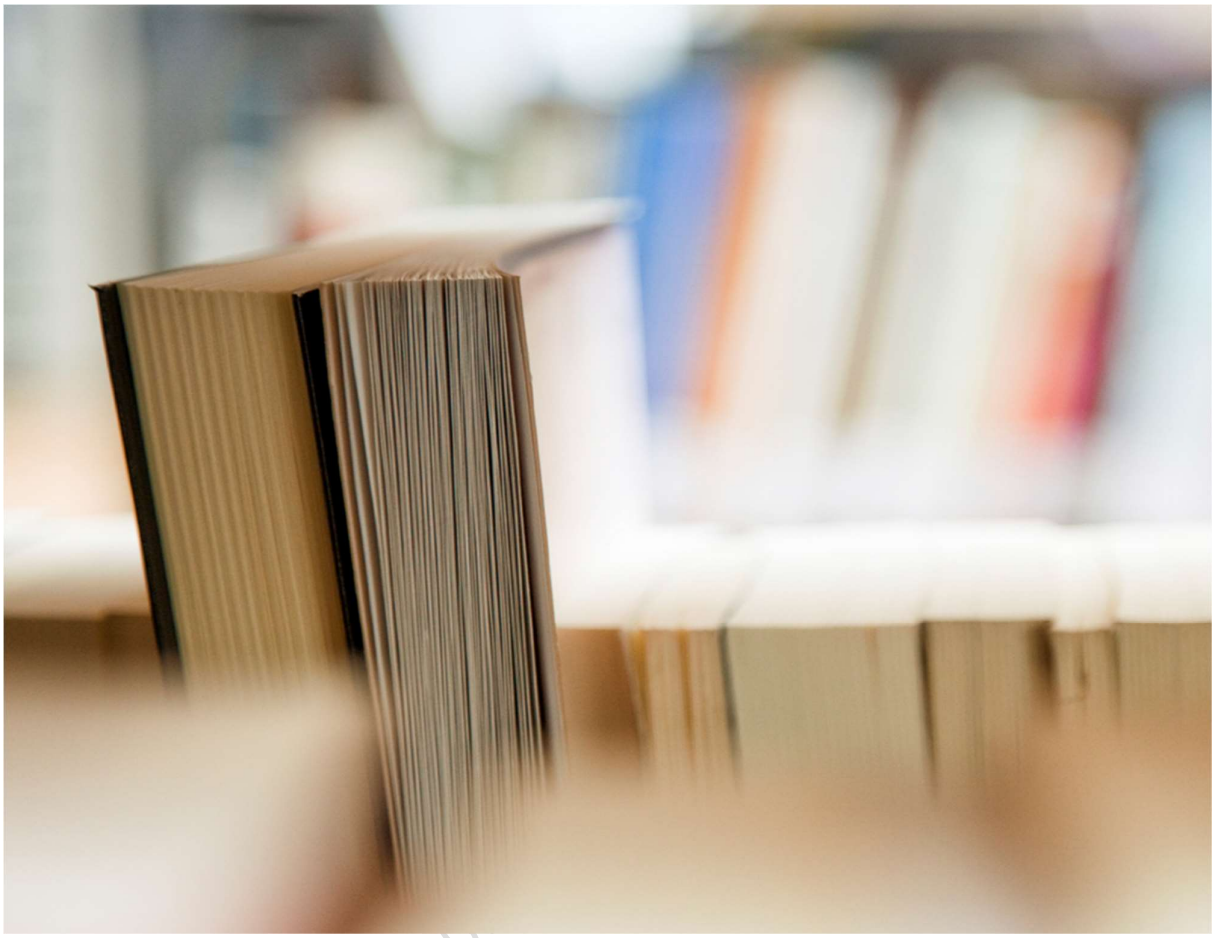


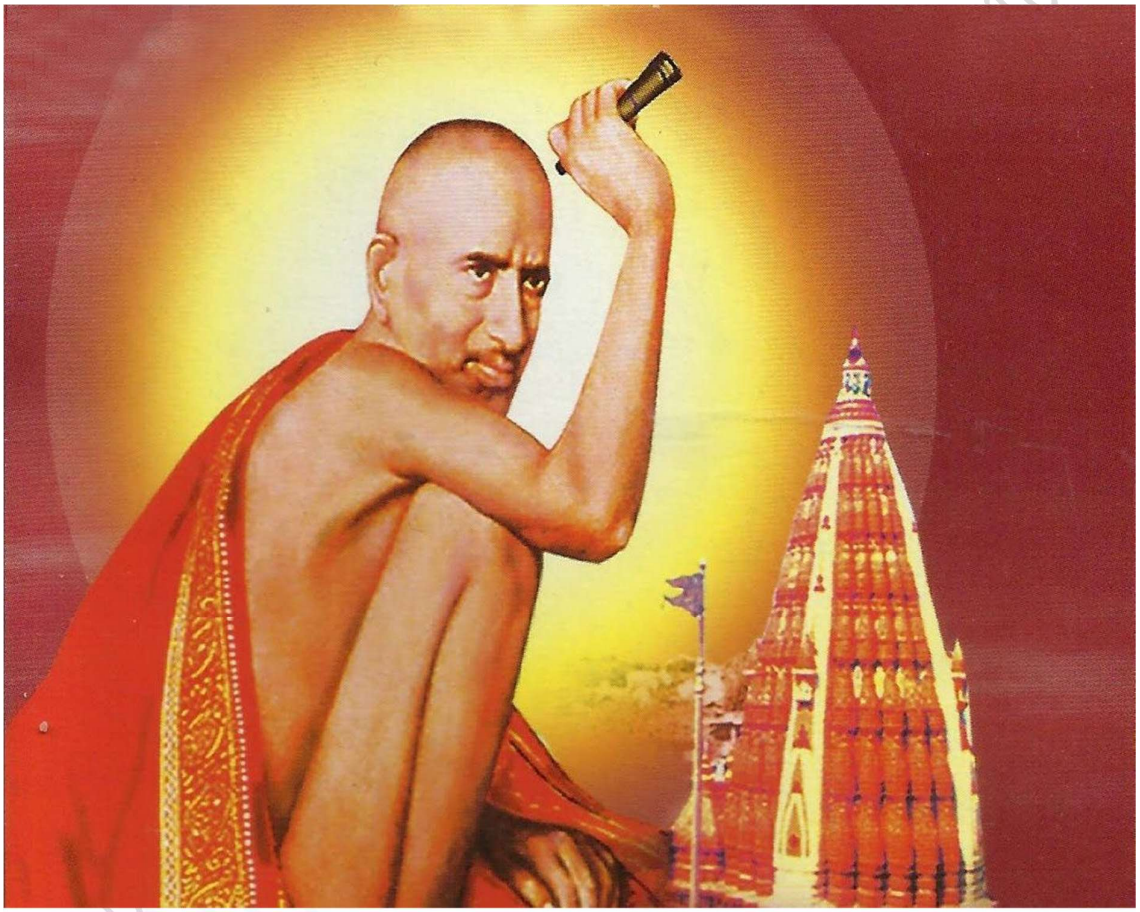
POLICY MANUAL

Dr. D Y Patil College of Pharmacy, Akurdi, Pune-44

DYPCOP

Year of Publication: 2025

Presiding Deity of
Dr. D. Y. Patil Pratishthan



SANT SHREE GAJANAN MAHARAJ

“गण गण गणात बोते”

Padmashree Dr.D Y Patil

Founder President

Dr.Sanjay D Patil
President
D Y Patil Educational Complex

Mr.Satej D Patil
Vice President & Chairman
D Y Patil Educational Complex

Mr. Tejas S Patil
Trustee
Dr. D. Y. Patil Pratishthan

RAdm. Amit Vikram (Retd.)
Campus Director
D Y Patil Educational Complex

College of Pharmacy, Akurdi 411044

* Vision *

To Impart Quality Education to the Students and Mould them into Proactive Multifaceted Pharmacists.

* Mission *

Towards Establish a Center of Academic Excellence and Research in Pharmacy Education and thereby Produce Professionally Competent and Ethically Sound Pharmacists to Cater the Needs of the Global Society.

*Programme Educational Objectives *

- ***To reflect critical thinking and problem solving skills through their Pharmaceutical knowledge, expertise and competency in industry, higher studies and research.***
- ***To practice ethics and values in their profession.***
- ***To contribute effectively in various fields of social healthcare system.***
- ***To inculcate leadership and entrepreneurship capabilities through effective communications, appropriate time management and self-up gradation.***
- ***Foster interdisciplinary engagement in evolving healthcare sector.***

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CHAPTER 1

About The Trust

a.	**Name of the Trust**	**:**	**Dr. D. Y. Patil Prathishthan, Kolhapur**
b.	**Registration Number**	**:**	R.A.I.T 16/07/1983 D.Y.PATIL PRATHISHTHAN / Under B. P. T. Act: E-1175(Kolhapur), Dated 27/12/1990
c.	**Registered Address**	**:**	2126, E Ward, Ajinkyatara, Kolhapur, 416003
d.	**Vision of Pratishthan**	**:**	The vision is" To promote the "Culture of Peace" through value based "Universal Education System", with a firm belief that "Union of Science and Religion and Spirituality alone will bring peace to mankind".
e.	**Mission of the Pratishthan**	**:**	"To harness the knowledge of Science & Technology for the welfare of the society

Dr. D. Y. Patil College of Pharmacy

CHAPTER 2

General Information

2.1 About the College:

a. Name of the College : Dr. D.Y.Patil College of Pharmacy, Akurdi

b. Address of the College : Sector 29, Nigdi Pradhikaran, Akurdi-44

c. Contact Details Tel : 020 – 27656141/ 27641680

Website: www.dyppharmaakurdi.ac.in

d. AICTE Permanent ID: DYPCOP, Akurdi is approved by AICTE under the Permanent ID : 1-5716944

e. College ID Number by Directorate of Technical Education, Maharashtra: DYPCOP, Akurdi is registered under DTE (Directorate of Technical Education), Maharashtra and the College ID number is: PH 6371.

f. Savitribai Phule Pune University College ID number: CPHP011610

g. Vision of the College: To impart quality education to the students and mould them into proactive multifaceted Pharmacists.

h. Mission of the College: To establish a Centre of academic excellence and research in Pharmacy Education and thereby produce professionally competent and ethically sound Pharmacist to cater to the needs of the global society

i. Program Educational Objectives (PEOs)

After graduation students will;

1. Reflect critical thinking and problem solving skills through their Pharmaceutical Knowledge, expertise and competency in industry, higher studies and research
2. Practice ethics and values in their profession
3. Contribute effectively in various fields of social healthcare system
4. Inculcate leadership and entrepreneurship capabilities through effective communications, appropriate time management and self-upgradation

j. Governing Body: The Governing Body is unambiguously and collectively responsible for overseeing the college activities, determining its future direction and fostering an environment in which the college mission is achieved. The Governing Body meets twice a year and proceedings of the meetings should be maintained

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properly. The college is governed by the Governing Body which is constituted as per AICTE norms.

Key Functions of the Governing Body:

The Governing Body as stated earlier is the Supreme Body of the college responsible for the management of the College. Its function shall include the following:

- To approve the budget estimates- recurring and non- recurring for the financial year in advance.
- To scrutinize and accept the yearly audited statement of account.
- To estimate the workload, approve the staff requirement for teaching and non- teaching (Technical and administrative) for the college.
- To consider and approve the proposals for creation of Infrastructure such as Building, Equipment's, Library on continuous basis.
- To consider and make provisions for meeting the general and specific conditions laid by the AICTE, the State Government respective council and Affiliating Body and monitor the progress in fulfilling the conditions.
- To consider the report of the Principal on status of Admissions.
- To consider the report of the Principal on the academic performance of the students.
- To monitor the service conditions of the faculty/ Staff as prescribed by the Affiliating Body/Government.
- To consider the proposals of the Principal for improvement in academic performance of the faculty.
- To consider any proposal for expansion of educational activities to be made to the Council/Government/Affiliating Body.
- To consider any other matter that enhances the academic atmosphere in the Institution.

k. College Development Committee: As per the Maharashtra University Act 2016 article 97 (1) (5) separate College Development Committee is constituted on 29/06/2017, for the day to day functioning of the college. This committee should meet two times a year and proceedings of the meetings should be maintained properly and the report is to be submitted to the SPPU at the end of academic year. Members elected or nominated shall have a term of five years.

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044

Key Functions of College Development Committee:

(a) 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;

(b) Decide about the overall teaching programmes or annual calendar of the college;

(c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts;

(d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement;

(e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college;

(f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research;

(g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process;

(h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college;

(i) prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval;

(j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget);

(k) Make recommendations regarding the students' and employees' welfare activities in the college or institution;

(l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations;

(m) Frame suitable admissions procedure for different programmes by following the statutory norms;

(n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc.

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(o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution;

(p) consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;

(q) Recommend the distribution of different prizes, medals and awards to the students.

(r) 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;

(s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

2.2 Details of the College: The College is run by Dr. D.Y. Patil Pratishthan Trust and is located at-.D. Y. Patil Educational complex, Akurdi, Pune – 411033. The college is approved by AICTE and is permanently affiliated to Savitribai Phule Pune University.

2.2.1 Working Hours: The working hours for College are as follows:

Table No. 1: Details of Working Hours

College	Monday to Saturday (1st and 3rd Saturday off)	9.00 am to 5.30 pm	Lunch break, Tea Break-as per Time Table
Office	Monday to Saturday (1st and 3rd Saturday off)	9.00 am to 5.30 pm	

2.2.2 Discipline:

Reporting on duty upon arrival: Every day employee are required to register their attendance in the Attendance Muster as well as Biometric system.

Late arrival: Employee are expected to report on duty 05 Minutes prior to reporting time on all working days. 10 Minutes delay is permissible. Only two times late arrival of maximum 30 Minutes is permissible in a month with intimation to the Head of the department. Employees reporting late 3 times in a month shall loose one day casual leave and same will be automatically deducted from casual leave account. Employee report late even after 30 minutes upto 2 hrs. i.e. two and half hours prescribed reporting time shall loose half day casual leave from his /her leave account directly. If no casual leave is available, he/ she shall be treated absent for that day and shall be marked as full day leave without pay. The college shall maintain the movement register for recording reason and timing for visiting other colleges/ campus/ university/ other places etc. for official work.

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After finishing such work, reporting time in the office shall be recorded in the register and shall be certified by the concerned authority.

Leaving the campus before time: The only exception to this rule is Special concession or On-duty leave. Authorized persons perform a random check and the irregularities are reported to the concerned authority for further necessary action.

On Duty leave: All employee shall fill up the printed Leave Application Form and take Head of the Department / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved and signed by Principal should be submitted in college office for records. In case of Head of the Department, the On Duty form shall be submitted to Vice Principal and forward the same to Principal for approval. The On Duty form must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge the genuineness of the case.

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CHAPTER 3

Guiding Principles

Leadership:

The College's leadership at all sites and in all capacities, communicates the college's goals and values. It believes in facilitating teamwork, collaboration, and partnership; rewards achievement of desired outcomes & supports continuous learning and improvement. It encourages innovation and the capacity to respond to change. In doing so, the College's leadership encourages each employee to take active responsibility for the mission and vision of the College and foster the development and use of each employee's capability.

Quality of Employment:

The College is committed to recruit and prepare a sustainable workforce of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages work-life balance.

Compensation, Reward and Recognition:

The College's compensation program is administered fairly and it is equitably strengthening the tie between pay, performance and organizational success.

Continuous Learning and Development:

The College values and supports continuous learning, while understanding that continual learning is a core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission, organizational and individual needs, and performance expectations.

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CHAPTER 4

Classification of Employees

Hierarchy of Reporting:

Reporting by different employee to higher authorities is according to the table below:

Table No. 3: Hierarchy of Reporting

Staff	Reporting authority
Campus Director	BoG / President / Trustee
Principal	Campus Director
Head of the Department	Principal
Office Supretendant	Principal
Training & Placement officer	Principal/ Dean Placement
Librarian	Office Supretendant / Principal
Teaching Staff	Head of the Department/ Principal
Laboratory Staff	Head of the Department/ Office Supretendant
Office Staff	Office Supretendant
Library Staff	Librarian/ Office Supretendant
Stores Staff	Store In-charge/ Office Supretendant
Peons / Non-teaching Staff	Head of the Department / Office Supretendant

In absence of reporting authority as defined above, the employee shall report to next nominated person in charge. The decentralization of responsibilities document is enclosed.

4.2 Classification of employees:

At DYPCOP Akurdi employees are classified on a functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level. Employees are broadly classified as:

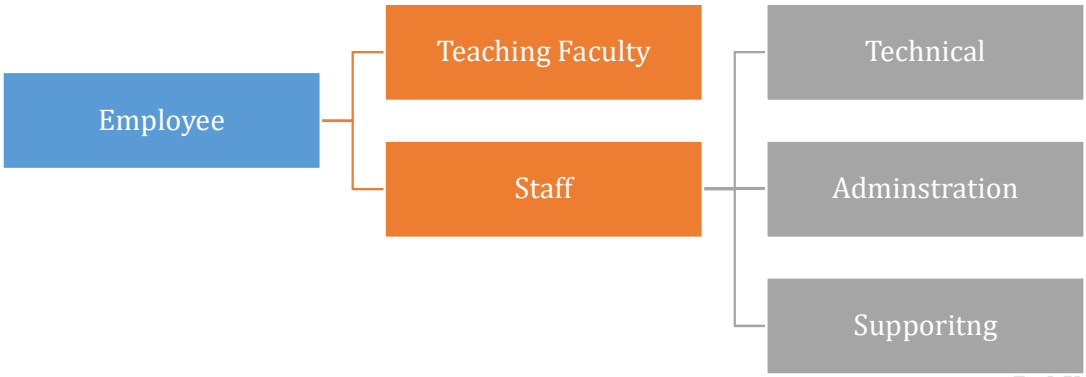
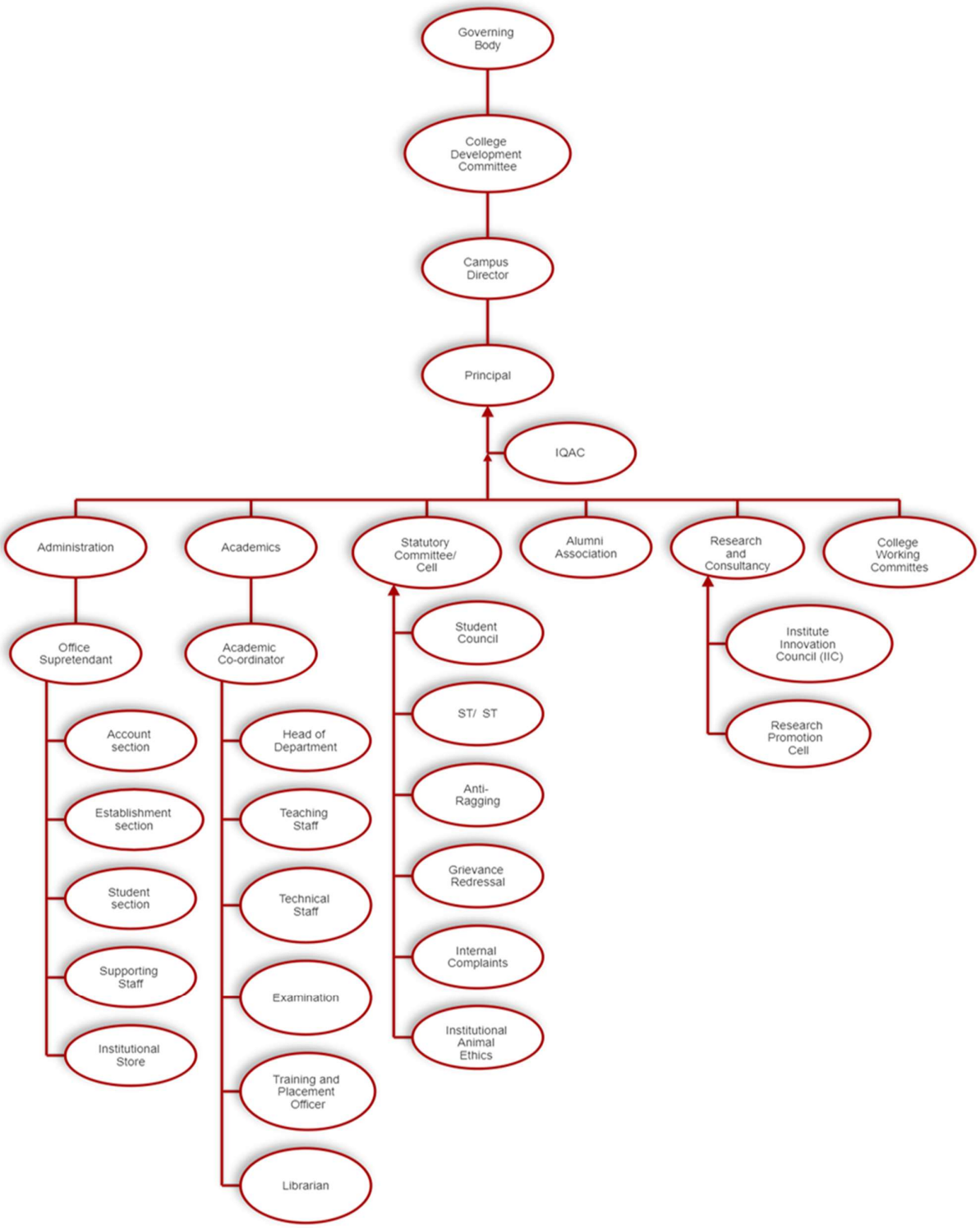


Fig No. 1: Classification of Employees

4.3 Organization Chart:

Organization chart is a chart showing the lines of responsibility between departments and hierarchy of institutional delegation of authority and responsibility.

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044


Governing Body
College Development Committee
Campus Director
Principal
IQAC
Administration
Academics
Statutory Committee/ Cell
Alumni Association
Research and Consultancy
College Working Committes
Office Supretendant
Academic Co-ordinator
Student Council
Institute Innovation Council (IIC)
Account section
Establishment section
Student section
Supporting Staff
Institutional Store
Head of Department
Teaching Staff
Technical Staff
Examination
Training and Placement Officer
Librarian
ST/ ST
Anti-Ragging
Grievance Redressal
Internal Complaints
Institutional Animal Ethics
Research Promotion Cell

4.4 Staff Pattern /Position wise Number of positions:

i. Teaching (Subject wise & Cadre wise full time faculty):

I. **Teaching Load:** The teaching load in hours (minimum) is assigned cadre wise to each faculty as per his/her post and position as follow:

a. Principal : 6
b. Professors : 14
c. Associate Professors : 14
d. Assistant Professors : 16

II. **Cadre Ratio:** As per AICTE norm the cadre ratio is 1:2:6.

III. **Teacher Student Ratio:** As per AICTE norm the cadre ratio is 1:15 for UG and 1:10 for P.G.

ii. Non- Teaching Technical (Department wise & cadre wise):

The desirable ratio of non-teaching (Lab/ Technical Assistant) staff should be one lab assistant per lab or essential one lab assistant per two labs.

iii. Non-Teaching non-technical (Department wise & Cadre wise):

The recruitment for Non-teaching (non-technical) comprises all staff except non-teaching (Technical). It comprises Office Supretendant to Peon recruitment. The recruitment of this category staff is as follow:

i. Office superintendent: 01.
ii. Office Assistant: As per office requirement with the recommendation of Principal & approval of Management.
iii. Librarian: 01
iv. Assistant Librarian: 01 (As per Library requirement with the recommendation of Principal & approval of Management.)
v. Clerk / Junior Clerk/ Library Trainee: 02 (In Library)
vi. As per various sections requirement with the recommendation of Principal and Management, number of post can be created.
vii. For office it is as per the requirement and with the recommendation of Management.

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viii. Other than above essential posts other category of the posts can be created with the recommendations of Principal and Management.

4.5 Duties and Responsibilities of employees:

Each and every employee in the college has some responsibilities and the employee should carry all the tasks assigned to him/ her with the full of his ability.

A. Principal: As the figure head of the college, principal should have the vision and leadership ability to keep the college developing.

Academic:

i. To monitor and conduct academic activities of the college under the guidance of the management and assistance of the Head of Departments.
ii. To take college and faculty feedback and accordingly take the remedial actions.
iii. To plan and take the necessary actions for improvement of college results and academics
iv. To promote industry institution interaction and research & development activity.

Administration

i. To conduct the periodical meetings of the faculties for effective administration of the college.
ii. To make the employee and students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
iii. To initiate recruitment of non-teaching staff & teaching staff as per rules laid down by Savitribai Phule Pune University.
iv. To approve vendors for resources as required in the college.
v. To sanction the leave of the staff as per the norms
vi. To monitor and update the college website with complete information about the college.
vii. To communicate with Savitribai Phule Pune University , Directorate of Technical Education, All India Council for Technical Education and University Grants Commission for compliance & Fees Regulatory Authority.

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viii. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and maintain minutes of the meeting.

ix. To execute any other work assigned by the management.

Finance

i. To recommend allocation of budget for the departments as requested by the Head of Departments to Governing body.

ii. To authorize for cash advances for urgent purchases required in the college.

iii. To ensure that all financial transactions are conducted as per the norms.

Promotion of co -curricular and extracurricular activities

i. To monitor and promote technical and non-technical, co-curricular and extracurricular activities like seminars, workshops, cultural and sports events with assistance of Student council.

B. Head of Department:

Academic:

i. To monitor and conduct academic activities of the department under the guidance of the Principal.

ii. To plan and take the necessary actions for improvement of department results and academic performance.

iii. To coordinate term work assessment and conduction of practical / oral examinations as laid down by Savitribai Phule Pune University.

Administration

i. To maintain discipline and enforce rules as laid down by the college, in the department.

ii. To monitor the day to day activities of the department.

iii. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.

iv. To conduct regular meetings with teaching and non-teaching staff to sort out any issue and queries related to academics.

v. To initiate recruitment of non- teaching staff & teaching staff as per rules laid down by Savitribai Phule Pune University.

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vi. To execute any other work assigned by the management/ Campus Director/Principal.

Finance

i. To prepare the department requirements and related budget.

ii. To oversee the purchase and deployment of any resources allotted for the department.

C. Faculty: Faculty includes all cadre categories as Professor, Associate Professor and Assistant Professor. The Duties and responsibilities are as follow:

i. To understand and disseminate the Vision & Mission of DYPCOP, Akurdi.

ii. To follow all rules and regulations as laid down by the college which include working time in the college, signing of the muster, leaves updation, submission of tax documents etc.

iii. To work sincerely to execute all duties towards academics which include planning and conduct of lectures and practical, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.

iv. To use innovative teaching aids and adopt innovative teaching–learning methodologies.

v. To counsel students and conduct extra lecture/ remedial classes for students as per the need.

vi. To organize / coordinate / attend various seminars / workshops / STTP / training programs.

vii. To participate proactively in any research and development activities conducted in the college.

viii. To perform other academic/ administrative duties assigned by Head of the Department / Principal.

E. Non-teaching technical staff:

Laboratory/ Technical Assistant:

i. To prepare the laboratories for smooth conduction of laboratory session.

ii. To assist faculty and students during laboratory sessions.

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iii. To maintain dead stock register, Instrument Issue register and maintenance register.

iv. To conduct installation of new equipment's and maintenance of existing equipment's.

v. To maintain and update the supplier list for equipment's.

F. Non-teaching non-technical staff:

a. Office Supretendant :

i. To handle the student section, Establishment Section, Stores and Accounts section, maintenance related activities and Control of Centralized activities of Dr. D. Y. Patil Pratishthan.

ii. To ensure the Vision & Mission followed at various stages of administrative processes.

iii. To execute the admission process and University Examination process for students.

iv. To execute attendance monitoring, salary payments to faculty & staff.

v. To handle of customer complaints and ensuring corrective actions.

ix. To ensure corrective actions and preventive Actions as initiated are implemented w.r.t. all non-conformities.

x. To execute any other work given by management.

b. In charge-Library / Librarian:

i. To implement all library rules as defined by the management.

ii. To ensure the documented Vision & Mission followed at various stages of library processes.

iii. Responsible for overall functioning of the library.

iv. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, CD's, audio cassettes, e books , online resources etc. and renewal of books / magazines .

v. To display all technical articles, literature and new arrivals.

vi. To circulate & distribute magazines, literature etc. to faculties & management and maintain records of the same.

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vii. To execute any other work given by management.

c. Training and Placement Officer:

i. To maintain complete information regarding students appearing for placement activities.

ii. To conduct placement activities smoothly

iii. To decide and arrange for personal development programs for students.

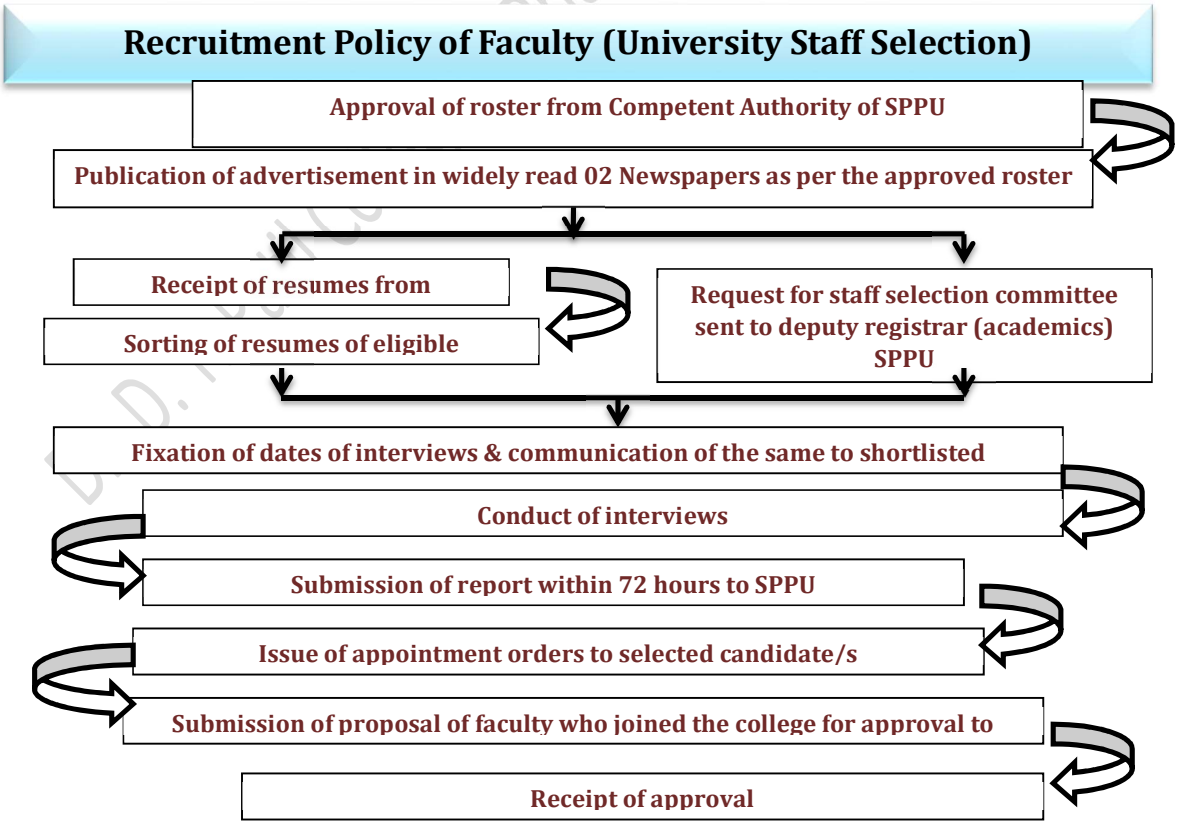
iv. To update and maintain the contact details of companies interested in recruitment activities.

v. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.

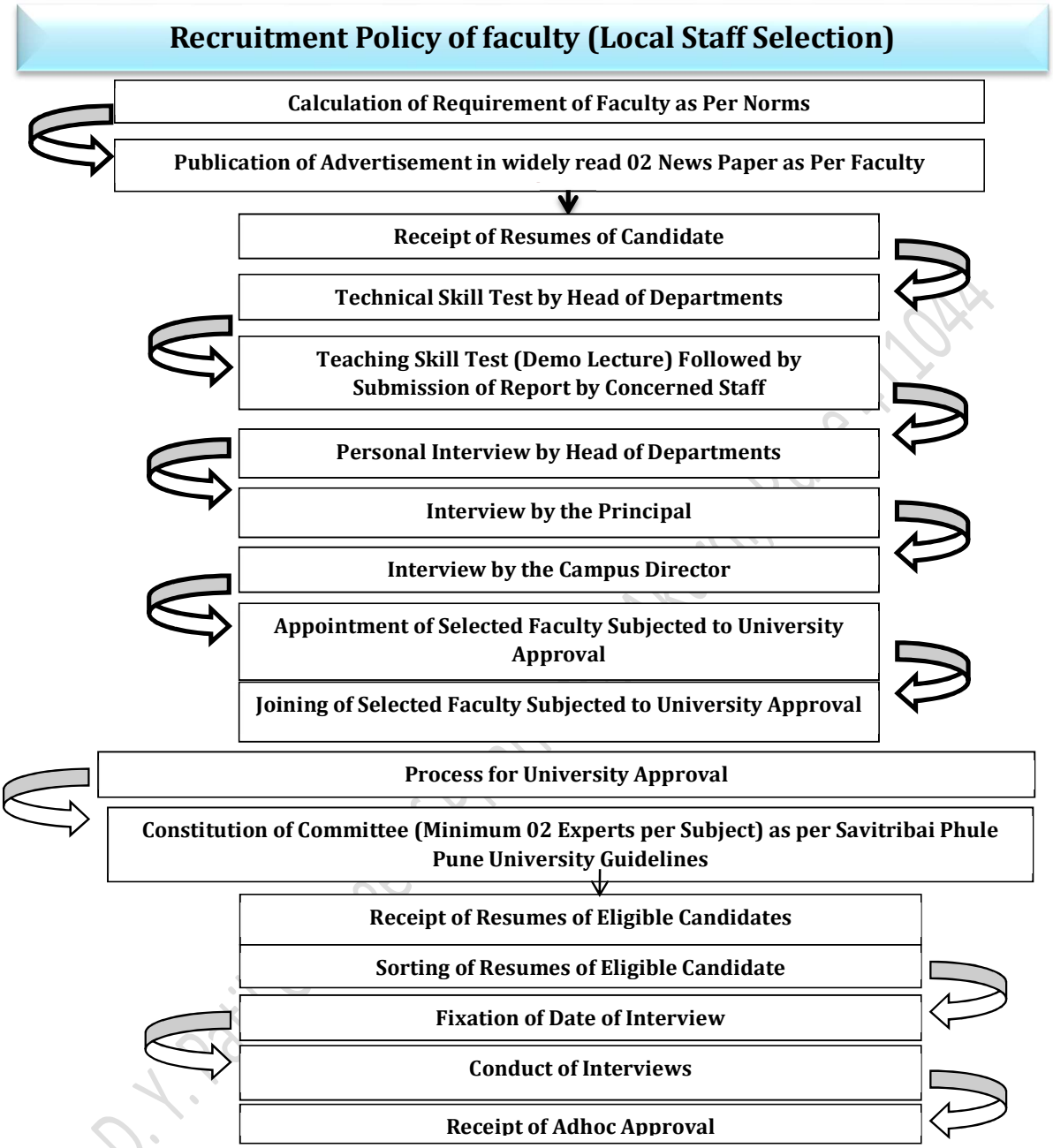
vi. To take feedback from industry about the students recruited.

4.6 Recruitment of Employee:

4.6.1 Recruitment Procedure: Faculty: (Assistant Professor / Associate Professor/Professor/ Principal)



(LOCAL STAFF SELECTION)



4.6.2 Recruitment Procedure: Non-teaching staff:

1. The resumes of candidates shall be submitted to Principal's office
2. The Office Superintendent shall verify all the received documents.
3. The Head of Department shall interview the eligible candidate in the presence of the Office Supretendant
4. The Principal shall then interview the candidate recommended by the respective Head of Department
5. In case of approval by the Principal, the candidate shall further be interviewed by the Hon. Campus Director.
6. Based upon interview by Hon. Campus Director, the recruitment shall be proceed for appointment
7. Appointment order shall be issued to the selected candidate.
8. The Non-Teaching staff shall join on Adhoc basis.

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CHAPTER 5

Policy Statement and Code of Conduct

General Policy

a) **Policy for Physically Handicapped People:** Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability; if the person is qualified and able to perform the "essential functions" of the job with "reasonable accommodation."

b) **Drug and Alcohol Free Workplace Policy:** The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the college is prohibited as per the college's policy. All employees as a condition of employment :

   i. Abide by the college's policy on prohibited substances; and inform the college if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the college. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job, the employee is required to undergo a medical test. Smoking on campus is strictly prohibited.

c) **Equal Employment Opportunity:** It is a policy of the College to give equal opportunity to all employees and applicants for employment without regard to religion, race, creed, caste, color, sex, disability, and age. The policy applies to initial employment, promotion, compensation, and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the College.

d) **Sexual Harassment:** Sexual harassment of employees or students at the College is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome sexual advancements, requests for sexual favors, and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

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a. Physical contact and advances. Or

b. Demand or request for sexual favors. Or

c. Sexually colored remarks. Or

d. Showing Pornography. Or

e. Any other unwelcome physical, verbal or nonverbal conduct of sexual nature.

e) Soliciting / Canvassing : Canvassing, placing signs and posters for solicitation purposes, chain letters, collections of any kind and sales of tickets or merchandise are prohibited on the college premises. All employees are prohibited from indulging in any personal activity utilizing the college's resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

f) Employment of Relatives: No individual shall be employed in a department or unit, which will precipitate a subordinate-superior relationship between individual and any of his/her relative who is employed in the College through any line of authority. "Line of authority" means authority extending vertically through one or more organizational levels of supervision of management.

For the purpose of this policy relatives are defined as husbands, wives, parents and children, brothers, sisters, and any in-law of any of the foregoing.

g) Attendance: Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he / she will be absent from work on a particular day should report such anticipated absence to the Head of the Department. A record of tardiness and unexcused absences may result in loss of pay or other disciplinary action.

h) Conflicts of Interest: An employee of the College avoids actual or apparent conflicts of interest between his/ her college's obligations/ responsibilities and outside activities.

i) Code of Conduct: All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the college. Following are examples of actions, which are unacceptable to the college and often result in disciplinary action or termination of employment:

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i. Insubordination

ii. Theft

iii. Conviction of a felony(crime) involving moral turpitude

iv. Bringing discredit to the College

v. Falsifying, grafting, or forging of any record, report, or information

vi. Discourteous behavior

vii. Any other misconduct interfering with performance of job tasks

viii. Unauthorized absence from assigned work area

ix. Sleeping on duty

x. Negligence

xi. Dereliction (failure)of duty

xii. Interfering with the work performance of another employee

xiii. Nepotism (Favouritism)

xiv. Wasting materials

xv. Willful damage to equipment or property of the College

xvi. Entering an unauthorized work area

xvii. Continued failure to perform assigned duties

xviii. Failure to report absence

xix. Habitual absence or tardiness

xx. Job abandonment.

j) Safety: Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

k) It is necessary to report unsafe working conditions and any on the job injury, regardless of severity, to the Head of the Department and the Office supretendant immediately. A qualified doctor is available on the campus during the work timings and is also available on call for emergencies.

Basic medicines are provided to all the employees and students free of charge.

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l) **Confidential Information:** Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

m) **Gratuities:** Employees of the College do not accept gratuities, courtesies, or gifts in any form from any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

n) **Political Activities:** As an individual, each employee of the College retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the College is allowed to be a candidate for a political party seeking votes while being employed with the College, or take part in a political employment campaign while on duty.

o) **Disruptive Behavior:** While honoring the freedom of expression and the right to Peaceful dissent of an individual, the College in the best interests of orderly operation and preservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member. The college stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the College is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

p) **Outside Employment:** Employment outside the College is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the college. The employee must discuss with the Principal before indulging in any outside employment to be sure there is no conflict of interest. Use of college property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

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q) **Malpractices:** No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the college

r) **Revelations:** Without prior sanction from the Management, no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

Employees and superiors should contact the Office supretendant immediately if assistance is needed related to these policies.

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CHAPTER 6

Probation Period Policy

6.1 Probation: Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. The faculty who have completed 05 years or above unbroken and successful service at DYPCOP, Akurdi, Pune, are eligible to get probation order.

6.2 Temporary appointment: It means appointment made purely on temporary basis against specific post / condition (Against reservation category/ against maternity leave etc.)

6.3 Evaluation in Probation Period: Probation period allows the employee's Head of Institute/ central appraisal team to evaluate the service of the employee. For the purpose of continuation, regularization or termination of services, the Head of the Institute shall inform the decision to the employee minimum fifteen days prior to the completion of probation period.

6.4 Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Principal to the Management. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period.

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CHAPTER 7

Salary Policy

7.1The salary and increment shall be paid to the eligible faculty as per the norms laid down by the respective statutory bodies and accepted by D Y Patil Pratishthan.

7.2 Payroll Schedules: Salary is directly deposited with a designated bank in the individual's account. All employees are advised to open a savings bank account in designated bank and intimate the account number to Accounts.

7.3Higher remuneration: The College is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

7.4Payment mode of salary: Every employee opens a salary account at Oriental Bank of Commerce and the salary is transferred to employees' account.

7.5 Payroll Deductions: All mandatory deductions (like income tax, professional tax etc.) shall be deducted from the salary.

7.6 Working Time

i. **Muster:** A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill an on-duty form or else they will be marked absent for the day.

ii. **The Standard Workweek:** Since the requirements of the various operations of the College are diverse, different work schedules are adopted to meet different needs. However, the standard Workweek of the employees is Monday to Saturday (Except First and Third Saturday.) The college timing for Monday to Saturday is 9.00 am -5.00 pm.

iii. **Change of Workweek:** Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a

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deviation that is not suitable to the management policies of the college is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.

iv. **Overtime:** No overtime charges are provided to any employee. All staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek may be made different for the staff by the various Head of the Department in-order to facilitate the students' access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

7.7 Allowance granted in lieu of salary: Allowances are fixed at the discretion of management based on the employee's contribution to the college. It requires approval of management and is considered to be a part of salary.

i. **Chauffer driven car:** This facility may be made available to principal according to their work profile.

ii. **Car petrol allowance:** This facility is available to Principal.

iii. **Mobile / telephone facility:** Mobile and telephone allowance is given to Training & Placement Officer.

iv. **Travelling Allowance:** In case of on-duty travelling, allowance is given for Faculty/ staff

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CHAPTER 8

Performance Evaluation Policy

8.1 Job Evaluation: It is a systematic method of determining the relative value of all jobs in the College. That value is based on job content, not on how well an individual performs the work. The staff must complete the 'Self appraisal form' after the completion of an academic year.

8.2 Performance Appraisals: Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the college.

8.3 Appraisal Factors: Each employee of the College is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency. Factors used to appraise an individual's performance in a job are as follows:

i. **Qualification**

ii. **Experience**

iii. **Approval**

iv. **Student Feed Back:** Confidential student feedback shall be collected once per semester and reviewed by the Campus Director. This will be maintained in Head of the Department / Principal's office.

v. **Results Analysis**

vi. **FDP/ SDP/ industrial training attended**

vii. **Participation in seminar/ workshop/ conference**

viii. **Seminar/ workshop/ conference/ course conducted as coordinator**

ix. **Consultancy work/ Externally funded research project**

x. **Research publications**

xi. **Book published**

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xii. **Industrial liaison**

xiii. **Patent applied/ granted**

xiv. **Invited as a resource person**

xv. **Participation in Co-curricular activities**

xvi. **In campus relationships -** Responsibility for contacting and dealing with administrative staff, faculty, students and others within the campus. Relationship with seniors, subordinates, juniors, etc.

xvii. **Out campus relationships -** Responsibility for representing the college

xviii. **Managerial responsibility -** Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development

xix. **Integrity-** Integrity with college, initiative, ability to shoulder responsibility, etc.

8.4 Process of Performance Appraisal: A self-appraisal is the first step in the appraisal process. Employees are asked to sign appraisal forms. The employee's signature does not imply that the Management / employee agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and activity is the key word while evaluating any employee.

It is the responsibility of the employee to ensure that he / she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals are used to provide a positive and developmental assessment of individuals and are not be used as tools of personal vendetta under any circumstances.

8.5 Training and Development Programs for Teaching /Technical / Supporting staff:

i. From time to time the Principal deputes Faculty/staff for training both outside and within the organization on the recommendations of the Head of Department. Basic trainings, like Patent awareness, medical issues awareness etc, is often organized in-house. Employees are also encouraged to go for trainings sponsored by University, Directorate of Technical Education, University Grants Commission, and All India Council for Technical education etc.

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ii. The college encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the college.

iii. At the beginning of the academic year each department is briefed about the budget allocated to them to meet the expenses.

iv. A record of training is to be kept by the all employees in their personal files. The college encourages and supports the training and development of all its employee and is dedicated to promote a vibrant team of employees.

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CHAPTER 9

Promotion and Transfer Policy

9.1 A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.

9.2 A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range. Transfers are based on mutual agreements between departments and consent of employees.

9.3 A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.

9.4 Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal/ Campus Director.

9.5 Employees are encouraged to apply for any position for which they are qualified and should contact the Office Supretendant for specific information.

9.6 All the faculties shall be promoted as per the norms laid down by AICTE and procedure prescribe by Savitribai Phule Pune University from time to time.

9.7 The faculty who do not fit into above mentioned criteria (criteria 10.6) shall be promoted through alternative promotional scheme as laid down by UGC.

9.8 The eligible faculties who do not get promotional benefits through procedures prescribed by SPPU, shall be promoted at management level after approval from Governing Body.

9.9 The faculty with outstanding performance shall be promoted appropriately at management level after approval from Governing Body.

9.10 When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.

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9.11 A faculty desiring of promotion to a higher post faces the Selection Committee appointed by the SPPU and only on the recommendations of the committee he /she is granted promotion.

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CHAPTER 10

Leaves and Vacations Policy

General principle for granting leaves is to follow the guideline issued by University, All India Council for Technical Education, Government of Maharashtra etc.

10.1 Continuous Service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

10.2 Leaves can be broadly classified as:

i) Casual Leave [CL]

ii) Medical Leave [ML]

iii) On-Duty Leave [OD]

iv) Maternity Leave[MA]

v) Compensatory Off [CO]

vi) Study Leave [SL]

vii) Earned Leave [EL]

viii) Special Leave [SP]

ix) Leave Without Pay [LWP]

i. Casual Leaves [CL]:

a) All employees are entitled to 12 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year.

b) Not more than 3 CLs can be availed in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are counted as CLs. CL can be taken for half day also.

c) Casual Leave must not be Pre-fixed or suffixed to vacation or any other type of Leave, except OD.

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d) It is necessary to get prior sanction of CL by reporting to the authority.

e) In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned Heads of the Department and further submitted to Administration office Department. CL of Head of the Department is sanctioned by the Principal. The application of CL if not submitted before, it is to be submitted within four days from the date of availing the CL.

f) CL cannot be equated with ML or vice versa.

g) In the event of transfer of an employee the unused CLs are carried over.

ii. Medical Leaves [ML]

a) All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar year depending on the date of joining. An oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.

b) Request for extension of ML will be considered by the Head of the Department /Principal/ Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the College's medical officer may be utilized for this purpose.

c) For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors.

d) Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of the Department/ Management.

e) Unscheduled Absences Unplanned absences can be very detrimental to work place efficiency. In case of sudden illness or other unexpected circumstances, an employee should notify or arrange to notify his / her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.

f) Unused MLs will be carried forward into the subsequent year[s].

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iii. On Duty Leave [OD] :

OD is granted to an employee when the University/ Principal / Head of the Department or any other competent authority assigns a duty that has to be carried out for the college, University or State.

a) On Duty Leave for SPPU Examination Work
b) On Duty Leave for outside SPPU work
c) On Duty leave for pursuing higher qualification/ enhancement of academic qualification

iv. Maternity Leave [MA] :

a) All the regular faculty members (including those who are on probation order without regular approval from SPPU) shall be eligible to avail maternity leave of 180 days with full pay subject to submission of affidavit in the prescribed format.
b) All Adhoc faculty members who have completed 02 years and above unbroken service at DYPCOP, Akurdi, Pune, are entitled to get 180 days maternity leave with specified pay i.e. Basic and AGP only.
c) The salary of maternity leave shall be credited to the account of an entitled individual only after rejoining from the said maternity leave subject to immediate submission of relevant medical reports/ documents signed by graded specialist.

v. Compensatory off [CO]

a) The Faculty/ staff who works on holidays will be entitled to avail CO for an equal number of days that they have worked.
b) COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
c) If COs are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as COs.
d) COs cannot be carried over to the next calendar year.
e) **Examiner ship:** No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.

vi. Study Leave [SL]:

A SL of maximum six months is granted to an employee who has served the College for a period of minimum five years without break in service.

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This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work, career advancement etc.

a) Approval of Study Leave is purely based on employee performance appraisal report in the college.
b) Faulty member who likely to apply for the study leave during his/her course work will be approved by converting their vacation leave to complete the course work.
c) The maximum number of faculty of the department/ college who can avail this leave at a time/ in a year shall be in the purview of the Head of the Institute especially with respect to execute academic calendar smoothly.

Vii. Earned Leave:

The approved/ regular faculty can avail maximum 30 days of Earned leave during the academic year. For every two days of vacation, one EL can be earned.

Viii. Special Leave [SP]:

a) An employee can avail SP such as Birthday (applicable to single only) and Marriage Anniversary Leave as per the office record with prior intimation.
b) All adhoc employees are entitled to get maximum of upto 10 days special leave in a calendar year for serious illness or upon hospitalization subject to submission of relevant medical reports/ documents signed by graded specialist.
c) All Adhoc employees are entitled upto maximum of one week of paid leave on occasion of their own marriage subject to submission of relevant document(s).

Viii. Leave without Pay:

If proper documents duly signed are not submitted in stipulated time to the Administrative Department, leave may be treated as LWP.

a) A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave; or for any exceptional personal reason.
b) Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.
c) A leave of absence may be granted only if the employee has a bonafide intention to return to the College following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years' service.

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d) Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.

10.3 Sanction of Leaves: Head of the Department must sanction the leave application form of an employee before forwarding the same to the Principal. All leaves except CL and ML must be notified to the Management within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Office Supretendant shall sanction the Leaves for supporting staff. The Principal shall get his leave sanctioned by the Campus Director.

10.4 Vacation and Holidays:

Holidays:

Employee shall avail holidays as notified by Dr. D. Y Patil Pratishthan, Akurdi.

Vacation:

All the employee may avail vacation depending on duration of their service in the college but only after completion of one year of service. Apart from the below mentioned vacation period, Diwali vacation will be there for all employee of the college as per the direction issued by the Pratishthan (Approximately 01 week)

Period of Vacation/holidays:

The period of vacation/ holidays shall be applicable as per the SPPU circular and D. Y. Patil Pratishthan circular to the eligible employee.

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CHAPTER 11

General Aspects of Resignation and Suspension

11.1 Resignation & Retention Policy:

a. Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing to the Principal. He/she should state clearly the date from which he/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.

b. Campus Director/Principal/ Head of the Department conducts the Exit Interview.

c. Employee doubtful of the effective date of resignation, contractual notice period, contact the Office supretetndant for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.

d. Employee leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month salary. Employees interested in resigning cannot utilize any leaves except OD and CO.

e. Employee who resign during academics semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.

f. Employees who resign may be retained by DYPCOP at the prerogative of the management.

11.2 Handing Over: Before being relieved all employees shall hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all College property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

11.3 Suspension:

a. Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not

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required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of college policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.

b. The employee's immediate superior may affect dismissal or suspension when the Principal determines that the employee's performance of duty or personal conduct is unsatisfactory. The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than five working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.

c. An employee who has been dismissed or suspended without pay and is later reinstated, shall be entitled to recover pay at his / her regular rate, at the discretion of the Management and the Guideline of SPPU.

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CHAPTER 12

Grievance and Appeals Procedure

12.1 General Grievance Cell and Its objectives: A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel. The College recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the College and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Objectives:

i. To advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.

ii. To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.

iii. To advise teachers to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.

iv. To advise teachers to consider the feedback received by the Grievance Redressal Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.

v. To advise students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

12.2 Procedure of Working:

Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the College after the completion of two years of employment.

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i. First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.

ii. Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he / she may proceeds directly to the third level.

iii. Third Level – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.

iv. Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Campus Director.

12.3 Grievance Redressal Cell is formed in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. This committee consists of:

Impact of this system should be to uphold the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial relationship among all the stake holders.

12.4 Facility: Suggestion cum complaint boxes have been installed in the college library in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are encouraged, however one may choose to remain anonymous.

12.5 Recommendation of the members of the grievance redressal committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Campus Director through the Office Supretendant within twenty days following the written decision of the Principal. This appeal states the decision regarding complaint and the redress desired. The decision of the Campus Director on the appeal shall be final and binding on the employee.

12.6 Co-operation in internal investigation: All employees of the College cooperate to the fullest possible manner in any internal investigation conducted by his / her

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employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

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CHAPTER 13

Disciplinary Action and Other Policy

It is obligatory for an employer's to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves actions against an employee, the primary purpose is to maintain and improve standards.

i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the college and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.

ii. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department .

iii. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.

iv. The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.

v. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department, the Principal. If the explanation is unsatisfactory.an appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.

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13.1 Other Policies:

i. **Security & Vigilance on campus:** Campus has equipped with security office. They manage round the clock security in campus. Everyone on campus shall positively participate to assist the security personnel if he/ she suspect anything odd in campus. College has also installed cameras in corridor, labs and important locations as outdoor security monitoring. The additional cameras shall be installed as per the feedback collected from time to time.

ii. **Biometric Attendance facility:** Every staff member of this college is required to register the finger print in biometric system and must record attendance through this system. Three late marks without adequate justification will be treated as one full day leave. Record is available with office staff.

iii. **Uniform for teaching faculty, non-teaching staff and student community:** The staff, students must wear assigned uniform on every Tuesday and Thursday and whenever announced for special days.

iv. **I-Card Policy teaching faculty, non-teaching staff and student community:** The staff, students are provide with college I card which must be wear every day to ensure safety and security.

v. **Book Bank Facility to students:** The top three rankers in the class will receive five books of individual choice for the period of one academic year under book bank facility.

vi. **Best outgoing student award:** The regular student judged by the faculty members on the basis of various parameters as per the criteria and format approved by the faculty shall be the awardee.

vii. **Best attendance award:** The regular student having highest percentage of attendance (Theory 7practical collectively) shall be the awardee.

viii. **Best sport person of the year (Male & Female):** The regular student having the highest cumulative score as per the criteria and format approved by the faculty member shall be the awardee.

ix. **University Rank holder:** The regular student who is declared as university topper (up to Rank 5) shall be eligible to avail the facility as follows:

1st and 2nd rank holder: 100% exemption in tuition fees

3rd , 4th and 5th rank holder: 50% exemption in tuition fees

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x. Best Academic Project Award: Best project declared by the external evaluator amongst all the third year students shall be the awardee and will receive certificate of appreciation.

xi. Best Supporting staff Award: One staff shall be selected on the basis of his/her overall performance annually. The selection shall be made based upon the scores obtained through prescribed evaluation format. The evaluation shall be done by the committee constituted by the principal. The committee shall submit the duly filled prescribed score sheet to the principal along with the names of the awardee. The award shall be conferred on any suitable day and date thereafter.

13.2 Examination Duties :

a. Supervision duty of university exams: All teaching staff is allotted Supervision duties for university and internal examination.

b. Senior Supervisor: Teaching faculties who have five or more years of teaching experience are usually appointed by the university as External senior supervisor and Internal senior supervisor is nominated by the Principal.

c. Junior Supervisor: All graduate employees are eligible to act as junior supervisors.

d. Examiner ship for University Exams: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.

13.3 Private Coaching / Outside Employment Policy:

No staff should be involved in private coaching without prior permission. Also employee must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken against such employee.

13.4 Internet Facility policy:

Staff of DYPCOP shall use the internet facility only for office and academic purpose. Staff must not be involved in sending unsolicited mails through DYPCOP internet facility. Staff must not download material from internet without proper acknowledgement of original source. Staff must not watch unsolicited videos or must not waste the internet resources.

13.5 Non-smoking, non-alcohol and no-tobacco chewing policy:

At DYPCOP, no tolerance is observed regarding smoking, drinking and tobacco

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chewing on campus. It is viewed as serious issue and strict action is initiated against the employee and student found indulged in smoking, drinking and tobacco chewing.

13.6 Keys deposition Policy:

College main office keys are deposited in the security office. Department and classroom keys are deposited in the college office keyboard. This hierarchy is followed by everyone in the college. Also proper employee are authorized to close and lock the rooms.

13.7 Vehicle parking policy:

a)For employee: All the employee are required to park preferably at the designated parking lots for proper management.

b)Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus.

xii. **Disciplinary procedure:** Appropriate actions will be taken against employee and students who are not following the guidelines, rules and regulations of this college.

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CHAPTER 14

Benefits and Incentives Policy

14.1 Honorarium means payment granted to the teachers, Industry person or experts as remuneration for Session/workshop/expert talk or work of an occasional nature.

14.2 Employees Incentive: Employee receives incentives in the form of additional increments depending upon the students' feedback and performance appraisal results.

14.3 Faculty Promotion: Is promoted to higher cadre depending upon their capability and initiative.

14.4 Medical benefits & Allowances: All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.

14.5 Children Education Allowances: All the regular employee of the college are eligible for appropriate fee concession for their children (maximum two) studying in any college under the aegis of D Y Patil Pratishthan.

14.6 Consultancy Assignments: The College or colleges should be encouraged to accept consultancies, direct projects, projects from government agencies, statutory bodies to register patents, to develop R&D Products and to develop and promote technology transfers as a part of their academic duties. The appropriate monetary benefit shall be pass on to the faculty and staff involved as a consultancy charges.

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CHAPTER 15

Travelling Allowance / Dearness Allowance Policy

15.1 Conveyance:

a. **Local conveyance-** Employee traveling within the city for official work are eligible for compensation at actual.

b. **Outstation conveyance-** At actual for all staff. If Head of the Department with at least two other employee or minimum three employee are traveling, they can hire a taxi for such travel.

Employee must clear all Travel Allowance / Dearness Allowance claims within 48 hours after completion of the tour. They must submit the visit report to Head of the Department / Principal.

15.2 Dearness Allowance (DA) is as per sanctioned approval and actual expenses.

15.3 Lodging- Employee shall be eligible for lodging expenses as per cadre.

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CHAPTER 16

Policy for Deputation to Higher Education

16.1 Deputations for Post Graduate Studies:

Non-teaching Employee having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Employee who have put in at least three years of continuous service at D Y Patil College of Pharmacy, Akurdi and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department, Principal and the Campus Director.

16.2 Deputation for Ph.D. Work:

Employee having Postgraduate qualification are encouraged to pursue PhD qualification. Employee who have put in at least three years of continuous service at DYPCOP and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department, Principal and the Director.

For self-sponsored employee doing PhD, the entire expenses towards completion of PhD are borne by staff member. The staff member will have lean on his/her current post for the period of three years/ completion of PhD (not exceeding 4 years). Such a lean shall be valid only after signing the legal bond wherein the staff member undertakes to serve DYPCOP for a period of 3 (Three) years after completion of PhD.

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CHAPTER 17

Research & Development Policy

17.1 Research & Development Cell and its Objectives:

DYPCOP believes in a judicious combination of teaching and research for the benefit of student community at large. The college envisages innovation and technological development through its R & D cell. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The college also remains committed to long-term research as the foundation for future development.

Objectives:

i. To enhance the research awareness by organizing national and international conferences, symposia, workshops on research methodology, IPR and patents, talks and discussions with eminent researchers.

ii. To motivate faculty for doctoral and post-doctoral assignments at various national and international universities and organizations of repute.

iii. To encourage faculty to undertake research projects in, thrust areas in science and technology funded by various national and international agencies.

iv. To explore new horizons of knowledge and ensure its practical implementation through collective efforts and quality research work.

v. To provide a creative atmosphere, complemented by adequate facilities and resources in which higher studies and research thrive amongst the faculty and students.

vi. To convert College of Pharmacy into Center of Excellence.

vii. To adopt collaborative research with Research laboratory and industries.

viii. To mentor the research projects to academics and industries.

ix. To publish the research work in renowned journals.

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17.2 Constitution of R & D Cell:

The R & D cell comprises of faculty members from various departments in the college. This committee oversees the smooth and efficient co-ordination of research and development activities in the college, thus fostering overall growth. A senior faculty heads this cell in the capacity of Coordinator - R & D, with the Principal providing advisory support.

Research Committee has been formed, viz. R&D Committee

This Committee will contribute towards enhancing the inputs to research and developments at DYP College of Pharmacy, Akurdi. The R & D Committee will plan, promote & evaluate R& D activity like R&D projects, UG projects, etc. at the college level. The committee meets once in every six months to discuss the status of ongoing projects & to plan for the future one. All records are prepared & maintained by R & D coordinator. The Committee is formulated as:

Chairman : Principal

Co-ordinator : Member Secretary

Four Members : Single point of contact (SPOC) from every department

17.3 Responsibility of the members towards R & D:

i. To encourage and motivate faculty for externally funded research and development, interdisciplinary and multidisciplinary research, product design and development, publications in journals of high standing.

   To facilitate discussions and collaborations with researchers from other colleges, with the possibility of joint work in various thrust areas of national and international importance.

iii. To initiate and promote MoU with industries and R & D organizations; for consultancy, collaborative research, sponsored projects, industry college interactions etc.

iv. To arrange talks and interactions by eminent personalities from industry, R & D organizations and institutions of repute; for the better understanding of research methodology and practices currently followed.

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v. To support faculty for delivering talks at different events and conducting workshops, training programs, seminars, conferences, symposiums and faculty development programs.

vi. To visit R&D organizations and disseminate information regarding the effective implementation of research projects.

vii. To suggest peer reviewed national and international journals for subscription in central library as well as department library.

viii. To keep everyone abreast of all announcements by various funding agencies like Department of Science and Technology, SERB, Council of Scientific and Industrial Research (CSIR),All India Council for Technical Education(AICTE) , University Grants Commission (UGC), University of Pune etc.

ix. To motivate students for presenting technical papers in National and International conferences and projects in competitions and exhibitions.

x. To encourage and organize R&D Interdepartmental / collaborative work positively.

17.4 Policy of encouragement to employees:

Teaching and Research are the main functions assigned to any college. Teaching is a prime function and needs to be performed at the highest level of competence that is possible only when the faculty is involved in the research activity. Research is an original contribution to the existing knowledge and is the pursuit of truth with the help of study, observation, comparison, experiment, collection of facts or data and analyzing the facts. The conclusions are reached either in the form of solution(s) towards the concerned problem or in certain generalizations for some theoretical formulation. In short, the search for knowledge through objective and systematic method of finding solution to a problem is research. Research essentially nourishes the academic program and such engagement helps teachers to remain at the cutting edge, with advances in their own subject. It also sustains the interest in academic activities and widens the scope of learning. Importantly, it helps the college to stand at the global level.

17.5 Funded Projects and Consultancy Work:

a. Funded Projects: The depth of R&D culture, in any institution is judged by the number of grants approved and funds generated via various projects. A large

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number of new research projects are initiated every year with funding from various national and international governmental organizations and industries. The R&D cell keeps the faculties, abreast of all such information encourages them to submit proposals for funding.

b. Consultancy Assignments: Consultancy assignments must have a letter from the organization, clearly mentioning the work carried out, period and amount of consultancy, people involved and the benefit of the consultancy to the college; both intellectually as well as financially. The ratio happens to be 70% to consultants and 30% to College. Proof of expenditure must be maintained as per the concerned funding agency.

c. Permission for accepting research or consultancy project:

All the faculty members who intend to apply for R&D projects and grants, and all those who have obtained approval for their projects from various apex bodies, industries and universities shall follow the work procedure given herewith.

i Every research proposal shall pass through a multi-tier review, where the proposal shall first be reviewed by the Principal Investigator/ Co- Investigator and then by the concerned Head of the Department / experts in the department. This may be followed by review by eminent researchers in the field. The proposal shall then be vetted by the R&D committee before submission to the funding agency.

ii. All applications related with R&D shall be routed through the Coordinator - R&D along with one hard copy for R&D records. A soft copy shall also be emailed to the Coordinator - R&D, department representative in R&D cell and also to the Head of the Department.

iii. Purchase of instruments, software, etc. and the audit report made for the same shall follow the Finance Officer guidelines.

iv. Principal Investigator and Co-Investigator shall ensure that the instruments, software, etc. purchased are secured in the laboratory/ department.

v. The entire sanctioned amount shall be utilized as per the guidelines of the funding agency.

vi. In case the Principal Investigator leaves the college all the items, instruments, software etc. purchased shall remain as an asset of the college.

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vii. All Head of the Department must regularly and diligently update the R&D information on the college website for department and give reports to Coordinator -R&D.

d. Progress Report submissions: The entire faculty eligible for R&D incentives shall submit the report with supporting documents to the respective Head of the Department on regular basis. The Head of the Department along with some senior faculty members shall then carry out a rigorous scrutiny at the Department level; and ensure that their recommendations reach the R&D cell from time to time.

17.6 Patents:

Receiving patent for one's research work is one of the most important factors denoting the quality of research. Full financial and legal assistance shall be provided to those who are interested in registering the patent. The patent shall irrevocably be registered in the name of DYPCOP, Akurdi with the researcher's name prominently featuring as the inventor. The commercial aspects shall be mutually worked out between the college and the researcher. If patent is filed by the individual, then expenses will be borne 50% by researcher and 50% by the college. If patent is filed by College, then 100% expenses are borne by College. If filed jointly then 100 % expenses are borne by College and Individual.

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CHAPTER 18

Consultancy Policy

Need of Consultancy Cell: -

Consultancy, Innovation, Research is crucial in the success of any nation or organization as it lays a key role in giving an impetus to the institute to achieve the highest level of scientific and technological standards and otherwise. The human nature of curiosity and the need to seek truth is what has fuelled research for centuries in our human civilization and research and development is the ideal trajectory to establish facts and reach conclusions through systematic and scientific study.

A College Consultancy Cell (CCC) would help the Institute to generate good revenue and trigger the optimum utilization of laboratories and other resources. It would also promote an innovative and collaborative culture in the college. Moreover, it would develop a questioning attitude, foster and nurture the curious young minds of students and help them develop a strong research base which would help them in their future endeavors. In this way, it would extend a helping hand to the curious learners outside who would get a platform to learn and explore in a research based environment by catering to contemporary needs and academic exigencies such as Technical Skills, Soft Skills, Employability Skills, etc. A faculty of the Institute inclined towards a particular field could undertake the role of the Chief Investigator for research projects.

Therefore, establishing a College Consultancy Cell would provide enrichment of the experience and knowledge through interacting in the professional sphere due to which academia would get an opportunity and experiment under actual service conditions.

Composition of the College Consultancy Cell:-

1. Chairman – A Senior faculty of the Department/ College who has a Ph. D holder
2. Members: - 3 Faculty members out of which one would be a Ph.D. holder (In case of a college with greater capacity, 2 Faculty members with a Ph.D. degree would be required).
3. Principal would be the Ex –officio member.
4. Chief Investigator would be the Faculty who is undertaking that consultancy project.

Roles & Responsibilities of College Consultancy Cell:-

1. To discuss the project & recommend or not recommend the research project on the basis of feasibility, availability of the resources etc.
2. To conduct impromptu inspection to check the progress of the project as per approval/ laid down norms

3. To take appropriate action including cancellation of the project, if not found on prescribed progress path.
4. To replace existing Chief investigator, as per the need (if already approved Chief investigator leaves the college/ not able to continue due to certain reasons etc.)
5. To maintain records of all the projects.

REQUEST LETTER

Date:

To,
The Principal/ Director
Ex-officio member,
College Consultancy Committee

Dr. D. Y.Patil College of Pharmacy,

Akurdi, Pune

Subject: Request to provide me support for consultancy project

Respected Sir/Madam,

I / We the undersigned would like to do the consultancy project in the following category under the guidance of Mr. / Mrs. / Prof. /Dr._____ as per the policy of the institute.

☐ Industry sponsored consultancy project

☐ External academia sponsored consultancy project

☐ External academia student/s/ individual self-supported consultancy project

☐ In-house student/s self-supported consultancy project

I / We hereby humbly request you to consider and permit us for the same

Thanking you.

Yours sincerely,

(Name and signature of applicant(s) and organization details)

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044

APPROVAL LETTER

Date:

To,
The Campus Director
Dr. D. Y. Educational Complex,
Akurdi, Pune -411044

Sub: Submission of proposal of consultancy project for approval

Respected Sir,
Please find the enclosed proposal titled " "

To be consider under following category:

☐ Industry sponsored consultancy project

☐ External academia sponsored consultancy project

☐ External academia student/s/ individual self-supported consultancy project

☐ In-house student/s self-supported consultancy project

Total cost of consultancy project in Rs:_____ /- (in words to be written)

I/We earnestly request you to approve the project proposal as per campus consultancy policy so as to process it further.

Thanking you.

Chief Investigator **Chairman** **Principal**
College Consultancy Committee

Enclosures:
1) Request letter from applicant(s)
2) Dully filled project proposal in prescribed format (A/B/C/D/E/F)
3) Undertaking of Chief investigator

Approved/Not Approved

RAdm Amit Vikram (Retd)
Campus Director

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044

GUIDELINES FOR SPONSORED PROJECTS

1. The chief investigator who wishes to carry project shall receive a Request Letter in prescribed format from the applicant(s).
2. The total actual expenditure required for the project shall be calculated by the chief investigator purely as per the requirement of the applicant(s).
3. Chief investigator shall submit dully filled project proposal prepared in the prescribed Format i.e.

   A - Industry sponsored consultancy project

   B - External academia sponsored consultancy project

   C - External academia student/s / individual self-supported consultancy project

   D - In-house student/s self-supported consultancy project
4. The actual project work shall be started only after written approval from the Campus Director.
5. After approval from the Campus Director, Chief investigator shall collect 100 % amount as an advance from applicant(s). In case, the Chief Investigator undertakes the responsibility of the applicant, then 50% amount can be collected as an advance. However, the remaining 50% amount shall be received within 15 days after the completion of the project. If the Chief investigator fails to do so, he/she shall be liable to the monetary compensation of the same.
6. The faculty or student investigator/s shall be appointed by Chief investigator as per the requisites; however the entire responsibility of the project lies with Chief investigator.
7. After the completion of the project, the Chief Investigator shall process for disbursement of consultancy amount to the concerned faculty and staff by submitting application to the Head of Institute in prescribed format.
8. The proportion of distribution of consultancy charges amongst the concerned faculty and staff shall be decided by Chief Investigator.
9. The Head of Institute shall verify all details and approve disbursement if found correct
10. Chief Investigator shall be solely responsible for the maintenance of discipline, completion of requisite formalities and receipt of various approvals etc. within stipulated time period.

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PROTOCOL FOR INDUSTRY SPONSORED CONSULTANCY PROJECT
(Format-A)

1. Name of the Industry:……..
2. Address for correspondence: ……..

   ……..

   ……..
3. Contact person's details: ……..
   - Name: ……..
   - Mobile Number: ……..
   - Land Line Number (with extension No)……..
   - Email id: ……
   - Title of the project:……

     ……

     ……

     ……
   - Proposed duration of the project:……
   - Reference number and date of Request Letter: ……..
   - Expenses likely to be incurred for the project :

Sr. No	Parameter	Amount in Proportion	Amount in Rs.
1	Actual total expenditure likely to be incurred (*to be calculated by the chief investigator and attached to the proposal*)	**X**	
2	Infrastructure utility fees	50 % of **X**	
3	College processing fees	25 % of **X**	
4	Faculty/ Staff consultancy charges	25 % of **X**	
Grand Total			

Name and signature of Chief Investigator

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044

PROTOCOL FOR EXTERNAL ACADEMIA SPONSORED CONSULTANCY PROJECT
(Format-B)

1. Name of the External academia:
   ……
2. Address for correspondence: ……
   ……
   ……
3. Contact person's details: ……
   - Name: ……
   - Mobile Number: ……
   - Land Line Number (with extension No)……..
   - Email id: ……
   - Title of the project:……
     ……
     ……
     ……
   - Proposed duration of the project:……
   - Reference number and date of Request Letter: ……..
   - Expenses likely to be incurred for the project :

Sr. No	Parameter	Amount in Proportion	Amount in Rs.
1	Actual total expenditure likely to be incurred (*to be calculated by the chief investigator and attached to the proposal*)	**X**	
2	Infrastructure utility fees	30 % of **X**	
3	College processing fees	15 % of **X**	
4	Faculty/ Staff consultancy charges	15 % of **X**	
Grand Total			

Name and signature of Chief Investigator

Dr. D.Y.Patil College of Pharmacy, Akurdi, Pune 411044

PROTOCOL FOR EXTERNAL ACADEMIA STUDENT/S / INDIVIDUAL SELF-SUPPORTED CONSULTANCY PROJECT
(FORMAT-C)

1. Name of the External Academia:
    - Address for correspondence:
    - Contact person's details:
    - Name:
    - Mobile Number:
    - Land Line Number (with extension No): --
    - Email id:
    - Title of the project:
    - Proposed duration of the project:
    - Reference number and date of Request Letter: -
    - Expenses likely to be incurred for the project :

Sr. No	Parameter	Amount in Proportion	Amount in Rs.
1	Actual total expenditure likely to be incurred (*to be calculated by the chief investigator and attached to the proposal*)	**X**	
2	Infrastructure utility fees	15 % of **X**	
3	College processing fees	10 % of **X**	
4	Faculty/ Staff consultancy charges	10 % of **X**	
Grand Total			

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044

Name and signature of Chief Investigator

PROTOCOL FOR IN-HOUSE STUDENTS SELF-SUPPORTED RESEARCH PROJECT (FORMAT-D)

1. Name of the College:……..
2. Address for correspondence : ……..

   ……..

   ……..

3. Contact person's details: ……..
   - Name: ……..
   - Mobile Number: ……..
   - Land Line Number (with extension No)……..
   - Email id: ……
   - Title of the project:……

     ……

     ……

     ……
   - Proposed duration of the project:……
   - Reference number and date of Request Letter: ……..
   - Expenses likely to be incurred for the project :

Sr. No	Parameter	Amount in Proportion	Amount in Rs.
1	Actual total expenditure likely to be incurred (*to be calculated by the chief investigator and attached to the proposal*)	**X**	
2	Infrastructure utility fees	10 % of **X**	
3	College processing fees	05 % of **X**	
4	Faculty/ Staff consultancy charges	05 % of **X**	
Grand Total			

Name and signature of Chief Investigator

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044

PROTOCOL FOR IN-HOUSE/EXTERNAL SOFT SKILLS TRAINING/ TRAINING FOR COMPETITIVE EXAMS ETC./TECHNICAL SUPPORT FOR REVIEW/RESEARCH PAPER WRITING

(FORMAT-E)

1. Name of the Client/ end-user Institute (In-house/External/ Industry:
2. Address for correspondence:
3. Contact details of the end user /Client :
    - Name:
    - Mobile Number:
    - Land Line Number (with extension No) :-
    - Email id:
    - Title of the session :
    - Proposed duration of the project:
    - Reference number & date of Request letter:
4. Break-up for the sessions conducted :

Sr. No	Parameter	Amount in Proportion	Amount in Rs.
1	Actual income received from lectures, training sessions, mentoring or any form of consultancy	**X**	
2	College processing fees (No. of on-duty working hours/ Infrastructure utility fees)	30 % of **X**	
3	Faculty consultancy charges	70 % of **X**	
Grand Total			

Name and signature of Chief Investigator

Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune 411044

PROTOCOL FOR ARCHITECTURAL CONSULTANCY PROJECT
(FORMAT-F)

1. Name of the Client/ end-user Institute (In-house/External/ Industry):……
2. Address for correspondence: ……..

   ……

   ……
3. Contact person's details :
   - Name: ……
   - Mobile Number: ……..
   - Land Line Number (with extension No)……..
   - Email id: ……
   - Title of the project:……

     ……
   - Proposed duration of the project:……..
   - Reference number & date of Request letter:……
   - Expenses likely to be incurred for the project :

Sr. No	Parameter	Amount in Proportion	Amount in Rs.
1	Actual total expenditure likely to be incurred (*to be calculated by the chief investigator and attached to the proposal*)	**X**	
2	Infrastructure utility fees (Architectural consultancy fees – interior)	05 % of **X =Y**	
3	College processing fees	30 % of **Y**	
4	Faculty/ Staff consultancy charges	70 % of **Y**	
Grand Total			

Name and signature of Chief Investigator

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UNDERTAKING

I the undersigned, hereby take responsibility of the project titled "_____ _____" to be conducted between _____to _____

- I will remain present during the project work. I will ensure that responsible faculty shall remain present as my representative during the project work in case of my absence.
- I will ensure that the expenses to be incurred for the project will not exceed as mentioned in Format submitted for approval
- I assure you that the project will be carried out without affecting regular academic schedule.
- I take complete responsibility like safety, security, on-time completion of project etc.
- I take responsibility of receipt / recovery of 100 % of expenses to be incurred for the project as per the calculations mentioned in format submitted for approval.

*If I fail to comply then I shall be eligible for any punishment as decided by the competent authority.

(Name and signature of Chief Investigator)

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PROTOCOL FOR DISBURSEMENT OF REMUNERATION FOR CONSULTANCY PROJECT
(FORMAT-G)

To,
The Principal/Director
_____

Subject: Request to approve disbursement of remuneration of consultancy project to the concern faculty and staff

Respected Sir/Madam,

With reference to the above mentioned subject, I hereby request you to approve and process the disbursement of payment to the concern faculty and staff for consultancy project completed as per following details:

1. Title of project : _____

   _____

2. Date of Campus Director's approval : _____

3. Total amount of project in figure: Rs._____(words) _____

   _____

4. Date of completion of project : _____

Details of payment received:

Sr. No.	Date	Amount received (Rs.)	Mode of receipt	College Receipt No

Thanking you

Name & signature of Chief Investigator: _____

Enclosed: Copy of approval

Accountant's remarks:
I have verified all details and found correct/incorrect and hence recommend/not recommend process of payment.

Name &Signature of Accountant

Remarks of Head of Institute:

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CHAPTER 19

Purchase Procedure Policy

The employee have to follow the defined purchase procedure as below:

i. Requisition (indent) for the required item/consumables/material should be raised by the staff/lab in charge and submitted to the Head of Department for scrutiny and approval from the Principal.

ii. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by the Principal and Campus Director.

iii. The approved indent will be sent to Faculty In-charge: Purchase committee through Head of the Department and Principal for calling quotations from various vendors.

iv. The purchase committee members will select best three quotations with the help of stores Department and will prepare comparison statement and forward the same to the Principal. The purchase order will then be prepared. The purchase order, 3 quotations, comparison statement, budget sanction document will be forwarded to the Principal for signature. The same bunch will be sent for approval of CFO and Campus Director. After the approval only the Purchase order will be sent to the supplier.

v. Once the material is received at Stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.

vi. The invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment. Without passing remarks by Stores Department, Account Department will not process for payment and the payment to supplier will be delayed.

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vii. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow all the above procedures.

viii. While passing Invoice, following documents in original are compulsory:

i Purchase Order

ii. Invoice

iii. Delivery Challan

iv. Octroi Free pass (If Applicable)

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CHAPTER 20

ERP Policy

This policy is for all the employees of the campus for performing their routine activities mainly through the ERP system in the campus. Wherever possible as per the module availability in the system, accurate data should be maintained about the academic and administrative activities so that, digital services can be provided to the stakeholders. Also, availability of data to Management and for all the compliances purposes will be ensured. Detailed training should be obtained from the ERP coordinators of the Institutions, Campus ERP coordinators and the service provider as per requirements.

(A) Using Collpoll ERP system for the Institutes

1. Administration - Collpoll ERP system should be used for all areas of administration whatever are being developed and are available with the product.
   1.1. HR master data management - Data of all faculty and staff should be maintained in this module. Data capture should be done at the time of joining when the user is created. When faculty resigns, on last day of working, the user should be deactivated.
   1.2. Attendance and Leave Management - Punch In and Punch Out in the Biometric devices as per applicable should be done by every employee of the campus. Employees attendance should be available in the ERP system and leave applications should be processed in online mode. Leave report and monthly attendance report should be used for salary purposes and should be made available to Management whenever required, hence maintaining accurate data at all times should be a priority.
   1.3. Infrastructure data management and Venue Booking- All data of Infrastructure such as classrooms, laboratories, seminar halls etc should be maintained in the erp system. Record of various venues such as auditorium, seminar hall, board room etc. of the organization can be maintained and a procedure can be setup for booking of the same. This can be done through the module owner and can be approved by respective authorities.
   1.4 Communication - Use of e-Notices on Collpoll platform should be done

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whenever possible and email notifications and InApp notifications should be used for important notices.

1.5 Institutional Calendar should be maintained by the module owner and updated from time to time as per requirements so that it is correct and visible to all the students, staff and faculty members.

1.6 Faculty Feedback should be taken twice in a semester or as per applicability to the Institution for improving the quality of academics.

1.7 Attendance Notification should be setup to send the email and In-App notifications to the students who are not participating in the academics as per prevailing rules and regulations.

2. Finance and Accounts -

2.1. Fees management module- Fees plan setup, Programme -Fee plan mapping should be done at the start of the academic year for collection of academic fees from the students. All quota wise fees and scholarships should be setup before collection of fees start date.

2.2. Dues Management module- All payment to be made by the students other than academic fees such as examination fees, library dues (financial and non financial) etc. should be setup in dues management module for ensuring online payments and transparency.

2.3. Payment Module- Payment module should be used for monitoring the payments, successful or failure for handling any issues related to payments from students.

2.4. Scholarship Setup -Scholarship details should be uploaded while fee plans are being setup. Scholarships disbursed from social welfare department etc. should be uploaded in the scholarships tab for reconciliation purposes and deficit scholarship received should be recovered from students by rejecting the remaining amount.

2.5. Fees Reports- Fee reports download option should be used for various reports download and referred as per requirements of financial audit.

3. Student admission and support -

3.1. Admission management module – When a student comes for admission, a user should be created with his mail-ID as user name using his details such as allotment number. The students should fill the admission form as per his/her

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admission category. This form needs to be verified/approved/registered by the student's section, ensuring that all the fields are filled by the students.

When the form is approved, students will be visible in the academic management module and can be added in various classrooms.

3.2. Students master data management – Once the student admission form are approved, the data of student is available in this module. It can be viewed/edited/downloaded as per the rights given to the user.

3.3. Campus Help Centre -Bonafide Certificate-The students can request for various services through the campus help center in the following categories:

Student section: Bonafide certificate should be provided on demand when students ask for it using campus help center. Standard Bonafide Certificate should be provided which is setup in the system, generated as per request in certificate section and the link provided for download to the student.

Accounts Section- Fees Structure should be provided to student who has applied for the same through campus help center.

4. Academics - All the academic activities should be recorded in the ERP system such as curriculum, courses and their credits, lecture sessions, topics covered and topic level outcomes, study material shared with students, students attendance, assignments of students, quizes conducted etc. Curriculum mapping, Course Registration and faculty allocation to courses should be carried out before beginning the academic term for the semester or year as per applicable.

5. Examination

5.1. Examination Management module comprises of Assessment types setup, Evaluation Schema setup, Exam planner, Exam Enrolment (if applicable) Question paper setup, Examiner appointments, Answer Sheet evaluation, Marks Ledger and Grade sheet generation. The Institutions should use the module and the functionalities as per applicable to them to the fullest extent.

(B) Using Email registered Email Addresses -

1. All the communication, internal to the Institute should be done through the registered email ID on the ERP portal.

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2. The communication through registered Email IDs should follow the email etiquette and professional email usage standards.
3. Official Email IDs on domain should be strictly used for the official purpose of academic and research activities and correspondence with stakeholders of the Institution and campus as part of the duties and responsibilities of the employee.
4. Passwords of the email ID should not be shared with anyone. Designation email ID should be handed over on the next member holding the position or designation.
5. The communication through the designation email ID is the responsibility of the employee holding the designation. The communication through the personal email ID on the domain and/or the registered email ID is the sole responsibility of the individual holding the email ID.
6. Use of official email IDs on the domain for any other purposes other than the intended, if harmful to the interests of the Institute and Management, may fetch disciplinary action.

This policy may be revised from time to time, once in a year and customised as per the Institute requirements to make it more specific.

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CHAPTER 21

IT Policy

Need for IT Policy

•Basically the Campus IT policy exists to maintain, secure, and ensure legal and appropriate use of Information technology infrastructure established by the at the campus level.

•This policy establishes Campus-wide strategies and responsibilities for protecting the Confidentiality, Integrity, and Availability of the information assets that are accessed, created, managed, and/or controlled by at the Campus level.

IT Hardware Installation Policy

•Warranty & Annual Maintenance

Computers purchased by any Section/Department/Project should preferably be with 3-year onsite comprehensive warranty. After the expiry of warranty, computers should be under annual maintenance at respective college/department level.

•Power Connection to Computers and Peripherals

All the computers and peripherals should be connected to the electrical point strictly through UPS. Power supply to the UPS should never be switched off, as continuous power supply to UPS is required for battery recharging. Further, these UPS systems should be connected to the electrical points that are provided with proper earthling and have properly laid electrical wiring.

•File and Print Sharing Facilities

File and print sharing facilities on the computer over the network should be installed only when it is absolutely required. When files are shared through network, they should be protected with password and also with read only access rule.

•Shifting Computer from One Location to another

Computer system may be moved from one location to another with prior written intimation to the HOD/Principal/Director with entry in movement/DSR register.

Software Installation and Licensing Policy

As per university guidelines open source software like red hat, Ubuntu, Fedora are installed in all labs, use of windows based software recommended if it is licensed version.

•Antivirus Software and its updating

It is recommended that for windows based system proper antivirus software should be used to avoid spreading of viruses.

Internet Policies for Directors, Principals and HOD's of Dr. D. Y. Patil Educational Complex Akurdi Pune.

•Unique Username and Password created for Directors, Principals and HOD's of Dr. D. Y. Patil Educational Complex Akurdi.

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•They Have right to ask usages reports to their respective colleges and department's teaching and non-teaching staff.
•Level-1 Users are provided for all directors, principals and HOD's of Dr. D.Y. Patil Educational Complex Akurdi.
•Level1 Users have unlimited internet access provided.
•Web filter and Application filter policies are framed for level-1 users.
•No QoS policies are framed for level-1 users.
•Wi-Fi Facility provided for registered Level-1 Users.

Internet Policies for Teaching Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune

•Internet Facility should be used by Username and Password only to registered teaching staff.
•Unique Username and Password created for all Teaching Staff of Dr. D. Y. Patil Educational Complex Akurdi.
•Level 2 Users are provided for all Teaching Staff of Dr. D.Y. Patil Educational Complex Akurdi.
•Leve2 Users have unlimited internet access provided.
•Web filter and Application filter policies are framed for level-2 users.
•QoS policies are framed for level-2 users with internet speed will be 4 Mbps per User.
•Wi-Fi Facility provided for registered Level-2 Users.
•Teaching Staff must use Internet facility for official work only.
•Wi-Fi facility should be strictly used on Laptops for academic purpose not any other purpose.
•If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.

Internet Policies for Non-Teaching and Admin Staff of Dr. D. Y. Patil Educational Complex Akurdi Pune.

•Internet facility should be used by Username and Password only to registered non – teaching and Admin staff.
•Unique Username and Password created for all Non- Teaching and Admin Staff of Dr. D. Y. Patil Educational Complex Akurdi.
•Level 3 Users are provided for all Non-Teaching and Admin Staff of Dr. D.Y. Patil Educational Complex Akurdi.
•Leve3 Users have unlimited internet access provided.
•Web filter and Application filter policies are framed for all level-3 users.
•QoS policies are framed for level3 users with internet speed will be 4 Mbps per User.
•Wi-Fi Facility provided for registered Level-3 Users.
•Non-Teaching and Admin Staff must use Internet facility for official work only.
•If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.

Internet Policies for Students of Dr. D. Y. Patil Educational Complex Akurdi Pune.

•Internet facility should be used by Username and Password only to registered students.
•Unique Username and Password created for Students of Dr. D. Y. Patil Educational Complex Akurdi.

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•Level 4 Users are provided for all Students of Dr. D.Y. Patil Educational Complex Akurdi.
•Leve4 Users have unlimited internet access was provided.
•Web filter and Application filter policies are framed for all level-4 users.
•QoS policies are framed for level4 users with internet speed will be 4
Mbps per User.
•Wi-Fi Facility provided for registered Level-4 Users.
•If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.
•Wi-Fi facilityis available in Nearby Premises, Student Plaza, Corridors, Porch and Reading Room of Library not inside the labs and classrooms.
•Students can obtain Username and Password from Nominated faculty of the Department.
•All the activities done by Login users (Wired and Wi-Fi) are monitored centrally and Log file is kept for record in case of any misuse for taking Action.
•No student can use Wi-Fi facility in the premises during Lecture and Lab sessions.
•It is expected that students should use Wi-Fi facility for downloading course related video Lectures such as NPTEL videos and for academic projects and innovations.

Policies for Wi-Fi Uses at Dr. D. Y. Patil Educational Complex Akurdi Pune.

•Campus Wi-Fi facility should be used by Username and Password only to registered students.
•Wi-Fi facility is available for all registered faculties staff and students through provided Username and Password.
•For Wi-Fi Students can obtained Username and Password from
Nominated faculty of the Department
•Wi-Fi facility is available in Nearby Premises, Student Plaza, Corridors, Porch and Reading Room of Library not inside the labs and classrooms
•Wi-Fi facility should be strictly used on Laptops for academic purpose
not any other purpose
•If anyone found Guilty by Misusing facility of Wi-Fi strict Action will be taken against them.
•It is expected that students should use Wi-Fi facility for downloading course related video Lectures such as NPTEL videos and for academic projects and innovations.
•No student can use Wi-Fi facility in the premises during Lecture andLab sessions.
•Access to Wi-Fi connectivity is permitted to only for legalized activities. Anyone found using the facility for anti-social and anti- national activities has to face legal action as per law.
•Single user will have single connectivity, i.e. each user has to use
Wi-Fi facility on only one registered Laptop.
•The Wi-Fi network service is provided by System Cell and is completely at its discretion. User access to the network may be blocked, suspended, or terminated at any time for any reason.
•The norms/policy may change as and when it is considered
appropriate and new policies or the changes in policy will take effect immediately after a brief communication.

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Policies for System Administrator

- Monitoring System Access and Use

Access is to be logged and monitored to identify potential misuse of systems or information. System access must be monitored regularly to prevent attempts at unauthorized access and to confirm that access control standards are effective.

- **Giving Access to Internet, Websites and Application**

Access to information and documents is to be carefully controlled, ensuring that only authorized personal may have access to sensitive information. Information Security issues to be considered, when implementing the policy, include the following:

➢ With poor or inadequate access control over documents and files, information may be copied or modified by unauthorized persons, or become corrupted unintentionally or maliciously.

➢ Where the Access Control is seen as overly restrictive, users could be tempted to share privileged accounts (login + password) in order to access information

- **Managing the Network**

➢ Suitably qualified staffs are to manage the organization's network, and preserve its integrity in collaboration with the nominated individual system Coordinator/Admin.

➢ Information security issues to be considered, when implementing the policy, Include the following:

➢ Inappropriate control over access to the network will threaten the confidentiality and integrity of data.

➢ Inadequate capacity can make efficient operation difficult or impossible.

➢ Slow or inadequate system response times impede the processing.

- **Managing Firewall/UTM Device/Servers**

➢ Username and Password Creation in firewall/UTM database to all students, staff members.

➢ Logs should be often reviewed and submitted to higher authorities.

➢ There should be central monitoring and logs maintaining team.

➢ There should be regular upgrade/update/backup of UTM/servers data bases.

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CHAPTER 22

Green Campus Policy

Considering the increasing issues related to pollution and its adverse impact of natural environment/ ecosystem and excessive use of natural sources. Government of India has declared the Mission namely Swachch Bharat Abhiyan. Also, University Grants Commission has mentioned "Green Campus, Clean Campus" mission mandatory for all higher educational institutes. D. Y. Patil College of Engineering and Dr. D. Y. Patil College of Pharmacy being constituent unit of this campus are already taking measures to make the campus ecofriendly since its inception. However, this policy document is prepared and passed through IQAC in June 2019. After lot of preapproval brainstorming sessions on various platforms like alumni meet, principal faculty meeting, CA sessions, and parents meet etc., to channelize the efforts further by accommodating all stakeholders especially to enhance the outcome by multiple folds.

The policy is formulated with the following objectives.

Objectives:

- ★ **To make students aware about environmental issues.**
- ★ **To inculcate significance of green initiatives in students**
- ★ **To constitute awareness about ecosystem by organizing various social awareness activities like street plays, rallies, seminars, expert lectures, study tours, competitions, onsite visits etc.**
- ★ **To adopt as well as promote students, faculty and other stakeholders about environment friendly practices.**
- ★ **To encourage all stakeholders to follow green practices within the campus and beyond.**
- ★ **To maintain cleanliness and sanitation within the campus.**

Initiatives Taken to Implement the Green Campus Policy

The college is committed to managing its campus in accordance with its Green Campus Policy by establishing the following infrastructure and carrying out the activities as follows:

1. Landscaping the campus with trees and plants.
2. Maintenance of Medicinal plant garden
3. Maximum possible Paperless Office and Communications with the use of ERP
4. Adequate waste management system (Degradable, non-degradable, bio-degradable and e-waste)
5. Rainwater Harvesting

6. Observance of Days to protect and Nurture Environment
7. Compulsorily conduct the yearly Green, Environmental and Energy Audit by the third party agency.
8. Ban on Single-Use Plastic in the campus.
9. Energy conservation/ Use of LED Bulbs/Tubes and Power Efficient Equipment's along with alternative source of energy.
10. Regular implementation of Green Campus, Clean Campus initiative in accordance with Clean India Mission (Swach Bharat Abhiyan)
11. Active participation in Swach Bharat Abhiyan

1. **Landscaping the campus with trees and plants.**
   College is located in lush green campus with variety of trees, plants, and climbers etc. which are well maintained by team of gardeners. The entire garden is nourished by organic fertilizer prepared by in-house team. Campus has received many awards from PCMC authorities for maintenance of the lush green campus.
2. **Maintenance of Medicinal plant garden**
   - College has already developed and maintained the Medicinal plant garden which is much bigger than the mandatory requirement.
   - Water management to be done with the help of various measures like drip irrigation, sprinklers etc., to save water and is to be maintained properly.
   - Treated water received after treatment from Sewage Treatment Plant (STP) is to be used for gardening purpose as a part of water conservation.
3. **Paperless Office and Communications by implementing use of ERP**
   - College has installed ERP to reduce use of paper.
   - Notices circulated through ERP, e-mail, official whatsapp groups are made official.
   - Digital storage of documents through Google drive as well as sharing of e-content as study material for the students to be followed.
   - College to promote publication of its activities via e-bulletins and other online platforms.
   - The mandatory printed materials like brouchers, annual report, etc. to be restricted to print.
   - College already has handles on social media platforms like instagram, Facebook, Twitter and Linkedin. All news, achievements to be shared through it.
   - For admission awareness programs, the suitable online platforms to be used
4. **Waste management system**
   - Separate provisions of dustbins are provided for recyclable and non-recyclable waste.

- Sewage treatment plant is in place which collects all the waste water from the washrooms by gravity, then it is treated and pumped for watering the campus garden.
- Biodegradable waste generated during practical is to be segregated and disposed by delivering it to the authorized agency for its disposal as per prevailing rule.
- Degradable waste such as grasses, weeds, leaves, pruned branches of trees, herbs and shrubs, food waste from canteen has to be collected and utilized for the preparation of compost. The entire process is monitored by Dr. D. Y. Patil College of Agriculture Business Management, Akurdi, Pune.
- E-waste generated in the colleges has to be collected at central level for further process. Timely e-waste drives have to be conducted to create awareness amongst the students.

5. **Rainwater Harvesting**
   - College has rainwater harvesting unit which collects rainwater from all over the campus and thus support conservation of water.
6. **Observance of Days to protect and Nurture Environment**
   - Days such as Environment day, Earth day, and Water day would be celebrated to protect and nurture the environment by organizing various activities like guest lectures, street plays, and rallies.
   - All students and faculty are encouraged to avail the carpooling and public transport facilities for transportation to save fuel and reduce the environmental pollution.
   - Faculty and students staying to nearby the college are encouraged to use bicycle periodically if not regularly (once in a 15 days or a month) once in a month to promote the green practice as well as a healthy practice.
7. **To conduct the yearly Green, Environmental and Energy Audit**
   - College has started the initiative of conducting the yearly Green, Environmental and Energy Audit. It is a process of regular identification, quantification, documenting, reporting and monitoring of environmentally important components in a specified area.
   - It helps to empower the organization to frame a better environmental performance by continuing related good practice, improvements as per need and additional measures as per suggestions.
8. **Ban on Single-Use Plastic**
   - To restrict the use of plastic, various measures have been taken to replace plastic tea cups, plates and glasses with steel utensils in the canteen. College has also placed earthen pots to provide drinking water. Further, the employees and students are motivated to use steel or copper water bottles instead of plastic bottles.
9. **Energy conservation**
   - All are instructed, whenever possible, shut down rather than logging off the computers and laptops.

- Turn off fan, AC, fridge etc. to optimize related consumption.
- Turn off unnecessary lights and use daylight instead
- Installation of LED or compact fluorescent bulbs.
- Keep lights off in conference rooms, classrooms, lecture halls when they are not in use.

10. Regular implementation of Green Campus, Clean Campus initiative in accordance with Clean India Mission (Swach Bharat Abhiyan)

- Students and faculty members to implement Green Campus, Clean Campus initiative by organizing timely tree plantation, cleanliness drives.

11. Participation in Swach Bharat Abhiyan

- Students and faculty members should be motivated to participate in Swach Bharat Abhiyan activities within the campus and beyond the campus.

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DR. D.Y.PATIL PRATISHTHAN

(Trust Regn No. E-1175)

2126, E, Tarabai Park, Kolhapur – 416003.

Phone :0231 – 2601431 Fax : 0231-260143

APPENDIX - 1

Board of Trustees

Sr. No	Name	Designation
1	Dr. Sanjay Dnyandev Patil	President
2	Shri. Satej Dnyandev Patil	Vice President
3	Sou. Vaijayanti Sanjay Patil	Trustee
4	Sou. Shantadevi Dnyandev Patil	Trustee
5	Sou. Pratima Satej Patil	Trustee
6	Shri. Devraj Babasaheb Patil	Trustee
7	Shri. Shripad Shankar Dharangutti	Trustee/Secretary
8	Shri. Ravindra Shripati Patil	Trustee
9	Shri. Ruturaj Sanjay Patil	Trustee
10	Shri. Prithviraj Sanjay Patil	Trustee
11	Shri. Tejas S. Patil	Trustee

Above Mentioned persons are presently working as Trustees of DR.D.Y.PATIL PRATISHTHAN, Kolhapur.

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APPENDIX – II

GOVERNING BODY

Sr. No.	Name of Member	Designation
1.	Shri. Sanjay D. Patil, President, Dr. D. Y. Patil Pratishthan	Chairman
2.	Shri. Satej D. Patil, Vice-President, Dr. D. Y. Patil Pratishthan	Member (Nominee of the Trust
3.	Shri. Tejas S. Patil Trustee, Dr. D. Y. Patil Pratishthan	Member (Nominee of the Trust)
4.	RAdm Amit Vikram (Retd.) Director, Dr. D. Y. Patil Pratishthan, Akurdi Campus	Member (Nominee of the Trust)
5.	Director, Technical Education, Maharashtra State, Mumbai	Member (Ex-officio)
6.	University nominee, Savitribai Phule Pune University, Pune	Member
7.	Dr. Juneja Ramesh Founder and CEO, Kareersity Edu Private Limited, Thane	Member (Educationist)
8.	Dr. Pritesh Shah Asst. General Manager, Serum Institute of India Pvt. Ltd Manjari, Pune	Member (Industrialist)
9.	Dr. R. S. Karodi Assistant Professor Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune	Member (Faculty Representative)
10.	Dr. (Mrs.). P. M. Chaudhari, Asst. Professor, Dr. D. Y. Patil College of Pharmacy, Akurdi ,Pune	Member (Faculty Representative)
11.	Dr. N. S. Vyawahare, Principal, Dr. D. Y. Patil College of Pharmacy, Akurdi ,Pune	Member Secretary

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APPENDIX – III

COLLEGE DEVELOPMENT COMMITTEE

Sr.No.	Name of Member	Designation
1.	Shri. Satej D. Patil Chairman, Dr. D. Y. Patil Pratishthan	Chairman
2.	RAdm Amit Vikram (Retd.) Campus Director, Dr. D. Y. Patil Educational Complex, Akurdi, Pune	Secretary's Nominee
3.	Dr. A. V. Kulkarni Asst. Professor, Dr. D. Y. Patil College of Pharmacy, Akurdi	Head of Department
4.	Dr. Mrs. J. M. Patil Assistant Professor Dr. D. Y. Patil College of Pharmacy, Akurdi	Member (Faculty Representative)
5.	Dr. V.R. Vaidya Asst. Professor, Dr. D. Y. Patil College of Pharmacy, Akurdi	Member (Faculty Representative)
6.	Dr. S. C. Daswadkar Asso. Professor, Dr. D. Y. Patil College of Pharmacy, Akurdi	Member (Faculty Representative)
7.	Dr. Santosh Dubal Dr. D. Y. Patil College of Pharmacy, Akurdi	Non- Teaching's Representative
8.	Dr. Girish Rathi Director, Skin Aesthetics International Pvt. Ltd.	Member (Research Representative)
9.	Dr. Vaibhav Shah Vice President, Iatros Pharmaceuticals Pvt. Ltd. Pune	Member (Industry Representative)
10.	Mr. Ashok Deshmane In-charge, Snehawan, Pune	Member (Social service Representative)
11.	Dr. Gayatri Ganu Managing Director, MPREX Healthcare	Member (Educationist)
12.	Dr. (Mrs.) S. P. Chaudhari Professor Dr. D. Y. Patil College of Pharmacy, Akurdi, Pune	Co-ordinator IQAC
13.	Student Council President Dr. D. Y. Patil College of Pharmacy, Akurdi	Nominee of Student council
14.	Student Council secretary Dr. D. Y. Patil College of Pharmacy, Akurdi	Nominee of Student council
15.	Dr. N. S. Vyawahare Principal,, Dr. D. Y. Patil College of Pharmacy, Akurdi	Member Secretary

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APPENDIX – IV

FACULTY RECRUITMENT FORM

Post : Subject : Date :

A. Personal /Educational Details

Name of Candidate	
Educational Qualification	
SSC	
HSC/Diploma	
F.Y. B. Pharm	
S.Y	
T.Y	
Final year	
M.Pharm –I	
M.Pharm -II	
PhD	
Experience	
Industry	
Teaching (Approved /Not Approved)	
Last Salary Drawn	
Expected Salary	

B. Evaluation Based on Technical Lecture of the candidate

		Max. Marks	1	2	3	4
Communication skills	Command over English	10				
	Correctness of speech	10				
	Power of Expression	10				
Knowledge of subject	Fundamentals of subject	20				
	Depth of understanding	20				
General impression	Posture	10				
	Speed of response	10				
	Confidence	10				
Total marks obtained						
Grade						

A+ (81-100%) **A** (71-80%) **B** (51-70%) **C** (40-50%) **D** (Below 40%)

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Teaching Faculty Assessment Report

Post : Subject : Date :

A. Personal /Educational Details

Name of Candidate	
Educational Qualification	
SSC	
HSC/Diploma	
F.Y. B. Pharm	
S.Y	
T.Y	
Final year	
M.Pharm –I	
M.Pharm -II	
PhD	
Experience	
Industry	
Teaching (Approved /Not Approved)	
Last Salary Drawn	
Expected Salary	

B. Evaluation Based on Technical Lecture of the candidate

		Max. Marks	1	2	3	4
Communication skills	Command over English	10				
	Correctness of speech	10				
	Power of Expression	10				
Knowledge of subject	Fundamentals of subject	20				
	Depth of understanding	20				
General impression	Posture	10				
	Speed of response	10				
	Confidence	10				
Total marks obtained						
Grade						

A+ **A** **B** **C** **D**

(81-100%) (71-80%) (51-70%) (40-50%) (Below 40%)

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C. Interview Remarks:

Sr. No.	Name	Designation	Department	Remarks

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D. Comment of Head of Department:

Recommendation of HOD for selection: Recommended /Not Recommended

HOD

E. Comment of Principal:

Recommendation of Principal for selection: Recommended /Not Recommended

Principal

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APPENDIX – V

Self-Performance Appraisal of Faculty

(Name of the College: D. Y. Patil College of Pharmacy, Akurdi)

(Period of Appraisal:

(Academic Year:

1. Name of the institute and Department

2. Name of faculty
3 Designation
4 Date of Joining
Experience
   - Teaching: DYPCOP
     Other than DYPCOP
   - Industry

5 Email / Mobile number

6 Year of performance appraisal

Section	Score claimed by faculty	Score verified by HoD/ Head of Institute	Score obtained after verification
A			
B			

Faculty Sign.:

Remark of HoD

Name and Sign. of HoD

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Remark of Head of Institute:

Name and Sign. of Head of Institute

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PART A: **Teaching Learning performance**

1. **Teaching load assessment:**

Total Score claimed by Faculty: **Total Score by HOD:**

Sr.	Activities	Max marks Alloted	Marks claimed	Marks Verified
1.	a) Teaching (Number of classes taught/total classes assigned) x 100% (Classes taught includes sessions tutorials, lab and **other teaching** related **activities)**	**10**		

2. **Examination and evaluation duties assigned by university/institute:**

Total Score claimed by Faculty: **Total Score by HOD:**

Sr. No.	Activity	Max marks Alloted	Marks claimed	Marks Verified
(2.a)	Involvement in the student related activities: Examination and evaluation duties assigned by the college / university or attending the examination, Paper evaluation etc.	**10**		
(2. b)	Student related co-curricular, extension and field based activities such as student clubs, career counseling, Study visits, student Seminars and other events. Cultural, sports, journal club, NSS And community services etc.	**20**		

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3.Teacher Guardian Performance: (Max marks 50 for Professor, Associate Professor and Max marks 65 for Senior Assistant Professor, Assistant Professor- Refer Guideline for same)

Total Score claimed by Faculty: **Total Score by HOD:**

a) <u>For FY and SY faculty</u>:

- Attendance record of batch : 05 M
- Meeting conducted: 10 M
- Phone calls, letter communication and parent connect: 10 M (05 marks for professor & Asso. professor)
- Counseling : 10 M (05 marks for professor & Asso. professor)

Particular	**Max marks Allotted**	**Rank 1** Previous year/semester examination average result of batch (> 80 %)	**Rank 2** Previous year/semester examination average result of batch (60 to 79%)	**Rank 3** Previous year/semester examination average result of batch (<59%)
All clear with first class	15 M 100 % (15M) 90% (10M) 80 % (5M)			
Percentage increase in overall results	05 M For 15 % increase (05M) and Proportionate			
Co-curricular activity	10 M	Minimum 2 activity	Minimum 1Activity	Minimum 1 activity

***** Assessment will be measured outcome based:

1. Activity participated from reputed organization/Industry by student
2. Explanation for mapping of co-curricular activity performed with future plan of student.
3. Measure of output of Co-curricular activity by TG.(Evaluation)

b) <u>For TY faculty</u>:

- Attendance record of batch : 05 M
- Meeting conducted: 10 M
- Phone calls, letter communication and parent connect : 10 M
- Counseling : 10 M

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Particular	Max marks Allotted	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
Percentage of Ad-hon courses completed as per guidelines of central / institute T and P department	100 % (10 M) 90% (07 M) 80 % (05 M)			
Other courses completed/ efforts taken as per T.G observation	70 % (5M) 60% (03 M) 50 % (01 M)			
All clear with first class	100 % (15M) 90% (10M) 80 % (5M)			

c) <u>For Final year faculty</u>

- Attendance record of batch : 05 M
- Meeting conducted: 10 M
- Phone calls, letter communication and parent connect : 10 M
- Counseling : 10 M

Particular	Max marks Allotted	Rank 1 Previous year/semester examination average result of batch (> 80 %)	Rank 2 Previous year/semester examination average result of batch (60 to 79%)	Rank 3 Previous year/semester examination average result of batch (<59%)
Percentage of Add-on courses completed as per guidelines of central /	10 M	100 % (10M) 90% (07M) 80 % (05M)	80% (10M) 70 %(07M) 60 %(05M)	60% (10 M) 50%(07M) 40%(05M)

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institute T and P department				
Batch wise evaluation by institute and department T and P coordinator	Evaluation report : based on essential qualities for placement (02 M) Action taken (03 M) Total: 05 M			
Percentage of students placed	15 M	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 %(10M) 60 %(5M)	60% (15M) 50%(10M) 40%(5M)

4. University result analysis: (Max marks 80)

University/Board Results (B): (A.Y. 2020-21, Semester-II and A.Y. 2021-22, Semester-I)

Total Score claimed by Faculty: **Total Score by HOD:**

Sr. No.	Academic Year & Semester	Class	Subject	No. of times Subject taught	% Results				% Passing Results – University /Board Examination	Max marks Allotted	Score claimed by Faculty	Score verified by HOD
					LR	LR -1	LR -2	LR -3		80 M		
01										80 M		
02										80 M		
03										80 M		
04										80 M		
05										80 M		
										Average		

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Internal Result Analysis:

Sr. No.	Academic Year & Semester	Class	Subject	No. of Students Securing > 80 Marks	No. of Students Securing 60-79 Marks	Highest Marks Secured in the Subject
01						
02						

4. **Feedback Analysis (Max marks: 30)**
   Total Score claimed by Faculty: **Total Score by HOD:**

Sr. No.	Internal Feedback Grade	Score
1.	A+ (90 & above)	10
2.	A (81 to 89)	8
3.	B+ (71 to 80)	6
4.	B (61 to 70)	4
5.	C (less than 60)	

Sr. No.	External Feedback Grade	Score
1.	A+ (90 & above)	20
2.	A (81 to 89)	16
3.	B+ (71 to 80)	12
4.	B (61 to 70)	8
5.	C (less than 60)	0

Sr. No.	Academic Year & Semester	Class	Subject	Max marks Allotted		Score claimed by Faculty		Score verified by HOD	
				Internal	External	Internal	External	Internal	External
01				10 M	20 M				
02									
03									

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6. Course file and Remedial classes assessment (Max marks:30)

Total Score claimed by Faculty: **Total Score by HOD:**

Sr. No.	Course File Content	Max marks Allotted	Score claimed by Faculty	Score verified by HOD
1.	6.a. Handwritten Notes of 03 (three) units*, PPT, Handouts	10		
2.	6.b. Other contents as Accreditation Board	10		
3.	6.c. CO-PO-TLO Mapping and Attainment	10		

***PPT/ monograph made for subject must adhere with plagiarism check report.**

Evaluation based (as per NBA): Attach certificate of course booklet (planning, TLOs, TLO-CO-PO mapping, assessment module and its attainment, curriculum gap identification and attainment, assignment mapping and evaluation, Mapping of university and internal question paper with CO and level as per blooms taxonomy etc.) (Plan of course delivery, Notes, question papers, answer scripts, assignments, reports of assignments/students learning responses, mini project/tasks reports, list of laboratory experiments, reports of laboratory experiments, etc.)

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Total Score claimed by Faculty for Part A:

Total Score by HOD for Part A:

PART-B: Research & Publication

7. Faculty Contribution to Institute and Campus (Max marks 30 for Professor, Associate Professor and Max Marks 40 for Senior Assistant Professor and Assistant Professor - Refer Guideline for same)
Note: For Campus level activity, additional 20 M are allotted.

Total Score claimed by Faculty: **Total Score by HOD:**

Sr No.	Particular	Short Term based onetime Activity (Max Marks: 10 M)		Semester/ Term based (3 to 6 months) (Max Marks: 10 M		Academic Year Activity (more than 6 months to one year) (Max Marks: 10 M	
		Score claimed by Faculty	Score verified by HOD	Score claimed by Faculty	Score verified by HOD	Score claimed by Faculty	Score verified by HOD
1.	7.a.College level						
2.	7.b. Campus Level						

Document Evidence

1. **Order of the activity, record of the activity and necessary report of the activity**
2. **Outcome of activity**

8. Faculty contribution in research and publication, presentation

Total Score claimed by Faculty: a: **Total Score by HOD: a:**

b: **b:**

Total: **Total:**

8.a. Publication (Max marks 60 - Refer Guideline for same)

Sr. No.	Description	Max marks Allotted	Score claimed by Faculty	Score verified by HOD	Sign. Of Faculty

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1.	8.a.1 International/ national Journal (Review/Research paper): Scopus, Web of Science, Thomson Router, Clarivate Analytics etc	45 M			
2.	8.a.2 poster/oral presentation as an author or co-author(mentoring the students)	10 M			
3.	8.a.3 Citation in appraisal year	05 M			

8. b. E-Learning, Books Published and Research Activity (Refer Guidelines for Max Marks allotted as per faculty cadre)

B1: 15 M for Professor and Associate professor , 10 M for Senior Asst and Asst. Professor

B2: Max. 15 M

B3: Max. 50 M

B4: 15 M for Professor and Associate professor , 10 M for Senior Asst and Asst. Professor

B5: 10 M for Professor and Associate professor , 05 M for Senior Asst and NA for Asst. Professor

Sr. no	Academic/research Activities	Max marks Allotted	Score claimed by Faculty	Marks Verified
1	**8.b.1 Books authored which are published by**			
	International/ national publishers	15		
	Chapter Edited in book/ technical magazine	08		
	Editor of Book by International/ national Publisher	10		
	Translation works in Indian and Foreign Languages by qualified faculties/ articles published in news paper/ bulletin/ magazine			
	Chapter / Research paper/ article	08		
	Book	10		
2	**8.b.2 Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula**			
	1.Use of innovative pedagogy	05		
	2.Development of e-Content			
	Development of e-Content using available e learning platforms such as Moocs, Google	10		

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	class room, CollPol notes, You tube channel, Virtual lab experiments			
	8.b.3 Research and Consultancy			
3	**Research guidance Ph.D.** (if applicable) 10 M / degree awarded, 5M for thesis submitted	10		
	P.G. dissertation/ UG project	05		
	3.Research Projects Completed in appraisal year (Not Less than 50,000)			
	3.a Principal Investigator	08		
	3.b CO- Principal Investigator	05		
	4. Research Projects Ongoing (Not Less than 50,000)			
	4.a Principal Investigator	07		
	4.b CO- Principal Investigator	04		
	5. Research project Applied			
	a. In process/ under consideration	04		
	b. Applied but not sanctioned/ rejected	02		
	6.In-house Product Development/ Consultancy (Any Amount)			
	a.Principal Investigator	10		
	b.CO- Principal Investigator	08		
	6. Editorial Board/Reviewer of Indexed Journals or paper/Solicited Articles/ Paper Published with Industry person	10		
	8.b.4 Patents, Copyrights etc			
4	1.Patents			
	International/ National	10		
	2. Copyrights	05		
	3. Awards/Fellowship(Additional 10 M will be given0			
5	**8.b.5 Invited as Resource Person for conference, seminar, workshop.**			
	International	10		
	National/ Industry	08		
	State/ University	06		
	Institute level	04		

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9. Faculty value added courses (Refer Guidelines for Max Marks allotted as per faculty cadre)

Total Score claimed by Faculty: **Total Score by HOD:**

Sr. No.	Description	Max marks Allotted	Score claimed by Faculty	Score verified by HOD
1	9.a. STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs/Seminar/workshop/symposia, etc organized (one week/two weeks)	10		
2	9.b STTP/ QIP/TTTI/Refresher Courses/ Skill Development Programs/ Faculty Development Programs, etc attended (one week or more)	10		
3	9.c Conferences/ Workshops/Symposium/Seminar attended	10		
4	9.d NPTEL or Equivalent Certification or Technical Graded Certification or ATAL FDP or Mooc's Courses	10		
5	9.e Improvement/Enhanced Academic Qualification (e.g. GATE Qualified, Ph.D registration/ Completion in the appraisal year)	05		
6	9.f Professional activity with Industry/ Recognized Institution / University (Ex: APTI/IPA/LIC/RR committee etc.)	10		

Total Score claimed by Faculty for Part B:

Total Score by HOD for Part B:

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Form-C

(To be filled by HOD / FE Coordinator/ Section Head)

- **Name of the Department -**
- **Student strength -**
- **Student – Teacher ratio -**
- **Number of teachers with Ph.D degree -**
- **NBA Accreditation status -**

Departmental Activities Conducted -(Jan – Dec 2021)

State level/ University level	National level	International level	Remark

- **Attendance of Students (Average) –**

Class	Sem – II	Sem – I

- **Academic Remark –**

Class	All Clear Passing Ratio % (2020-21)	All Clear Passing Ratio % (2021-22)

- **Departmental Achievements –**
- **Departmental Strength and Departmental Weakness -**

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Form-D

To be filled by Head of Institution.

Sr. No	Description	Progress done in last year
1	Incubation and Innovation center	
2	Center of excellence	
3	International linkage with educational institutes and Industries / other relevant professional bodies	
4	Total Research grants received	
5	Total Consultancy received	
6	No. of publications in SCI/Scopus journals	
7	No. Patent Published/ Granted	

*Patent granted will be given more weightage.

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Form-E

(Not to be filled by either faculty or head of department/Institution)

***Do not attach this sheet with appraisal form.**

EVALUATION AND IMPROVEMENT PLAN SHEET:

Name of Faculty: Post: Experience:

Institute: Department:

Name of appraisal evaluator:

Area for performance improvement:

Planned activity and expected outcome: (For tenure of six month/ one year)

(*It is to be filled by Department/ Institute Head)

Begin Date: Expected completion date: Review Date:

The undersigned entirely agree and understand that scale and terms considered for appraisal. Also, it is necessary at this time to focus on above mentioned area(s) for performance improvement. It is noted that disciplinary action(s) may be taken at any point if performance does not indicate significant improvement.

Faculty Signature Head of Institute

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Guidelines to fill up faculty Self-Appraisal Form

- ***All heads of Institute will customize this model self-appraisal form for Professor, Associate Professor, Sr.Assist. Professor (> 5yrs) and Assistant Professor to manifest their contribution in future road map of the institution.***
- All information in Appraisal form is to be filled for A.Y. 2021-22, Semester-II and A.Y. 2022-23, Semester-I.
- For every claimed score, authentic documents (excluding attendance register, TG records, Course File which is to be

brought at the time of verification) are to be attached with Appraisal Form. Score claimed without authentic documents will not be considered.

- All annexure and authentic documents must be attached in sequence as per appraisal form.

PART A: **Teaching Learning performance**

1. **Teaching load assessment**

Grade and marks:

80% & above		*Good* ***(10 marks)***
Below80% more than 70% & above		*Satisfactory* ***(05marks)***
To Less than 70%		*Not Satisfactory (00)*

Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
1	Teaching load assessment Teaching Engagement	10	10	10	10	10

Outcome Assessment:

1. Average Attendance and **University result analysis Table 2.**
2. Curriculum gaps activity performed per course

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2.a) Examination and evaluation duties assigned by university/institute:
Minimum two per semester:10 marks

Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
2a	Examination Duties	10	10	10	10	10

2. b) One activity per semester on curriculum gaps: Marks will be assessed strictly on outcome basis. Outcome is to be evaluated / measured / quantified.

Outcome Assessment:

Achieved best output: 20 marks

1. Activity conducted per semester as per institute / department action plan aligned with PO's
2. Involvement of students and feedback of same. -(Attendance of students more than 50%).
3. Explanation for mapping of activity performed with student skills development.

Documents:

1. Certificates to Students
2. Learning Survey/Report/ Feedback of Activity for students
3. Justification for Bloom Taxonomy level of event.

Maximum Marks – 20 Marks, Average Output – 10 Marks and Below average – 5 Marks, No activity performed / no output -0 Marks

Marking Scheme as per Cadre

Sr. No.	Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
2b	Student related co-curricular, extension and field based activities such as student clubs, career counseling, Study Visits, Student Seminars and Other Events, Cultural, Sports, NCC, NSS and Community Services	20	20	20	20

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3.Teacher Guardian performance:

For all Faculty:

Parameter	Prof.	Assoc. Prof	Senior Asst.	Junior Asst.
3.Teacher Guardian performance (Total Marks)	50	50	65	65
• Attendance record of batch	5	5	5	5
• Meeting conducted	5	5	10	10
• Phone calls, letter communication and parent connect	5	5	10	10
• Counseling	5	5	10	10

* Assessment will be measured outcome based as mentioned in 2.b)

For Professor and Associate Professor, Teacher Guardian Marks should be calculated as follow

For Professor : Average of all TG's in the department

- **FOR TY and Final year,TG Assessment shall be done as per guidelines received by Central Training and Placement**

FY and SY :

Particular	**Rank 1** Previous year/semester examination average result of batch (> 80 %)	**Rank 2** Previous year/semester examination average result of batch (60 to 79%)	**Rank 3** Previous year/semester examination average result of batch (<59%)
All clear with first class (15marks)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 %(10M) 60 %(5M)	60% (15M) 50%(10M) 40%(5M)
Percentage increase in overall results (05marks)	15 % (05M) and Proportionate	10 %(03M)	5 % (02M)
*Co-curricular activity (10 marks)	Minimum 2 activity	Minimum 1Activity	Minimum 1 activity

***** Assessment will be measured outcome based as mentioned in 2.b)

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- Activity participated from reputed organization/Industry by student
- Explanation for mapping of co-curricular activity performed with future plan of student.
- Measure of output of Co-curricular activity by TG.(Evaluation)

For TY:

Particular	**Rank 1** Previous year/semester examination average result of batch (> 80 %)	**Rank 2** Previous year/semester examination average result of batch (60 to 79%)	**Rank 3** Previous year/semester examination average result of batch (<59%)
Percentage of Ad-hon courses completed as per guidelines of central / institute T and P department (15 marks)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 %(10M) 60 %(5M)	60% (15M) 50%(10M) 40%(5M)
	Assessment must be outcome based of completed course		
Other courses completed/ efforts taken as per T.G observation (10 marks)	80 % (15M) 70% (10M) 60 % (5M)	70% (15M) 60 %(10M) 50 %(5M)	50% (15M) 40%(10M) 30%(5M)
	Assessment must be outcome based of completed course		
All clear with first class (5marks)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 %(10M) 60 %(5M)	60% (15M) 50%(10M) 40%(5M)

For Final year:

Particular	**Rank 1** Previous year/semester examination average result of batch (> 80 %)	**Rank 2** Previous year/semester examination average result of batch (60 to 79%)	**Rank 3** Previous year/semester examination average result of batch (<59%)
Percentage of Ad-hon courses completed as per guidelines of central / institute T and P department (10 marks)	100 % (10M) 90% (07M) 80 % (05M)	80% (10M) 70 %(07M) 60 %(05M)	60% (10 M) 50%(07M) 40%(05M)
	Assessment must be outcome based of completed course		

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Batch wise evaluation by institute and department T and P coordinator (05)	Evaluation report : based on essential qualities for placement (02 M) Action taken (03 M)		
Percentage of students placed (15 M)	100 % (15M) 90% (10M) 80 % (5M)	80% (15M) 70 %(10M) 60 %(5M)	60% (15M) 50%(10M) 40%(5M)

4. University result analysis

Sr. No.	Academic Year & Semester	Class	Subject	No. of times Subject taught	% Results				% Passing Results – University/ Board Examination	Score claimed by Faculty	Score verified by HOD	Sign. of Faculty
					LR	LR-1	LR-2	LR-3				
01												
02												
03												
04												
05												

Sr. No.	Academic Year & Semester	Class	Subject	No. of Students Securing > 80 Marks	No. of Students Securing 60-79 Marks	Highest Marks Secured in the Subject	Sign. of Faculty
01							
02							
03							
04							

Outcome assessment:

University/Board Results: (in percentage %)80marks

1. Score = 60 + [(Latest Result (LR) – Average of Previous Three Years Result (AP)] x 100/ Average of Previous
Three Years Result (AP)

** Any negative score is equal to zero and score more than 80 is equal to 80.*
**Result Analysis is not applicable for M.E. Course. Project completion in time from date of admission will be considered for M.E.*

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** In case of New subject introduced with change in syllabus or pattern, Minimum result shall be 60%.*

Rank of Subject:
Rank 1: Last three year result of University exam less than 60 %.

Rank 2: Last three year result of University exam between 61 to 85 %.

Depend on rank of subject following table to be considered for additional mark. Position of subjectshallbe considered for same class or division.

Rank 1:

First position	**10 mark**
Second or third position	**7 mark**

Rank 2:

First position	**7 mark**
Second or third position	**5 mark**

Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
4	University Results	80	80	80	80	80

5. Feedback Analysis
Outcome Assessment:

Sr. No.	Internal Feedback Grade	Score
1.	A^+ (90 & above)	10
2.	A (81 to 89)	8
3.	B^+ (71 to 80)	6
4.	B (61 to 70)	4
5.	C (less than 60)	0

Sr. No.	External Feedback Grade	Score
1.	A^+ (90 & above)	20
2.	A (81 to 89)	16
3.	B^+ (71 to 80)	12
4.	B (61 to 70)	8
5.	C (less than 60)	0

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Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
5	Feedback Analysis	30	30	30	30	30

6. Course file and Remedial Class Assessment

Sr. No.	Course File Content	Score
1.	6.a. Handwritten Notes of 03 (three) chapter(Combination of Handwritten and Digital Unit wise content such ppt and handout)	10
2.	6.b. Other contents as Accreditation Board/Content Beyond Syllabus	10
3.	6.c. CO-PO, TLO Mapping and Attainment	10

PPT should be as per Template provided by Institute, All soft copy material claimed must attach with plagiarism report by free sources available

As per Index of Course file verification

Outcome assessment:

Evaluation based (as per NBA): Attach certificate of course booklet(planning, TLOs, TLO-CO-PO mapping, assessment module and its attainment, curriculam gap identification and attainment, assignment mapping and evaluation, university question paper, internal que. Paper with CO and blooms taxonomy etc.) (Plan of course delivery, Notes, question papers, answer scripts, assignments, reports of assignments/students learning responses, mini project/tasks reports, list of laboratory experiments, reports of laboratory experiments, etc.)

Marking Scheme as per Cadre

Sr. No.	Items	Professor	Senior Associate Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
6a	Chapter wise notes: Handwritten, PPT, Handouts	10	10	10	10	10

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6b	Other contents as per accreditation board Gaps/Content Beyond Syllabus	10	10	10	10	10
6c	TLO-CO-PO Mapping and Attainment	10	10	10	10	10

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PART-B

7. Faculty Contribution to College and CAmpus
Justification for removing dept. level: since there is no separate dept as per academic course structure of PCI hence we can merge dept level and institute level activity together

Sr. No.	Particular	Score		
		Short Term based one time Activity	**Semester/ Term based (3 to 6 months)**	**Academic Year Activity (more than 6 months to one year)**
01	**7.a.College Level**	Each Activity – 5 Marks (for e.g. Parent Teacher Meet, Induction Programme, guest lecture, alumni meet, LIC, Interview coordination, NSS, Guest Lectures, etc etc.)	Each Activity – 5 Marks (for e.g. Defaulters Coordinator, Guest Lectures, Industrial visit/hospital visit and training (Pharm D and B. Pharm)/institute visit/ Pharmacist practical training(D.pharm), Annual events, admission process, Feedback etc.etc.)	Each Activity – 10 Marks (for e.g. Internal Exam Coordinator, Time Table coordinator, Dept. NBA coordinator, Dept. Academic coordinator, Academic Research coordinator, Purchase, ERP coordinator, Scientific days celebration, PhD cordinator T & P, NBA, NAAC , CEO etc.)
02	**7.b. Campus Level** (Max. total 20)	**Maximum mark 4** (for e.g. Guest Lectures, Official visit, recreation programme, Appraisal etc.)	**Maximum mark 6** (for e.g. Media Publicity, Admission, Feedback etc.)	**Maximum mark 10** (for e.g. T & P, Landscaping, Construction, AMC, Social Welfare, etc.)

(*Marks claimed for Sr. No. 2 of above table will be directly added in total. Marks will be evaluated based upon outcome of portfolio handled)

Maximum Marks Cadrewise

100% marks : Cordinator, 80% Marks: Member

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Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
7.a Faculty contribution at institute level	30	30	40	40
7.b Faculty contribution at campus level (Additional marks)	20	20	20	20

Document Evidence

3. **Order of the activity, record of the activity and necessary report of the activity**
4. **Outcome of activity**

8. Faculty contribution in research and publication Max Marks: 60

Sr. No.	Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
1	8.a.1Publication Marks(research /review paper)	45	40	40*	40*
	Guidelines	3 research/ review paper in peer review indexed Journal (Each Paper 15 Marks)	2 research/ review paper in peer review indexed Journal (Each Paper 20 Marks)	1 research/ review paper in peer review indexed Journal	1 research/ review paper in peer review indexed Journal
	Poster/oral presentation as an author/ co-author (mentoring the students)	10 M	15 M	20 M	20 M
2	8.a.2 Citation in the appraisal year	5 Marks	5Marks	0	0

Note: * for senior Asst and Asst. professor cadre, additional 5 M will be given for citations

- **Procedure to publish manuscript should also be considered for giving**

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marks provided suitable evidence is produced.
-Only submitted manuscript: 25% of max. marks allotted
-Review of manuscript/ review completed and returned for correction: 50% of max. marks allotted
-Review completed / or finally rejected: 75% of max. marks allotted
-Accepted for publication: 100% of max. marks allotted

The Research score for research papers and would be augmented as follows:
Peer-Reviewed(SCI/ Scopus) or UGC cARE- listed journals (Impact factor to be determined as per **Thomson Reuter's/ Clarivate Analytics/ SJR list**):

NOTE:

- Paper presented if part of edit book or proceeding then it can be claimed only once.

Citation
Any number of citations in assessment year is given 5 Marks

Refer below site to verify the quality of journal(Impact factor of journal)

1. https://mjl.clarivate.com/home
2. https://www.scimagojr.com/

For Citation of published work refer below site

https://www.scopus.com/freelookup/form/author.uri?zone=TopNavBar&origin=NO%20ORIGIN%20DEFINED

8.bE-Learning, Books Published and Research Activity

Note: Maximum marks for b1, and b5 are allotted considering maximum total of two activities.

[Marks :b1-20, b5-12] * Proportionate marks can be claimed for less amount of research projects than specified in b3.

Sr. no	Academic/research Activities	Marks allotted	
1	**8.b.1Books authored which are published by;**		
	International/ national publishers	15	
	Chapter in Edited Book/ technical magzine	08	
	Editor of Book/technical magzine by International/ national Publisher/ institute level	10	
	Translation works in Indian and Foreign Languages by qualified faculties/article published in news paper/ bulletin/magazine		
	Chapter or Research paper/ article	08	
	Book	10	

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Sr. No.	Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
8b.1	Books Published / Book Chapter/ Technical Article	15	15	10	10
8b.2	Creation on ICT (Development of Pedagogy & Development of e content)	5	5	5	5
		10	10	10	10

2	**8.b.2 Creation of ICT mediated Teaching Learning pedagogy and content and development of new and innovative course and curricula**		
	1 use of innovative pedagogy	05	Note- Copy right/ peer review from Tier-I faculty (Not Compulsory)
	2. e-Content		
	Development of e-Content using available e learning platforms such as Moocs, Google class room, CollPol notes, You tube channel, Virtual lab experiments	10	Note- e-content published in International-National platforms/peer review from Tier-I faculty (Not Compulsory)
3	**8.b.3 Research and Consultancy**		
	1. Research guidance Ph.D. (if applicable)	10 per degree awarded / 05 per thesis submitted	
	2. P.G. dissertation/ final year project (Only completed projects will be considered)	05 – Min. 2 projects	
	3. Research Projects Completed in appraisal year (Not Less than 50,000)	Principal Investigator: 8 M CO-Principal Investigator: 5 M	
	4. Research Projects Ongoing (Not Less than 50,000)	Principal Investigator: 7 M CO-Principal Investigator: 4 M	
	5. Research project applied a. In process/ under consideration	4 M	

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	b. Applied but not sanctioned	2 M	
	6. In-house Product Development/ Consultancy (Any Amount)	Principal Investigator: 10 M CO-Principal Investigator: 8 M	
	7. Editorial Board/Reviewer of Indexed Journals/paper/Solicited Articles/ Paper Published with Industry person	10M	

Sr. No.	Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
8b.3	1.Ph.D. Qualified (If applicable) (Guide / Co-guide) 10 per degree awarded/ 05 per thesis submitted	2 for course work completed, 2 per review, 5 for thesis submitted , 10 for PhD awarded	2 for course work completed, 2 per review, 5 for thesis submitted , 10 for PhD awarded		
	2.P.G. dissertation/ UG project (Guide / Co-guide) 2 per group	5 -Min 2 projects	5 -Min 2 projects	5 -Min 2 projects	5 -Min 2 projects
	3.Research Project Completed(Not Less than 50,000)	08- Prinicipal Investigator, Co-Investigator 05 Marks	08- Prinicipal Investigator 100%, Co-Investigator 05 Marks	05- Prinicipal Investigator , Co-Investigator 03 Marks	05- Prinicipal Investigator , Co-Investigator 03 Marks
	4.Research Project Ongoing/ (Not Less than 50,000)	07- Prinicipal Investigator, Co-Investigator 04 Marks	07- Prinicipal Investigator, Co-Investigator 04 Marks	05- Prinicipal Investigator , Co-Investigator 03 Marks	05- Prinicipal Investigator , Co-Investigator 03 Marks

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	Research project applied	Applied & in process or under consideration: 4 marks Applied but not sanctioned/ rejected: 2 M		Applied & in process or under consideration 3 marks Applied but not sanctioned/ rejected: 2 M	Applied & in process or under consideration 2 marks Applied but not sanctioned/ rejected: 1 M	Applied & in process or under consideration 2 marks Applied but not sanctioned/ rejected: 1 M
	5.Inhouse Product Development- mention Objective and outcomes of Product developed./ Consultancy	Prinicipal Investigator: 10 M Co-Investigator: 08 Marks		Principal Investigator 10 M Co-Investigator: 08 Marks	Prinicipal Investigator 10 M Co-Investigator: 08 Marks	Prinicipal Investigator 10 M Co-Investigator: 08 Marks
	6.Editorial Board/Reviewer of Indexed Journals/Solicited Articles/ Paper Published with Industry person	10		10	5	5

*Condition for Consultancy may be revised for next Appraisal Year
Any not applicable claim will be considered for additional Marks

4	**8.b.4 Patents, Copyrights etc**		
	1.Patents*		
	National/ International	10	
	2.Copyrights Granted - Any	05	
	3. Awards/Fellowship/ Appreciation letter- 10 Additional Marks will be given		

*Published/Filled patent – 5 Marks, FER Examination Process – 7 Marks, Final Granted – 10 Marks

Sr. No.	Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
8b.4	1.Patent	10	10	5	5
	2. Copyrights	5	5	5	5
	3. Awards/Fellowship-				

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	10 Additional Marks will be given					

5	**8.b.5 Invited as Resource Person for conference/Seminar/Workshop/FDP, Symposium/Refresher Course/Arpit/ guest lecture/ industry**		
	International (abroad)	*10*	
	National/ Industry	08	
	State/ University/	06	
	Institute /(within campus) level	04	

Sr. No.	Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
	Invited Lectures, Resource Persons	10	10	5	0

9. Faculty value added courses
***Marks shall be based on outcome of activity.**

Note : Marks can be claimed based on level of Involvement

100% marks : Cordinator, 80% Marks: Member

Sr. No.	Items	Professor	Associate Professor	Senior Assistant Professor	Assistant Professor
1	9.a. FDP/STTP/QIP/Refresher Courses Organized (1 Week or 2 Week)	10	10	10	10
2	9.b. FDP/STTP/QIP/Refresher Courses Attended (1 Week or 2 Week)	10	10	15	15
3	9.c.Conferences/Workshop/Symposium/Seminar/FDP attended	10	10	10	10
4	9.d. NPTEL or Equivalent Certification or Technical Graded Certification or ATAL FDP or Mooc's Courses	10	10	10	15
5	9.e.Improvement Educational Qualification	-	-	5	5
6	9.f. Any professional activity with Industry/ Recognized Institution / University	10	10	10	10

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