

(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.

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.

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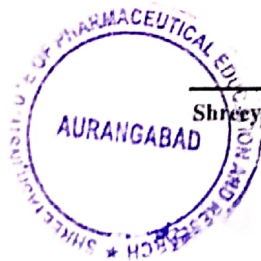
Additional Documents Sr. No.	Name of Document	Page No.
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2	Employee service rules	25
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MISSION EDUCATION

**Shreeyash Institute of Pharmaceutical Education and
Research, Aurangabad**

Institute Policy Booklet



Shreeyash Institute of Pharmaceutical Education and Research, Aurangabad

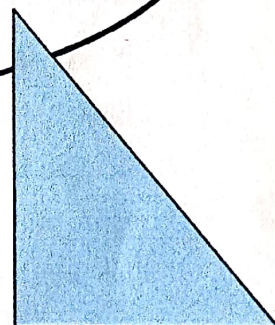
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Shreeyash Institute Of Pharmaceutical
Education And Research, Aurangabad

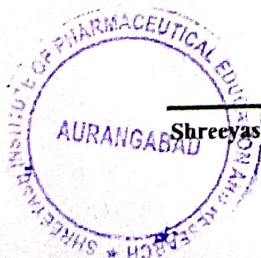
Institutional Policies are Guiding Principles for Cultivating Value Based Education Culture to achieve the Vision & Mission of the Institute



Institute Policy



PRINCIPAL
Shreeyash Institute Of Pharmaceutical
Education And Research, Aurangabad

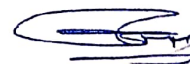


Forwarded by Principal



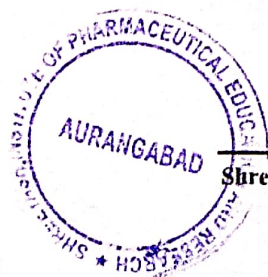
Welcome to the wonderful and exciting world of pharmacy. The pharmaceutical industry is one of the biggest human service industries, closely associated with the health of all living beings. Doctors can not help the patients without medicines. No health service including surgery, nursing, or Physiotherapy is possible without medical devices or other medicinal agents. But everywhere faculty and staff members are required. The very essential step by the management of the college is to put the policy. It defines the rules that staff have to abide by, the code of conduct, and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential. I am sure this staff policy document will be useful to all staff. I acknowledge the policy documents are very essential and useful throughout the life of the faculty who work here. I assure that all the points are covered in this document.

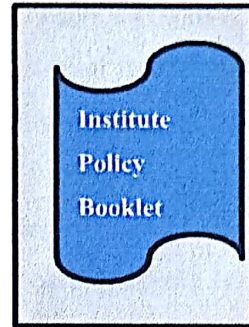
Dr. Ganesh G. Tapadiya
Principal



PRINCIPAL

Shreeyash Institute Of Pharmaceutical
Education And Research, Aurangabad



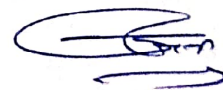
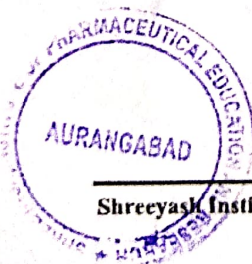


Institute Policy Booklet

The Policy Document is prepared to make all staff working at Shreeyash Institute of Pharmaceutical Education and Research, Aurangabad aware of the rules and regulations that governs their work in the institute. The policy is effective from January 2018. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies whenever necessary.

Sd/-

Shreeyash Pratishthan, Aurangabad



PRINCIPAL

Shreeyash Institute Of Pharmaceutical
Education And Research, Aurangabad

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1. About Shreeyash Pratishthan

All of us have the option of leading a meaningful and rewarding life full of excitement or an apprehensive one; the decision that we take at this juncture shall affect us forever. We at Shreeyash Pratishthan have chosen the former path through our “MISSION EDUCATION” slogan and in a spiritual sense we have decided to positively impact and improve the life of the less privileged in the society. It is very rewarding to see our graduates benefit not only from the career choices but also understand their own hidden talent that our competent staff has exposed. Quality education occupies the central stage to accelerate social progress and economic growth coupled with a cohesive industry academic interface through research. This ability of putting theory into practice makes our graduates an asset for employers the world over.

On behalf of all members of our staff and learned instructors, I welcome you to Shreeyash Pratishthan’s technical campus where great learning is a regular feature. Come join us and be a part of it.

2. Vision & Mission

1. Vision

In pursuit of creating a competitive environment to produce ever evolving pharmacist.

2. Mission

To achieve highest standard of infrastructure in the practice of pharmacy.

To nurture students through innovative outcome based learning.

To Strive for excellence in research and collaboration.

To pay back society in meaningful services.

3. Institute’s goals

- To develop professional skills and competence with ethics in the students to become true professionals and to achieve success in life.

- To train the students to compete and excel in all competitive examinations and interviews and secure good footing in their desired career path.
- To create and manage progressive collaboration to the developmental activities of the institute.
- To organize referral labs and provide test facilities as per standards.
- To be involved in extensive research, design, consulting and related activities.
- To regularly publish articles, research papers, books and manuals, in the field of Pharmacy.

4. Academics Integrity and Examination Policy

i) Academics Integrity

The academic program provides honest, fair, and respectful knowledge. It means applying this knowledge in your own work, and also when you engage with the work and contributions of others. At the undergraduate level, a student studies the compulsory foundation courses in pharmacy and at postgraduate (PG) courses the student studies specialization course and the research work. At PG course the students undertake the research project work under the guidance of approved PG teacher by the Dr. Babasaheb Ambedkar Technological University (DBATU).

- Institute prepares guidelines for the effective delivery of curriculum for the UG and PG students. The institute follows the norms and standards of PCI and Dr. BATU for recruiting qualified faculty for Diploma, UG and PG courses.
- The institution organises orientation programs, guest lectures, seminars, and conferences for the students and takes well defined feedback for the evaluation of teachers. It is essential for the improvement of the quality of teaching-learning process.
- For effective delivery of academics there are two division i.e. division A and division B at all four years at undergraduate level. The postgraduate classes are conducted as per the department viz. Pharmaceutics, Pharmaceutical Chemistry, Pharmacology and Quality Assurance.

- Academic feedback improves learner confidence and provides opportunities to faculty further improvement in their student-centric approach. At least two times in a year the academic feedback shall be taken.
- All the matters pertaining to the academics of college are executed and monitored by academic and planning monitoring committee.

Regular attendance in the college is mandatory for the students. Attendance records of students is maintained by the respective subject teacher and is submitted to academic In-charge at the end of the semester. As per the University and Pharmacy council of India, the student's attendance for undergraduate shall not be less 80% and for post graduate shall not be less than 80%. If the student fails to achieve the desired attendance during semester; he/she shall not be eligible for appearing internal and university examinations.

- If the attendance during the semester is not satisfactory due to major illness, then the medical leave shall be granted only if the valid medical leave application duly signed by parent shall reach to college office within two days of illness. The students shall also submit the medical certificate upon joining the college.

The college encourages the students to participate in the activities in the college and at other places. Absenteeism on account of participation in the activities shall be considered if the students seek prior permission from class teacher/mentor and Principal and submit the certificate of participation in the activity.

- Academic integrity is violated by any dishonest act which is committed in an academic context including but not limited to the following:

a. Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to the use or attempted use of unauthorized materials in examinations or other academic exercises submitted for evaluation or otherwise.

All major acts of cheating shall be handled by Academic Planning and Monitoring Committee (APMC) and Examination Planning and Monitoring Committee (APMC) and as per university rules & regulations.

b. Misbehave is any activity that compromises the integrity of an institution or subverts the education process. Misbehaviour can take many forms such

as disruptive behaviour, Cheating, Aggression, Physical violence, Lesson disruption, Rudeness, Disrespecting teachers, Bullying, Daydreaming, and Talking in class.

ii) Examination Planning

a. Examination committee

The In-charges of duly constituted examination committee shall be responsible for smooth conduct of the examination. Any matter pertaining to examination shall be solved through In-charges of exam committee.

b. Examination structure

The examinations (internal and external examinations) rules and structure are applicable as provided by Dr. Babasaheb Ambedkar Technological University & Pharmacy Council of India, New Delhi. Moreover, the continuous evaluation and assessment is an integral part of teaching learning process.

c. Internal examination

The internal examination also called sessional examination shall be conducted periodically for both divisions of classes. The internal examination paper shall be same for both division A and B. Teachers of both division shall mutually discuss and formulate the question paper. Internal examinations are conducted as per the question paper pattern of DBATU and PCI. The evaluated internal answer books shall be shown to the students take their signature on the answer paper and submit to the examination section. The attendance 75% and above in each course is eligible for appearing in examination.

d. University semester examination

The affiliating University conducts the examination at the end of each semester at the designated examination center. The students appearing for the examination shall be bonafied students and completed attendance in each course as mentioned in the University ordinance.

The affiliating University provides the time table of the examination of theoretical and practical courses. Before appearing for the examination the students shall possess the

valid admit card. University provide the admit card to college and same shall be handed over to appearing students only if he/she has:

- a) Paid fees and dues (if any) of the semester.
- b) Not been debarred from appearing in the examination as a result of disciplinary proceedings.
- c) Attendance at lecture/tutorial/laboratory classes has been satisfactory during the period.
- d) Performance in the assignment works/tutorials during the semester has been satisfactory.

e. Malpractices in examination

Cases of malpractices and unfair means during sessional examination shall be handled by duly constituted committee. Invigilator reporting the case and head of the department/senior staff of the concern paper in which malpractice took place. The necessary action shall be taken against the defaulter as per the rules and regulation of Dr. BATU for conduct of examination. Institute has an effective grievances redressal mechanism through grievances redressal committee.

f. Continuous assessment in theory courses

Continuous Assessment in Theory Courses at UG level shall be conducted through tutorial which is the instructional activity provides step by step information in presenting a concept or learning unit. Tutorials are intended to help students to gain a deep understanding of the subject matter, basic academic skills such as identification and evaluation of relevant resources, effective communication both orally and in writing, effective time-management, critical self-assessment.

The subject teacher shall conduct the tutorial activity by providing the instructions to students during the beginning of semester. The various activities viz. assignment, class test, group discussion, seminar, puzzles, etc. can be organized. There shall be minimum two tutorials conducted during semester in each subject and shall be written in tutorial book. The other parameters of continuous assessment include attendance of student, interaction with subject teachers. After completion of course the students need to submit the certified copy of tutorial book to respective department.

5. Employee welfare policy

Shreeyash Institute of Pharmaceutical Education and Research, Aurangabad is one of the best institutes in the region. The college runs as per the norms of Government, PCI, and DBATU. Employee welfare encompasses a broad range of benefits and services that an employer may offer to its employees. The college considers its employee as a most valuable resource and their welfare is an important aspect of vision and mission of the college. The welfare policy for staff covers the following benefits:

a. Financial benefits:

- a. Employee provident fund scheme for teaching and non-teaching staff as per the provision of Government of India EPF and Miscellaneous Act 1952.
- b. Payment of Gratuity benefits to all the employees as per the Government rule.
- c. Festival Advance: The staff (Class-III and IV) are provided festival advance to enjoy their festival with happiness and joy.
- d. Institute offers the advances against salary for the needy employee.

b. Leave benefits:

All the leave benefits as applicable to all the staff as per the Government norms and Dr. Babasaheb Ambedkar Technological University are provided which include

- a. Casual leave
- b. Medical leave
- c. Maternity leave benefits
- d. Paternity leave benefits

c. Professional development benefits:

All the staff can take the benefit of following leave and resources for their professional development viz.

- Duty leave
- Ph. D. course leave
- Study leave
- Use of the resources of the college for professional development

d. Employee accommodation policy

The Employee Accommodation policy are applicable to all the employees of Shreeyash Pratishthan. The details of employee accommodation policy are given below.

An employee accommodation policy applies for Shreeyash Pratishthan which is committed to ensuring that all employees, regardless of their abilities, have equal access to employment opportunities and a supportive work environment. In accordance with this policy, and other relevant laws, the organization will provide reasonable and minimum paid accommodations to employees.

Reasonable or minimum paid accommodations may include, less charges than the market rate. This policy contains a clear statement of the organization's commitment to providing reasonable accommodations for employees.

This policy contains a clear description of the process for requesting and determining reasonable accommodations, including the responsibilities of the employee and the organization.

This policy contains a list of reasonable accommodations for different rooms or flat that the organization may provide.

e. Transportation policy

Transport policies were implemented by the management for the faculty members who are willing to travel by college bus based on minimum charges. Transport policies for employees can help ensure safe, reliable, and efficient commuting.

Some things to consider include:

- Employees should be seated safely on the bus.
- Employees should maintain cleanliness and personal hygiene on the bus.
- The transport team should inform employees of any route changes at least one hour before pickup or drop time.

f. Group insurance policy

Objective

To provide employee welfare through basic assurance of healthcare to employees and help them to meet unforeseen personal expenses arising from medical emergencies.

Eligibility & applicability

All regular and contractual employees of the Institute, including probationers will be covered.

Policy & procedure

A General Group Insurance policy and Personal Accidental Policy is mandatory for all the employee. The policy covers all the guidelines for reimbursement of expenses on hospitalizations.

The Mediclaim policy usually covers: Room and board as provided by the Hospital Nursing home. Nursing care Surgeon, Anesthetists, Medical practitioner, Consultants and Specialists' fee. Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances. Medicines and Drugs, Diagnostic Materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses. The details of the policy are governed strictly by the terms and conditions of the Mediclaim Policy.

The following are not covered under the Mediclaim Policy (the list is not exhaustive): Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc. Dental treatment or surgery, unless requires hospitalization in case of an accident General Medical Check-up (without any illness) General debility, rest cure, congenital external deformity/defects or anomalies Sterility Intentional self-injury, use of intoxicating drugs/alcohol, VD, AIDS, etc. Naturopathy Treatment. Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the institute. The Institute shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.

Employees not opting for the cash-less provision may file their claim in the claim form to the institute along with the original documents such as, Discharge summary certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc. The claim form along with supporting

documents/Bills as indicated above should be submitted to Institute within 7 days from the date of discharge.

The institute shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim. The Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.

All claims are governed by the terms & conditions agreed between the Insurance Company and the institute group under the Group Mediclaim Insurance Policy.

6. Recruitment policy

Objective

The objective of this policy is to ensure a recruitment process in identifying and hiring best and qualified candidates for the given positions.

General criteria for recruitment of right candidate

The minimum age for recruitment is 18 years. The institute does not permit child labour in the institutions. Service of retirement for faculty members is recommended 60 for teaching staff and 65 for non-teaching staff. Persons selected for appointment in institute should possess sound mental and physical health.

Advertisement

For the recruitment of teaching and non-teaching staff, Institute will publish the advertisement for the appointment and vacancy. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or on Institute's website.

There should be a minimum of 7 days between the date of publication of the advertisement and interview.

Shortlisting

All applications are scrutinized to ensure that they have the minimum requirements of the position. Persons given as references in the application may be contacted to further refine the short list.

Intimation for the interview is sent to the suitable candidate.

Assessment process

The assessment process for non-teaching and administrative staff recruitment should be through written test, skill test and interview.

Non-teaching staff shall be recruited based on the assessment of their skills and references.

Assessment and interview panel

The interview panel as per university rules must meet in advance in order to prepare and agree questions, tests etc. to be asked to be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

Demonstration of lecture

Before the actual interview, the candidates should deliver a demo lecture before the HOD or Principal. The interview committee can observe the teaching skill and based on that skill, the committee invites the candidate for an actual interview.

Interview rating form

The Interviewer's marking form is aimed to achieve two things. To map the process through which the candidate passes, and To create a comprehensive document, with all the interviewers' ratings along with the remarks.

This format is very important and needs to be filled immediately before the interview. The interview panel then gives its recommendations in the prescribed form.

Conduct of interview

Detailed conduct of the interview will be carried out in front of CEO and interview committee. The CEO makes the final decision about the interview, selection and joining date.

Medical fitness

Before issuance of offer letter, selected candidates at their own cost have to undergo a pre-employment medical examination.

Letter of appointment

The selected candidate must bring the relieving order and experience certificate from the previous organization before joining duty.

An appointment letter duly signed by the CEO is issued to the candidate.

Joining report

On joining, the candidate should give the joining report duly filled and signed before the Principal.

Probation period

- All new employees will be on probation for 12 months from the date of joining.
- While the formal probation appraisal shall be at the end of 12 months, the Principal will review the performance of the probationer as needed. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation will be communicated to governing body or management for approval.

7. Purchase policy

The staff members have to follow the defined purchase procedure of material as below:

1. Annual requirement for the items / consumables / material / maintenance / repairing should be raised by the staff/lab in charge and submitted to the Head of the Department for scrutiny and approval from the Principal.
2. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by management.
3. The approved requirement will be sent to store department through head of the department (HoD) and Principal for calling quotations from various vendors/suppliers.
4. The indenter will select best from three quotations with the help of store department and will prepare a comparison price statement and forward the same to the Head of the Department and Principal.
5. The indent or requirement, three quotations, comparative price statement will be forwarded to the Principal for approval and signature. After getting the approval from

Principal, the same documents or purchase file will be sent for approval of purchase committee.

6. Purchase order will be prepared and forwarded to supplier or vendor after the approval from purchase committee.

7. 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 invoice from the supplier will be submitted to the Stores for passing and forwarded to the Accounts Dept. for payment.

8. 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.

8. Research & development policy

The institute believes in a judicious combination of teaching and research for the benefit of the student community at large. The institute envisages innovation and technological development through its Research and Development committee.

A research and development committee has been established that will prepare policies for the development of research and development activities within the institute.

Constitution of Research & Development Committee: The committee consists of faculties from various departments of the institute.

Functions of Research and Development Committee

To encourage faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.

To initiate and promote MOU with industries and Research & Development organizations; for consultancy, collaborative research, sponsored projects, Industry Institute interaction etc.

To arrange talks and interactions by eminent personalities from Industry, Research & Development organization and institutions of repute; for the better understanding of research methodology and practices currently followed.

To develop research proposals for up-gradation of laboratories through AICTE/UGC/MHRD/NMU funding opportunities.

To encourage students and faculty to apply for patent or other intellectual Property Rights.

To conduct national conferences/seminar/symposium/workshop etc.

To allocate budget for conducting workshops, training programs, seminars, conferences and Faculty Development Program also for the staff who are attending workshops, conferences and paper presentations outside the institute.

To motivate faculty and students to design, fabricate and implement viable functional projects for the benefit of institute and society.

Policy includes following guideline for the staff members

1. Motivate the faculty for PhD program and provide the study leave for their course work.
2. Provide financial assistance (50 %) for publication and grant of patent.
3. Provide facility for research work and financial assistance 50 % from management for research.
4. Motivate the faculty to publish books in good publishers at national or international level.
5. Provide incentive (Rs. 5000/- for First Author/Corresponding Author and Rs. 2000/- for Co-author) for publishing research paper in Thomson Reuter/Clarivate Analytics impact factor (Indexed in Scopus/Web of Science/UGC care list) National/International journals.
6. Provide article publishing charges (APC) for publication of papers in paid journals.
7. Provide registration fees (50 %) for presenting papers at National and International Seminars/Conferences/Workshop.

(To claim for registration fees (50 %), it is mandatory to submit original copy of bills/registration receipts to departmental coordinator and one Xerox copy to Account Office with attachments like hard copy of paper, brochure, acceptance letter, and certificate.)

9. Student mentoring policy

As per the vision and mission statement of the college, the college ensures that students who complete its programs are well-trained and possess the fundamental skills and values that will enable them to attain professional competency. Institute also focus on the academic, personal and professional and holistic development of the student. The mentoring mechanisms at our institute ensure the holistic and professional development of students. As a part of policy decision, mentoring is carried out in the college as mentioned below:

1. Mentoring records of each graduate mentee (student) shall be updated and maintained till the completion of his/her course by mentor (faculty members).
2. The mentor allotment is carried out every year after admission of the B. Pharm. first and direct second year students.
3. The female students shall be mentored by female staff and male students shall be mentored by male staff.
4. The meeting of mentor and mentee is the key in the success of mentoring program.

10. Training and Placement policy

Industry Institute Interaction Cell (Training and Placement Cell) guide students in choosing right career and to give knowledge, skill and aptitude and meet the manpower requirements of the Industry and Academia. To achieve the objective of Industry Institute Interaction Cell following mechanism are established.

- a) Maintaining a database of companies and establishing strategic links for campus recruitments.

- b) Maintaining, regularly updating, and publishing the database of students.
- c) Organizing the technical talk and soft skill activities.
- d) Seminars/Guest lectures on careers and opportunities in pharma and allied field.
- e) Assisting the students for industrial training
- f) MOU, collaboration and consultancy work with industry or academic institutions.
- g) Development of entrepreneurship skills through workshop and training sessions.

11. Grievance redressal policy

To deal with grievances, a Grievance Redressal Mechanism is established as a part of the administration. No administration can claim to be accountable, responsive and user-friendly unless it has established an efficient and effective grievance redressal mechanism. The grievance redressal mechanism of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the administration.

Following two important mechanisms in the college for addressing the grievances:

- a. The grievance redressal committee: The committee is formed as per norms AICTE, New Delhi. It addresses the grievances of staff and students.

The guidelines shall be formulated by committee for effective redressal of mechanism.

- b. Internal Complaint Committee (Women's grievance redressal committee):

The committee is formed as per directives of Hon'ble Supreme Court, New Delhi and National Women's Cell, Delhi as well as the Government of Maharashtra.

The major objective of committee is to address the issues of women's regarding sexual harassments at work place

12. Recognition and award policy

Recognition helps staff and students to be motivated to continue great work. It inculcates values of appreciation in them. Recognition is the key for the organization growth. It helps students and employees to build a sense of security in the organization. The colleges recognize the meritorious students by awarding the medal and prizes. The awards (in the form of medal/memento/cash prize and certificate) are instituted by companies/alumni will be awarded to those who are selected as per the guidelines given below. The awardees shall be felicitated in the function organized by college.

1. He/she has not been punished under examination malpractice and involved in violation of code of conduct in the Institute.
2. In the event of a tie between two or more students, the prize money shall be divided.

13. Environmental policy

Environment policy highlights environmentally healthy working practices related to waste, energy, air, transport and water issues considering environmental aspects and impacts. Identify the elements of the organization that can interact with the environment produces adverse or beneficial, wholly or partially resulting from various organization (College) activities and take necessary action which include reducing the environmental pollution and promoting good environmental practices viz. Use of bicycles, restriction of vehicles in campus, pedestrian-friendly pathways, maintaining the old trees, landscaping.

The objective of the policy to aware the staff member and students regarding the issues of the environment and implement them as per the guidelines of regulatory bodies. Perform the Quality audit on environment and energy initiative viz. Energy audit, Environment audit, Green audit. Initiatives for alternate sources of energy, energy conservation measures, management of waste, water conservation, green campus. The policy shall be implemented through the environment awareness committee.

14. Policy for disabled–friendly barrier-free environment

All the initiatives of the Government of India for promoting disabled–friendly and barrier-free environment for teaching and learning are implemented at our college. The our institute recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights, and full participation in the academic environment.

The focus of the policy is to ensure

1. Ramp/ lift installed according to the disabled persons' need.
2. Accessible, gender-sensitive, safe, usable and functional washroom facilities for disabled persons.
3. Barrier-free environment aims to make services, activities, and benefits available to students with disabilities
4. Proper text and pictogram signage such as tactile path, lights, display boards, and signposts are necessary, located to be visible and touchable
5. Signage of male and female symbols for persons with visual impairments.
6. Learners with disabilities need to be adequately and appropriately supported viz. assistive technology, mechanized equipment
7. Teaching staff and college committee are responsive to the need of disabled persons.
8. Human assistance, reader, scribe, soft copies of reading material, screen reading are provided to disabled persons.

15. Policy for Gender Sensitization

Gender Sensitization means addressing issues of gender inequality. Gender sensitization is the basic requirement to understand the sensitive needs of a particular gender. Education enables the development of a more democratic society which can be crucial to changing attitudes into accepting gender equality as a fundamental social value. The College proactively works to sensitize students in gender issues through courses and outreach programs. The policy supports an environment of justice, fair and unbiased environment; create an inclusive gender diverse work place with fair practices, awareness of gender equality concerns, creation of an open minded society, familiarizing

constitutional rights, safeguards and mentoring. The gender sensitization plan creates awareness through lectures seminars, talks, workshops and debates. The gender sensitization issues and awareness activities are facilitated by Internal Complaint Committee (Women’s grievance redressal committee) and equal opportunity cell.

16. e-Governance policy

- E-Governance policy of the college is focused on improving the effectiveness and efficiency in the services provided to stakeholders.
- Automation of various operation viz. teaching learning (Academic), administration, examinations, finance-accounting, admissions and student support shall be integrated to enable the authorities to monitor the activities in transparent manner.
- Information and communication technology (ICT) committee shall provide suggestions for better e-governance and look after the functioning of ICT tools for continuity in services. The ICT committee shall organize awareness activities for staff regarding e-governance and ICT-related aspects.
- Every year at the end of the academic year the e-governance report shall be place in CDC/IQAC meeting for review and further improvement.
- Website of the college is put in to full use as a vital information source to all the stakeholders. All important communications/circulars notices are made available on website/WhatsApp group to ensure the reaching of information to the needy anytime anywhere. WhatsApp group/SMS feature has been put in to maximum use to stay connected with parents, students, and staff for the purpose of intimating absentees, academic performance, holidays and other required information.
- The procedure for the purchase ICT tools is based on the recommendation of ICT committee followed by execution by the store and purchase committee.

17. Anti-ragging policy

For Prohibition, Prevention & Punishment

1. Background

RAGGING of students, physically or mentally, is a black spot on society and is a cognizable offence. The students who have to face ragging can lose their mental stability and can spoil their lives. The institute is committed to “NO RAGGING” policy. Ragging is banned by Government as well as Supreme Court. Anyone indulging in acts of ragging, however minor, even in the form and garb of introduction of juniors is punishable act and attracts severe punishment leading to termination from college and imprisonment.

2. Objective:

- 1) To preserve a culture of ragging free environment in the college campus.
- 2) To aware the students of dehumanizing effect of ragging inherent in its perversity.
- 3) To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence.
- 4) 4) To deal promptly and stringently with the incidents of ragging brought to our notice.
- 5) To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.
- 6) To root out ragging in all its forms from the institute by prohibiting it by law, preventing its occurrence and punishing those who indulge in ragging.

3. Instructions to Fresher's

- 1) Do not have to submit to ragging in any form.
- 2) Do not have to compromise with your dignity and self respect.
- 3) Can report incidents of ragging to the concerned.
- 4) Can contact the Anti-Ragging Squad / Anti Ragging Committee of the College, or the Principal.
- 5) The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
- 6) If student is not satisfied with the enquiry conducted by the College, he/she can lodge a First Information Report (FIR) with the local Police and complaint with the civil authorities.
- 7) Students complaint can be oral or written, and would be treated by the authorities in strict confidence.

8) Students can take active part in all institutional activities intended to end ragging on campus.

4. Anti-Ragging Initiatives of SYIPER

SYIPER has formed Anti-Ragging committee as per notification published by ALL India Council for Technical Education, New Delhi (AICTE, New Delhi) on July 1, 2009, as per F.No.37-3/Legal/AICTE/2009 and directions of the Hon. Supreme Court in SLP No.24295 of 2005, dated May 16, 2007 and in Civil Appeal number 887 of 2009, dated May 8, 2009 to prohibit, prevent and eliminate the scourge of ragging. In the light of above, display of posters and putting up of notices on antiragging at all prominent places in and around the college highlighting the need for prevention of ragging and punishments entitled to those indulging in ragging.

5. Setting up of Committees and their functions

Sr.No	Designation	Position
1	Chairman	Principal of Institute
2	Member	Faculty Member
3	Member	Faculty Member
4	Member	Student Representative
5	Member	Student Representative
6	Member	Student Representative

5.1 Responsibilities of Anti Ragging Committee

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely: Abetment to ragging, Criminal conspiracy to rag, Unlawful assembly and rioting while ragging, Public nuisance created during ragging, Violation of decency and morals through ragging, Injury to body, causing hurt or grievous hurt, Wrongful restraint,

Wrongful confinement, Use of criminal force, Assault as well as sexual offences or unnatural offences, Extortion, Criminal trespass, Offences against property, Criminal intimidation, Attempts to commit any or all of the above mentioned offences against the victim(s), Threat to commit any or all of the above mentioned offences against the victim(s), Physical or psychological humiliation, other offences following from the definition of “Ragging”

5.2 Squad In-charge will be Responsible for the following in their areas:

- They will form duty chart & carryout regular checks for any Ragging activity in their areas.
- They will carry out surprise checks in probable areas of ragging.
- In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
- Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
- Every squad in-charge will brief all members of his squad about their duties / action regarding anti ragging.

5.3 Function of Anti-Ragging Squad

The Anti-Ragging Squad shall be nominated by the Head of the institution. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee.

5.4 Anti – Ragging Squad

Squads’ In-charge will be Responsible for the following in their areas:

- They will form duty chart & carryout regular checks for any Ragging activity in their areas.

- They will carry out surprise checks in probable areas of ragging.
- In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
- Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
- Every squad in-charge will brief all members of his squad about their duties / action regarding anti ragging.
- Awardable Punishments Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:
 1. Suspension from attending classes and academic privileges
 2. Withholding/withdrawing scholarship/ fellowship and other benefits
 3. Debarring from appearing in any test/ examination or other evaluation Process
Withholding results
 4. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 5. Suspension/ expulsion from the hostel
 6. Cancellation of admission
 7. Rustication from the institution for period ranging from 1 to 4 semesters
 8. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.

17. Internal complaint committee policy

1. Objectives

To set forth the expectations of conduct and mutual respect in regard to sexual harassment and the process of complaint if these expectations are not met or violated.

This will help explain what sexual harassment is and how to deal with the conduct if it arises, to articulate the Organization's strong opposition to sexual harassment, and to identify penalties that can be imposed for such prohibited conduct.

To establish clearly that this Organization is committed to providing a work environment that is free from discrimination and harassment in any form.

2. Scope

This policy is applicable to all employees of the organization. All contract employees; retainers, trainees and temporary employees are also expected to abide by this policy.

3. Definition of sexual harassment

- Sexual harassment has many different definitions and it is not the intent of this policy to limit the definition of sexual harassment, but to give employees as much guidance as possible concerning what activities constitute sexual harassment.
- The Supreme Court, in the recent guidelines released (Vishaka Guidelines), defines sexual harassment as "any unwanted and unwelcome sexually oriented behaviour whether directly or by implication". Such an act vitiates working environment.
- Sexual harassment includes, but will not be confined to the following:
Creation of a hostile work environment through unwelcome sexual advances such as:
 1. Physical contact or molestation
 2. Stalking
 3. Requests for sexual favours, verbal or physical conduct of a sexual nature, either explicitly or implicitly, in return for a term or condition of instruction, employment, participation or evaluation of a person's engagement in any Organizational activity
 4. Sexually coloured remarks or jokes, letters, phone calls or e-mails, gestures, showing of pornography or other visual displays of degrading sexual images, lurid stares.
 5. Sounds of derogatory nature
 6. Sexual harassment by one in position of power or influence constituting quid pro quo when submission by an individual is made either in explicit or implicit terms or condition of employment or submission to or rejection of such conduct is

used as the basis for employment decisions affecting that employee such as promotion and pay rise.

7. The definition of sexual harassment will also apply to any member of a third party or outsider in relation to an employee of the organization or vice versa on the premises of organization.

8. Any of the acts mentioned above, committed in circumstances wherein the victim of such conduct has a reasonable apprehension that in relation to the victim's employment or work, such conduct can be humiliating or may constitute a health and safety problem, the same will tantamount to sexual harassment.

4. Obligations of the Organization

The Organization shall be responsible, among others, for the following:

1. Prohibit, prevent and deter commission of acts of sexual harassment.
2. Implement the Policy in strict alignment, thus creating a favorable environment.
3. Spread awareness of the Policy amongst its employees by providing easy access to the policy through publication, notification and circulation of the same.
4. Sensitizing employees about sexual harassment issues.
5. Provide fair and impartial procedures for resolution, settlement or prosecution of acts of sexual harassment by taking all necessary steps.
6. Implementation of recommendations of the Complaints Committee (as defined hereinafter).
7. It will be the responsibility of the Human Resource function to get an understanding of the issues raised and counsel the Complaint as well as the accused and make them aware of all implications of filling/ not filling a complaint formally.
8. In a scenario, wherein the Organization/ Complaint's committee becomes aware of commission of an act(s) of sexual harassment, the organization shall have the right to initiate action, even in the absence of a formal complaint being submitted by any employee.

5. Complaints Committee

A Complaints Committee will be set up by the Organization, which will address all cases/ complaints of alleged sexual harassment submitted by the students,

employee(s) to the Organization, to prevent and deal with sexual harassment within the outlined framework. However this Committee would be formed only in case the need arises, after the HR function has talked to both the parties involved (Complainant and Accused) and ensured that the implications of filling a complaint (or not doing so) has been discussed in detail with them.

6. Composition

The complaints Committee will consist of the following:

1. Two-three representatives from other functions & Board Members (not including function of the Complainant and accused).
2. If deemed necessary, one member from a third party such as NGO/ outside counsel or a person or body conversant with dealing with the issue of sexual harassment.
3. It is mandatory that at-least half the members of the Complaints Committee are women and the Complaints Committee is led by a Women member. In case of separation/ death of any of the Complaints Committee member, the designate personnel will cease to be a member of the committee and an alternate member will be appointed for the position thus created.

7. Disqualifications A person shall be disqualified for being appointed, elected, nominated or designated, or for continuing as a member of the Complaints Committee, if there is any complaint concerning sexual harassment pending against him/she is found guilty of sexual harassment.

8. Submission of a Complaint

Any employee will have a right to lodge a complaint concerning sexual harassment against an employee or a third party interacting with the Organization (henceforth referred to as “Complaint”) with the Complaints Committee, as outlined below:

1. An employee making a Complaint (henceforth referred to as “Complainant”) will be provided full confidentiality.
2. No person against whom a Complaint is made shall be part of the Complaints Committee.

3. Within three (03) working days of the receipt of the Complaint, the Complaints Committee will convene a meeting of which advance written intimation will be given to the Complainant.
4. The complainant will be entitled to remain present personally during the meeting.

During the first meeting of the Complaints Committee, the Complainant shall be heard and the Complaints Committee shall decide whether the Complaint requires to be proceeded with. The Complaint will be dropped only if the complainant does not disclose an offence of sexual harassment. In case the Complaints Committee decides to proceed with the Complaint, the Complainant's concerns with respect to the issue shall be taken into account and if the Complainant so wishes the accused (henceforth referred to as "Accused") will be called to a meeting of the Complaints Committee, be heard and if necessary, warned about his/her behavior and the matter conducted with a recording to that effect made by the Complaints committee. However, if the complainant wishes to proceed with the complaint beyond a mere warning to the Accused, the same will be proceeded with in the manner prescribed in this policy under the proceedings section.

9. Proceedings of the Complaints Committee

The following is the redressal process, which will be adopted by the Complaints committee to address any complaints lodged by an employee:

1. The complaints Committee will prepare the statement of allegation and will share the same with the Accused.
2. If the Accused desires to tender any written explanation to the statement of allegation, he/she shall submit the same to the Complaints Committee. The Complaints Committee will give ample opportunity to the Complainant and the Accused, for putting forward and defending their respective case by presenting witnesses and evidence, which may establish their claims.
3. The Complainant and the Accused will have the right to submit supporting evidence.
4. The complaints Committee will complete the enquiry/ investigation and prepare a report of its findings on the charges against the Accused and its decision to the

Managing Director and any other such persons as nominated by him (henceforth referred to as the “Management”) within a period of sixty days from the date of filing of the Complaint by the Complainant. The report of the Complaints Committee will also include recommendations to the Management for imposition of penalty along with reasons for such recommendations, as applicable.

10. Implementation of Recommendations of the Complaints Committee

1. The Management will consider the recommendations and findings of the Complaints Committee and will be required to arrive at a decision with respect to the proposed corrective action against the accused with ten days of the submission of the report by the Complaints Committee.
2. The Management has the right to issue such order and/ or directions as it deems fit. The Management shall also endorse a copy of its order to the Complainant, Accused and to the Complaints Committee.

11. Punishment for Sexual Harassment

The Management can impose the following penalties, which are indicative and not exhaustive on an employee who is found guilty of sexual harassment.

These can be further classified as minor and major penalties, as follow:

Minor Penalties - Written Warning and Major Penalties

- Withholding of performance based pay awards and bonus
- Withholding of promotion
- Termination of service Further the employee will also be required to give a written apology to the Accused and upon his/her failure to do so, the penalty can be enhanced.

12. Protection against Victimization

The following will be obligations of the Organization, during the processing/ investigation of the Compliant:

1. In the event the Accused is the Complainant’s Reporting Manager/ senior, the Organization will review the possibility of relocating the employee within the Organization and ensure that the Complainant is not being evaluated by the Accused.
2. Ensure that any sort of retaliation against the Complainant or witnesses is strictly prohibited. Any act of reprisal, including internal interference, coercion and restraint,

by the Accused, whether directly or indirectly, will result in appropriate action against the Accused by the Complaints committee in consultation with the Management.

3. In case the Accused is a third party interacting with the organization, such accused shall not be allowed to enter the organization premises except for the purpose of attending any meeting/ interaction as and when required by the Complaints Committee

13. Post Conclusion of the Investigations of the Complaint

The Organization will observe the following:

1. If the Accused is found to be guilty, the Accused shall not write the evaluation/ reports of the Complainant, if she is otherwise authorized to do so.

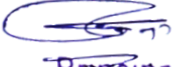
2. In case the Accused is a third party interacting with the organization, and found to be guilty, the Accused shall not be allowed to enter the organization premises.

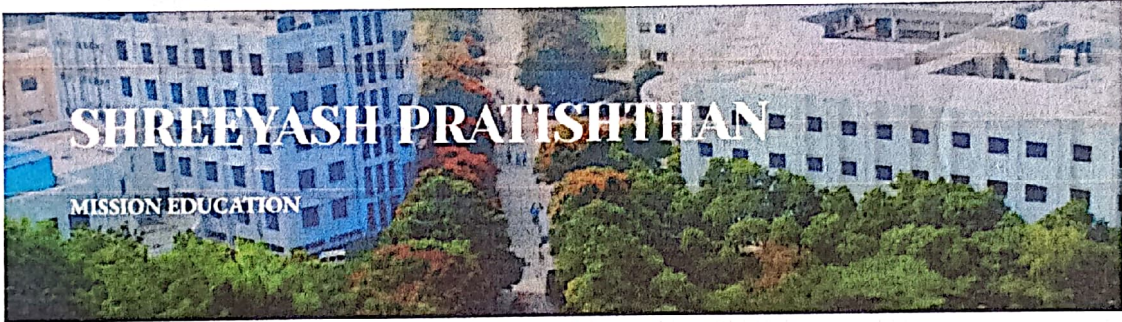
3. In the event, the Complaints Committee after investigation of a Complaint in accordance with the procedure prescribed herein, concludes that the Complaint was false and made with mala fide intention by the Complainant, then the Complaints Committee shall take such appropriate measures, in consultation with the Management, against the complaint, as it may deem necessary.

14. Criminal Proceedings

In case the act under sexual harassment amounts to a specific offence under the applicable law, the Management shall initiate appropriate action, in accordance with law, by making a complaint with the appropriate authority approved by: Secretary
Date: 30-08-2020.




Principal
Shreeyash Institute Of Pharmaceutical
Education and Research
Chh.Sambhajinagar



Shreeyash Pratishthan

Service Rules

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SERVICE RULES, DUTIES & RESPONSIBILITIES

1. PREAMBLE

Shreyash technical campus, located in the midst of nature, surrounded by the hills, is marathwada's one of the most promising educational campus. Spread in a land of 53 acers, it comprises a polytechnic, an engineering college and an MBA institute, established in 2008 as a dream project of its chairman, Mr. Basavraj Mangrule. In the year 2016, a diploma in pharmacy (D.Pharm) was established by the name of Shreyash institute of pharmacy and subsequently In 2017 a degree (B.pharm) and diploma in pharmacy (D. pharm) has been established by the name of Shreyasha institute of pharmaceutical education and research

Going beyond its motto of "transforming students into professionals", Shreyash technical campus in a short span of time has played a very significant role in bridging the gap between the demand and supply of the industrial zone of Aurangabad by providing opportunities to the budding students in rural area from Marathwada region to exhibits their skills in front of a corporate houses.

Being an education provider, Shreyash Pratishthan has a goal of becoming one of the leading educational society by focusing on teaching, learning, research, consultancy and extension activities.

Shreyash Pratishthan believes in transparent administration, organized system and implementation of the same, to achieve the goal. Over the period of time the Shreyash Pratishthan has established such systems, procedures and rules for an effective administration, titled as "Service Rules, Duties & Responsibilities", for the benefit of the employees

2. DEFINITIONS

- i) "Institute" means any college under the umbrella of Shreyash Pratishthan.
- ii) "Management" means the Board of Management of the Institute constituted as per Memorandum of Association (MoA) and UGC regulations.
- iii) "Staff" means all employees belonging to faculty, administrative and technical category of the Institute excluding those who are engaged on part-time, temporary and / or on daily basis.
- iv) "Teaching faculty" refers to all teaching staff.
- v) "Duty" means a staff member performing the duties of the post for which he/she is appointed and other portfolio specifically indicated.



- vi) "Leave" means leave of absence sanctioned by the competent authority of the Institute to a staff member to which he/she is eligible under the service rules.
- vii) "Pay" means basic pay and grade pay applicable to the post a staff holds.
- viii) "Competent authority" means any staff member declared / nominated by the Chairman of Management.

3. CATEGORIZATION OF STAFF

All staff members of Shreeyash Pratishthan are grouped into three categories viz.

- a) Teaching Staff (Faculty Members): Professor, Associate Professor, Assistant Professor (Selection Grade), Assistant Professor (Senior Grade), Assistant Professor, Lecturer, Visiting Professor, Visiting Faculty.
- b) Other Category: Director, Director (Administration), Librarian, Assistant Librarian, Placement and Training Officer and Student Counsellor.
- c) Administrative Staff: Finance Officer, Superintendent, Accountant, Senior Assistant, Junior Assistant, Typis Telephone Operator, Record Clerk and Attender.
- d) Technical Staff: Technician, Assistant Technician, and Library Assistant

4. MINIMUM QUALIFICATIONS

4.1 Teaching Staff

As per the norms laid down by All India council for technical Education New Delhi (AICTE), UGC and Pharmacy Council of India, New Delhi (PCI), published time to time in official gazette

4.2 Administrative Staff

As per the norms laid down by All India council for technical Education New Delhi (AICTE), UGC and Pharmacy Council of India New Delhi (PCI), published time to time in official gazette

4.3 Technical Staff

As per the norms laid down by All India council for technical Education New Delhi (AICTE), UGC and Pharmacy Council of India New Delhi (PCI), published time to time in official gazette



5. RECRUITMENT SELECTION PROCEDURE

- i) For the recruitment of teaching, administrative & technical staff, advertisement shall be issued in leading newspaper.
- ii) Candidate is short-listed by a Committee consisting of Principal, HOD of the concerned Department, a senior Professor and an Associate Professor of the concerned Department.
- iii) All short-listed applicants shall be called for interview before a selection committee constituted by the Chairman for the purpose.
- iv) Before appearing for oral interview, all these candidates should give demo lecture or typing demo, etc as required.

5.1 Local Selection Committee

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

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

The committee shall select the candidate(s) taking into account, the test performance, subject knowledge, aptitude and experience of the candidate(s).

5.2 Appointment

After approval of the selection list by the Chairman, the selected candidates will be appointed by the Principal to the respective post(s).

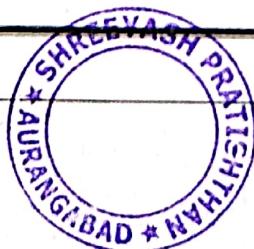
Note: The appointments are finalized subject to approval of University or Technical Board

6. DUTY, PAY, ALLOWANCES AND INCREMENT

6.1 Duty

A staff member is considered to be on duty for the purpose of service benefits:

- i) When a member is discharging the duties of the post to which he/she is appointed.



- ii) When the member may be enjoying holidays declared by the Institute or vacation permitted or availing any leave sanctioned by the authority concerned.
- iii) When the member is attending conferences, seminars, summer and winter schools, workshops, refresher courses, orientation courses etc duly permitted by the competent authority.
- iv) Any other work assigned to the staff member by the competent authority in the interest of the Institute.

6.2 Pay Scales

- i) All regularly appointed teaching faculty are governed by the pay scales (pay band) approved by the management from time to time on the basis of UGC/AICTE scale of pay.

6.3 Allowances

Allowances such as Dearness Allowance (DA), House Rent Allowance (HRA) and other allowances if any shall be as fixed by the management from time to time for all regular employees.

6.4 Sanction of Increment

Increment to all staff shall be sanctioned based on the Performance Appraisal Scoring System (PASS).

7. PERFORMANCE APPRAISAL

- The Management of the Institute reviews the performance of faculty members every year and based on this, annual increment, career advancement, etc will be given to the faculty. The following are the important provisions.
- i) Every faculty member should submit his/her annual performance report in the appraisal format prescribed by the Institute. Detailed instruction issued in this regard has to be followed scrupulously. As it is a self-introspection of his/her performance, reporting by the faculty member should be factual and accurate, supported by evidence wherever necessary.
 - ii) It is incumbent on the part of HOD, to check the entries and append his/her comments in an unbiased manner taking into account the interest of the department.
 - iii) A review committee formed by the Institute shall review the performance of every faculty member and recommend annual increment, career advancement if it



is due to him/her and his/her performance is good. In case, a faculty member's performance is consistently unsatisfactory, based on the recommendation of the committee, the Management would take appropriate action including termination of his/her service.

7.1 Retirement and Severance

- i) Normally the age of superannuation of a faculty is 60 years. However, reappointment up to the age of 70 years on contract can be considered depending on the need. Consolidated salary to be fixed based on the qualification and requirement of the department for those retired at the age of 60 years.
- ii) Age of superannuation in the categories of Librarians and Directors will be 60 years only.
- iii) Normally, the age of superannuation for non-teaching staff is 58 years. However extension on contract basis on consolidated pay can be considered up to the age 60 years on merit and depending upon the need.
- iv) Any appointment after 58 years in the case of non-teaching staff and 60 years for teaching faculty shall be on contract. After they have been relieved from their regular service with all service benefits they may be reappointed on consolidated pay to be fixed by Management on the recommendation of Chairman.

7.2 Resignation:

If a staff member (Teaching or Non-Teaching) intends to resign from this Institute he / she shall give 3 months notice in advance. The Three months notice period shall be co-terminus with the semester only. Under any circumstances a staff member shall not be relieved in the middle of a semester.

7.3 Termination of service:

The Institute can relieve any staff member by giving him / her three months notice at any time in a semester.

8. LEAVE RULES

8.1 Casual Leave (CL)

All staff members are eligible for 12 days of casual leave per calendar year.

Those who work on Sundays or any other Government holidays upon specific instruction from Principal or Management can avail compensatory holiday on any day in that annum with prior application



8.2 Earned Leave (EL)

- i) All members of staff (Teaching & Non Teaching) are not permitted to earn leave for the first 2 years of service.
- ii) After completion of 2 years service all staff members are permitted to take earn leave maximum of 7 days per calendar year.
- iii) After completion of 4 years service all staff members are permitted to take earn leave maximum of 10 days per calendar year.

8.3 Maternity Leave

Maternity leave shall be granted for a maximum period of 45 days. Such sanction is restricted to two confinements only. All the members of staff (Teaching and Non Teaching) who have completed two years of service only are eligible to avail this leave.

8.4 Study Leave

A faculty member may be granted a maximum of 24 months of study leave without salary for pursuing higher studies, with a duly executed bond to serve the Institute on return for 3 years. Otherwise he/she shall resign from current position to proceed for higher studies without a bond.

8.5 Vacation

The vacation staff members are permitted to avail as per the schedule given by Directorate of Technical Education (DTE), Mumbai

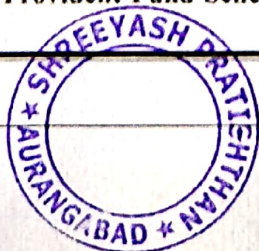
9. TRAVELLING ALLOWANCE (TA)

TA/DA will be paid to staff members for attending conference and other travel for official purposes as per the rules given below:

- i) For conferences conducted by recognized professional bodies and National / International conferences conducted by higher learning institutes like IITs / IIMs / NITs / reputed Universities as certified by HOD.
- ii) It is applicable for oral presentation only and not for poster presentation.
- iii) Faculty should also apply to funding agencies for financial support.
- iv) Train fare in First Class or AC-3 Tier including reservation subject to production of evidence.

10. SOCIAL SECURITY BENEFITS

10.1 Employee Provident Fund Scheme



All the members of staff (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service (*subject to willingness of faculty). The deduction of EPF contribution from the employees is at the rate of 12% of their pay (Both Basic + DA put together) with a maximum pay limit of Rs. 15,000/- p.m

10.2 Insurance Scheme

All members of staff (Teaching & Non-Teaching) are covered by a group personal accident cum hospitalization policy. The premium is paid by the management during January of each year.

10.3 Interest Free Festival Advance

Members of Non-Teaching staff those who apply for festival advances are sanctioned interest free advance of Rs.10000/- each for the festivals viz Ramzan, Bakrid, Deepavali, Pongal & Christmas every year and it is recoverable in ten equal instalments from the salary of the staff member.

11.DUTIES & RESPONSIBILITIES OF FACULTY MEMBERS

As a private organization, the management has taken efforts to introduce AICTE scales of pay, proper working conditions, social security scheme, etc. As this is a Institute the contribution of faculty members is expected to be more by way of research, extension activities apart from regular academic and teaching activities. The duties and responsibilities of all faculty members have been framed and approved by the Board of Management

11.1 Purpose and Scope

As faculty members of Shreeyash Pratishtan, they are responsible for contribution and sustenance of the standards of the institution. They should comply with the relevant policies, rules, regulations, norms and standards set to guide their work. While every individual member is accountable for his/her action, as member of the Institute community, they are collectively accountable for upholding those standards of behaviour and for compliance with all applicable rules, regulations and code of conduct.

This document details the rules and regulations that every faculty member should follow and the code of conduct they should adopt in the discharge



of their professional duties. These rules and regulations are not exhaustive and hence, the detailed instructions issued from time to time and the modifications made in these due to necessities have to be adopted by the faculty members.

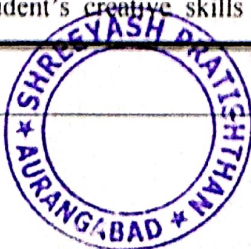
11.2 Teaching and Learning

A faculty is responsible for,

- i) Teaching of both core and elective courses in the field of his/her specialization as allocated by the Head of the Department for various programmes offered by the Institute.
- ii) Conducting laboratory courses, tutorials and seminars of the programmes assigned to him/her in an effective manner, so as to improve the practical knowledge of the student.
- iii) Providing proper guidance and supervision of the project work undertaken by students and development of proper report with the industry/organization if the project is industry related one.
- iv) Making the teaching more effective and interesting to the students by the use of multi-media teaching aids.
- v) Making the laboratory and seminar classes more purposeful by examining the students orally either before or after the experiment/seminar to improve the student's understanding of the subject.
- vi) Conducting the core / elective course as project based / experimental / activity based learning.
- vii) On the whole, the teaching learning shall be learner centered ensuring learning outcome of different courses.

11.3 Course Planning and Material Preparation

- i) The faculty member is required to plan and make complete preparation well in advance to effectively teach the theory and practical courses.
- ii) He/she should prepare the schedule of lectures with topics, tests, assignments, demonstrations, screening of video or power point presentation etc., in advance and the students should be informed of the same.
- iii) The faculty member has to design experiments for laboratory classes so as to improve the student's creative skills besides properly understanding the physical



phenomena or concept.

11.4 Examination, Evaluation and Grading

- i) A faculty is required to set standard question papers to test the knowledge / analytical thinking of students.
- ii) A faculty is required to conduct and invigilate any exam/test in the Institute. Such test/exam may be for the course taught by him/her or for any other course assigned by the Head of Department/Controller of Examinations of the Institute.
- iii) A faculty member while evaluating answer scripts, oral examination/project work evaluation, should scrupulously be objective in his/her approach so that the student can earn the marks/grading for his/her performance only. Besides, he/she should indicate the mistakes on the script except for end semester examination, where no marking is permitted to be made on the script.

11.5 Maintenance of Records

- i) Each faculty member is required to maintain the record of class work, attendance and continuous assessment neatly, properly and in time. This should be produced to the Head of the Department (HOD) as and when called for or immediately after the test for scrutiny and should be handed over to the HOD after the academic audit.
- ii) Each faculty member is required to keep a file containing question papers set by him/her for the course handled, copy of answer sheets of the students after evaluation, for production to the academic audit.
- iii) If the faculty member is assigned to be Teacher Guardian by the HOD, he/she should maintain the list of students under him / her, their parent/local guardian contact address/phone/mail ID etc., so that the student's progress could be monitored and communicated to them.

11.6 Monitoring of students progress

- i) The faculty of any course is required to watch the attendance and academic performance of each student of his/her course and take necessary steps at his/her command to improve the student's progress. If his/her effort fails, the faculty member should bring it to the notice of the HOD and the Teacher Guardian so that the information can be sent to the parents/guardians.
- ii) A faculty member has to be thorough with the regulations of the academic



programme offered by his/her Department and other instructions issued from time to time so that he/she can effectively guide the student.

- iii) As a Teacher Guardian, the faculty member is required to motivate students under his/her care and also help them while they face any other general problems till they leave the Institute.

11.7 Participation in Academic Developments

- i) A faculty is expected to be creative so as to contribute to the introduction of new academic programmes in the emerging areas relevant to the society, innovative curriculum and new methodology of teaching and evaluation.
- ii) In order to be an effective faculty, he/she is required to update his/her knowledge by attending faculty development programmes, short-term courses, professional society meetings, National / International Conferences, reading recent technical journal articles and periodicals and going through the web sites of world class Universities. They may also enroll in one or more Professional Societies/Associations.

11.8 Punctuality and regularity

- i) The faculty member shall not permit any student to attend the class after the stipulated time specified by the Institute so as to ensure punctuality in attending class by the students.
- ii) A faculty member is required to make alternative arrangement to handle his/her scheduled course work and other works whenever he/she goes on leave.
- iii) As far as possible a faculty member should not miss the scheduled class and only under unavoidable circumstances alternative arrangement can be made. This will ensure better compliance of scheduled classes.
- iv) A faculty member shall be punctual in attending class and leave the class room after his/her class is over only after the arrival of the faculty for the next period or instruct the students to go to the laboratory/workshop for practical classes, as the case may be.

The faculty member shall carry out any other academic related activity that may be assigned to him by the HOD/Higher Authorities from time to time

11.9 Academic research



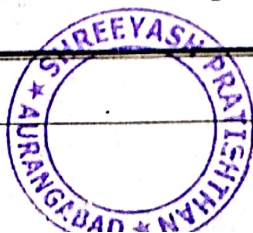
- i) As research is an inherent component of the functions of a Institute, every faculty member shall take active efforts to make research contributions in his/her field of specialization.
- ii) A faculty member should identify specific aspects relating to his/her area of specialization in which there is considerable scope for further working, so that he/she either do it by himself/herself or motivate undergraduate and postgraduate scholars or a junior colleague to take up the study under his/her supervision.
- iii) Faculty members who act as Research Supervisors should spare adequate time to the research scholars for discussion and monitor their progress, so that not only the quality of work is improved but also time over-run can be avoided.
- iv) If the student's project work is industry related, the faculty member shall visit the industry to know the problem in its perspective so that he/she can guide effectively. In fact, this will help to develop contact with the industry.

11.10 Research publications and books

- i) As research publications in refereed journals of international importance not only improve the individual's image but also of the institution, every faculty member should strive to bring out such quality publications.
- ii) Faculty members should publish their research output only in reputed journals.
- iii) Faculty members shall also strive to file patents if their research output is felt new and novel.
- iv) Depending upon the research content, the faculty member may also present papers in International/National level conferences, but the impact they command compared to publications in refereed journals is considered much less.
- v) Faculty member should also take efforts to bring out his/her research work other than refereed journal papers, in the form of books.
- vi) The faculty members will be provided financial incentives for publications in refereed journals taking into account the impact factor, total citations, immediacy index, half-life, etc.

11.11 Sponsored and funded research projects

- i) An important source of financing and professional recognition to the Institute is



- sponsored and funded research projects. Therefore, every faculty member should browse the web sites of various funding agencies, advertisement, etc., periodically and submit research proposals in the proper format to those agencies to secure funding assistance for research and acquiring facilities such as equipment, instruments, etc.
- ii) Many funding agencies provide funding assistance for establishment of centres of excellence. A faculty member may also examine and send proposal pertaining to his/her department or interdisciplinary ones for establishment of such centres.
 - iii) Students should also be encouraged by faculty members to submit proposals for securing funding assistance for student projects from Science and Technology Councils of the State and Centre and other agencies.

11.12 Consultancy projects

- i) A faculty member should take efforts to secure consultancy works in his/her area of specialization from industries and business or from State agencies.
- ii) To secure consultancy work, the individual's capability in solving practical problem in his/her area of specialization besides development of good rapport is very essential. Guiding industry oriented student projects is an easy way of establishing contacts with the industry counterparts. Hence, faculty member guiding such project works should establish proper, healthy and positive rapport with the concerned industry from where such project work is undertaken.
- iii) A faculty member should constantly update his/her knowledge, familiarize himself/herself with the problem of industry by going through industry publications, attending professional society meetings etc., to establish contact and get to know the problem of industry.
- iv) Attending seminars and conferences organized by professional institutions such as Confederation of Indian Industry (CII), Federation of Indian Chamber of Commerce & Industry (FICCI), The Institution of Engineers (IEI), Institute of Electrical and Electronics Engineers (IEEE) or other Industrial Associations will also help to understand the problem of industry.

11.13 Co-Curricular activities

- i) A faculty member is required to arrange guest lectures, seminars etc., to supplement regular lectures and also help in the conduct of faculty development programmes, short-term programmes, workshops, open houses, exhibitions organized by the Department or Institute.



- ii) A faculty member is required to organize industrial visits, educational tours and accompany the students to visits/tours as and when required by the HOD.
- iii) A faculty member is required to help the Professional Societies in organizing annual events such as symposium, technical contest, quiz, and also in the interaction with the parent bodies (e.g. ASME, IEEE etc.) to promote the student chapter of the professional bodies.
- iv) A faculty member is required to coordinate National / International conferences / seminars / symposium / workshop.

11.14 Extra-curricular activities:

- i) A faculty member should see that the class rooms, department buildings, laboratories and surroundings are kept neat and tidy with the help of personnel assigned for this purpose.
- ii) A faculty member should ensure that lights and fans are switched off after the class is over, and if there is no lecture class for the students in the next period to save energy consumption.
- iii) As discipline in the campus is very essential, every faculty member should interfere if they notice indulgence by students in activities of condemnable nature.
- iv) A faculty member if required to help the HOD in all administrative matters like distribution of hall tickets, mark sheets etc., and compilation of departmental replies to higher authorities etc.
- v) The faculty member has to serve as a member of any enquiry committee or as a member of various committees whenever the Department/Institute organizes major events such as Sports Day, Annual Day, Technical and Cultural Festivals, etc.
- vi) All faculty members are expected to oversee the students go to the class on time and not loitering in the campus.
- vii) Faculty members should also take part in activities related to NCC, NSC, NSO, Red Cross Society, Alumni Association, etc., as office bearer/organizer and shall discharge the duties assigned to the position.
- viii) Any other activity(s) related to Department or Institutional Development that may be assigned to the faculty member depending on the need.



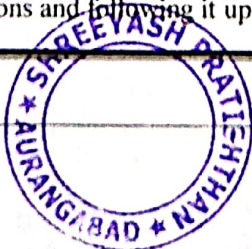
11.15 Teaching Workload Norms

- i) All full-time faculty members should perform a minimum of 18 hours of work per week or AICTE norms for the Institute on a 6 day week basis. The Institute has the right to fix the working hours and days depending upon the exigency.
- ii) The 18 hours is only the minimum, but a faculty member is expected to devote more time in connection with execution of sponsored and funded projects, consultancy work, continuing education, summer courses, etc.,
- iii) The minimum working hours may vary in the case of part-time and visiting faculty depending upon their condition of employment.

12. DUTIES & RESPONSIBILITIES OF ADMINISTRATIVE STAFF

12.1 General Administration

- i) Keeping record of the minutes of the meetings and communications of minutes/orders issued, after obtaining approval.
- ii) Maintenance of all important documents such as Memorandum of Association (MoA), Bye-laws and carrying out changes/modifications as and when necessary after approval by appropriate bodies, without destroying the immediately past versions.
- iii) Seeking the approval of/information to the UGC, AICTE, PCI and other bodies, as the case may be, wherever necessary for the changes/modifications made.
- iv) Maintenance of all attendance registers and minutes of various committee meetings and maintaining confidentiality of information, where it is essential in the interest of the Institute.
- v) Furnishing all returns called for by the UGC, AICTE, PCI and other bodies who has supervisory/overseeing powers with regard to the programmes offered by the Institute.
- vi) Taking all actions and doing all correspondence relating to securing accreditation from NAAC, NBA or other accrediting bodies, from whom the Institute may decide to get.
- vii) Furnishing of compliance reports and providing the details called for by the agency.
- viii) Taking steps to sign of Memorandum of Undertaking (MoU) with industries and other institutions and following it up.



- ix) Keeping of all records relating to collaboration and following it up with the Deans/HODs of the Institute.

12.2 Budget preparation

Budget is an important instrument for the control of expenditure and financial management of the Institute. The duties and responsibilities of administrative staff include,

- i) Calling for budget details both for consumables and non-consumables from the Departments of the Institute.
- ii) Compiling the budget and getting the approval of the appropriate body and communication back to the Department concerned.

12.3 Account keeping and compilation

- i) Keeping of books of accounts such as ledger, subsidiary books, cash book, etc. as per the approved procedure/manual.
- ii) Compilation of accounts such as trial balance, reconciliation, preparation of income and expenditure statements, cash flow and balance sheet.
- iii) Receipt of semester fees and other fees from the students accounting them and attending to all other issues relating to that.
- iv) Accounting of caution deposit of students and refund/adjustment as the case may be.
- v) Management of all payables by the Institute by taking prompt action after approval from the authority concerned, all bills for supplies and services availed.

12.4 Salary and wages

- i) Preparation of all pay bill, arrears bill and supplementary bills of all employees, drawl and disbursement to the concerned person as per the established procedure.
- ii) Maintenance of accounts pertaining to statutory deductions like provident fund, property tax, etc.
- iii) Preparation of all remuneration bills and disbursement for testing, consultancy work, remuneration for approved courses conducted and other incentives related payment to the faculty and staff.
- iv) Dealing with all matters relating to income tax deduction from the salary and



other payments to the employees, which include prompt payment to the statutory authority, filing of returns and issue of tax deduction certificate, etc.

- v) Deduction of professional tax and remittance to appropriate authorities under the Act.
- vi) Drawl of payment towards encashment of leave, leave salary, statutory payment like gratuity and recovery of dues from employees.
- vii) Dealing with all other matters related to drawl & payment and recovery from the employees of the Institute.
- viii) Dealing with all matters relating to sanction of advances to employees, and recovery / adjustment of the same.

12.5 Recruitment of staff

- (i) Working out staff requirement comprising faculty, technical and administrative staff as per the norms fixed and obtaining necessary sanction from the appropriate authority.
- (ii) Maintenance of establishment list category-wise and taking action to fill up the position on approval from the authority concern.
- (iii) Putting up proposal for sanctioning additional staff as and when new programmes are added and/or expanded, etc., after getting necessary proposals from the concerned Head of Department.
- (iv) Issuing of advertisement, receiving applications, short-listing candidates by test/experience, etc. by the Department and putting up the short listed candidates to the appropriate selection committees constituted for interview and selection.
- (v) Issuing of appointment orders to the selected candidates after approval by the competent authority.
- (vi) Maintenance of qualifications fixed for various positions in different category of staff. Taking action to fix qualification for recruitment if and when new positions are created.

12.6 Service related matters

- (i) All matters relating to probation, regularization for all categories of staff promptly.
- (ii) Receipt of all annual performance appraisal forms from the Departments, initial scrutiny for missing details and submission to the review committee.



- (iii) Arranging for the conduct of annual review for all categories of staff and sanction of increment.
- (iv) Arranging for special reviews for career advancement/promotion by the committee constituted and issue of orders thereafter.
- (v) Maintenance of all service records of all employees and periodic updating.
- (vi) All matters relating to deputation of faculty to attend conferences//seminars workshops.
- (vii) Issue of certificate such as service certificate, experience certificate, etc., after obtaining approval from the authority concerned.

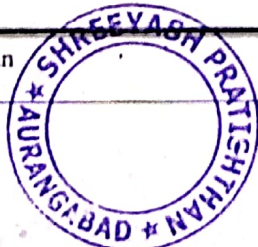
12.7 Retirement, severance and disciplinary action

- (i) Processing of resignation request of employees after checking his/her condition of appointment and the policy of the Institute.
- (ii) Issuing relief order through the Department concerned only on satisfying all conditions prescribed, and after getting no dues certificate.
- (iii) Maintaining the retirement date of employees and taking prompt action to relieve him/her following the due procedure prescribed.
- (iv) Issuing certificate/experience certificate only on completion of all formalities.
- (v) All matters relating to disciplinary action against employees for offences committed, dereliction of duty, etc.
- (vi) All correspondence and files relating to legal action against any employee if and when such action pursued by the Institute.

12.8 Admission of students

- (i) Issuing advertisements calling for application for various programmes offered by the Institute and processing of applications.
- (ii) All correspondences relating to admission of students in various programmes and all issues relating to admission.
- (iii) Verification of all certificates of students for validity before admission.
- (iv) Checking for equivalence of eligibility conditions for various programmes especially in respect of students migrating from other Universities.

12.9 Maintenance of student records



- (i) Maintenance of all information relating to every student pursuing programme in the Institute in proper form and to retrieve them as and when necessary.
- (ii) Safe custody of all original certificates received from students for verification and safe return of them after verification.

12.10 Scholarships, bank loan and research fellowships

- (i) Issuing certificates to students to secure loan from Banks for pursuing education in the Institute.
- (ii) All matters relating to securing scholarship for students, who apply to various agencies awarding scholarships.
- (iii) Matters relating to award of merit scholarship, fee waiver, etc., by the Institute for meritorious students.
- (iv) Forwarding the applications of research scholars and pursuing with UGC and other agencies for the award of research fellowships under various schemes.

12.11 Issue of Transfer certificates & Hall tickets

- (i) Issue of transfer certificate and other certificates signed by appropriate authority to the students when they leave the Institute after completion of programme/discontinuance the programme.
- (ii) Distribution of Hall tickets to the students after ensuring their compliance of conditions stipulated in the regulations for the end semester examinations.

12.12 Purchase of items

The duties and responsibilities under this item shall include,

- i) Though Departments take action to purchase consumable and non-consumable items, it is the duty of administration to ensure that they follow the purchase procedure as prescribed by the Institute.
- ii) Scrutiny and securing administrative approval from the appropriate authority for the purchase proposal of the Department and return it to the Department concerned.
- iii) Checking the short listed comparative statement and the evaluation sheet with remarks for accuracy, missing information and placing it before the purchase committee for consideration/negotiation with the parties concerned and final decision.



- iv) Making arrangements for procuring record note books and other stationery required by the Departments, Examination Cell, etc., every semester/annual as the case may be.
- v) Purchase of all furniture and fittings required by the Departments through appropriate agencies as per the procedure enunciated by the Institute.

12.13 Stores stocking & distribution

- i) Assessing the requirements from Departments, make arrangements for printing and stocking and distribution of calendars, magazines, record note books, other forms and registers required by the Institute.
- ii) Printing/purchasing, stocking and distribution of all other stationery such as paper for writing, answer scripts, chalks, dusters, etc., required by the Departments and Examination Cell.
- iii) Gathering of indent for furniture from the Departments and arrange for the supply of the same following the procedure.
- iv) Maintenance of stock register and arranging for annual stock verification in all the Departments of the Institute.
- v) Follow up action on the stock verification report pertaining to Departments to ensure they rectify the defects pointed out.

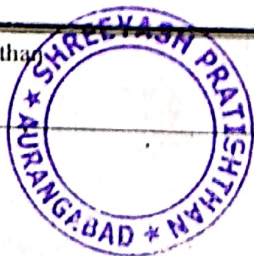
12.14 Bills processing

- i) Bills received from the Departments and suppliers have to be verified for stock certificate and the claim made by the suppliers.
- ii) Bills after due verification be passed by the Accounts Section for passing and issue of cheque.
- iii) Payment to the parties by cheque will be made by the Stores and Purchase section through the Department whoever procured the items.

13. DUTIES & RESPONSIBILITIES OF TECHNICAL STAFF

13.1 Science Laboratories

The technical supporting staffs are employed in the laboratories of various science departments. As far as practical classes in the laboratory are concerned,



the technical staff is responsible for

- i) Arranging the equipment/instruments for conducting experiments by students in pursuance of the instructions of the faculty member in charge of the practical class.
- ii) Issuing instruments to the students based on the instructions of the faculty under due acknowledgement of the students for conducting experiments.
- iii) Receiving of the gadgets/instruments issued to students, after checking for any malfunctioning, damage caused etc., and reporting to the faculty member any damages etc., if noticed.
- iv) While the faculty member in charge of the practical class is responsible for issuing instructions as how to conduct experiment, the technical support member should refrain from prompting the students.

13.2 Workshops

The technical staff such as Instructors and Technicians is employed in the Workshop primarily to coach the students in technical skills involving machining etc. While the faculty member in charge of the Workshop class is responsible for briefing the students about the exercise, the theory behind it, precaution to be adopted etc., the technical staff is responsible for

- i) Issuing of tools and gadgets required for carrying out the exercise assigned to the student and receiving it back after the class is over.
- ii) Coaching the students as how to operate the machine, mounting of tool, carrying out machining operation, etc.
- iii) securely in the interest of safety of students.
- iv) Technical staff should communicate with the students in English during Lab Classes.
- v) Carry out any other work assigned to them by staff in charge and HOD.

13.3 Testing and machine oriented laboratories

There are many laboratories, wherein the students are given practical exposure in conducting tests, which involve sophisticated and costly machineries. The technical staff provides support services to the faculty member in charge of the practical



class in coaching the students. Their responsibilities include,

- i) Helping the students in the preparation of specimens required as per the instruction of faculty for conducting the test. The technician should avoid doing by himself instead of the students.
- ii) Providing assistance if needed by the students in mounting the specimen and in handling the equipment or machinery so as to ensure that the equipment is not damaged.
- iii) Issue of necessary consumables from the sub stock required by the students for conducting the experiment and accounting it properly.
- iv) Keeping the testing equipment/machinery in operable condition by checking them when the laboratory classes are not held.
- v) Maintenance of the laboratory clean.
- vi) Carry out any other work assigned to them by staff in charge and HOD.

13.4 Computer related laboratories

- i) Routine maintenance of all computer systems UPS and other peripherals related to laboratory.
- ii) Assisting the faculty in charge of laboratory class, so far as it relates to the hardware and system software problems.
- iii) Maintenance of computers attached to the Institute office and senior officials like Vice-Chancellor, Registrar, Director and Deans.
- iv) Arranging LCD projector to the class room, conference hall, seminar hall, etc., as and when needed.
- v) Maintenance of all software packages attached to the laboratory. Removal of viruses in the system as and when affected.
- vi) Switching off the systems and air conditioners when students are not using the laboratory to save energy consumption.
- vii) Reporting to the faculty member if the technical staff notice any misuse of the system by students.



viii) Keeping the laboratory clean.

ix) To carry out work assigned to them by staff in charge of Laboratory or HOD.

13.5 Cleanliness and Maintenance

With regard to cleanliness and maintenance the duties and responsibilities of technical staff include,

- i) Ensuring that the laboratory/workshop, in which the technical staff are posted is kept clean and neat by using the sweepers posted for the purpose.
- ii) All the equipment / machinery should be maintained so that they are in good working condition always. In case of any fault/defect, it should be brought to the notice of the faculty in charge of the laboratory and take prompt action to rectify the defects.
- iii) The technical staff should ensure that the garbage accumulated in the laboratory or in the vicinity outside the laboratory are cleaned by the cleaning staff of the Institute posted for the purpose.
- iv) All safety items like fire extinguisher etc., should be kept in working condition and first aid materials are kept in the box to be used in case of emergency.
- v) Many equipment/measuring devices need periodical calibration. It is the responsibility of the technical staff to do recalibration with the help of faculty in charge or getting it done by outside agencies wherever it is needed.
- vi) Maintenance and exhibition of charts and other learning materials in the laboratory as per the instructions of the laboratory in charge is also the responsibility of technical staff.
- vii) The technical staff should bring it to the notice of faculty in charge about unserviceable items and items to be condemned. He/she should also help him/her in taking action to dispose them.
- viii) All the machineries and equipment are to be cleaned regularly by technical staff.

13.6 Record Keeping



- i) Maintaining the stock register for both consumable and non-consumable items by making entries then and there, and getting it attested by the faculty member.
- ii) Keeping the store room / cupboard wherein the tools, gadgets, etc., are stocked securely and safely and issue to the students on the instruction of the faculty under proper acknowledgement only.
- iii) Maintenance of register regarding breakage of item by students while doing experiment, preparing the statement duly attested by the faculty member at the end of semester for forwarding to the office to effect recovery.
- iv) Maintaining all instruction manuals and record note books submitted by students to the faculty for correction and redistribution back to the students.

13.7 Examination Related Activities

The duties and responsibilities during practical examination are as follows:

- i) Issue of instruments and other equipment to the students as per the instruction of examiners appointed for the purpose.
- ii) Desist from revealing to the students any confidential information relating to the content and scope of the practical test given to the students.
- iii) Desist from giving any prompt or assistance to the students, who are undergoing examination thereby not jeopardizing the sanctity of the examination.
- iv) Checking all the equipment, machinery and tools for any defect and rectify the same so that the students do not face any difficulty during examination.





SHREEYASH PRATISTHAN'S
**SHREEYASH INSTITUTE OF
PHARMACEUTICAL
EDUCATION AND
RESEARCH**



Strategic Plan

'Vision-2032'

Strategic plan 'Vision-2032'



Principal

1

**Shreeyash Institute Of Pharmaceutical
Education and Research
Chh.Sambhajinagar**

Strategic plan 'Vision 2032'

Vision

In pursuit of creating a competitive environment to produce ever evolving pharmacist.

Mission

To achieve highest standard of infrastructure in the practice of pharmacy.

To nurture students through innovative outcome based learning.

To Strive for excellence in research and collaboration.

To pay back society in meaningful services.

Goals of Institute

- To develop professional skills and competence with ethics in the students to become true professionals and to achieve success in life.
- To train the students to compete and excel in all competitive examinations and interviews and secure good footing in their desired career path.
- To create and manage progressive collaboration to the developmental activities.
- To be involved in extensive research, design, consulting and related activities.
- To regularly publish articles, research papers, books and manuals, in the field of Pharmacy.

Quality Objectives

To provide a sound academic environment to students for a complete learning experience.

To train the staff for all-round development of academic record.

To improve the industry institute interaction.

To promote R & D activity.

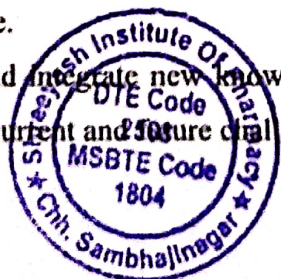
To Strive for students' placement.

To organize co-curricular and extra-curricular activities.

The Strategic plan 'Vision 2032' of institute is aligned with vision and mission.

1. Curriculum Modernization as per NEP 2020

- To update and improve educational curricula to meet the needs of society, technology, and the workforce.
- To update and integrate new knowledge, skills, and teaching methods to better prepare students for current and future challenges.



A handwritten signature in blue ink, appearing to be 'S. S. S.', written over a horizontal line.

Principal

Shreeyash Institute Of Pharmaceutical
Education and Research

2. Research and Development

- To apply for various grants and funds for various research projects time to time.
- To improve research activity of students and staff in terms of publications, patents and books/ chapters.
- To upgrade the sophisticated equipment facilities to facilitate translational research.
- To increase the MOU's / Collaborations/Linkages with different industries, institutes for research, student trainings, teacher training and exchange of faculties.

3. Social responsibility and outreach activities

- Organize regular study tours, industrial visits, field visits as well as EVS tours.
- To conduct regular soft skill development programs for students.
- To inspire students and faculty members to participate in various social activities, and to contribute to Healthcare in the society.
- To increase the student and faculty participation in the various outreach activities.

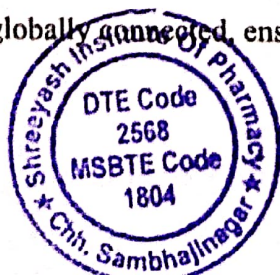
4. Expansion of Institute and quality improvement

- To introduce M. Pharmacy course in various discipline such as Pharmaceutics, Quality Assurance, and Pharmaceutical Chemistry in existing institute.
- To apply for NIRF ranking and NBA accreditation in existing institute.
- To develop and implement a new Pharm D program in existing institute involves several critical steps, from conceptualization to full operational status.
- To make a centre of excellence for value based education system.
- To prepare competent pharmacists capable of providing high quality pharmaceutical services and striving for excellence and innovation in patient care, research and community.

5. Augment the institute at National and International level

- To create a Benchmark in higher education
- To raise the institute's standard, including academic excellence, research, partnerships, branding, and student and faculty development
- To ensure an ethical and enabling framework for all activities.

By 2032, pharmacy education and research should be highly adaptive, technology-driven, and globally connected, ensuring to produce ever evolving pharmacist.



Principal

Shreeyash Institute Of Pharmaceutical
Education and Research



SHREYASH PRATISTHAN'S
**SHREYASH INSTITUTE OF
PHARMACEUTICAL
EDUCATION AND
RESEARCH**



Strategic Plan

'Vision-2032'

Strategic plan and its deployment



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Education And Research, Aurangabad

Address: Gut No.25B(P), Satara Parisar, Beed Bypass Road near SRPF Camp Tal, &
Dist, Aurangabad, Maharashtra 431010

Vision & Mission

1. Vision

In pursuit of creating a competitive environment to produce ever evolving pharmacist.

2. Mission

To achieve highest standard of infrastructure in the practice of pharmacy.

To nurture students through innovative outcome based learning.

To Strive for excellence in research and collaboration.

To pay back society in meaningful services.

Goals of Institute

- To develop professional skills and competence with ethics in the students to become true professionals and to achieve success in life.
- To train the students to compete and excel in all competitive examinations and interviews and secure good footing in their desired career path.
- To create and manage progressive collaboration to the developmental activities of the institute.
- To organize referral labs and provide test facilities as per standards.
- To be involved in extensive research, design, consulting and related activities.
- To regularly publish articles, research papers, books and manuals, in the field of Pharmacy.

Quality objectives

To provide a sound academic environment to students for a complete learning experience.

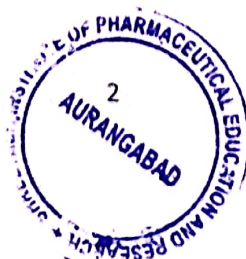
To train the staff for all-round development of academic record.

To improve the industry institute interaction.

To promote R & D activity.

To Strive for students' placement.

To organize co-curricular and extra-curricular activities.



Handwritten signature in blue ink above the printed name of the Principal.

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Strategic plan 'Vision 2032' and its deployment

The Strategic plan 'Vision 2032' and its deployment is described here:

1. Curriculum Modernization as per NEP 2020

Goals:

- To update and improve educational curricula to meet the needs of society, technology, and the workforce.
- To update and integrate new knowledge, skills, and teaching methods to better prepare students for current and future challenges.

Execution:

1. Needs Assessment:

- Conduct surveys and focus groups with stakeholders (students, teachers, employers).
- Analyze current curriculum gaps and future skill requirements.

2. Setting Goals and Objectives:

- Define clear, measurable outcomes for students.
- Align curriculum goals with national education standards and job market needs.

3. Curriculum Design as per NEP 2020

- Develop new courses or update existing ones to include modern content and skills.
- Incorporate interdisciplinary approaches and project-based learning.

4. Teacher Training and Professional Development:

- Provide ongoing training for teachers on new content, pedagogies, and technologies.
- Encourage collaboration and sharing of best practices among educators.

5. Resource Allocation:

- Invest in updated textbooks, digital tools, and other learning resources.
- Ensure adequate funding and support for implementation.



6. Pilot Programs and Feedback:

- Implement pilot programs to test new curriculum elements.
- Gather feedback from students, teachers, and parents to refine the curriculum.

7. Assessment and Evaluation:

- Develop new assessment methods to measure student learning and skill acquisition.
- Regularly review and update the curriculum based on evaluation results.

2. Research and Development

Goals:

- To apply for various grants and funds for various research projects time to time.
- To improve research activity of students and staff in terms of publications, patents and books/ chapters.
- To upgrade the sophisticated equipment facilities to facilitate translational research.
- To increase the MOU's / Collaborations/Linkages with different industries, institutes for research, student trainings, teacher training and exchange of faculties.

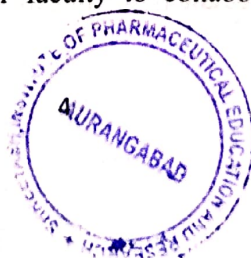
Execution:

1. Integrating Research Findings into Curriculum Design:

- Applying evidence-based practices to develop and update pharmacy curricula.
- Incorporating research findings on effective teaching methods and assessment tools.
- Ensuring that curricular changes are aligned with accreditation standards and industry needs.
- Secure funding from governmental and private sources for pharmaceutical research.
- Provide training programs for aspiring researchers and faculty.

2. Faculty Engagement and Training:

- Providing faculty with training on new teaching methods and educational technologies.
- Encouraging faculty to engage in educational research and share their findings.
- Creating opportunities for faculty to collaborate on research projects and curriculum development.




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3. Student-Centered Approaches:

- Involving students in research projects to foster critical thinking and problem-solving skills.
- Gathering and using student feedback to continuously improve teaching and learning practices.
- Providing opportunities for students to engage in experimental learning and research activities.

4. Collaborative Partnerships:

- Building collaborations with other educational institutions, healthcare providers, and industry stakeholders.
- Collaborating on research projects that address real-world challenges in pharmacy education and practice.
- Sharing research findings through publications, conferences, and professional networks.

5. Continuous Quality Improvement:

- Implementing a robust system for monitoring and evaluating the impact of research-driven changes.
- Using data and feedback to make informed decisions about curriculum and instructional strategies.
- Promoting a culture of continuous improvement and innovation in pharmacy education.

3. Social responsibility and outreach activities

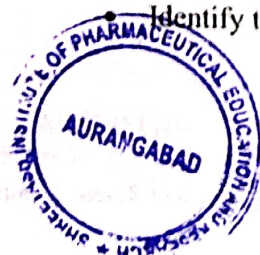
Goals:

- Organize regular study tours, industrial visits, field visits as well as EVS tours.
- To conduct regular soft skill development programs for students.
- To inspire students and faculty members to participate in various social activities, and to contribute to Healthcare in the society.
- To increase the student and faculty participation in the various outreach activities.

Execution:

1. Planning and Goal Setting:

- Identify the specific needs and priorities of the society and related community.



- Set clear, measurable objectives for the outreach activities.
- Develop a detailed plan outlining the scope, timeline, and resources required.

2. Engaging Stakeholders:

- Collaborate with community leaders, healthcare providers, and local organizations.
- Involve students, faculty, and staff in the planning and execution of activities.
- Seek input and feedback from the target community to ensure relevance and effectiveness.

3. Resource Allocation:

- Secure funding and resources through grants, donations, and partnerships.
- Allocate necessary materials, equipment, and personnel for the activities.
- Ensure logistical support such as transportation, venues, and promotional materials.

4. Execution and Delivery:

- Implement the outreach activities according to the plan. The outreach activity includes regular study tours, industrial visits, field visits as well as EVS tours.
- To conduct regular soft skill development programs for students.
- To inspire students and faculty members to participate in various social activities, and to contribute to Healthcare in the society. To increase the student and faculty participation in the various outreach activities.

5. Monitoring and Evaluation:

- Collect data on participation, outcomes, and feedback from the community.
- Evaluate the impact of the activities against the set objectives.
- Identify areas for improvement and lessons learned for future outreach efforts.

4. Expansion of Institute

Goals:

- To develop and implement a new Pharm D program in existing institute involves several critical steps, from conceptualization to full operational status.
- To make a centre of excellence for value based education system.
- To prepare competent pharmacists capable of providing high quality pharmaceutical services and striving for excellence and innovation in patient care, research and community wellness.




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Execution:

1. Identify society Needs:

- Assess the demand for pharmacists in the region, considering factors such as population health needs, healthcare trends, and industry growth.

2. Stakeholder Analysis:

- Engage with stakeholders including healthcare providers, industry representatives, academic institutions, and potential students to gather insights.

3. Feasibility Study:

- Evaluate the financial, academic, and infrastructural requirements to establish the program, including funding sources, potential partnerships, and regulatory considerations.

4. Approvals from statutory regulatory authority (SRA):

- Submit necessary documentation to statutory regulatory authority such as PCI, Govt. of Maharashtra and DBATU to obtain the approval for the program (Pharm. D.)

5. Faculty Recruitment:

- Hire qualified faculty members with expertise in pharmacy practice, pharmaceutical sciences, clinical pharmacy.

6. Infrastructure:

- Ensure the availability of classrooms, laboratories, simulation facilities, and library resources.

7. Admission of student:

- Students get admitted for the Pharm. D. course through the govt centralized admission process.



5. Augment the institute at National and International level

Goals:

- To create a Benchmark in higher education
- To raise the institute's standard , including academic excellence, research, partnerships, branding, and student and faculty development
- To ensure an ethical and enabling framework for all activities.

Execution:

1. Accreditation:

- To obtain and maintain accreditation from recognized national and international accrediting bodies such as NAAC, NBA etc.

2. Standards:

- To ensure high standards of teaching, learning, and administration.

3. Research Funding:

- Secure funding for research through grants, partnerships, and collaborations with industry and government agencies.

4. Centers of Excellence:

- Establish research centers for Ph. D. students which are the stakeholders for future.

5. Publications:

- Encourage and support faculty and students to publish in high-impact journals and present at prestigious conferences national and international levels.

6. Industry Links:

- Develop strong relationships with industry partners for internships, research projects, and job placements.

7. Digital Presence:

- Enhance the institute's online presence through an engaging website, active various social media profiles, and online advertising.

8. Alumni Network:

- Leverage the alumni network to promote the institute and build a sense of community and pride.

9. Professional Development:




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- Provide opportunities for faculty to attend international conferences, workshops, and training programs.

10. Leadership Programs:

- Develop leadership training and mentorship programs for both students and faculty.

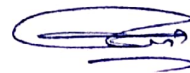
11. State-of-the-Art Facilities:

- Invest in modern infrastructure, laboratories, libraries, and technology to provide a conducive learning and research environment.

12. Sustainable Practices:

- Incorporate sustainable and eco-friendly practices within the campus to promote a culture of responsibility and innovation.

By 2032, pharmacy education and research should be highly adaptive, technology-driven, and globally connected, ensuring pharmacists are well-prepared to meet the evolving healthcare needs of society.



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