



Dr. D. Y. Patil Pratishthan's

Dr. D. Y. PATIL COLLEGE OF PHARMACY

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Approved by : All India Council for Technical Education, New Delhi

Pharmacy Council of India, New Delhi. Recognized by : Government of Maharashtra

Affiliated to Savitribai Phule Pune University, Pune

Dr. Sanjay D. Patil
President

Padmashree Dr. D. Y. Patil
Founder

Shri. Satej D. Patil
Vce-President & Chairman

Dr. N. S. Vyawahare
Principal

Ref. No. : DYPCOP/
Date :

7.2.1

BEST PRACTICES





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BEST PRACTICES

Sr. No.	Name of Best Practices
1.	<u>Institutional Best Practice - 1</u> Participative Management of all stakeholders
2.	<u>Institutional Best Practice - 2</u> Conservation of Ecosystem



INSTITUTIONAL BEST PRACTICE – 1

1. **Title of the Practice:** Participative Management of all stakeholders
2. **Objective of the practice:**
 - To inculcate the idea of oneness through participative management for the effective functioning of the organization.
3. **Context:** Participative Management is a style of management that includes contribution and cooperation of all stakeholders. Participative team work provides equal opportunity to all to learn new skills and deliver as per acquired skill sets which in turn increases ownership to achieve organizational goals. It is a shift in the management paradigm from a top-down approach to a self-facilitated and self-sustained approach wherein stakeholders' participation is governed by the freedom coupled with responsibility.
4. **Practice:**

Participative Management practice of the College is summarized below:

1. **College Working Committee (CWC):** The CWC is a concept to formulate small groups with defined portfolios. It promotes cohesiveness and knowledge transfer at a faster rate. It also aids experiential and peer learning amongst the staff and faculty. The portfolios and related responsibilities are assigned on the basis of individual expertise, experience and cadre. **This is the best example of promoting participative management.**
2. **Appraisal and Appreciation:** The identification of strengths and correction of mistakes with the support to overcome the same is key to improve participation performance. In this regard, the College adheres to a systematic appraisal process in which faculty members are evaluated by other faculty members through a well-defined process. It is a systematic approach to determine the relative value of all the operations in the College. The customized self-appraisal form is designed by the faculty after series of deliberations and discussions. A face-to-face engagement with the evaluator at the end of the multi-step appraisal process gives the evaluator the opportunity to express their view, their explanation, and any grievances they may have. In short, this open assessment, followed by appreciation and support in

making improvements as needed, further fosters a sense of engagement and participation at all levels.

- 3. Best Researcher Award:** Recent years have seen a rise in the prominence of research activities on par with regular academics. To inculcate a research culture, the college has instituted Best Researcher Award for faculty. Every year assessment is done on the basis of quality of research and review papers published. Systematic evaluation of research contribution by the panel of external experts is a key part of evaluation. The in-house team of faculty having significant research exposure and component designed the form and also regulate the entire process of assessment. Based on assessment report, selected faculty is felicitated with certificate and cash prize of Rs. 5000/-. This acknowledgement and appreciation give faculty members a confidence boost and further inspires them to contribute actively to the College's research.
- 4. Best Supporting Staff Award:** The supporting staff has been an active part of management with a similar background as that of faculty. Each and every member of the staff participates in at least one working committee for the college. The staff contributes as per individual domain specific expertise under the mentorship of respective faculty. The evaluation is done based upon the scores obtained through prescribed evaluation format. The evaluation is done by all Head of Departments and Office Superintendent in consultation with respective teachers. This activity is helping the College to improve the productivity of that employee in specific and all the employees in general.
- 5. The birthday celebration of Faculty and Staff:** It is initiated with the dual aim of environment enrichment and development of communication skills. The mandatory expression of views by all members, including support staff, promotes the improvement of public speaking and communication skills. Additionally, positive reinforcement inspires improvement and a word of caution helps to refine his/her way of doing things. Additionally, this fosters a sense of belonging and respect for one's coworkers and the organization, both of which improve managerial quality. The majority of them, particularly the non-teaching staff, have improved their communication skills as a result of this exercise, and they now stand out as responsible college team members.

- 6. Celebration of International Women's Day and Men's Day:** For recognition of role of women and to promote gender equality, 'International Women's Day' is celebrated every year on 8th March. The unique part of the event is that it's being celebrated by the entire male fraternity along with male students of the College with great zeal and enthusiasm. This promotes participatory management through improved internal stakeholder participation and cooperation among the par gender in academic and administrative positions. International Men's Day is celebrated in same manner but vice versa.
- 7. Organization of Excursion:** Excursions are organized for all employees of the College which helps to build stronger team dynamics. These further augment interpersonal relations along with improvement in work life balance. The college periodically organizes excursions for its employee wherein end to end organization is done by the group of faculty members irrespective of cadre, gender & length of service. This in turn develops co-ordination & organizational skills among the faculty & staff. The mandatory change in the responsibility at every excursion is an attempt to provide equal opportunity to all to participate and execute their ideas. The outcome of this participation is flawless execution of all excursions till date.
- 8. Appreciation and Recognition of Specialized Skills:** The College has put conservation of ecosystem as a top priority. To execute it with continuous improvement, all stakeholders are being involved at different levels. As a part of this initiative, the College and Campus gardener together are playing an important role by replacing the artificial bouquet by ecofriendly bouquet using natural flowers of the Campus to felicitate the dignitaries & visitors. This has served several purposes like skill-based participation of gardeners, appreciation of gardeners by the dignitaries, reduced expenses of the College and legitimate source of additional revenue generation to the gardeners which ultimately foster their participation.
- 9. Free coaching for all Competitive Exams:** To get a desired position in higher education or a career, competitive examinations have become an essential component of today's education. The idea of individualized instruction has shown to be more successful in achieving achievement. In this situation, our faculty members with specialized training coach our students for competitive tests. This

has resulted into increasing trend of success which is a result of voluntary add on participation of faculty. This is further augmented with specialized session by the Alumni to guide for selection of correct designation and thus this activity is perfect blend of participation of internal and external stakeholders. As on date external experts and faculty together provide free coaching for more than 6+ types of competitive exams.

10. Provision of Uniform: In order to get active participation, the sense of belongingness towards organization is prime step. The College provides uniform dress code to all teaching, non-teaching & students absolutely free of cost. The dress code has become a symbol of presentation as an official representative of DYPCOP for all internal stakeholders. This has also increased a positive outcome especially during social activity.

11. Development of Leadership Quality in Students: All academic, co-academics, extracurricular activities are co-ordinated by the students under the guidance of respective teachers. The stage co-ordination being very crucial part is always managed by the students. This opportunity enables students to demonstrate their unique talents, hone learned abilities, and enjoy being a contributing member of the management team.

12. Notice Board Management by Students: The notice boards are the source of providing important information of the College. In DYPCOP, all notice boards are managed by the students. The responsibility includes maintenance, up-dation, and adequate display of information in most lucid and effective way. The student gets recognition during this activity and indirectly develops habit of review of current literature search too.

13. NSS Activities: The College is having an active unit of NSS affiliated to SPPU and conducts various activities throughout year. The 07 days residential camp consisting of large number of technical, social & academic activities are completely executed by students under the guidance of a Faculty Coordinator. The selection of place, activity to be undertaken, liasoning with local authority etc. is handled by the student. Appreciation of NSS unit by local authorities is a sign of successful participation.

- 14. Social Activity through different Clubs:** Conducting social activity as a pharmacist is one of the key objectives of our College. In this regard, students have formulated different social clubs and are organizing various social activities. Till date 16 activities are being conducted by the students under social clubs which are widely acclaimed by the society and media. This activity and its coverage have in turn created a special image of college as a consistent contributor under the banner of “Institutes Social Responsibility”. The faculty and staff on their own as well as college management have extended financial and administrative support to these activities.
- 15. Academic and process Guidance for Internship Programs:** Special assistance in the form of compensatory classes jointly conducted by the faculty and alumni having domain specific experience is provided to those students who undergo full time internship programs as a part of curriculum. Also, students are provided with end-to-end support to grab the opportunities of internships right from application till completion of it. The enrollment for internship in diverse verticals is the outcome of joint participation of faculty & alumni.
- 16. Implementation of Institute Social Responsibility (ISR) by conducting visits to various Social Centers:** The College regularly visits various social centers and extends support being Pharmacist. Bandorwalla Leprosy Centre, Kondhawa, Pune, Paraplegic Rehab Centre Khadki, Pune, Monibaba old age home Akurdi, Pune, Nachiket Orphanage, Akurdi, Pune are few examples. This kind of activity instills the sense of responsibility in the budding Pharmacists. The scheduling of visit, services to be delivered, goods to be donated and selection of centre etc. is decided by group of students & faculty. This suggests execution of ideal participative management. The college administration extends financial support to all these activities as well.
- 17. Participation of Faculty and students in Wari** (Wari is a pilgrimage walk conducted annually by a large group of devotees of Lord Vithoba, a deity worshipped predominantly by the people in Maharashtra every year): In Wari, different stakeholders participate and contribute at different levels. A group of current students distribute medicines to pilgrims (Warkaris) and deputed Police

along with counseling whereas few alumni provide medicine to the college free of cost while teachers conduct prior training of the students to ensure distribution to right person with adequate counseling. Apart from this, active participation of faculty & staff on a pilgrim for the day is a way of propagation of ancient rituals and practices which is also mentioned in National Education Policy (NEP).

18. Aid from Alumni: Alumni of the college are actively involved in providing donations in various forms. Donations are provided in form of books, medicines, office equipment etc. Recently alumni have donated EAGLE HEALTH MATE (vibrating machine) on the occasion of International Women's Day. Apart from these distinguished alumni help in form of giving pre placement talks. The overseas alumni make sure that they pay visit to the college and guide students with firsthand information. The college ensures organization of the free and formal interaction of alumni with faculty & current students along with physical round of college during their routine visit or alumni meet. These activities provide inputs regarding development of academic facility as per current needs, improvement in existing facilities etc. The increasing placement statistics is an outcome of participation of alumni along with industry stakeholders.

19. Institute Promotes the Preferential Participation of Parents in various Committees: We encourage the participation of parents from various fields in different committees who contribute their knowledge and expertise for smooth working. Many parents have conducted expert sessions as per individual expertise. Active participation of parents in Anti-ragging committee is a representative example of Parents participation.

20. Industry Institute Interaction: The College has signed MOU & linkages with various industries & as a part of this venture, industry experts extend services in various activities like evaluator, advisor, expert guide, Laboratory establishment etc. to us. The donation of equipment's worth Rs. 02 Crores, conduct of corporate training by Global Talent Track are few prominent examples of industry participation. On the other hand, the faculty also conducts trainings for industry task force and also provides technical, regulatory & research consultation. The

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mutual participation is helping both the end users to grow together which is a result of participative management.

The participative management needs continuous nurturing. The college administration takes immense efforts to promote participative management. Few initiatives & efforts are summarized below

✓ Efforts taken for enhancing Participative management.

- ❖ **Financial support for skill up gradation- attending seminar / workshop / conferences / FDPs / poster presentation / oral presentation:** The college has well defined policy to promote employees to attend the various skill upgradation activities like FDP, SDP, workshop and symposia etc. aided with duty leave, financial support and recognition.
- ❖ **Conduct of special self-supported FDPs & SDPs exclusively for faculty and staff:** The College regularly conducts various FDP, SDP wherein faculty work as a convener. The College also ensures that every time one or other faculty work as a resource person and thereby promote participation. All staff members are motivated to attend all kinds of FDP and SPP outside the campus, while we also organize FDP and SPD free of cost within the Campus.
- ❖ **Grant of own Marriage Leave for 10 days:** All employees are entitled for 10 days of paid leave on occasion of their marriage. This small gesture results into comprehensive enrichment of work culture.
- ❖ **Marriage Anniversary:** An employee is provided with facility of special leave such as Marriage Anniversary Leave as per the office record.
- ❖ **Birthday Leave:** An employee is provided with facility of Birthday Leave (Applicable to single only) as per the office record.
- ❖ **Group Insurance for Faculty and Staff:** The insurance facility is provided to staff and faculty on a regular basis. This not only provides protection from accidental but gives sense of bonding as a family.
- ❖ **Exposure to Counseling sessions:** Counselling is crucial for ongoing progress, particularly in overcoming self-inflicted limitations. The college provides facility of counseling to the employees through qualified counselor absolutely free of cost.

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- ❖ **Fee Concession to the ward of Faculty and Staff of the college:** All the employee of the College provides appropriate fee concession for the children of eligible employees studying in the College.
- ❖ **Wide exposure is provided to all students to cover within and beyond the syllabus points:** Various Guest lectures, seminar conferences on current trends, industrial visits are organized regularly for covering the points within and beyond the syllabus.
- ❖ **Financial aid is to all in-house stakeholders to attend the various up gradation activities like workshop, symposia, seminars, conferences:** The College has a well-defined policy to promote its students to attend various up gradation activities like workshop, symposia, seminars, conferences.
- ❖ **Financial support to PG student to carry out research work:** This support is provided to post graduate students as contingency to improve the quality and quantum of research: This enables Post graduates students and faculty to take up multifold projects.
- ❖ **Fee waiver up to 100 percent for extremely economically weaker student:** Apart from government scholarships and schemes, the management provides fee concession to economically weaker students under specific circumstances.
- ❖ **Fee waiver for University toppers:** If a student tops the university merit list he/she is eligible for fee waiver for the next academic year.
- ❖ **Free Book bank facility to college toppers:** Class toppers from each class every year are provided with book bank facility.
- ❖ **Free training to all internal stakeholders under in-house language lab skill development program:** College provides students training under in-house language lab skill development program. Thus, in-house language lab provides training to the students right from the first year itself. This is purely an add-on training provided by the domain expert absolutely free of cost.
- ❖ **Financial support to undertake social activities:** College gives donations in many forms such as financial help, clothes, stationery, food and medicines to needy, where students are involved in this activity to instill the sense of responsibility as a healthcare provider in budding Pharmacists.

❖ **Institution of Best Outgoing Student Award**

❖ **Recognition and appreciation of alumni by inviting them as a resource person as per individual expertise and experience:** Alumni who have excelled in their respective fields are invited to deliver expert talks, provide trainings to the students. This helps our students to bridge the gap between their expectations and outside world.

5. Evidence of Success: As a collaborative and participative efforts of all stakeholders College could achieve following laurels:

- Best College Award 2022-23 under Urban Professional category from Savitribai Phule Pune University, Pune
- The College has received Permanent affiliation from SPPU
- The College has secured NIRF Rank among first 75 for consecutive 02 years
- The College has got NBA accreditation in second Cycle upto 2025.
- The College Principal is awarded with SPPUs Best Principal Award 2019.
- College has the state of art infrastructure coupled with excellent academic ambience.
- Recognition of our faculty as an Industry Trainer.
- Recognition of faculty as a mock FDA Inspector.
- Recognition of college as Consultation cum service provider center for Industry & academia.
- Receipt of equipment's approximately worth Rs. 2 crores from Industry on gratis.
- Recognition of 10 faculty for their contribution by bestowing various awards instituted by various external organizations.
- More than 90% Placement in diverse verticals.

6. Problems Encountered:

1. Some stakeholders having domain expertise are not available when college is in need of the same.
2. Limitations to external stakeholders especially alumni working in Industry for direction due to Policy framework.
3. Mandatory adherence to Academic Calendar of affiliating University makes it difficult to implement all inclusive policy.

INSTITUTIONAL BEST PRACTICE – 2

1. Title of the Practice: Conservation of Ecosystem

2. Objectives of the Practice:

- To conduct training and awareness workshops for students and faculty members.
- To disseminate knowledge about Environment Education with all stakeholders.
- To work towards sustainable utilization of species and ecosystems.

3. Context:

Dr. D. Y. Patil College of Pharmacy in Akurdi, Pune, is committed to providing quality education that covers all requirements within and beyond curriculum. This is addressing the effective measures towards achieving goals of development of multifaceted Pharmacists. Numerous studies have proved that deteriorating ecosystem has direct link with health hazards. Since the Pharmacy field is responsible for maintaining good health of the society, it is the obligation of Pharmacists to serve as an example of environmental protection and conservation. In this regard, the College has taken numerous initiatives to inculcate an eco-friendly approach and thus practice conservation of ecosystem.

4. Practice:

- **Alternate Sources of Energy and Energy Conservation Measures:** The rooftop Solar Photovoltaic system which is installed on the college terrace top, was purchased under Quality Improvement Program of Savitribai Phule Pune University in 2017, with grant of Rs. 5, 00,000/- The College uses energy-efficient appliances to conserve energy. As a part of an energy-saving initiative, LED lights have gradually replaced the earlier conventional lights. In addition, the College has also formulated a policy document regarding environment and energy usage which outlines the guidelines for conservation of energy.
- **Water Conservation Measures:** Sprinklers are used to water the lawn, while drip irrigation is used in the garden of medicinal plants to reduce wastage of water. The

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Campus has made the provision of Rain Water Harvesting plant, which conserves the rain water and in turn helps to increase the ground water level in the vicinity.

- **Recycling of Waste by Proper Segregation:** Waste is segregated on the basis of whether it is degradable or non-degradable. Degradable waste consists of dry leaves, freshly cut grass from lawns, twigs and branches of trees, and solid waste from Campus Cafeteria. Non-degradable waste is properly segregated and given to solid waste management department of Pimpri Chinchwad Municipal Corporation for further treatment. Waste bins with correct name plates are placed on each floor of the college and at appropriate locations throughout the Campus. Periodic waste segregation training is provided to support staff. Furthermore, plastic waste is used for preparation of models under the theme “Best out of waste”.
- **Proper Disposal of Bio-waste:** The College has a tie up with Passco Environmental Solutions Pvt. Ltd (PESPL) for discarding the biodegradable waste generated during practicals. Once the animal has been sacrificed in the laboratory it is transferred to a yellow bag with a barcode on it. This is then scanned by Passco employees and issued with a ticket containing the weight of the bag and a Passco number, which is subsequently recorded in the register held in the Pharmacology lab to keep track of the disposed waste.
- **Proper Disposal of Chemical Waste:** The toxic liquid waste generated in laboratories is properly treated to reduce its toxicity and then discarded into sewage. This sewage is transferred to the campus Sewage treatment plant (STP) having 180 m³ per day water holding capacity. Sewage from all Colleges including DYPCOP is transported to the STP and processed. Liquid waste, primarily water, is treated using various procedures and the treated water is then reused for gardening.
- **Preparation of Vermi-Compost:** Degradable waste, such as grass, weeds, leaves, clipped branches of trees, plants, shrubs, and food waste from the canteen, is collected and utilized for the preparation of compost. The entire process is monitored by Dr. D. Y. Patil College of Agriculture Business Management situated within the Campus. This vermi compost is then used in gardening.
- **Implementation of ERP:** The College has installed an ERP system called CollPoll to reduce the use of paper. ERP is used to circulate notices in addition to e-mail, official WhatsApp groups, and other digital channels. Digital storage of documents through

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Google drive as well as sharing of e-content as study material to the students is encouraged at all levels.

- **Yearly Conduction of Green, Environmental and Energy Audits:** As a part of Green Practice, the College has initiated the process of Green, Environmental and Energy Audit through a recognized third party agency, for last few years.
- **Strict Implementation of Reduced Animal Usage by Improving the Number of Technology Based Instruments:** By using software X-cology to carry out the various Pharmacological experiments in the laboratory, the College minimizes the use of animals for experimentation.
- **Synchronization of Research in Preclinical Research Projects:** Faculty and students perform synchronized preclinical research projects so that there will be reduced use of animals and thus help to reduce the generation of bio-waste.
- **Well Maintained and Landscaped Campus:** By making use of various plants and flowers available in the Campus garden, we encourage the preparation of natural bouquets instead of buying plastic based artificial bouquets from the market. As a welcome to visiting dignitaries, only potted medicinal plants are now given.
- **Battery Operated Vehicle for in-house Use:** Battery operated vehicle is used for visitors, resource persons & administrative heads during their rounds in Campus which helps to reduce vehicular pollution.
- **Shramdan:** Shramdan implies an individual's physical effort-based voluntary contribution to the wellbeing of the community. It is a means of supporting our community and contributing to help and change the environment around us. The college conducts Shramdan activity once in a month on every 3rd Friday wherein all faculty members and staff are involved. In addition to keeping the workplace clean, this activity makes it possible for faculty members to properly separate waste materials, reuse them, and recycle them—something that may not be possible for non-technical staff. Furthermore, this activity ignites a greater enthusiasm in support staff to provide more devoted service. To add value to this practice, staff members are shown examples of ideal reuse, segregation, and recycling.

5. Evidence of Success:

Following are the achievements of the Campus which clearly depict laurels of success:

1. **First rank** in Vruksh Pradhikaran exhibition held from **22nd February to 24th February 2020**, conducted by Pimpri Chinchwad Municipal Corporation, winning the *Shantaram Lakshman Bhondave* Trophy.
2. **First rank** in Vruksh Pradhikaran exhibition under Private schools and Colleges held from **10th March to 12th March 2023**, conducted by Pimpri Chinchwad Municipal Corporation.

6. Problems Encountered:

1. 100% knowledge transfer to support staff is not possible.
2. Due to the steadily rising temperature, the use of AC in Computer Centres and laboratories with complex instruments leads to damage of the ecosystem.
3. Space is difficult to employ for ecosystem conservation, such as for plantations and other regular uses like parking.