



# AISSMS

COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



Approved by AICTE & PCI New Delhi, Recognized by the Government of Maharashtra,  
2F,12B recognition by UGC, Affiliated to Savitribai Phule Pune University  
Accredited by NAAC with A Grade

## 6.2

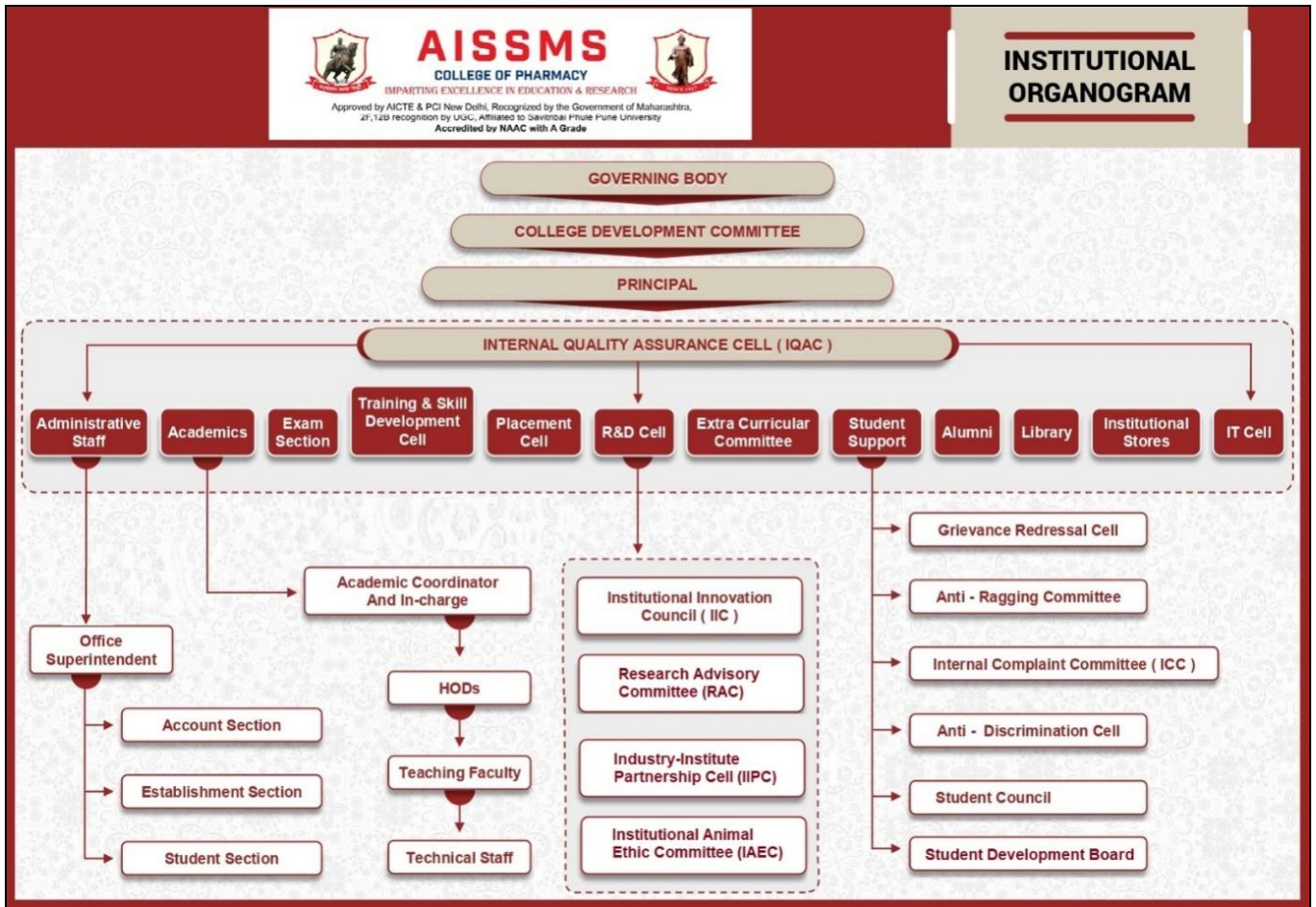
# Strategy Development and Deployment

**6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic / perspective/development plan**

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# Organogram



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## Policy Objectives and SOP of Governing Body



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### Governing Council/Governing Body

The Governing Council/Governing Body is formed with an objective to ensure effective, efficient and economical execution of administration of college so as to achieve the excellence in technical education and holistic development of students.

#### Policy:

1. The Governing Body will be constituted by involving 5 members from management, 1 member from University Representative appointed by SPPU, 1 member from Pharmaceutical Industry, 1 Member form Educational Institute, 1 Member will be Principal Secretary. Total 9 Members.
2. The Meeting of Governing body shall be called twice in a year.
3. The Principal Secretary shoulder the responsibility to finalize the date and agenda of meeting and communicate the same to the constitutional members.
4. The agenda of meeting should cover points mentioned below:
  - Development of Infra Structure & Renovation
  - Admission process to be discussed as per government policies.
  - Tentative budget allocated and finalize for all types of purchase.
  - New recruitment for teaching and non-teaching and other supportive staff to be discussed.
  - Planning regarding curricular and co-curricular activities to be discussed.
  - Budget to be sanctioned for affiliation fees.
  - Plan of new proposals for funding agencies like BCUD, AICTE, DST, DBT, ICMR, AYUSH etc. and discussion on earlier sanctioned proposals.
5. Brief focus on minutes of previous meetings at a glance by the committee members and feed by principal secretary.
6. The Principal Secretary will be responsible for taking follow up and execution of plan discussed in the meeting.



**Objective:**

- To prepare a plan or timeline of activities throughout the year and helping the chair to ensure that this schedule was reflected in the agenda for meetings
- To provide appropriate facilities for effective execution of the instructional programs and maintenance of proper academic atmosphere and discipline.
- To circulate minutes and papers for meetings in good time so that governors will be well prepared for discussions and questions and guidance

**SOP:**

- Preparation of Agenda for meeting
- Forwarding of Agenda to the Society and Chairman for Approval
- Arrangement of Meeting
- Intimation to Committee members for meeting
- Preparation of Proceedings of meeting and forwarding to members
- Preparation of Action taken report and submission of the same to the society office



**Dr. Ashwini R. Madgulkar**

**Principal  
Principal  
AISSMS College of Pharmacy  
Pune-411001**

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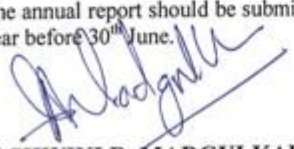
## Policy, objective SOP of College Development Committee

**AISSMS COLLEGE OF PHARMACY**  
**Kennedy Road, Near RTO, Pune - 411001**  
**College Development Committee**  
**STANDARD OPERATING PROCEDURE**

1. College Development Committee should be constituted as per Maharashtra Public Universities Act 2016, Rule 97 (5)
2. The composition of committee will be as follows

SN	Designation
01	Chairperson of the management or his nominee ex-officio Chairperson ;
02	Secretary of the management or his nominee
03	One head of department, to be nominated by the principal or the head of the institution
04	Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom atleast one shall be woman
05	One non-teaching employee, elected by regular non-teaching staff from amongst themselves
06	Four local members, nominated by the management in consultation with the principal, from the fields of <b>education, industry, research and social service</b> of whom at least one shall be alumnus
07	Co-ordinator, Internal Quality Assurance Committee of the college
08	President and Secretary of the College Students' Council
09	Principal of the college or head of the institution - Member - Secretary

3. Elected and Nominated members shall have a term of five years from the date of election nomination. If any vacancy occurs in the office of such member, the vacancy shall be filled with three months by the Principal and the member so appointed shall hold office for the residual term : which the earlier member shall have held the office if the vacancy had not occurred.
4. Co-ordinator in discussion with Principal and members will prepare agenda which is to communicated to all members in advance
5. The College Development Committee shall meet at least four times in a year to discuss issues as per agenda. Register of meeting to be maintained. Minutes of meeting should be prepared and conveyed to society office.
6. Minutes of meeting as well as action taken report should be conveyed to each member in next meeting
7. The annual report should be submitted to Academic Section of Savitribai Phule Pune University every year before 30<sup>th</sup> June.

  
**DR. ASHWINI R. MADGULKAR**  
**Principal**  
AISSMS College of Pharmacy  
Pune-1


COLLEGE SEAL




## SOP

*Initiation and Continuous monitoring through quarterly meetings, of the following:*

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution;
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- d) Dissemination of information on various quality parameters of higher education;
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- f) Documentation of the various programmes/activities leading to quality improvement;
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices;
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
- i) Development of Quality Culture in the institution;
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.

  
Dr. M.C. Damle  
IQAC coordinator



  
Dr. Ashwini R. Madgulkar  
Principal  
Principal  
AISSMS College of Pharmacy  
Pune-1

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## Policy objectives, SOP of IQAC



### Internal Quality Assurance Cell (IQAC)

#### Objective

- To develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the institution.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

#### Policy

##### ***IQAC shall evolve mechanisms and procedures for***

- a) Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks;
- b) The relevance and quality of academic and research programmes;
- c) Equitable access to and affordability of academic programmes for various sections of society;
- d) Optimization and integration of modern methods of teaching and learning;
- e) The credibility of evaluation procedures;
- f) Ensuring the adequacy, maintenance and proper allocation of support structure and services;
- g) Sharing of research findings and networking with other institutions in India and abroad.

Contd....

Page 1 of 2



## SOP

*Initiation and Continuous monitoring through quarterly meetings, of the following:*

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*M Damle*

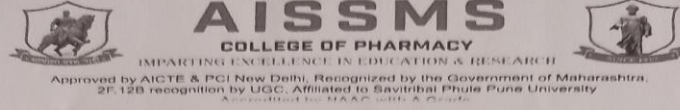
Dr. M.C. Damle  
IQAC coordinator



*Ashwini R. Madgulkar*

Dr. Ashwini R. Madgulkar  
Principal  
**Principal**  
AISSMS College of Pharmacy  
Pune-1

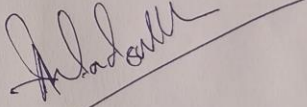
## Staff Selection Policy



### Policy for “Staff Selection Process”

1. Staff requirement should be finalised based on Workload and cadre ratio (AICTE/PCI rules).
2. Annual staff (teaching + non-teaching) requirement to be submitted to society office.
3. The roster approval process is undertaken at the university level.
4. Selections should be based on recommendations of Experts committee following the reservation norms of government.
5. The selected candidates will be on probation for one year.
6. Local selection committee procedure to be followed for Ad-hoc appointments. Ad-hoc teacher approval is obtained from the University.



  
Dr. Ashwini R Madgulkar  
Principal  
AISSMS College of Pharmacy  
Pune-1



# AISSMS

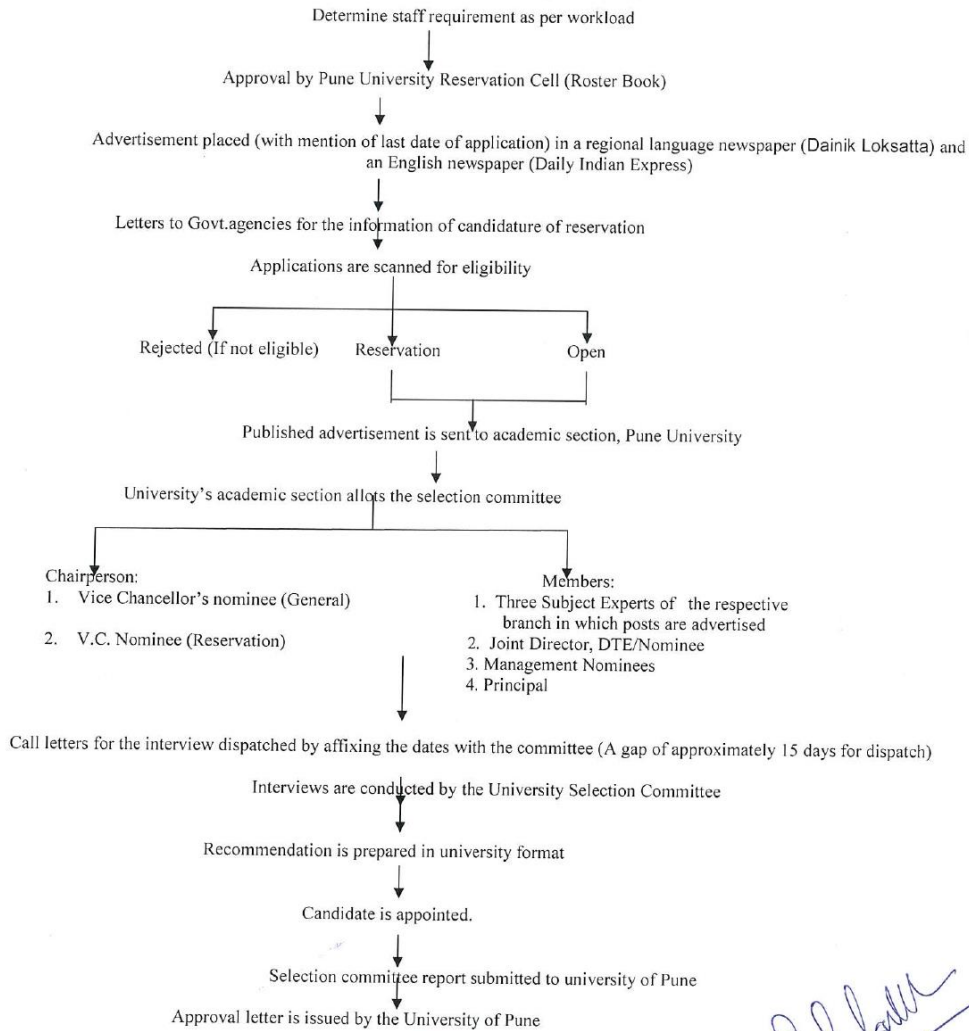
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## Procedure for Recruitment of Teaching Staff (Regular) Selection



Dr. Ashwini R. Madgulkar

**Principal**  
AISSMS College of Pharmacy  
Pune-411001



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### Promotional Policies

Each and every teaching and non-teaching staff can get a promotion depending on its eligibility and experience. The Promotion Procedures are transparent. The Promotion of the Staff depends on –

1. Availability of the higher post in the Institution
2. Reservation of the Post (if any)
3. Eligibility of the Staff in the Institution

#### PROCEDURE

1. Necessary inclusion of the post in the roster after approval from the society and then get the roster approved from the University
2. Application for the Post with all the relevant documents as mentioned in the Advertisement published in local newspaper to the Head of the Institute
3. Facing the Interview before the Selection Committee
  - a) For teaching- University Committee
  - b) For non- teaching - Society Management Committee members
4. Appointment of the Staff as per the Recommendations of the Selection Committee



**Principal**  
AISSMS College of Pharmacy  
Pune-1

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OB

# SERVICE BOOK

## सेवा पुस्तक

TO BE KEPT BY GAZETTED & NON-GAZITTED OFFICER

राजपत्रित व अराजपत्रित शासकीय कर्मचाऱ्यांकरिता


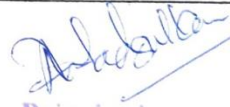
(शासकीय अधिसूचना, वित्त विभाग,

क्र. २७०६ सी, दिनांक १२ नोव्हेंबर १९३५ (मध्ये प्रस्थापित),

महाराष्ट्र नागरी सेवा (रजा) नियम, १९८१ च्या अधीन)

नांव : MRS. RESHMA NILESH MIRATKAR

पद : ASST. PROF.

(1) Name- (१) नाव-	MRS. RESHMA NILESH MIRAJKAR
(2) Race- (२) वंश-	HINDU
(3) Residence- (३) राहण्याचे ठिकाण-	A-505, Kapilwoodrow Estate, St No 55/311, Azad Nagar, Near Warowrie, Pune - 411 022
(4) Father's Name and Residence- (४) वडिलांचे नाव व राहण्याचे ठिकाण-	DR. Satish D Pandit. 68/75/9, Prema, Mukund Nagar, Pune - 37.
(5) Date of Birth by the Christain Era as nearly as can be ascertained- (५) जन्म-तारीख नक्की करून ती ख्रिस्ती सनाप्रमाणे लिहिता येईल तेवढी अचूक लिहावी-	31/03/1979 Thirty first of March 1979
(6) Exact height by measurement- (६) तंतोतंत जंची-	5'
(7) Personal marks for identification- (७) ओळखण्यासाठी अंगावरील खुणा-	Nil.
(8) Educational qualifications- (८) शैक्षणिक अर्हता-	M. Pharm., UICT, Mumbai, 2002.
(9) Signature of (non-gazetted) Government servant- (९) (अराजपत्रित) शासकीय कर्मचाऱ्याची सही-	
(10) Signature and designation of the Head of the Office or other Attesting Officer- (१०) कार्यालय-प्रमुखाची अथवा इतर कोणत्याही साक्षांकन- अधिकार्याची सही व पदनाम-	 Principal AISSMS College of Pharmacy Pune-1
(11) Report of medical check up- (i) Certificate No. and date (ii) Issuing Authority and his designation (११) वैद्यकीय तपासणीचा अहवाल- (अ) प्रमाणपत्र क्रमांक व दिनांक (ब) प्रमाणपत्र देणारा अधिकारी व त्याचे पदनाम-	

**N. B.-** The entries in this page should be renewed or re-attested at least every five years and the signature in lines (9) and (10) should be dated. Finger prints need not be taken afresh every five years under this rule.

टीप :- या पृष्ठवरील नोंदी निदान प्रत्येक पाच वर्षांनंतर पुन्हा नव्याने करण्यात याव्यात किंवा त्या पुन्हा साक्षांकित करण्यात याव्यात आणि (९) व (१०) या ओळीतील सही खाली तारीख घालण्यात यावी. या नियमान्वये प्रत्येक पाच वर्षांनंतर बोटांचे ठसे नव्याने घेण्याची आवश्यकता नाही.

गट क्र. १

१

जो अराजपत्रित शासकीय कर्मचारी आपली सही करण्याइतपत साक्षर नसेल अशा कर्मचाऱ्यांच्या अंगठ्याचे व बोटांचे ठसे घ्यावेत.  
Left hand "thumb and finger impressions of (non-gazetted) Government servant".



टीप :- निवृत्तितेनाबाबत होणारा त्रास टाळण्यासाठी पुढील परिस्थितीसंबंधात सेवा-पुस्तकात पुढील प्रश्नांची स्पष्ट उत्तरे दिलेली असतील, याची विशेष काळजी घ्यावी.

परिस्थिती	प्रश्न
(१) कायम कनिष्ठ कर्मचाऱ्याची वरिष्ठ श्रेणीत जेव्हा स्थानापन्न म्हणून काम करण्यासाठी नियुक्ती करण्यात आली सेल.	रिक्त पदाचे स्वरूप कोणते ? हे पूर्ण रिक्त पद आहे की दुसरा एखादा अधिकारी त्याच पदावरील नेमणुकीचा तोच कालावधी निवृत्तितेनासाठी हिशेबात घेत आहे ?
सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल :-	
(२) "स्नानापन्न"	.... वरीलप्रमाणे
(३) "परिवीक्षाधीन" (Probation)	.... ही विशेष रीत्या नेमून दिलेली परिवीक्षाधीन नेमणूक आहे की, केवळ (२) खालील प्रकरण आहे ?
(४) तात्पुरता नेमणुकीत स्थानापन्न	.... तात्पुरती नेमणूक नंतर कायम करण्यात आली काय ?
(५) निलंबित केल्यानंतर पुन्हा सेवेत घेऊन	.... निलंबनाचा कालावधी रजा व निवृत्तितेन यासाठी हिशेबात घेण्याचे आदेश देण्यात आले आहेत काय ?

**कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्यांने दिलेले प्रमाणपत्र**  
**Certificate by the Head of the Office or other Attesting Officer**

प्रमाणित करण्यात येते की, सेवा-पुस्तकाच्या पहिल्या पृष्ठावरील सर्व नोंदी मी रीतसर पुनःसाक्षांकित केल्या आहेत आणि \* .....  
..... चा अपवाद करता, त्या बरोबर असल्याचे आढळून आले.

Certified that all the entries on the first page of the Service Book have been duly reattested by me and found to be correct \* except that .....

दिनांक ..... २० /Date ..... 20

\* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

\* These words should be scored out when there is no exception.

.....  
Signature of the Head of the Office

**कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्यांने दिलेले प्रमाणपत्र**  
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.....  
Signature of the Head of the Office



नियुक्ती पदनाम व वेतनश्रेणी Name of Appointment & Payment	नियुक्ती कायम आहे की स्थानापन्न तसेच ती स्थायी आहे की अस्थायी Whether substantive of officiating and whether permanent or temporary	नियुक्ती स्थानापन्न असेल तर (१) कायम नियुक्ती आणि (२) ज्या पदावर कर्मचार्याला स्थानापन्न नियुक्ती देण्यात आली त्या मूळ रिक्त पदाचे स्वरूप नमूद करावे. If officiating state (i) substantive appointment and (ii) nature of the original vacancy in which he officiates ( see Article 371, C.S. Rs. and Rule 240 (2) of the Bombai C. S. Rules)	कायम नियुक्तीमधील वेतन Pay in substantive appointment	स्थानापन्न नियुक्ती - बद्दल जादा वेतन Additional pay for officiating	'वेतन' या संज्ञेत समाविष्ट होणारी इतर वित्तलब्धी Other emoluments falling under the term 'pay'	नियुक्ती दिनांक Date of appointment	शासकीय कर्मचार्यांची सही Signature of (non-gazetted) government servant
१ (1)	२ (2)	३ (3)	४ (4)	५ (5)	६ (6)	७ (7)	८ (8)

रु. Rs.	पै. P.	रु. Rs.	पै. P.	रु. Rs.	पै. P.		
ASST.	Sub.			12,000/-		01/09/2008	<i>[Signature]</i>
Prof.	Probation						
ASST. Prof.	Sub.			12,000/-		14/08/2008	<i>[Signature]</i>
	Probation						

स्तंभ १ ते ८ ह्यांच्या साक्षांकनाबद्दल कार्यालयप्रमुखाची अथवा इतर साक्षांकन अधिकार्याची सही व पदनाम Signature and designation of the Head of the Office or other Attesting Officer in Attestation of Columns 1 to 8	नियुक्तीची मुदत संपल्याचा दिनांक Date of termination of appointment	नियुक्ती संपल्याचे कारण (उदाहरणार्थ) पदोन्नती, पदावनती, बदली, बडतफी इत्यादी) Reason of termination (such as promotion, transfer, dismissal etc.)	कार्यालय प्रमुखाची अथवा इतर साक्षांकन अधिकार्याची सही (१० व ११ बाबत) Signature of the Head of the Office or other Attesting Officer (for No. 10 & 11)	घेतलेल्या रजेचे स्वरूप, कालावधी आणि संदर्भ क्रमांक व दिनांक Nature and duration of leave taken	झालेली शिक्षा / ठेवलेले बक्षीस / प्रशंसनीय कामगिरी / रजा / प्रवास सवलत / विविध अग्नीमे इत्यादी आणि संदर्भ क्रमांक व दिनांक Reference to any recorded punishment or censure, or reward or praise of the Gov. servant	कार्यालय - प्रमुखाची अथवा इतर सक्षम अधिकार्यांची सही (१३ व १४ बाबत) Signature of the Head of the Office or other Attesting Officer (for No. 13 & 14)
९ (9)	१० (10)	११ (11)	१२ (12)	१३ (13)	१४ (14)	१५ (15)

<i>A. Labadulla</i>		As per the Society order of appointment... Ref. No. PHARMIEST-APTJ.2008-2009/8117 dated... 14/08/2008. Her appointment on the post as... a. Asst. Professor in Pharm. Technology for... B. Pharm. section with basic scale of... Rs. 12000-H2A=13300 with basic pay... Rs. 12000/- P.M. w.e.f. 14/08/2008 to... 13/08/2010.				<i>A. Labadulla</i> Principal AISSMS College of Pharmacy Pune-1
<i>A. Labadulla</i>		As per the Society order no. PHARMIEST-APTJ... 2008-2009/8117 dated 14/08/2008 AND UNIVERSITY APP... LETTER NO. CCO/1857 Dated 06/05/2009, she... appoint as a Assistant Professor (Full Time) w.e.f... 14/08/2008 to 13/08/2013.				<i>A. Labadulla</i> Principal AISSMS College of Pharmacy Pune-1

## Policy Objectives and SOP for Leave



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### Policies and Procedures for Various Types of Leaves

Policy for Leaves:

General leave rules and regulations

The leaves will be granted as per the directives of Savitribai Phule Pune university calendar and State Government and District collector directives in consultation with management.

**Types of leaves**

1. Casual leave
2. Earned leave
3. On duty leave
4. Medical leave
5. Sabbatical

**General Rules for availing leaves**

1. Leave can not be considered a matter of right of employee
2. Except in emergency all leaves must be applied before hand through proper channel and should be sanctioned by respective authorities
3. The head of institution may in certain circumstances decline the leave
4. Leaves will be applicable for academic year ie July 2023- June 2024
5. Vocational and non vocational staff
6. During period of leave an employee shall not accept any other job with or without remuneration.
7. The employee during period of leave will provide Head of Institution his/her address and phone number.
8. Absence in excess of leave without information will be treated as leave without pay.
9. No leaves except casual leaves will be permissible during probation.
10. If an employee is terminated his right to apply for leave ceases.
11. The weekly off or declared holidays can be suffixed or prefixed but should not be in between the leaves. If so the holidays or weekly off will be counted as leaves.
12. Leave records will be maintained and updated by staff responsible for maintenance of service book.



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## Leave for Teaching Staff

Number of Casual Leave: 15/year

Casual leaves can not be availed in continuation of any other leave

Minimum half day casual leave can be taken.

One day casual leave can be taken without prior sanction, however the same should be promptly intimated to authority.

Application by of staff members with  
adjustment of work schedule


Approval from HOD

Intimation to academic incharge

Approval by Principal

Sanction and entry into attendance muster



  
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- Procedure for Medical Leave
- Number of Medical Leave: 10/year

Application by of staff members with adjustment of  
lecture/practical schedule

Submit Medical application to Principal

Approval by Principal and Intimation to academic incharge

Submission of fitness certificate to Principal on resuming duties

Sanction and entry into Muster



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## Procedure for Medical Leave in Emergency

Number of Medical Leave: 10/year

Intimation by of staff members or relative  
to principal

Intimation to academic incharge

Submission of fitness certificate and  
Approval by Principal

Submit Medical application to principal  
during joining

Sanction and entry into duty register



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### Procedure for Duty Leave

- Duty leave will be granted for
- attending seminar/ workshop conference
- To participate in delegation appointed by SP Pune University
- To represent for delivering lectures or sharing of expertise

Application by of staff members with adjustment of  
lecture/practical schedule and appointment order

Approval by Principal

Intimation to academic incharge

Submit Attendance certificate

Sanction and entry into duty register



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## Leave for Nonteaching

### Procedure for Casual Leave:

Number of Casual Leave: 08/year

Application by of staff members with  
adjustment of practical work schedule

Approval by HOD

Intimation to academic incharge

Approval by Principal

Sanction and entry into register



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## Procedure for Maternity Leave in advance

Application by staff members for availing  
of Maternity leave

Intimation to HOD and Academic Incharge

Approval by Principal

Submission of fitness certificate to the  
Principal on resuming duties

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## Procedure for Earned Leave for Non-teaching staff

Number of Earned Leaves: 30/year

Application by non-teaching staff members  
with adjustment of work schedule

Approval by HOD

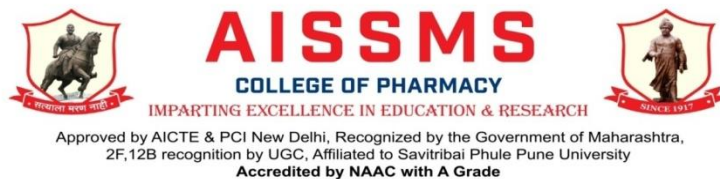
Approval by Principal

Sanction and Entry into Muster



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## Policy of e-governance

AISSMS College of Pharmacy recognizes the importance of leveraging technology to enhance governance processes and improve efficiency. The E-Governance Policy is formulated to guide the effective and ethical use of Information Technology in the management and administration of the college.

AISSMS College of Pharmacy tries to implement e governance in every possible way. We have ERP system in place. The library has **Autolib** software, the accounts uses **tally** software.

SavitribaiPhule Pune University with which our college is affiliated uses online mode for exam form registration of students, submission of **Ph. D thesis** and Viva voce.

Our alumni association APGA has subscribed **ALMSHINE** software where the alumni are registered and can be tracked.

Effective use of media in achieving and highlighting academic success **podcasts**, journal club activities, **blog** writing is done in collaboration with our central media team.

### Objectives

The primary objective of the E-Governance Policy is to establish technology based systems that would promotes transparency, accountability, and efficiency in the functioning of AISSMS College of Pharmacy through the use of technology.

### Scope

E-governance will be used to strengthen governance in various areas of administration, studentsupport, finance and accounts, library and examination. The scope of E

governance will encompass all the functions that can be governed by ERP and technology tools.

### 3. Policy

AISSMS College of Pharmacy, Pune has adapted e-governance in several areas of day to day working. It is supposed to uphold transparency, accessibility, interoperability and capacity building in the areas of administration, student support, student admission, finance and accounts, library and academics. To achieve these policy is designed as below.

#### 1) Administration

- i. The use of ICT and E governance in administration helps to enhance administration processes.
- ii. The use of E governance would bring benefits such as participation, transparency and accountability to the user to enhance the efficiency of work.
- iii. The vision, mission and quality policy of the college, information about the college and faculty, updates on infrastructure, courses offered, various activities, initiatives taken by the college can be seen in policy.
- iv. The dissemination of information required for admission, upcoming events in the college, news, roll numbers and many other facets required to be updated to all the stakeholders by office
- v. The adaption of such policies of E governance make the work paperless, and thus environment friendly. College of Pharmacy.
- vi. Dedicated portal is to be used to stay connected with the alumni as the part of e-governance initiative.

#### 2. Finance and Accounts

Use of latest softwares such as Tally, will be made for efficient accounting. The transactions will be performed confidentially using appropriate security. The softwares are to be updated on regular basis. Additionally, efficient use of MS office-excel software is to be appreciated wherever possible

All the financial transactions (receipts as well as payments) will be through electronic payment systems.

### 3. Student admission and support

- i. The details of the admission process to all courses run by the college will be displayed on the college website. The scholarship will be dealt through online government portal.
- ii. The information needed by the students will be made available on the college website such as students roll numbers, eligibility numbers, formats of different certificates, policies, fee structure, fee payments.

### 4. Examination

The enrollment of students for semester end examination of university will apply for exam through university portal. Faculty has to submit internal and external marks to the university through online portal of the university

### 5. Library

The students will be encouraged to use library resources such as books through “OPAC system”. The e resources such as infolibnet will be made available



Dr. Ashwini R Madgulkar

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## Policy Objective and SOP for Gratuity and Provident Fund



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### Policy for Gratuity and Provident Fund

Gratuity is paid to teaching staff and supporting staff on the basis of following points:

A) Half the length of the service.

B) On the basic Pay +GP.

C) Gratuity is calculated as.

$(\text{Basic} + \text{GP}) \times (\text{Half the year of service})$

D) This is calculated as per society norms by the Accountant and forwarded to the Management Committee for further consideration.

Provident Fund

A) Every month provident fund in equal ration is contributed by the employer and employee

B) Employee's contribution- 12% of (Basic pay = grade pay + DA) or atleast Rs 1800/- per month



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**Policy, Objectives and procedures for  
Purchase**



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## PURCHASE POLICY

### POLICY:

To carry out Purchase of Equipments/ Software/ Chemicals/Glasswares/Books/Journals/ Furniture & Annual Maintenance Contracts of various equipments and facility available at the campus to conduct courses as per their syllabus as well as to promote research and development.

**Objective:-** Aims to the supply the goods and services to the institute in right quantity and quality at right times. With intermediates objectives of as following:

- Lower costs
- Reduce risk and ensure the security of supply
- Improve quality
- Pursue innovation

### GENERAL PURCHASE PROCEDURE:

1. Inform various departments heads (HOD) to prepare and submit requirement of Equipments/ Software/ Chemicals/Glasswares/Books/Journals/ Furniture & Annual Maintenance Contracts to Principal for sanction and budget approval.
2. Receive finalized list approved by Principal.
3. Inform Hon. Secretary and society office and get permission for call of quotations.
4. Advertise the requirement in local news paper and display detailed list on college website [www.aissmscop.com](http://www.aissmscop.com) to receive quotations.
5. Send the received quotations to AISSM society office seeking permission to open the quotations and prepared comparatives statement.
6. Call purchase committee meeting to negotiate purchases with permission of society office.
7. Place purchase orders for sanctioned purchases at negotiated rates and terms and conditions.
8. Submit details of material supply (Statement of Purchase) to society office regularly.

Dr. Ashvini Madgulkar

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## PRE- PURCHASE PROCEDURE:


1. HOD should call a meeting and prepare list of requirements for the academic year as per the given format

Sr. No.	Name of the item	Specifications	Qty Available in Lab	Qty Required	Justification for Purchase	B. Pharm/ M.Pharm.	Approx Cost
01							
02							

- HOD should finalize requirements in discussion with Principal and get budget approval.
- Submit the finalized list to purchase coordinator.
- After approval Call and inward the quotations. (Minimum three quotations should be called except whole and sole supplier for AMC/Service/Item to be purchased)
- Prepare comparatives after receipt of signed quotations.
- Prepare and place purchase orders for sanctioned purchases at negotiated rates and terms and conditions
- Submit photocopy of purchase order to HOD for department record.

## POST- PURCHASE PROCEDURE:

- Receive the material supplied along with security stamp on delivery challan and check for its specifications.
- If material supplied is as per specifications of purchase order, arrange installation, demonstration and training (if required). If not as per specifications, then reject and inform supplier for replacement.
- Prepare the report for receipt of material.
- Prepare 03 sets containing following documents (Submit 01 sets to Mrs. Kamble for Dead stock entry, 01 set to Mr. M. M. Chopne, Accountant for payment release. 01 set to be kept at department)
  - Invoice
  - Delivery challan (Stamped by Security Guard)
  - Installation Report
  - Purchase order
  - Approval copy

  
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## Policy, Objective and SOP for Insurance



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### Insurance Policies

#### POLICY

To ensure continuous care and insurance cover of all the stakeholders viz. Students, staff and PHYSICAL INFRASTRUCTURE property of AISSMS College of Pharmacy, Pune.

#### OBJECTIVES

1. To make sure the families of the students and staff do not suffer the financial hardships due to any sudden mis happening/accident/accidental injury etc.
2. To make sure the all the stakeholders of AISSMS College of Pharmacy, Pune do not suffer financial loss due to any sudden natural calamity like fire, earthquake etc.
3. To maintain health and hygiene, mental peace and assurance of provisions made to face the challenges that may arise in future due to one or other reasons.

#### STANDARD OPERATIVE PROCEDURE

The institute has emphasized to cover the stakeholders and physical infrastructure facilities under following three major insurance covers.

1. **Property (Physical Infrastructure Facilities) INSURANCE-** The college building and the sophisticated instruments are covered under property insurance. Following are the key benefits covered under this insurance plan. The college building is covered under general insurance for fire threat and earthquake.
2. **Student's Insurance-** The College has covered all the students and their parents under the AmartyaShikshaYojana Policy as per the Government of Maharashtra and DTE has implemented this unique Scheme for Degree Courses in Engineering/ Technology Students all over Maharashtra vide G. R. No. TEM-2011/(NY2011)



*[Signature]*  
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3. TECH EU 04th dated 25 August, 2011. The Scheme is mandatory for all the colleges and students to pay and get insured as per the aforesaid Government Resolution, from the Academic Year 2012-2013 for all the students. Following are the key benefits:

- All the students and parents are Covered under this insurance for Accidental Death and /or Permanent Total Disability
- Hospitalization Expenses for Accidental Injuries.
- Educational grant on Death /Permanent Disability of the parent  
Sum assured covered- The sum equivalent to the fees for the UG/PG course.

#### 4. Staff group insurance-

The institution care for the health of staff and thereby mandates and provides insurance facility for them. All staff members and students are also cover under insurance. Following are the key benefits covered under insurance plan for staff.

1. Accidental Death Covered-100% of sum insured.
2. Temporary Total Disablement- Covered- Lower of 1% of SI/5000/Actual salary for 104 weeks
3. Permanent Total Disability Covered-100% of sum insured.
4. Permanent Partial Disability Covered-100% of sum insured.
5. Medical Expenses-Lower of 10% of SI or 40% of adm claim or actual



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## Policy Objectives and SOP for Industry Institute Partnership Cell (IIPC)



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### Industry Institute Partnership Cell

#### POLICY

The Industry Institute Partnership Cell will enhance industry institute interaction.

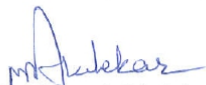
#### OBJECTIVE


The objective of Industry Institute Partnership Cell is to:

1. Approach pharmaceutical industries for obtaining projects,
2. Invite experts from industry to share their expertise with students.
3. Take efforts to share infrastructure with industry through testing activities.

#### STANDARD OPERATING PROCEDURE


1. The committee will prepare a brochure for the services that can be offered.
2. The same will be displayed on website.
3. If and when project enquiry from industry is received the committee will help to prepare proposal as per guidelines provided in Format A, by AISSM Society and send for approval.
4. The committee will strive to provide testing activities to industry and document the same.
5. The committee will arrange lectures from industry persons on relevant topics.

  
Dr Mangesh Bhalekar

  
Dr Rahul Padalkar

Committee Members



  
Dr Ashwini R Madgulkar  
Principal  
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## Policy Objectives and SOP for Research Advisory Committee (RAC)



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### Research Advisory Committee (RAC)

#### POLICY

The RAC will coordinate and direct the research activities of the college under IQAC.

#### OBJECTIVE

- The RAC shall assist to achieve the mission, vision of college by effective operation of research programme of faculty and students.
- RAC shall plan and develop broad objectives for research including research proposals to various funding bodies.

#### SOP

- The RAC will meet thrice in academic year ( viz September, November and March)
- The time slots will be predecided in academic calender
- The committee will prepare agenda for meeting, discuss action taken on agenda of previous meeting.
- RAC will assign, roles to each of the member for smooth working of activities

RAC will discuss


Participation in research competitions

Evaluate / screen project proposals

Help in IP related activities

Take stock of research data

Approve collaborations

  
Dr Mangesh Bhalekar

  
Dr Trupti Chitre

Committee Members



Dr Ashwini R Madgulkar

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## Policy objectives and SOP of training and placement Cell



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### STANDARD OPERATING PROCEDURE FOR INDUSTRIAL VISIT

Visits are scheduled as per academic calendar in September- October or January.

Pharmaceutical companies in Pune region are contacted telephonically about 2-3 weeks before the proposed schedule.

On receipt of telephonic consent, request letters are mailed to contact persons about likely convenient date and time for the company.

On receipt of written/telephonic consent and the schedule from company, permission is sought from the society/ Management for travel arrangements.

In case of non availability of society bus, quotations are sought from private operators and necessary approval is taken from the management for hiring bus from operator giving lowest quote.

List of students is made for getting RTO permits [in case of hiring of private bus].

Students are given necessary instructions regarding conduct of schedule.

Two staff members decided by the Principal are assigned responsibility for accompanying the students.

Report is submitted to the Principal on completion of visit.

### STANDARD OPERATING PROCEDURE FOR INDUSTRIAL TRAINING:

Industrial training is scheduled in Diwali vacation.

Letters requesting for one month in plant training for TY B Pharm students are dispatched to various companies depending on student's regional preference about 4-5 weeks before the proposed schedule.

Follow-up is done with the company about 10-12 days prior to the said vacation for accommodating the students.

Students are instructed to maintain discipline and obey company rules and regulations during training.

In plant training report and certificate are collected and summarized on completion of training.





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## STANDARD OPERATING PROCEDURE FOR CAMPUS INTERVIEWS

Interested students are instructed to fill option forms to register their names with the T&P cell.

Students are asked to submit their biodatas to the cell.

Guidance is given for writing biodata, if needed.

Invites for conducting campus interviews are dispatched in December- January to pharmaceutical companies in Maharashtra which includes information about college and students.

Similar letters are sent by e mails to the HR department of companies.

Some HR personnel are also contacted telephonically.

Companies approaching the Cell directly through word-of-mouth publicity are given prompt requisite response.

List of students along with their biodatas are posted to interested companies.

Interview scheduling is done based on convenience of company and college.

All logistics are made available to the companies for conducting campus interviews that includes auditorium, AV aids and other paraphernalia for presentations, group discussions, written tests and personal interviews.

Advert given by the company are displayed on notice board.

Selected students are intimated personally.

Follow-up is done with companies to ensure scheduling of training and placement of selected students on completion of final exams.

Records such as correspondence of invites, selected students and photographs are maintained.



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# AISSMS

COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH



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## STANDARD OPERATING PROCEDURE FOR PERSONALITY DEVELOPMENT WORKSHOP

The T & P cell coordinates with external agencies to conduct a minimum of 35 h training programme for Final Y B pharm and M Pharm students.

Modules are conveyed to trainers.

Based on academic and examination calendar dates are finalized.

Student volunteers are appointed to manage the logistics during training sessions.

Staff members attend the sessions depending on their convenience.

Records and reports are prepared.

Dr. Ashwini R Madgulkar

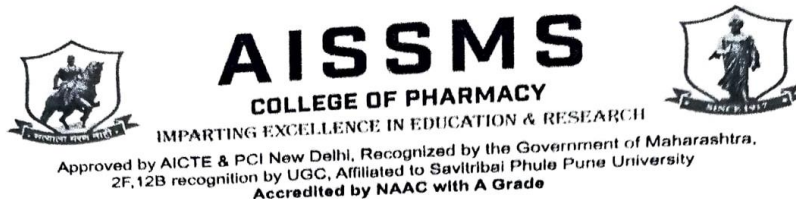
**Principal**  
AISSMS College of Pharmacy  
Pune-1



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## Policy Objective and SOP for Research Seed Money



### Research Seed Money Policy

#### 1. Introduction

AISSMS College of Pharmacy recognizes the importance of fostering a culture of research and innovation among its staff and students. To encourage and support research projects that contribute to the advancement of pharmaceutical sciences and related fields, the college has established the Research Seed Money Policy. This policy outlines the guidelines and procedures for providing seed money to staff and students for research projects.

#### 2. Objectives

The objectives of the Research Seed Money Policy are as follows:

1. To promote research activities among the staff and students of AISSMS College of Pharmacy.
2. To encourage innovative and high-impact research projects that address current challenges and opportunities in pharmaceutical sciences.
3. To facilitate the generation of preliminary data and proof of concept for grant applications.
4. To enhance the research capabilities and competitiveness of the institution.

#### 3. Eligibility

- a. **Staff:** Full-time faculty members, researchers, and staff employed by the college are eligible to apply for research seed money. Collaborative projects involving multiple staff members are encouraged.
- b. **Students:** Undergraduate, postgraduate, and doctoral students may apply for research seed money under the guidance of a faculty member who will serve as their mentor or principal investigator.



#### **4. Application and Evaluation Process**

- a. **Application Submission:** Applicants are required to submit a research proposal in accordance with the guidelines provided by the Research and Development Committee. The proposal should include a clear description of the research project, its objectives, methodology, expected outcomes, and a detailed budget.
- b. **Review and Evaluation:** A Committee, appointed by the institution, will evaluate the proposals based on their scientific merit, feasibility, relevance to the field, and potential impact. Each proposal will be scored and ranked by the committee.
- c. **Approval:** The Research Committee will recommend the allocation of seed money based on the proposal rankings and the available budget. The final approval will be granted by the Honorary Secretary of All India Shri Shivaji Memorial Society.

#### **5. Funding and Duration**

- a. **Funding Amount:** The amount of seed money awarded to each project will depend on the project's scope and requirements, as determined by the Research and Development Committee.
- b. **Duration:** Seed money projects are typically funded for duration of 6 to 12 months. Extensions may be granted in exceptional cases, subject to a satisfactory progress report.

#### **6. Reporting**

Recipients of seed money are required to submit seed money utilization report to the college. These reports should detail the project's advancements, outcomes, challenges faced, and any budgetary adjustments.

#### **7. Intellectual Property Rights**

Any intellectual property arising from the research project will be governed by the institution's existing policies on intellectual property rights and research collaboration agreements.

#### **8. Ethical Considerations**

All research funded under this policy must adhere to the highest ethical standards, including the use of human and animal subjects, as well as compliance with relevant regulations and ethical guidelines.



### 9. Disbursement and Accounting

The financial administration and disbursement of seed money funds will be managed by the institution's finance department, following established accounting procedures and compliance with audit requirements.

### 10. Review and Revision

This policy will be periodically reviewed and revised by the Research and Development Committee to ensure its effectiveness and alignment with the institution's research objectives.

### 11. Conclusion

The Research Seed Money Policy is designed to encourage and support research projects among the staff and students of AISSMS College of Pharmacy. By promoting innovation and research excellence, the college aims to contribute to the advancement of pharmaceutical sciences and related fields.



**Dr. Ashwini R. Madgulkar**

Principal  
AISSMS College of Pharmacy  
Pune-1



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## Policy, objective SOP Projects committee



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### Research Projects Committee

#### OBJECTIVES:-

1. To check the research proposals (inhouse students/ outside students ( consultancy) /Industry as per society approved formats.
2. To keep a note of completion status.

#### Policy

1. To encourage and provide a platform for undergraduate students to take up short term research projects.
2. Faculty members are encouraged to guide students' (inhouse as well as outside institute) projects, leading to measurable outcomes.
3. Staff share of total project cost is paid after completion of project and submission of outcomes.

#### SOP:

1. To check project proposals for completeness and accuracy.
2. To review the project formats and revise as per the need and forward to Hon.Secretary for approval.
3. To disseminate information regarding latest project formats and conditions to all teaching staff as and when revised formats are approved
4. To organise annual in-house project competition.
5. To compile and provide summary of projects and outcomes.

Dr Mangesh Bhalekar

Dr Mrunalini Damle

Committee Members

Dr Ashwini R Madgulkar

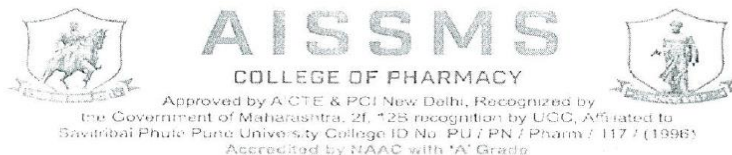
Principal

AISSMS College of Pharmacy  
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## Policy, objective SOP of internal Complaints Committee



Name of the committee: Internal Complaints Committee (ICC)


### Objectives of ICC:

- To provide safe environment for working with dignity
- To make workplace free of discrimination
- To make women aware of “what is sexual harassment”
- To provide details of committee members who should be approached to resolve any sexual harassment issue.

### SOP:

1. Committee is formed as per norms given, consisting of teaching, non-teaching, students members and one member from NGO.
2. Meeting of committee is taken in November first week.
3. On programme is organized by taking help of the outside member to create awareness of ICC in the month of March; report of the programme is prepared and submitted to IQAC.
4. Any expenditure details regarding programme or remuneration charges are approved prior to the conduct of programme.
5. Any issue if it is reported to the committee, immediate action is taken, a written complaint is first received, person/s are called and they are allowed to present their side in writing and both parties are called for discussion. Person/s is counseled so as avoid recurrence. A safe working atmosphere is assured
6. In case there is no complaint, biannual meetings are conducted as a review.



  
Dr. Ashwini R. Madgulkar  
**Principal**  
AISSMS College of Pharmacy  
Pune-1

**Internal Complaints Committee (ICC) policy document with reference to prevention of sexual harassment committee**

Reference act: Sexual Harassment of Women at Workplace (Prevention, Harassment and Redressal) Act 2013 (14 OF 2013). As per the norms of University Grants Commission (Prevention, prohibition and redressal of sexual harassment of women employees and students in higher educational institutions) Regulations, 2015, Internal Complaints committee has been constituted and following is the grievance redressal policy as per guidelines:

1. **The process for making complaint and conducting Inquiry** – The ICC shall comply with the procedure prescribed in these Regulations and the Act, for making a complaint and inquiring into the complaint in a time bound manner. The HEI shall provide all necessary facilities to the ICC to conduct the inquiry expeditiously and with required privacy.

2. **Process of making complaint of sexual harassment** - An aggrieved person is required to submit a written complaint to the ICC within three months from the date of the incident and in case of a series of incidents within a period of three months from the date of the last incident. Provided that where such complaint cannot be made in writing, the Presiding Officer or any Member of the Internal Committee shall render all reasonable assistance to the person for making the complaint in writing; Provided further that the ICC may, for the reasons to be accorded in the writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the person from filing a complaint within the said period. Friends, relatives, Colleagues, Co-students, Psychologist, or any other associate of the victim may file the complaint in situations where the aggrieved person is unable to make a complaint on account of physical or mental incapacity or death.

**3. Process of conducting Inquiry-**

(1) The ICC shall, upon receipt of the complaint, send one copy of the complaint to the respondent within a period of seven days of such receipt.

(2) Upon receipt of the copy of the complaint, the respondent shall file his or her reply to the complaint along with the list of documents, and names and addresses of witnesses within a period of ten days.

(3) The inquiry has to be completed within a period of ninety days from the receipt of the complaint. The inquiry report, with recommendations, if any, has to be submitted within ten days from the completion of the inquiry to the Executive Authority of the HEI.

HEI. Copy of the findings or recommendations shall also be served on both parties to the complaint.

(4) The Executive Authority of the HEI shall act on the recommendations of the committee within a period of thirty days from the receipt of the inquiry report, unless an appeal against the findings is filed within that time by either party.

(5) An appeal against the findings or /recommendations of the ICC may be filed by either party before the Executive Authority of the HEI within a period of thirty days from the date of the recommendations.

(6) If the Executive Authority of the HEI decides not to act as per the recommendations of the ICC, then it shall record written reasons for the same to be conveyed to ICC and both the parties to the proceedings. If on the other hand it is decided to act as per the recommendations of the ICC, then a show cause notice, answerable within ten days, shall be served on the party against whom action is decided to be taken. The Executive Authority of the HEI shall proceed only after considering the reply or hearing the aggrieved person.

(7) The aggrieved party may seek conciliation in order to settle the matter. No monetary settlement should be made as a basis of conciliation. The HEI shall facilitate a conciliation process through ICC, as the 'Hkkx IIIμ[k.M 4° Hkkjr dk jkti=k % vlk/kj.k 17 case may be, once it is sought. The resolution of the conflict to the full satisfaction of the aggrieved party wherever possible, is preferred to purely punitive intervention.

(8) The identities of the aggrieved party or victim or the witness or the offender shall not be made public or kept in the public domain especially during the process of the inquiry.

**4. Interim redressal-**The HEI may,

(a) transfer the complainant or the respondent to another section or department to minimise the risks involved in contact or interaction, if such a recommendation is made by the ICC;

(b) grant leave to the aggrieved with full protection of status and benefits for a period up to three months;

(c) restrain the respondent from reporting on or evaluating the work or performance or tests or examinations of the complainant;

(d) ensure that offenders are warned to keep a distance from the aggrieved, and wherever necessary, if there is a definite threat, restrain their entry into the campus;

(e) take strict measures to provide a conducive environment of safety and protection to the complainant against retaliation and victimisation as a consequence of making a complaint of sexual harassment.

**5. Punishment and compensation-** (1) Anyone found guilty of sexual harassment shall be punished in accordance with the service rules of the HEI, if the offender is an employee.

(2) Where the respondent is a student, depending upon the severity of the offence, the HEI may,-

(a) withhold privileges of the student such as access to the library, auditoria, halls of residence, transportation, scholarships, allowances, and identity card;

(b) suspend or restrict entry into the campus for a specific period;


(c) expel and strike off name from the rolls of the institution, including denial of readmission, if the offence so warrants;

(d) award reformatory punishments like mandatory counselling and, or, performance of community services.

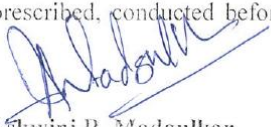
(3) The aggrieved person is entitled to the payment of compensation. The HEI shall issue direction for payment of the compensation recommended by the ICC and accepted by the Executive Authority, which shall be recovered from the offender. The compensation payable shall be determined on the basis of-

- (a) mental trauma, pain, suffering and distress caused to the aggrieved person;
- (b) the loss of career opportunity due to the incident of sexual harassment;
- (c) the medical expenses incurred by the victim for physical, psychiatric treatment;
- (d) the income and status of the alleged perpetrator and victim; and
- (e) the feasibility of such payment in lump sum or in instalments.

6. Action against frivolous complaint.—To ensure that the provisions for the protection of employees and students from sexual harassment do not get misused, provisions against false or malicious complaints have to be made and publicised within all HEIs. If the ICC concludes that the allegations made were false, malicious or the complaint was made knowing it to be untrue, or forged or misleading information has been provided during the inquiry, the complainant shall be liable to be punished as per the provisions of subregulations (1) of regulations 10, if the complainant happens to be an employee and as per sub-regulation (2) 18 THE GAZETTE OF INDIA : EXTRAORDINARY [PART III—SEC. 4] of that regulation, if the complainant happens to be a student. However, the mere inability to substantiate a complaint or provide adequate proof will not attract attention against the complainant. Malicious intent on the part of the complainant shall not be established without an inquiry, in accordance with the procedure prescribed, conducted before any action is recommended.

  
Dr. Trupti Chitre  
Presiding Officer



  
Dr. Ashwini R. Madgulkar  
Principal  
**Principal**  
**AISSMS College of Pharmacy**  
**Pune-1**

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## Policy Objective and SOP of Antiragging



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23 SEP 2022

### Anti-ragging Policy

#### OBJECTIVE

To root out ragging in all its forms from AISSMS college Of Pharmacy, Pune taking help of law framed by Govt. of India for prohibition of all ragging related acts and preventing its occurrence by following the provisions of these Regulations and punishing those who indulge in ragging as provided for in these Regulations and the appropriate law in force.

#### POLICY/RULES/CIRCULAR NO.

- Hon'ble Supreme Court in Civil Appeal No. 887 of 2009, passed the judgment.
- In accordance with the orders, UGC (University Grants Commission), Govt. of India has developed web portal. Maharashtra Prohibition of Ragging Act, 1999.
- Anti-ragging Act 27 may 1999 for all the institutes under DTE for A.Y. 2013-14
- 

[http://www.dtemaharashtra.gov.in/approvedinstitutes/Notifications/Notification\\_12\\_9\\_2013\\_652949608.pdf](http://www.dtemaharashtra.gov.in/approvedinstitutes/Notifications/Notification_12_9_2013_652949608.pdf)

- To initiate the action by PCI regarding withdrawal of approval against the institution under section 13 of the Pharmacy Act, 1948.( Regulation 6 of Regulations failing which action referred to in Regulation 8.4 would be initiated against defaulting institution)
- UGC regulation on curbing the menace of ragging in higher educational Institutions letter NO. F.1-16/2007 (CPP-II) dated June 17, 2009.
- AICTE New Delhi NOTIFICATION Dated 01-07-2009,  
<https://www.aicte-india.org/grievance/anti>

**Ragging Definition:** Teasing, disorderly conduct, display of noisy, physical, psychological harm, rude treatment, excitement by rough or undisciplined activities which cause or likely to cause annoyance, raise apprehensive fear in a fresher, or handling, including rowdy, undue



hardship, or asking the students to do any act or perform something which such a student will not do in the regular course and which causes him/her shame or danger to his/her life, etc.

#### **Measures to Prevent Ragging**

- 1) To prohibit or to prevent the ragging in all its forms from AISSMS College of Pharmacy, the college displays at regular intervals NO Ragging posters, banners & boards in college premises, releases advertisement, brochures, conducts meetings, sensitization, display on website and orientation programs.
- 2) To organize programs, special activities to increase sensitization of anti ragging atmosphere in and around the college, common amenities like parking, terraces, hostels, private flats, paying guest, accommodations for the students etc
- 3) To keep continuous vigilance to avoid ragging related actions.
- 4) To raid or make surprise visits at all possible places where ragging related actions can happen.
- 5) To conduct regular meetings with all mentors to ensure ragging free ambience.
- 6) For prevention of ragging, all the students of the AISSMS College of Pharmacy are obligated to register on [http://antiragging.in/Site/Affidavits\\_registration\\_form.aspx](http://antiragging.in/Site/Affidavits_registration_form.aspx).
- 7) To inculcate the laws against ragging among all the stakeholders, college have established anti ragging committee & anti-ragging squad.
- 8) To initiate actions against the complaints received in consultations with the Chairman of the anti ragging squad.

#### **Standard Operating Procedure:**

- 1) Students can register the complaints by application to the Chairman of the committee or committee member from teaching/Nonteaching faculty.
- 2) Students can register the complaints online on the college website: <https://aissmscop.com/for-student/grievance-cell/>
- 3) Through e-mail to [contact@aissmscop.com](mailto:contact@aissmscop.com)
- 4) After receiving the complaints from the Students or Parents, the chairman of Anti-ragging can discuss with the members about the complaints.
- 5) Anti-ragging squad investigates the matter & gives the report to the anti-ragging committee.
- 6) The Chairman of the committee shall fix venue, date, time of the meeting.
- 7) The meeting shall be scheduled within ten days after receiving the application.
- 8) All required & relevant documents shall be circulated as hard or soft copy to all the

members of the committee before the date of the meeting.

9) Notice must be sent to the applicant to be present for the meeting and convey his or her compliant before the Committee and the acknowledgement of receipt would be placed on record.

10) Student may be accompanied by his guardian (either father or mother). No other person shall be allowed to the meeting.

11) The Committee members are expected to deliberate on the case, the compliant of the applicant and UGC regulation on curbing the menace of ragging in higher educational Institutions letter NO. F.1-16/2007 (CPP-II) dated June 17, 2009.

12) As per facts & evidences the final recommendations by the Committee members shall be recorded as minutes of the meeting.

13) After the meeting the minutes shall be circulated to all the members of the Anti-ragging Committee for their signatures.

14) The decision of the anti-ragging Committee shall be communicated in writing to the applicant at the earliest.

#### **Administrative action in the involvement of ragging:**

The institution shall punish a student if found guilty of ragging after following the procedure

1) The Anti-Ragging Committee of the institution shall take an appropriate decision, in regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and intensity of the incident of ragging established in the recommendations of the Anti-Ragging Squad.

2) The Anti-Ragging Committee depending on the nature and gravity/intensity of the guilt found or investigated by the Anti-Ragging Squad.

3) Following punishments shall be awarded to the guilty.

#### **Punishment for Participation or Abetment of Ragging:**

1. Not allowing to attend the classes.

2. Not allowing to appear in any test, examination or other evaluation events.

3. Not allowing in any tournament, youth festival, national or international meeting, etc.

4. Not allowing to receive any scholarship or fellowship and other benefits.


5. Expelling from the hostel.

6. Not allowing to see the results.

7. Rusticate from the college for varying periods from 1 to 2 years.
8. As per rules college can charge fine.
9. Cancellation of admission.

V. D. mangesh Bhalekar 



  
Dr. Ashwini R. Madgulkar  
(Principal)  
Principal  
AISSMS College of Pharmacy  
Pune-1

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## Policy, Objective and SOP of Grievance Redressal Mechanism



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23 SEP 2022

### Grievances Redressal Policy/Mechanism

#### OBJECTIVE

To ensure transparency by Technical institutions imparting technical education, in admissions and with Paramount Objective of preventing unfair practices and to provide a mechanism to innocent students for redressal of their grievances, In exercise of the power conferred under Clause I of Section 23 of the All India Council for Technical Education, Act, 1987 (52 of 1987).

The main objective of GRC is also to develop a harmonious educational environment in the institute.

#### i) Composition and Duration of the Committee:

- 1) The committee shall comprise of a Chairperson, Convener and other four senior teaching faculty members & Non teaching faculty members.
- 2) Principal of the college shall be always the chairperson.
- 3) Chairperson can nominate members of the committee for two years duration.
- 4) Out of four (including convener), one member shall be female and other from SC/ST/OBC category.
- 5) The chairperson can nominate / first & Second ranker UG & PG from students of the college shall be representative of the committee.

#### ii) Scope of the grievances

Grievances may be any of the following issues:

- 1) Financial Issues – Issues related to charging of fees, not paying & not allowing scholarships and payments.
- 2) Administration Issues – Issues related to sanitation, transport, infrastructure, basic amenities, victimization etc.



3) Academic related Issues – Issues related to attendance, marks, assessment and other examination related matters etc.

4) Harassment and Ragging by colleague students or teachers etc.

**iii) Grievance receiving Procedure:**

Anyone with genuine complaints may register their complaint to GRC along with required documents. The grievance shall be registered by using any of the following modes:

1) Writing to “The Chairman, Grievance Redressal Committee, AISSMS College of Pharmacy, Pune

2) Students, teaching and non-teaching staff can submit grievance by approaching the chairman of the Committee.

3) Online at the website <https://aiissmscop.com/for-student/grievance-cell/>

4) Through e-mail to [contact@aiissmscop.com](mailto:contact@aiissmscop.com)

**iv) Grievance redressal Procedure :**

1) After receiving the complaints from the Students, teaching, Non teaching staff, Parents , the chairman of GRC can discuss with the members about the grievance & shall fix venue, date, time of the meeting.

2) The meeting shall be scheduled within ten days after receiving the application.

3) All required & relevant documents shall be circulated as hard or soft copy to all the members of the committee before the date of the meeting.

4) Notice must be sent to the applicant to be present for the meeting and convey his or her grievances before the Committee and the acknowledgement of receipt would be placed on record.

5) In case of student (applicant), the student may be accompanied by his guardian (either father or mother). No other person shall be allowed to the meeting.

6) The Committee members are expected to deliberate on the case, the grievance of the applicant and the rules framed by the institute or as per norms of AICTE under the notification “37/3/Legal/2012 dated 25/05/2012”.

7) As per facts & evidences the final recommendations by the Committee members shall be recorded as minutes of the meeting.



8) After the meeting the minutes shall be circulated to all the members of the Grievance Committee for their signatures.

9) The decision of the Grievance Committee shall be communicated in writing to the applicant at the earliest.

**v) Appeal**

1) The applicant shall have the right to file an appeal to the protector within 15 days from the date of the written communication of recommendations of the committee.

2) The applicant shall convey his desire to file an appeal to the protector in writing to the college.

3) The college shall place the appeal along with all relevant material before the protector and inform the applicant accordingly.

4) The protector within a reasonable time shall decide the appeal.

5) Final decision shall be communicated by the college to the applicant.

**vi) Institute wide awareness**

Awareness among stakeholders is created by

1) Awareness in first year Orientation programs & Parents meet.

2) Displaying the grievance redressal committee composition.

a) At prominent place of the college campus.

b) Web site.

c) Students Practical Journals.

D. Pravinlaxmi Damle - Ms. Damle  
A. N. Avasthakar - Mr. Avasthakar  
Dr. M. R. Bhakkar - Dr. Bhakkar  
Mrs. Swati Kothare - Mrs. Kothare  
Mr. P. P. Sonawane - Mr. Sonawane  
Mrs. S. S. Kambhale - Mrs. Kambhale  
Mrs. Manohar R. S. - Mrs. Manohar R. S.  
Mrs. P. Prashant Patil - Mrs. Patil



**Dr. Ashwini R. Madgulkar**  
(Principal)  
Principal  
AISSMS College of Pharmacy  
Pune-1

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## Policy, objective SOP of Value added courses



' सत्याला मरण नाही '

### ALL INDIA SHRI SHIVAJI MEMORIAL SOCIETY'S COLLEGE OF PHARMACY

☎ 26058208  
26058204

(Approved by AICTE & PCI, New Delhi, Recognized by Govt. of Maharashtra  
and Affiliated to Savitribai Phule Pune University)

Kennedy Road, Near R.T.O., Pune - 411 001.

www.aissmscop.com Email: contact@aissmscop.com College ID No.: PU/PN/Pharm/117/(1996)

Ref. No.:

Date :

#### VALUE ADDED COURSE ON ADVANCED INSTRUMENTS HANDLING





Year of starting: 2023

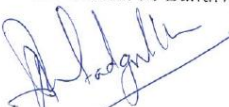
**Objective:**

- To provide training to M Pharm students of all branches to handle advanced instruments training of all departments.
- Animal handling training will also be included along with required Softwares to help students in their Activity screening studies

**Policy:**

- Sophisticated instruments will be identified by each department to provide training to handle the instruments to M Pharm students of all branches.
- Each instrument will have a faculty in charge who will give basic information about theory related to the instruments.
- M Pharm student coordinators of 3<sup>rd</sup>/4<sup>th</sup> semester will demonstrate the use of the instruments to the M Pharm students of 1<sup>st</sup>/2<sup>nd</sup> semester under the supervision of faculty in charge.
- All students will be given certificates after completion of the course and passing the exam with minimum 40 %.

 Dr. Monica RP Rao     Dr. Trupti S Chitre     Dr. Mithun M Bandivadekar     Mrs Megha Shah

  
Dr. Ashwini R-Madgulkar  
**Principal**  
AISSMS College of Pharmacy  
Pune-411001



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## Policy, Objective and SOP of Examination Department



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### Examination Policies and Procedures

The Examination section is formed with an objective to ensure effective and efficient conduct of examination as per SPPU and follows the pattern and systems proposed by SPPU for the conduct of exams and is transparent and robust.

#### Policy:

1. The examination department of college is headed by the Principal of college and the staff members involved are one College Examination officer approved by SPPU, one assistant to College Examination officer, One internal senior supervisor and one assistant to internal senior supervisor along with non teaching staff involved as exam assistant and peons
2. Conduct of internal and external examinations as per the pattern proposed by SPPU
3. Analysis of results
3. Timely communication of University mails and circulars to staff and students

#### Objectives:

1. To Communication with University and college students and staff on different issues
2. To Plan and conduct (fair & smooth) examination (Theory/Practical; Sessional/Revised and university)
3. To display timely notices for students and circulate and communicate notices to staff
4. To ensure mark entry in registers and online.
5. To verify examination forms.
6. To send question papers (sessional and university exams) to library at the end of the academic year.
7. To perform result analysis and display and communicate the toppers.
8. To communicate stationery requirement for exams to College office and University Go Down in time.
9. To get university examination expenditure file audited from college accountant and auditor and send to University within the stipulated time.





# AISSMS

COLLEGE OF PHARMACY

IMPARTING EXCELLENCE IN EDUCATION & RESEARCH

Approved by AICTE & PCI New Delhi, Recognized by the Government of Maharashtra,  
2F,12B recognition by UGC, Affiliated to Savitribai Phule Pune University  
Accredited by NAAC with A Grade



10. To follow-up with University Finance Section and Society Office for receipt of expenditure amount and its disbursement.
11. To collect corrected papers (theory and practical) from staff members at the end of academic year.
12. To verify the education data of passed out students as per companies email/letter receipt.
13. To conduct graduation ceremony after receipt of circular from SPPU

## **SOP:**

1. To Conduct of sessional and University examination (regular and Revised) of B.Pharm and M.pharm for theory and practicals
2. To Communicate and follow-up for Stationary requirement/receive of the same.
3. To Enlist and finalize for purchase requirements and follow up for college and university
4. To Display Timetables and circulate notice for staff regarding submission of Question paper for internal exams and supervision duties for internal and external exams
5. Entry of internal exam marks in register, photocopying of register & confirmation by students signature prior to communication with university.
6. To communicate Marks entry online by subject teachers as per university schedule.
7. Collection of labeled answer papers, Maintenance of log book /registers.
8. Filling of exam forms by students , approving and processing challan
9. Letter to university& society for advance to conduct exam
10. Securing summary sheet from university, for seat numbers and subjects.
11. Printing of hall ticket, sign of Principal & distribution
12. Receipt of barcodes, hallow kraft from university.
13. Follow up & receive of letter of Sr. Supervisor, External examiners and communication for the same.
14. Timely Sending papers to CAP centre
15. Timely completion of exam and expenditure files. Audit of files by college accountant and then by college auditor and by university and society.



# AISSMS

COLLEGE OF PHARMACY


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16. Deposit of money by university in college account after the final audit, approval for amount expenditure and permission by society for disbursement of amount to staff & non teaching.
17. Timely meetings and communication with all staff for the conduct of activities of exam section.
18. Timely notices and announcements and verbal communication with students.
19. Communication with university, attend meetings at university for conduct of activities
20. Immediate communication with university for any problems and issues during examination.
21. Collection of marksheets and print out of ledger from university once results declared on website and communicate with university regarding incorrect marksheets
22. Conduct of Results analysis by teaching staff in the format provided and Display of toppers and distribution of marksheets to students
23. Calculating vacancies for SY on basis of passed students, failed and pipeline
24. Communicating with students who wish for photocopy of papers and revaluation
25. Verify the education/ academic info as data received from office.
26. Timely submission of data required for PCI, AICTE and for Accreditation bodies
27. To calculate defaulter for sessional and communicate to send letters to the parents
28. Communication for Academic Bank Credits



  
Dr. Ashwini R Madgulkar  
**Principal**  
AISSMS College of Pharmacy  
Pune-1

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