

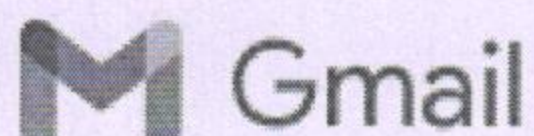
Criterion 6- Governance, Leadership and Management

Criteria: 6	Governance, Leadership and Management
Key Indicator: 6.2	Strategic Development and Deployment
Metric No. 6.2.1	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.

The Additional Documents are attached here to explore institutional governance and leadership.

Index

Additional Documents Sr. No.	Name of Document
1	Organization chart and process
2	Board of Governance and roles and responsibilities
3	Administrative and academic committee and roles and responsibilities
4	Code of conduct for teacher, non-teaching staff, Principal, Management and student



Shreeyash Pharmacy Aurangabad <shreeyashiper@gmail.com>

2572- ABC ID (ACADEMIC BANK CREDITS) OF 2nd, 3rd and Final year students.

1 message

Shreeyash Pharmacy Aurangabad <shreeyashiper@gmail.com>
To: snalbalwar@dbatu.ac.in

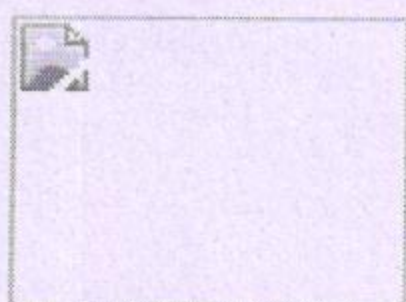
Tue, Nov 22, 2022 at 3:09 PM

Respected Sir,
Greetings of the day!!
Please find the attachment.

College code : 2572**Institute Name : Shreeyash Institute of Pharmaceutical Education & Research, Aurangabad.**

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Regards

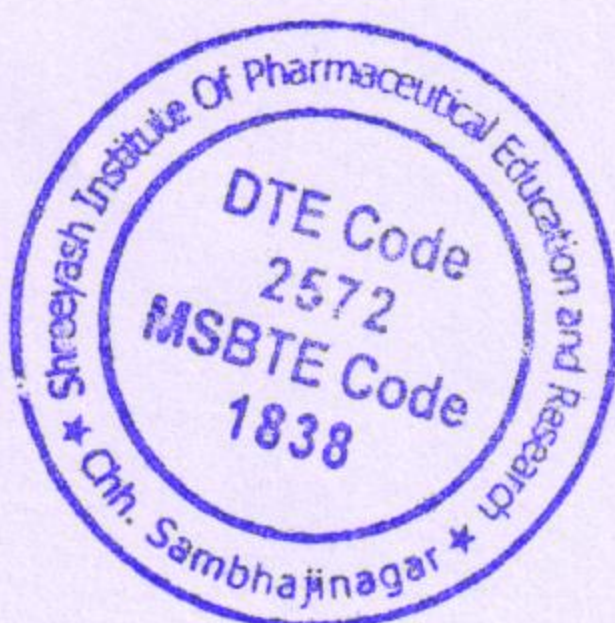
Dr. Ganesh G. Tapadiya
Principal,
Shreeyash Institute of Pharmaceutical Education & Research,
Shreeyash Campus, Near SRPF camp
Beed by pass road, satara parisar
Aurangabad

**3 attachments**

2572-ABC ID B.PHARM Final year 22-23.xlsx
16K

2572-ABC ID B.PHARM Second year 22-23.xlsx
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2572-ABC ID B.PHARM Third year 22-23.xlsx
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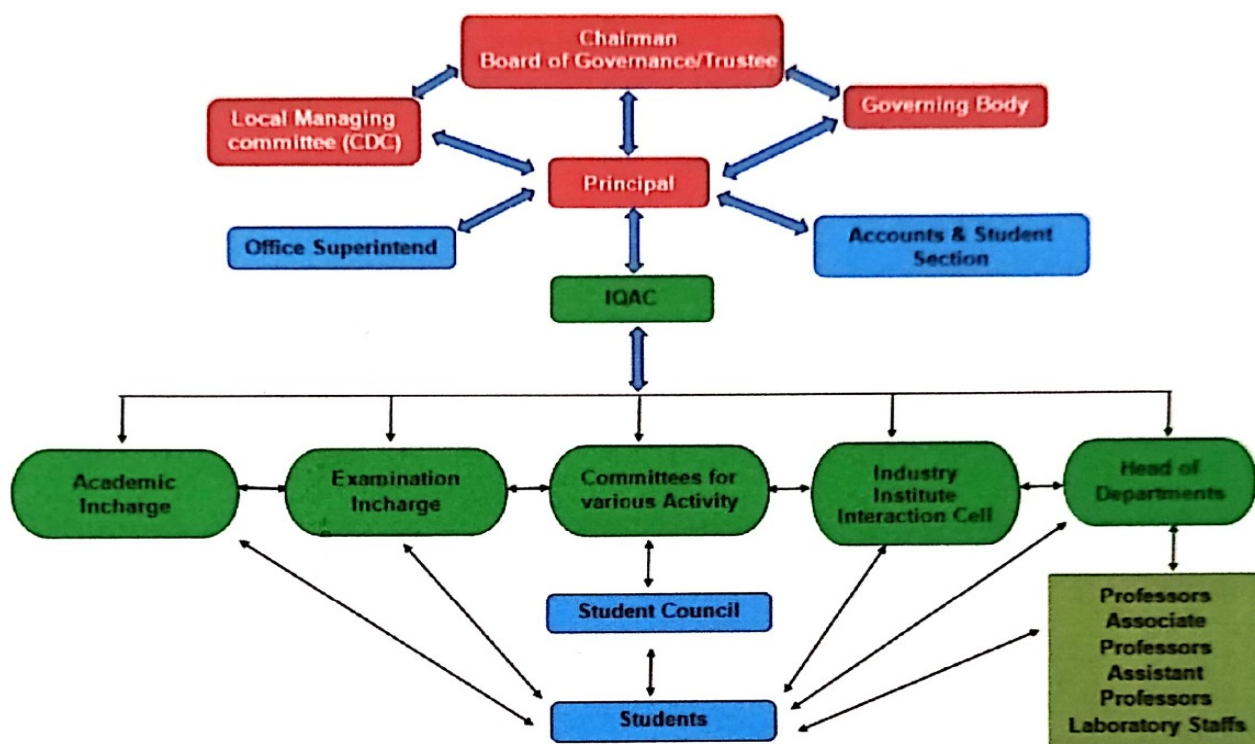


Principal
Shreeyash Institute Of Pharmaceutical
Education and Research
Chh.Sambhajinagar

(D. Pharm, B. Pharm & M. Pharm)

Approved by AICTE, PCI New Delhi, Government of Maharashtra, DTE Mumbai (Institute Code : 2572) and
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere & MSBTE Mumbai.

Institute's Organogram




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Board of Governance- Constitution, Roles and Responsibilities

The governing body of an institution shall have equal representation from the Society/ Trust on the one hand and the Government, Council and Affiliating Body on the other hand. The constitution is so prescribed is available for smooth running of the institution. The Governing Body constitutes of 11 members including the Chairman, Member Secretary and other members. The following is the composition of the Governing Body of Institute.

Board of Governors (Governig body)

Sr. No.	Name	Designation	Particulars
1	Mr. B. V. Mangrule	Chairman	Chairman nominated by the Registered Society/Trust
2	Dr. G.G. Tapadiya	Member Secretary	Principal
3	Mrs. S. B. Mangrule	Member	Member nominated by the Registered Society/Trust
4	Mr. Adwait Mangrule	Member	Member nominated by the Registered Society/Trust
5	Mr.Col Joy daniel	Member	Member nominated by the Registered Society/Trust
6	Dr. Anil Tayde	Member	Member nominated by the Registered Society/Trust
7	Regional Officer (WRC)	Member	Member nominated by the Registered Society/Trust
8	Dr. N.S. Sakle	Member	An Educationalist from the region
9	Dy. Secretary RBTE Aurangabad	Member	Nominee of Board of Technical Education
10	Dr. S.S. Dodiya	Member	Industrialist/Technologist/Educationali st from the region nominated by the concerned regional committee
11	Joint Director Technical Education, Aurangabad	Member	Nominee of the State government

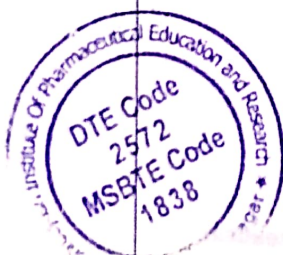



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The roles and responsibility of the governing body/ affiliating body/members as mentioned above is as follows

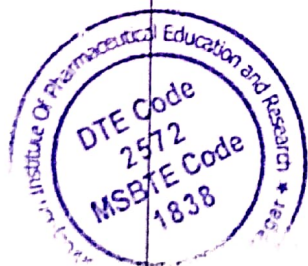
Designation	Responsibilities	Authority
Campus Director	<ul style="list-style-type: none"> To assist the management in defining goals & objectives of Institute. To formulate the policies & procedure to achieve them. Identify the strengths & weaknesses of the institute and formulate operational plan and organization to utilize available resources to achieve goals. To develop healthy institutional ambience for mutual respect & trust amongst all stake holder and sense of belonging amongst the students & staff To evolve open & effective communication channels to ensure transparency. Staff and faculty development, recruitment and training. Promotion of industry institution interaction. Campus and Infrastructural Development. To give regular feedback to management & Stake holders on performance and perspective plans, infrastructural development and academic programmes. To sanction advances & approve expenses for all activities. To improve the academic standard of the institute through improvement of Results, Placement of students, implementation of student development activities and thereby improvement in admissions. To conduct weekly, Forth nightly, monthly, semester and yearly meetings of Principals, HOD. To review the quality objectives for achievements and initiate corrective actions on non achievements. To review the completion of syllabus and practical's on weekly basis. To review the students defaulters list and actions taken on the defaulters. To monitor the corrective actions and effectiveness of the Faculty assessment Feedbacks. To review the purchase orders prior to approvals by Chairman. To review the suppliers and comparative statements. 	<ul style="list-style-type: none"> Approval of policies and objectives. Approval of staff selection. Authorize to finalize the raw material suppliers for ccivil supplies. To take disciplinary action against students & staff To sign MOU with Industry/Professional bodies, on behalf of institute To review confidential reports/appraisals. To approve leave of Principals



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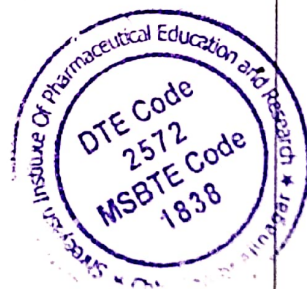
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	<ul style="list-style-type: none"> • Overall responsible for the marketing and publicity planning and fulfillment of the admissions. • Monitor Staff Attendance on weekly basis and initiate corrective / Disciplinary actions. • To review complaints on weekly basis and initiate corrective / Disciplinary actions. • To ensure the adequacy of notes and approval of notes. • To monitor the effectiveness regular trainings for staff and students and ensure the timely conduction of trainings and preparation of training plan. • To review the availability of all the lab equipments. • To ensure the training and placement target students are employed. • Final recommendation for approval of the new joined employees after interviews. • To implement the new development activities and monitor its progress like NAAC, ISO etc. • To recommend the disciplinary actions for the employees. • To review the internal audit results and verify the effectiveness of the corrective actions. • To review the analysis of data of Test / University results and recommend the improvement areas. • To implement the overall developmental activities of the students to facilitate them in interviews. • To review the students fees collections / pending fees of students and report on the pending status to management. • To motivate the faculties for Patents, Paper presentation. Paper Publications, PhD and other R & D works. • Review the implementation of the effectiveness of corrective actions on students, faulty, Industry, Parents feedbacks. • To ensure timely completion of AICTE, MSBTE, University, DTE documentation by administration. 	
	<ul style="list-style-type: none"> • To monitor and look after the working of Establishment, Accounts, Stores & purchases, Maintenance & Security and students department. • Perusal of all incoming and out going dak 	<ul style="list-style-type: none"> • To take disciplinary action against those violating rules • Approval of



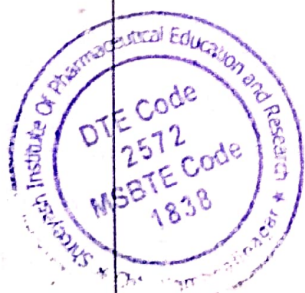
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<p style="text-align: center;">Admin Director and QA Head</p>	<p style="text-align: center;">maintenance</p> <ul style="list-style-type: none"> • Dealing with routine administrative correspondence • Sanctioning of all types of leaves to employees working in above mentioned sections including section Heads. • Issue of bonafide certificates to students. • Issue of railway concession to students • To deal with and monitor court cases • To obtain approval for important expenditure from Sanstha. • To co-ordinate the work in the college amongst the teaching and non-teaching staff. • To maintain the enquiry service for students, staff and also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature. • To watch accounts, audit, assessment work of maintenance and other grants and to keep the check on accounts of the college. • To exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the college and management of the society. • Overall responsible for development, implementation and maintenance of Quality management System • Review Quality System performance periodically • Promotion of Awareness on importance of meeting Customers' requirements through out the organization and also liaison with external parties on matters related to QMS. • Report to the Top Management on the performance of Quality Management System and need for improvement • Identify resources required for maintaining the on-going effectiveness of Quality System • Maintain compliance of the documented Quality System for ISO 9001:2015 standard and identify areas of improvement of Quality System. • Plan / Schedule Internal Quality Audits • Act as convener of Management Review Meetings 	<p style="text-align: center;">Housekeeping agency.</p> <ul style="list-style-type: none"> • Approval of transportation agency. • Approval of Canteen agency. • Finalization of certification body for ISO 9001:2015 • Finalization of Consulting body for ISO 9001:2015 • Internal audit schedule approval • Review of all documents. • Reject leave • Reject bonafied certificate • Reject railway concessions
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	<ul style="list-style-type: none"> Identify and arrange training required for implementing the Quality System Initiate modification in the Quality System based on quality audit findings and Management Review. Liaise with external bodies for issues regarding Quality System implementation; this includes interaction with Certification Agency. To be responsible for all matters connected with the upkeep and maintenance of buildings, water supply, sanitation, electricity, cleaning of class rooms, laboratories, office premises etc. To be responsible for maintenance of gardens. To look after repairs work to furniture's, fixtures, buildings etc. To look after and monitor transport system for staff and students. To monitor security arrangements and solve their problems from time to time. To undertake and monitor plans for new constructions/gardens etc. To delegate and take work from the staff working under him. To do any other work as assigned by the superiors from time to time. 	
Principal	<ul style="list-style-type: none"> Identify the strengths & weaknesses of the institute and formulate operational plan and organization to utilize available resources to achieve goals. To assist the management in defining goals & objectives of Institute. To formulate the policies & procedure to achieve them. Identify the strengths & weaknesses of the institute and formulate operational plan and organization to utilize available resources to achieve goals. To develop healthy institutional ambience for mutual respect & trust amongst all stake holder and sense of belonging amongst the students & staff To evolve open & effective communication channels to ensure transparency Ensuring admission of students as per regulations Policy planning and providing academic and administrative leadership Maintaining high academic standards of education. 	<ul style="list-style-type: none"> To assign specific tasks and take decisions as Chairman of the Institute To reject admissions To delegate responsibility at different levels and constitute task force & committees To take disciplinary action against students & staff To have access to all documents



Shreeyash Pratishthan's SHREEYASH INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH (D. Pharm, B. Pharm & M. Pharm)

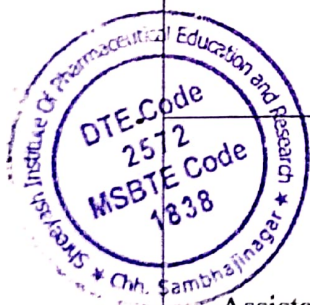
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	<ul style="list-style-type: none"> Ensuring compliance with statutory and regulatory requirement. Monitoring and evaluation of academic and research activities Staff and faculty development, recruitment and training. Promotion of industry institution interaction. Participation in policy planning at the regional/National level and university level for development of technical education. Promote community development programmes and extension services Interact with parents, students, staff and other stake holders of the institution. To give regular feedback to management & Governing Board on performance and perspective plans, infrastructural development and academic programmes. To sanction advances & approve expenses for all activities 	<p>pertaining to the institute</p> <ul style="list-style-type: none"> To issue orders regarding, purchases, recruitment, contracts, deputations & academic matters, university exam work etc. To sign MOU with Industry/Professional bodies, on behalf of institute To review confidential reports/appraisals. To approve leaves for staff & Section heads To sanction & approve financial expenses
QA Executive	<ul style="list-style-type: none"> To Assist the QA Head in implementation of QMS To prepare and revise all the documents related to ISO 9001. Preparation of all the formats Conduct internal audits Convene the management review meeting. Conduct the weekly, fortnightly, monthly and semester meeting. Preparation and release of the MRM minutes and weekly, fortnightly, monthly and semester meeting. Ensure corrective actions for the internal audits. Monitor the performance of the Objectives. 	

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Professor/HOD	<ul style="list-style-type: none"> To develop healthy institutional ambience for mutual respect & trust amongst all stake holder and sense of belonging amongst the students & staff. Allocation of teaching subjects to faculty To assign inchargeship of labs, deptt. library, computing facility, time table conducting sessional/resessional exam Constitute departmental Committees to monitor academic & administrative activities Select & recommend T&C proposals, purchase of equipment, books, journals etc. Recommend leaves of Teaching & Non Teaching staff Recommend disciplinary action against staff & forward CRs (Confidential Reports) Recommend Teaching & Non Teaching staff for training & staff development programs To take disciplinary action against students To monitor & inspect Teaching, learning process 	
Associate Professors	<ul style="list-style-type: none"> Teaching including laboratory work Research activities and research guidance Leading projects and extension services Developing resource materials. Introduce Innovation in teaching, laboratory work and instructional materials. Organise Continuing education activities, STTP Participate in Academic and administrative planning and development work at departmental level and assisting at institutional level Students counseling and interaction. Co-curricular and extra curricular activities. Assessment of Students performance To assist HOD in departmental work & administration 	<ul style="list-style-type: none"> To assess student performance in subjects of curriculum as per stipulated norms Recommend & action against students
Assistant Professor	<ul style="list-style-type: none"> To work as Incharge of laboratory in the concerned discipline. Maintenance of Equipment in the laboratories Conduct of Lectures and Practicals as per the syllabus. Planning and Implementation of Curriculum Development Development of Resource Material Participation in Co-Curricular and Extra Curricular Activities Student guidance and counselling and helping 	<ul style="list-style-type: none"> To assess student performance in subjects of curriculum as per stipulated norms Recommend and action against students.



Shreeyash Pratishthan's

SHREEYASH INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH

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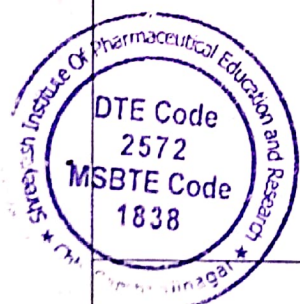
	<p>in their career shaping and personality development</p> <ul style="list-style-type: none"> • Innovation in technician education and evaluation • Providing leadership in teaching courses • Promotion and Coordinating continuing Education Activities. • Self-development through up-gradation of knowledge and skills. • Officer Incharge attendance/ examination. 	
Librarian	<ul style="list-style-type: none"> • To be responsible for the development, modernisation, upkeep and management of college library. • To provide the necessary library service to the students and staff of the college. • To be custodian of all books, periodicals, manuscripts, journals and library equipment and shall ensure that no irregularities take place and that the books, periodicals, manuscripts, journals and library equipment are not lost. He shall cause periodical verification of stock. • To maintain discipline in library • Procurement /purchase books, computer based learning material, journals, periodicals, news papers and magazines, library furniture and other equipments, Cataloguing & indexing of books. • Preparation of annual budget and five years budget for development of library • Planning and control of reprography, micro-films, audio/video cassettes and CDs • To implement book bank scheme and other schemes which provide financial help to students. • Monitoring of day to day work of library and library staff • Any other work as may be assigned by the Principal. 	<ul style="list-style-type: none"> • To assign duties to staff • To impose fine on defaulting students • To recommend disciplinary action against staff working in library • To issue memos • To select Vendors • To decide priorities of titles/number of copies to be purchased
Asstt. Accounts Officer.	<ul style="list-style-type: none"> • Day to day working of the accounts section • To verify the entries in the Cash book daily and submit the cash book to the Principal. • To scrutinize all the payments and effect them on due dates. • To comply all scrutiny of Prov. Fund/EPFs, Income Tax, Professional tax. Etc. • Preparation of challans of EPF/EFPS/Admn. charges/DIIF & RIFA • To submit statistical information regarding 	<ul style="list-style-type: none"> • To stop payments in case of discrepancies • To stop salary for want of information from Establishment section



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	<p>monthly accounts</p> <ul style="list-style-type: none"> To draw monthly salary of the teaching and non-teaching staff by 26th of every month so that the employees are paid on the first day of succeeding month., To attend to audit objections and to comply with the irregularities pointed out. To prepare audited statement of accounts i.e. Balance Sheet, Income & expenditure Account, Receipts & Payment Account ending 31st March every year and for the intervening period as and when required. To prepare annual budget for presentation before the Governing body of the Sanstha in March every year. Any other work as may be assigned by the Principal and/or Secretary from time to time. 	
Asstt.Store Officer	<ul style="list-style-type: none"> To receive various materials/stationary for college use, make its entry in the receipt register and dispatch to the relevant deptt. To scrutinize the bills received from suppliers, put remarks and submit the same to the Accounts Section. To maintain the inventory register, and keep the same updating on day to day basis To arrange and monitor purchases of various store items. To prepare list and record of moveable properties of the institute and to keep updating the same To verify deptt/laboratories, moveable articles and equipments, as per the records maintained by them. To prepare the list of equipments, which are due for write off and submit the proposals for the same. To keep develop vendors network and keep liasing with them as and when required. To do any other work assigned by the superiors from time to time. 	
Astt. Clerk.	<ul style="list-style-type: none"> Calculation of salary and preparing salary sheets and distribution of salary slips. To maintain leave records of each employee in respect of all kinds of leave, CL/EL/ML/LWP/HPL/Com. leave etc. Preparation of leave orders of all employees. Posting of salary in salary register 	



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	<ul style="list-style-type: none"> • Posting of leave in register and maintaining proper records of leave account • Preparation of salary certificates and other certificates as and when required. • Filling of Prov. Fund forms of new employees • Preparation and maintenance of personal files of each employees. • Preparation of service books and writing of each entry in service book. • Obtaining signatures in service books – Principal and employees. • Annual verification of records, certificate in each service book. • Maintaining increment register and preparing notes for approval of increments from time to time. • Maintenance of detention record and leave earned against that. • Maintenance of NYSS order files and issue of STC, AURANGABAD orders accordingly. • Maintenance of records of lecturers probations, promotion, sr. scale, sel. Grade, Asstt.Prof. Prof. Grades etc. • Preparation of statistical information required by university/AICTE/Govt. Emp. Exch/NYSS • Maintenance of Roster of teaching and non-teaching employees on year to year basis. • To maintain records of seminar/conferences attended by Lecturers/Asstt.Prof.. • To maintain records of new appointments/resignations/terminations etc. of employees. 	
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Principal

Shreeyash Institute Of Pharmaceutical
Education and Research
Chh.Sambhajinagar

The College has following Administrative/Academic committees and cells through which college decentralize and increase participation of all faculty members in the institution governance in accordance with the vision and mission of the Institute.

Sr. No.	Name of Committee
1	Governing body
2	College development committee (CDC)
3	IQAC committee
4	Academic Monitoring committee
5	Mentoring committee
6	Library committee
7	Training and Placement committee
8	NSS Committee
9	Anti-ragging committee
10	Internal complaint committee (Vishakha cell)
11	Examination and assessment committee
12	Purchase committee
13	Alumni Association cell
14	Co-curricular committee
15	Extra-curricular committee
16	Institute Industry committee
17	Anti-discrimination committee
18	Feedback committee
19	Gender sensitizing committee
20	Grivense redressal
21	Competitive exam committee
22	Electrol literacy club
23	Health Aid Committee
24	Institute innovation council
25	Maintenance and housekeeping committee
26	Information and communication technology (ICT) committee
27	Parent-Teacher Association
28	Research and development committee
29	Intellectual Property and Patent Cell

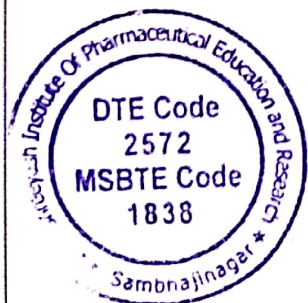



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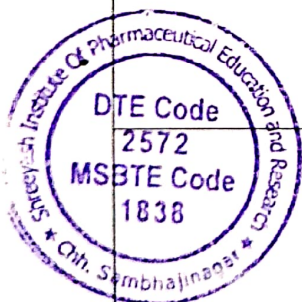
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The roles and responsibilities of above mentioned committees is as follows:

Name of Committee	Roles and responsibilities
Governing body	<p>To develop the principles and various policies.</p> <p>To modify and authorize policies periodically.</p> <p>To approve the budgets for institutional development.</p>
College development committee (CDC)	<p>To develop a comprehensive plan for the college encompassing academic, administrative, and infrastructure development, with a focus on promoting excellence in curricular, co-curricular, and extra-curricular activity.</p> <p>To determine the overall teaching schedule/time table or annual calendar for the college.</p> <p>To suggest the management on introducing new academic courses such as M. Pharm, and to recruit new and competent staff.</p> <p>To develop and support research culture, consultancy, and extension activities within the college.</p> <p>To suggest the management for fostering academic collaborations with other institutions and industries to strengthen teaching and research initiatives.</p>
IQAC committee	<p>To ensure the maintenance of high-quality standards in teaching, learning, and evaluation.</p> <p>To develop quality benchmarks for academic and administrative activities.</p> <p>To maintain the high-quality standards in teaching, learning, and evaluation.</p> <p>To create an environment that focuses on students.</p> <p>To encourage co-curricular and extra-curricular activities to develop the various qualities of the student.</p> <p>To prepare 100% accurate reports for NAAC.</p> <p>To facilitate coordination among different college departments and provide support for orientation, refresher, and other short-term training courses for both teaching and non-teaching staff.</p> <p>To take into consideration feedback from stakeholders such as alumni,</p>



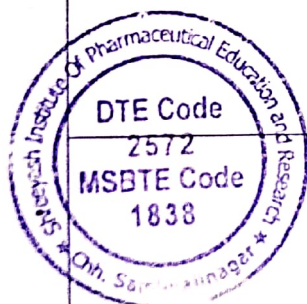
	<p>parents, and industry professionals regarding course structure and curriculum when devising these activities.</p> <p>To organize workshops and seminars on quality-related.</p>
Academic Monitoring committee	<p>To supervise the regular schedule of the institution.</p> <p>To keep record of the academic monitoring activity regularly.</p> <p>To support to the principal for observing the academic activity.</p> <p>To take part in recruiting and guiding the new staff.</p> <p>To develop the academic strategy with view of the examination time to time.</p> <p>To guiding the new joined staff about the academic activity.</p>
Mentoring (TG) committee	<p>Each teacher guardian (TG)/ mentor is allotted 25 students for mentoring for a period of four years.</p> <p>The Teacher guardian (TG)/ mentor will be responsible for improvement of the student performance.</p> <p>To follow up regular progress of the student.</p> <p>If student absent regularly, TG should look after the reason of the absentee.</p> <p>TG should take regular meeting with their students.</p> <p>TG should take the different activities once a week apart from the academic for the overall development of the student.</p> <p>If student can take leave by the permission of TG only.</p> <p>TG committee should keep the record of all the students.</p> <p>TG committee allots the students to the Teachers.</p>
Library committee	<p>To provide support to the library for developing the library's titles, books, services, and programs.</p> <p>The Library committee will propose the library budget every year.</p> <p>The committee ensures the smooth functioning of the library and coordination with management, faculty, and students.</p> <p>The committee advises and reviews library policies for instruction, resources, services, and the facility.</p>



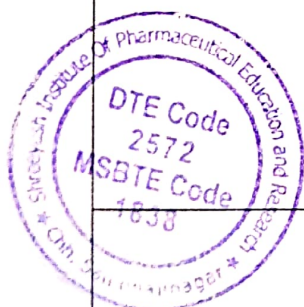
	<p>The college librarian will be responsible for the day-to-day operational management of the library.</p>
Training and Placement committee	<p>Training and Placement committee suggest to the final year students to undergo 60 days training in industries.</p> <p>Training and Placement committee organizes the visit of third and final year students for various industrial visit that provides the student the different opportunity for placement.</p> <p>Training and placement head delivers lectures to the students time to time.</p> <p>The Training and Placement Cell will offer essential training for Personality Development and Communication Skills.</p> <p>Students gets career guidance from Training and Placement Cell for getting admission to esteemed institutes for higher studies.</p> <p>The Campus Recruitment drive will be actively promoted to secure their jobs and placements in Government Departments, Private/Public Sector Undertakings, Industries, and Research/Academic Institutes.</p>
NSS Committee	<p>The NSS committee will be responsible for</p> <ul style="list-style-type: none"> • Developing civic responsibility • Understanding the community • Identifying community problems • Involving the community in problem-solving • Encouraging personality development • Motivating volunteers • Developing the ability to meet emergencies • Live in groups • Share responsibilities • Mobilize community participation • Develop leadership qualities • Develop democratic attitudes • Practice national integration and social harmony
	<p>The Anti-Ragging Committee is responsible for preventing, prohibiting, and redressing ragging in a college or university.</p>



<p>Anti-ragging committee</p>	<p>The committee educates students about the meaning of ragging, its consequences, and the law against it.</p> <p>The committee conducts awareness programs about ragging, its impact, and the redressal mechanism.</p> <p>The committee investigates complaints about ragging, including those referred to by students, faculty, parents, or guardians.</p> <p>The committee takes action against students found to have indulged in ragging, such as filing a First Information Report (FIR) with the police, or making surprise raids on hostels.</p> <p>The committee maintains records of the cases it investigates and submits them to the IQAC Committee.</p>
<p>Internal complaint committee (Vishakha cell)</p>	<p>Conduct regular meetings with members as needed.</p> <p>Identify and address cases of sexual harassment within the institute to create a transparent and harassment-free working environment.</p> <p>Record minutes and actions taken during meetings in the meeting register regularly.</p> <p>Arrange guidance sessions for all involved female students to understand the objectives, composition, and functions of the cell.</p> <p>Organize seminars and webinars for students to raise awareness about health, diseases, and stress management.</p> <p>Arrange seminars or invite guest lecturers to promote awareness of gender equality among both students and faculty.</p> <p>Establish a transparent complaint mechanism for students, teaching faculty, and support staff to address any grievances, fostering transparency and a culture of mutual respect.</p>
<p>Examination and assessment committee</p>	<p>The examination cell manage and control both university and internal examinations.</p> <p>Examination and assessment committee makes the policy in association with Principal for examination and evaluations that can be implemented for students and teachers.</p> <p>The faculty members are involved in setting sessional question papers, which are later monitored and approved by the examination committee.</p> <p>The sessional answer sheets are assessed in the examination assessment</p>

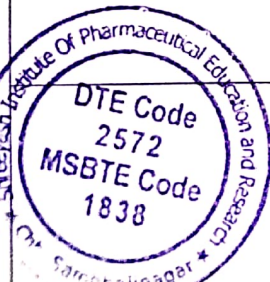


	<p>cell.</p> <p>The examination committee ensures the assessment's of answer sheets with integrity, and transparency by respected staff.</p> <p>They are responsible for making schedule for the sessional examination and supervision of the staff members.</p> <p>They are responsible for maintaining the records of all the exam related documents.</p>
Purchase committee	<p>A purchase committee reviews and evaluates purchasing documentation.</p> <p>The main role is to recommend the best supplier or service provider based on price, quality, stock availability, and references.</p> <p>To get a minimum of two quotations from the approved vendors.</p> <p>To analyze quotations provided by the vendor.</p> <p>To ensure all documentation is accurately analyzed and completed.</p> <p>To ensure that the supplies / services who had quoted comply with the Supplier Rating.</p>
Alumni Association cell	<p>To foster increased interaction between the institute, its alumni, and current students.</p> <p>To facilitate industrial training, placement opportunities, and other facilities for present students.</p> <p>To provide scholarships to deserving students.</p> <p>Engage in scientific and academic research in the field of pharmacy and support such endeavors.</p> <p>To assist in organizing lectures, seminars, refresher courses, conferences, and gatherings.</p> <p>To promote educational, cultural, fundraising, sports, and other activities to promote the students objectives.</p>
Co-Curricular committee	<p>The Co-curricular committee is responsible for planning and managing non-scholastic activities that help students develop.</p> <p>The committee helps to develop Communication, Problem-solving, Creativity, Adaptability.</p> <p>The committee helps to prepare the proposal for state and national events.</p>



	<p>The committee helps to take the student to off campus programs.</p> <p>The committee helps to maintain records of students achievements.</p>
The extra-curricular committee	<p>The Extracurricular cell is responsible for these events within and outside of campus.</p> <p>The extra-curricular Cell is responsible for training, preparation, and scheduling of sports events.</p> <p>The Extra-Curricular Committee is responsible for improving these relationships, helping students, and organizing meetings for parents and sports events.</p> <p>The committee supports to develop leadership, teamwork, Time management.</p>
Institute Industry committee	<p>The role of an industry-institute interaction cell is to strengthen the relationship between the institute and the industry, resulting in a mutually beneficial partnership.</p> <p>Organizing workshops on trending technologies by experts in the field.</p> <p>Giving students and faculty members industrial exposure.</p> <p>Participating experts from industries in curriculum development.</p> <p>Improving the quality of technical education to meet the needs of the economy and industry.</p> <p>Organizing industrial visits for students and faculty members.</p>
Anti-discrimination committee	<p>The committee may prohibit discrimination and harassment, provide preventive measures, and punish those who discriminate or harass others.</p> <p>The committee may receive complaints from students about discrimination based on caste, creed, religion, language, ethnicity, gender, or disability.</p> <p>The committee may investigate complaints and submit a report to the appropriate authorities for action.</p> <p>The committee may prohibit retaliation against individuals who report discrimination, participate in investigations, or oppose discriminatory practices.</p>
Feedback committee	<p>The committee collects feedback from students, teachers, parents, alumni, and employers about the curriculum, student satisfaction.</p>

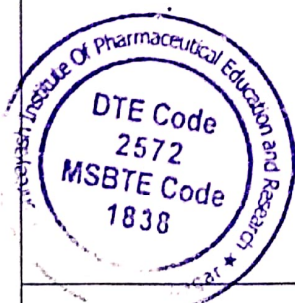


	<p>teaching practices, and infrastructure.</p> <p>The committee analyzes the feedback and summarizes it.</p> <p>The committee provides recommendations for improvement based on the analysis.</p> <p>The committee prepares a report based on the analysis.</p> <ul style="list-style-type: none"> • Designing formats for surveys and feedback from students • Maintaining an up-to-date database • To analyse the feedback and submit an action taken report to IQAC cell.
Gender sensitizing committee	<p>Creating a work and study environment free of sexual harassment.</p> <p>Receiving and considering complaints about sexual harassment.</p> <p>Creating a physical and social environment that deters sexual harassment.</p> <p>Promoting a social and psychological environment that raises awareness about sexual harassment.</p> <p>Providing orientation programs on gender sensitization and legal laws related to women harassment.</p> <p>Conducting regular formal inquiries and redressal</p> <p>Increasing awareness and raising women-related issues.</p> <p>Preparing an annual gender sensitization action plan.</p> <p>Examining grievance letters from women staff and students regarding sexual harassment.</p> <p>Giving feedback to women staff and students.</p>
 Grievance Redressal Committee	<p>Listening to students and staff about grievances and recording grievances.</p> <p>Examining the grievances and judging their merit.</p> <p>Taking action on the grievances, such as forwarding them to management, representing them to the concerned section, or conducting surveys to identify problems.</p> <p>Coach counselling: Providing counselling sessions for senior students and freshers</p>

Competitive Exam Committee	<p>To provide guidance in various examinations such as SET/ NET, GPAT, CAT, MHCET, Defense services, Banks, Railways, Public sectors and corporate etc.</p> <p>To conduct career development seminars and workshops on competitive exams.</p>
Electoral literacy club executive committee	<p>To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle 'Every vote counts' and 'No Voter to be Left Behind'.</p> <p>To participate in club all the students as its members.</p> <p>To register in electoral literacy registration portal to become a a member at the beginning of the academic year.</p>
Health Aid committee	<p>To review the current health status of the students, faculties and staff members.</p> <p>To suggest ways to improve healthcare.</p> <p>To plan for health review, blood donation camp, health awareness program in a year.</p> <p>To update the record related with health of the students, faculties and staff members.</p>
Institute innovation council	<p>Identifying the various research projects appropriate for Indian or international patents.</p> <p>Promotion of innovation, research, patents amongst the student.</p> <p>To motivate faculty and students for filing IPR for their inventions and support them for research activities.</p> <p>To promote inter disciplinary research activity.</p> <p>To build entrepreneurial culture among students.</p> <p>To organize visits to industries for forthcoming entrepreneurs.</p>
Maintenance and Housekeeping Committee	<p>To monitor daily and annual maintenance, including repairs for laboratory equipment and office supplies.</p> <p>To plan for daily and routine maintenance for staff.</p> <p>To estimate the budget and approving annual maintenance, and preparing a recommended annual budget for college maintenance and housekeeping.</p>



	To keep the record of maintaining and housekeeping register.
Information and communication technology (ICT) committee	<p>To focus on improving the effectiveness and efficiency in the services provided to stakeholders.</p> <p>Automation of various operation viz. teaching learning (Academic), administration, examinations, finance-accounting, admissions and student support.</p> <p>To provide suggestions for better e-governance and look after the functioning of ICT tools for continuity in services.</p> <p>To update the Website of the college and all important communications/circulars notices.</p>
Parent Teacher Association (PTA)	<p>To raise funds to help the institution provide extra resources for the students by bringing together parents and teachers and working towards a common goal.</p> <p>To run college events for parents and students; providing an opportunity for people to get to know each other and rejoice in each other's company.</p> <p>To encourage parents to become more involved with their children's institution and to develop strong links between home and the college.</p> <p>To provide support for college events and other special occasions.</p>
Research and Development Committee	<p>To initiate and promote MOU with industries, R & D organizations and colleges.</p> <p>To arrange talks and interactions by eminent personalities from Industry, R & D organization.</p> <p>To develop research proposals for up-gradation of laboratories through AICTE/UGC/MHRD/DBATU funding opportunities.</p> <p>To encourage students and faculty to apply for patent or other Intellectual Property Rights.</p> <p>To allocate budget for conducting workshops, training programs, seminars, conferences</p> <p>To allocate the budget for the staff who are attending workshops, conferences, paper presentation outside the institute and Faculty Development Program (FDP).</p>
	To enhance the activities related to intellectual Property.




(D. Pharm, B. Pharm & M. Pharm)

Approved by AICTE, PCI New Delhi, Government of Maharashtra, DTE Mumbai (Institute Code : 2572) and
Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere & MSBTE Mumbai.

Intellectual Property and Patent Cell	<p>To provide intellectual Property Awareness & Training.</p> <p>To provide intellectual Property Information Services.</p> <p>To provide intellectual Property Counselling & Advisory Services.</p> <p>To facilitate utilization of Intellectual Property rights and benefit.</p>
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Principal
Shreeyash Institute Of Pharmaceutical
Education and Research
Chh.Sambhajinagar



Code of Conduct

for

**Teachers, Students, Administrative, Supporting staff, Head of
the Department, Principal & Management**

Index

Sr. No.	Particulars of code of conducts for	Page No.
1	Teachers	3
2	Students	6
3	Non teaching staff	7
4	Library staff	8
5	Head of the department	9
6	Principal	10
7	Management/Governing body/College Development Committee	11

Code of Conduct for Teachers

UGC has provided the professional ethics for college teachers. These are immitted from <https://www.ugc.gov.in/oldpdf/pub/report/5.pdf> and implemented in our institution.

CODE OF PROFESSIONAL ETHICS FOR TEACHERS

TEACHERS AND THEIR RESPONSIBILITIES:

Whoever adopts teaching as a profession assumes the obligation to conduct himself / herself in accordance with the ideal of the profession. A teacher is constantly under the scrutiny of his students and the society at large. Therefore, every teacher should see that there is no incompatibility between his precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals. The profession further requires that the teachers should be calm, patient and communicative by temperament and amiable in disposition.

TEACHERS SHOULD:

- (i) Adhere to a responsible pattern of conduct & demeanor expected of them by the community;
- (ii) Manage their private affairs in a manner consistent with the dignity of the profession;
- (iii) Seek to make professional growth continuous through study and research;
- (iv) Express free and frank opinion by participation at professional meetings, seminars, conferences etc. towards the contribution of knowledge;
- (v) Maintain active membership of professional organizations and strive to improve education and profession through them;
- (vi) Perform their duties in the form of teaching, tutorial, practical, seminar and research work conscientiously and with dedication;
- (vii) Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as: assisting in appraising applications for admission, advising and counseling students as well as assisting the conduct of university and college examinations, including supervision, invigilation and evaluation; and
- (viii) Participate in extension, co-curricular & extra-curricular activities including community service.

II. TEACHERS AND THE STUDENTS

TEACHERS SHOULD:

- (i) Respect the right and dignity of the student in expressing his/her opinion;

- (ii) Deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) Inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace;
- (vi) Be affectionate to students & not behave in a vindictive manner towards any of them for any reason;
- (vii) Pay attention to only the attainment of the student in the assessment of merit;
- (viii) Make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
- (ix) Aid students to develop an understanding of our national heritage and national goals; and
- (x) Refrain from inciting students against other students, colleagues or administration

III. TEACHERS AND COLLEAGUES

TEACHERS SHOULD:

- (i) Treat other members of the profession in the same manner as they themselves wish to be treated.
- (ii) Speak respectfully of other teachers and render assistance for professional betterment;
- (iii) Refrain from lodging unsubstantiated allegations against colleagues to higher authorities;
- (iv) Refrain from allowing considerations of caste, creed, religion, race or sex in their professional endeavour.

IV. TEACHERS AND AUTHORITIES:

TEACHERS SHOULD:

- Discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) Refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
 - (iii) Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

- (iv) Co-operate through their organizations in the formulation of policies of the other institutions and accept offices.
- (v) Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- (vi) Should adhere to the conditions of contract.
- (vii) Give and expect due notice before a change of position is made and Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF:

Teachers should treat the non-teaching staff as colleagues and equal partners in a cooperative undertaking, within every educational institution; and Teachers should help in the function of joint staff-councils covering both teachers and the non-teaching staff.

VI. TEACHERS AND GUARDIANS

TEACHERS SHOULD:

Try to see through teachers' bodies and organizations, that institutions maintain contact with the guardians, their students, send reports of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

VII. TEACHERS AND SOCIETY

TEACHERS SHOULD:

- (i) Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided;
- (ii) Work to improve education in the community and strengthen the community's moral and intellectual life ;
- (iii) Be aware of social problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole;
- (iv) Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public offices;
- (v) Refrain from taking part in or subscribing to or assisting in any way activities, which tend to promote feeling of hatred or enmity among different communities, religions or linguistic groups but actively work for National Integration.

CODE OF CONDUCT FOR STUDENTS

1. Students should observe discipline on the campus. The College will not give admission to the student involved in ragging. If the same is noticed by the College authority, the concerned shall be immediately debarred from the College.
2. Taking Government facilities by submitting fake documents is an offence.
3. Insulting behaviour with students, teaching staff and non teaching staff is also an offence.
4. Damaging college property and official document, carrying weapons, explosives and other harmful articles, poisonous substances and narcotics are strictly prohibited.
5. Approaching any media without prior sanction of Principal, involvement in strike, riots, Gherao and bandh is an offence.
6. Undue use of mobile phone in the classroom and college premises is strictly prohibited; if found, the concerned will be penalized.
7. Students should carry their I-Card on the campus and produce the same on demand by the College authority.
8. Continuous absence, to enter and exit class without concerned teacher's permission will be treated as indiscipline behavior.
9. Attendance as specified by the University/PCI is mandatory to appear for the examination.
10. Students should be in uniform except Thursday

CODE OF CONDCUT FOR NON TEACHING STAFF

NON-TEACHING STAFF SHOULD

- a. Report to duty on 15mins in advance of the college timing and be on duty during college hours; stay back after duty hours in case of additional requirement.
- b. Discharge assigned duties efficiently and diligently.
- c. Work with an examination department conducted by the University or college.
- d. Not remain absent from duties without prior permission of authorities of college.
- e. Create and maintain strong relationship with students and faculty by proper interaction, cooperation, and maintaining professional boundaries
- f. Treat the students with care and kindness, and maintain their dignity.
- g. See that the required standards for every assigned task are achieved.
- h. Abide by the requirements of maintaining confidentiality related to important work and information of the college.
- i. Take care, protect the equipments and property of the college, in general, assigned to him/her.
- j. Not engage directly or indirectly in any trade or business without prior permission from Principal.
- k. Inform to the Principal, in case he/she gets involved in any legal proceeding.
- l. Not engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.
- m. Respect and maintain hierarchy in administration
- n. Exercise self discipline and deal positively with staff, students and general public
- o. Not consume addictive substance such as tobacco, cigarettes, alcohol etc. as they are strictly prohibited in the college.

CODE OF CONDUCT FOR LIBRARY STAFF

LIBRARY STAFF SHOULD

- a. Report to duty on 15mins in advance of the library timing and be on duty during library hours; stay back after duty hours in case of additional requirement.
- b. Maintain the library atmosphere conducive for studies.
- c. Discharge assigned duties efficiently and diligently.
- d. Maintain the records of library such as library accession register and usage registers.
- e. Maintain the books and perform the periodic verification of books of the library.
- f. Take prior permission for the leave from principal.
- g. Not indulge or encourage the student in the activities prohibited by college.
- h. Assist the student & staff in the library for issue-return of the books, reference work & ICT enabled services of library.
- i. Work with an examination department conducted by the University or college.
- j. Not engage directly or indirectly in any trade or business without prior permission from Principal.
- k. Inform to the Principal, in case he/she gets involved in any legal proceeding.
- l. Not engage or participate in any activity which is anti-secular or which tends to create disharmony in the society.
- m. Respect and maintain hierarchy in administration
- n. Exercise self discipline and deal positively with staff, students and general public
- o. Avoid consuming addictive substance such as tobacco, cigarettes, alcohol etc as it is strictly prohibited.

CODE OF CONDUCT FOR HEAD OF THE DEPARTMENT

HEAD OF THE DEPARTMENT SHOULD

- a. Monitor overall smooth functioning of the department.
- b. Ensure the departmental availability of all the resources (Chemicals, instruments etc) and also safety measures, neatness and cleanliness in the department.
- c. Promote resource generation activities like collaborative research, consultancies.
- d. Plan and execute academic activities of the department in coordination with academic in-charge.
- e. Monitor practicals of the teachers in the laboratory
- f. Ensure equipments and instruments are working properly.
- g. Monitor the record keeping (viz. Dead stock, consumable, Semi-consumable records, log books) and its updation.
- h. Recommend the leave applications of departmental non-teaching staff for the approval of the Principal.
- i. Conduct the departmental meeting for discussion such as Status of the syllabus completion, journal and tutorial evaluation, organizing co-curricular activities, laboratory inventory maintenance, etc.

CODE OF CONDUCT FOR PRINCIPAL

(As per Govt. of Maharashtra, Higher & Technical Education Department Govt. Resolution No. Misc-2018/C.R.56/18/UNI-1 dated 08 March, 2019)

COLLEGE PRINCIPAL SHOULD:

- a) Provide inspirational and motivational value-based academic and executive leadership to the college through policy formation, operational management, organization of human resources and concern for environment and sustainability.
- b) Conduct himself/herself with transparency, fairness, honesty, highest degree of ethics and decision making that is in the best interest of the college.
- c) Act as steward of the college's assets in managing the resources responsibility, optimally, effectively and efficiently for providing a conducive working and learning environment;
- d) Promote the collaborative, shared and consultative work culture in the college, paving way for innovative thinking and ideas.
- e) Endeavour to promote a work culture and ethics that brings about quality, professionalism, satisfaction and service to the nation and society.
- f) Adhere to a responsible pattern of conduct and demeanor expected of them by the community;
- g) Manage their private affairs in a manner consistent with the dignity of the profession.
- h) Discourage & not indulge in plagiarism & other non ethical behavior in teaching and research;
- i) Participate in extension, co-curricular and extra-curricular activities, including the community service.
- j) Refrain from allowing consideration of caste, creed, religion, race, gender or sex in their professional Endeavour.

CODE OF CONDUCT FOR MANAGEMENT

(Governing body/College Development Committee)

(As per Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017))

THE COLLEGE DEVELOPMENT COMMITTEE SHALL-

- (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 IQAC and make suitable recommendations ;
- (m) Frame suitable admissions procedure for different programmes as per statutory norms ;
- (n) Plan major annual events in the college, such as annual day, sports, cultural events, etc.
- (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.

