



**MAHATMA GANDHI VIDYAMANDIR'S
Pharmacy College, Mumbai Agra Road, Panchavati
Nashik, Maharashtra- 422003**

**Approved by: AICTE and PCI, New Delhi
Recognized by: DTE, Mumbai, Govt. of Maharashtra
Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of
the UGC act,1956
B.Pharm Program accredited by NBA upto June 2025
ISO Accredited: 9001:2015**



MGV PC POLICY BOOK



[Handwritten Signature]



To be a centre of professional excellence by contributing honestly to the pharmacist moulding process

PRINCIPAL
MGV's Pharmacy College
Panchavati, Nashik-422 003

Jan' 2024

Mahatma Gandhi Vidyamandir Trust was founded and established by Late Karmaveer Bhausaheb Hiray, on 2nd October 1952. He was a staunch freedom fighter and Ex- Revenue Minister of the then Bombay Province. He was the founder of two well known educational institutes in Nashik District namely “Adivasi Seva Samiti” in 1945 and “Mahatma Gandhi Vidyamandir” in 1952. He had established these institutes with an objective that good education alone can bring about intellectual awakening in the people with the devotional motto-BAHUJAN HITAY BAHUJAN SUKHAYA (benefit and happiness to one and all). His successor Late Vyankatraoji Hiray made MG V a temple of learning with a string of educational institutes. A humble beginning was made with great zeal, enthusiasm, dedication, sacrifice and spirit of service that helped us progress by leaps and bounds. The main source of development of the organisation was assisted by the rich advice from Hon. Pushpatai Hiray, Chairperson of Mahatma Gandhi Vidyamandir,(Ex-minister in Maharashtra State Government). Their successor Hon. Dr. Prashant V.Hiray, General Secretary of Mahatma Gandhi Vidyamandir, Malegaon, Secretary of Adivasi Seva Samiti, Nashik, and Ex-Minister (Transport & Protocol), Government of Maharashtra, further nourished the trust by establishing professional colleges in the fields like Dental, Management, Pharmacy and Catering technology. All these institutes have made dynamic progress under his guidance and provide an inspiring academic ambience. Hon. Dr. Aapoorva Prashant Hiray, (MLC) Co-ordinator of Mahatma Gandhi Vidyamandir and Hon. Dr. Advay Prashant Hiray further ensured to inculcate in students a desire to gain knowledge and skills that can enrich their lives in future. Hon. Mr. B. K. Deore Vice-Chairman of M.G.V; Hon. Sau. Smita Hiray, Treasurer of Mahatma Gandhi Vidyamandir Nasik and Adivasi Seva Samiti, Nashik; and Hon. Dr. V.S. More, Joint Secretary of Mahatma Gandhi Vidyamandir are mentors and always look for excellence in education.

Mahatma Gandhi Vidyamandir's Pharmacy College, Panchavati, Nashik was established in 1993 and is actively involved in enhancing the quality education in era of competitive globalization through dedicated efforts of all faculty members. We have D. Pharm, B. Pharm, M. Pharm (Pharmaceutics, Pharmacology, Pharmacognosy, Pharmaceutical Chemistry and Quality Assurance), Pharm D and Ph. D. courses. The Pharmacy college has been NBA accredited (2019-2025) and ISO 9001:2015 accredited .



Vision: “To be a centre of professional excellence by contributing honestly to the pharmacist moulding process”.

Mission:

- Impart high quality education to graduates
- Contribute to all spheres of professional activities
- Uphold human values and ethics.
- Nurture them into globally competent professionals

The mission statement mentioned above is a concise statement which is further elaborated taking into view of all the programs offered by the institute.

M1-Education: To provide high quality education and training to students and develop them into competent professionals.

M2- Professional: To create extension and awareness programs in the field of Pharmacy and undertake collaborative work which offer opportunities for long term interaction with stakeholders.

M3- Values and Ethics: To be an institution of recognition that nurtures values, talent and develops human potential to its fullest in the most ethical way.

M4- Commitment: To develop knowledge, intellectual skills, and dispositions that support responsible commitment to sustainable development, human rights and well being; thereby reflecting a true global citizen.

Program Educational Objectives

PEO1- Learning: To generate graduates who would demonstrate sustained learning and put knowledge to work on a large scale with excellence for the benefit of society.

PEO2- Core-competence: To create graduates who would strive to disseminate research findings and deal with issues by applying professional skills that would mould them into a globally competent professional.

PEO3- Teamwork: To engage graduates in professional ethical practices in a multidisciplinary environment, while contributing to organization through leadership and building team spirit.

PEO4- Sincerity: To groom graduates honestly in all spheres of multidisciplinary professional activities in the right spirit, intellect and deeds.



QUALITY POLICY

We are committed to create conducive atmosphere wherein all the stakeholders can contribute in planning and execution of quality initiatives in pursuit of excellence in the field of pharmacy education.

This shall be achieved through adoption of innovative methodology to enrich the learning experiences of students thereby nurturing them into globally competent professionals while upholding human values.

This policy be based on the fundamental pillars of **Access, Equity, Quality, Affordability, and Accountability**, in line with NEP 2020 and the 2030 Agenda for Sustainable Development that seeks to transform India into a thriving knowledge society and a global knowledge superpower.



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HR POLICY



महात्मा गांधी विद्यामंदिर संचलीत
औषधनिर्माणशास्त्र महाविद्यालय
पंचवटी, नाशिक-४२२ ००३

मानक कार्यप्रणाली

(Standard Operating Procedure)

H. R. Department

अ. न.	पद	नाव
०१	मा. प्राचार्य	डॉ. राजेंद्र सुधाकर भांबर
०२	मा. उप-प्राचार्य व फार्माकोगनासि विभाग मा. उप-प्राचार्य (फार्म डी. विभाग)	डॉ. जितेंद्र नेहते डॉ. अंबादास आर रोटे
०३	शैक्षणिक विभाग	डॉ. आशिष पवार
०४	फार्माकोलॉजी विभाग	डॉ. महालक्ष्मी मोहन
०५	संगणक विभाग	प्रा. रविंद्र पाठक
०६	फार्मासिट्युकल केमिस्ट्री विभाग	डॉ. सुवर्णा ए. कटटी
०७	फार्मासिट्युक्स विभाग	डॉ. रितेश करमरकर
०८	क्लॉलीटी अश्रुरन्स विभाग	प्रा. कुणाल भांबर
०९	डी. फार्मसी विभागप्रमुख	प्रा. अनुपमा कापडणीस
१०	डी. फार्मसी शैक्षणिक विभाग	प्रा. वैष्णवी काळे
११	डी. फार्मसी परिक्षा विभाग	प्रा. मनोज जगताप
१२	डी. फार्मसी शिक्षक कर्मचारी	सर्व शिक्षक कर्मचारी
१३	शारीरिक शिक्षण विभाग	प्रा. रोशनी गुजराथी
१४	कार्यालयीन अधिष्ठाक	श्री. अशोक पांडूरंग घुमरे
१५	बी. फार्मसी अभ्यासक्रम(विद्यार्थी विभाग)	श्री. रविंद्र शिवाजी बच्छाव
१६	एम. फार्म अभ्यासक्रम (विद्यार्थी विभाग)	श्रीमती सिमा अहिरे
१७	फार्म डी. अभ्यासक्रम(विद्यार्थी विभाग)	रोहिणी विश्वास कुशारे
१८	आवक-जावक/रजैचे अर्ज/ स्टाफ मस्टर /वैयक्तिक फाईल्स	श्रीमती सिमा सचिन बाविस्कर
१९	संगणक चालक/मराठी व इंग्रजी टायपिस्ट	कु. सोनाली सागर अहिरे
२०	ई-मेल चेक करणे/मराठी व इंग्रजी टायपिस्ट	सौ. सपना कविश्वर सगरे
२१	परिक्षा विभाग	सौ. संगिता विक्रम शेवाळे
२२	ग्रंथालय विभाग	सौ. उज्वला सुधिर उल्हे श्रीमती मनिषा एन. हिरे
२३	भांडार विभाग	श्री. विजय तुळशिराम चौधरी
२४	डी. फार्मसी (विद्यार्थी व परिक्षा विभाग)	श्रीमती विजया विलास पगार
२५	लेखाविभाग	



मुख्य हेतू आणि उद्दिष्टे :

- १) महाविद्यालय अंतर्गत येणा—या विभागाचे कामकाज सुरळीतपणे पार पाडणे यासाठी योग्य व्यक्तीची निवड करणे.
- २) उपलब्ध साधनांचा वापर करून विभागाचे कामकाज शिस्तबद्धपणे हाताळणे.
- ३) महाविद्यालय व महाविद्यालयाच्या अंतर्गत येणा—या सर्व प्रशासकीय कामकाज सुरळीतपणे पार पाडणेकामी संबंधित कर्मचा—यांकडून योग्य पध्दतीने कामकाज करून घेणे.
- ४) महाविद्यालय व महाविद्यालयाच्या अंतर्गत येणारे विभाग तसेच महाविद्यालयाच्या निगडीत असलेल्या व्यक्ति व विभाग यांचेशी समन्वय साधणे
- ५) महाविद्यालयाच्या प्रगतीसाठी काम करणे.
- ६) महाविद्यालयास महाविद्यालयीन, विद्यापीठ, राज्य व अंतरराष्ट्रीय—राष्ट्रीय स्तरावर लौकीक प्राप्त करून देणेसाठी विशेष प्रयत्न करणे.
- ७) महाविद्यालयीन, विद्यापीठ, राज्य व अंतरराष्ट्रीय—राष्ट्रीय स्तरावर सांस्कृतिक कार्यक्रम, कर्मचारी व विद्यार्थी यांनी संपादन केलेले प्राविण्य यांस प्रसिध्दी देणे.



STANDARD OPERATING PROCEDURE OF PRINCIPAL

Name of Unit : MGV'S, Pharmacy College, Panchavati, Nashik

Designation : PRINCIPAL

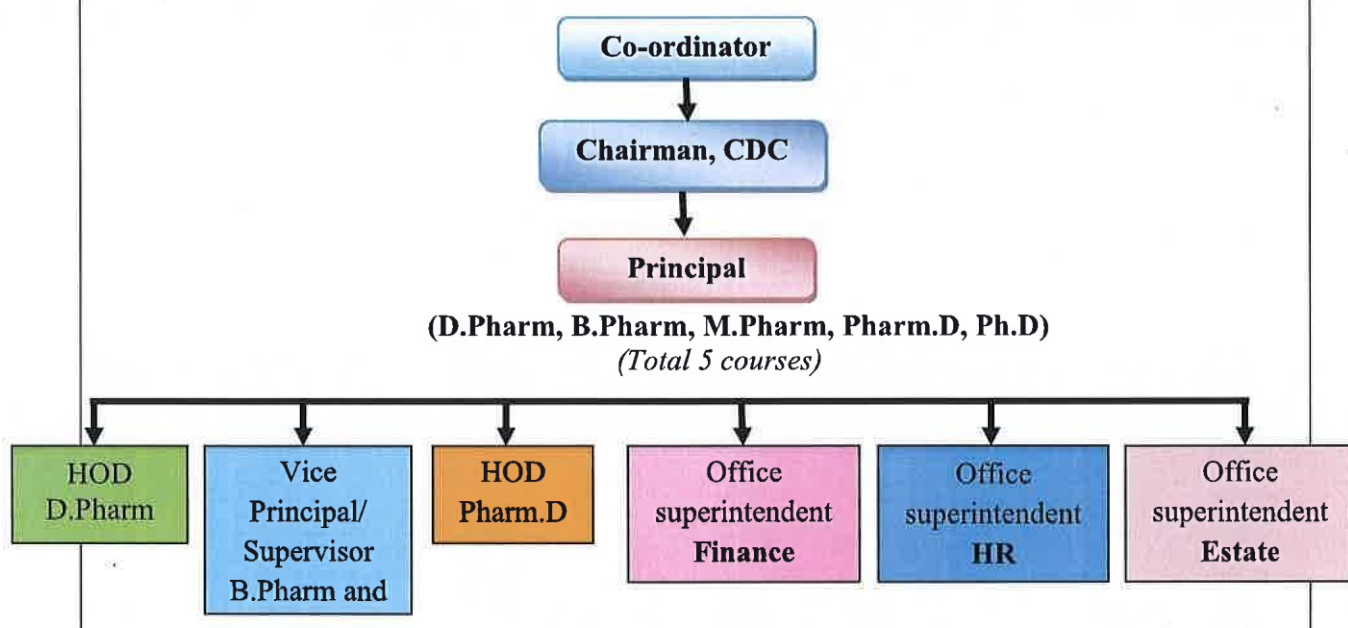
Vision

"To be recognized as pioneer institution and act as catalyst in providing quality education, keeping in view of changing global perspective and the need of the society."

Mission

- To set up the institute with academic excellence by imparting education through high-quality infrastructure and technologies in pharmaceutical sciences.
- To impart quality education to the students and to conduct different curricular & Co-curricular activities to enhance the academic as well as extension activities.
- Institute is catering higher education to the masses. Quality enhancement & skill development of the students through co-curricular activities is our mission. We live our motto, "*Bahujan Hitay Bahujan Sukhay*" so that our students become successful members of society.
- Pharmacy College is committed to providing a faith-filled learning environment

Organisation chart of the Unit



Purpose of the Unit:

- To provide administrative and academic leadership to the college. To monitor implementation of the teaching learning process which will lead to excellence in the academic standard of the college. Also to guide the supporting staff for effective administration of the college
- To provide strategic direction in the College system. To monitor student achievement, encourage parent involvement, revise policies and procedures, administer the budget, evaluate staff and oversee facilities.

Duties and Responsibilities:

Reporting to the Management (General Secretary, Joint Secretary, Coordinator, CDC Chairman, CEO) and assisting them in the following functions of the institute.

1. Regulation / Monitoring
2. Development
3. Leadership
4. Visionary

It includes:

1. To monitor the conduct of both administrative and academic staff in terms of their regularity, discipline and conduct.
2. To stimulate academic attainment and create a culture whereby students can develop each other skills.
3. To monitor effective teaching as per the prescribed curriculum and as per the teaching / institutional methodology suggested by the University / AICTE / PCI/ MSBTE/ UGC/ Management.
4. To review and revision of policies, rules, regulations & philosophy of the College.
5. To scrutinize all the procedures to be followed by the office which include admission, fee collection, attendance, recruitment, salary payments, purchases and procurements, accounts and audit and any such other matter related to the administration of the college.
6. To monitor all the liaison activities with governmental, corporate and other academic bodies / institutions like AICTE/PCI/DTE/MSBTE/SPPU/UGC etc.
7. To conduct of meetings on behalf of the institution which include the meetings of staff, HODs, Coordinators, College Academic Council and the Governing Council.



8. To implement smooth conduct of Quality Management System in accordance with NBA and NAAC.
9. To supervise the procurement and purchase of the entire necessary infrastructure like furniture & fittings, lab equipment, books and any such other requirement for the institution as per the prescribed procedures.
10. To maintain the infrastructure of the institution with the help of concerned staff and protecting the life and property of all those connected with the institution.
11. To sustain cordial relations with the staff, students, parents, and with all those connected to the institution both directly and indirectly.
12. To develop a strong association with industry, research and consultancy establishments and signing Memorandum of Understandings aimed at improving specific strengths of the college.
13. To nurture and facilitating the faculty and giving all the necessary guidance and support.
14. To recognize the core competencies of the institution either existing or probabilistic and projecting these core competencies.
15. To develop the necessary infrastructure most importantly the library, laboratory with international ambience.
16. The Principal shall prove oneself as an excellent teacher and prove as one of the best among all his colleagues.
17. To take-up research, publication, consultancy, workshops, conferences, guest lecturers & training and establish credentials as academician of international standard so as to gain acceptability among all the faculty members being a true academic leader.
18. To set high standards of discipline, commitment and involvement in work pattern.
19. To inspire all his / her colleagues towards the achievement of the goals of the organization and leading them from the forefront (Implementation of NEP 2020).
20. To exhibit sacrificial attitude and set model for all the staff.
21. To guide and counselling of students, Supervision of students welfare, health and security services.
22. To work with the staff at the ground level and understanding the problems and concerns of all the colleagues and taking care of their requirements.
23. To develop a long term model for the institution and working for realizing this vision in close association with the top management
24. To prepare long term as well as short term plans (concrete documents) and present to the top management.



Resources and Materials:

Academic Files are kept in good order, in a secured location. Those containing confidential or personal data such as staff and student files are stored in lockable units, and are not left on desks or in view of visitors. The passwords used are very strong and unique and are with the individual users, Major websites includes,

<https://msbte.org.in>

<http://www.dtemaharashtra.gov.in>

<https://mahadbtmahait.gov.in>

<http://www.pci.nic.in>

<https://www.mgv.org.in>

<https://www.dtensk.org>

<https://www.aicte-india.org>

<https://www.nbaind.org>

<https://www.unipune.ac.in>

Cautions, warnings and other hazard related information:

A standard list of basic laboratory safety rules must be followed in every laboratory that uses hazardous materials or processes. These basic rules provide behaviour, hygiene, and safety information to avoid accidents in the laboratory. Laboratory specific safety rules may be required for specific processes, equipment, and materials, which should be addressed by laboratory specific SOPs. Having a strong set of overall laboratory safety rules is essential to avoiding disasters in the lab. All the laboratories shall display the safety guidelines and policies mandatorily in the laboratory.

Inter-Department:

Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

College in touch: MGV'S, SPH College of Pharmacy, Malegaon.

Phone no: 02554-252562, Mob no: 7720020753

Supplementary Information

In a situation, when the Principal is on leave the following person can take over Vice-Principal



**Mahatma Gandhi Vidyamandir's
Pharmacy College Panchavati Nashik**
STANDARD OPERATING PROCEDURE

Name of Department: **Pharmaceutical Chemistry**

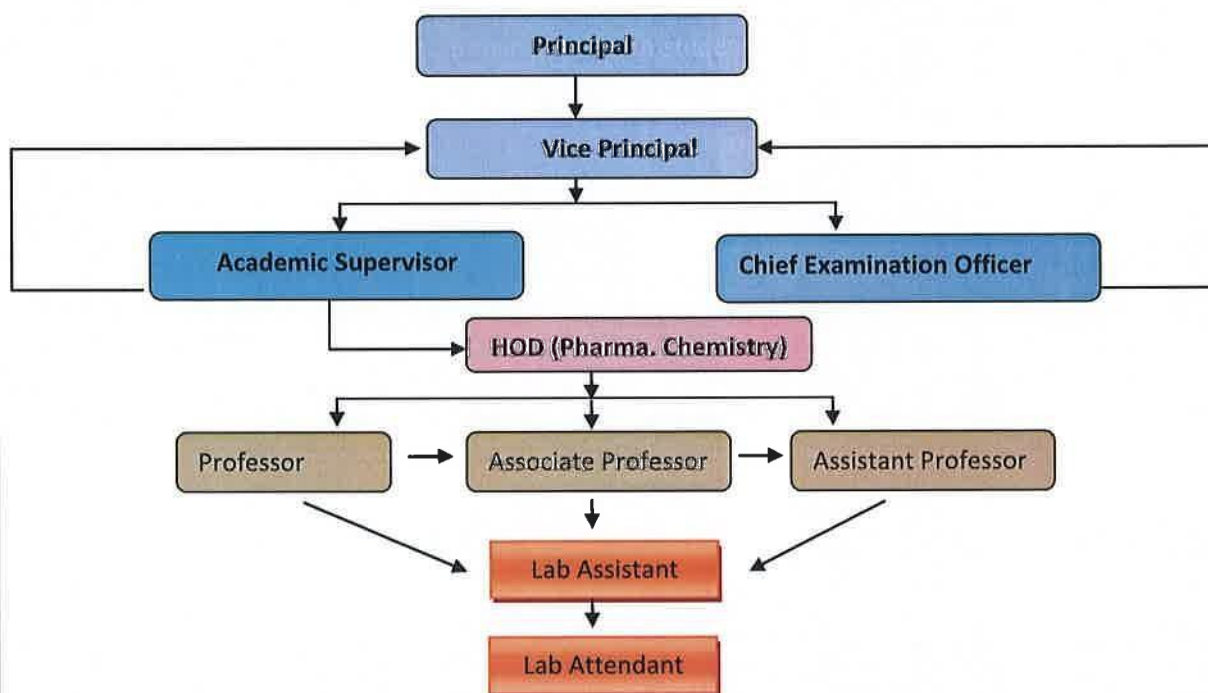
VISION

“To inculcate capacities and competencies among students in the area of synthetic, biochemical and analytical chemistry”

MISSION

- To train students for safe handling of chemicals
- To impart technical and scientific knowledge to conduct diverse activities like qualitative and quantitative assay.
- To encourage research attitude among students adapting modern analytical tools.

Organization chart of the department



Purpose of the Department: To motivate and train students to play dynamic role in the area of synthetic and analytical chemistry by providing academic ambience in the department.

Roles and Responsibilities:



a) As Head of the Department

1. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.
2. Plan, support and assess individuals and team's work to ensure task delegation.
3. Providing appropriate opportunities for faculty to participate in department progress.
4. Promoting productive discussions among the departmental faculty members.
5. Encouraging and facilitating professional development through research activities, attendance at professional meetings and participation in workshops, seminars, faculty development programs.
6. Establishing effective working relationships with the non-academic staff of the college in order to facilitate departmental operations.
7. Ensuring that student activities receive adequate supervision.
8. Dealing with student problems that are not the appropriate concerns of the faculty.
9. Deputing faculty for academic counseling.
10. Responding to student grievances and requests.
11. Monitoring the system of academic and examination records.
12. Organizing Departmental meetings of staff or workshops and conferences as required.
13. Preparing agenda for, convening, and chairing departmental meetings.
14. To promote a positive collegial environment for all staff and students in the Department.
15. To create and foster relationships with academic staff at other institutions and appropriate external agencies in order to promote the aims of the Department
16. Acting as a key communication channel between the Principal and Department staff to ensure that there is a two-way flow of information and ideas.
17. To Study Curriculum development process and prepare curriculum implementation plan at institute level. To prepare and assist in preparing Teaching plan and take follow-up for effective implementation. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.
18. To identify the gaps at institute level and develop the plan to make up the deficiencies.
19. To plan academic calendar of the institute, taking into consideration the academic calendar from Pune university.
20. To guide the departments regarding the philosophy of Curriculum design and its implementation.
21. To ensure the uniform implementation of Pune university and PCI norms for student assessment.
22. To analyze the reports of internal and external monitoring committees and work on the remedial



actions accordingly.

23. To maintain the records of all activities in prescribed formats (Pune University, AICTE and PCI).
24. To ensure smooth conduction of the College and Pune University Examinations and to assist the examination coordinator in assigning exam duties, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned. To monitor the system of academic and examination records. To assess reports from the teachers, time to time as per directions. Any other work relating to the College as may be assigned by the Competent Authority from time to time.
25. To conduct IAEC meetings regularly under the guidelines of CPCSEA for sanctioning of PG and research projects.

b) As Vice-Principal:

1. Planning and execution of College development committee (CDC) meet
2. To prepare the budget and get it sanctioned by CDC
3. Exercise the duty to monitor, lead, manage staff and set academic goals in consultation with the authorities.
4. Ensure that overall day-to-day academics and examination run smoothly co-ordinating with academic supervisor and CEO.
5. To co-ordinate with OS-HR, OS-Finance and OS-Estate for the smooth functioning of routine efforts and reporting to Principal.
6. To maintain proper functioning of Library, Computer and Store by co-ordinating with respective in-charges of the department.
7. To discuss and guide various institutional committee heads.

Resources and Materials: Academic Files are kept in good order, in a secure location. Those containing confidential or personal data such as staff and student files are stored in lockable units, and are not left on desks or in view of visitors. The passwords used are very strong and unique and are with the individual use

<http://www.unipune.ac.in>

<http://www.dtemaharashtra.gov.in>

<https://mahadbtmahait.gov.in>

<http://www.pci.nic.in>

<https://www.mgv.org.in>

<https://www.dtensk.org>

Cautions, warnings and other hazard related information: A standard list of basic laboratory safety



rules must be followed in every laboratory that uses hazardous materials or processes. These basic rules provide behavior, hygiene, and safety information to avoid accidents in the laboratory. Laboratory specific safety rules may be required for specific processes, equipment, and materials, which should be addressed by laboratory specific SOPs having a strong set of overall laboratory safety rules is essential to avoiding disasters in the lab. All the laboratories shall display the safety guidelines and policies mandatorily in the laboratory

Inter-Department: Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

College in touch: SPH college of Pharmacy, Malegaon

Phone no: 02554-252563

Supplementary Information

In a situation, when the HOD is on leave the following person can take over Vice-Principal (Pharm D.)



STANDARD OPERATING PROCEDURE OF SUPERVISOR

Department : Academics

Designation: Academic Supervisor & Academic Committee member

Vision:

- To sparkle in academics by imparting quality education to students through creation of excellent teaching environment.

Mission:

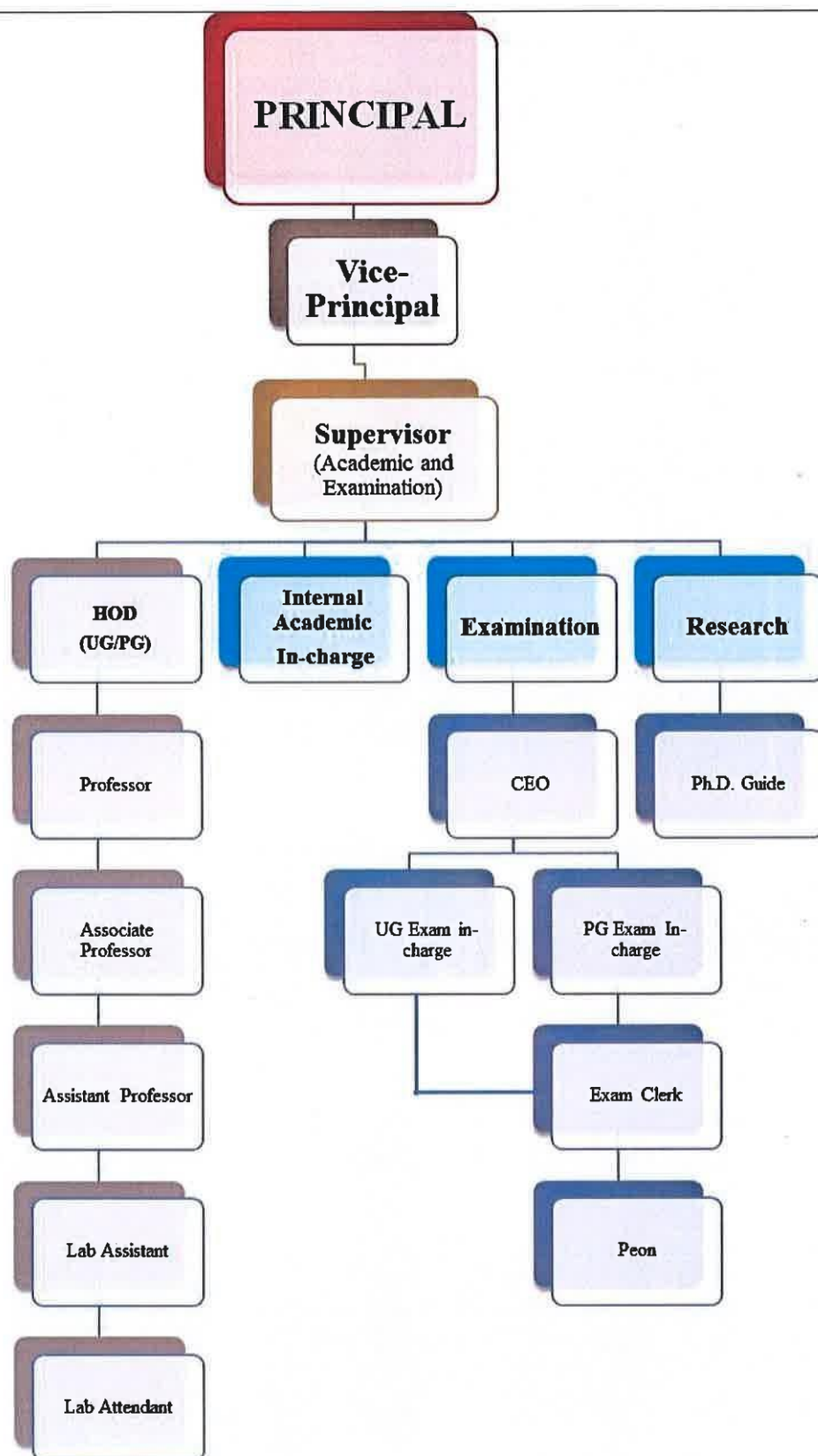
- To train pharmacy students through student-centric teaching and learning processes to accomplish industrial, research and social needs.
- To develop pharmacy professionals as responsible citizens of a society with ethical values.

Purpose of the department:

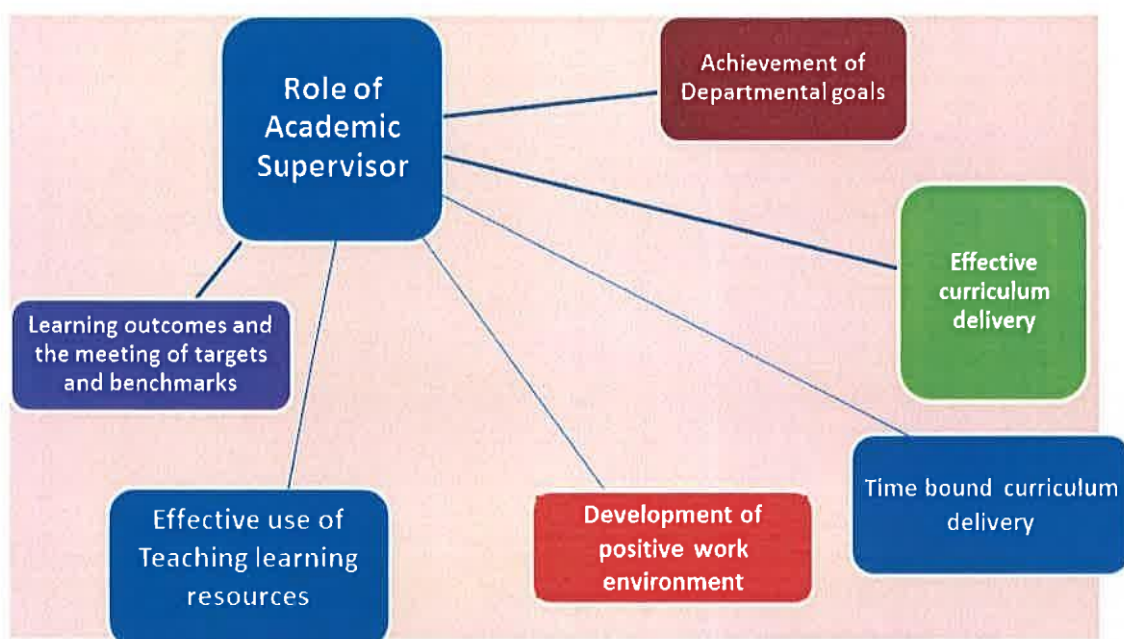
The pharmacy students should have strong domain knowledge in pharmaceutical sciences and should be able to use this knowledge in pharmaceutical industry, R &D, F&D, academics as well as chosen area of profession for achieving success. The academic committee plays a vital role in conduct of academic programs of the organization as per rules and regulations laid down by PCI, AICTE and University. The supervisor acts as a mediator between the students and staff as well as higher authorities in effective implementation teaching learning process. The position involves developing a vibrant organizational culture characterized by promoting academic excellence, ensuring minimal disparity between the various levels of pedagogy, brought about by establishing purposeful mentor-mentee relationship and encouraging academic activities.

Organisation chart of the department





Major Role of Academic Supervisor:



Responsibilities of Academic Supervisor:

1. Conduct of meeting and planning for the Start of Academic: Meeting to be conducted prior to start of Academic schedule of each academic year with Principal, Vice-Principal , CEO, Exam Incharge, Extra-curricular activity Incharge, Student welfare officer for planning of academic and exam related activities in the upcoming academic year.
2. Preparation of Academic calendar: The academic calendar is prepared by the academic committee for the institute considering date of commencement as per university Circular and planning received from in-charges/ higher authorities.
3. Conduct of departmental meeting: Head of the department conducts meeting of the individual department for subject distribution of each department. The Head of Department submits the departmental workload of the individual staff member of the department to the academic committee. The overall workload is calculated by Academic committee and submits to higher authorities.
4. Preparation of Timetable: The timetable incharge prepares the timetable on the basis of workload received from academic committee.
5. Teaching Plan: Individual Subject teacher prepares Teaching plan as per the syllabus prescribed by



University and timetable of the institute. Teaching plan is authorized by Head of the Department and Vice Principal and submitted the same to academic committee.

6. Weekly teaching report: Weekly teaching report is to be prepared and submitted by subject Incharge every week, the supervisor verifies the same and forwards to higher authorities.

7. Weekly activities report: Weekly activities report is to be prepared and submitted by academic committee every week, the supervisor verifies the same and forwards to higher authorities.

8. Arranging teaching requirements for successful completion of academic programs of the college and supervising the same periodically.

9. Verification of Monthly attendance of the student: Subject In-charges submit Monthly attendance of the student for respective subject to the class teacher. The Class teacher identifies number of students having overall poor attendance and submits the details to academic committee. The supervisor plans to call parent meet based on various issues.

10. Conduct of Review meetings: Review meetings are conducted every month to check syllabus completion and attendance of the student.

11. Monitoring the conduct of Exams: The supervisor will supervise the conduct of exams (Internal & external) as per the course curriculum and exam structure as laid down by PCI and University.

12. Student Program committee meetings are conducted to discuss issues related to teaching learning process.

13. Remedial classes: Helping faculty in planning effective remedial instruction.

14. Inspiring students to be creative and innovative and recommending management to encourage them with financial support towards the same.

15. Liaison of activities: Acts as liaison of different academic and extracurricular activities with departments within the college and most importantly with the top management of the institution.

16. Inspections: Coordinating the inspections of the institution conducted by the regulatory bodies such as PCI, AICTE, government and university apart from the ones conducted by the top management.

17. Facilitating and supervising the co-curricular activities of the students.

18. Appointing committees from amongst the college teaching faculty and experts from outside, in order to



sort out and advise on specific academic issues and consequently acting on the recommendations of such committees after due consideration.

19. Student feedback system: Student feedback is conducted at the end of each semester and its critical analysis is carried out by academic committee in order to review all the college academic activities and subsequently acting on its recommendations after due consideration.

20. Syllabus completion report: Subject Incharge submits syllabus completion report, which includes CO-PO mapping of individual subject, innovative teaching methods utilized for effective teaching. Gaps identified in syllabus and efforts made to fulfill those. Remedial measures for weak students and motivations for bright student, research activities, paper publication and committee report.

21. Teacher's felicitation: Teachers are felicitated as per the feedback obtained from students, as well as for their participation in research activities.

22. Planning and executing the overall academic growth of the college by making recommendations to the higher authorities, wherever necessary.



**Mahatma Gandhi Vidyamandir's
Pharmacy College Panchavati Nashik**

STANDARD OPERATING PROCEDURE

1. Name of Department: Pharmacology

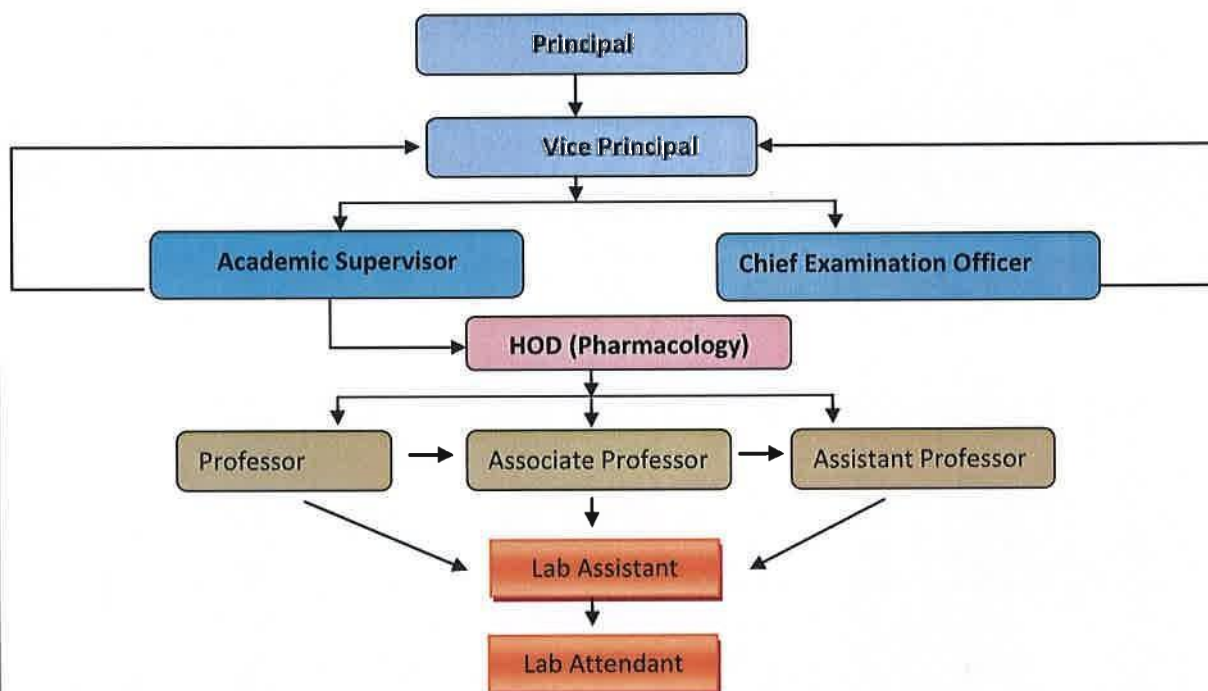
VISION

“To be identified as a leading learner centric department offering excellent training in the field of pharmacology”

MISSION

- To inculcate self learning in basic sciences.
- To promote quality pre-clinical /clinical training in pharmacology and therapeutics.
- To initiate and support interdisciplinary collaborative research.
- To train aspirants to enhance their professional development

Organization chart of the department



Purpose of the Department: To provide academic leadership to the department and monitor effective implementation of the teaching learning process which will lead to excellence in the academic standard of the college.

Roles and Responsibilities:

1. Exercise the duty to monitor, lead, manage staff and set academic goals in consultation with the authorities.
2. Ensure that overall day-to-day academics and examination run smoothly.
3. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.
4. Plan, support and assess individuals and team's work to ensure task delegation.
5. Providing appropriate opportunities for faculty to participate in department progress.
6. Promoting productive discussions among the departmental faculty members.
7. Encouraging and facilitating professional development through research activities, attendance at professional meetings and participation in workshops, seminars, faculty development programs.
8. Establishing effective working relationships with the non-academic staff of the college in order to facilitate departmental operations.
9. Ensuring that student activities receive adequate supervision.
10. Dealing with student problems that are not the appropriate concerns of the faculty.
11. Deputing faculty for academic counseling.
12. Responding to student grievances and requests.
13. Monitoring the system of academic and examination records.
14. Organizing Departmental meetings of staff or workshops and conferences as required.
15. Preparing agenda for, convening, and chairing departmental meetings.
16. To promote a positive collegial environment for all staff and students in the Department.
17. To create and foster relationships with academic staff at other institutions and appropriate external agencies in order to promote the aims of the Department
18. Acting as a key communication channel between the Principal and Department staff to ensure that there is a two-way flow of information and ideas.
19. To Study Curriculum development process and prepare curriculum implementation plan at institute level. To prepare and assist in preparing Teaching plan and take follow-up for effective implementation. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.



20. To identify the gaps at institute level and develop the plan to make up the deficiencies.
21. To plan academic calendar of the institute, taking into consideration the academic calendar from Pune university.
22. To guide the departments regarding the philosophy of Curriculum design and its implementation.
23. To ensure the uniform implementation of Pune university and PCI norms for student assessment.
24. To analyze the reports of internal and external monitoring committees and work on the remedial actions accordingly.
25. To maintain the records of all activities in prescribed formats (Pune University, AICTT and PCI).
26. To ensure smooth conduction of the College and Pune University Examinations and to assist the examination coordinator in assigning exam duties, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned. To monitor the system of academic and examination records. To assess reports from the teachers, time to time as per directions. Any other work relating to the College as may be assigned by the Competent Authority from time to time.
27. To conduct IAEC meetings regularly under the guidelines of CPCSEA for sanctioning of PG and research projects.

Resources and Materials: Academic Files are kept in good order, in a secure location. Those containing confidential or personal data such as staff and student files are stored in lockable units, and are not left on desks or in view of visitors. The passwords used are very strong and unique and are with the individual use

<http://www.unipune.ac.in>

<http://www.dtemaharashtra.gov.in>

<https://mahadbtmahait.gov.in>

<http://www.pci.nic.in>

<https://www.mgv.org.in>

<https://www.dtensk.org>

Cautions, warnings and other hazard related information: A standard list of basic laboratory safety rules must be followed in every laboratory that uses hazardous materials or processes. These basic rules provide behavior, hygiene, and safety information to avoid accidents in the laboratory. Laboratory specific safety rules may be required for specific processes, equipment, and materials, which should be addressed by laboratory specific SOPs having a strong set of overall laboratory safety rules is essential to avoiding disasters in the lab. All the laboratories shall display the safety guidelines and policies mandatorily in the



laboratory

Inter-Department: Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

College in touch: SPH college of Pharmacy, Malegaon

Phone no: 02554-252563

Supplementary Information

In a situation, when the HOD is on leave the next senior person can take over



MGV's Pharmacy College Panchavati Nashik

STANDARD OPERATING PROCEDURE

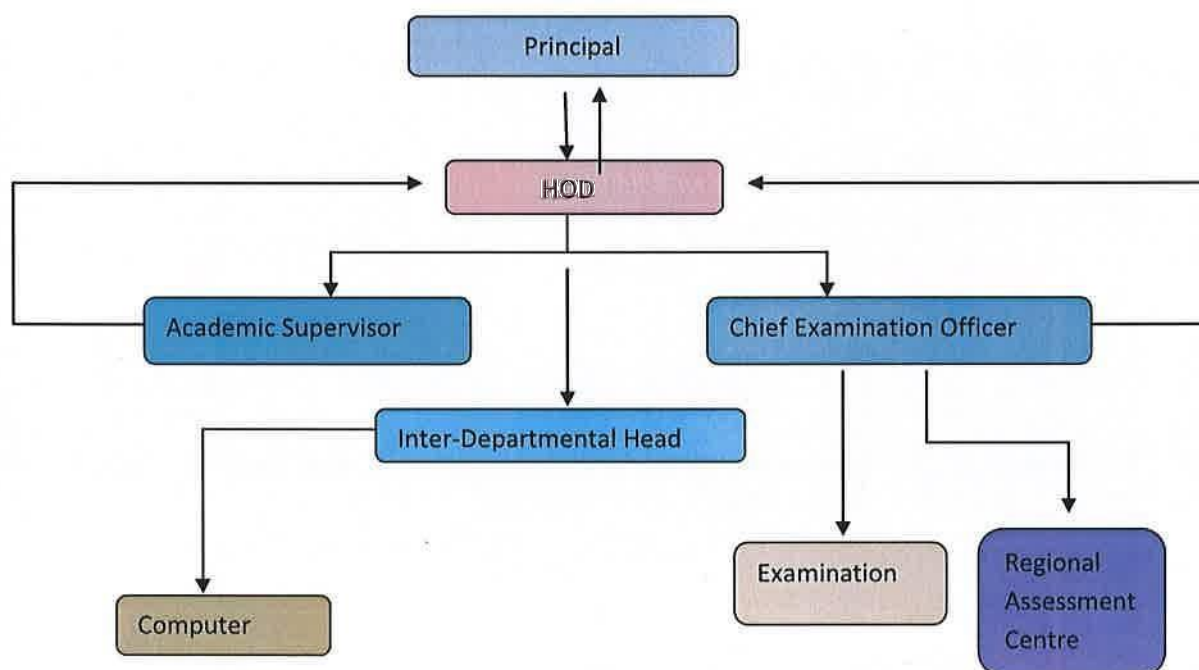
Name of Department : (Computer Department)

Name of Department : MGV'S, Pharmacy College Panchavati,Nashik

Vision: To be a centre of professional excellence by contributing honest to pharmacist molding process

Mission: To impart high quality education to graduates and nurture them into competent professionals who can contribute all spheres of professional activities while uploading human values.

Organization chart of the department



Purpose of the Department: To provide academics skills to the department and monitor effective implementation of the teaching learning process which will lead to excellence in the academic standard of the college.

Roles and Responsibilities:

- Versatile support through internet to all the departments of institute



- b. Ensure that overall day-to-day academics and examination run smoothly.
- c. To work together with the teaching staff as an academic and examination head for ensuring high standards of **teaching** and learning practice and processes through Information technology facility.
- d. Plan, support and assess individuals and team's work to ensure task delegation.
- e. Providing appropriate opportunities for faculty to participate in computer, IT related progress.
- f. Promoting productive discussions among the departmental faculty members.
- g. Encouraging and facilitating professional development through internet facilities.
- h. Establishing effective working relationships with the non-academic staff of the college in order to facilitate departmental operations.
- i. Dealing with IT related problems that are not the appropriate concerns of the faculty.

Resources and Materials:

PCs, Printers scanners are kept in good order, in a secure location. Those containing confidential or personal academic data of student files are stored in password protected system, Even department having the facility of English language laboratory with adequate infrastructure and internet facility (100mbps bandwidth).

Cautions, warnings and other hazard related information:

Antivirus rules in each and every PC.

Inter-Department: Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their IT related work.

Supplementary Information

In a situation, when the HOD is on leave the following person can take over Vice Principal



**Mahatma Gandhi Vidyamandir's
Pharmacy College Panchavati Nashik**

STANDARD OPERATING PROCEDURE

Name of Department: Pharmacognosy

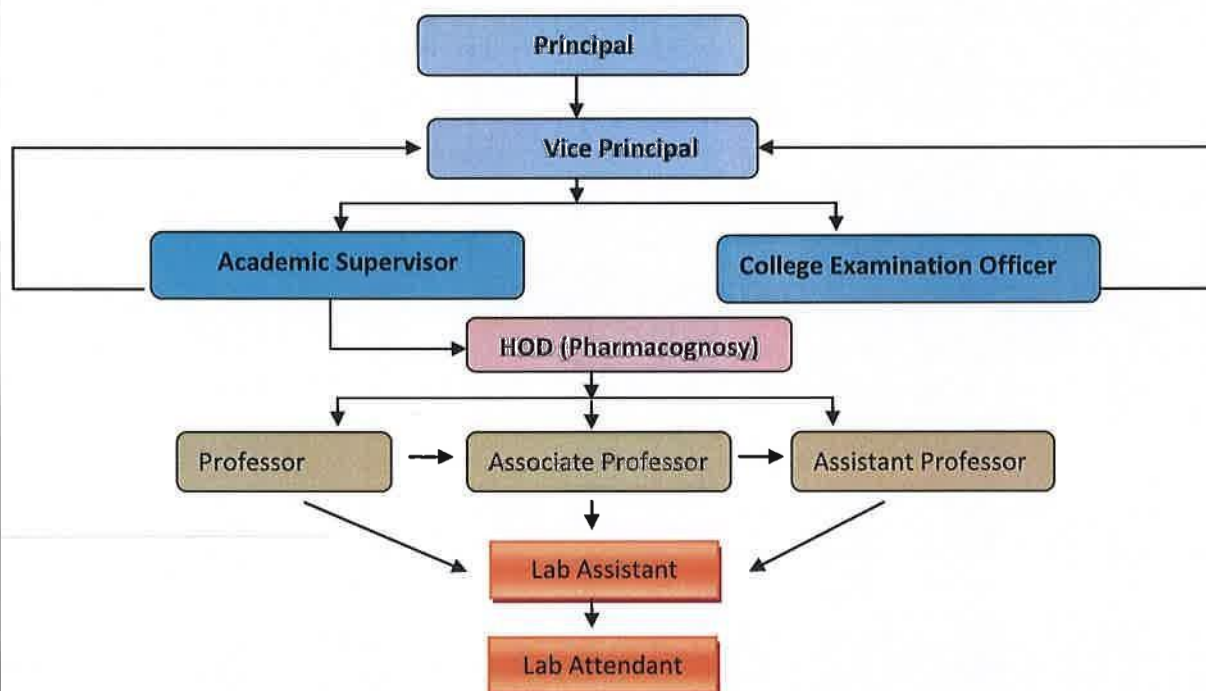
VISION

“To explore the potential of natural resources as pharmaceuticals, nutraceuticals and cosmeceuticals.”

MISSION

To establish a unique platform for isolation, characterization of phytoconstituents, development and standardization of dosage forms through innovative teaching and training, research.

Organization chart of the department



Purpose of the Department:

- To enrich the students by providing knowledge of modern techniques for isolation, screening &



utilization of phytochemicals.

- To update the skills of students in identifying & characterizing the constituents of natural resources.
- To encourage students for discovering different active moieties from natural sources.
- To develop pharmaceutical dosage forms using natural resources

Roles and Responsibilities:

1. Exercise the duty to monitor, lead, manage staff and set academic goals in consultation with the authorities.
2. Ensure that overall day-to-day academics and examination run smoothly.
3. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.
4. Plan, support and assess individuals and team's work to ensure task delegation.
5. Providing appropriate opportunities for faculty to participate in department progress.
6. Promoting productive discussions among the departmental faculty members.
7. Encouraging and facilitating professional development through research activities, attendance at professional meetings and participation in workshops, seminars, faculty development programs.
8. Establishing effective working relationships with the non-academic staff of the college in order to facilitate departmental operations.
9. Ensuring that student activities receive adequate supervision.
10. Dealing with student problems that are not the appropriate concerns of the faculty.
11. Deputing faculty for academic counseling.
12. Responding to student grievances and requests.
13. Monitoring the system of academic and examination records.
14. Organizing Departmental meetings of staff or workshops and conferences as required.



15. Preparing agenda for, convening, and chairing departmental meetings.
16. To promote a positive collegial environment for all staff and students in the Department.
17. To create and foster relationships with academic staff at other institutions and appropriate external agencies in order to promote the aims of the Department
18. Acting as a key communication channel between the Principal and Department staff to ensure that there is a two-way flow of information and ideas.
19. To Study curriculum development process and prepare curriculum implementation plan at institute level. To prepare and assist in preparing teaching plan and take follow-up for effective implementation. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.
20. To identify the gaps at institute level and develop the plan to make up the deficiencies.
21. To plan academic calendar of the institute, taking into consideration the academic calendar from Savitribai Phule Pune university.
22. To guide the departments regarding the philosophy of Curriculum design and its implementation.
23. To ensure the uniform implementation of Pune university and PCI norms for student assessment.
24. To analyze the reports of internal and external monitoring committees and work on the remedial actions accordingly.
25. To maintain the records of all activities in prescribed formats (Savitribai Phule Pune University, AICTE and PCI).
26. To ensure smooth conduction of the College and Savitribai Phule Pune University Examinations and to assist the examination coordinator in assigning exam duties, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned. To monitor the system of academic and examination records. To assess reports from the teachers, time to time as per directions. Any other work relating to the College as may be assigned by the Competent Authority from time to time.
27. To maintain medicinal plant garden with necessary information.

Resources and Materials: Academic Files are kept in good order, in a secure location. Departmental library is maintained with availability of reference books. Charts, Models, Flash cards are maintained in cupboards.



<http://www.unipune.ac.in>

<http://www.dtemaharashtra.gov.in>

<https://mahadbtmahait.gov.in>

<http://www.pci.nic.in>

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<https://www.dtensk.org>

Cautions, warnings and other hazard related information: A standard list of basic laboratory safety rules must be followed in every laboratory that uses hazardous materials or processes. These basic rules provide behavior, hygiene, and safety information to avoid accidents in the laboratory. Laboratory specific safety rules may be required for specific processes, equipment, and materials, which should be addressed by laboratory specific SOPs having a strong set of overall laboratory safety rules is essential to avoiding disasters in the lab. All the laboratories shall display the safety guidelines and policies mandatorily in the laboratory.

Inter-Department: Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

Supplementary Information

In a situation, when the HOD is on leave the next senior person can take over



Mahatma Gandhi Vidyamandir's
Pharmacy College Panchavati Nashik

STANDARD OPERATING PROCEDURE

Name of Department:Pharmaceutics

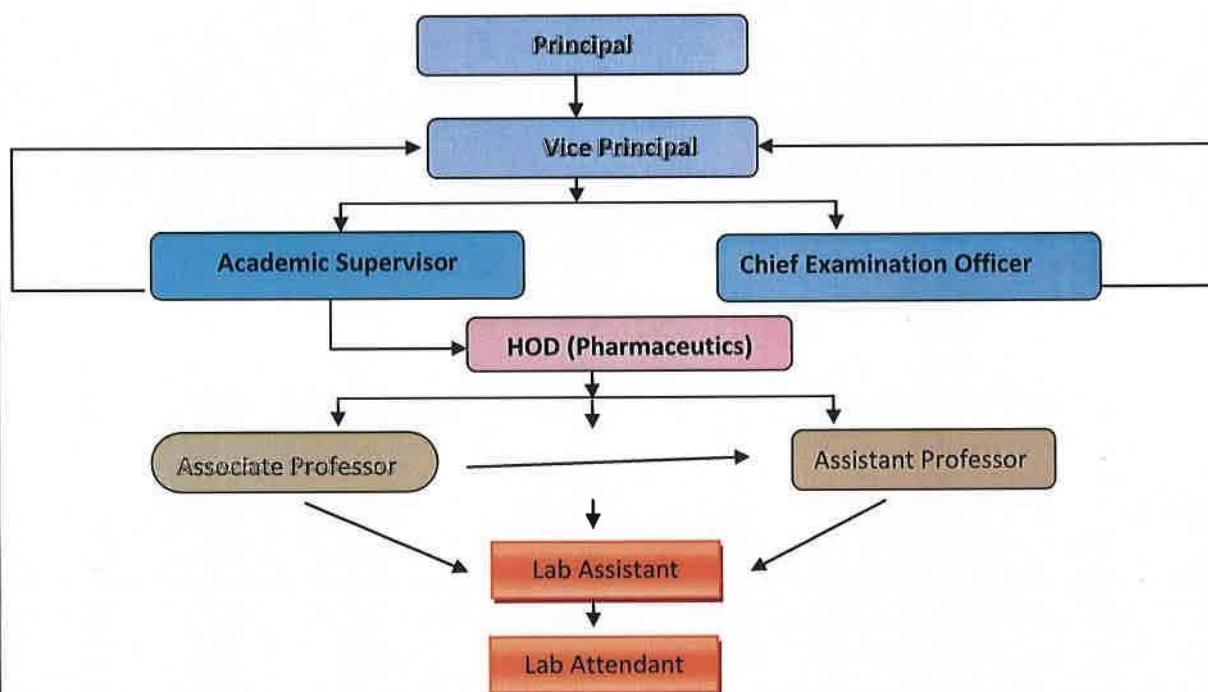
VISION

To become a knowledge imparting center in the field of Pharmaceutics by giving quality education to the students in the areas of Formulation development and to trained students so that they could face challenges in pharmaceutical product development.

MISSION

- a) To motivate students to learn basic principles of pharmaceutical sciences
- b) To initiate and Motivate students to do Industrial project.
- c) To promote students to think on innovative project which can generate revenue for the institute.
- d) To initiate and support interdisciplinary Collaborative research.
- e) To train students to enhance their professional excellence and to prepare and trained them so that they could face challenges in product development.

Organization chart of the department



Purpose of the Department: To provide academic leadership to the department and monitor effective implementation of the teaching learning process which will lead to excellence in the academic standard of the college.

Roles and Responsibilities:

1. Exercise the duty to monitor, lead, manage staff and set academic goals in consultation with the authorities.
2. Ensure that overall day-to-day academics and examination run smoothly.
3. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.
4. Plan, support and assess individuals and team's work to ensure task delegation.
5. Providing appropriate opportunities for faculty to participate in department progress.
6. Promoting productive discussions among the departmental faculty members.
7. Encouraging and facilitating professional development through research activities, attendance at professional meetings and participation in workshops, seminars, faculty development programs.
8. Establishing effective working relationships with the non-academic staff of the college in order to facilitate departmental operations.
9. Ensuring that student activities receive adequate supervision.
10. Dealing with student problems that are not the appropriate concerns of the faculty.
11. Deputing faculty for academic counseling.
12. Responding to student grievances and requests.
13. Monitoring the system of academic and examination records.
14. Organizing Departmental meetings of staff or workshops and conferences as required.
15. Preparing agenda for, convening, and chairing departmental meetings.



16.To promote a positive collegial environment for all staff and students in the Department.

17.To create and foster relationships with academic staff at other institutions and appropriate external agencies in order to promote the aims of the Department

18.Acting as a key communication channel between the Principal and Department staff to ensure that there is a two-way flow of information and ideas.

19.To Study Curriculum development process and prepare curriculum implementation plan at institute level. To prepare and assist in preparing Teaching plan and take follow-up for effective implementation. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.

20.To identify the gaps at institute level and develop the plan to make up the deficiencies.

21.To plan academic calendar of the institute, taking into consideration the academic calendar from Pune university.

22.To guide the departments regarding the philosophy of Curriculum design and its implementation.

23.To ensure the uniform implementation of Pune university and PCI norms for student assessment.

24.To analyze the reports of internal and external monitoring committees and work on the remedial actions accordingly.

25.To maintain the records of all activities in prescribed formats (Pune University, AICTT and PCI).

26. To ensuresmooth conduction of the College and Pune UniversityExaminations and to assist the examination coordinator in assigning exam duties, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned. To monitor the system of academic and examination records. To assess reports from the teachers, time to time as per directions. Any other work relating to the College as may be assigned by the Competent Authority from time to time.

Resources and Materials:AcademicFiles are kept in good order, in a secure location. Those containing confidential or personal data such as staff and student files are stored in lockable units, and are not left on desks or in view of visitors. The passwords used are very strong and unique and are with the individual use



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<https://mahadbtmahait.gov.in>

<http://www.pci.nic.in>

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Inter-Department: Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

College in touch: SPH college of Pharmacy, Malegaon

Phone no: 02554-252563

Supplementary Information

In a situation, when the HOD is on leave the next senior person can take over



Mahatma Gandhi Vidyamandir's
Pharmacy College Panchavati Nashik

STANDARD OPERATING PROCEDURE

Name of Department: Pharmaceutical Quality Assurance

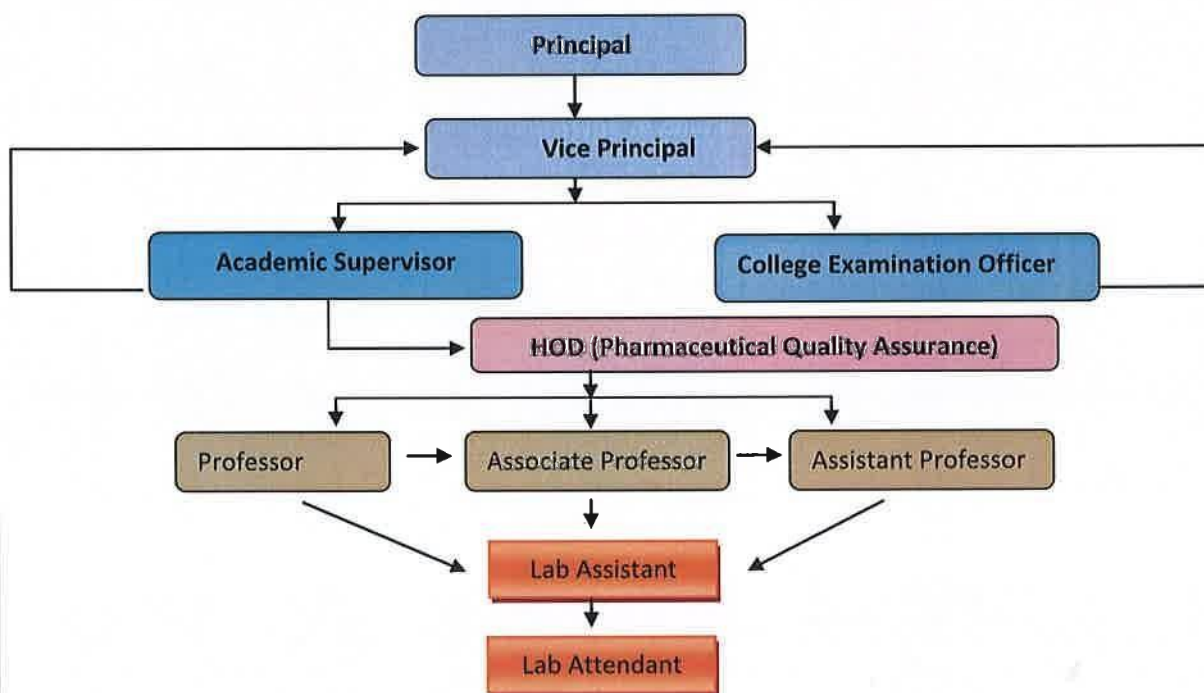
VISION

“To promote and advance the ethics, principles, and knowledge related to quality, efficacy and safety attributes of pharmaceuticals.”

MISSION

To impart fundamental knowledge, concepts about various quality management principles and systems utilized in the manufacturing industry to reduce risk and improve operational efficiency

Organization chart of the department



Purpose of the Department:

- To improve the skills of students in identifying & characterizing the pharmaceuticals and raw material
- To enrich the students by providing knowledge of advance techniques for characterization of pharmaceuticals



- To encourage students for discovering new methods for quality control of pharmaceuticals.
- To develop pharmaceutical dosage forms using natural, synthetic, synthetic resources

Roles and Responsibilities:

1. Encouraging and facilitating professional development through research activities, attendance at professional meetings and participation in workshops, seminars, faculty development programs.
2. Exercise the duty to monitor, lead, manage staff and set academic goals in consultation with the authorities.
3. Plan, support and assess individuals and team's work to ensure task delegation.
4. Providing appropriate opportunities for faculty to participate in department progress.
5. Promoting productive discussions among the departmental faculty members.
6. Establishing effective working relationships with the non-academic staff of the college in order to facilitate departmental operations.
7. Ensuring that student activities receive adequate supervision.
8. Dealing with student problems that are not the appropriate concerns of the faculty.
9. Deputing faculty for academic counseling.
10. Responding to student grievances and requests.
11. Organizing Departmental meetings of staff or workshops and conferences as required.
12. To promote a positive collegial environment for all staff and students in the Department.
13. To create and foster relationships with academic staff at other institutions and appropriate external agencies in order to promote the aims of the Department
14. Acting as a key communication channel between the Principal and Department staff to ensure that there is a two-way flow of information and ideas.
15. To Study curriculum development process and prepare curriculum implementation plan at institute



level. To prepare and assist in preparing teaching plan and take follow-up for effective implementation.

16.To identify the gaps at institute level and develop the plan to make up the deficiencies.

17.To plan academic calendar of the institute, taking into consideration the academic calendar from Savitribai PhulePune university.

18.To ensure the uniform implementation of Pune university and PCI norms for student assessment.

19.To maintain the records of all activities in prescribed formats (Savitribai PhulePune University, AICTE and PCI).

Resources and Materials:

AcademicFiles are kept in good order, in a secure location. Departmental library is maintained with availability of reference books. Charts, Models, Flash cards are maintained in cupboards.

<http://www.unipune.ac.in>

<http://www.dtemaharashtra.gov.in>

<https://mahadbtmahait.gov.in>

<http://www.pci.nic.in>

<https://www.mgv.org.in>

<https://www.dtensk.org>

Cautions, warnings and other hazard related information:

A standard list of basic laboratory safety rules must be followed in every laboratory that uses hazardous materials or processes. These basic rules provide behavior, hygiene, and safety information to avoid accidents in the laboratory. Laboratory specific safety rules may be required for specific processes, equipment, and materials, which should be addressed by laboratory specific SOPs having a strong set of overall laboratory safety rules is essential to avoiding disasters in the lab.All the laboratories shall display the safety guidelines and policiesmandatorily in the laboratory.

Inter-Department: Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

Supplementary Information

In a situation, when the HOD is on leave the next senior person can take over



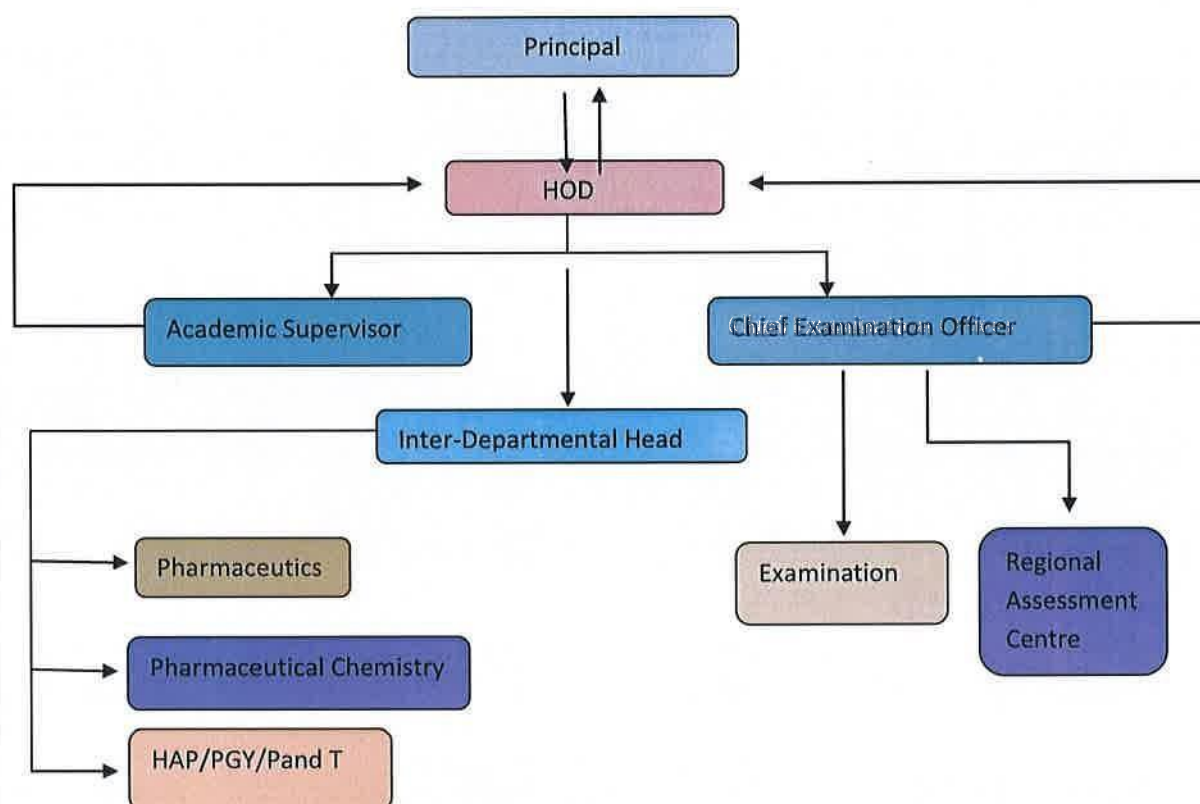
STANDARD OPERATING PROCEDURE

Name of Department : MGVS, Pharmacy College (D. Pharmacy)

Vision: To professionalize the functioning of the department in which education positively contributes to each person's ability to reach their potential in acting for society's good.

Mission: Our mission is to prepare learner-sensitive educators with the knowledge, skills, and dispositions to contribute to a better society.

Organisation chart of the department



Purpose of the Department: To provide academic leadership to the department and monitor effective implementation of the teaching learning process which will lead to excellence in the academic standard of the college.

Roles and Responsibilities:



- a. Exercise the duty to monitor, lead, manage staff and set academic goals in consultation with the authorities.
- b. Ensure that overall day-to-day academics and examination run smoothly.
- c. To work together with the teaching staff as an academic and examination head for ensuring high standards of **teaching** and learning practice and processes.
- d. Plan, support and assess individuals and team's work to ensure task delegation.
- e. Providing appropriate opportunities for faculty to participate in department progress.
- f. Promoting productive discussions among the departmental faculty members.
- g. Encouraging and facilitating professional development through research activities, attendance at professional meetings and participation in workshops, seminars, faculty development programmes.
- h. Establishing effective working relationships with the non-academic staff of the college in order to facilitate departmental operations.
- i. Insuring that student activities receive adequate supervision.
- j. Dealing with student problems that are not the appropriate concerns of the faculty.
- k. Deputing faculty for academic counseling.
- l. Responding to student grievances and requests.
- m. Monitoring the system of academic and examination records.
- n. Organizing Departmental meetings of staff, as required.
- o. Preparing agenda for, convening, and chairing departmental meetings.
- p. To promote a positive collegial environment for all staff and students in the Department.
- q. To create and foster relationships with academic staff at other institutions and appropriate external agencies in order to promote the aims of the Department
- r. Acting as a key communication channel between the Principal and Department staff to ensure that there is a two-way flow of information and ideas.
- s. To Study Curriculum development process and prepare curriculum implementation plan at institute level. To prepare and assist in preparing Teaching plan and take follow-up for effective implementation. To work together with the teaching staff as an academic and examination head for ensuring high standards of teaching and learning practice and processes.
- t. To identify the gaps at institute level and develop the plan to make up the deficiencies.



u.To plan academic calendar of the institute, taking into consideration the academic calendar from MSBTE.

v.To guide the departments regarding the philosophy of Curriculum design and its implementation.

w.To ensure the uniform implementation of MSBTE norms for student assessment.

x.To analyze the reports of internal and external monitoring committees and work on the remedial actions accordingly.

y.To maintain the records of all activities in prescribed formats (CIAAN).

z.To ensuresmooth conduction of the College and MSBTE Examinations and to assist the examination coordinator in assigning exam duties, setting of question papers, moderation and assessment of answer papers and such other work pertaining to the Examinations as assigned.To monitor the system of academic and examination records.To assess reports from the teachers, time to time as per directions.Any other work relating to the College as may be assigned by the Competent Authority from time to time.

Resources and Materials:Academic Files are kept in good order, in a secure location. Those containing confidential or personal data such as staff and student files are stored in lockable units, and are not left on desks or in view of visitors.The passwords used are very strong and unique and are with the individual users

<https://msbte.org.in>

<http://www.dtemaharashtra.gov.in>

<https://mahadbtmahait.gov.in>

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<https://www.dtensk.org>

6.Cautions,warnings and other hazard related information:A standard list of basic laboratory safety rules must be followed in every laboratory that uses hazardous materials or processes. These basic rules provide behavior, hygiene, and safety information to avoid accidents in the laboratory. Laboratory specific safety rules may be required for specific processes, equipment, and materials, which should be addressed by laboratory specific SOPs.Having a strong set of overall laboratory safety rules is essential to avoiding disasters in the lab.All the laboratories shall display the safety guidelines and policies mandatorily in the laboratory

Inter-Department:Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.

College in touch:MGV'S,Institute of Pharmacy,Malegaon

Phone no: 02554-252562

Mob no:7720020754

Supplementary Information

In a situation, when the HOD is on leave the nex senior person can take over



SOP for Academic supervisor

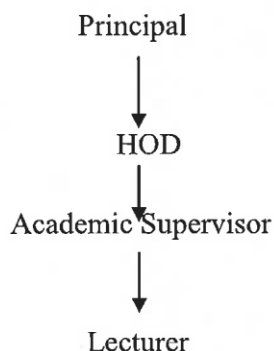
VISION:

To nurture the students by providing quality education by equipping our students with skills, confidence and a positive approach with an all round development in pharmacy profession.

Mission:

- To implement modern pedagogical methods in class room and laboratories for improving teaching and learning process.
- To engage students in intellectual, ethical ,spiritual, personal and professional growth and prepare a responsible pharmacist.

Organization chart:



Purpose of the department:

The academic supervisor plays a crucial role in the success of the students and academic programs of the organization.

The position involves evaluating teaching techniques, developing academic programs and assisting with the development and establishment of new programs.

Roles and Responsibilities:

- Academic supervisor should have a through understanding of the curriculum, institutional requirements, course sequences and requirements for diploma pharmacy course.
- Academic supervisor should plan the academic calendar for the academic year with reference of MSBTE academic calendar.
- Academic supervisor should prepare Timetable , Workload of teaching staff.
- Academic supervisor help supervise curriculum completion report of each teaching staff.



- Academic supervisor help the students to obtain maximum benefits from their educational experience by helping them to understand the opportunities in their pharmacy field.
- Academic supervisor will communicate with parents regarding educational growth, percentage attendance or any other problem of students.
- Academic supervisor will report head office about Annual teaching plan, Academic calendar, Time table ,Work load ,Weekly teaching plan.
- Academic supervisor will prepare and monitor file preparation for External Academic Inspection,PCI Inspection.
- Academic supervisor will supervise the conduct of exam.
- Academic supervisor will ensure the completion of part three [practical training of students]of Diploma pharmacy .

Resources and materials:

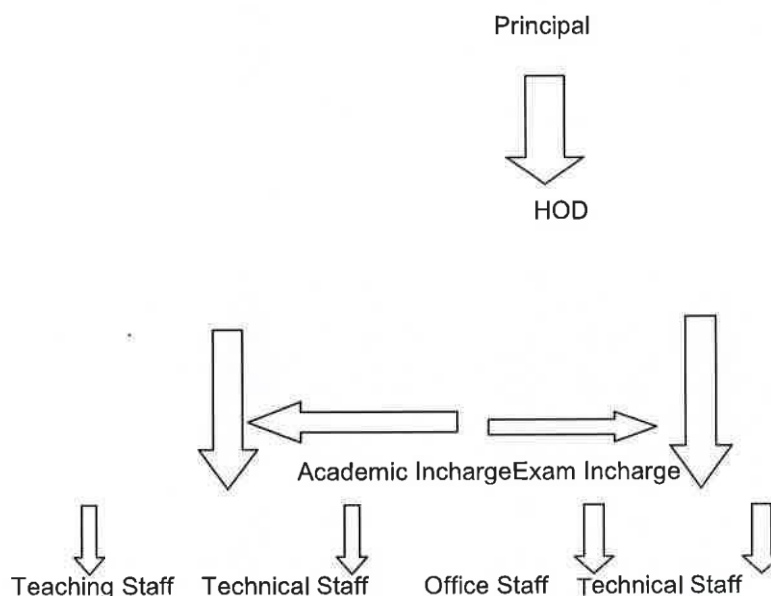
- Training for teaching staff such as Induction program ,refresher courses conducted by MSBTE,PCI.
- Guest lecturers of industrial and academic experts .
- Webinar
- Moocs
- Recent pedagogical methods – Training ,workshops
- Online training
- Worksheets
- Books
- Animation
- Assignments
- Assessment tools – forms , templates
- Case study
- Collection – website, apps ,documents
- Development tools- software
- Illustration/ Graphics- visual concepts,models
- Presentation
- Quiz/Test
- Reference material
- Practical training
- Projects
- Online courses
- National and international journals
- Tutorials



Standard Operating Procedure

Title Page--
Teaching Staff

Organization Chart
of the Department-



Purpose of the Department:

Teaching staff should conceptual understanding and global understanding of prescribed syllabus by pharmacy council of India/ MSBTE and then implement in curriculum. Teaching staff assesses individual's capability to interpret learning in his own language. It is not merely test of knowledge. Teaching staff evaluates persistent and consistent quality of an individual and attitude of an individual i.e. how does an individual perform better by teaching learning process. Teaching staff examines individual's overall personality for grasping the syllabus. Teaching staff assess individual's desire to learn, desire to explore, desire to investigate and desire to apply learning in real life.

Roles and Responsibilities.

- All the day teachers are report to the college on time.
- Teacher's attendance will be maintained by the biometric or automated system of recorder prepare by organization as well as the attendance register.
- The rough book or practical records, assignments and projects must be properly maintained and kept up to date for teacher by the concerned authority.
- Teaching plan must be approved and signed by HOD or Principal of the college.
- During class hours no teacher is allowed to leave his/her respective classes, except under unavoidable



circumstances.

- Teacher should bear in mind that no pupil is to be sent out of the classroom during the period, except for emergencies.
- Teaching plan should be submitted and approved by Principal / HOD / Higher Authority every year.
- Teachers should collect rough book or practical records, assignments and projects from the students timely.
- The teachers are to finish the syllabus for each subject on time, even if it means taking extra classes. For extra classes a written approval by the concerned teacher must be forwarded to the Principal mentioning the date, time and duration.
- The teachers have to finish the course in stipulated time
- Using mobile phone while in the class is only allowed for official use. As an illustration, searching about the lesson or using talking dictionary.
- The teachers should conduct lectures, practical and exams on time as specified by MSBTE/PCI/Organization authorities.
- The teachers should displays the results of exam as specified by MSBTE.
- The teachers should council study related problems as well as other related problems of the students. (or parents if required)
- The extracurricular activities will be treated as part of the curriculum.
- The Extracurricular In charge must coordinate and conduct all extracurricular activities with approval of Principal / HOD / Higher Authority.
- The teachers should prepare and displays the averages of each concern subject timely manner.
- The teachers be able to control the all students while lectures, practical and exams.
- The teachers should maintain fine communication between inter college activities.

Resources and Materials:

- The teachers should follows the prescribed syllabus and designed by pharmacy council of India and MSBTE for teaching curriculum.
- The teachers should refer the books as prescribe by pharmacy council of India and MSBTE for teaching curriculum.

Cautions, Warnings, and Other Hazard-Related info

- No food or drink should allowed by teachersto students in lab and Classroom unless food or drinks are provided as a part of the lab.
- Handle chemicals, reagents, and stains carefully and follow all warnings.
- All bottles and containers are labeled as to contents and potential hazards.
- The teachers should follows all precautions in the laboratory manual and on labels and follow directions exactly.
- The teachers should make sure the students while working in the laboratory should use apron and other protection all times in the lab. (as per requirement of each subject lab.)



Inter-Department –

The teachers should accomplish the well communication, co-operation and activities with our organizational various departments as and when required. (Like Degree, PG, Ph. D. or other departments)

Terminology –

HOD- Head of Department

MSBTE -Maharashtra State Board of Technical Education

Syllabus -Syllabus design by Maharashtra State Board of Technical Education & pharmacy council of India

Curriculum- academic Syllabus design by Maharashtra State Board of Technical Education & pharmacy council of India

Teaching learning process – teaching as well as learning two way process by students & teacher

Biometric or automated system- electronic system for attendance by thumb or retina/eye scan

Attendance register – manual attendance record of staff

Rough book – practice book for study

Practical records – as per syllabus practical book

Assignments – home work

Projects – task assign to perform an individual or group

Teaching plan – yearly planning of syllabus going to teach

Class hours – as per time table performing lecture

Extra classes - performing extra lecture

PCI/Organization authorities- pharmacy council of India

Higher Authority – Education boards, management body of organization

Inter-college activities- activities between different colleges with premises or within country

Degree – Bachelor of Pharmacy/under graduate

PG – Master Pharmacy/Post graduate

Ph. D. - Doctor of Philosophy in pharmacy.

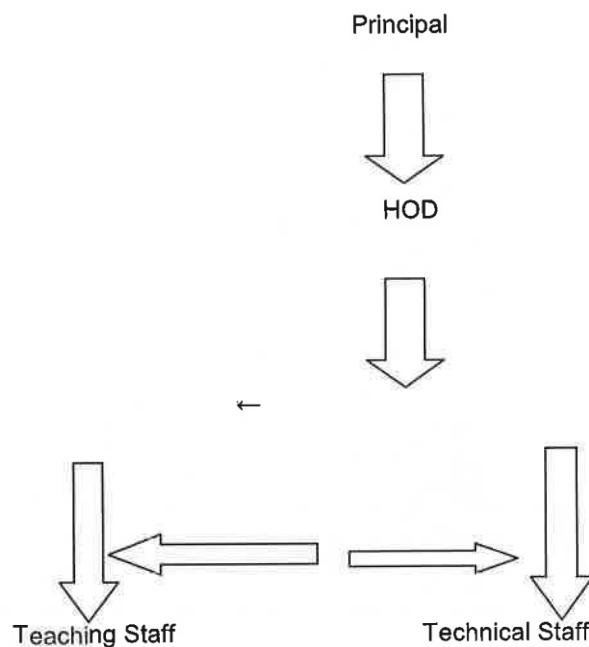
Supplementary Information –

During academic year of college; if any other document prepared for time being or as supplementary to prior document will be mention in this section.



Flowchart Format-

General flow chart of organization working under authorities as follows:

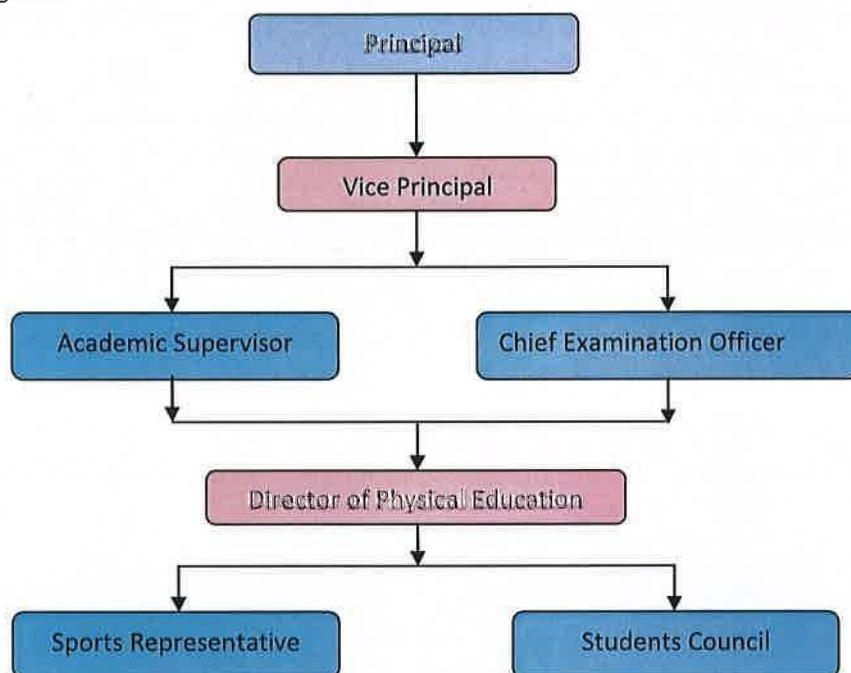


**Mahatma Gandhi Vidyamandir's
Pharmacy College
Panchavati, Nashik 422003**

STANDARD OPERATING PROCEDURE (SOP)

Name of Department : Physical Education and Sports

- **Vision:** We are committed to meet all the physical and mental health, which is required for the all-round development of our students that inspires leadership, teamwork, wellness and power of decision making of students to lead a meaningful life in the society.
- **Mission:** We are dedicated to promote and foster sports and physical education culture in the college through proper training and coaching. We serve the needs of the society by encouraging, generating and promoting excellence in sports performance, research and extensive activities in the field of various Games and Sports.
- **Aim:** To provide adequate facilities and leadership, which afford an opportunity for the students to act in situation which are mentally, physically, stimulating, satisfying and socially sound.
- **Organogram:**



- **Purpose of the Department:**

1. With the academic developments, student's overall development is also very important hence, Department of Physical education and sports is established.



2. With physical fitness and mental development, we promote to build specific skills like leadership, team work, decision making, patience, confidence, etc.
3. We encourage students to participate in various inter collegiate tournaments and to participate in National Pharmacy Week sports championship.

• **Roles and Responsibilities:**

1. Exercise the duty to monitor, lead, manage staff and set departmental goals in consultation with the authorities.
2. Plan, support and assess individuals and team's work to ensure task delegation.
3. Managing and planning for sports budgets.
4. Encourage all students to participate in physical education and sports activities, as well as in inter collegiate and National Pharmacy Week (NPW) tournaments.
5. Successfully conducting Physical Education scheme for first year students.
6. Keeping statistical and financial records.
7. Maintenance and keeping record of all sports equipments and facilities in the college.
8. Undertaking administrative tasks.
9. Writing reports and press notes regarding sports participation and departmental achievements.
10. Under MOU, working with relevant organizations or agencies including youth services, schools, clubs, sports coaches and sports councils.
11. Monitoring and assessing progress of students in related to physical and mental wellbeing.
12. Analyze entire physical educational activities along with students.
13. Perform with academic teacher as well as clinical staff to identify adaptive physical educational requirements of students.
14. Plan different recreational activities which are important for overall growth of students.
15. Interact with parents and guardians as required.
16. Encouraging and facilitating professional development through research activities, attendance at professional meetings and participation in workshops, seminars, faculty development programs.
17. Insuring that student activities receive adequate supervision.
18. Responding to student grievances and requests.
19. To plan yearly calendar of the institute, taking into consideration the SPPU sports calendar.



- **Resources and Materials:**

1. Some Indoor and Outdoor games Facilities are provide by the institution.
2. Separate Physical education and sports department.

- **Cautions, warnings and other hazard related information:**

A standard list of basic safety rules must be followed in sports department. These basic rules provide behavior, hygiene and safety information to avoid injuries while participating in Sports activities.

- **Best Practices:**

1. Participating in National Pharmacy Week (NPW).
2. Celebrated International Yoga Day on 21st June every year.
3. Celebrated National Sports Day on 29th August every year.
4. Organizing annual Sports meet every year.



विभागाचे / पदाचे नाव : कार्यालयीन अधिक्षक

कार्यालयीन अधिक्षक यांचे कार्य व जबाबदारी :

- १) महाविद्यालयाचे मा. प्राचार्य व मा. उप-प्राचार्य यांचेशी वारंवार संपर्कात राहून विभागाच्या कामकाजाबद्दल समन्वय साधणे.
- २) महाविद्यालयासाठी स्वतः सकारत्मक काम करणे व इतर संबंधित कर्मचारी यांचेकडून वेळेत व योग्य काम करून घेणे.
- ३) संस्थेचे संस्थापक व मान्यवरांच्या जयंती व पुण्यतिथी साजरी करणे व त्यांच्या महान कार्यावर प्रकाशझोत टाकणे व दैनिकांमध्ये प्रसिध्दीस देणे.
- ४) महाविद्यालयातील सर्व विभागांशी समन्वय साधणे व देखरेख ठेवणे.
- ५) महाविद्यालयाच्या सर्व विभागामार्फत होणा-या सर्व दैनंदिन कामकाजाचे नियोजन करणे.
- ६) महाविद्यालयाच्या कार्यालयातील सर्व कागदपत्रे फाईल करणे व सुरक्षित ठेवणे व मा. प्राचार्य / उप प्राचार्य यांच्या मागणीनुसार उपलब्ध करून देणे.
- ७) मा. प्राचार्य / उप प्राचार्य व कर्मचारी यांच्यातील महत्वाचा दुवा म्हणून कामकाज करणे.
- ८) महाविद्यालयातील कार्यालयीन कर्मचारी व तसेच इतर कर्मचारी यांचेकडून दैनंदिन कामकाज करून घेणे तसेच काम करतांना येणा-या अडचणी व समस्या जाणून घेवून त्यावर यथोचित मार्ग काढणे.
- ९) महाविद्यालयातील कर्मचारी यांच्याकडून झालेल्या चूकीबद्दल शिक्षा न देता कामात कशा पध्दतीने चूका टाळता येतील याकडे लक्ष देणे व त्यांना समजवून सांगणे. व गरजेनुसार व वरीष्ठांच्या आदेशानुसार जापन देणे.
- १०) महाविद्यालयांतर्गत झालेल्या कार्यक्रमाचे/कामाचे अहवाल वेळोवेळी वरीष्ठांना देणे.
- ११) महाविद्यालयाचा शैक्षणिक ठेवा जतन
- १२) महाविद्यालयास ऑनलाईन व पोस्टाद्वारे/कुरीअरने आलेल्या मेल मा. प्राचार्य यांचेकडून करणे
आल्यानंतर संबंधित विभागवार कामाच्या जबाबदारी नुसार शेरा लिहून पुढील कार्यवाही करणेस
संबंधिताकडे पाठवणे व त्यानुसार संबंधितांना कार्यवाही केली किंवा नाही याची शहानिशा करणे
- १३) शिक्षक, शिक्षकेतर कर्मचारी यांचे Muster, Late Mark & Leave इत्यादी दैनंदिन बाबी



पाहणे.

१४) शिक्षक , शिक्षकेतर कर्मचारी यांचे दरमहा Attendance Record /Thumb Report/CL, DL

Record पगारपत्रकासाठी संस्थेच्या मुख्य कार्यालयाकडे तयार करून पाठविणे.

१५) शिक्षक, शिक्षकेतर कर्मचारी यांचे वैयक्तिक फाईल्स सेवा पुस्तिका भरणे इत्यादी कामे करणे.

१६) मा. प्राचार्य व उपप्राचार्य यांच्या आदेशानुसार काम करणे

१७) शिक्षक , शिक्षकेतर कर्मचारी यांना येणा-या दैनंदिन छोट्या मोठ्या अडचणी सोडवणे.

१८) महाविद्यालयातील कार्यालयामध्ये प्रशासकीय दैनंदिन कामकाजामध्ये

समन्वय साधणे व त्यानुसार संबंधितांकडून योग्य प्रकारे काम करून घेणे व मार्गदर्शन करणे.

१९) महाविद्यालयातील सर्व विद्यार्थ्यांच्या अडचणी दूर करणे व त्यांना गरजेनुसार लागणारे विविध

बोनाफाईड प्रमाणपत्र व इतर कागदपत्रासाठी मार्गदर्शन करणे.

२०) महाविद्यालयामध्ये साजरे होणा-या विशेष कार्यक्रमासाठी समन्वयक साधून कार्यक्रमाचे

नियोजन करणे व कार्यक्रम यशस्वी व उत्तमप्रकारे पार पाडणेसाठी प्रयत्न करणे.

२१) महाविद्यालयातील विविध विभागात चालणा-या दैनंदिन चालणा-या प्रात्यक्षिक व शैक्षणिक

कामकाजावर लक्ष ठेवणे.

२२) दैनंदिन गरजेनुसार स्वतः इंग्रजी व मराठी टाइपिंग करणे.

२३) मा.प्राचार्य व उपप्राचार्य यांचे रजेचे अर्जाला पत्र तयार करून स्कॅन/हस्तदेय मा. अध्यक्ष

महाविद्यालयीन विकास समिती यांचेकडे परवानगीसाठी पाठविणे.

२४) महाविद्यालयातील सर्व शिक्षक व शिक्षकेतर कर्मचारी यांच्या रजेच्या अर्जावर शिल्लक रजेचा

तपशिल बघून शेरा लिहणे व मा.प्राचार्य यांच्याकडे पुढील मंजूरीसाठी पाठविणे.

२५) महाविद्यालयाच्या विद्यापीठ संलग्नीकरणाचे कामकाज करणे, तसेच AICTE, PCI व DTE

कामास मदत करणे.

२६) महाविद्यालयाचा SAR Report व Annual Report भरणेकामी मदत करणे.

२७) कार्यालयातील संबंधितांकडील दैनंदिन कामकाजावर लक्ष ठेवणे व कामे पूर्ण करून घेणे.

२८) शिक्षक व शिक्षकेतर कर्मचारी वाढीव गरजेप्रमाणे संस्थेकडे प्रस्ताव पाठविणे व त्याचा पाठपुरावा

करणे.



२९) महाविद्यालयाच्या विविध कामामध्ये भाग घेणे. व संबंधित कामाच्या बबतीत पाठपुरावा करणे.

३०) स्वतः दैनंदिन वहीमध्ये रोजच्या कामाच्या नोंदी करणे. व वरीष्ठाकडून तपासून घेणे. तसेच इतर कार्यालयीन कर्मचा—यांच्या दैनंदिन कामकाजाच्या नोंदवहीमध्ये कामकाजाच्या नोंदी तपासून सही करणे.

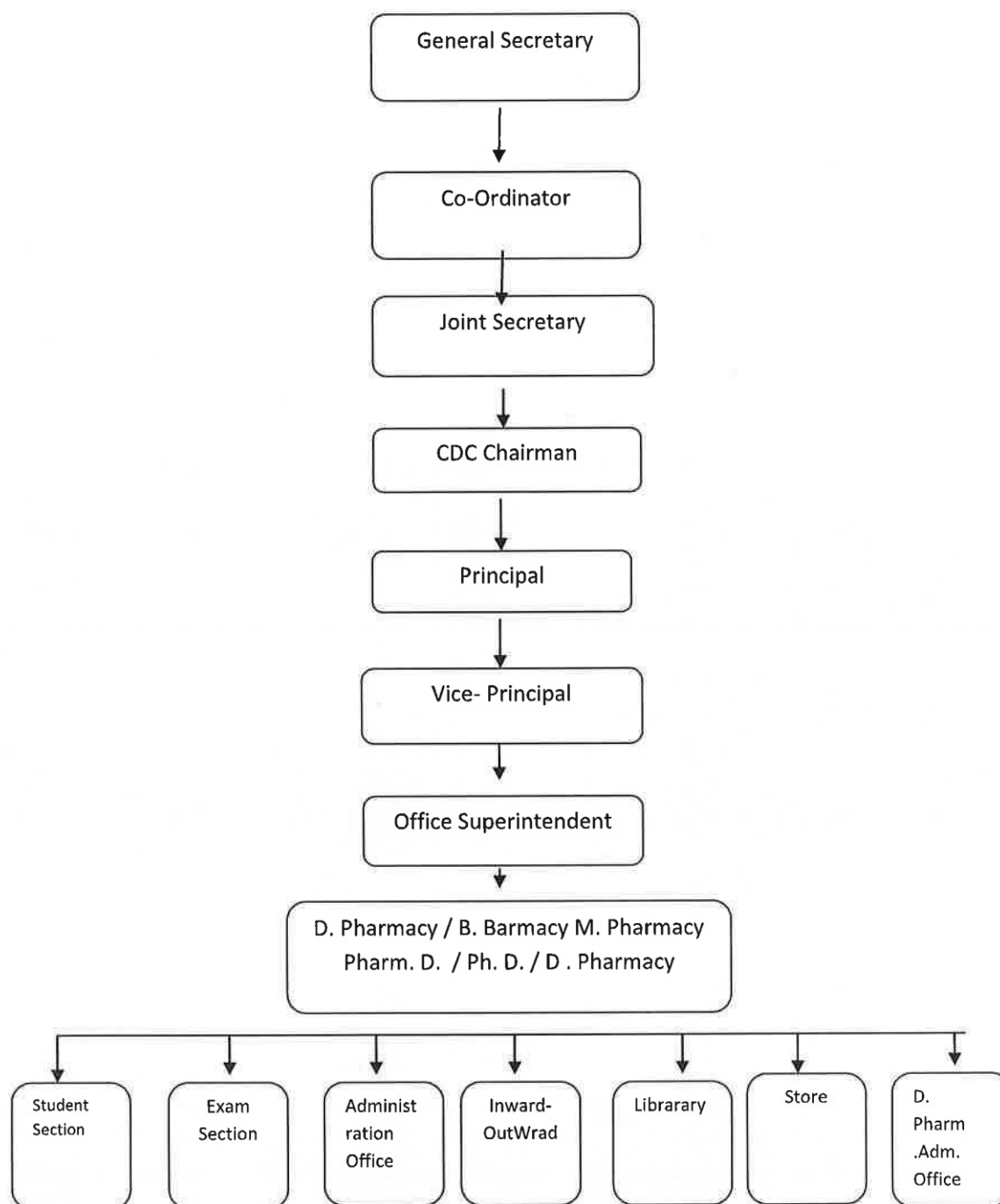
३१) प्राचार्य, व एच. आर. विभागाची साप्ताहिक मिटींग घेणे व त्याचा अहवाल संस्थेच्या एच. आर. विभागाकडे पाठविणे.

३२) मी रजेवर असतांना महाविद्यालयातील वरीष्ठ लिपीक यांचेकडे कामाचा कार्यभार सोपविण्यात येतो.



Organization Chart of the H. R. Department

Flow Chart



विभागाचे / पदाचे नाव : बी. फार्मसी (विद्यार्थी विभाग)

विद्यार्थी विभाग भूमिका व जबाबदारी :

- १) विद्यार्थ्यांचे अॅडमिशन फॉर्म भरून घेणे व विद्यार्थ्यांची मूळ कागदपत्रे तपासणे.
- २) विद्यार्थ्यांनी महाविद्यालयात प्रवेश घेतल्यानंतर गुणवत्ता यादी, शैक्षणिक पात्रता व प्रोरेटा यासंबंधातील कामकाज करणे.
- ३) डी. टी. ई सामनगांव येथे विद्यार्थ्यांची गुणवत्ता यादी तपासनी साठी घेउन जाणे.
- ४) गुणवत्ता यादी मध्ये त्रुटी असल्यास त्यांची पूर्तता करून अंतिम गुणवत्ता यादीस मान्यता घेणे.
- ५) डी. टी. ई सामनगांव यांचे वेळोवेळी येणा-या परिपत्रकांनुसार विद्यार्थ्यांची माहिती पुरवणे.
- ६) सवित्रीबाई फुले विद्यापीठ, पुणे शैक्षणिक पात्रता (Eligibility) फार्म भरून घेणे व विद्यार्थ्यांची माहिती ऑनलाईन अपलोड करून बॅकेचे चलन भरणे व विद्यापीठास सादर करणे.
- ७) शैक्षणिक क्रिडाविषयक प्रोरेटा सादर करणे, चलन भरणे व विद्यापीठास सादर करणे.
- ८) प्रोरेटा विद्यार्थ्यांची ऑनलाईन माहिती भरणे, बकॅचलन भरणे व विद्यापीठास सादर करणे.
- ९) AICTE , PCI येथे वेळोवेळी लागणारी विद्यार्थ्यांची माहिती पुरवणे.
- १०) गुणवत्ता यादीस मान्यता मिळाल्यानंतर विद्यार्थ्यांची मूळ कागदपत्रे परत करणे. व परत केल्याचा पुरावा आपल्याकडे जतन करून ठेवणे.
- ११) पुणे विद्यापीठ नुतनीकरण व संलग्नीकरण या कामात मदत करणे व प्रस्ताव जमा करणे.
- १२) महाविद्यालयाचा Annual Report , SAR Report या कामात मदत करणे.
- १३) AISHE पुणे यांना प्रवेशित विद्यार्थ्यांची माहिती पुरविणे.
- १४) विद्यार्थ्यांना अभ्यासक्रम पूर्ण झाल्यानंतर बोनाफाईड, टी. सी व मुळ कागदपत्रे परत करणे.
- १५) विद्यार्थ्यांच्या प्रवेश रद्दबाबत नियमाप्रमाणे कार्यवाही करणे. व फी परतीबाबत लेखा विभागास कळविणे.
- १६) विद्यार्थ्यांना कार्यालयीन कामासाठी योग्य मार्गदर्शन करणे.
- १७) विद्यार्थ्यांना मागणीनुसार योग्य शुल्क आकारून टान्सक्रिप्ट बनवून देणे



विभागाचे / पदाचे नाव : आवक—जावक / रजेचे अर्ज /

स्टाफ मस्टर /वैयक्तिक फाईल्स

आवक—जावक/रजेचे अर्ज/ स्टाफ मस्टर /वैयक्तिक फाईल्स

अतिरिक्त एम. फार्म (विद्यार्थी विभाग) भूमिका व जबाबदारी :

- १) संस्था, विद्यापीठ, डीटीई येथून येणारे तसेच महत्वाची पत्रके यांची आवक रजिस्टरला नोंद करणे तसेच महाविद्यालयातून केला जाणारा पत्रक व्यवहार यांना जावक नंबर देवून त्यांची नोंद करून घेणे.
- २) संस्था, विद्यापीठ, डीटीई, एआयसीटीई, पीसीआय, इ ठिकाणहून आलेली पत्र आवक बारनिशीला नोंद करून संबंधित विभागाला / व्यक्तीपर्यंत पोहाचवणे.
- ३) एसपीपीयू, एमजीव्ही इनवर्ड/आउअवर्ड, डीटीई, पीसीआय, इ. फाईल तसेच सीडीसी फाईल अद्ययावत करणे.
- ४) प्रत्येक महिन्याच्या अखेरिस शिक्षक—शिक्षकेतर कर्मचारी यांचे हजेरी बुक लिहून तयार करणे.
- ५) शिक्षक व शिक्षकेतर सर्व कर्मचा—यांचे रजा अर्ज जमा करणे व रजिस्टर मध्ये नोंद करणे.
- ६) शिक्षक व शिक्षकेतर कर्मचा—यांची मूळ कागदपत्रे, तसेच फाईल अद्ययावत करणे. सर्व्हिस बुक भरतांना वरिष्ठांना कामात मदत करणे.
- ७) विद्यार्थ्यांचे बोनाफाईड तयार करणे. योग्य फी आकारून विद्यार्थ्यांस देणे.
- ८) विद्यार्थ्यांचे टी.सी तयार करणे.
- ९) विद्यार्थ्यांचे मूळ कागदपत्रे फाईल करून ठेवणे व विद्यार्थ्यांना त्यांच्या आवश्यकतेनुसार देणे.
- १०) जनरल रजिस्टर अद्ययावत करणे.
- ११) प्रवेश प्रक्रियेच्यावेळी विद्यार्थ्यांचे मूळ कागदपत्रे तपासून घेणे व फार्म भरून घेणे तसेच कागदपत्रे जमा करणे.
- १२) शैक्षणिक पात्रता फॉर्म भरून घेणे व माहिती एक्सेलमध्ये भरणे.
- १३) विद्यार्थी व शिक्षक कर्मचारी यांच्या संबंधित पत्रव्यवहार करणे. नोटीस तयार करणे.
- १४) नवीन प्रवेशित विद्यार्थ्यांचे जनरल रजिस्टर लिहिणे.
- १५) दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.



**विभागाचे / पदाचे नाव : संगणक चालक/ मराठी व इंग्रजी टायपिस्ट
अतिरिक्त कार्यभार फार्म.डी (विद्यार्थी विभाग)**

संगणक चालक/मराठी व इंग्रजी टायपिस्ट अतिरिक्त फार्म. डी.

(विद्यार्थी विभाग) भूमिका व जबाबदारी :

- १) संस्था, विद्यापीठ, डी. टी. ई ,इ. येथील ऑनलाईन व वेळोवेळी येणारे परिपत्रक तपासणे व प्रिंट घेणे.
- २) महाविद्यालयातील विद्यार्थी व शिक्षक—शिक्षकेतर कर्मचारी यांच्याशी सतत संपर्कात राहून परिपत्रक टाईप करून प्रसिध्द करणे /नोटीस बोर्डला लावणे.
- ३) विद्यार्थी व शिक्षक कर्मचारी यांचे विद्यापीठस्तरीय व संस्थेशी निगडित कार्यालयीन ऑनलाईन पत्रव्यवहार करणे.
- ४) विद्यार्थी, शिक्षक—शिक्षकेतर कर्मचारी यांचे संस्थेशी निगडित परिपत्रक तयार करणे.
- ५) विद्यार्थी, शिक्षक—शिक्षकेतर कर्मचारी यांचे संस्था, महाविद्यालय, विद्यापीठ निगडित पत्र तयार करणे.
- ६) विद्यार्थ्यांना बोनाफाईड तयार करून देणे.
- ७) सर्व बी.फार्म,एम.फार्म,पीएच.डी,फार्म डी विद्यार्थ्यांचे टी.सी तयार करणे व मूळ कागदपत्रे परत करणे.
- ८) विद्यार्थ्यांचे जनरल रजिस्टर वेळोवेळी अदययावत करणे.
- ९) प्रवेश प्रक्रियेच्या वेळी विद्यार्थ्यांचे अॅडमिशन फॉर्म भरून घेणे, मुळ कागदपत्रे तपासणे व जमा करून महाविद्यालयामध्ये जपून ठेवणे.
- १०) विद्यार्थी प्रवेशित झाल्यानंतर गुणवत्ता यादी, शैक्षणिक पात्रता व प्रोरेटा यासंबंधीत कामकाज करणे.
- ११) विद्यार्थी गुणवत्ता यादीसाठी विद्यार्थ्यांचे मुळ कागदपत्रे तपासणी साठी डी. टी. ई सामनगाव येथे देणे.
- १२) गुणवत्ता यादीमध्ये येणा—या त्रुटींची कालमर्यादेमध्ये पूर्तता करणे.



१३) एसपीपीयू, पुणे, शैक्षणिक पात्रता फार्म विद्यार्थ्यांकडून भरून घेणे व माहिती एक्सेल मध्ये
भरणे.

१४) विद्यार्थ्यांचे मूळ कागदपत्रे सांभाळणे व वेळोवेळी उपलब्ध करून देणे व परत जमा करणे.

१५) नवीन विद्यार्थ्यांचे जनरल रजिस्टर तयार करून नोंद करणे.

१६) दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.



विभागाचे / पदाचे नाव : ई-मेल चेक करणे/मराठी व इंग्रजी टायपिस्ट

ई-मेल चेक करणे / मराठी व इंग्रजी टायपिस्ट भूमिका व जबाबदारी

- १) SPPU, PCI, AICTE, DTE Mumbai & Nashik, College Mail , Outlook & Other ई-मेल चेक करणे
ईमेल वर आलेल्या पत्रांच्या प्रिंट काढून प्राचार्यांची सही घेवून आवक-जावक विभागाकडे पुढील कार्यवाहीसाठी पाठविणे.
- २) वरिष्ठांनी (प्राचार्य, उपप्राचार्य व कार्यालयीन अधीक्षक) यांच्या आदेशानुसार वेळोवेळी मराठी व इंग्रजी पत्र/परिपत्रक/नोटीस इत्यादी टायपिंग करणे.
- ३) एम. फार्म Eligibility कामकाज टायपिंग करून SPPU साईडला अपलोड करणे.
- ४) Pending Fees संदर्भात/इतर विद्यार्थ्यांना पत्र तयार करून ते पत्र आवक-जावक स्पीड पोस्ट करायला देणे.
- ५) Student Section ला मदत करणे.
- ६) कोणी शिक्षकेतर कर्मचारी सुट्टीवर असल्यास त्यांचे कामकाज करणे.
- ७) दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.



विभागाचे/पदाचे नाव : परिक्षा विभाग

परिक्षा विभाग भूमिका व जबाबदारी :

- १) बी.फार्म आणि एम.फार्म महाविद्यालय अंतर्गत आणि विद्यापीठ परिक्षा कामकाज बघणे.
- १) महाविद्यालयीन अंतर्गत / सेशनल परिक्षा वेळापत्रक, सुपरव्हीजन चार्ट तयार करणे. व त्याप्रमाणे कार्यवाही करणे.
- २) सीटींग अरेंजमेंट नंबर टाकणे, उत्तरपत्रिका व पुरवणीपत्रिका यांचा हिशेब ठेवणे.
- ३) परिक्षेसंबंधी हजेरीचे तपशिलवार हिशेब ठेवणे.
- ४) वेळोवेळी तारखाप्रमाणे होणाऱ्या विषयांचे व वर्षाचे पॅटर्न प्रमाणे संपूर्ण तपशिलवार हिशेब हे रजिष्टर मध्ये नोंद करून ठेवणे.
- ५) महाविद्यालयीन अंतर्गत प्रश्नपत्रिका वेळापत्रक व ऑपसेंट/प्रेझेंट, नंबर यांचे अटेंडेन्ट्स ची फाईल बनविणे.
- ६) महाविद्यालयीन अंतर्गत परिक्षेचे विद्यार्थ्यांचे गुण रजिष्टरमध्ये नोंदी ठेवणे. व सुरक्षित ठेवणे.
- ७) वेळोवेळी सर्व फाईल बनविणे.
- ८) परिक्षेविषयीचे सर्व तपशिलवार माहिती ठेवणे, तसेच होणारे सर्व इन्स्पेक्शनची तयारी करणे. लागणारी सर्व रेकॉर्ड तयार करून ठेवणे.
- ९) त्या संदर्भात लागणारी माहिती पुरविणे.
- १०) परिक्षा इन्चार्ज व सी.ई.ओ. यांनी सांगिलेली सर्व कामे पाहणे.
- ११) इन्सुव्हमेंट परिक्षेचे फॉर्म भरून ती परिक्षा घेणे व त्यासंबंधितेचे सर्व कामकाज पाहणे.

२) एस.पी.पी.यु. विद्यापीठ परिक्षा विभाग

- १) विद्यापिठामार्फत घेणाऱ्या व होणाऱ्या सर्व परिक्षांचे मुला-मुलींचे परिक्षा फॉर्म भरून इन्व्हर्ट करणे. तसेच त्यांचे चलन जनरेट करून ते लेखा विभागाला पुढील कार्यवाही साठी देणे, व त्या संदर्भातील



इतर कामे करणे.

- २) विद्यापिठामार्फत होणाऱ्या परिक्षांचे हॉल तिकीट प्रिंट आउट घेणे त्यातील त्रुटी पाहणे, चाचपणी करणे, आणि ते पुन्हा मुलांना देणे.
- ३) महाविद्यालयात होणाऱ्या सर्व परिक्षांचे येणारे नंबर व साहित्य हे पाहणे व या सर्वांची चाचपणी करून त्याची पूर्णतः खात्री करून घेवून त्याचे रेकॉर्ड ठेवणे त्यात काही अडचणी आल्यास वरिष्ठांच्या नजरेत आणून देणे व ते सांगतील त्या पध्दतीने पुढील कामे करणे.
- ४) दिवसाप्रमाणे होणाऱ्या परिक्षांचे विषयांचे नंबर काढणे त्यांची पूर्णतः खात्री करून घेवून ते टाईप करून त्या त्या दिवसाला ते सेंटिंग/अरेंजमेंट करणे, नंबर टाकणे व प्रश्नपत्रिका, उत्तरपत्रिका ह्या त्या त्या वर्गाप्रमाणे व ब्लॉक प्रमाणे सेट करून देणे.

३) सुपर व्हीजन शेड्युलड:-

- १) विद्यार्थ्यांचे अटेंड्स अपसेंट/प्रेझेंट नंबर रजिस्टर मध्ये नोंद करणे लागणारे सल्लीमेंट मेन अन्सरशीट, यांची नोंद घेणे व रेकॉर्ड ठेवणे.
- २) परिक्षा काळात चालू असलेले प्रॅक्टिकल, थेअरी, यासाठी येणारे पर्यवेक्षक यांचे अटेंडेन्स सर्टिफिकेट बनवून देणे.
- ३) परिक्षा विभागात होणारे इतर सर्व कागदपत्रे व लागणारी माहिती विद्यापिठास देणे.
- ४) परिक्षा संपल्यानंतर देण्यात येणारे मानधन त्यांचे अचुक दिवसांप्रमाणे सर्व वरिष्ठांना ते सांगतील त्याप्रमाणे काम करणे व मिळवून देणे. त्यानंतर विद्यापिठाला त्या मानधनाचे ऑडीट रिपोर्ट तयार करून पाठविणे.
- ५) ते ऑडिट रिपोर्ट संस्थेच्या ऑडीटर कडून तपासून त्यात काही त्रुटी आढळल्यास त्या दुरुस्ती करून पुन्हा विद्यापिठास सादर करणे व वेळोवेळी येणारे विद्यापिठाकडून मानधनाचा पाठपुरावा करून ते मिळवून देणे. जेणेकरून पुढे होणाऱ्या परिक्षांसाठी विद्यापिठ जे अनुदान देते ते मिळण्यास अडचणी



येऊ नये यासाठी तत्पर कार्यवाही करणे.

- ६) विद्यापिठ ज्या ज्या परिक्षा घेत राहते, त्या परिक्षांचे सर्व रेकॉर्ड मॅटेन ठेवणे.
- ७) विद्यार्थ्यांचे परिक्षा फॉर्म भरल्यानंतर जी फी विद्यार्थी भरतात त्या फीचे वृद्धी सॉफ्टवेअर मध्ये रिसीट बनवून देणे. म्हणजे विद्यार्थ्यांच्या फीचे आणि अकाउंटच्या रकमेत सुसुत्रता ठेवणे.
- ८) डि.टी.ई. च्या वेबसाईटमध्ये डॅशबोर्ड असतो, त्या डॅशबोर्ड मध्ये प्रत्येक विद्यार्थ्याचे प्रत्येक परिक्षेचे मार्क्स भरणे. जेणेकरून नविन अॅडमिशन घेतांना डि.टी.ई.जी.व्हॅकेन्सी पोझिशन दाखविते. त्यात अडचणी येवू नये.
- ९) कॉलेजमध्ये वेगवेगळ्या प्रकारचे आणि वेगवेगळ्या पॅटर्नचे परिक्षा ह्या वेगवेगळ्या दिवसांप्रमाणे होतात. त्या त्या दिवसाला कोणत्या पॅटर्नची आणि कोणत्या विषयाची परिक्षा आहे यांची सर्व तयारी करून ठेवणे.
- १०) प्रश्नपत्रिका झेरॉक्स करणे, ते त्या त्या वर्गाप्रमाणे व त्या त्या पॅटर्नप्रमाणे लावून देणे. आणि त्या योग्य दक्षतेने ठेवणे.
- ११) परिक्षा विभागात असणारे सर्व कामे टायपींग, झेरॉक्स, ऑडीट, फी रिसीट आणि इतर सर्व परिक्षांशी निगडित असणारी कामे पाहणे.



विभागाचे / पदाचे नाव : ग्रंथपाल आणि सहाय्यक ग्रंथपाल

ग्रंथालयीन कामकाजाचे भूमिका व जबाबदारी :

- १) ग्रंथालयातील सर्व प्रकारचे रिपोर्ट्स तयार करणे.
- २) ग्रंथ साहित्य खरेदी संदर्भात नियमाप्रमाणे पूर्व परवानगी घेवून. त्यानुसार सर्व साहित्याची खरेदी करणे.
- ३) नवीन खरेदी केलेल्या ग्रंथांचे क्लासिफिकेशन करून पुढील रजिस्टर मध्ये नोंद करणे.
- ४) सर्व देवाण घेवाण झालेली पुस्तके परत ग्रंथालयात आल्यानंतर जागेवर व्यवस्थित ठेवली जातात की नाही याची खात्री करून घेणे.
- ५) देवाण घेवाण काउंटरवर ग्रंथ घेण्यासाठी गर्दी होऊ न देण्यासाठी उपाययोजना करणे.
- ७) विद्यार्थ्यांच्या ग्रंथालया संदर्भात काही अडचणी असतील तर त्या दूर करणे.
- ८) वृत्तपत्रामधील काही महत्वाच्या बातम्या काढून त्याची एक फाईल तयार करणे.
- ९) ग्रंथांचे व नियतकालीन याचे कोटेशन मागवणे.
- १०) खरेदी झालेली पुस्तके ग्रंथालयात आल्यानंतर बिल आणि पुस्तके चेक करून घेणे.
- ११) विद्यार्थ्यांना आय कार्ड देणे.
- १२) ठराविक वेळेत येत असलेल्या नियतकालिकांची नोंद करणे.
- १३) आलेले बिल चेक करून अकाउंट विभागाला पाठविणे.
- १४) ग्रंथालया संदर्भात वारंवार विद्यार्थ्यांना सुचना करणे.
- १५) विद्यार्थ्यांना संदर्भ सेवा उपलब्ध आहे याची माहिती देणे.
- १६) ग्रंथालयातील वातावरण हसत खेळत ठेवण्यासाठी प्रयत्न करणे.
- १७) देवाण घेवाणीमध्ये पुस्तक देणे, घेणे, रिन्वू करणे ही संपूर्ण प्रक्रिया करणे.
- १८) रोज किती पुस्तके घरी घेऊन गेलीत, किती परत आली, किती पुस्तकांचा संदर्भासाठी वापर केला, किती जर्नल्स बघितली प्रत्येक गोष्टीचा लेखाजोखा रोजच्या रोज नोंद करणे.
- १९) विद्यार्थ्यांकडून वर्षाच्या शेवटी जो फाईन जमा होतो त्यातून नवीन पुस्तकांची खरेदी करणे.

ग्रंथालयातून देण्यात येणा—या सेवा

- १) देवघेव सेवा



२) संदर्भ सेवा

३) वृत्तपत्र कात्रण सेवा

४) नवीन आलेली माहिती नोटीस बोर्डला लावणे

५) सीडी, ई-बुक सेवा मागणीनुसार त्यांच्या मेल वर माहिती पाठविली जाते.

ग्रंथालयातून देण्यात येणा-या सुविधा

१) एम फार्म व पीएचडी च्या विद्यार्थ्यांसाठी मुक्त द्वार पद्धत वापरली जाते.

२) इंटरनेट सुविधा पुरविली जाते.

३) ग्रंथालयात येणा-या विद्यार्थ्यांची त्याचबरोबर ग्रंथालयात येणा-या शिक्षकांची नोंद ठेवण्यात येते

४) खास विद्यार्थ्यांसाठी कमवा आणि शिका हा उपक्रम राबविला जातो.

५) कुसुमाग्रज प्रतिष्ठान तर्फे ग्रंथ पेटी उपलब्ध करून देण्यात आली आहे.

६) विविध उपकृत ग्रंथालयाद्वारे साजरे केले जातात.

७) आंतरग्रंथालयीन सेवा उपलब्ध करून देण्यात आली आहे.

८) झेरॉक्सची सेवा उपलब्ध करून दिली जाते.

९) वृद्धी सॉफ्टवेअर वापरण्यात येते व त्यामध्ये संपूर्ण पुस्तकांच्या नोंदी करणे.

१०) नवीन आलेल्या विद्यार्थ्यांसाठी अभिमुखता कार्यक्रम आखला जातो.

११) एचआरडीच्या राष्ट्रीय डिजिटल ग्रंथालयाची सदसत्व घेतलेले आहे.

१२) इन्फलीबनेट एन लिस्ट वार्षिक सदसत्व घेतलेले आहे व ते दरवर्षी रिनूव्ह केले जाते.

१३) इलेक्ट्रॉनिक बुक्स ग्रंथालयात उपलब्ध आहे.

१४) ई बुक्स हे ई मेलद्वारे त्यांच्या मागणीनुसार पुरवली जाते.

१५) ई संदर्भ सेवा सुद्धा त्यांच्या मागणीनुसार पुरवली जाते.

१६) एन लिस्ट मधून किंवा त्यांना पाहिजे असलेली माहिती सिस्टिम मधून शोधून देण्यासाठी मदत केली जाते.

१७) सावित्रीबाई फुले पुणे विद्यापीठाच्या जयकर ग्रंथालयाकडून ई ग्रंथालय सेवा उपलब्ध करून दिली जाते पण त्यासाठी विद्यार्थ्यांनी विद्यापीठाच्या उपकेंद्रावर जावे लागते. त्या पद्धतीची माहिती



विद्यार्थ्यांपर्यंत पोहचवली जाते.

१८) एनपीटीईल व्हिडिओ उपलब्ध आहेत.

१९) प्रत्येक महिन्यामध्ये प्रत्येक प्राध्यापक किती पुस्तकांचा उपयोग करतात. याचा लेखाजोखा ठेवला जातो.

२०) प्रत्येक विद्यार्थ्याला एकावेळी तीन पुस्तके घरी वाचण्यासाठी दिली जातात.

२१) एकावेळी एक पुस्तक हे आय कार्ड वरती दिले जाते जे की ते त्याच दिवशी परत करायचे असते.

२२) फक्त महाविद्यालयातील विद्यार्थ्यांना ग्रंथालयात प्रवेश दिला जातो.

२३) विद्यार्थ्यांना ग्रंथालय कर्मचा—यांकडून सर्वतोपरी मदत केली जाते.

२४) शिक्षकांना एका विषयाचे एकावेळी पाच पुस्तके उपलब्ध करून दिली जातात.

२५) दरवर्षी मार्च महिन्यामध्ये संपूर्ण स्टॉक घेतला जातो त्यावेळी हरवलेली पुस्तके बाईंडिंगसाठी पुस्तके वेगळी काढली जातात व रद्दबातल करणे या सर्व गोष्टी त्यात नमूद केल्या जातात.

२६) परत न आलेल्या पुस्तकांची यादी केली जाते व त्यानुसार त्यांना स्मरणपत्र दिली जातात व त्याचा पाठपूरावा केला जातो.

२७) स्टॉक व्हेरिफिकेशन कमिटी तो रिपोर्ट तपासून त्यानंतर तो हेड ऑफिसला पाठवला जातो.

२८) रोजच्या देवघेवीवरून मासिक रिपोर्ट तयार केला जातो व त्यामध्ये बी.फार्म, एम. फार्म, फार्मा. डी यांची संपूर्ण माहिती हेड ऑफिसला मेलद्वारे पाठविली जाते.

२९) शिक्षकांचा देवघेवीचा रिपोर्ट दर महिन्याला तयार करून हेड ऑफिसला मेलद्वारे पाठविला जातो.

ग्रंथालयात लागणा—या गरजा

१) दोन परिचाराची अत्यंत गरज आहे. पीसीआर नुसार

२) ७ संगणक

३) १० नवीन कपाट

४) बी.फार्म, एम.फार्म, फार्मा डी यासाठी दरवर्षी नवीन पुस्तके घेण्याची अत्यंत गरज आहे.

सहाय्यक ग्रंथपाल :

ग्रंथालय हे आपल्या महाविद्यालयाचा आत्मा असतो. आपल्या ग्रंथालयात बी.फार्म, एम.फार्म, फार्मा.डी या अभ्यासक्रमांचे आत्तापर्यंत सर्व पुस्तके उपलब्ध असून सर्व पुस्तकांची एंड्री वृद्धी



सॉफ्टवेअरमध्ये केलेली असून बार कोडिंग झालेले आहे.

१) ग्रंथालयात येणारे दैनिक वृत्तपत्रांवर १.टाईम्स ऑफ इंडिया २.द हिंदू ३.आपलं महानगर ४.

लोकसत्ता ५.महाराष्ट्र टाइम्स ६.दैनिक लोकनामा यांच्यावर स्टॅम्प मारणे व स्टेपल करून

रजिस्टर वर नोंद करून रॅकमध्ये लावणे.

२) ग्रंथालयात येणारे नवीन बी.फार्म एम.फार्म फार्म.डी या विद्यार्थ्यांचे आय कार्ड व इशू कार्ड तयार करणे.

३) ग्रंथालयात येणारे नवीन बी.फार्म एम.फार्म फार्म.डी या विद्यार्थ्यांना ग्रंथालयाचे नियम समजावून सांगणे.

४) ग्रंथालयात येणा—या विद्यार्थ्यांना, शिक्षक कर्मचा—यांना पुस्तकांची देवाण—घेवाण करून नोंद ठेवणे.

५) ग्रंथालयात येणा—या नवीन नियत कालिकांची नोंदी रजिस्टर वर करून स्टॅम्प मारून पेपर स्टॅन्डला लावणे.

६) ग्रंथालयात आलेले नवीन एम फार्म द्वितीय वर्षाच्या विद्यार्थ्यांना प्रोजेक्ट रिपोर्टची नोंद वृद्धी सॉफ्टवेअरमध्ये करणे.

७) ग्रंथालयात आलेले नवीन नियतकालिकांची नोंद वृद्धी सॉफ्टवेअरमध्ये करणे.

८) ग्रंथालयात आलेले (एम.फार्म सेकंड इयर) प्रोजेक्ट रिपोर्ट च्या सीडी ची एन्ट्री वृद्धी सॉफ्टवेअर मध्ये करणे.

९) ग्रंथालयात नवीन आलेल्या पुस्तकांवर स्टॅम्प मारून कपाटात लावणे.

१०) ग्रंथालयात नवीन आलेल्या पुस्तकांवर डीयु डेट स्लीप लावणे.

११) ग्रंथालयात नवीन आलेल्या पुस्तकांवर बुक पॉकेट लावणे.

१२) ग्रंथालयात नवीन आलेल्या पुस्तकांची बुक कार्ड बनविणे.

१३) ग्रंथालयाचे स्टॉक व्हेरिफिकेशन करून रिपोर्ट साठी ग्रंथपाल ला हेल्प करणे.

१४) ग्रंथालयात जमा केलेले पुस्तके परत विषयानुसार कपाटात ठेवणे.

१५) ग्रंथालयात येणारे नियतकालिकांची एन्ट्री व वृद्धी सॉफ्ट वेअर मध्ये करणे.

१६) एम फार्म प्रथम वर्ष व द्वितीय वर्षा च्या विद्यार्थ्यांना डिपार्टमेंट (विषया प्रमाणे) पुस्तकांची माहिती



देणे.

- १७) महाविद्यालयाच्या तपासणीच्या वेळी ग्रंथालय सुव्यस्थित ठेवणे.
- १८) ग्रंथपालाच्या अनुपस्थितीत ग्रंथालय विभागाची जबाबदारी पार पाडणे. ग्रंथपालाच्या अनुपस्थितीत ग्रंथालय विभागाची जबाबदारी पार पाडणे.
- १९) दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.



**महाविद्यालयाचे नाव : एम.जी. व्ही. फार्मसी महाविद्यालय, पंचवटी, नाशिक
(डी. फार्मसी विभाग)**

ग्रंथालयीन कामकाजाचे भूमिका व जबाबदारी

- ०१ ग्रंथालयात आलेल्या वृत्तपत्रांची रजिस्टरमध्ये नोंदणी करणे ,ग्रंथालयाची सफाई हाऊसकिपींग कर्मचा-याकडून करणे.
- ०२ ग्रंथालयात आलेल्या विद्यार्थ्यांना पुस्तकांची देवाण घेवाण करणे. (बुक इश्यु व रिटर्नकरणे)
- ०३ रेफरन्स बुक लागत असणा-या विद्यार्थ्यांचे आय कार्ड जमा करून रेफरन्स बुक देणे , सिलॅबस कॉफी , मागील वर्षाचे क्वेशन पेपर , इत्यादी देणे.

ग्रंथालयातील कामे

- ०१ प्रथम वर्षातील विद्यार्थ्यांचे आयकार्ड तयार करून घेणे.
- ०२ एमएसबीटीई ,अेआयसीटी व पीसीआय (MSBTE, AICTE & PCI) च्या नियमाप्रमाणे पुस्तकांची व जर्नल (मॅगझीन) मागणी करणे.
- ०३ एमएसबीटी ,अेआयसीटीई व पीसीआय (MSBTE, AICTE & PCI) च्या नियमाप्रमाणे जर्नल्स व पुस्तकांचे खरेदीपूर्व आदेश (प्री परचेस ऑर्डर) तयार करणे.
- ०४ ग्रंथालयात नविन आलेल्या पुस्तकांची रजिस्टर मध्ये नोंदणी करणे तसेच नविन आलेल्या जर्नल्स ची जर्नल रजिस्ट्रमध्ये नोंदणी करणे.
- ०५ ग्रंथालय संबंधित सर्व प्रकारचे रिपोर्ट बनविणे ,जसे लायब्ररी स्टेटस रिपोर्ट, फॅकल्टी मन्तली रिपोर्ट , ग्रंथालय संबंधित सर्व प्रकारचे रेकॉर्ड ठेवणे. बुक बॅक रजिस्टर इ.

ग्रंथालयातील वार्षिक कामे

- ०१ ग्रंथालयातील वार्षिक कामे जसे डेढ स्टॉक रिपोर्ट बनविणे , लायब्ररी बजेट इत्यादी

ग्रंथालयात चालु असलेले कामे

- ०१ ग्रंथालयातील वृद्धी सॉफ्टवेअर मध्ये पुस्तकांच्या नोंदी (६७२२) पुस्तकांच्या नोंदी करण्यात आलेल्या आहेत. व ग्रंथालयातील पुस्तकांचे बारकोडीचे ७० टक्के काम झाले आहे.



०२ दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.



विभागाचे/पदाचे नाव : भांडार विभाग (भांडारपाल)

भांडार विभागातील कामकाजाच्या भूमिका व जबाबदारी :

- १) कार्यालयीन नोटीस काढून सर्व विभागांना पुढील शैक्षणिक वर्षासाठी लागणारे साहित्य / केमिकल याची मागणीबाबत मागवून घेण्यात येते.
- २) सर्व विभागांनी आपल्या मागणीवर विभाग प्रमुखाची सही व प्राचार्याची सही घेवून ती मागणी भांडार विभागाकडे जमा करणे.
- ३) भांडार विभागात सर्व विभागांची मागणी पत्र एकत्रीत करून व स्टोअरमध्ये असलेला स्टॉक त्यामधून वगळून त्याचे एकत्रीत बजेट तयार करणे.
- ४) भांडार विभागामध्ये तयार झालेले एकत्रीत बजेट वार्षिक बजेट कमीटी किंवा purchase कमीटी यांच्याकडे सादर करणे.
- ५) वार्षिक बजेट कमीटी किंवा purchase कमीटीने मंजूरी दिल्यानंतर बजेट मा. प्राचार्याकडे मंजूरीसाठी पाठविले जाते.
- ६) त्यानंतर मंजूर झालेले मागणी पत्र संस्थेच्या खरेदी विभागाकडे पाठविले जाते.
- ७) तदनुसार खरेदी विभाग त्यामागणीनुसार सप्लायर्सकडून कोटेशन मागवून ते स्टोअर विभागाकडे पाठविते.
- ८) भांडार विभागाकडे निविधा आल्यानंतर सदर निविधा प्रि—परचेस ऑर्डर बनविली जाते.
- ९) प्रि—परचेस ऑर्डरवर भांडार विभागात भांडारपालाची सही, लेखा विभागाची सही, उप—प्राचार्य व प्राचार्य व सी डी सी. यांच्या स्वाक्षरीसह संस्थेच्या खरेदी विभागाकडे फायनल ऑर्डर बनविणेसाठी पाठविणे.
- १०) खरेदी विभाग प्रि—परचेस ऑर्डरप्रमाणे मागणी केलेल्या साहित्याची फायनल आर्डर सप्लायरला व भांडार विभागाकडे पाठविण्यात येते.



- ११)भांडार विभागात सप्लायरकडून साहित्य आल्यानंतर भांडार विभागात त्या साहित्याची परचेस ऑर्डर आहे किंवा नाही व परचेस ऑर्डर मध्ये दिलेले साहित्य व त्याची किंमत आलेल्या साहित्याची बिलाशी पडताळणी करुन बरोबर असल्यास भांडार विभागात साहित्य वर्गवारीनुसार ठेवून घेतले जाते.
- १२)भांडार विभागात आलेल्या साहित्याची नोंद हि आवक रजिस्टर मध्ये केली जाते.
- १३)आवक रजिस्टरमध्ये नोंद झालेनंतर त्या साहित्याची नोंद त्या त्या स्टॉक रजिस्टरमध्ये केली जाते.
- १४)स्टॉक रजिस्टरमध्ये नोंद झालेनंतर त्या साहित्याचे बिल हे बिल रजिस्टरमध्ये नोंदविले जाते. व त्या बिल रजिस्टर व बिलाच्या मागच्या बाजुला भांडारपालाची, भांडार विभागप्रमुख, उप—प्राचार्य व प्राचार्य यांच्या स्वाक्षरी घेवून त्या बिलाची झेरॉक्स काढून मुळ बिल हॅलेखाविभागाकडे पुढील कार्यवाहीसाठी पाठविले जाते.
- १५)महाविद्यालयातील प्रत्येक विभाग आपल्याकडील इंडेन्ट बुकमध्ये वस्तुची मागणी भरुन त्यावर विभागप्रमुख, उप—प्राचार्य किंवा प्राचार्य यांच्या स्वाक्षरी घेवून भांडार विभागाकडे वस्तुची मागणी करतात.
- १६)भांडार विभागात इंडेन्टप्रमाणे मागणी आल्यानंतर भांडारपाल आपल्याकडील साहित्याची उपलब्धेनुसार त्या विभागास साहित्य दिले जाते
- १७)इंडेन्टची मुळ प्रत भांडार विभाग आपल्याकडे पोहच घेवून ठेवून घेतो. व त्यावर दिलेल्या साहित्याची नोंद हि आपल्याकडील त्या त्या स्टॉक रजिस्टरमध्ये करुन घेतो.
- १८)दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.

इतर कामाची जबाबदारी:

- १) भांडार विभागात डी. फॉर्मसी, बी फॉर्मसी, एम फॉर्मसी व फार्म डी. या अभ्यासक्रमानुसार वेगवेगळे स्टॉक रजिस्टर ठेवले जातात.
- २) फायर सिलेडर / गॅस सिलेडर रिफीलींग केले जातात.
- ३) स्पिरिट लायसन्स वार्षिक नुतणीकरण केले जाते.
- ४) विद्यार्थ्यांना जनरल / गणवेश वाटप केले जाते.



महाविद्यालयाचे नाव — एम.जी. व्ही. फार्मसी महाविद्यालय, पंचवटी, नाशिक
(डी. फार्मसी विभाग)

१. अॅडमिशन विषयीची कामे : या कामकाजात Facillitation center संबंधीच्या कामकाजाचा समावेश होतो. यामध्ये विद्यार्थ्यांचे ऑनलाईन प्रवेश अर्ज भरणे, विद्यार्थ्यांच्या मूळ कागदपत्रांची तपासणी करणे, विद्यार्थ्यांनी भरलेल्या प्रवेश अर्जांना Fc Confirmation देणे. विद्यार्थ्यांचे भरणे. यासंबंधी ची कामे केली जातात. यासंबंधी चे रेकॉर्ड Fc registration file मध्ये नोंदविले जाते.
२. मेरीट लिस्ट विषयीची कामे : आपल्या डी. फार्मसी अभ्यासक्रमास प्रवेश घेतलेल्या विद्यार्थ्यांची मूळ कागदपत्रे विद्यार्थ्यांकडून घेणे. त्यांची फोल्डर फाईल तयार करणे. मेरीट लिस्ट फाईल तयार करणे. त्यासाठी आवश्यक कागदपत्रांची पूर्तता करणे. मेरीट लिस्टला विभागीय कार्यालय, नाशिक यांच्याकडून मान्यता घेणे.
३. विद्यार्थ्यांची Enrollment (Registration) विषयी ची कामे : यामध्ये एम. एस. बी. टी. ई. मुंबई च्या वेबसाईटवर विद्यार्थ्यांची ऑनलाईन नोंदणी केली जाते. त्यासाठी विद्यार्थ्यांची माहिती व त्यांची कागदपत्रे जमा केली जातात. नंतर विभागीय तंत्रशिक्षण कार्यालयाकडून विद्यार्थ्यांच्या नोंदणीला मान्यता घेतली जाते.
४. परिक्षाविषयक कामे : विद्यार्थ्यांचे परीक्षा अर्ज ऑनलाईन पध्दतीने भरणे, परीक्षा अर्ज संस्थास्तरावर मंजूर करून घेणे. त्यानंतर विभागीय कार्यालय , औरंगाबाद यांच्या कडून परीक्षा अर्ज मंजूर करून घेणे. विद्यार्थ्यांच्या गुणपत्रिकांचे वितरणासंबंधीचे रेकॉर्डची रजिस्टरमध्ये नोंद करणे. विद्यार्थ्यांना पासिंग सर्टीफीकेटचे वितरण करणे व नोंद ठेवणे.
५. शिष्यवृत्ती विषयीची कामे : विद्यार्थ्यांनी भरलेल्या शिष्यवृत्ती अर्जांची संस्थास्तरावर पडताळणी करणे, संस्थास्तरावर ऑनलाईन पध्दतीने (महाडीबीटी पोर्टल) शिष्यवृत्ती अर्जांना मंजुरी देणे, या स्वरूपाची कामे केली जातात.
६. विद्यार्थी विभाग विषयक कामे : विद्यार्थ्यांकडून No Duse Form भरून घेणे. विद्यार्थ्यांना मूळ



कागदपत्रे व पुढील शिक्षणासाठी महाविद्यालय सोडल्याचा दाखला देणे. यासंबंधीचे रेकॉर्ड टी.सी. बुक मध्ये व No Dues Form फाईल मध्ये ठेवणे.

७. दैनंदिन पत्रव्यवहाराची कामे : संस्थेकडे विविध प्रकारच्या शैक्षणिक कामांसंबंधीचा पत्रव्यवहार करणे. एम. एस.बी.टी.ई, पी.सी.आय, आर.बी.टी.ई. यांच्या कडे विद्यार्थ्यांच्या परिक्षा विषयीची कामे, विद्यार्थ्यांच्या नोंदणी विषयीची कामे या संबंधीचा पत्रव्यवहार करणे. त्यासंबंधीची कागदपत्रे फाईल मध्ये लावणे.

८. शिक्षक व शिक्षकेतर कर्मचा—यांच्या उपस्थितीची नोंद करणे : यामध्ये शिक्षक व शिक्षकेतर कर्मचा—यांच्या उपस्थित दिवसांची नोंद करणे, रजांची नोंद करणे. मासिक हजेरीचा ऑनलाईन व ऑफलाईन अहवाल संस्थेच्या मध्यवर्ती कार्यालयाकडे पाठविणे.

९. Inward & Outward : ची नोंद करणे : महाविद्यालयात ऑनलाईन व ऑफलाईन पद्धतीने येणा—या व जाणा—या पत्रव्यवहारांची नोंद करणे. त्यासंबंधीचे फाईलिंग करणे.

१०. दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.

११. विद्यार्थी विभाग विषयक कामे : विद्यार्थ्यांकडून No Dues Form फॉर्म भरून घेणे. विद्यार्थ्यांना मूळ कागदपत्रे व पुढील शिक्षणासाठी महाविद्यालय सोडल्याचा दाखला देणे. यासंबंधीचे रेकॉर्ड टी. सी. बुक मध्ये व No Dues Form फाईल मध्ये ठेवणे. रजिस्टरला सर्व सहाय्य घेणे व स्टॅम्प मारणे इत्यादी.

१२. दैनंदिन पत्रव्यवहाराची कामे : संस्थेकडे विविध प्रकारच्या शैक्षणिक कामांसंबंधीचा पत्रव्यवहार करणे, एम. एस. बी. टी. ई, पी. सी. आय, आर. बी. टी. ई त्यासंबंधीची कागदपत्रे फाईल मध्ये लावणे.

१३. Inward & Outward नोंद करणे : महाविद्यालयात ऑनलाईन व ऑफलाईन पद्धतीने येणा—या व जाणा—या पत्रव्यवहाराची नोंद करणे. त्यासंबंधीचे फाईलिंग करणे.

१४. विद्यार्थ्यांचे ऑनलाईन फॉर्म Enrollment करतांना मदत करणे च्या कामामध्ये कागदपत्रांचा सिक्वेन्स लावणे.



१५.मेल चेक करणे, विद्यार्थ्यांना गैरहजेरीचे व फी बाबत पत्र पाठविणे.

१६.सर्व विद्यार्थ्यांचे Training form Typing करून MSBTE कडे सर्टीफिकेट आणण्यासाठी पाठविणे व NBA च्या कामात मदत करणे.

१७.मराठी व इंग्रजी टायपिंग करणे , मेल करणे , पत्रव्यवहार करणे.

१८.जनरल रजिस्टर लिहिणे.

१९.दैनंदिन नोंदवहीमध्ये कामकाजाच्या नोंदी करणे. व त्या वरीष्ठाकडून तपासून घेणे.



Recruitment and promotional policies etc.

Following acts and rules are adopted as guidelines for procedures, recruitment, promotional policies, code of conduct issued from time to time by the regulatory bodies:

- AICTE Norms
- Rules for Affiliation by Savitribai Phule Pune University, Pune
- All other applicable state/central government rules/regulations(UGC)
- Rules and By-laws of Society
- Norms of Pharmacy Council of India (PCI)

Recruitment for Teaching Staff

Cadre Structure

Principal

Professor

Associate Professor

Assistant Professor

Qualifications

Faculty is recruited based on the qualifications prescribed by the AICTE, PCI and Savitribai Phule Pune University, Pune from time to time.

I. Mode of Selection for Teaching Staff

Direct recruitment to all cadres is based strictly on merit. Invariably in almost all cases, the following procedure is followed:

1. Roster is approved from Savitribai Phule Pune University as per workload
2. Advertisements including reserved candidates are issued in leading newspapers, the college website
3. Advertisement details are uploaded on employment exchange website.
4. Applications are scrutinized after the last day for receipt of application.
5. The Registrar, Savitribai Phule Pune University, Pune appoints the subject experts for the posts of assistant professors, associate professors.



For the appointment of professors, the Vice Chancellor/nominee, Savitribai Phule Pune University, Pune, is the chairman of the Selection Board and three subject experts are appointed. For the selection of Associate Professor, Dean, Faculty of Pharmacy, Savitribai Phule Pune University is the chairman and two subject experts are appointed. Selection committee is constituted as per Savitribai Phule Pune University, Pune and AICTE norms.

6. Call letters are sent to eligible candidates, for attending interviews specifying place, date and time of interview.

7. Selection committee interviews and recommends candidates.

8. Letters of appointment are issued to selected candidates.

9. The selection list along with appointment orders, joining reports and all supporting documents are sent to the Registrar, Savitribai Phule Pune University, Pune for approval.

Sometimes, depending on emergency of the situation, adhoc appointments are made on temporary basis for specified periods, subject to approval of pending staff.

Local Selection Committee comprises of:

- i. Chairperson /Nominee of the Mahatma Gandhi Vidyamandir,
- ii. Subject expert
- iii. H.O.D of concerned department
- iv. Principal

II. Mode of Selection of Non- Teaching Staff

Cadre Structure

a. Office

- (i) Administrative Officer (Graduate with experience)
- (ii) Senior Assistant (Graduate with experience)
- (iii) Junior Assistant (Graduate)
- (iv) Attendant (below or equal to SSC)

b. Laboratories (other than computer Labs)

- (i) Lab Technician (Diploma in Pharmacy)
- (ii) Lab Attendant (below or equal to SSC)



Qualifications

Non-teaching staff are recruited based on the qualifications prescribed by the State Government.

All positions are advertised in the newspapers or notified in the local notice boards. After scrutiny of received applications, a short list is made by taking written test of candidates by the Mahatma Gandhi Vidyamandir's, Secretary/Principal; Interview call letters are sent to eligible candidates to appear for a test and subsequent personal interview. The selection committee consists of some or all of the following:

- (a) President/nominee of Chairperson of the Educational Society
- (b) Principal
- (c) Administrative Head

All appointments (Teaching and Non-teaching staff) made after selection, are forwarded to the Chairman for approval and to the Governing Body. Management is a single term used to collectively represent the society through Chairperson of Mahatma Gandhi Vidyamandir.

III) Promotion Policy for Teaching Staff

Career Advancement Scheme is implemented strictly in accordance with Savitribai Phule Pune University. Higher posts such as Professor and Associate Professor are offered through selection committee constituted by the Registrar, Savitribai Phule Pune University.

All the procedure is followed by the MGVPC. The availability is notified on the institute website www.mgv.org.in. At the time of joining, through departmental meetings and periodic notices, awareness of rules and procedures is maintained.

IV) Promotion Policy for Non-Teaching Staff: Promotions are on basis of seniority, sincerity and work done.





MAHATMA GANDHI VIDYAMANDIR'S
Pharmacy College, Mumbai Agra Road, Panchavati
Nashik, Maharashtra- 422003
Approved by: AICTE and PCI, New Delhi
Recognized by: DTE, Mumbai, Govt. of Maharashtra
Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of
the UGC act,1956
B.Pharm Program accredited by NBA upto June 2025
ISO Accredited: 9001:2015

ADMISSION POLICY



ADMISSION POLICY

Counselling for admissions to various courses (B.Ph/M.Ph /Pharm D) begins months before the actual process of admission at MGVS. The college also offers as a Facilitatory Centre for admission process.

B. PHARMACY

The Sanctioned Intake for First Year Degree Course, Direct Second Year (Lateral entry) shall be as per the approval given by the authority which is competent for giving approval to respective courses and affiliation given by the respective affiliating University. The Institute Information, Courses and the Sanctioned Intake displayed on the web site of the Competent Authority (<https://cetcell.mahacet.org/>) shall be treated as authentic for admissions. Candidates shall refer the web site for the revised and final Institute Information before filling the Option/Preference Form.

The supernumerary seats shall be available to the Institutions as approved by the appropriate authority, from time to time.

Eligibility:

(1) Maharashtra State Candidature Candidates

- (i) The candidate should be an Indian National;
- (ii) Passed HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology and obtained at least 45% marks (at least 40% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together;
- (iii) The candidate should have appeared in all the subjects in MHT-CET 2022 and obtain non zero score in MHT-CET 2022.

(2) All India Candidature Candidates. -

- (i) The candidate should be an Indian National;
- (ii) Passed HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology and obtained at least 45% marks (at least 40% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together;
- (iii) Should obtain non zero positive score in NEET or the candidate should have appeared in all the subjects in MHT-CET 2022 and obtain non zero score in MHT-CET 2022. However, preference shall be given to the candidate obtaining non zero positive score in NEET over the candidates who obtained non zero score in MHT-CET 2022.



(3) NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National

(i) The candidate should have passed the HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology, and obtained at least 45 % marks in the above subjects taken together;

(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.

Reservations:

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time. **(a) Reservation for Backward Class category Candidates:**

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentages of the seats available for Maharashtra candidates, coming under the CAP. Backward class candidates shall claim the category to which they belong to at the time of submission of application form for CAP.

Category of Reservation	Percentage of seats Reserved
Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13.0 %
Schedule Tribes (ST)	7.0%
Vimukta Jati (VJ)/De Notified Tribes(DT) (NT-A)	3.0%
Nomadic Tribes 1 (NT-B)	2.5%
Nomadic Tribes 2 (NT-C)	3.5%
Nomadic Tribes 3 (NT-D)	2.0%
Other Backward Classes (OBC)	19.0%
Total	50.0%

Note: For the A.Y 2019-2020 additional reservation was allotted for **SEBC category** by the authority with **16 %** reserved seats and total reserved seats within the sanctioned intake was 66%



(b) Reservation for sons/daughters of Defence service personnel:

Five percent (5%) seats of the total seats for Maharashtra candidates coming under CAP per course shall be reserved for Children of ex- service personnel who are Domiciled in Maharashtra State (DEF-1), Children of active service personnel who are Domiciled in Maharashtra State (DEF-2), Children of active service personnel (DEF-3) who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidate should have appeared and passed the HSC examination from a school/college situated in the State of Maharashtra.

(c) Reservation for Persons with Disability Candidate:

Five percent (5%) seats of total seats for Maharashtra candidates per course coming under CAP shall be reserved for Candidates having minimum 40% benchmark disability.

Centralised Admission Process (CAP)

Centralised Admission Process CAP stages The Unaided Private Professional Educational Institution shall admit Candidates through the Centralised Admission Process (CAP). The Government, Government Aided institutes, University Departments and University managed Institutions shall also admit the candidates through CAP.

The stages of CAP shall be as stated below, -

(a) Display or Publishing of Information Brochure by the Competent Authority. The Information Brochure shall be published on the website of the Competent Authority. The candidate should read the information brochure carefully.

(b) The candidate should fill the Online Application Form as per the notified schedule for respective admission.

(i) For admissions to First Year Pharmacy.

- The eligible candidates aspiring for admission on the basis of CET conducted by the Competent Authority of Maharashtra State should apply online for admission. Such candidates need not have to pay application fee.

- The eligible candidates aspiring for admission only on the basis of National Level Examinations mentioned in the eligibility criterion and approved by Maharashtra State time to time, except CET conducted by the Competent Authority of Maharashtra State should apply online for admission and shall pay required fees online (Non Refundable).



(ii) For Direct Second Year, Pharmacy: The eligible candidates are required to fill the application form Online.

(c) Document Verification at Facilitation Centre by the Candidate or through the method prescribed by the Competent Authority for this purpose. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form. After confirmation of application form, information cannot be changed by candidate.

(d) Display or Publishing of Provisional merit list, Submission of grievances, if any, through the method prescribed by the Competent Authority for this purpose and Display or Publishing of Final Merit Lists.

(e) Display of Category wise Seats (Seat Matrix) available for respective CAP Rounds. The Competent Authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.

(f) Filling up and confirmation of online option form having preferences of Courses and Institutions prior to respective CAP Rounds. Candidates may fill in preferences of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed by the candidate through their login shall be considered for allotment in the respective CAP Rounds.

(g) Display of Provisional Allotment of respective CAP Round indicating allotted institute and Course. (h) Reporting and accepting the offered seat at Admission Reporting Centre by the Candidate as per the schedule declared by the Competent Authority through the method prescribed by the Competent Authority for the purpose of accepting the offered seat and rectifying the errors as per the prescribed rules.

(i) Only after reporting to ARC, the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds;

(j) The time schedule prescribed by the competent authority for compliances for various stages of CAP is mandatory.

Reporting to the institution-

The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.



M. PHARMACY

Admissions are done through Centralized Admission Procedure on the basis of Graduates Pharmacy Aptitude Test (GPAT) score conducted by All India Council for Technical Education, New Delhi. The centralized admissions are done by Government of Maharashtra, Department of Higher and Technical Education, Mumbai as per Regulation of Admission and Fees Act 2015 having website www.cetcell.mahacet.org. The Centralized Admission Procedure consists of three rounds of admission. Allotment in CAP Round-I, II and III of Home University Seats /Other than Home University seats/ State Level seats will be carried out as per *inter se* merit of candidates having Maharashtra State Candidature. Seats will be allotted to candidates as per *inter se* merit, options filled and seats available at that point of time in the stage of CAP Round-I, II and III. All reserved category candidates shall be considered for allotment in all stages.

Counselling for admissions to various courses (B.Ph/M.Ph /Pharm D) begins months before the actual process of admission at MGVS. The college also offers as a Facilitatory Centre for admission process.

Sanctioned Intake capacity - 53

Sr. No.	Branch of Specialization	Intake
1	Pharmaceutics	10
2	Quality Assurance	15
3	Pharmaceutical Chemistry	10
4	Pharmacology	10
5	Pharmacognosy	08
	Total	53

Eligibility Criteria:

(1) For Maharashtra Candidature Candidates and All India Candidature Candidates:



- (i) The candidate should be an Indian National;
- (ii) Passed Bachelor's Degree in Pharmacy from any All-India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks (at least 50% marks in case of Backward Class category, Economically Weaker Section and Persons with Disability Candidates belonging to Maharashtra State); The Candidates should have registration with State Pharmacy Council. The candidates not having registration should produce the registration certificate within one month after securing admission.
- (iii) Obtained non zero positive score in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency;
- (iv) For sponsored candidates, minimum of two years of full-time work experience in a registered firm/ company/industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.

(2) Children of NRI / OCI / PIO, Children of Indian workers in the Gulf countries, Foreign National Candidature Candidates:

- (i) Passed Bachelor's Degree in Pharmacy from any All-India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks.
- (ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.

PHARM D

The Sanctioned Intake for First Year Pharm D course, Pharm D Post Baccularate (Lateral entry to Direct Fourth Year of Pharm D) shall be as per the approval given by the authority which is competent for giving approval to respective courses and affiliation given by the respective affiliating University. The Institute Information, Courses and the Sanctioned Intake displayed on the website of the Competent Authority (<https://cetcell.mahacet.org/>) shall be treated as authentic for admissions. Candidates shall refer the website for the revised and final Institute Information before filling the Option/Preference Form. The supplementary seats shall be available to the Institutions as approved by the appropriate authority, from time to time.



Eligibility:

1. Pharm D (Duration of 6 Years)

1. Maharashtra State Candidature Candidates

(i) The candidate should be an Indian National;

(ii) Passed HSC or its equivalent examination with subjects Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology and obtained at least 50% marks (at least 45% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together; Or

(ii) Passed Diploma Course in Pharmacy from institutes affiliated to State Board and having approval of competent central authority and State Government and obtained at least 50% marks (at least 45% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging only to Maharashtra State);

(iii) The candidate should have appeared in all the subjects and obtained non zero score in the MHT-CET 2022.

2. All India Candidature Candidates

(i) The candidate should be an Indian National;

(ii) Passed HSC or its equivalent examination with subjects Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology and obtained at least 50% marks (at least 45% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging only to Maharashtra State) in the above subjects taken together; **Or**

(ii) Passed Diploma Course in Pharmacy from institutes affiliated to State Board and having approval of competent central authority and State Government and obtained at least 50% marks (at least 45% marks in case of candidates of Backward class categories, Economically Weaker Section and Persons with Disability belonging only to Maharashtra State);

(iii) Should obtain non zero positive score in NEET or the candidate should have appeared in all the subjects in MHT-CET 2022 and obtain non zero score in MHT-CET 2022. However, preference shall be given to the candidate obtaining non zero positive score in NEET over the candidates who obtained non zero score in MHT-CET 2022.

3. NRI/OCI/PIO, Children of Indian workers in Gulf Countries (CIWGC), Foreign National (FN) Candidates

(i) The candidate should have passed the HSC or its equivalent examination with Physics and Chemistry as compulsory subjects along with one of the Mathematics or Biology, and obtained at least 50 % marks in the above subjects taken together; **or**



(ii) Passed Diploma Course in Pharmacy from institutes affiliated to State Board and having approval of competent central authority and State Government and obtained at least 50 % marks;

(iii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.

2. Pharm D PB (Duration 3 years)

1. Maharashtra State Candidature Candidates

(i) The candidate should be an Indian National;

(ii) Passed Bachelor's Degree in Pharmacy from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks (at least 50% marks in case of Backward Class category, Economically weaker section and Persons with Disability Candidates belonging to Maharashtra State only);

(iii) Obtained Non Zero Positive Score in Graduates Pharmacy Aptitude Test (GPAT) conducted by National Testing Agency;

(iv) For sponsored candidates, minimum of two years of full time work experience in a registered firm/ company/ industry/ educational and/ or research institute/ any Government Department or Government Autonomous Organization in the relevant field in which admission is being sought.

2. NRI/OCI/PIO, Children of Indian workers in Gulf Countries (CIWGC), Foreign National (FN) Candidates

(i) Passed Bachelor's Degree in Pharmacy from any All India Council for Technical Education or Pharmacy Council of India or Central or State Government approved institution, with at least 55% marks;

(ii) Any other criterion declared from time to time by the appropriate authority as defined under the Act.

Reservation:

All the reservations given below shall be applicable to candidates belonging to Maharashtra State only subject to the fulfillment of the eligibility criteria specified by respective authorities from time to time

(a) Reservation for Backward Class category Candidates:

The percentage of seats reserved for candidates of backward class categories belonging to Maharashtra State is as given below. The percentage of reservation is the percentage of the seats available for Maharashtra candidates, coming under the CAP, Backward class candidates shall claim the category to which they belong to the time of submission form for CAP.



Category of Reservation	Percentage of seats Reserved
Scheduled Castes and Schedule Caste converts to Buddhism (SC)	13.0%
Schedule Tribes (ST)	7.0%
Vimukta Jati (VJ)/ De Notified Tribes (DT) (NT-A)	3.0%
Nomadic Tribes 1 (NT-B)	2.5%
Nomadic Tribes 2 (NT-C)	3.5%
Nomadic Tribes 3 (NT-D)	2.0%
Other Backward Class (OBC)	19.0%
Total	50.0%

NOTE: For the A. Y. 2019-2020 additional reservation was allotted for SEBC category by the authority.

(b)Reservation for active service personnel Candidates:

The active service personnel (DEF-3) who are transferred to Maharashtra State but are not domiciled in Maharashtra State, or who are not domiciled in Maharashtra State but their families are stationed in Maharashtra State under the provision of retention of family accommodation at the last duty station on grounds of children's education provided further that, such candidates should have appeared and passed the HSC examination from a school/college situated in the in Maharashtra State.

(c)Reservation for Persons with Disability Candidate :

Five percent (5%) seats of total seats for Maharashtra candidates per course coming under CAP shall be reserved for candidates having minimum 40% benchmark disability.

Centralized Admission Process (CAP):

Centralized Admission Process CAP stages The Unaided Private Professional Educational Institution shall admit Candidates through the Centralized Admission Process CAP. The Government, Government Aided institutes, University Departments and University managed Institutions shall also admit the candidates through CAP.

The stages of CAP shall be as stated below;



- (a) Display or Publishing of Information Brochure by the Competent Authority. The Information Brochure shall be published on the website of the Competent Authority. The candidate should read the information brochure carefully.
- (b) The candidate should fill the online Application Form as per the notified schedule for respective admission.
- i. For admission to First Year Pharm D:
- The eligible candidates aspiring for admission on the basis of CET conducted by the Competent Authority of Maharashtra State should apply online for admission. Such candidate need not have to pay application fee.
 - The eligible candidates aspiring for admission only on the basis of National Level Examinations mentioned in the eligibility criterion and approved by Maharashtra State time to time except CET conducted by the Competent Authority of Maharashtra State should apply online for admission. Such candidate need to pay the application fee.
- ii. For admission to Post Baccalarate Pharm D:
- The eligible candidates aspiring for admission on the basis of GPAT conducted by the Competent Authority of Maharashtra State should apply online for admission. Such candidate need not have to pay application fee.
- (c) Document verification at Facilitation Centre by the candidate or through the method prescribed by the Competent Authority for this purpose. It is mandatory on the candidate's part to produce all original documents in support of the claim made in the application form, information cannot be changed by the candidate.
- (d) Display or Publishing of Provisional merit list Submission of grievances, if any, through the method prescribed by the Competent Authority for this purpose and Display or Publishing of Final Merit Lists.
- (e) Display of category wise Seats (Seat Matrix) available for respective CAP rounds. The Competent Authority shall publish the information on the website about institutes, courses offered, Sanctioned intake and number of seats available for each category before each round.
- (f) Filling up and confirmation of online option form having preference of Courses and Institutions prior to respective CAP rounds. Candidates may fill in preference of Institutes and Courses in decreasing order of their preference as specified by Competent Authority. The option form once confirmed by the candidate through their login shall be considered for allotment in the allotment in the respective CAP Rounds.
- (g) Display of Provisional Allotment of respective CAP Round indicating allotted institute and Course.
- (h) Reporting and accepting the offered seat at Admission Reporting Centre by the Candidate as per the schedule declared by the Competent Authority through the method prescribed by the Competent Authority for the purpose of accepting the offered seat and rectifying the errors as per the prescribed rules.
- (i) Only after reporting to ARC, the candidate should report to the allotted institute for seeking admission on the allotted seat as per final allotment in CAP rounds.



- (j) The time schedule prescribed by the Competent Authority for compliances for various stages of CAP is mandatory.

Reporting to the Institute:

The candidate shall report to the institute finally allotted to him and confirms his/her admission in respective Institution by paying the prescribed fee of respective Institution.

PhD

PhD admissions are as per the Notifications sent by the University (SPPU, Pune) and its guidelines.



SOP- Reporting of F.Y.B.Pharm/M.Pharm/Pharm D Candidates

Entry of Candidate



Issue of Admission Form



Filling of Admission form and other documents



Scrutiny of Documents

(Xerox + one set of attested Xerox copy)



Payment of prescribed fees at college (as per FRA) bank counter



Online confirmation of admission



Submission of documents with college admission form





MAHATMA GANDHI VIDYAMANDIR'S
Pharmacy College, Mumbai Agra Road, Panchavati
Nashik, Maharashtra- 422003
Approved by: AICTE and PCI, New Delhi
Recognized by: DTE, Mumbai, Govt. of Maharashtra
Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of the
UGC act,1956
B.Pharm Program accredited by NBA upto June 2025
ISO Accredited: 9001:2015

ACADEMIC POLICY



ACADEMIC POLICY

Mahatma Gandhi Vidyamandir's Pharmacy College, Panchavati, Nasik, is permanently affiliated to Savitribai Phule Pune University Pune, since its inception in 1993. All the courses B. Pharmacy, M. Pharmacy (five specializations), Pharm D and Ph.D are affiliated to Savitribai Phule Pune University Pune. MGV's Pharmacy College, Panchavati, Nasik, follows the syllabus prescribed by the Savitribai Phule Pune University Pune. As per regulations of University B.Pharm duration is of four years (8 semesters) and M.Pharm of two years (4 semesters). Pharm D has 6 years of annual pattern, including last year as internship. The University continues with the credit pattern for the evaluation and the award of B.Pharm & M.Pharm degree, whereas marks system for Pharm D course.

Academic Policy for Planning and monitoring:

- Before start of academic year Savitribai Phule Pune University releases the circular for commencement and conclusion of 1st and 2nd Term as per Course, faculties and year.
- University academic circular should be used as a reference for preparation of Institute academic calendar.
- It will be prepared by academic committee along with discussion and input from the examination, co- curricular, extra curricular committee and various other committees of the Institute.
- It will cover various points such as planned terms, college timings, academic working days, minimum no. of theory and practicals to be conducted per week and per semester course wise, examination schedule, holidays as per University, observance days, celebration, activities, co-curricular/ extra curricular activities, certificate courses, skill development courses, industrial training, industrial visits/ hospital visits & postings and NSS activities.
- Finally academic calendar of Institute will be approved by Principal.
- HOD of all departments will distribute the workload amongst faculty as per current applicable course pattern.
- All HOD must submit the workload detail to academic committee in described format only.
- Academic committee will justify the distribution of workload among all department faculty.
- For elective subject selection students will be provided choice form for subject selection and final choice results must be clearly notified to students, faculty and examination section.
- Timetable committee will prepare detailed working timetable year, semester and division wise.
- Timetable duly signed by committee will be displayed to faculty and students.
- After assigning workload all faculty will refer the Savitribai Phule Pune University Pune course structure of current pattern for syllabus and prepare teaching plan.



- The teaching plan must be displayed in the respective department for students.
- Assigned subject course outcome must be reframed with reference to Bloom's taxonomy and mapped with program outcomes. Each topic of the course outcome should have learning outcomes and should be communicated to students during topic delivery.
- Each teaching plan must include additional topic which will be identified as 'Gap' (content beyond syllabus) which integrates with academics for enrichment of knowledge of subject. The identification of 'Gap' can be done with industrial inputs and discussion amongst the faculty and alumni.
- HODs of individual departments can communicate the curricular 'Gaps' if any to their respective BOS members.
- Student orientation for subjects, teachers, syllabus and examination to be conducted before start of academics of each year.
- For newly joined faculty general orientation to be executed to acquaint them about the institutional policies regarding academics, research, and examination. These orientation programs help newly appointed faculties to plan and execute effective curricular delivery.
- Faculty must use conventional as well modern pedagogy tools for teaching learning process. Faculty can adopt blended mode of teaching (online & offline) as per requirement. Faculty must use ICT enabled teaching ie. Google classroom, Power point presentation, templates, e-content various quiz apps, gamification tools (Kahoot Socrative, Quizz.com, Teachmint, Test Moz). Various forms of learning should be implemented like Active/Passive/ Experiential/ Participative/ Peer / Self/ Collaborative learnings.
- All faculty has to maintain teaching attendance records as per institute format.
- If needed extra lectures or makeup lectures will be planned by subject teachers along with class teachers for syllabus coverage and number of lectures as per course structure. The same will be displayed to students, executed and records must be maintained.
- At the term end, all faculty should submit syllabus completion report in prescribed format.
- Course file must be maintained as per prescribed format faculty wise.
- At Institute level academic monitoring will be done every week through 'WTR- Weekly Teaching Report' as per format given by management. WTR will be thoroughly evaluated by academic committee and management. WTR is to be used as management policy and it is to be filled by each faculty every week.
- WTR format will have Excel file format and will be shared to faculty via. mail. It's contents include : date of the week, academic week no., faculty name, course year, course



name, theory, practical, batch, subject name, subject code, subject teacher name, topic covered, time of conduction of period, topic covered lecture or practical wise, % weekly covered syllabus, % semester syllabus covered, on time or lagging, teaching mode, student attendance and remark.

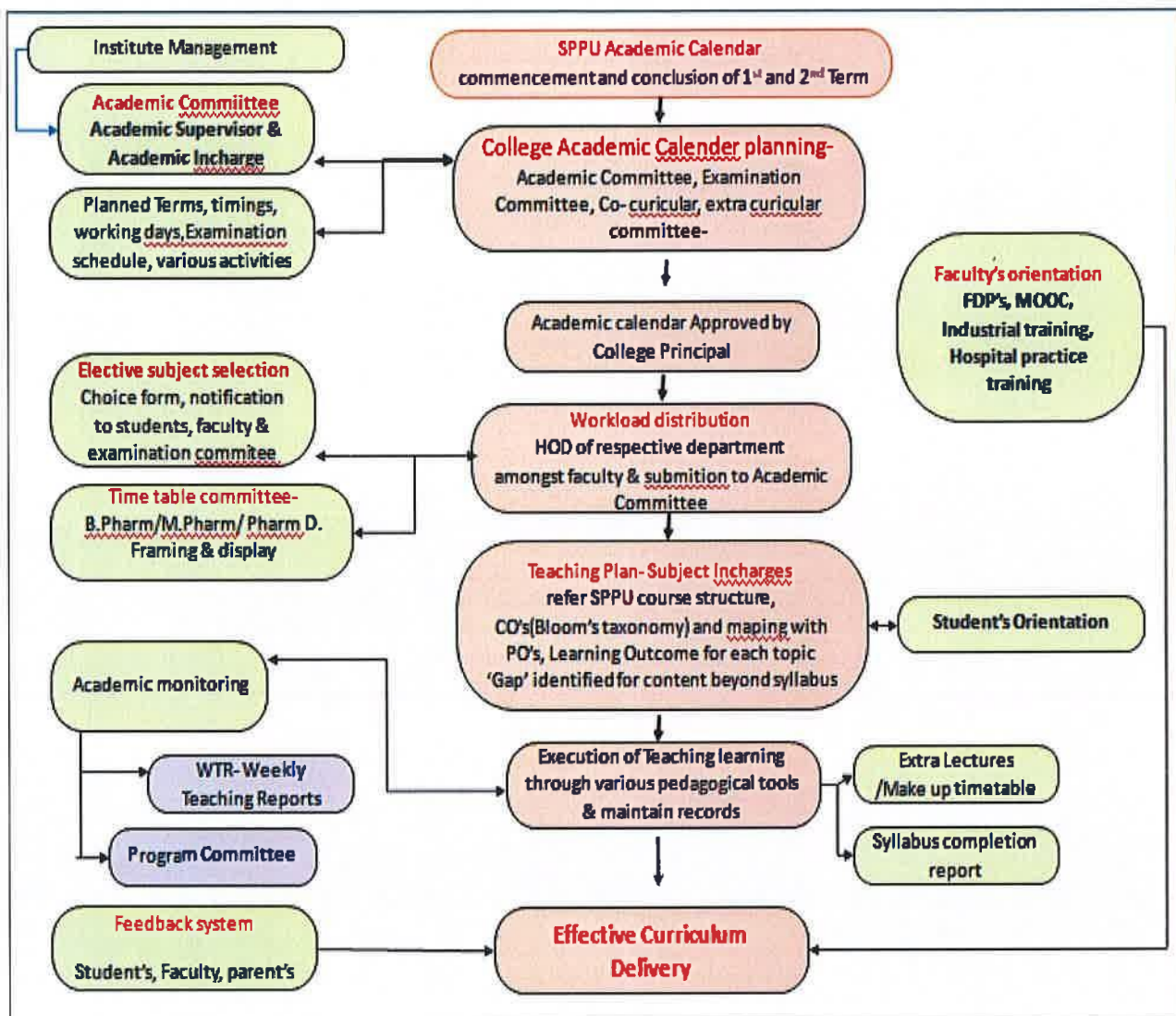
- Program committee comprises of representative students of each class and division, faculty as per course structure of Savitribai Phule Pune University Pune . The committee will review the syllabus covered and suggest for improvisation of academics.
- Academic committee along with program committee and examination committee will review % syllabus covered before internal and external examination and as per need. The subject incharge should ensure that the syllabus should be divided equally for each of the two internal sessional exam as far as possible.
- Faculty members must undergo FDP's/MOOC/ industrial training sessions/ pharmacy practice training to upgrade themselves with current advancement in curricular content and its delivery.
- Syllabus orientation workshops arranged by University or other colleges must be attended by faculty for better implementation of syllabus.
- The weak and bright students are identified based on result analysis, interactions during classroom sessions and observations during practicals.
- A list of weak students is identified to form Remedial study club in each class. Weak students are counseled by subject in charges, class teachers and mentors. They discuss on studying tips, self-motivation, and dedication to encourage them to improve performance thus creating an ambience of feel free approach with faculty to solve any doubts at any time.
- Based on their performance in academic year (CGPA)/ marks, or having a special dimension of learning skills; bright students are ranked as first, second and third for each academic year. Their success acknowledgment is taken in college magazine. These students are felicitated by management in CDC meetings, Annual Gathering or on any special occasion.
- Students showing an aptitude for specific subject are encouraged to prepare projects and present those projects at various seminars or conferences. They are motivated to participate in various inter-college and intra-college competitions. They are also groomed for appearing various competitive exams.
- As per course structure, necessary industrial visits should be arranged for better understanding of curriculum. Similarly industrial training / hospital posting for students should be planned, executed and documented.



- For enrichment of curriculum skill development certificate courses should be planned and conducted year wise.
- Continuous internal assessment
 - For B.Pharm course, it is to be carried out as per course structure & examination policy wise which includes assignment, open book test, attendance, student teachers interaction, journal evaluation, sessional examination.
 - For M.Pharm course it is to be carried out as per course structure and examination policy wise which includes seminar, assignments, attendance, student teacher interaction, journal evaluation, journal club, research and discussion seminar.
 - For Pharm D course it is to be carried out as per course structure and examination policy wise which includes attendance, journal, behaviour and attitude of students, performance and viva, maintainance and cleanliness in lab.
- Feedback about teaching staff and facilities will be collected for each semester/ year for all courses through Google feedback form. All students shall participates. The feedback further evaluated by feedback committee.
- Other feedbacks collected from students include entry level feedback for freshers, exit level for final years, for conferences/workshops/activities/guest lectures.
- If a faculty wishes to go on leave, adjustment of theory/practical sessions should be with appropriate staff and should be notified to academic committee.

SOP- ACADEMIC ACTIVITY FLOWCHART







MAHATMA GANDHI VIDYAMANDIR'S
Pharmacy College, Mumbai Agra Road, Panchavati
Nashik, Maharashtra- 422003
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Recognized by: DTE, Mumbai, Govt. of Maharashtra
Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of the UGC
act,1956
B.Pharm Program accredited by NBA upto June 2025
ISO Accredited: 9001:2015

EXAMINATION POLICY



EXAMINATION POLICY

Name of Department:- Examination(CPHN017660)

Head of Department (College Examination Officer):- Prof.B.P.Wagh, **Center Code:-** 0522

Objective of Examination Department: To adopt ethical practices and monitor effective implementation of smooth conduction, assessment and evaluation process (for UG/PG/ Pharm D/ PhD) which will elevate academic standards of the college and provide professional excellence.

1. Internal Assessment Process:-

- a) After satisfactory meetings with Academic committee and Program Assessment committee, dates for Sessional exams are finalized. The Exam in charge need to display the timetable a week before the exam to the students. The supervision schedule to be displayed at least 3 days before the date of commencement of exam
- b) Drafting of question paper is as per the verbs given as per Bloom's taxonomy by the subject in charge. If the class is having two divisions, then the subjects in charges jointly have to draft the question paper.
- c) Difficulty level of questions is as per SPPU guidelines.
 - i) 40% Easy level questions,
 - ii) 30% Moderate level questions
 - iii) 30 % Difficult level questions
- d) Course outcomes of individual course are mapped with questions. Subject in charges and HODs should verify the same.
- e) Question paper copy should be submitted in sealed envelope, 1 day before scheduled examination. For Pharm.D course , three different sets of question paper have to be submitted by Chairman & Examiner as per SPPU guidelines.
- f) Internal assessment is done as per format prescribed by SPPU guidelines, as follows.

Theory

A) B.Pharm

	Sessional Exam				Continuous Mode						Total (I + II)
	1 st	2 nd	Ave rage	Conve rsion (I)	Assi gnm ent (a)	OBT (b)	Avg of a & b	Atten dance	STI	Total of CA (II)	
Max Marks	30	30	30	15	4	4	4 (i)	4 (ii)	2 (iii)	10 (i+ii+iii)	25

B) M.Pharm

	Sessional Exam				Average	Attendance	STI	Total
	1 st	Conversion	2 nd	Conversion	15	08	02	25
Max Marks	30	15	30	15				



C) Pharm.D

	Sessional Exam			
	1 st	2 nd	3 rd	Best of two Sessional average
Max Marks	30	30	30	30

Practicals:-

A) B.Pharm

	Sessional Exam				Continuous Assessment	Total (I + II)
	1 st	2 nd	Average	Conversion (I)	Journal Avg. from CA sheets (II)	
Max Marks	40	40	40	10	05	15

B) M.Pharm

	1 st	2 nd	Average (i)	Journal (ii)	Attendance (iii)	Total (i+ii+iii)
Max Marks	30	30	30	10	10	50

C) Pharm.D

	Sessional Exam				CA						Total I+II
	1 st	2 nd	3 rd	Best of two sessional average (I)	Attend (a)	Journal (b)	Behaviour & Attitude (c)	Performance & Viva (d)	Cleanliness in lab (e)	Total a+b+c+d+e (II)	
Max Marks	20	20	20	20	02	02	02	02	02	10	30

Rubrics for SPPU Practical Exam Viva:- (As shown in Fig.No.1)

Course	Pattern	Total Marks	Content (Subject Knowledge)	Verbal Skills (Communication Skill)	Non-Verbal Skills (Body language, eye contact, etc.)
B.Pharm & M.Pharm	2019	10	06	02	02
		05	03	01	01



2. Practice School Assessment of Final Year B.Pharm students is as follows:

Internal

Internal (Continuous mode)			Total (25)
Attendance(10)	Discussion(10)	Student Teacher interaction(05)	

External

External evaluation				Total (125)
Literature survey (referencing) and scientific content (50)	Presentation (technical skill) (30)7	Communication Skills and body language (20)	Defence (Question and answers)(25)	

3. M.Pharm (Sem I & II) Continuous Assessment

A) Assignment(50 Marks)		
1	Structural organization and content scale	02
2	Creativity & Originality scale	0.5
3	Compilation of information Scale	01
4	Literature resources scale	01
5	Reference style scale	0.5
	Total Scale	05
	Conversion	50 Marks
B) Seminar (50 Marks)		
1	Reference work and scientific content	10
2	Communication skill	05
3	Discussion/ Defence	05
4	Presentation	30
	Total	50 Marks
	Total of Continuous Assessment (A + B)	100 Marks

M.Pharm (Sem III) Research work Seminar

	Introduction	Literature survey	Rational of Research work	Aim and Objective	Work done so far	Total
Max Marks	50	50	50	50	150	350



Proposal Presentation/Discussion

	Introduction	Literature survey	Hypothesis	Drug Profile and Aim and Objective	Plan of work	Total
Max Marks	10	10	10	10	10	50

Journal Club (Sem III & IV)

	Attendance	Quality of Research Paper	Presentation	Communicating and Debating skill	Manner of Answering questions	Total
Max Marks	5	5	5	5	5	25

M.Pharm (Sem IV) Proposal Presentation/Discussion

	Introduction	Literature survey	Hypothesis	Drug Profile and Aim and Objective	Plan of work	Total
Max Marks	15	15	15	15	15	75

M.Pharm (Sem. IV)Project Research Work Presentation

A) Dissertation Book(250 Marks)		
1	Objective of work done	25
2	Methodology adopted	75
3	Results and Discussion	125
4	Conclusion and outcomes	25
B) Presentation(150 Marks)		
1	Presentation of work	75
2	Communication skills	50
3	Question and answer skills	25
Total(A + B)		400 Marks

- Subject in charges need to collect answer sheet bundle within 02 days from date of examination.
- After internal assessment by subject incharge, answer sheets are shown to students, discussed model answers, queries solved and asked to cross check and sign the answer sheet.
- Moderation of internal sessional answer bundles is implemented from the A.Y.2023-24. The rules and regulations of moderation are as per the CAP of SPPU as follows:-



- i) 100% moderation of answer sheet shall be carried out in case of
- a) Candidates failing by 10% marks out of the total marks of that paper.
 - b) Candidates obtaining 70% and above out of the total marks of that paper.
- ii) 5% moderation of answer sheet shall (out of total candidates) be carried out in case of candidates obtaining minimum passing marks selected out on random sample basis.
7. Subject in charges need to submit checked answer sheet bundle along with Marksheet within 15 days from collection to examination department.
8. Improvement sessional exam shall be conducted in next semester for failure students.
9. Class Improvement exam shall be conducted as per SPPU guidelines. Re-sessional exam can be conducted in the same semester, if student remains absent due to medical reason. This should be after verification of valid medical reports and prior permission by examination committee.
- 10. Resources and Materials:** Examination record files are kept in good order, in a secure location. Those containing confidential data are stored in lockable units, and are not left on desks or in view of visitors. The passwords used are very strong and unique and are with the individual use.
- 11. Examination department is under surveillance of CCTV.**
- 12. Some important examination links are**
<http://www.unipune.ac.in>; <http://www.pci.nic.in>; <https://www.mgv.org.in>
[www.aicte-india.org > sites > default > files > ExaminationReforms](http://www.aicte-india.org/sites/default/files/ExaminationReforms)
- 13. Cautions and warning information:**
A standard list of 'Do's and Don't rules are displayed in every classroom to make students aware about punishment by university in case of violation of rule. Internal squad (separate for girls and boys) is appointed for invigilation during examination. Strict supervision is done to avoid any malpractice.
- 14. Inter-Department co-operation:** Effective interdepartmental communication keeps information moving. It helps to share information with other teams so everyone can do their best work.
- 15. Supplementary Information**
In a situation, when the CEO is on leave the following person can take over as exam I/C
- 1) B.Pharm:- Dr. S. H. Pawar.
 - 2) M.Pharm:- Dr. R. R. Karmarkar,
 - 3) Pharm.D:- Prof. S. V. Valte
- 16. The Examination committee resolves the grievances of the students for their internal/ external assessments:**



Internal Examination Related Grievances

1. For a student who remains absent for continuous assessment and Sessional examination on medical grounds, he/she shall take prior permission from subject teacher/HOD and College examination officer to appear for the re-examination.
2. The student shall submit his/her application and seek permission from the concern authority with appropriate supporting documents.
3. The performance of the students in CA and Sessional examination will be discussed by concerned Faculty after evaluation of the answer sheets.
4. Subject teachers shall clarify the doubts/queries of students in continuous assessments and related to Sessional exam if any.

External Examination Related Grievances

1. Students shall be notified about the exam form filling, photocopy & revaluation process as per the guidelines of Savitribai Phule Pune University. Students shall approach the Examination committee for any issues during University exam form filling process.
2. Examination committee shall mail or communicate all grievances to university through College examination officer nominated by institute.
3. Students having issues related to error in mark sheets (spelling mistake, change in name) shall submit an application along with supporting documents to examination section and same will be communicated to the University with request letters for the amendments.
4. Students shall report to examination section about any discrepancies found in question papers during internal/end semester exam with a written application to examination committee and the same shall be communicated to university for corrective action.
5. A student who faces any accidental mishap/physically challenged candidate can approach the examination section for availing the facility for writer as per the university guidelines.
6. The examination section shall coordinate for separate sitting arrangements and writer. In such cases the student shall be given 20 min. extra time per hour.
7. Students can avail the Provision for photocopy of answer sheets for Verification and revaluation process by applying through the online system of university.



8. Graduating students who wish to improve their Class shall have provision to improve their marks by appearing for minimum three Theory subjects within five years of the graduating year.



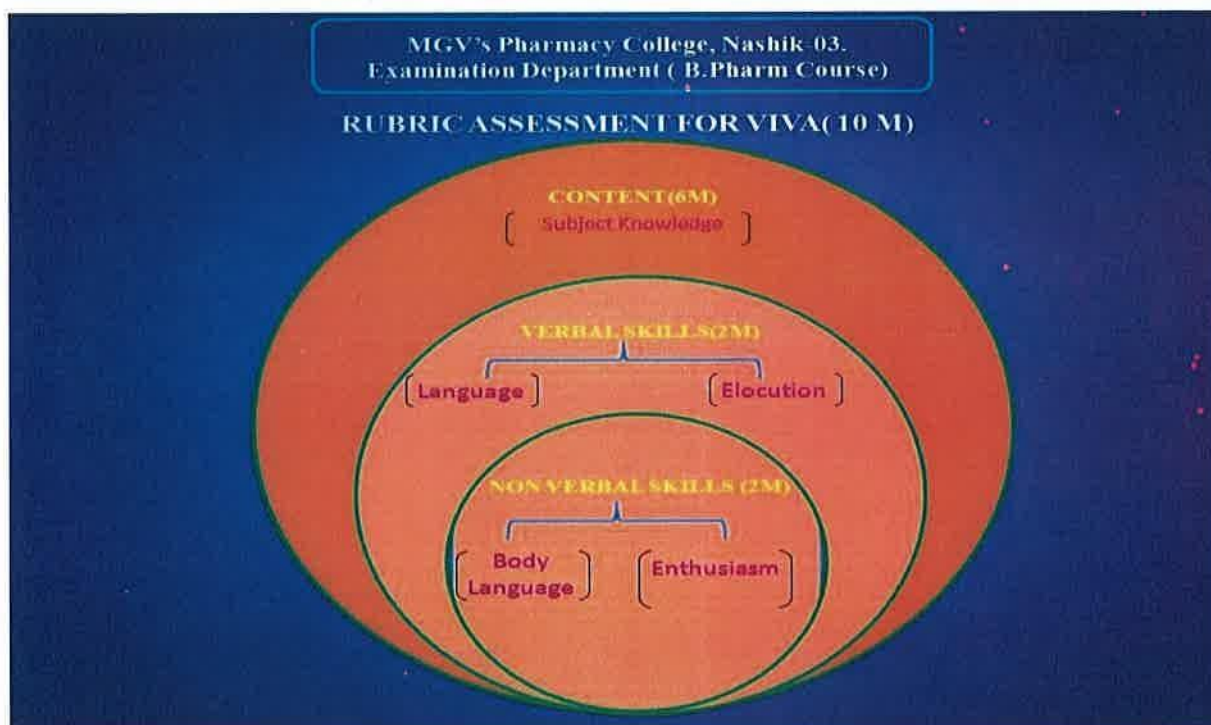


Fig.No.1) Rubrics for SPPU Practical Exam Viva

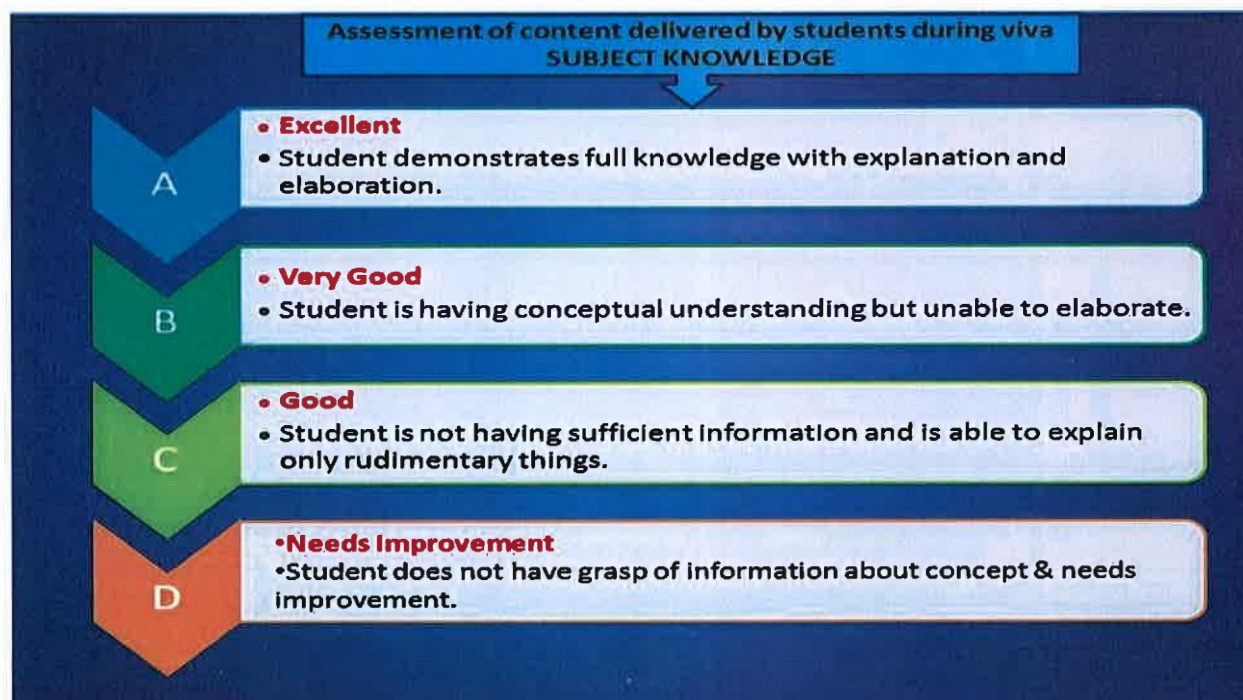
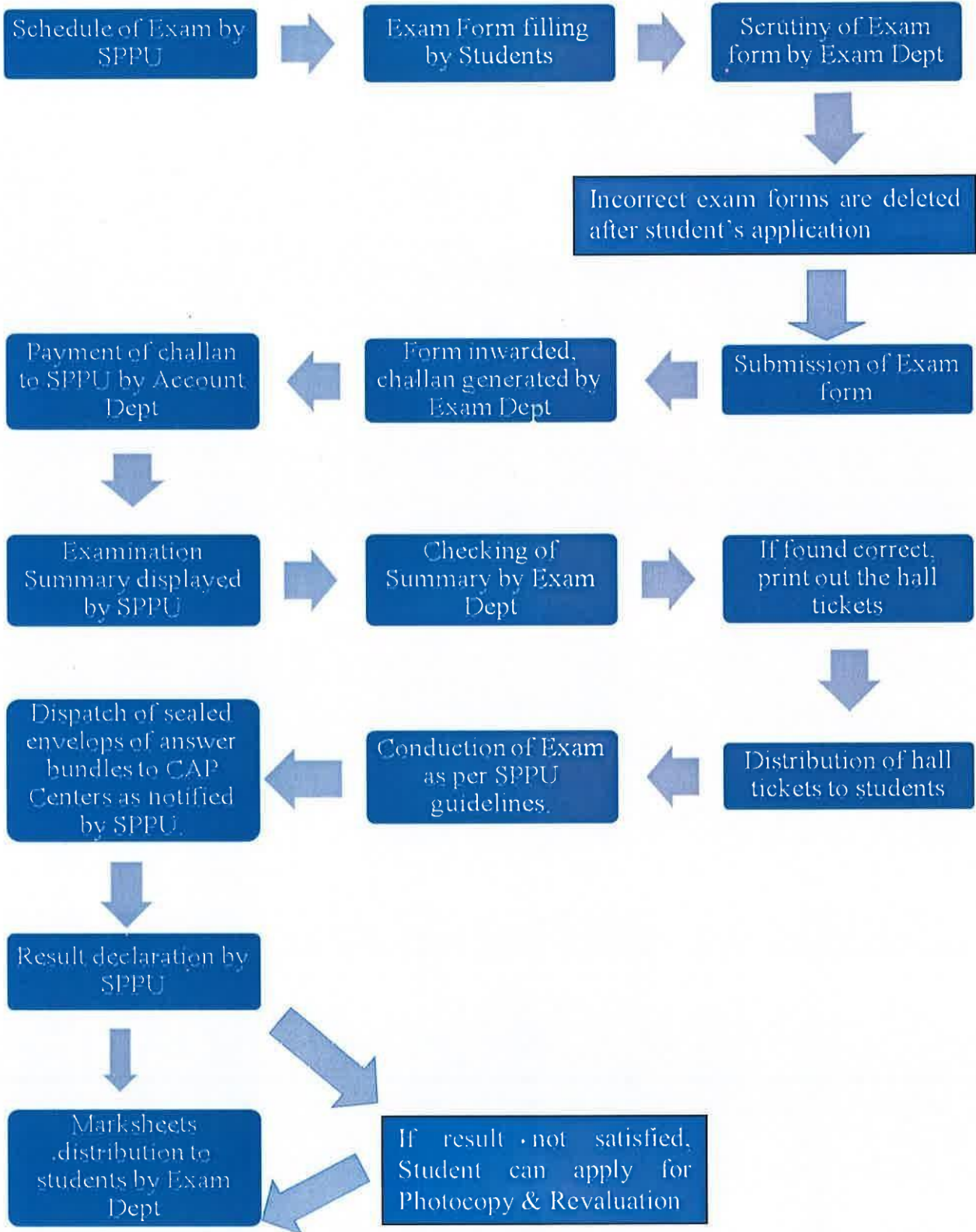


Fig.No.2) Assessment Scale for Viva

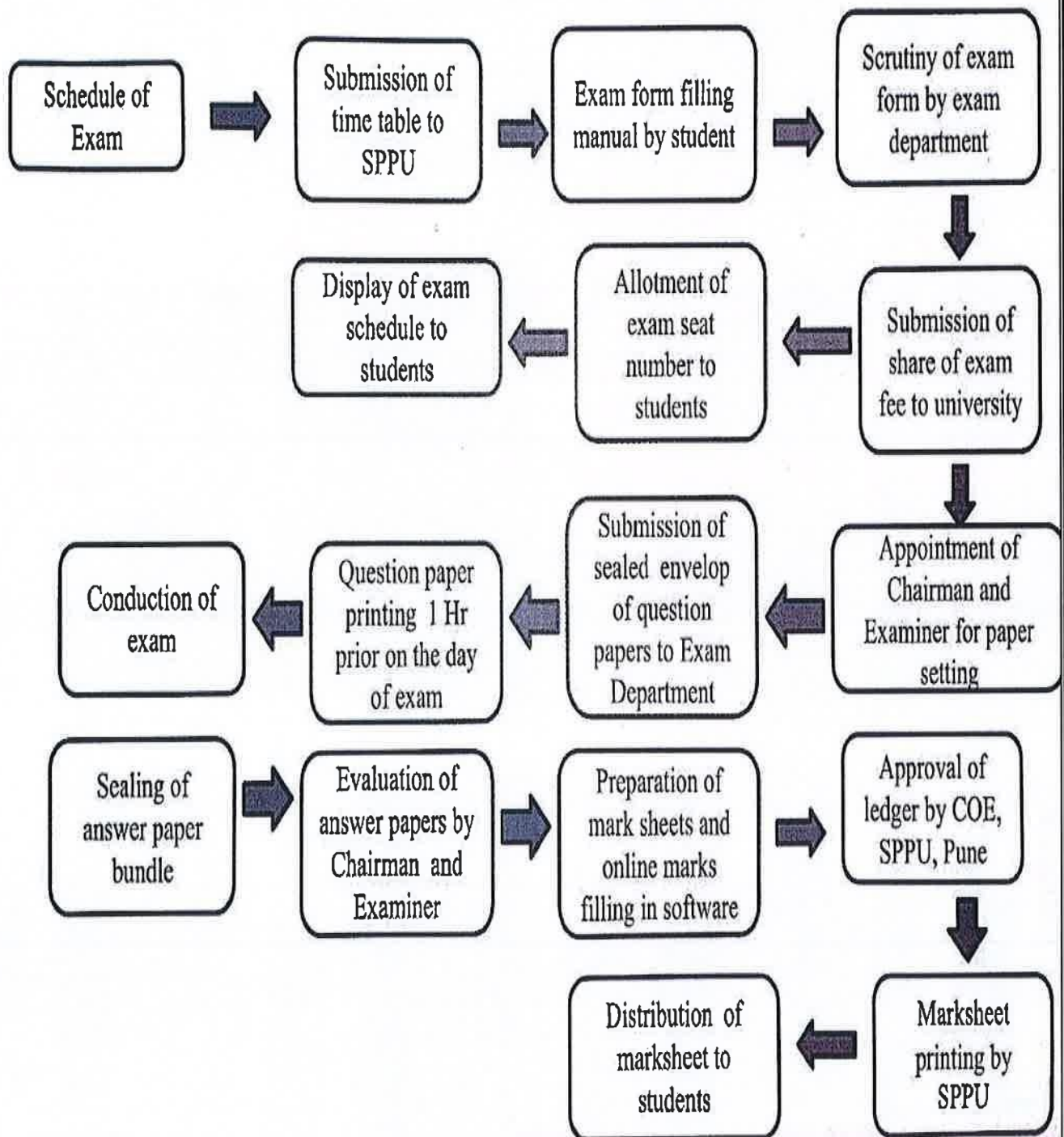


SOP-SPPU External Examination



SOP-SPPU External Examination for Pharm D. (Under section 125)

Pharm D. Examination (Under section 125)





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RESEARCH POLICY



RESEARCH POLICY

Academic institutions are expected to perform threefold activity which includes teaching, research and extension. Research is one of the most important aspect of academic activities which help the institution to achieve excellence in the field of education. It also includes the quality of learning and knowledge development. Research and developmental activities help to create and disseminates new avenues in knowledge, promote innovation and these will motivate better learning and teaching among faculties and students of MGV's Pharmacy College, Nashik. Research is the foundation of knowledge that builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, MGV's Pharmacy college, Nashik has framed and implemented its Research Policy.

Purpose

The purpose of the Research Policy is to create a vibrant atmosphere of research among faculty and inculcate research aptitude among the students. The policy shall serve as an overall framework within which research activities may be carried out. It also aims to identify thrust areas of research having social relevance and thereby supporting the Vision and mission of the college. The Research policy also emphasises contribution towards society and to the nation at large.

Scope

This Research Policy forms the basics of the research ethics of the college and is implemented in all the departments and it serves as the guidelines for the functioning of the Research council of the college. The Research Policy shall have a Research Advisory Cell to function under the Principal, MGV Pharmacy College, and Academic Council, to assist and advise in matters related to research within the college.

Objectives of Research Policy

1. To develop desired awareness regarding research in the faculty of MGV COP.
2. To establish a right kind of research culture through various research initiatives and programs.
3. To encourage faculty members to publish research papers in peer reviewed journals and undertake various research projects of social and academic importance.
4. To publish a research journal, to provide a dais to the faculty members, as well as researchers and academicians in the college as well as in those from academia across the country.
5. To create awareness in the society through various research initiatives and by giving due publicity to the socially useful research projects that may be undertaken by the college.



The college shall have a well-defined research cell which has framed guideline for the scholar, teachers and all other concerned personnel.

1. To encourage original quality basic and applied research in the field of pharmaceutical sciences.
2. To identify the emerging areas of research and encourage the faculty members to undertake research in these areas.
3. To establish linkage (MOU's) with research institutes, industries and business organizations to identify potential areas of research, for sponsored and consultancy projects.
4. To encourage faculty members to get research projects from National Funding agencies like SERB, DBT, DST, ICSSR, AICTE, UGC and other such institutions.
5. To provide financial assistance for publication of patents, research papers and research findings and to encourage faculty and research scholars to take benefits of MGVS's Research Incentive Policy.
7. To offer a suitable platform to the faculty members, scholars and students of MGVCOP to present their research findings in national and international conferences.
9. To organize various workshops to develop appropriate research skills among the scholars and faculty members.
10. To depute faculty members to various workshops, symposia, seminars and conferences in their respective fields to upgrade their research skills and knowledge.
11. To establish suitable infrastructure in the college that will help to undertake different research projects.
12. To undertake all other such activities which will inculcate research culture in the college.



GENERAL GUIDELINES FOR PUBLISHING RESEARCH MANUSCRIPT

1. A researcher can have the right to be acknowledged as an author provided he/she has contributed in conceiving or design of the study or in analysis and interpretation of data or in critical evaluation of the content.
2. The name of the institute(s) should be acknowledged where the work has been carried out.
3. All publications should be in Scopus/Web of Science indexed, Peer reviewed/ UGC Care list journals. Caution to be exercised of Predatory journals. Contributions made should be free from plagiarism.
4. All faculties should provide the details of published manuscripts to the concerned committee regularly.
5. All faculty should be actively involved in applying for grants, patents, consultancy and research projects, in presentations/attending seminar or workshops or conferences, involved in research or review publications, enrolled in FDP or NPTEL or Swayam courses.
6. A review of all R and D activities will be carried regularly.
7. In case of research publications, calendar year will be considered.



SOP FOR CONSULTANCY/ SPONSORED PROJECTS

A letter of interest from industry or organization to college for a res work to be initiated



After sanction from authority, a letter from college to industry/ org stating the projected cost under each head (as per policy) with conditions and approval by ind/org. P.I is assigned.



Preliminary meeting with RDC/ARC and sanctioning of ethical approval, work started.



During the said schedule both parties can meet regularly for process checks and solving problems if any.



After the work is complete, a dossier duly prepared by P.I signed by authority is submitted with necessary publications/patents applications.



Final Finance settlement by other party if any.



SOP for Research Grants

Apply for major/minor project grant through UGC/AICTE/SPPU/Other funding bodies



Receipt of selection letter/ or invitation for presentation for selection



Receipt of sanction letter with 1st installment in college grant account



Process for purchase of chemicals/ equipments /books from installment amount initiated for project work



Project work commenced, yearly report sent with authorized audited statement



Remaining installment received if any, work completed, Utilization Certificate sent, Audit done by funding body.



**POLICY DOCUMENT FOR INCENTIVES FOR RESEARCH AND PUBLICATION POLICY
FOR TEACHING FACULTY (w.e.f 2022-23 onwards)**

[In addition to the circular received from Dr. B. S. Jagdale-Trustee(MGV-Acad and Exam),

(RefNo MGVN/1642/2022-2023 dated 21st July 2022), the following policy document holds w.e f 2022-23)]

Sr. No	Particular	Condition	Incentive
1.	Consultancy services(Res Projects)	As per SPPU circular[(108/2021, dt 19 th April 2021) and (FAO/2014-15/961 dt 10 th June 2014)]	Concerned P.I -70% of total project charge College share - 30% of total project charge
2.	Sponsored projects	Private Organisations/ Funding bodies	College overhead charges- 10% of total project charge
3.	Testing Charges	As per SPPU circular[(108/2021, dt 19 th April 2021) and (FAO/2014-15/961 dt 10 th June 2014)]	Concerned faculty -30% Operator/Technician-10% Administrative, Finance and Supporting staff- 10% College share - 50%
4.	Training Programs through MOU's	As per SPPU circular[(108/2021, dt 19 th April 2021) and (FAO/2014-15/961 dt 10 th June 2014)]	Concerned faculty -10%*40% Administrative, Finance and Supporting staff-5%*- 10% College share – 50%*-85% *Only Co-ordination activity
5	Research paper publication	Thomson Reuter/Clarivate impact factor (Indexed in Scopus or Web of Science)	Impact factor 0-1= 1000 Impact factor 1.1-1.9= 1500 Impact factor 2-2.9= 3000 Impact factor >3= 5000 (NOTE: Can avail incentive either from MGVS's Academic and Examination Dept or from parent college only)
6	Book Chapter	National/international Publication with ISSN/ISBN	National- 1000 International-2000
7	Patent	National/International	As per Mgmt directives
8	Membership fees	National bodies	As per Mgmt directives
9	Attending National/International conference or presenting projects to funding agencies	Student/Faculty should be presenting paper	Registration fees





Mahatma Gandhi Vidyamandir's
Academic & Examination Department
6th Floor, K. B. H. Dental College & Hospital Building,
Mumbai-Agra Road, Panchavati, Nashik-3
Phone No- 0253-2628113 Email ID- coae@mgvnasik.org

Date : 20/07/2022

Incentives for Research and Publications Policy

S. N.	Particular	Condition	Incentive
1.	Research Paper Publication in journal having impact factor greater than 5 (Only for corresponding author)	Thomson-Reuter/ Clarivate impact factor <i>[Scopus and Web of science indexing (Arts & Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index)]</i>	5000
2.	Research Paper Publication as in journal having impact factor greater than 3 (Only for corresponding author)	Thomson-Reuter/ Clarivate impact factor <i>[Scopus and Web of science indexing (Arts & Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index)]</i>	2500
3.	Research Paper Publication as in journal having impact factor greater than 2 (Only for corresponding author)	Thomson-Reuter/ Clarivate impact factor <i>[Scopus and Web of science indexing (Arts & Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index)]</i>	1500
4.	Research Paper Publication as in journal having impact factor greater than 1 (Only for corresponding author)	Thomson-Reuter/ Clarivate impact factor <i>[Scopus and Web of science indexing (Arts & Humanities Citation Index, Science Citation Index Expanded,</i>	1000



Incentives for Research and Publications Policy

5.	Research Paper Publication by the students as (Only for corresponding author)	Thomson-Reuter/ Clarivate impact factor [Scopus and Web of science indexing (Arts & Humanities Citation Index, Science Citation Index Expanded, Social Sciences Citation Index)]	1000
6.	Patent Grant by the faculty along with Certification (Only for inventor)	US Patent	10000
7.	Patent Grant by the faculty along with Certification (Only for inventor)	Indian Patent	5000
8.	Patent Grant by the student along with Certification (Only for inventor)	US Patent	4000
9.	Patent Grant by the student along with Certification (Only for inventor)	Indian Patent	2000
10.	Copyright publication along with Certification	International/National	1000
11.	Book Publication corresponding Author by (along with a copy of the book.	Published by international publishing houses	2000
12.	Book Publication corresponding Author by (along with a copy of the book.	Published by national publishing houses	1500
13.	Scientist award	Given by Government bodies	5000
14.	Best teacher award	Given by Government bodies	5000
15.	E-Modules development of content	MOOC/E-Patshala/SWAYAM other such reputed ODL platforms	5000





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PLACEMENT POLICY



PLACEMENT POLICY

The placement cell acts as a platform for interaction between students and corporate.

The placement cell at MGVS Pharmacy College actively bridges the gap between the students and corporate organizations. The institute's Placement Cell functions under the supervision of placement committee, and operates to conduct campus interviews for the students. The Cell acts as an interaction point for all pharma and non-pharma industries that wish to recruit students from MGVS Pharmacy College. It entails collecting resumes, telephone numbers and e-mails of the students and forwarding it to HR department of Pharma/Non-pharma Industries. Further it organizes Pre-placement talks (PPT) who wish to visit college for recruitment by various companies which describe the selection process & the essential attributes that student need to have to be successful in the industries

Rules and Regulations

Students must apply to a corporate after careful consideration. Strict action will be taken against students who negatively impact the reputation of the College by their actions or inaction while interacting with the corporate world especially during the recruitment process.

All companies will conduct a pre-placement talk. The Placement Cell is not responsible for the profile of job being offered by the company. It is the duty of the student to clarify the same with the company. Students are advised to attend the interactive session for more information about the company, job description and the recommendation.

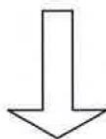
Placement Policy

If a student after the recruitment process is placed in a particular company, he or she would not be allowed to apply to another company in the same discipline. The student can select or apply in any company in the other one discipline. If a student is placed in any company, he/she will exhaust all further placement opportunities. If a student's name is enlisted in the Waiting List of a particular company, it will not be considered as a placement and he/she will be allowed to apply to other companies. If there is a time gap between the recruitment process and the declaration of the results by a particular company, the student will be allowed to apply to another company during this period. But if he is selected in both the company he/she will not be allowed to apply again.

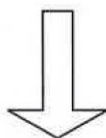


SOP- Placement Steps at MGVS

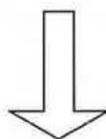
Placement cell collects data of students which are relevant for job



Placement cell forwards the data to HR dept of Pharma/Non Pharma Industries on demand or directly. The cell also help students solve their placement related query.



The Placement cell along with Interested company or organisation can arrange pre-placement talks and interviews



After interview the cell facilitates the selected students joining and helps them in all aspects





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LIBRARY POLICY



LIBRARY POLICY

Library Rules:

1. All Students must make use of the library facility to enrich their academic excellence.
2. Only bonafide students are allowed to enter the college library on the strength of a valid Identity card, which must be produced as and when it is demanded by the library staff or college teaching staff.
3. Complete silence must be maintained in & near the library.
4. Using the cell phone in the library is strictly prohibited.
5. In case of any difficulty readers can approach the librarian.
6. Co-operation of the students is earnestly sought in observing the rules.
7. One book will be issued for reading in the library against the Identity Card.

Timing of the Library –

The college library remains open in between 9.00 a.m. to 5.30 p.m.

Identity Card Rules -

1. The student should bring with him/her this card without fail to the college and present it whenever required.
2. Library Books will be issued only on presentation of this card.
3. This card is not transferable.
4. If this card is lost, the student must intimate to the principal immediately in writing.
5. If this card is lost duplicate identity card will be issued on payment of Rs. 50/-
6. Books will be issued for reading in the study room in the library on producing the Identity Card. Books are not to be taken out of the library on any account.
7. Only bonafide students are allowed to enter the college library on the strength of a valid Identity card, which must be produced as and when it is demanded by the library staff or college teaching staff.

Home Lending –

- 1 Library books will be issued to the regular students for home lending.



- 2 Three books will be issued for home lending against the Borrower Card. Pure reference books, loose issues of periodicals, magazines and newspapers will not be allowed out of the library or for home lending.
- 3 A fine of rupees 2/- will be charged for every day of delay.
- 4 The book may be issued for a week more provided there is no demand for the book from other students.
- 5 Books newly acquired for library will be available for a reading in the study room as soon as they are ready for use. They will be available for home reading after fifteen days of their being ready for use in the library.
- 6 They should return all the books to library immediately after their external examination.

Reading Room –

- 1 Books will be issued for reading in the study room in the library on producing the Identity Card. Books are not to be taken out of the library on any account.
- 2 At the time the book is issued for reading in the study room or for home reading, the student must satisfy himself/herself that the book is not damaged or that the pages are not missing. If there is a damage or loss of pages, it must be brought to the notice of the library staff. Otherwise they held responsible for any damage or loss or torn pages.
- 3 If the book is lost or damaged by the students or if the pages are missing from the book, the value of the book shall have to be paid at the current price. If the book is rare or out of print & the cost of the book is too low, amount decided by the Principal / Librarian must be paid.
- 4 Bonafide students and the teaching staff can use the library. No Ex-student or no outsider will be allowed to the use the library except by the approval of the Principal.

Home Lending facilities for the staff of the College –

- 1 Teaching staff may borrow five books at a time. Additional books can be borrowed by the teaching staff for their use with the permission of the Principal / Librarian.
- 2 Books must be returned to the Library within 30 days from the date of issue. If necessary with permission of the Librarian they can keep for 15 days more.



- 3 Pure reference books are meant exclusively for use in the library only & the same cannot be issued for home lending except with the permission of the Principal or Librarian for use of overnight only.
- 4 No latest issue of any periodical / magazine / newspaper can be issued for home lending only 02 back issues of any periodicals will be issued for home lending at a time for a week.
- 5 Teachers are requested not bring walkman or any electronic instruments and eatables inside the library.
- 6 The staff of the college is also requested not to use cell phone when they are in the library, or keep it in silence mode and speak softly on the cell, in order to maintain silence.
- 7 All the books taken for home lending must be returned to the library before March 31 of every academic year for stock verification.
- 8 If the books is lost or damaged by any staff member, the same must be replaced or the current price of the book must be paid. If the book is rare or out of print & the cost is too low, suitable amount decided by the library committee must be paid.

Issue of journal

- Journals on the display rack (latest issue) are to be read in the library.
- Only one journal will be issued at a time.
- If a journal which been issued to a student is urgently required, the library may call back the same from the student.
- If a journal not returned on time, the borrower will have to pay an overdue charge at the rate of Rs. 2/- per day for the first five days and thereafter Rs. 10/- per day.

Issue of CDs

CD to be browsed in the library.

Projects

- Projects reports are to be used in the library.
- At the time of borrowing projects reports, the student has to surrender his/her ID card at the counter. After returning the same, the ID card can be claimed.



Access to other libraries

- SPPU sub centre Nashik , library used for research work.
- Loknete Vyankatrao Hiray Arts, Commerce and Science College Library.
- MGVS Institute of Management and Research.
- Kusumagraj Pratisthan Library (Granth Peti).

Reservation Policy

- The faculty and Students can reserve the book which are issued to others.
- The reserved books should be collected within 2 days, else the reservation will stand cancelled and book will be issued to other immediate member.

Research Support Tools

- Infilbnet N-List – most heavily used database – covers journal articles, all Subject books, different reports.
- NDL(National Digital Library) of India sponsored by MHRD.
- Plagiarism Software – X-Plagiarism
- Campus 360 Software – OPAC (online public access catalogue)

Fine and Lost Book Policy

Students are responsible for the books they check out from the library. If a book is lost, damaged or stolen the student will be responsible for paying the full replacement cost of the book. The library is not responsible for notifying borrowers that books are overdue. Class CR through message sent to the students as a courtesy.

If a borrower believes that they have returned book that is being billed as overdue or lost, they should inform the main circulation desk. Library staff will search for the book twice or more, but the book will remain on borrower's record until it has been located. If the book is found within the library by library staff, the book will be removed from the borrower's record. If the book is not found in the library, the borrower will be responsible for the replacement charge.



Stock Verification

In stock, the collection comprises, Books, journals, project reports, bound volumes, non printed materials etc. The stock verification report of the collection development activities presented before the library committee. The loss or the missing of documents was supported by the problems to have strict vigilance and all details mention in the report. The approved stock verification report with permission to withdrawal of write off books for which remarks are made in the database and disposal of damaged documents as per permission of higher authority.

Weeding Policy

Weeding is an essential, continuing library practice in which books are removed permanently from the library's collections. Book withdrawal is an important aspect of collection development. When library books lose the value for which they were originally selected, they should be withdrawn so that the collection remains vital and useful.

All books withdrawn from the collection should be remarked on accession register. The Librarian in agreement with the library committee will make the final decisions regarding the disposition of books withdrawn from the collection.

Binding

Keeping library books in good, usable condition is essential. A decision is made on each work book- whether to mend it, rebind it, replace it, or withdraw it. The following criteria are used in making such decisions.

- Condition of the book
- Validity of the book's contents
- Demand
- Cost

Reprographic facility

A photocopy machine available in the library all the times for use for the faculty and library staff.



Budgeting Policy and Procedures –

Budgeting Policy

A realistic budget is required for an institution to maintain adequate resources for its curriculum.

- The budget must relate to the management level strategy of developing and implementing programs within the library which promote student well being motivation.
- The budget for the library should help students to become lifelong learners.
- The budget for the library should assist student in their abilities to become independent learners.

Policy statement –

- Collection maintenance
- Collection development
- Recurrent resource costs
- Capital expenditure

Collection maintenance

- Keeping the collection at its present scenario.
- Necessary to replace 10% of the collection annually.

Collection development

- Total 70: 30 ratio, 70% curriculum and 30% other books.
- Priority given to curriculum initiatives.
- Priority given to the updating of various sections of the collection
- Users demands are considered.

Consumables

- Processing resources such as barcode labels, due date slips, borrower card, I card, book card, book pocket , CDs means all stationeries.
- Promotional activities such as display materials etc.



Subscription

- Journals
- Databases

Maintenance

- Campus 360 Software
- Plagiarism Software
- Internet

Professional Development

- Up to date meetings
- Library committee meetings

Capital Expenditure

- Computer Hardware
- Binding Books and Journals
- Furniture
- Library Maintenance
- Books Purchase
- Journals subscription
-

Purchasing Policy

- Hard copies of Books, journals and Database
- Audio-Visual aids

Sources of Purchase

- Online Search
- Faculty suggestions (Recommendation form)
- Book reviews
- Direct contact with publishers on new arrivals
- Visit other libraries
- Publishers catalogue
-



Selection Criteria

Library collection development guidelines are used in the selection of resources.

- Relevance of Content
- Quality of content
- Demand copies
- Availability of resources
- Cost
- Space and storage issues
- As per Syllabus

Responsibilities for selection

The responsibility for selecting library materials rests with the Librarian (actual selection is a collaborative effort), operating within the framework policies .

Maintenance of Collection

Duplication

The library will avoid, for the most part, duplication of titles. If demand is heavy, a duplicate copy will be purchased if necessary. The extent of duplications determined by need, budget, and proximity of other collections and purchased as per request of the faculty.

Replacement

The library will not automatically replace all books withdrawn because of loss, damage, tear. The need for replacement will depend upon demand for specific title.

Book Purchasing Procedure

- The Faculty and students recommended books and other publications for purchase.
- The Library Committee decide and review recommendations for purchases and when needed.
- The library would then check for duplication and place the list of recommended books before the library committee for review.
- The library places orders with well recognized vendors.



Bill Processing

Once the books are received in the library along with the bills, the price of each book and the discount rates are verified by the concerned staff responsible for entry in the accession register. Entry for each book is made in the register which has all the relevant details of a book like its price, publisher, vendor, year of publication, date of entry, title of the book and author etc. Then the bills are processed for payment with the accession numbers entered against each item. The bills are submitted in the finance department for payment.





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GRIEVANCE HANDLING POLICY



GRIEVANCE HANDLING POLICY

1. Introduction: The grievance policy, outlined in the document, provides an avenue for stakeholders to voice their concerns and gives transparency on how grievances will be managed internally, which aims to reduce conflict and strengthen relationships between stakeholders.

2. Scope : The grievance mechanism procedure applies to all internal/external stakeholders of the College.

3. Definitions :

- a) **Grievance :** An issue, concern, problem, or claim (perceived or actual) that an individual or community group wants addressed by the institute in a formal manner.
- b) **Grievance Handling Mechanism :** A way to accept, assess and resolve community complaints concerning the performance or behavior of the stakeholders, its contractors, or employees. This includes adverse economic, environmental and social impact.
- c) **Internal Stakeholders:** Groups or individuals within a college who work directly within the college, such as teaching staff, non teaching staff, office staff, students etc.
- d) **External Stakeholders:** Groups or individuals outside the College who are not directly employed or contracted by the College but are affected in some way from the decisions of the College, such as suppliers, community, NGOs and the government.

4. Grievance Reporting Channels: College will communicate this procedure to its stakeholders to raise awareness and offer transparency of how stakeholders can voice their grievances. Various channels for stakeholders to vocalize their grievances formally include: Reporting Committee Chairman by writing a letter about the issue.

At college level student grievance of any type (Examination/ Facility/ Academics/ Personal etc) can be reported directly orally or in written initially either to the mentor, class teacher, any subject teacher or the Vice-principal or Principal or can post in Complaint box. Any complaint from staff (teaching/non teaching) can be reported to the Principal. A committee is then constituted accordingly to resolve the matter If not done then reported to management.



5. Roles and Responsibilities:

a) Students Grievance cell :

1. Investigation of grievance
2. To provide resolution
3. To follow up and keep track of progress of grievance.
4. To maintain register of reported grievances
5. To close the grievance after satisfactory progress.

b) Anti Ragging committee:

1. Creation of awareness about Anti Ragging act
2. Investigation of Ragging complaints
3. To provide counseling and resolution.
4. To follow up and keep track of progress.
5. To maintain register of reported cases.
- 6 To close the cases after satisfactory progress.

c) Women's Grievance Redressal Committee (ICC)

1. Investigation of reported grievance
2. To provide satisfactory resolution.
3. To follow up and keep track of progress of the grievance.
4. To maintain record of reported cases.
5. To close the grievance after satisfactory progress.

d) Grievance redressal committee (General)

1. To investigate the grievance
2. To provide proper solution
3. To follow up and keep track of progress of grievance
4. To close the grievance



6. Grievance Mechanism Process

a. Record: All formal grievances will be logged in the Grievance Register and will be saved in record of correspondence.

b. Acknowledge: A grievance will be acknowledged, by the grievance owner, within five working days of a grievance being submitted.

c. Investigate: The Committee Chairman along with the members is responsible for investigating the grievance. The investigation may require the team to make site visits, consult employees, contact stakeholders and complete other activities. Records of meetings, discussions and activities all need to be recorded during the investigation. Information gathered during the investigation will be analyzed and will assist in determining how the grievance is handled and what steps need to be taken in order to resolve the grievance.

d. Act: Following the investigation, the Chairman will use the findings to create an action plan outlining steps to be taken in order to resolve the grievance. The concerned committee is responsible for assigning actions, monitoring actions undertaken and making sure deadlines are adhered to. Once all actions have been completed and the committee feels the grievance has been resolved, they will then formally advise the complainant via their preferred method of communication.

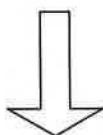
e. Follow up and close out: The Chairman of the Committee will make contact with the stakeholder/s one week after the grievance is resolved. When contacting the stakeholder the Chairman will verify that the outcome was satisfied and also gather any feedback on the grievance process.

7.STORING OF GRIEVANCES: All records, including grievance, investigation notes, interviews and minutes of meetings will be securely filed, recorded and confidentiality maintained for all parties involved .

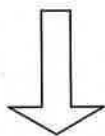


SOP- Steps to deal with Grievance mechanism

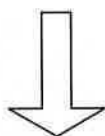
Receive Grievance from Internal stakeholders



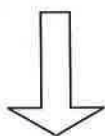
Record and appoint a committee with appropriate members



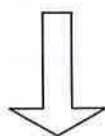
Screening and discussion within members



Investigation done in detail and reported



Action taken



Take Follow up and close out
Or if unable to solve, case is presented to the Management





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ALUMNI POLICY




ALUMNI POLICY

Established Alumni association should have a distinct Vision and Mission. Alumina assist in various activities of the college. College has an Entrepreneurship development cell too which works in coordination with MGV's Alumni association.

Alumni Association objectives include

- 1) To assist in conducting and arranging guest lecture of industrial experts /Industrial visits.
- 2) To assist in conducting campus interview for placement drive and contribute to extension activities.
- 3) To assist in mentoring students in career guidance and training
- 4) To assist in Industry –Institute collaborative research projects
- 5) To maintain database of members of association
- 6) To enlist the services of alumni in improving the infrastructural facilities of the institution
- 7) To raise funds or donations for fulfilling the objectives of the association.
- 8) To support college activities wherever and whenever possible.

Vision MGV's Pharmacy Alumni Multipurpose Association is a dynamic organization which will partner effectively with its alumni services to offer programs that foster campus tradition and perpetuate a passion for a life-long involvement with the MGV family.	 MGV's PHARMACY ALUMNI MULTIPURPOSE ASSOCIATION Registration No. : MH/483/NA	Mission To support the college in its pursuit of excellence in teaching, research and public service; develop strong bonds of loyalty between alumni/ae and the college; promote the stature of MGV; and, encourage miles of learning.
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Date of Registration of Alumni Association: 20th June 2017



Membership Fee

One time subscription fee: Rs 500/-

Students pay membership fee at the time of No dues submission before exit from the institute.

Association Members

The Executive committee shall consist of:

1. President: Elected alumni member
2. Vice president: Elected Alumni member
3. Secretary: Nominated by the President
4. Treasurer: Nominated by the President
5. Members: 3 Alumni members + 1 faculty member from College
6. Member Secretary: Faculty from College
7. Alumni College Co-ordinator: Vice principal of College
8. Chairperson: Principal of College

General Body meeting

- The Executive Committee shall meet atleast twice in a year
- The details of the meeting along with the agenda shall be notified atleast a week before the meeting.
- The quorum (60%) should be satisfied before the start of the meeting.
- The meeting discussion should be based on contribution to academic growth, mutual collaboration on research activities, arranging expert lectures and placement and college development activities etc in pursuit of excellence.
- The Member Secretary shall maintain records of proceedings of the alumina meetings.
- The Treasurer shall be responsible for maintaining proper annual accounts of association.
- The executive committee shall have powers to frame by-laws consistent with the spirit of the constitution of the Association on all matters and stated objectives.
- The funds derived shall be applied solely towards the promotion of objectives of the Association.





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ANIMAL ETHICAL POLICY



ANIMAL ETHICAL POLICY

Experimentation on animals in course of medical research and education is covered by provisions of the Prevention of Cruelty to Animals Act, 1960 and the Rules under the Act of 1998 and 2001. This is enforced by the Committee for the Purpose of Control and Supervision of Experiments on Animals (CPCSEA), now CCSEA, a statutory body under the Prevention of Cruelty to Animals Act, 1960. The main mandate of the Committee is to ensure that animals are not subjected to unnecessary pain or suffering before, during or after performance of experiments on them. Under these provisions, the concerned establishments are required to get themselves registered with CCSEA, get their Animal House Facilities inspected, and also get specific projects for research cleared by CCSEA before commencing the research. Further, breeding and trade of animals for such experimentation are also regulated under these Rules.

INSTITUTIONAL ANIMAL ETHICAL COMMITTEE (IAEC)

Every establishment conducting experiments on animals should have a registered animal house facility. With invited applications in prescribed format and fees; and favourable report of inspection conducted by a team appointed by CCSEA, establishments should be registered within 60-90 days of application. Approval of registration should be based on predetermined criteria. Every establishment constituted and operated in accordance with the procedures specified by the CPCSEA is required to constitute an Institutional Animal Ethics Committee.

As per Rule 13 of the Breeding of and Experiments on Animals (Control and Supervision) Rules, 1998, every IAEC shall include:

- a) Biological scientist
- b) 2 Scientists from different biological disciplines
- c) A veterinarian
- d) Scientist in charge of animal facility
- e) Scientist from outside the institute
- f) Non- scientist socially aware person
- g) CCSEA nominee
- h) Specialists can be co-opted as and when required



To each IAEC, a CCSEA Nominee would be nominated and his presence would be necessary for every meeting. The meeting would be conducted 2-3 times in a year or more depending upon the need for sanctioning research protocols. Even if there are no research protocols to be discussed, the committee is expected to meet regularly and discuss issues related to animal house facility. In order to ensure smooth functioning of the IAEC, there will be a link CCSEA nominee, nominated for each IAEC who will participate in the meeting in event of inability of the regular CCSEA nominee to attend such meeting.

The IAEC will scrutinize all project proposals for experimentation on animals. In case of small animals, it would give the final approval. In case of large animals, it would make its recommendation to Sub-committee on large animals (SCLA) which will be the final clearance authority.

- ♦ IAEC should be authorized to consider and approve all protocols requiring use of animals including large animals. This will help to maintain secrecy of intellectual property rights. This will also ensure speed of approval.
- ♦ IAEC should also be authorized to consider and approve import of experimental animals of the species, age or number required for approved protocols.
- ♦ CCSEA expert consultant and nominee should be a qualified veterinarian scientist with some experience in animal welfare and some exposure to care of experimental animals and promotion of scientific research. CCSEA nominee is therefore an important link between Institution and CCSEA.
- ♦ IAEC meeting should be held on scheduled dates with no member have veto power; majority decision should prevail.



ANIMAL ETHICAL POLICY GUIDELINES

Laboratory Safety Working with Small Animals

All procedures on animals should be performed by properly trained personnel. By using safe work practices and appropriate personal protective equipment workers can minimize the likelihood that they will be bitten, scratched, and/or exposed to animal body fluids and tissues.

Use Safe Work Practices

- Avoid eating, drinking, smoking, handling contact lenses, applying cosmetics, or taking or applying medicine.
- Avoid touching your mouth, nose and eyes.
- Avoid using sharps whenever possible. Be extremely careful when using a needle and syringe or when using sharps during necropsy (autopsy) procedures. Never remove, recap, bend, break, or clip used needles from disposable syringes. Use safe needles whenever possible.
- Never use your mouth to pipette liquids; only use mechanical pipetting devices.
- Keep doors to rooms holding research animals closed.
- Perform procedures carefully to reduce the possibility of creating splashes or aerosols.
- Restrict operations that generate hazardous aerosols to biological safety cabinets or other ventilated enclosures, such as animal bedding dump stations.
- Clean up all spills immediately.
- Promptly decontaminate work surfaces when procedures are completed and after surfaces are soiled by spills of animal material or waste.
- Properly dispose of animal waste and bedding.
- Remove gloves and wash your hands after handling animals or animal tissues and before leaving areas where animals are kept.
- Report all incidents and equipment malfunctions to your supervisor.

Wear Appropriate Personal Protective Equipment (PPE)

- Wear all required PPE identified by your researcher based on the activity performed.
- Wear gloves designed to resist puncture from animal bites.
- Wear eye protection. This will not only protect your eyes from potential scratches, but also will protect them from direct contamination by animal secretions or indirect contamination from materials contaminated with animal secretions.
- Wear head/hair covering to protect against accidental sprays or splashes.
- Wear respiratory protection, if required. National Institute for Occupational Safety and Health (NIOSH)-certified respirators that are properly selected and fitted will protect you from small particle aerosols.



- Laboratory animals should not be touched without permission for experimental use.
- Maintain animal with respect to housing conditions, feed and water as per CPCSEA guidelines.
- Whenever during animal study wear lab coat, safety goggles and gloves.
- Whenever live animals are studied the ethical and safety aspect must be ensured. Handle animals with humane care during the experiment.
- Dispose animals waste & bedding properly.
- Follow euthanasia when animals need to be sacrificed and discard carcasses of animals as per CPCSEA norms.
- Wash your hands with sanitizer before and after animal handling.





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DIGITAL LEARNING POLICY



DIGITAL LEARNING POLICY

A system of education that attempts to remove the administrative and educational bottlenecks experienced in the traditional face-to-face system and brings about self-directed and flexibility in learning such as place and time of learning is always encouraging.

It is type of education with which is given through different information and communication technologies. This education gives an opportunity to openness, and it supports learning at a distance. Any learning activities within formal, informal, and non-formal domains that are facilitated by information and communication technologies to lessen distance, both physically and psychologically, and to increase interactivity and communication among learners, learning sources, and facilitators is Open Distance Learning.

The National Mission on Education through Information and Communication Technology (NMEICT) is envisaged as a Centrally Sponsored Scheme to leverage the potential of ICT, in teaching and learning process for the benefit of all the learners in Higher Education Institutions at any time any where mode. This is being practiced through e-PG-Pathshala. The content and its quality being key component of education system, it is proposed to create high quality, curriculum-based, interactive content in different subject across all disciplines. E.content so developed is available in open access through a dedicated Learning Management System.

Guidelines are available for Curricular Aspects, Assessment Criteria and Credit System in Skill based Vocational Courses under National Skills Qualification Framework (NSQF)

Students can gain credits and store in their DigiLockers for future benefits.

Massive Open Online Courses being offered such as in e- Pathshala/ Swayam/ NPTEL / Coursera platforms offer many online courses for 4 week/ 8 week/ 16 week duration with weekly assignments and evaluation through written exam.

Certificate courses/ Value added courses may also be designed online or conducted offline which add to the credits in their banks.

Many digital research platforms such as N-LIST, Inplibnet, e-Shodhganga, Mandeley Software are state of art technologies for literature review, managing bibliographic-references and for thesis and dissertation.

In view of the above digital learning resources, it is expected by the faculty and students to enrol to the online mode of education to update the knowledge and for future professional benefits.





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ENVIRONMENT HEALTH SAFETY POLICY



ENVIRONMENT-HEALTH -SAFETY POLICY

Humans are driven by the basic instinct of living a happy and healthy life. Though it sounds to be a simple thing, it is hard to realize as it warrants the wholesomeness of both heart and mind. This obviously requires a clean environment which can be promoted by inculcating healthy and hygienic habits besides positive thinking among the youth.

Most of the developed societies which have accorded utmost significance to cleanliness and sanitation have contributed to the growth and development of more productive workforce than their counterparts. In some societies it is very aptly put next to Godliness. It not only affects the working efficiency of the people but also their mood and mindsets. There is a whole culture of cleanliness and hygiene which needs to be communicated and inculcated amongst youth. Though metaphorically, speaking the cleanliness may also be broadened to include a corruption free clean India.

The colleges and universities are temples of learning. They have an important role to play in the development of this attitude. The students in institutions of higher learning are of an impressionable age and thus universities and colleges can become the best platform for imbibing these values so as to transform them into motivated citizens.

The cleanliness can be viewed in two paradigms- **Structural and Individual-moralistic**. The former includes the steps taken by the government at the structural level or macro level by making policies, provisions, institutions, etc. And by individualistic-moralistic, it is meant dealing at the micro or individual level by invoking appeals like moral, social, spiritual, etc. There is no doubt that it requires the co-operation and willingness of people but alongside it ought to be backed by the institutional arrangements.

Structural steps:

1. Visible efforts of maintaining cleanliness on the part of institutions is a must so that people are inspired to keep their surrounding clean. Usually people hesitate to spoil or defile a place that is already neat and clean. When there would be cleanliness at public places they will think twice before defiling it.
2. A separate project must be designed for students which may include embedding instructions about cleanliness, creating awareness camps in organizing cleanliness drives so that cleanliness is inculcated in their attitude and learning.
3. There could be a part of cleanliness and related areas in the environment course which is being offered in the system. Also, institutions like Universities and colleges must collaborate to come out with ways to make the Swachha mission possible.
4. Apart from keeping things at the mercy of people's character, there must be some legal aspects of enforcing cleanliness. Not only there must be enough laws that require a citizen to adopt cleanliness but there must be provisions of penalties and fines that may act deterrent for the law breakers. Their execution must be ensured and in this respect the use of electronic surveillance may be of great use. This is quite prevalent in places where people are already sensitized to the idea of hygiene and cleanliness.



5. People sensitization programs about the environment- and greenery must be conducted. It will further motivate them to take care of our natural greens and keep water resources clean and safe by not making them the dumping grounds.
6. Proper waste segregation and disposal system should be in place and ensure that it is implemented at the structural level.
7. More effective Public Participation Models should be in place to include and ensure public participation in the campaign for clean India.
8. Public Toilets must not only be constructed but also well maintained so as to assure their continued use. It is one of the crucial factors in making clean India a success that the public toilets are clean otherwise people will continue to relieve themselves in open place, which unfortunately they consider a cleaner option.
9. NGOs must be roped in with increased participation for implementation of cleaner practices in our daily lives. We already have a successful example before us- Sulabh International Toilets. Also, the role of corporate may be sought in *Swachchha Bharat Mission* as part of their corporate social responsibilities in any form be it financial assistance or program implementation.

Moralist-individualistic steps:

1. Weaving and sharing inspiring stories from across the world about how they keep their country clean. Japan for example is well appreciated for its obsession for cleanliness in the world. Not only their roads are very clean but their sewage water is also relatively clean as it is properly treated before it is discharged in drains. This also helps them keeping their rivers clean- something which we want to achieve in the form of a clean Godavari -Ganga and for that matter other major rivers like Yamuna, Gomti, etc.
2. Blending the concept of lifestyle and health with the idea of cleanliness will buy some adopters in the world where lifestyle and health consciousness is very much a value.
3. Inspiring people to keep their houses clean and then move on to surroundings or community cleanliness.
4. It is a related concept of personal hygiene which has its bearings upon the personal and mental health and this must be stressed upon.
5. The unit of action being an individual is taken into confidence and motivated to spread the idea of cleanliness not out of any compulsion but out of his/her conviction of cleanliness. He/she further becomes a part of chain in communication with his/her family members and friends and thus communicates through actual adopting of the value.

Health has taken a backseat in developing India where lifestyle and environmental diseases are on rise particularly in youth due to sedentary lifestyle and lack of physical activity. These lifestyle and environmental diseases pose huge challenge to India's young population. The root cause of most of the health problems is poor sanitation and lack of availability of potable water, sedentary lifestyle, faulty habits, lack of awareness on health issues and rise in smoking, alcoholism, drug abuse in the youth of the country.



Government of India has decided to achieve this by 2019 as a befitting tribute to the father of the Nation Mahatma Gandhi on his 150th Birth Anniversary. Keeping this in view, the University Grants Commission has decided to launch a new scheme “**Swachh Bharat- Swasth Bharat**”.

Objectives:

1. To propel the idea of Swachh Bharat- Swasth Bharat through 4 Cs (Clean mind, clean body, clean environment and clean society).
2. To create and support public health care system.
3. To inculcate the norms of clean and healthy living amongst the youth.
4. To create awareness about the responsibility to live healthy and keeping the environments clean for a sustainable growth and development.
5. To create an environment of understanding and awareness on these issues within community and foster health promotion and protection measures on lifestyle diseases.
6. To support community to have a holistic, sustainable and healthy life styles.
7. To provide general assistance to Universities & Colleges for developing health care and sanitation facilities.
8. To strive towards a peaceful co-existence for the betterment of the society as a whole.
9. To take a pledge to say no to dirtying the surroundings by throwing garbage out on the streets; spitting anywhere; defecating in the open; defacing the walls of the monuments and other public places or property.
10. To keep everything clean be it heart, hostel, library, labs, gyms, playground, home, neighborhoods, offices, streets, villages, cities, etc.

Eligibility:

Universities/Colleges which have been included under Section 2(f) and declared fit to receive central assistance under Section 12 B of the UGC Act, will be eligible to receive financial assistance under this scheme.

Implementation of the scheme

The scheme will be implemented by the universities and colleges with the help of existing departments such as Physical education department, Environmental Science Department, Home Science Department and Psychology Department or any other relevant Department by developing a centre on **SWACHH BHARAT-SWASTH BHARAT**, which will be comprising of a coordinator, doctor, counselor, yoga experts, nutritionist, psychologist, etc.



MODULE FOR IMPLEMENTATION OF SWACHH BHARAT-SWASTH BHARAT

MODULE I: SWACHH BHARAT

1. To construct toilets in the universities and Colleges.
2. To conduct outreach programs for creating awareness on Swachh Bharat through NSS, Scouts and Guides and women cell.
3. To produce energy and manure using bio-wastes.
4. Plantation drives to increase the green cover and conservation of old trees.
5. Self-sustainable units through energy production using solar panels.
6. Plastic free environment.
7. Development of Green Buildings concept in the society.
8. Effective Waste management and recycling.
9. Adoption of colonies for cleanliness and welfare.
10. Rain water harvesting.
11. Proper disposal of medical waste.
12. Creating awareness in the community through short films.
13. Use of social media for broader community outreach.

MODULE II: SWASTH BHARAT

1. To increase the awareness of the importance of regular physical activity in a healthy lifestyle.
2. To promote physical and mental health activities
3. To increase the awareness of the importance of nutrition for a healthy life style.
4. To recognize the cultural diversity and psycho-modulatory activities towards a tolerant and harmonious society.
5. To increase awareness of the effects of substance abuse and stress on healthy life style for tobacco/Drug free population.
6. To organize Yoga/meditation session for holistic well being.
7. To organize talks/lectures by the eminent experts.
8. To organize seminars/ debates /workshops, symposia, etc.
9. To provide guidance and counseling services, etc.
10. Creating awareness in the community through short films.
11. Use of social media for broader community outreach.



LABORATORY SAFETY GUIDELINES

Electricity Safety Guidelines

- Do not overload electrical equipment
- Do not use extension cords for permanent wiring
- Do not link one power strip to another, (daisy chain)
- Do not use plug removal as a substitute for on –off switch.
- Do not store flammable or combustible solids or liquids in a standard refrigerator or freezer.
- Lab made electrical devices must be approved by a competent electrician prior to use.
- Do not drape electrician cords over light fixtures or other heat producing equipment.
- Remove all 3 wire plugs with a missing or damaged grounding prong.
- Keep a fire extinguisher handy.
- Keep electrical sources away from water.
- Ask a grown-up for help when plugging in a plug.
- Get a grown-up to put a cap on unused plug sockets.
- Don't ever yank a plug out of its pocket.

- Obtain permission by the safety coordinator before operating any high voltage equipment (voltages above 50Vrms ac and 50V dc are always dangerous, extra precautions should be considered as voltage levels are increased)
- Maintain an unobstructed access to all electrical panels.
- Avoid using extension cords whenever possible. Extension cords should not go under doors, across aisles, be hung from the ceiling, or plugged into other extension cords.
- Never, ever modify or otherwise change any high voltage equipment.
- Before attaching the power supply to your setup make sure there are no "live" wires which can be touched when possible use a box with an interlock
- When attaching a high voltage power supply ALWAYS switch off the supply

Fire safety guidelines

- Use sparking tool to ignite fires rather than matches or butane lighters.
- Check gas hose connections to ensure they are tight and not leaking. Soap solution is simple to make and use for checking leakage: look for bubbles.
- Do not use tygon or plastic tubing to connect burners to gas outlet: use natural rubber hose 3 ft. in length or shorter designed for this use.
- Flammable gases and vapors travel distances quickly: avoid producing clouds of vapor that can ignite and flashback to you.
- Never leave open flames unattended for any length of time.
- Do not use open flame or other high heat source within 6 feet of a container of flammable liquid.
- Use open flame in a fume hood whenever possible: remove all flammable and combustible liquids from the fume hood-storage of these liquids as reagents or chemical waste is not allowed.
- Turn off gas when not in use
- Light Bunsen burners on orange 'safety' flame
- Keep reactive metals in jars filled with oil





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POLICY FOR DIFFERENTLY ABLED PERSON



POLICY FOR DIFFERENTLY ABLED PERSON

The Persons with Disabilities Act 1995 indicates that differently-abled persons should have access to education at all levels. In the higher education sector, the University Grants Commission (UGC) is supporting universities and colleges in the country to involve in special education activities to empower differently-abled persons.

The college applying for grant for any one of the components of the scheme should have enrolled disabled persons, including persons with visual impairment, hearing impairment, and locomotor disability, etc., in various courses of the institute. The definitions of disability are in accordance with the Persons with Disabilities Act 1995. Institutions applying for the scheme should have been approved by the UGC under Sections 2(f) and 12 B. The college should have constituted an expert committee involving faculty members, experts in the field and differently-abled persons themselves. The committee should meet at least once a year to review the activities related to the concerned scheme(s).

Provision of Facilities and Financial assistance

The Higher Education Needs for Persons with Special Needs- HEPSN scheme under UGC has three components. They are enumerated as follows:

Component 1

Establishment of Enabling Units for differently-abled persons:

1. Facilitate admission of differently-abled persons in various courses;
2. Provide guidance and counselling to differently-abled individuals;
3. Create awareness about the needs of differently-abled persons, and other general issues concerning their learning; and
4. Assist differently-abled graduates to gain successful employment in the public as well as private sectors.

Component 2

Providing Access to Differently-abled persons

It has been felt that differently-abled persons need special arrangements in the environment for their mobility and independent functioning. It is also a fact that many institutes have architectural barriers that disabled persons find difficult for their day-to-day functioning.

The institutes should create special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons. For further reference: www.ccdisabilities.nic.in may be followed in the case of construction and making the environment disability friendly.



Component 3

Providing Special Equipment to augment Educational Services for Differently-abled Persons

Differently-abled persons require special aids and appliances for their daily functioning. These aids are available through various schemes of the Ministry of Social Justice and Empowerment. In addition to the procurement of assistive devices through these schemes, the higher education institute may also need special learning and assessment devices to help differently-abled students enrolled for higher education. In addition, visually challenged students need Readers.

Availability of devices such as computers with screen reading software, low-vision aids, scanners, mobility devices, etc., in the institutes would enrich the educational experiences of differently abled persons. Therefore, colleges are encouraged to procure such devices and provide facility of Readers for visually challenged students. The UGC has provided an adhoc one-time grant of up to **Rs. 1.50 lakh** per college during the Twelfth Plan period.





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STUDENT'S CODE OF CONDUCT POLICY



STUDENT'S CODE OF CONDUCT POLICY

- Every student on admission must obtain an identity card, which will be issued by the library. All students required to carry identity card with them, which should be produced whenever, demanded.
- 80% attendance for both theory and practical classes separately shall be mandatory to appear for sessional examination and end semester examination.
- Students are required to attend lectures, practicals, seminars, group discussions, guest lectures and other functions organized by the college within or off-campus locations beyond regular college hours. Attendance and participation in such activities of college is compulsory.
- Absence without prior permission of class teacher will be considered as a breach of discipline and is liable for strict action.
- Ragging, in any form, within or outside the college is strictly prohibited as per The Maharashtra Prohibition of Ragging Act, 1999. The defaulters will be prosecuted as per provision of the law.
- Whenever any student or, as the case may be, the parent or guardian or a teacher of an educational institute complains, in writing, of ragging to the head of institute, the head shall without prejudice to the foregoing provisions, within seven days of the receipt of the complaint, enquire into the matter mentioned in the complaint and if, it is found true, suspend the student who is accused of the offence, and shall immediately forward the complaint to the police station, for further action.
- Adopting any unfair means or engaging in malpractice in the examination shall render a candidate liable for punishment under 'Maharashtra Prevention of Malpractice Act, Universities, Board and Other Specified Examination Act, 1982' and disqualify him/her for examination.(Ordinance No.9,circular No.396 of 2002, University of Pune)
- Use of tobacco in any form, smoking, alcoholic beverage consumption is strictly prohibited in the hostel and college campus.
- Students, while studying in college, if found indulging in any anti-national activity contrary to the provision of Acts and Laws enforced by Government will be liable to be expelled from the college.
- Students should maintain discipline and code of conduct within the college premises.
- Students should attend the college in dress code uniformly decided for college.



- Use of mobile phones is strictly prohibited during lectures and practicals.
- Students taking admission at college hostel should follow all rules and regulation regarding end time limit of day, fees payment and disciplinary behavior.
- Students must follow all the rules and regulations laid down by university, management and college.
- Any issue not dealt here in-above will be dealt with, when arising, fully and finally by the College Authority.





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TEACHER'S CODE OF CONDUCT POLICY



TEACHER's CODE OF CONDUCT POLICY

I. TEACHERS AND THEIR RESPONSIBILITIES:

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

Teachers should:

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

II. TEACHERS AND THE STUDENTS

Teachers should

- (i) respect the right and dignity of the student in expressing his/her opinion;
- (ii) deal justly and impartially with students regardless of their religion, caste, political, economic, social and physical characteristics;
- (iii) recognize the difference in aptitude and capabilities among students and strive to meet their individual needs;
- (iv) encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare;
- (v) inculcate among students scientific outlook and respect for physical labour and



- ideals of democracy, patriotism and peace;
- (vi) be affectionate to the students and not behave in a vindictive manner towards any of them for any reason;
 - (vii) pay attention to only the attainment of the student in the assessment of merit;
 - (viii) make themselves available to the students even beyond their class hours and help and guide students without any remuneration or reward;
 - (ix) aid students to develop an understanding of our national heritage and national goals and
 - (x) Refrain from inciting students against other students, colleagues or administration.

III. TEACHERS AND COLLEAGUES

Teachers should

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

IV. TEACHERS AND AUTHORITIES

Teachers should

- (i) discharge their professional responsibilities according to the existing rules and adhere to procedures and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest;
- (ii) refrain from undertaking any other employment and commitment including private tuitions and coaching classes which are likely to interfere with their professional responsibilities;
- (iii) co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- (iv) co-operate through their organizations in the formulation of policies of the other institutions and accept offices;
- (v) co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- (vi) should adhere to the conditions of contract;
- (vii) give and expect due notice before a change of position is made and
- (viii) Refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular



responsibility for completion of academic schedule.

V. TEACHERS AND NON-TEACHING STAFF

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

VI. TEACHERS AND GUARDIANS

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

VII. TEACHERS AND SOCIETY

Teachers should

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

Source: © University Grants Commission





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COMMUNITY SERVICES POLICY



COMMUNITY SERVICES POLICY

The mission statement of Mahatma Gandhi Vidyamandir's Pharmacy College is, to impart high quality education to graduates and nurture them into competent professionals who can contribute to all spheres of professional activities while upholding human values. We are actively adhering to the our mission, by conducting community service activities in the neighborhood community, sensitizing our students to social issues and to foster a sense of responsibility, empathy and harmony.

Objectives of community services policy (CSP)

The CSP of Mahatma Gandhi Vidyamandir's Pharmacy College intends to take initiatives for sustainable contribution to the underprivileged component of society.

Responsibilities

All stakeholders of the college are involved in community service activities. The primary responsibility of implementation of the CSP will be undertaken by the NSS Unit. The CSP will be monitored by a committee subject to approval of the appropriate authority. The committee consists of the following-

- a) **Chairperson:** Principal- Dr. R.S. Bhambar
- b) **Conveners:** Programme Officer, NSS Unit;
- c) **Members:** IQAC Coordinator, Class teachers of all classes

Scope of community services policy.The policy covers the following areas –

Awareness Programmes: The policy makes provisions to conduct various types of awareness programmes to address the diverse issues of the local community. This includes awareness programmes on road safety, tree plantation, Swachhata drive, plastic Mukht Bharat, E- waste management, gender sensitization, voting registration, career guidance etc.

Health survey:-The CSP makes provisions that health surveys would be organized every year for the neighboring people. During NSS camp in the neighborhood villages, health surveys would be conducted and awareness will be created regarding health issues like blood hemoglobin levels, blood glucose levels, dental checkup and vaccination.

Participation in donation drives:-The CSP intends to take initiatives for organizing donation drives such as food, cloth as well as blood donation in association with NGO like Robin hood army and blood banks.





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ZERO TOLERANCE POLICY



ZERO TOLERANCE POLICY

Zero Tolerance Policy on Sexual Harassment, Ragging, Plagiarism and Environmental Pollution

I. Preamble

India's first legislation specifically addressing the issue of workplace sexual harassment is the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 (hereinafter referred to as "POSH Act") which was enacted by the Ministry of Women and Child Development, India in 2013. The said Act aims at providing protection against sexual harassment of women at workplace and for the prevention and redressal of complaints of sexual harassment and for matters connected therewith or incidental thereto. UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 were passed by the University Grants Commission in the year 2009 to curb the menace of ragging in the Universities in India. Keeping in mind the ethics in higher education, fair conduct of research and prevention of misconduct, as per UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018, students, researchers and faculty members should not perform any academic misconduct by the theft of intellectual property in any manner. Therefore, the proper attribution, seeking permission of the author wherever necessary, acknowledgement of source compatible with the needs and specificities of disciplines is essentially required. In accordance with India's National Environment Policy, the University is fully committed to adhere to the principles of protection of environment and sustainability. The University also ensures that its functions and routine acts does affect environment positively. Since its inception the University has shown its commitment and liability towards the protection of the environment at the level best and that is why the campus is Green and Clean with beautiful landscapes and variety of trees.

II. Definitions (Key Terms)

a) "Aggrieved woman" as under the POSH Act means— (i) in relation to workplace, a woman, of any age whether employed or not, who alleges to have been subjected to any act of sexual harassment; (ii) in relation to dwelling place or house, a woman of any age who is employed in such a dwelling place or house;



b) "Employer" as under the POSH Act means— (i) in relation to any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit of the appropriate Government or a local authority, the head of that department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit or such other officer as the appropriate Government or the local authority, as the case may be, may by an order specify in this behalf;

(ii) in any workplace not covered under sub-clause (i), any person responsible for the management, supervision and control of the workplace. Explanation. —For the purposes of this sub-clause "management" includes the person or board or committee responsible for formulation and administration of policies for such organisation;

(iii) in relation to workplace covered under sub-clauses (i) and (ii), the person discharging contractual obligations with respect to his or her employees;

(iv) in relation to a dwelling place or house, a person or a household who employs or benefits from the employment of domestic worker, irrespective of the number, time period or type of such worker employed, or the nature of the employment or activities performed by the domestic worker;

c) "Sexual harassment" as under the POSH Act includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely: — (i) physical contact and advances; or (ii) a demand or request for sexual favours; or (iii) making sexually coloured remarks; or (iv) showing pornography; or (v) any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

d) "Workplace" as under the POSH Act includes— (i) any department, organisation, undertaking, establishment, enterprise, institution, office, branch or unit which is established, owned, controlled or wholly or substantially financed by funds provided directly or indirectly by the appropriate Government or the local authority or a Government company or a corporation or a co-operative society; (ii) any private sector organisation or a private venture, undertaking, enterprise, institution, establishment, society, trust, non-governmental organisation, unit or service provider carrying on commercial, professional, vocational, educational, entertainment, industrial, health services or financial activities including production, supply, sale, distribution or service; (iii) hospitals or nursing homes; (iv) any sports institute, stadium, sports complex or competition or games venue, whether



residential or not used for training, sports or other activities relating thereto; (v) any place visited by the employee arising out of or during the course of employment including transportation by the employer for undertaking such journey; (vi) a dwelling place or a house;

e) "Ragging" as under the UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 means any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student.

f) "Plagiarism" as under Section 2 (k) of UGC Act 1956, means an act of academic dishonesty and a breach of ethics. It involves using someone else's work as one's own. It also includes data plagiarism and self-plagiarism.

g) "Environmental pollution" as under the Environment Protection Act, 1986 means the presence in the environment of any environmental pollutant.

III. Scope:

POSH Act was enacted by Parliament to give effect to the Convention for protection of women against sexual harassment at workplace. The POSH Act covers sexual harassment resulting in any violation of the women's fundamental rights to equality under articles 14 and 15 of the Constitution of India and her right to life and live with dignity under article 21 of the constitution and right to practice any profession or to carry on any occupation, trade or business which includes a right to safe environment free from sexual harassment.

The UGC Regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 were passed by the University Grants Commission in the year 2009 to curb the menace of ragging in the Universities in India. The best part of these regulations is that they shall apply to all the institutions including:

(i) Universities under the Central/provincial/state act (ii) Deemed university under the UGC Act, 1956 (iii) All other educational institutions

The guidelines extend to all the premises, whether located in the campus or outside and also in means of transportation whether public or private. The objective of these guidelines is to ensure completely wiping and prohibiting the activities of ragging. As per the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational



Institutions) Regulations, 2018, the core work carried out by the author shall be based on original ideas and shall be covered by Zero Tolerance Policy on Plagiarism. The research work carried out by the student, faculty, researcher and staff shall be based on original ideas, which shall include abstract, summary, hypothesis, observations, results, conclusions and recommendations only, and shall not have any similarities.

The environment protection may be ensured by considering the life cycle of the products and services and designing them to be as sustainable as possible, buying materials and resources that come from renewable sources, modifying the processes to reduce the amount of waste generated, reusing or recycling waste, or passing it on to other businesses to use as a resource, involving employees and other stakeholders in sustainable development.

IV. Need of the policy:

The zero-tolerance policy on sexual harassment at workplace provides protection against sexual harassment of women at workplace and the prevention and redressal of complaints of sexual harassment and matters related to it.

The need for a zero-tolerance policy on ragging is to ensure that the campus and accommodation facilities are free of the menace of ragging.

The aims of the Anti-Plagiarism Policy is to delineate various forms in which plagiarism may manifest itself; to present the anti plagiarism software as a plagiarism detection tool; to explain procedures in place for handling cases of plagiarism; and to outline punitive action proportional to the extent of the act of plagiarism.

The Green Campus, Energy and Environment Policies will develop exciting new co curricular and extracurricular practices that encourage students to take the lead in creating positive change. These initiatives call for a thorough review of all infrastructural, administrative functions from the standpoints of energy efficiency, sustainability, and the environment.

V. Objectives of the Policy:

The POSH Policy is meant to promote a healthy work environment that is free from harassment of all kinds for all those covered. To provide a safe and respectful work environment / establish an atmosphere for employees that is free from Harassment or discrimination against employees on the basis of race, colour, creed, religion, gender,



national origin, age, sexual orientation or gender identity, or physical or mental disability and outline the company's policy to protect all categories of employees (Direct and indirect) against sexual harassment in particular.

The main objectives of the anti-ragging policy shall be to generate awareness amongst the students of dehumanizing effect of ragging inherent in its perversity, to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence, to promptly and stringently deal with the incidents of ragging brought to the notice and 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.

The objectives of the anti-plagiarism policy shall be to create awareness about responsible conduct for academic research and writing and promote academic integrity, to prevent plagiarism in academic writing, to establish systems through education and training to facilitate this responsible conduct and to establish systems to detect plagiarism and set a prevention mechanism and punishment for those who breach the responsible conduct.

The objective of zero tolerance policy relating to environmental pollution shall be to apply the principles of good governance (transparency, rationality, accountability, reduction in time and costs, participation, and regulatory independence) to the management and regulation of use of environmental resources.

VI. Policy:

Guidelines for implementation of the policy With respect to the zero-tolerance policy towards sexual harassment, all organisations with more than 10 employees need to conduct an awareness programme for the employees of the organisation. The organisation has to constitute an internal committee to address the issues and complaints related to sexual harassment within the organisation. The internal committee will also include external members from NGOs working for the welfare of women. Organisations with fewer than 10 employees can approach the Local Committee set up at District Level by the State Government.

With respect to the zero-tolerance policy towards ragging, the institutions are required to publish that the ragging is totally banned in the institution and anyone found doing/abetting ragging would be suitably punished. The college brochures are required to mention these guidelines in full. The prospectus would include all directions of Supreme Court/Central and



State Government as applicable. The application/enrolment form for admission will have an undertaking in English and Hindi and preferably one in regional language to be signed by parent/guardian. Every institution shall constitute a committee to be known as the Anti-Ragging Committee. To be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

With respect to the zero-tolerance policy towards plagiarism, all students, faculty members, researchers and staff must get plagiarism check through university authorized software available before uploading/ submitting for any academic purpose in the public domain. If any member of the University suspects with appropriate proof that a case of plagiarism has happened in any document which has been submitted or uploaded for any academic purpose, concerned department shall report it to the Faculty Dean. Upon receipt of such a complaint or allegation, the Faculty Dean shall investigate the matter and submit his/her recommendations to the University. The authorities of the University can also take suo motu notice of an act of plagiarism and initiate proceedings as per the UGC (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018.

With respect to the zero-tolerance policy towards environmental pollution, students shall be encouraged to keep their surroundings clean. Waste management shall be done in a systematic manner keeping in mind the recycling and composting processes. Use of plastic in any form shall be discouraged in the campus. Failure to adhere to these shall result in imposition of reasonable penalty.

VII. Procedure

(Setting up of committees, working of committees, Responsibilities of the committee members, consequences of non- adherence to the guidelines)

1) With respect to the zero-tolerance policy towards sexual harassment, there shall be constitution of an Internal Complaints Committee



2) Every employer of a workplace shall, by an order in writing, constitute a Committee to be known as the "Internal Complaints Committee": Provided that where the offices or administrative units of the workplace are located at different places or divisional or sub-divisional level, the Internal Committee shall be constituted at all administrative units or offices.

3) The Internal Committees shall consist of the following members to be nominated by the employer, namely: —

(a) a Presiding Officer who shall be a woman employed at a senior level at workplace from amongst the employees: Provided that in case a senior level woman employee is not available, the Presiding Officer shall be nominated from other offices or administrative units of the workplace referred to in sub-section(1): Provided further that in case the other offices or administrative units of the workplace do not have a senior level woman employee, the Presiding Officer shall be nominated from any other workplace of the same employer or other department or organization;

(b) not less than two Members from amongst employees preferably committed to the cause of women or who have had experience in social work or have legal knowledge;

(c) one member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issues relating to sexual harassment: Provided that at least one-half of the total Members so nominated shall be women.

4) The Presiding Officer and every Member of the Internal Committee shall hold office for such period, not exceeding three years, from the date of their nomination as may be specified by the employer.

5) The Member appointed from amongst the non-governmental organizations or associations shall be paid such fees or allowances for holding the proceedings of the Internal Committee, by the employer, as may be prescribed.

6) Where the Presiding Officer or any Member of the Internal Committee, —

(a) contravenes the provisions of section 16; or

(b) has been convicted for an offence or an inquiry into an offence under any law for the time being in force is pending against him; or



(c) he has been found guilty in any disciplinary proceedings or a disciplinary proceeding is pending against him; or

(d) has so abused his position as to render his continuance in office prejudicial to the public interest,

such Presiding Officer or Member, as the case may be, shall be removed from the Committee and the vacancy so created or any casual vacancy shall be filled by fresh nomination in accordance with the provisions of this section.

As per S. 26 of the Act, Non-compliance with POSH can cost an employer a monetary penalty of Rs. 50,000. An employer can be subjected to a penalty of up to INR 50,000 for:

□

- I. Failure to constitute Internal Complaints Committee
 - II. Failure to act upon recommendations of the Complaints Committee; or
 - III. Failure to file an annual report with the District Officer where required; or □
- Contravening or attempting to contravene or abetting contravention of the Act or Rules.

With respect to the zero-tolerance policy towards ragging, every institution shall

a) constitute a Committee to be known as the Anti-Ragging Committee to be nominated and headed by the Head of the institution, and consisting of representatives of civil and police administration, local media, Non-Government Organizations involved in youth activities, representatives of faculty members, representatives of parents, representatives of students belonging to the fresher's category as well as senior students, non-teaching staff; and shall have a diverse mix of membership in terms of levels as well as gender.

b) It shall be the duty of the AntiRagging Committee to ensure compliance with the provisions of these Regulations as well as the provisions of any law for the time being in force concerning ragging; and also, to monitor and oversee the performance of the Anti-Ragging Squad in prevention of ragging in the institution.

c) Every institution shall also constitute a smaller body to be known as the AntiRagging Squad to be nominated by the Head of the Institution with such representation as may be considered necessary for maintaining vigil, oversight and patrolling functions and shall remain mobile, alert and active at all times.



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- Suspension from attending classes and academic privileges, withholding/Withdrawing scholarship/fellowship and other benefits, debarring from appearing in any test/examination or other evaluation process, withholding results, debarring from representing the institution in any regional, National or International meet, tournament, Youth festival, etc, suspension/ Expulsion from the hostel, cancellation of admission, expulsion from the Institution and consequent debarring from admission to any other institution for specified period, fine ranging between Rs. 25,000/- and Rs. 1 lakh.

With respect to the zero-tolerance policy towards plagiarism, the policy calls for the creation of a Departmental Academic Integrity Panel (DAIP) consisting of the head of the department as Chairman and two other members, one a senior academician from outside the department, to be nominated by the head of the institution; second, a person well versed with antiplagiarism tools, to be nominated by the head of the department. Plagiarism cases are to be reported to the DAIP, which will also have the power “to assess the level of plagiarism and recommend penalty (or penalties) accordingly.” The UGC regulations also call for the creation of an Institutional Academic Integrity Panel (IAIP) consisting of the pro-VC/dean/senior academician of the institution as chairman, and three other members, all of them nominated by the vice-chancellor/principal/director of the institution: a senior academic from the home institution; one member from outside the home institution; and the third, a person well versed-with anti-plagiarism tools. If any member of the academic community suspects with appropriate proof that a case of plagiarism has happened in any document, he or she shall report it to the DAIP. Upon receipt of such a complaint or allegation, the DAIP shall investigate the matter and submit its recommendations to the Institutional Academic Integrity Panel (IAIP) of the HEI.

In case of found guilty of plagiarizing, one shall be considered under following classes/levels of severity

Level 1: Similarities above 10% to 40% - Shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of one year.



Level 2: Similarities above 40% to 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of 2 years and shall be denied a right to one annual increment in case of academician. They also shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of two years.

Level 3: Similarities above 60% - shall be asked to withdraw manuscript submitted for publication and shall not be allowed to publish any work for a minimum period of three years and in case of faculty, shall be denied a right to two successive annual increments and shall not be allowed to be a supervisor to any UG, PG, Master's, M.Phil., Ph.D. student/scholar for a period of three years. □ Based on the severity and above penalty levels, in case of below 10 percent of the plagiarism is found, authors can/shall be immediately asked to correct the paper and revert.

With respect to the zero-tolerance policy towards pollution of environment, awareness programmes such as slide-show presentations, street-plays can be organized on a greater scale in colleges, by adopting new instruments, mechanisms and procedures like environmental impact assessment and environmental audit and incorporate environmental objectives in manufacturing processes, minimum usage of hazardous materials and toxic chemicals and plastic. Imposition of a reasonable amount of fine shall be provided for in case of repeated use of plastic and any other environmentally hazardous substances.

VIII. Beneficiaries:

Employees of any age, students, departments, organisations, undertakings, establishments, enterprises, institutions, offices.

IX. UGC Guidelines pertaining to that policy in appendix

UGC Regulations emphasized the responsibility of Higher Educational Institutes to act decisively against all gender-based violence against employees and students of all sexes, including the third gender. The regulation states that sexual harassment is gender-neutral, and educational institutes should act upon complaints of both male and female employees and all students, male, female, and third gender.

These regulations of the UGC have taken a revolutionary initiative by adopting a gender neutral approach which means that irrespective of the gender, the victim can lodge a



complaint, and the UGC POSH regulations shall protect the rights of students enrolled at the institute and ensure that they are all safe from sexual abuse regardless of the gender. UGC regulations on curbing the menace of ragging in Higher Educational Institutions, 2009 intends to prohibit any conduct by any student or students whether by words spoken or written or by an act which has the effect of teasing, treating or handling with rudeness a fresher or any other student, or indulging in rowdy or indiscipline activities by any student or students which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in any fresher or any other student or asking any student to do any act which such student will not in the ordinary course do and which has the effect of causing or generating a sense of shame, or torment or embarrassment so as to adversely affect the physique or psyche of such fresher or any other student, with or without an intent to derive a sadistic pleasure or showing off power, authority or superiority by a student over any fresher or any other student; and thereby, to eliminate ragging in all its forms from universities, deemed universities and other higher educational institutions in the country by prohibiting it.

The new UGC regulations of 2018, titled the "University Grants Commission (Promotion of Academic Integrity and Prevention of Plagiarism in Higher Educational Institutions) Regulations, 2018", brings about a special emphasis on the need for a more aware and integrity driven conduct of academicians indulging in any research or academic writing. The University Grants Commission (UGC) has recently instructed its affiliated universities and colleges to introduce a compulsory six-module course on Environmental Studies at all branches of undergraduate degree.





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**Permanently Affiliated to: SPPU, Pune (CPHN017660) and Affiliated to 2(f)&12(B) of
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E-GOVERNANCE POLICY



E-GOVERNANCE POLICY

Scope: The scope of this policy extends to the following areas:

- General Administration
- Student Admission Examination
- Library
- Accounts and Finance
- ICT Infrastructure
- E-waste Management

Objectives:

- Implementation of E-governance in all functioning of the institution in order to provide a simpler and efficient system of governance within the institution.
- To promote transparency and accountability in all the functions of the college.
- To achieve and create a paperless environment in the college.
- To provide easy and quick access to information.
- To make campus Wi-Fi enabled.
- To make our Classrooms ICT Enabled having Desktops, Laptops, Smartboards, Projectors, etc.
- To establish a fully automated Library.

Policy: The college will implement e-governance in all aspects of functioning like library, accounts, admissions, administration, teaching, etc. The policy is designed and framed to make each and every function transparent and accountable. The College decides to make the following policies and procedure:

Website: The website will act as an information center which will reflect about the college, all its activities, important notices, courses offered, etc. For this purpose, a separate service provider/web designer will be appointed by the college. Training will be given to the administrative and teaching staff to make important updates on the website. A Website Committee to be formed for the administration of the college website. The Committee will look after the process of updating, maintaining and working of the website on a regular basis. The Committee will also look for other changes that are required on the website. The College strives to showcase its vibrant self and activeness through its website. All the important notifications have to go live on the website as and when they are released.



Student Admission: An open and transparent strategy for the admission process is followed which is further strengthened by the ethical practices and regulations as opined by the DTE, CET Cell, SPPU. The College brings out its Brochure which is displayed on the website that has guidelines for the admission process. An Admission Portal to be used to manage the admissions in the college. Number of students applying to each course, withdrawals, fee submission, all to be managed through this Portal only. Students are required to submit a separate Online Application Form for taking admission to the college and for this purpose an online software Campus 360 to be used by the Admission Coordinator.

Accounts: The office continues to maintain its account on Tally. Latest versions of the software to be purchased and used by the college. Advanced features help the staff to maintain financial records effectively and efficiently. Profit and loss, Balance sheet are generated through this software only. All the analysis reports are also generated through Tally. Appropriate security measures should be taken for maintaining confidentiality of the transactions. Training to the existing staff and updation of the existing software must be done regularly. The College also uses multiple software like Campus 360 which is used to manage the fees of the students, Payroll Management System which helps to automatically calculate the salary, generate salary slips, and disperse the salary to the bank accounts. TDS, Provident Fund, Allowances, etc all are managed by this system. Reports can be generated for all Staff members. Payments are generally made and received through online mode such as NEFT, RTGS, Bank Transfers, etc.

Library: The College continues to maintain its academic excellence through maintaining a well-stocked library. The College will add more and more e-learning resources for the benefit of the teachers and the students. The College continues to subscribe to new journals and books regularly. Recommendations are taken from the teachers and students while subscribing to the e-resources. Teachers can apply to get books of different authors for the subjects they are teaching to increase the knowledge database.

Following points are discussed and approved with respect to implementation of e-governance in various areas:

A. Library:

- The Library to install fully automated ILMS software which should have an easy to use- Graphical User Interface, unicode support with Multilingual Search and export facility for most reports.



- The use of the Online Public Access Catalog module of the software to allow library database searching by entering preferred terms for information retrieval.
- The Circulation module of the software should cover all the operations of circulation, right from creating member records to printing of reminders for outstanding books.
- The Database Maintenance module should cover all operations of database creation and maintenance.
- To encourage original writing among students and teachers, the Library should provide access to a fully automated software for plagiarism check.

B. Administration:

- Attendance Management Software to be used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Semester End Reports should be generated to automatically calculate the Internal Assessment marks for attendance.
- Administrative Office should use Advanced Excel and File Management System Tools to maintain an effective database.
- To provide a hassle free, convenient and smooth process, administration of the college to be made paperless.
- Students must be able to obtain maximum services in online mode through platforms like UPI for payments of fees and Whatsapp group, Community for notices, instructions etc.
- The college will look into opportunities to automate some of its functions related to administration.
- Admin Staff to be provided with adequate training and development to keep them abreast with the new technology.

C. Examination:

- The college has to adopt an online system where students can view their total internal assessment marks at the end of each semester and can report discrepancies, if any.
- The Examination process is regulated by the University and thus e-governance policy of the University to be adopted in this regard.

D. ICT Facilities :

Hardware Infrastructure:



- The College has to ensure that it has an adequate number of desktops and laptops for students and staff.
- Computers and printers to be made available in the administrative block.
- Projectors and other multimedia devices to be provided in the auditorium, classrooms, seminar rooms and laboratories.
- The infrastructure to be complemented by printers, photocopiers, computer networking devices, scanners and interactive teaching board/smart board etc.

Software Infrastructure:

- The College has to maintain adequate configuration servers to allow fast transmission of data to the various computers.
- Office automation packages for desktops and laptops like Open Office, MS Office and Antivirus to be purchased and updated regularly.
- The college shall provide access to all standard Econometrics, Statistical, computational and scientific typesetting packages.
- The college shall provide WIFI facility to staff and students for academic purpose.
- A unique email id shall be provided to all staff students for official communication.

E. **Alumni:** In order to strengthen our alumni relationships, a separate alumni page to be created on the website providing facilities like registration, prominent alumni of the college, feedback and many other aspects. Alumni association to be consulted for regular updates and database management.

E-Waste Management:

- College ensures that its usage of technology and generation of waste does not impact the environment.
 - College will be buying high quality Computers, printers, scanners and accessories to ensure minimal generation of e waste.
 - E waste collection drives will be conducted in every academic year in the College.
- IQAC of college is committed to plan and implement the e-governance policy effectively for achieving the objects of the policy.





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INTELLECTUAL PROPERTY RIGHTS POLICY



INTELLECTUAL PROPERTY RIGHTS POLICY

The college has established Intellectual Property Right cell to encourage creative and innovative research among faculty and students leading to the creation of new knowledge, invention and ideas.

Role of IPR Cell:-

- To frame the Intellectual Property Rights Policy
- To organize IP awareness programs like seminars/Workshops.
- To encourage faculties and students to enroll for IP awareness courses conducted by NPTEL/Swayam/ Infosys etc.
- To organize meetings to review IP cases (filed/published/approved) by the faculty and students.
- To encourage and assist faculties and students in IPR filing process
- To appreciate and felicitate the faculty and student who have been granted any form of IPR.

Intellectual Property Rights Policy:-

Purpose:- To create an innovative culture which fosters the creation and development of Intellectual Property at the institute. To establish IPR management policy and procedural guidelines for converting the knowledge generated in the institute for commercialization purpose.

Objective:- To create an ecosystem for innovation and research.

Scope:- This policy encompasses all rights arising from the intellectual property created by the faculty and students.

Intellectual Property Rights Policy statement:-

- The Institute is committed to encourage creative and innovative research among faculty and students leading to the creation of new knowledge, invention and ideas.
- The institute will guide and assist faculties and students in IPR filing process.
- The inventor shall bear cost of drafting and filing for IPR.
- The inventor will be given financial assistance for IPR filing as per Management policy.
- Institute would appreciate and felicitate the faculty and student who has been granted any form of IPR

Types of Intellectual Property:-

- Patents
- Copyrights
- Trade mark



- Designs
- Traditional Knowledge

Ownership of the Intellectual Property:-

- The person who have directly contributed in the creation of Intellectual Property shall be mentioned as Inventor in all applications filed by the Institute for ownership of Intellectual property rights.
- Copyright:- The institute will have copy right ownership for the material developed by the faculties and or students during the academic programs organised by the institute. Author will have rights to use the same in his/her professional work.
- The authors will have copyright ownership for the Research publications, Books and other communications prepared by faculties and students during research or teaching process.
- The Faculty and student will have joint ownership for copyright for research Project/Thesis generated during PG, Ph.D.





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PERFORMANCE APPRAISAL POLICY



PERFORMANCE APPRAISAL POLICY

Appraisal policy is a process of evaluating an employee's performance with the aim of creating reward and recognition platforms and linking appraisal to salary reviews. It involves regular assessments of an employee's teaching, research and administrative skills, abilities, attitudes and contributions to the organization.

The aim of the policy also includes:

- To show support at an institutional level for excellence in teaching learning in education
- To generate a cadre of academics who are able to provide inspiration and leadership in teaching and learning in their disciplines and across the institution;
- To advance the excellence of teaching and learning;
- To stimulate the growth of professional teachers
- To generate appreciation of the value of lessons learnt as opposed to only valuing successes.

Mahatma Gandhi Vidyamandir's Pharmacy College has its own appraisal policy.

MGV trust invites proposals for **teaching awards** every year for Distinguished Teacher Award and Developing Teacher Award. Proposals are scrutinised based on involvement of faculty in various activities for growth of institute. Shortlisted faculty give presentation before the panel members.

Self assessment forms are filled by staff every year. They are forwarded to management after review by respective Head of Department and Principal.

Academic Performance Index (API) forms are provided by MGV trust every year and faculty submit the same along with necessary documents to IQAC co-ordinator for review.

All permanent staff members are entitled for natural increment of **3 percent rise in salary** with respect to Basic + AGP. The increments are applicable to all employees in the salary of July month every year.

Apart from regular natural increments, staff members are also entitled for other increments at the discretion of management based on overall performance.





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SCHOLARSHIP / FREESHIP POLICY



SCHOLARSHIP / FREESHIP POLICY

Our college Mahatma Gandhi Vidyamandir's Pharmacy College, Panchavati, Nashik, provides Scholarship/ Freeship to all eligible students (B. Pharm, M.Pharm, Pharm D) admitted through Centralized Admission Process of Government (State /Central).

The following department contributes to student Scholarship / Freeship

1. Social Justice and Special Assistance department (SC and PWD)
2. VJNT, OBC, & SBC welfare department (VJNT/ OBC/ SBC)
3. Tribal development department (ST)
4. Directorate of Technical Education (EBC, EWS & Minority)

The rules and regulations with regard to overview eligibility & benefits are followed as per following government regulations

I - Gov GR 2021/P.R. 156 education 1 dated 7 July 2023

II- Gov GR Scholarship 2021/P.R. 90/K 12 dated 17 Jan 2022

III - GR No. EBC2016/ P. R.221/Education 1 dated 31/03/2016.

Apart from the above Gov. Scholarship Mahatma Gandhi Vidyamandir's Pharmacy college Provided special MGV Scholarship for Education during pandemic situation i.e. Covid

MGV Scholarship

Eligibility - Applicant should be student of institute

- Students who have lost their parents or earning member during Covid.
- Students should be enrolled and continuing their education.

Application Process: Student need to apply to the Principal with all necessary document.

List of documents –a) Last Year's Marksheet

- b) Income Certificate
- d) Death Certificate of Parent(s)
- e) Passport size Photograph.



PRINCIPAL
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Panchavati, Nashik-422 003