P.E Boradi, The staff selection committee is constituted specifically for the governing the recruitment procedure.

The process of recruitment includes:

a. Search for prospective candidates.
b. Short listing of prospective candidates
c. Preliminary selection- staff selection committee
d. University ratification of selected candidates

2. Search for prospective candidates:

The search for prospective candidates implemented in the following 2 days simultaneously:

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

3. Application procedures:

- The application can also be downloaded from the website and should be submitted along with all necessary enclosures to the administrative office, on or before, the scheduled date.
- Retired personnel from teaching/industry and R &D are encouraged to apply for the post.
- The application should include all the revalent authenticated data regarding age, academic qualifications with clause/grades, experience, post held, publication list, statement of teaching interests, phone no., e-mail ID and the names of 3 references (with contact information) together with attested copies of certificates and marks cards (of all the years/semester) etc., in duplicate (in 2 sets)

- Separate application is to be submitted in the event of candidates applying for morethan one category of post.
- Candidates, who had applied for the same post before, have to apply a fresh again.
- The age limit is as per the AICTE/UGC norms and subsequent orders in force.

4. Short listing of prospective candidates

Applications, when received, is organized, relavent information summarized, and sent to the respective HODs by the administrative office for short listing. The objective of short listing is two folds:

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

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

5. Staff selection committee:

The selection committee is constituted in the following manner, with representatives as listed under each department.

a.	Head of the Institution/ Principal	-	Chairman of the selection committee
b.	Representative of the management	-	Member of the selection committee
c.	HOD of the department	-	Member of the selection committee
d.	Subject expert	-	Member of the selection committee

The committee will evaluate the suitability of prospective candidates for a particular position. Based on their observations, the committee will recommend the list of selected candidates. The succeeded candidates are issued offer letters with a 15 days time frame to accept the offer. After recent acceptance letters from the candidates, appointment orders are issued to them. The Principal of college has a refusal in selection.

6. University Ratification

A committee with the following members is constituted under the chairmanship of the vice chancellor the affiliating university, to oversee the ratification procedure, the members of committee include:

a. Subject expert (2 to 3)
b. Principal of the affiliated college
c. Secretary or nominee of the correspondent
d. Nominee of the commissioner of technical education
e. Registered Nominee of the affiliated university
f. Director of academic and planning of the affiliated university

The committee interviews and the candidate and recommends the list of selected candidates to the institution. The process involves appointing newly ratified faculty and also ratify the services of existing faculty.

The procedure is carried out on basis as per the requirement.

ROLES AND RESPONSIBILITIES

Roles and Responsibilities of the Principal:

1. To promote the comprehensive development of the instructions as the head of institution.
2. To recruit the Teaching and Non-teaching staff based on the requirements of the departments.
3. To review salary fixation norms as and when required; keeping in mind, the practices in and around colleges.
4. To fix salaries, increments, etc., to teaching and non teaching staff.
5. To depute teaching and technical staff for refresher courses, higher studies and arranging for suitable training in the campus.
6. To conduct HOD's meeting at regular intervals to know the state of affairs - both academic and non academic.
7. To plan for campus placements through training and placement officer.
8. To review the student results and academic performance.
9. To instruct the Hostel authorities about the rules to be followed while permitting the students to go outside, including their native places.
10. To take enough precautions so that, the teaching staff cannot leave the services in the middle of the semester/year.To go round the class rooms to ensure that the class work is being conducted effectively.
11. To go through the letters found, if any in the suggestion box and act them, if required.
12. To conduct Governing Body and Academic Meetings
13. To get the annual budget sanctioned for conducting various events in the campus, keeping in mind the number of events desirable per year as per NBA/NAAC guidelines.
14. To decide the requirements of furniture, lab equipment, staff, additional space, etc., and enlightening the management about the requirement and getting the budget sanctioned.
15. To conduct Fresher's day, College day, Republic day, Independence Day and other functions.
16. To get the budget sanctioned for books and journals.
17. Attesting the academic registers and dairies maintained by teaching staff.
18. To instruct the teaching staff through a schedule to conduct annual stock verification of lab equipments.
19. To monitor the activities of the examination section (JNTU as well as Autonomous)
20. To promote the brand building of the Institution by adopting new technologies.

Roles and Responsibilities of the Vice Principal / HOD:

1. Allocation of the subjects to the faculty members well in advance before commencement of the semester/year
2. Collect lesson plans from teaching staff before commencement of class work and ensure that the information provided is in accordance with the format.
3. Make sure that the time tables are prepared as per the guidelines given by the Principal and inform the fellow members and students at least one day before the commencement of the class work.
4. Send staff attendance register after making necessary entries to the principal office by 10.30 A.M everyday.
5. Interact with students (Section wise) of their branch once in a fortnight; identify the problems and solutions in consultation with the principal.
6. Verify the student attendance registers maintained by staff members once a week and submit to the principal for verification once in a fortnight.
7. Instruct the faculty members to set the question papers as per instructions from the principal and to maintain the confidentiality and also to evaluate the scripts promptly to meet the dead line given by the principal evaluated answer sheets along with award sheet filled by the concerned faculty member has to be submitted to the exam section as per the schedule given. Softcopy of the Mid exams and Assignment test also submitted to the exam branch as per schedule.
8. Observe the dress code among students and instruct the respective class teachers to implement the dress code among the students.
9. Convene departmental staff meeting once in a week on the day allotted and record the minutes of meeting.
10. Collect the student feedback about the faculty member's subject wise (for all the subjects taught to the students of their branch) and communicate the feedback to the concern faculty members in the stated format as decided by the Principal. Communicate a copy to the Principal. If any subject is handled by the department faculty members, communicate one copy to the respective HOD. Guide the faculty members improve their performance based on the feedback and also monitor whether the faculty members improving from year/semester to year/semester.
11. Advise the class teachers to prepare master registers meant for posting attendance and internal marks within one week after the commencement of class work for the semester/year.

12. Communicate the attendance perticulars and internal marks of the students to the concern parents from the time with the help of class teachers.
13. Counsel the students who are absent for the mid test or irregular to the class work.
14. Form the student batches and allot the project guides as per guideline given by the principal.
15. Route all the correspondence through the office of the principal.
16. Designate faculty member who will be the Head I/c during his/her absence and make sure that all files and records are available for Head I/c. give contact telephone number to enable the authorities to contact them in emergency when he/she is away from head quarters.
17. Allocate the students to the teacher-counselors in the beginning of the academic year.
18. Inform the concern authorities of any important events taking place in the department from time to time.
19. Arrange special classes if necessary for the benefit of below average students.
20. Ensure academic discipline in the department.
21. Follow the guidelines/instruction given by the principal from time to time.
22. Maintain and update the files as listed in the enclosure 1.
23. Make arrangements to lock and seal all laboratories before leaving the premises.
24. Plan and conduct the BOS Meeting regularly and prepare minutes of the meeting. Also, communicate the minutes of the meeting to the members of the concern and also to the principal.
25. Provide necessary inputs to the Principal for conducting academic counsel/ GB meeting.

Roles and Responsibilities of the Teacher:

1. Prepare and submit the complete lesson plan and lesson notes for 2 units of syllabus in advance to HOD beginning of every semester/year and cover the syllabus as per the lesson.
2. Sign in the staff attendance register at 10.45 a.m. on every working day unless He/She is on leave.
3. Prepare good notes by referring to number of standard text books and university question papers. Numerical problems in the class before asking the students to solve.
4. Go to class in time at least 5 minutes before commencement of class and engage effectively and wind time. Clean the board before leaving the class. Contents must be delivered in English only.
5. Suggest the list of books which are to be referred by the students for the subject being to be taught.
6. Mark attendance in the class room itself and write the academic dairy in the attendance register in time.

7. Prepare and submit the internal question papers in examination section in time and maintain confidentiality regarding the question papers.
8. Correct the answer scripts as per the key unbaisedly and post the marks in time after verification by the students the master registers available in the concerned HOD's room and submit the scripts to the concerned HOD stipulated period along with marks and award sheet written with his/he.
9. Submit the attendance register and academic dairy to the HOD at the end of every week.
10. Consolidate and post the attendance in the master register on the last working day of every month.
11. Ensure the students and submit the lab records of the previous experiment when they come to the next class.
12. Not apply any type of leave frequently unless it is essential. Alternate arrangements with the teachers same class is mandatory for all types of leave.
13. Engage the class of colleague who has assigned his/her class in the leave letter.
14. Act as "Mentor" for the group of students who are allotted to him/her by the head of the department responsible for the proper conduct of the student.
15. Involve in the examination work of the college as examinations are part and parcel of legitimate duty of member. Alternative arrangements are to be made for exams duty in case of emergency only. Faculty advised to retain from making alternative arrangements regularly.
16. Route all correspondence through the office of the head of the department.
17. Assist the HOD in exigencies and in developmental works.
18. Be available in the department during the working hours for consultation by the students.
19. Seek the permission when ever he/she intends to come or go early by applying in the prescribed letter signed by the concerned HOD's and the principal.
20. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoe, in case of female; attend the college with formal dress saree.
21. Wear ID card as long as you stay in the college campus.
22. Not to carry mobile phones to the classroom examination hall for any reason.
23. Follow the guidelines /instructions given by the principal from time to time.

Roles and Responsibilities of a Class Teacher:

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Collect the list of students absent for the internal tests and reported to the HOD.
3. Submit the list of students absent for the internal tests and reported to the HOD.
4. Prepare consolidated attendance on or before 3 of every month (when ever class work is conducted in that particular month) and also list of students who have got less than 75% of attendance in aggregate. Submit the list to the head immediately.
5. Prepare the list of students who have secure less than 60% of marks in mid exam (subject wise) and submit it to the HOD.
6. Result analysis must be done after the announcement of the results by the university or by college and also update student record regularly after knowing supplementary exam results in current semester.
7. Motivate the students to attend seminars without fail.
8. Instruct the students to attend the internal/external exams without fail.
9. Motivate the students to present papers in conferences/seminars at regional/ national level.
10. Inform the subject teachers of their class to post mid exam marks in master register with in stipulated time after the completion of mid test.
11. Communicate the attendance particulars and internal marks of the students to the concern to time to time as directed by the HOD.
12. Seek the permission (max 1 hour and three permissions in a month)when ever she/he intense to come late or to go early by applying the prescribed letter signed by concerned HOD and principal.

Roles and Responsibilities of Technical Staff:

1. Sign in the attendance register at 10.15 a.m. on every day unless or otherwise he/she on leave.
2. Be available in the lab during working hours.
3. Ensure that the equipment and lab is in clean and tidy condition,
4. Report about any non functioning equipment to the HOD in time through lab in charge.
5. Switch off fans and lights and lock the doors while moving out of lab even for a short period.
6. Close the windows and lock the doors in the evening while leaving the campus for the day.
7. Be available in the lab when extra lab classes are conducted during holidays.
8. Be thorough with all the experiments conducted in the lab.

9. Maintain the maintenance execution register regularly and submit to HOD twice in a month.
10. Be the stock in charge in the respective lab.
11. Assist the lab in charge teaching staff during stock verification at the end of academic year.
12. Assist the faculty in charge in the preparation of consumable items required in the respective lab before the commencement of academic year/semester.
13. Perform routine maintenance machinery/equipment.
14. Any other work given by HOD from time to time.
15. Observe the dress code in case of male attend the college only with the formal dress tuck in and shoe in case of female attend in college with formal dress (saree)
16. Wear ID card as long as you stay in college campus.
17. Not to carry mobile phones to the class room / exam hall for any reason.
18. Follow the guidelines /instructions given by the principal from time to time.
19. Seek the permission (max 1 hour and three permissions in a month) when ever she/he intense to come late or to go early by applying the prescribed letter signed by concerned HOD and Principal.

Examination Section Incharge: (Internal & External examinations)

Internal examinations:

1. Estimation of stationary requirements for tests – Printing of answers Booklets for internal tests
2. Preparation of internal examination time table
3. Conduct of internal examination both KBCNMU.
4. Coordinate with other additional controller of examination for finalization of attendance, marks etc.,
5. Collection of attendance/internal marks prescribed format from the class incharges.

6. Any other related works

External examinations

1. Estimation of stationary requirements for the end examinations (both theory and Labs) – collecting of main answer book let (36 pages for PG theory exams, 36 pages for UG theory exams and 6 pages for Practical exams including main page) from KBCNMU Jalgaon. Preparation of time tables of end examinations (both theory and labs)
2. Conduct of end examinations (both theory and labs) of KBCNMU.
3. Preparation of remuneration bills and maintenance of Acquaintance register.
4. Any other related works.

Roles and Responsibilities of "Office Staff":

"Office Staff" means employee of academic, administration and accounts section

1. Sign in the attendance register at 10:15 a.m. on every working days unless and otherwise He/She is on leave.
2. Shall perform their duties with sincerity and maintain confidentiality
3. Be conversant with the rules and regulations and the relevant procedures involved related to their works.
4. Perform as a team and do the assigned as well as any additional work as an when the in-charge allots
5. Pre plan the day's / week's works and perform the duties assigned for time to time in a systematic way to create a courteous atmosphere. All are expected to improve/ up date their skills in filling, drafting and essentially computer operation.
6. Inform well in advance about leave of absence and make alternative arrangements to the works assigned and give full cooperation to all sections with proper dignity and decorum.
7. Deal with reasonable concern towards student's enquiries and ensure all possible help and deal politely talking on telephones
8. Observe the dress code. In case of male, attend the college only with formal dress with tuck-in and shoes, in case of females; attend the college with formal dress i.e saree.
9. Wear ID card as long as you stay in the college campus.
10. Follow the guidelines/instructions given by the principal from time to time.

11. Seek the permission (max one hour and 3 permissions in a month) when ever He/She intends to come or to go early by applying in the prescribed letter signed by the concerned HOD and the principal.

Rules and Responsibilities of Adminstrative Officer:

1. Maintenance of principal's office as per Principal's direction
2. Student's admission related works
3. All kinds of scholarships and related work
4. Helping the Principal in conducting Governing body/Academic council meetings
5. Recording the resolutions of the Governing Body/Academic Council meeting and dispatching the same to the members.
6. Assists the Principal for KBCNMU,affiliation works
7. Assist the Principal for AICTE/PCI/NBA/NAAC related works
8. Maintenance and purchase of stationary from the stores
9. Maintenance of leave record of Teaching and Non-Teaching staff
10. Preparation and submission of number of days for salary to be paid to the account section, forthe preparation of salary bills
11. Maintaining the personal files of staff members.
12. Maintaining the budget files
13. Maintenance of student's files and records and issue of original certificates to staffand students as directed by the principal from time to time except salary certificate.
14. Consult the principal on any other issue which needs principal's directions and intervention

Counseling in-charges: Academic guidelines /Counseling/Monitoring services to be provided to the students

1. Advise the students to prepare for competitive exams
2. Encourage the students to particitipate in curricular and co-curricular activities.
3. Advise the students to become members of professional bodies like FIP, IPA, APTI and IACP etc.
4. Motivate the students to improve their communication skills and guide them to participate in national / International conference organized by the institute and other institutes.
5. Assist the students to finalize their goals and motivate them to reach the goal. Also suggest the various goals and means to strike their targeted goal

6. Motivate the students to attend the seminar classes without fail
7. Instruct the students to attend the internal/ external exams without fail.
8. Motivate the students to present papers in conference/ Seminars at Regional/National level

Departmental Associated In-Charge:

1. Conduct essay writing, debate competition on general topics, general quiz, technical quiz etc.,
2. Organize guest lectures by experts from various reputed Institutions/Industries
3. Organize seminars on advanced topics by the students and staff
4. Arrange the lectures by the faculty members who have attended seminars/conferences/Refresher Counsel

Student representative:

1. Report common problems of students to HOD through class teacher in-charge
2. Collect the names of the students for association activities as per schedule given by HOD and submit the same to the HOD
3. Inform the Head if any class is not engaged
4. Fill the class attendance sheet and submit to class teacher daily
5. Communicate any information given by Head/ Class teacher to the students
6. Guide the students to submit any letters to the Principal through the respective HOD

Attenders:

1. All attenders should be available in the college by 8:30AM or as per the departmental requirements and leave the premises 15 mins after the Heads of various section leaves the departments
2. They should be present with neat appearance
3. They should take the keys from pricipal's office after signing in the register
4. They are responsible for the cleanliness of the classes/labs/premises of the concerned departments
5. They should ensure proper locking of the rooms/labs/premises and close windows as well as switch off lights/fans, close water taps and deposit the keys in the principal's office.
6. They should strictly follow the instructions issued by the Heads of different sections and departments conscientiously
7. They should give respect to the superiors and extend full cooperation to other attenders
8. They should not allow unauthorized person to enter the departments/office without proper

Verification

10. They should perform any additional duties assigned from time to time
11. They are expected to respect visitors, parents, staff and students

Safety norms and checks

Checks for wiring and electrical installations for leakage and earthing

Periodically wiring and electrical installation for leakage and earthing are checked by in charge of the department. He/She inspects the institution in regular intervals and certifies the status of wiring and electrical instillation.

As the college has a multy blocks, academic ambience precautions have been taken for leakage and earthling. All the major pieces of equipment are provided with proper earthling materials. 24 hours earthlings available in the college. Required amount of charcoal, salt and earthling rods are made available personnel. Further,

A) All fixed electrical installations and portable electrical equipment under the control of or used with in the premises are adequately inspected, tested and maintained to ensure they are fit for purpose and safety for normal use.
B) All electrical inspections, tests, maintenance repair and installation work is under taken by approved trained and competent persons.
C) Live electrical working is prohibited-(although live testing is permitted in exceptional circumstances and it is unreasonable in all circumstances for it to be dead, providing appropriate controls are taken and equipment is used)
D) All relevant statutory requirements and reasonably practicable, best practice guidance is adhere.
E) Upto date records of all electrical inspections and tests are kept and copies are available at the present which they apply.
F) Following a failed inspection or test, repairs are promptly undertaken or where this is not possible item out of use, we put on “do not use sign” and if necessary, we dispose off.

Fire fighting measurements: Fire extinguishers were installed in all the laboratories and at critical locations.

- Working condition of the safety equipments are frequently checked by authorized agencies

- The buildings are so designed that, every class room, seminar hall, laboratory is well ventilated and with wide doors and windows.
- The building architectully designed with 40% open space and proper ventilation.
- In addition to fire extinguishers, water is available abundantly which can be of immense utility is emergency.
- Plastic water tubes are available which can be used for pouring the water.
- Every year our college has been organizing one day training program.

Safety of civil structure

The college takes all the precautions before it goes for constructing a building. The following measures get meticulously executed before, during and after construction.

Processes of construction

- The plans are developed by eminent engineers outside the institution.
- The site is inspected and necessary fortification gets done.
- The soil is monitored by the department of civil engineering.
- Necessary approvals are obtained by relevant government bodies.
- Full-time engineering work on the construction.
- The progress of constructions reviewed both by college administration and the management representatives on a regular scale.
- All the norms laid down by the law-enforcing authorities are adhered to.
- The department of civil engineering monitors structures.
- Stability tests are carried out on in-house facilities.

Safety management of civil structures

- The college accords prime importance to safety of the constructions.
- The flooring is monitored andcare is taken in order to see that there would not be rashes.
- Window frames are checked and painted whenever there is need.
- Buildings are white washed on a periodic basis.
- Doors are protected from white ants and painted on a periodic basis.
- Roofs of the buildings are maintained and steps are taken to prevent seepage.
- Proper drainage system is provided to prevent water logging.
- The department of civil engineering maintains all these activities.

Handling of hazardous chemicals and such other activities

A code of safety procedures are developed by department and are enforced on instructors, students and laboratory technicians.

- Students are required to wear uniform/apron and shoes in order to protect them from welding, sparks etc. also, they will use black glass shielded to protect their eyes from ultra violet rays liberated in the area sparks.
- All the weiding cables are properly insulated in order to avoid electric shock to the students and insulation is widely fixed around cuts to the electrical wires, if any.
- All the tools have been periodically sharpened to have proper cutting at moderate effort and clarify the work pieces have been done properly.
- Mains are switched off when electrical connections are in progress. Fuse wire is provided in the circuit to eliminate burning of entire circuit, in the case of over loads.
- Exhaust gasses are left far away to avoid air pollution in the lab.
- Students have to wear hand gloves, masks for nose etc. while working with the chemicals.
- Gas leakage is arrested by using proper seals at the pipe joints and guards & meshes are provided for it.
- Use the smallest amount of chemicals possible in any experiment.
- Chemicals should be categorized as Corrosives, Flammables and Toxins.
- Spills should be cleaned immediately and disposed appropriately.
- Waste should be segregated to avoid unwanted reactions.

Various committees in the Institution

Grievance Redressal Committee

The committee consists of Vice Principal, any three Heads of the department and a senior Non-Teaching staff as the members. The following are the functions of Grievance Redressal Committee.

Functions

1. To receive Grievance from faculty, staff and students/parents.
2. To find the facts of the Grievance.
3. To suggest remedial and preventive measures,
4. To review the suggestions/complaints raised by the students during periodical counseling.
5. To review the outgoing students feedback.

Library committee

The committee consists of a Professor /an Associate/ Assistant professors drawn from the various departments and the chief librarian. The following are functions of the Library committee.

Functions

1. To prepare the list of books/journals as per the requirement of various departments.
2. To suggest improvements to run the library smoothly, orderly and satisfactorily.
3. To suggest the fine structure for the late returning of books
4. To suggest the punishments to be awarded for the students violating the guidelines of the library.

Student welfare Commitee

The committee consists of a Sr. Professor, an Associate / Asst. Professors drawn from the departments. The following are the functions of the Student Welfare Committee.

Functions

1. Scrutinize the applications received from the students for welfare scholarship and recommended to the welfare office.
2. Scrutinize the request from the students and recommended to the management for financial support deserving students.
3. Recommended to the governing body for the institution of scholarship, studentships, fellowships, prizes, medals and to frame regulations for the award of same.

Co curricular activities committee:

The committee consists of a Head of the department/ 6 associate/assistant professors drawn from the various departments. The following are functions of the Co curricular activities committee

Functions

1. To suggest various co curricular activities to be organized in an academic year.
2. To prepare proposals for conducting state level and national level events in co curricular activities.
3. To finalize a budget to conduct various activities in an academic year and submit to the Principal for approval.
4. Preparation of list of guest lecture programmes
5. Conduct of seminars, paper contests, quizzes etc.

Extra curricular Activities committee:

The committee consists of a senior faculty/ 6 Associate / Asst Professors drawn from the various departments. The following are functions of the Extra-Curricular Activities Committee.

Functions

1. To suggest and organize various cultural activities to be organized in an academic year
2. Plan and organize various activities on behalf of NSS/NCC and encourage students / staff participate in NSS, NCC, Blood donation camps, Flood relief camp etc.,
3. To prepare sports calendar and an action plan to implement the same.
4. To suggest the methods which encourage students and faculty to utilize sports and games facilities available in the college
5. To take up the responsibility of preparing the budget estimate, requirement of infra structure and equipment, maintaining the equipment and play fields.
6. Selection of teams to represent the college in inter-collegiate tournaments and also the intramural tournaments.
7. To prepare the details of attendance to be given to the students representing college in various sports and games.
8. To increase the cordial relations between students and faculty by organizing exhibition games between the teams of students and faculty wherever possible

Admission Committee

The committee consists of Principal, Vice Principal (Admin), any two Heads of the Department and faculty members involved with the admissions. The following are the functions of the Admissions Committee.

Functions:

1. To evolve the procedure for the registration on the day of orientation
2. To make necessary arrangements for the orientation programme for first year students.
3. To prepare nominal rolls
4. To follow up the tuition fee payments and fines, if any.
5. To settle the accounts of tuition fee, admission fee etc., paid by the students.

Planning & Evaluation Committee

The committee consists of Principal, Vice Principal, HODs and other faculty as its members. The following are the functions of planning & Evaluation Committee.

Academic planning & Academic audit

1. To send proposals to AICTE, UGC etc., for continuation of approval / introduction of new courses.
2. To send the proposals to University for extension of affiliation.
3. To co-ordinate among the departments to apply for various schemes/grants to AICTE, UGC etc.,

Research consultancy and Faculty development Committee

The committee consists of Principal and One Sr.Professor from each department as members. The following are the functions of the Research Consultancy and Faculty Development Committee

Functions

1. To coordinate the research and consultancy activities among the departments in the college.
2. Scrutinize the research projects submitted by the faculty members and recommend the deserving the appropriate funding agencies for financial support
3. Scrutinize the student's project proposals to various agencies for financial support and recommend projects.
4. Examine the applications received from the faculty members/ students for patents / awards and recommend the concerned authorities.
5. Examine the research consultation projects and recommend the suitable projects.

Training and Placement Committee

It consists of Director (T&P), Training & Placement Officer and three Sr. Professors as its members. The following are the functions of the Training and Placement Committee.

Functions

1. To help the T & P Officer to maintain contacts with alumni
2. To help the T & P Officer to organize the various processes like written test, group discussion, interviews, H.R. Interviews when the companies come to the campus for placement.
3. To organize activities aimed at improving Institute- Industry Interaction.
4. To coordinate the soft skills training programmes of the respective departments.

Women's Grievence Cell

It consists of 2 Senior Women Professor and 5 women Associate Professor/ Asst Professor, as its members. The following are the functions of the Women's cell.

Functions

1. To receive complaints if any, from the lady staff and lady students who have been subject to sexual harassment
2. To keep all records intact and in proper order of the complaints received
3. To enquire into such complaints and establish the facts
4. To keep an elaborate process document of each and in such case describing the methods adopted and the settlement research in solving the problem

Disciplinary Committee

It consists of Sr Faculty members, drawn from all the departments. The following are the functions of Disciplinary Committee.

Functions:

1. To maintain & enforce strict discipline in the college campus
2. To enforce strict dress code among students
3. To enforce total prohibition of mobile phones usage by the students inside the college campus. Please note that mobile phone is totally prohibited in the college campus and if a student is found carrying mobile phone, the mobile phone needs to be confiscated and submitted to the Principal.
4. To monitor the movement of the students in the college and prevent students loitering around in the corridors during the college working hours.

5. To ensure that all the students attend classes without bunking and prevent the students from leaving the college early. Please note that no student can leave the college without prior permission of the higher authorities (gate pass should be produced).
6. To ensure that students maintain atmost silence in the library
7. To maintain proper discipline in the student waiting room and corridors during the college working hours
8. To assist the college Anti Ragging Committee in preventing ragging in the college and to spread anti ragging campaign throughout the students community.
9. To recommend suitable disciplinary action against that student including in fact of indiscipline behind doubt

Observance of General Discipline:

In order to maintain serene, silent clear and studious environment in the college campus and to inculcate discipline in the students, the following Rules and Regulations are formulated:

- Ragging (inside & outside the college) is strictly prohibited as per Andhra Pradesh Government Act, 26 of ….. Any such act is liable for suspension, Dismissal and Penal Punishment.
- Students should neither involve nor encourage in acts of boycott/strike/quarrels, etc.
- Students should strictly follow the college timings and adhere to the dress code prescribed by the college.
- Students should not possess Mobile phones in the premises of college campus. If found, will be ceased and penalized.
- Students should wear I.D. Card as long as they are in the college campus.
- During the interval and lunch time the students are expected to maintain strict discipline and silence while moving in the corridors.
- Students should cooperate to maintain cleanliness in the campus. Students are strongly advised to use dust bins.
- Students should maintain decency and decorum in the class room
- Students should not slink or mess up others items/cash/books/calculators etc., in the class room and college.

Students are strictly instructed to follow the above listed Rules and Regulations. Any violation in the General Discipline is liable for punishment (such as Suspension from attending college/ Rustication, …etc) as decided by the Principal based on the recommendations made by the Disciplinary

Committee. Their lies the responsibilities of the students to safeguard the image and reputation of the college, in their own interests.

Dress Code:

The following "DRESS CODE" is to be observed in the college premises.

Monday to Friday

- The boy student should attend the college only with College Uniform 'Formal dress with tuck-in and shoes'.
- The girl student should attend the college with College Uniform "Chudidhar" and "Chunni". The foreign national study in this college should follow Formal Dress Code.

Saturday

- Wearing of T-shirt, jeans and shaded pants, dress with different colors and several pockets to the pant and shirt with designs are not allowed in the college premises.

Budget Allocation Procedure:

An Institution's budget is one embodiment of its values. The budget is the means by which an institution furthers its academic mission. It reflects the campus's balance between central control and unit initiative. In an era of high costs and limited resources, the budget process is the mechanism for a campus to focus resources and make difficult decisions.

At I.P.E Boradi, every year in the month of January, the Principal asks the Heads of the Department, College Administrative Office, Examination Section, Library and other central departments, to prepare the budget estimate for the next academic year.

The estimates of the budget from the departments will have provisions under following heads,

(a) Lab Equipment
(b) Lab Consumables
(c) Lab Maintenance
(d) Seminars /Conferences/ FDP
(e) Guest Lectures
(f) Industrial visits
(g) Books & Journals
(h) Research & Development
(i) Staff Incentives
(j) Stationary and other consumables
(k) Display charts & Models

Apart from the budget requirements, the following budget estimates are obtained from the Central Officers

Offices of the institution:

a) Educational & General - The education and general budget funds the general instruction, research, administration, admission, and public service operations of the institution.

b) Examination Related Expenditure - Various annual estimates are prepared for conduct of examination, including, exam related stationary, question paper setting, valuation, recording & publishing of results, exam remuneration, infrastructural requirements etc.

c) Auxiliary Enterprise Budget - Includes budget for various student support services offeed by the institution, including transport, facilities management, IT services, etc.

d) Students Activities: Budget estimates for organizing various student activitites, including cultural events, student organizations (NSS) & Sporting events are prepared under this head.

e) The budget estimates from all these sources are collected and grouped to prepare the consolidated Budget Estimation of the institution. The same is submitted to Finance Committee for approval.

f) Finance committee, after careful examination, approves the budget for the academic year.

g) The accounts department, on receiving the approved budget estimate from finance committee, prepares the schedule for the release of payments, in consultation with the Department Heads.

h) The sanctioned budget is released, as per the schedule, for accomplishing the specified goals

i) The concern authorities have to submit the utilization certificate/ bills for the budget released, within 14 days from the release of the budget.

j) Further, all the departments are sanctioned an amount Rs 20,000/- as Imprest Cash, for meeting emergency requirements in the departments. The account is replenished as and when the bills for the prior sanctioned imprest are settled.

Procurement of equipment

- Departments will project the requirement of equipment with detailed specifications sufficiently in advance. This has to be approved by the Principal.
- The quotations are collected from three different suppliers and the rates are compared.
- Suppliers are called for negotiations and terms and conditions are finalized.
- After receiving the approval from the central purchase committee. The concerned Head of the Institution will issue the purchase order and a copy of the same is given to the Accounts dept.
- Equipment is received, tested and certified by the HOD and entered in the stock registers.
- Payments should be released within two weeks.
- All files should be kept with accounts department where as all papers relating to technical details are to be kept with concerned department.
- Purchase requirements should be placed well in advance so as to enable the proper functioning of academics.

Procurement of consumables

- Various laboratories require different types of consumable items and the list of same is to be prepared.
- Purchase requirements are to be prepared and necessary amounts can be drawn from imprest cash or from accounts department and the same is to be entered in the stock book.
- Regular monitoring is to be done to ensure adequate stock of consumables to enable the smooth conduct of labs.

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(☎:-02563- 284202, Fax-256070,)

Hon. Tusharji V. Randhe
Social Worker
President

Shri. Nishantrao V. Randhe
B.A., B.ed
Secretary

Dr. Dheeraj T Baviskar
M. Pharm, Ph. D.
Principal

Notice

You are inform to attend the meeting schedulded on 3/7/2015

Date: 4/7/2015 Time: _____

Venue: Conference Hall

Signature

Principal **HOD/Registar**

Agenda for Meeting:

1) Review the minutes of First meeting.
2) Complience of stake holders with code of conduct
3) Anyother issue raised during meeting.

Minutes of Meeting:

1) The points discussed during first meeting regarding code of conduct were anonymsoly approved.
2) The compliance of stake holder with code of conduct was found to be satisfactory.
3) Its was decided to prepare booklet on code of conduct.
4) Meeting concluded with vote of thanks & permission of chair.

Institute of Pharmaceutical Education (425 428) Boradi

Members:

1) Dr Dheeraj T Baviskar
2) Mr A. M Akarte
3) Mr R.S Wagh
4) Mr S.M Mahajan
5) Mr P.M Chaudhari
6) Mr S. P Chaudhari
7) Mr V.P Patil
8) Mr R.M Suryavanshi
9) Mr P.S Patil
10) Mr Akash S Patil
11) Ms Priyanka S Borse

PRINCIPAL
Institute Of Pharmaceutical
Education Boradi (425 428)

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BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)
(☎:-02563- 284202, Fax-256070,)

Hon. Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Dheeraj T Baviskar
Social Worker	B.A., B.ed	M. Pharm, Ph. D.
President	***Secretary***	***Principal***

Notice

You are inform to attend the meeting schedulded on 11/7/2016

Date: 12/7/2016 Time: _____

Venue: Conference Hall

Signature

Principal **HOD/Registar**

Agenda for Meeting:

1) Review the minutes of First meeting.
2) To revised/ approve the contents of code of conduct booklet.
3) Anyother issue raised during meeting.

Minutes of Meeting:

1) The points last minutes of meeting were discussedand anonymsoly approved.
2) The content of code of conduct were approved.
3) Its was decided to prepare commmites for code of conduct.
4) Meeting concluded with vote of thanks & permission of chair.

Institute of Pharmaceutical Education (425 428) Boradi

Members:

1) Dr Dheeraj T Baviskar
2) Mr A. M Akarte
3) Mr K.S Wagh
4) Mr S.M Mahajan
5) Mr P.M Chaudhari
6) Mr S. P Chaudhari
7) Mr V.P Patil
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INSTITUTE OF PHARMACEUTICAL EDUCATION
BORADI, Tal. - Shirpur, Dist. Dhule (M. S.)
(☎:-02563- 284202, Fax-9822286957,)

Dr.Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Prakash.H Patil
Social Worker	B.A., B.ed	M. Pharm, Ph. D.
President	***Secretary***	***Principal***

Notice

You are inform to attend the meeting schedulded on 13/6/2017

Date: 14/6/2017 Time: _____

Venue: Conference Hall

Signature

Principal **HOD/Registar**

Agenda for Meeting:

1) To review the minutes of previous meeting.
2) Creating awareness regarding code of conduct newly admitted.
3) Anyother issue raised during meeting.

Minutes of Meeting:

1) The meeting begins by well coming the office bearers of committee.
2) The minutes of previous meeting were approved and confirmed.
3) Displaying the code of conduct within campus in prominent position.
4) Meeting concluded with vote of thanks & permission of chair.

Institute of Pharmaceutical Education (425 426) Boradi

Members:

1) Dr P.H Patil.
2) Mr A. M Akarte
3) Mr K.S Wagh
4) Mr S.M Mahajan
5) Mr P.M Chaudhari
6) Mr S. P Chaudhari
7) Mr V.P Patil
8) Mr R.M Suryavanshi
9) Mr P.S Patil
10) Mr Akash S Patil
11) Ms Priyanka S Borse

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Dr.Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Prakash.H Patil
Social Worker	B.A., B.ed	M. Pharm, Ph. D.
President	***Secretary***	***Principal***

Notice

You are inform to attend the meeting schedulded on 2/7/2018

Date: 3/7/2018 Time: _____

Venue: Conference Hall

Signature

Principal **HOD/Registar**

Agenda for Meeting:

1) To review the minutes of previous meeting.
2) Review of display of code of conduct in institute.
3) Upgradation of code of conduct.

Minutes of Meeting:

1) The meeting was started by well coming of all members by the chair.
2) The minutes of previous meeting were approved and confirmed.
3) The content of code of conduct like instruction for visitors, students teachers etc were found to be displayed at approved position.
4) It was decided to collect the points for addition into code of conduct in next meeting.
5) Meeting concluded with vote of thanks & permission of chair.

Institute of Pharmaceutical Education (425 428) Boradi

Members:

1) Dr P.H Patil.
2) Mr A. M Akarte
3) Mr K.S Wagh
4) Mr S.M Mahajan
5) Mr P.M Chaudhari
6) Mr S. P Chaudhari
7) Mr V.P Patil
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Dr.Tusharji V. Randhe	Shri. Nishantrao V. Randhe	Dr. Prakash.H Patil
Social Worker	B.A., B.ed	M. Pharm, Ph. D.
President	***Secretary***	***Principal***

Notice

You are inform to attend the meeting schedulded on 1/7/2019

Date: 2/7/2019 Time: _____

Venue: Conference Hall.

Signature

Principal **HOD/Registar**

Agenda for Meeting:

1) To review the minutes of earlier meeting.
2) Addition of essential points to code of conduct.
3) Review of compliance of code of conduct.
4) Any other issue.

Minutes of Meeting:

1) The meeting was started by well coming of all members by the chair.
2) Points of agenda where taken one by one.
3) The minutes of previous meeting were approved and confirmed.
4) It was discussed to include following points through code of conduct
   a) To promote use of bicycles to student in campus.
   b) To avoid usage of single use plastic materials in premises.
   c) To promote minimum use of water etc.
5) Meeting concluded with vote of thanks & permission of chair.

Members:

1) Dr P.H Patil.
2) Mr A. M Akarte
3) Mr K.S Wagh
4) Mr S.M Mahajan
5) Mr P.M Chaudhari
6) Mr S. P Chaudhari
7) Mr V.P Patil
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