



Kisan Vidya Prasarak Sanstha's
INSTITUTE OF PHARMACEUTICAL EDUCATION

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

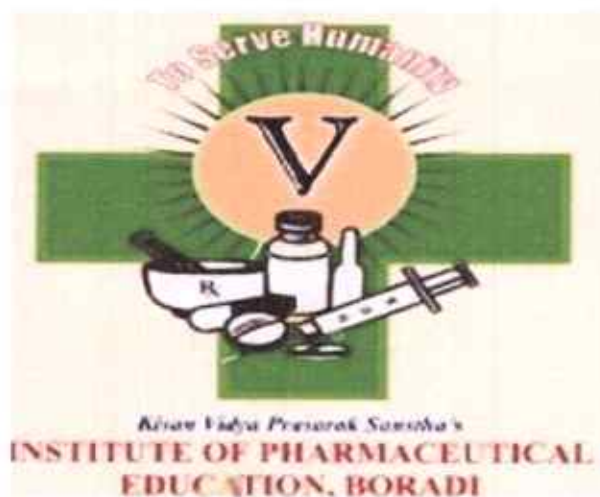
(☎:-02563- 284202, 7588002726)

NAAC ACCREDITED B+ GRADE (CGPA 2.68)



Dr. Tusharji V. Randhe Social Worker President	Shri. Nishantrao V. Randhe B.A., B.ed Secretary	Dr. Vikas V. Patil M.Pharm.Ph.D. Principal
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6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rule, procedure, etc.



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

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



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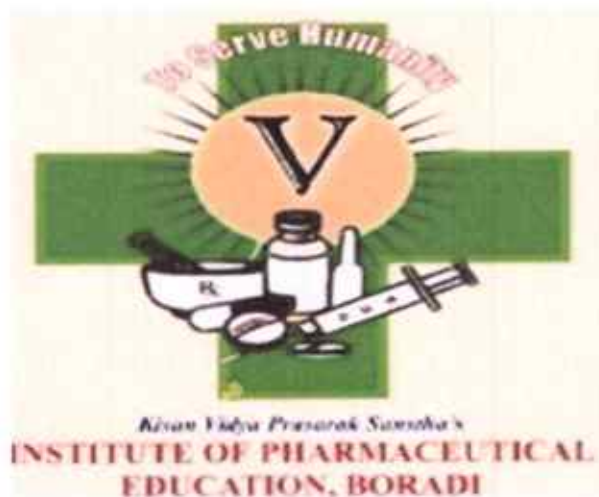


Dr. Tusharji V. Randhe
Social Worker
President

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

Dr. Vikas V. Patil
M.Pharm.Ph.D.
Principal

A. Governing body meeting Minutes



VISION- *"To serve the Pharmacy Education in Tribal and Rural Community"*

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21/06/2024
Agenda Cum Notice

I would like information that meet regarding governing body of Institute of Pharmaceutical Education, Boradi which will be held at Conference hall at 2 PM on 22/06/2024

Bussness

- 1) Read and Confirmation the last meeting minutes.
- 2) Approved the Audit for A.Y. 2023-2024 & Approval for budget 2024-25.
- 3) Status of admission for the academic year 2024-25.
- 4) Student development activity
- 5) To purchase a Senses board.

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Dr. Vikas V. Patil
M.Pharm.Ph.D.
Principal

Hence,

Give receive for the
agenda of a meeting regarding
governing body for Institute
of Pharmaceutical Education
Boradi which will be
held at conference hall
on 2 PM dated 22/06/2024



Principal
Institute of Pharmaceutical
Education Boradi-425 428

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Minute of meeting

Minutes of governing body
meeting of Institute of
pharmaceutical Education Boradi,
held at Conference hall
on 22/06/2024

The following members was
present for the governing body
meeting.

- 1) Dr. Tushar V. Randhe President.
- 2) Mr. N. V. Randhe member. *(initials)*
- 3) Mr. A. V. Randhe member. *Run*
- 4) Mr. R. V. Randhe member
- 5) Mr. S. S. Patil member *(initials)*
- 6) Dr. R. M. Gisi member. *CM*
- 7) Mr. S. V. Nikam member
- 8) Dr. V. V. Patil member Secretary *WP*
- 9) Dr. S. M. Mahajan member *initials*
- 10) Mr. K. S. Lalegh member
- 11) Mr. P. S. Patil member *initials*
- 12) Mr. V. P. Patil member *Kall*
- 13) Mr. H. V. Lalegh member *initials*
- 14) Mr. P. N. Dhakad member *f*

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Item - 1

To Confirmed the minutes of
last meeting.

Resolution:

The Governing body member
concerned at minutes of meeting

Item - 2

Approve the Audit. for 2023-24
& Sanction the budget for
2024-2025.

Resolution -

A detailed discussion with
a review of income and allocation
under various categories of the
college budget was made and
the budget proposal for the
academic year 2024-25 were
approved with suggestion for
financial prudence.

Committee also approved
the audit report for
financial year 2023-24.

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Item - 3 ..
Statutory or admission fee
the academic year 2024-25.

Resolution..

Admission Regulation for
Institute of Pharmaceutical
Education were reviewed and
the body approved the procedures
followed by the colleges.
The Governing body members
expressed their view for the
B.Pharm student admission
made during past academic
years.

Item - 4 ..

Students development Activity.

Resolution -

The committee members
instructed to principal for
organizing guest lecture week
top seminar, training &
project competition for the
students also organized to NSS
camp for functioning to improve
the students personality and

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character development
College has organized various
sports & yoga activities are
facilitate for the development of
physical fitness of the students.

Item - 5
To purchase Sence board.

Resolution -

The Governing body also approved
the budget for purchase a Sence
board to fit in classroom for
better Teaching facilities
for the students.

The certain resolution
passed unanimously.

At last Hon. principal con-
ducted the meeting by taking per-
mission of president with
the vote of thanks of
all members.




Principal
Institute of Pharmaceutical
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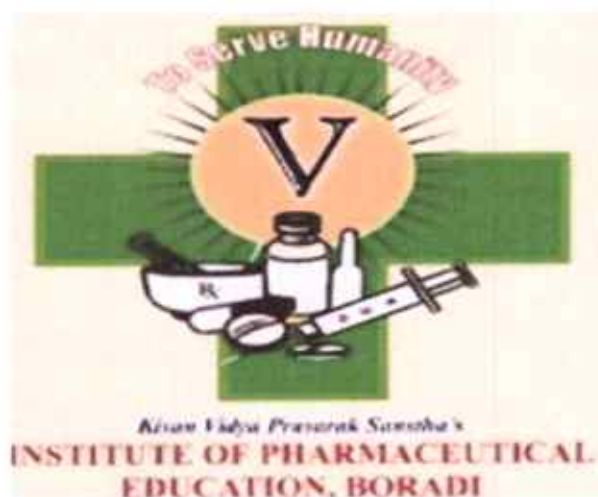
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College Development Committee

Meeting Minutes



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Date 22/05/2024

Agenda cum Notice

I would like to inform you that meeting regarding college development committee (CCDC) of Pharmaceutical Institute of Pharmaceutical Education, Boradi which will be held at conference hall on 2.30 pm dated 24/05/2024

Business

- ① Read and confirmed the last meeting minutes
- ② Preparation and submission of AQAR for 2023-24
- ③ Feedback from stakeholders, Alumni, Parents, Employees & students
- ④ To prepare academic schedule & distribute the Portfolio
- ⑤ To promote the faculty and student to involve in work shop / conference / seminar

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Principal

Hence,
Give receive for the
agenda of meeting regarding
College Development Committee
of Institute of Pharmaceutical
Education, Boradi which
will be held at conference
hall on 2.30 pm dated



[Signature]
Principal
Institute of Pharmaceutical
Education Boradi 425 4202

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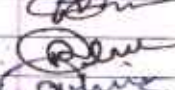
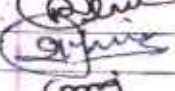
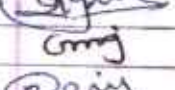
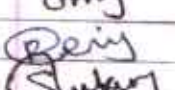
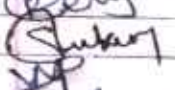
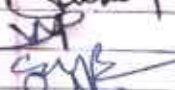
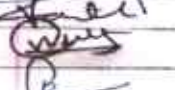
Dr. Vikas V. Patil
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Principal




minutes of meeting

minutes of college development
+ Committee meeting of
Institute of Pharmaceutical
Education, Boradi held at
conference hall on 24/06/2024

The following members
were present for the meeting

Dr. Tushar V. Randhe	chairman	
Mr. Nishant V. Randhe	member	
Mrs. Ashatai V. Randhe	member	
Mr. Rohit V. Randhe	member	
Mr. Shantkar S. Patil	member	
Dr. Rajesh M. Guzi	member	
Mr. Rahul V. Randhe	member	
Mr. Sudhir V. Nikam	member	
Dr. Vikas V. Patil	member	
Dr. S. M. Mahajan	member	
Mr. K. S. Wagh	member	
Mr. P. S. Patil	member	
Mr. V. P. Patil	member	
Mrs. H. V. Wagh	member	
Mr. P. H. Dhakad	member	

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Subject 1 Read and confirmed the last meeting minutes

Resolution

College development committee confirmed the all minutes of last min meeting

Subject - 2

Preparation and submission of AQAR 2023-24

Resolution

The IQAE Co-ordinator Dr. S.M. Mahajan gave a brief review of AQAR preparation

The process of data collecting has been initiated

The committee suggested not hurrying in uploading the data. Once the data is ready a criteria wise presentation and updated report to be sent to the IQAE committee for their suggestion.



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Subject - 3

Feedback from stakeholders

Resolution.

members were informed about the feedback mechanism developed on the college website to get feedback from the stakeholders like alumni, Parents, Employee, Teachers & students.

Subject - 4

To prepare academic schedule & distribute the portfolio

Resolution -

Committee were discussed about the upcoming academic schedule, members were informed about the prepare time-table and academic calendar and distribute the portfolio for respected work for the faculty.



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Principal



Subject - 5

About workshop & seminar

Resolution

The committee were suggest to faculty member to encouraged and promote the student and faculty for attend the workshop seminar and conference

The certain resolution passed - unanimously

At the last hon. Principal concludes the meeting by taking prior permission of honorable chairman with the vote of thanks of all members.


Principal
Institute of Pharmaceutical
Education Boradi-425-428



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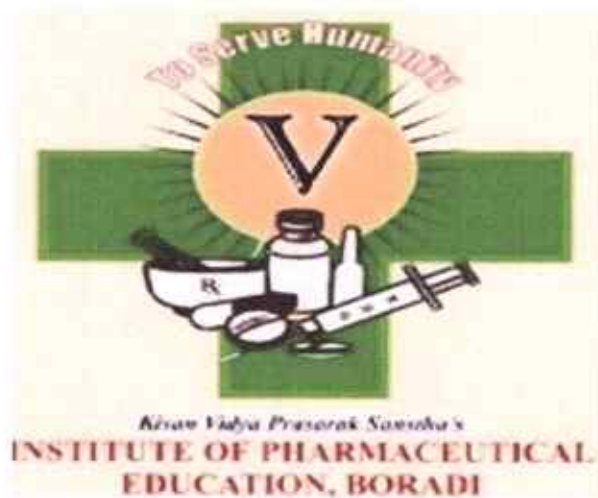
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B. Pharm, Boradi-425428

Rules & Regulations



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4.	Leave Rules	26-29
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--	---	--

I. VISION, MISSION, CORE VALUES

Kisan Vidya Prasarak Sansthas (KVPS) was established in 1941 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 PhD. 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, Jalgaon 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 & Pharmaceutical Quality Assurance with intake capacity of 15 each and PhD course also offered from 2010-2011.

Vision :

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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.
4. To build the abilities and opportunities for higher education and recruitment in Pharmaceutical industry as well as academics.
5. To educate students with the fundamental knowledge, problem solving skills, business awareness and confidence required to be confident leaders in the global environment.

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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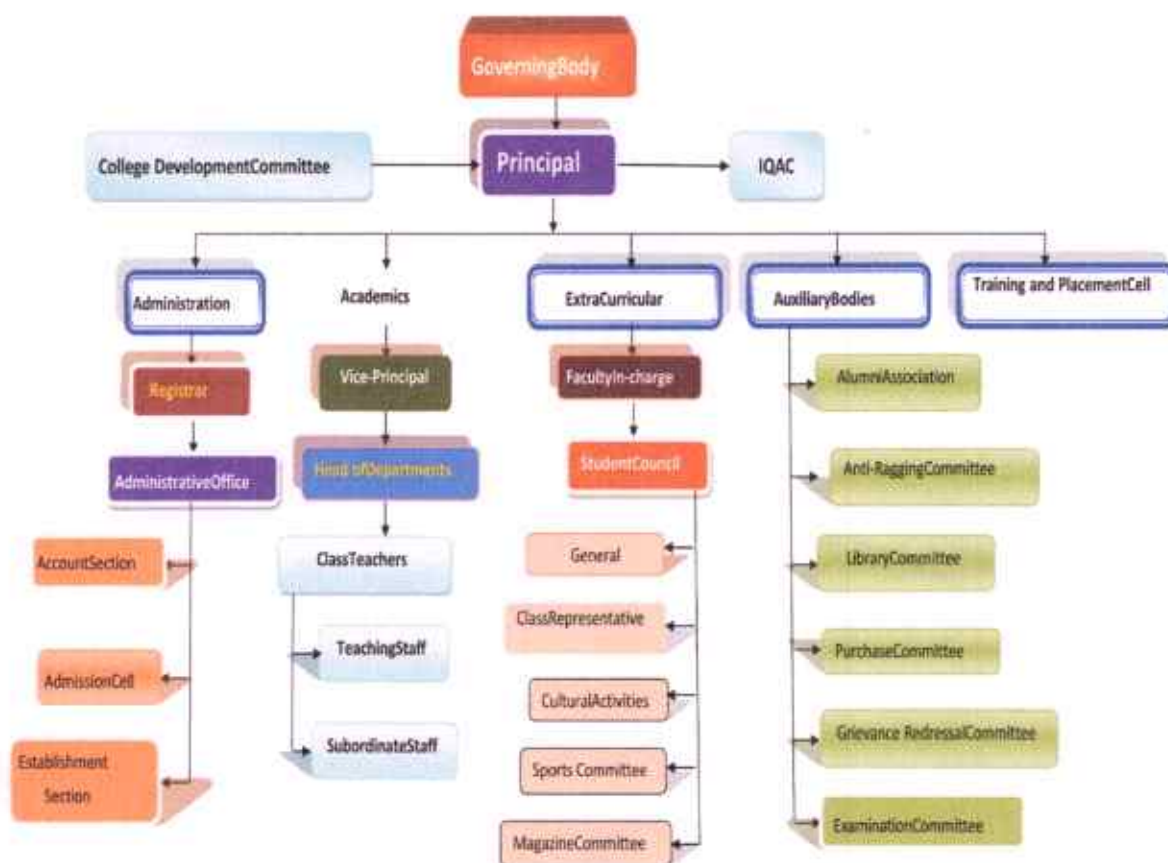


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II. Organization structure



KVPS's
Institute of Pharmaceutical Education , Boradi
(Organizational Structure)

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

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



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(☎ :- 02563- 284202, 7588002726)

NAAC ACCREDITED B+ GRADE (CGPA 2.68)



Dr. Tusharji V. Randhe
Social Worker
President

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

Dr. Vikas V. Patil
M.Pharm.Ph.D.
Principal

III. Governing Body

Sr No.	Member	Designation/Criterion	Role
1.	Dr. Tushar V. Randhe	Chairperson of the management	President
2.	Mr. Nishant V. Randhe	Secretary of the management	Secretary
3.	Mrs. Ashatai V. Randhe	Treasurer of the management	Member
4.	Mr. Rohit V. Randhe	Five local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus	Member
5.	Mr. Shamkant S. Patil		
6.	Dr. Rajesh M. Giri		Member
7.	Mr. Rahul V. Randhe		Member
8.	Mr. Sudhir V. Nikam		Member
9.	Dr. Vikas V. Patil	Head of the institution - Member - Secretary	Member
10.	Dr. Sachin M. Mahajan	Co-ordinator, Internal Quality Assurance	Member

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Principal

		Committee of the college	
11.	Mr. Kalpeshkumar S. Wagh	One head of department, to be nominated by the principal or the head of the institution	Member
12.	Mr. Pankaj S. Patil	Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman	Member
13.	Mr. Vikas P. Patil		Member
14.	Mr. Harshada V. Wagh		Member
15.	Mr. Prince N. Dhakad	One non-teaching employee	Member

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Principal

IV. College development committee

Sr No.	Member	Designation/Criterion	Role
1.	Dr. Tushar V. Randhe	Chairperson of the management	President
2.	Mr. Nishant V. Randhe	Secretary of the management	Secretary
3.	Mrs. Ashatai V. Randhe	Treasurer of the management	Member
4.	Mr. Rohit V. Randhe	Five local members, nominated by the management in consultation with the principal, from the fields of education, industry, research and social service of whom at least one shall be alumnus.	Member
5.	Mr. Shamkant S. Patil		
6.	Dr. Rajesh M. Giri		Member
7.	Mr. Rahul V. Randhe		Member
8.	Mr. Sudhir V. Nikam		Member
9.	Dr. Vikas V. Patil	Head of the institution - Member - Secretary	Member

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10.	Dr. Sachin M. Mahajan	Co-ordinator, Internal Quality Assurance Committee of the college	Member
11.	Mr. Kalpeshkumar S. Wagh	One head of department, to be nominated by the principal or the head of the institution	Member
12.	Mr. Pankaj S. Patil	Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman	Member
13.	Mr. Vikas P. Patil		Member
14.	Mr. Harshada V. Wagh		Member
15.	Mr. Prince N. Dhakad	One non-teaching employee	Member

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The Internal Quality Assurance Cell

Sr No.	Member	Designation/Criterion	Role
1.	Dr. Vikas V. Patil	Chairperson	Principal
2.	Dr. Sachin M. Mahajan	Co-ordinator, Internal Quality Assurance Committee of the college	Secretary
3.	Mrs. Pankaj S. Patil	Member of IQAC	Member
4.	Mr. Vikas P. Patil	Teacher Representative	Member
5.	Mr. Swapnil P. Chaudhari		Member
6.	Mr. Amol R. Pawar		Member
7.	Mr. Kalpesh S. More		Member
8.	Dr. Tushar V. Randhe	President- Management	Member

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	Mr. Shamkant S. Patil	Local Society	Member
9.	Mr. Ravindra P. Shinde	Stakeholder	Member
10.	Mr. Sudhir V. Nikam	Alumni	Member
11.	-	Industrialist	Member
12.	Mr. Prince N. Dhakad	Office Superident	Member
13.	Mr. Pankaj Sonar	Student	Member

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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 meets 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 collaboration to strengthen teaching and research ❖ To make specific recommendations to the management to encourage

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	the 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 exercises such other powers as may
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	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. ❖ 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, seminar on quality related themes and promotion of quality circles. ❖ Documentation of the various programmes/activities leading to quality improvement. ❖ Acting as anodal 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

I. 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,

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			Professional
		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

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			books/ research paperpublications/IPR/patents, etc., as deemed fitbythe expert members of theSelection committee.
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M.Pharmacy

Faculty required 1:15 (Teacher : student ratio)

Cadreratio 1:2(Professor:Associate/AssistantProfessor)

Qualifications as rescribedabove

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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 the purpose 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. There commendation 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.

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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.

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.

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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.

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- Scrutiny of applications received before last date mentioned in the advertisement
- 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

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- 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

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

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NAAC ACCREDITED B+ GRADE (CGPA 2.68)



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Social Worker
President

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

Dr. Vikas V. Patil
M.Pharm.Ph.D.
Principal

- Interview by local selection committee
- 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.

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☐ 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.

☐ 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.

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□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.

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□ 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

/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.

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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:

- For evaluation of six monthly report during the period of probation.
- For confirmation in service.
- For Assessment at the time of crossing Assessment Bar in 2[pay scales.]
- For consideration at the time of interview for a higher post.
- 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.

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□ 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 withholding of increment shall state the period for which it is to be withheld and whether withholding 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:

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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.

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□ 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 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 monthspay.

□ 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.

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☐ Notwithstanding 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.

☐ 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.

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☐ 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.

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☐ 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.

☐ 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.

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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.

Academic Activities

- i. Class Room Instructions

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- 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.

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- 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.
- 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.

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- 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

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.

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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 12 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 provision 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.

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- ☐ In case of emergency / Medical Leave, the employee should inform to the Principal.

Study Leave:

- (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.

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(☎:-02563- 284202, 7588002726)

NAAC ACCREDITED B+ GRADE (CGPA 2.68)



Dr. Tusharji V. Randhe
Social Worker
President

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

Dr. Vikas V. Patil
M.Pharm.Ph.D.
Principal

(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 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 or 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.

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Permission/Movements

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

Competent Authority:

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

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**DEPLOYMENT OF STRATEGIC PLAN
THROUGH THE FOLLOWING
DELIVERABLES**

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LIST OF ACADEMIC/ADMINISTRATIVE COMMITTEES

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	Cultural Committee
14	Intellectual Property Right Cell
15	Sexual Harassment Committee
16	Sport Committee

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17	Examination Committee
18	Library Committee
19	Programme committee

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**1. LIST OF IN CHARGE / COORDINATORS 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.

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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.

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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
5	Study of Analytical Techniques by HPLC

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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

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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 & QualAssur	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	ActualitesPharmaceutiques	Yearly
2	Advances in Public Health	Yearly
3	Advances in Public Health	Yearly


PRINCIPAL
KVPS Institute of Pharmaceutical
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