

# **POLICIES**

## **1.0 Right to Information**

College has appointed Prof. Mrs. Janhavi R. Rao as the Information Officer. Monthly report is forwarded to the Director of Technical Education, Government of Maharashtra and the Collector, Pune District. In this report the status of applications received under RTI is communicated.

As per PCI and AICTE, all the relevant information is uploaded on the college website which provides correct and unambiguous information. The following policies information are available on web site.

## **2.0 Examination policy**

### **Concept:**

Poona College of Pharmacy for the overall academic progression of its students believes in providing quality education as well as continuous assessment of students in obtaining the said degree to be able to face the challenges of the future. With this view for the smooth conduct of academic assessment, the institute has established special working committee of Examinations.

The Examination committee must guarantee the quality of the internal examination and the marks allotted to the students. For this purpose, Administration allots certain tasks responsibilities and powers to the Examination Committee. An Assessment Committee is convened to consider marks achieved in an exam and to assign unalterable marks for students who have taken those exams.

### **Objectives:**

- 1) To conduct internal examinations of all the courses ie B Pharm, B Pharm practice, M Pharm and Pharm D.
- 2) Maintain records of internal examinations of students and submit it to the university before the commencement of University examinations.
- 3) Notify the students the schedule of examinations well in advance.
- 4) To fill online examination forms for all course.
- 5) Notify the results declared by the University.
- 6) Fill online forms for Revaluation and verifications and submit the statement to the University

- 7) Fill online forms for convocation of students who have successfully passed the final examination of the course and submit the statement to the University
- 8) Evaluate the results and maintain records of university examinations results of students.

### **Working**

Exam section notifies the rules of examinations to the students at the beginning of the academic term and prepares an 'Academic schedule of internal examinations' in a meeting of all the members of the committee considering the number of working days available per semester/year and display of tentative exam schedule on notice boards for students and faculty. The exam section carries out the registration of students for final exams through Examination Management System provided by BVDU, Pune and conduct the University examinations as per the directives given by the BVDU. Assessments of the answer books of University examinations as per the CAP directives given by the BVDU, where the CAP Director appointed by the university and Deputy CAP director communicate to Examiners, monitor smooth conduct of CAP and submit marks to the university.

The examination section maintains all the exam-related documents. The answer books and results of internal examinations are shown to students. The marks to be communicated to the University are verified by the students. Xerox copy of the answer books is available to students on request. The exam section provide examination related information / documents in prescribed formats as and when required for submission to various agencies. Also exam section verifies the student documents as when enquired by authorities like state pharmacy council or equivalent.

### **3.0 Placement cell policy**

#### **Concept:**

Poona College of Pharmacy Placement Office is fully equipped to render all the necessary assistance for students to make job search meaningful. By connecting to external organizations, the Placement cell endeavors to bring a broad spectrum of opportunities to satisfy the diverse requirements and aspirations of the students.

#### **Objectives:**

1. To train/groom students professionally and place a maximum number on and off-campus.
2. To maintain the quality standards of the jobs offered.
3. To bring together the students and the potential employing organizations and facilitate interactions between the two.

#### **Working:**

At the commencement of each academic year, the college constitutes a Placement Committee consisting of representatives from the placement office, students and a faculty member to be nominated by the Principle of the College. The University's Placement Office facilitates the placement of all eligible students who are validly enrolled in the respective programs. The eligibility criteria for registering placement cell for students undergoing UG/PG Programme are based on the successful completion of the semester examinations/course, with no backlogs, Satisfactory conduct throughout the program, good attendance record in their courses and has good participation in Placement Activities (Guest Lectures/ Seminars/ Conferences/ Grooming sessions/ Industry Visits etc.). The placement facility is available to all the students registered with the Training & Placement Cell through the policy ONE JOB TO ONE STUDENT AT THE FIRST INSTANCE. Once placed, the student cannot appear for next interview. The students are required to submit a certificate showing their academic performance as well as satisfactory conduct in the institute/hostel signed by all concerned department faculties & wardens to the faculty In-Charge Training & Placement for further consideration. M pharm students need to submit a certificate from the respective research guide regarding academic performance/ project status/ publication. If a student eligible as per the Job Description chooses not to apply for three (3) consecutive eligible

job postings, then it may validly imply that the student is not interested in pursuing the placement assistance process. In such cases, the student will be denied further placement assistance. For securing a job, a maximum of five (5) attempts of selection rounds will be allowed. If a student fails to obtain a confirmed job offer after appearing for a selection interview of five (5) organizations, then he/she automatically opt-out of the placement assistance from the University.

#### **4.0 Purchase policy**

Being the constituent unit, Purchase of any item in the college, is duly following the procedure implemented by the Bharati vidyapeeth (deemed to be university), Pune. The policy covers the entire purchase of items including equipments, chemicals, glassware, utensils, stationary items, furniture, computers and their accessories and printing materials. Purchase of accessories for maintenance purpose is also included. Any service charges to repair equipments or any accessories required for repairing or renovation work are also included.

##### **Objective:**

- 1) To ease the process of purchase of items
- 2) To regulate the purchase of items under the supervision of university authorities to avoid any unwanted purchase and practice.
- 3) To avoid misuse of purchase rights by any at institute level.
- 4) To ensure the correct vendor with correct price thus to maintain the quality of purchasing items.

##### **Working:**

University has framed a policy of purchase for all its constituent units which is to be followed strictly by the constituent units. A purchase committee is formed at institute level to implement the policy and maintain the purchase. The Principal /Head of the institute/purchase in-charge has the rights to give permission for purchase of any items below Rs. 10,000 at institute level. A permission is to be obtained from the university for the purchase of items more than Rs. 10,000 by sending request in prescribed format framed by the university.

This format has to be filled by the respective Department head after receiving three comparative quotation from vendors and forwarded to Purchase In-charge. As per the recommendation of the purchase In-charge the form has to be forwarded by the Head of the institution and finance officer to university for permission. Permission will be granted after scrutinizing the request by registrar and Hon. Vice chancellor. In case of major equipment

purchase, under Govt. grants or management grant, a tendor will be invited from Vendors on sealed envelopes. The quotations are duly registered in the inward register for maintaining the date of entry. A meeting is fixed with the vendors and the purchase committee members. Purchase in charge will conduct the meeting and the quotes are opened in presence of the vendors, the principal investigator of the project and purchase committee members for further discussion on both technical and financial details on the same day. Final decision on purchase will be made by the purchase committee on the same day depending upon the quality of equipment and price and the request will be sent to university. For purchase of chemicals and glassware similar procedure as mentioned in Point NO. 6 is followed by inviting tendors. Rate contract is fixed with suitable vendors who deals with quality chemicals & glass wares and provides good discounts. Once in a year every individual laboratory will be visited by our expert faculty to find the working status of instruments. Non-working instruments will be compiled as department wise. Accordingly, suitable repairers will be identified and quotations will be sought. At least three quotations are mandatory for comparison. Purchase committee meeting is organized at least 4 times in a year other than specific purchase meetings to review and discuss about the purchase of items required by institute. This includes every year before commencement of academic, before every semester exam and at the end of academics. The requirements are invited from each department Head, reviewed and recommended for purchase.

## **5.0 Feedback policy**

The institution collects the feedback on curriculum, facilities available, teaching methods at college and courses, various programmes conducted college from different stakeholders such as the students, alumni, faculty, guest faculties, employers and parents. The feedback hence collected helps the academic monitoring committee to analyze student performance, faculty performance at end of every academic year, utilization of infrastructure and requirements for quality enrichment. Institute collects the feedback using e-forms- google forms students, alumni, parents and teachers on respective elements of Curriculum which is prescribed by the University/ PCI. As per PCI, institute conducts induction programme for all the new students joining the institute, during the programme the 1<sup>st</sup> feedback is taken from students and parents. The 2<sup>nd</sup> feedback is taken end of the academic year form the students

regarding the curriculum, syllabus and teaching methods. The 3<sup>rd</sup> feedback is taken from the teachers regarding the facilities available at the institute for smooth conduction of lectures and practical's. The 4<sup>th</sup> feedback is again the student feedback on completion of course regarding overall conduct of curriculum. The 5<sup>th</sup> feedback is form parents which are taken when their ward completes the course. The institute is very active on social media and they are used to collect the online- feedback from alumni (6<sup>th</sup>) as well as from the experts of Industries and academia. The college also conducts Alumni Meet, in which suggestions and feedback is received from alumni students. Similarly, feedback of their experience from experts coming from industries and renowned Universities are recorded in visitors book (7<sup>th</sup>).

The provided feedback data is presented to the Academic monitoring committee for necessary implementation in curriculum.

**Objective:** To assess and implement the quality teaching methods and overall satisfaction and development of students.

**Feedback collection method:** Survey methods done physically as well as electronically using google forms.

**Collection and analysis:** The physically collected forms are kept with the Feedback committee and goggle forms are stored in official email specific for feedback.

The feedback are continuously reviewed for the syllabus by the respective subject faculty at the end of year with regard to implementation of syllabus, mode of presentation, lecture material, suggested books and updated information.

**Curriculum is reviewed** for overall implementation of course, conduct of examination, facilities and infrastructure available such as canteen, hostel, classroom, laboratories and library, various social and cultural programs conducted and involvement of students, various opportunities provided to the students in academia other than regular syllabus, conduction of guest lectures, and most importantly placement.

**Academic monitoring committee** monitors student's performance at examinations, teaching performance of teaching staff's campus placement and development and utilization of infrastructures and facilities.

## **6.0 Prevention of Sexual Harassment of Women and Gender Sensitization**

### **(PSHW)**

#### **Concept:**

The Supreme Court defined sexual harassment as any unwelcome, sexually determined physical, verbal, or non-verbal conduct. In the given context, the 'Prevention of Sexual Harassment of Women and Gender Sensitization' cell at Poona College of Pharmacy aims to create a congenial working environment which is free of sexual harassment or gender based discrimination for all women employees and students. It is necessary to create awareness and sensitivity to this important issue amongst all concerned and to look into instances of sexual harassment of women at institution and campus. The aim of the policy is to ensure safety, security and dignity of women by taking measures for promoting gender equality and gender amity.

#### **Objectives:**

1. Resolve the issues pertaining to sexual harassment
2. Provide a platform for listening to complaints and redressal of grievances
3. Foster healthy relationship with opposite gender
4. Equip students, faculty and staff with the knowledge of their legal rights
5. Facilitate speedy delivery of justice, through organizing meetings at regular intervals

#### **Working:**

- Assess and examine all grievance complaints received from the women staff/students regarding the sexual harassment.
- Investigate on each complaint received from the women staff/ students by collecting the required information from connected people

- The committee will record such grievances received from the women staff/ students in a separate register maintained exclusively for this purpose. The replay given by the committee to the women staff/students for grievance should is also recorded in the register.
- The committee will find suitable solution to settle the problems faced by the women staff/students in regard to matters relating to sexual harassment after thorough investigation
- Provide feedback to the women staff/students concerned/ about the solution for their grievances and measures to be taken for their prevention
- Observation of International Women’s Day
- Conduct talks, seminars about understanding legal rights, violence and sexual assault prevention

## **7.0 Students Council**

The establishment of student councils play an integral and important role in the student community. Student councils provide a representative structure through which students can debate issues of concern and undertake initiatives of benefit to the college and the wider community Students have a voice and a contribution to make to their college. It is important that they be given the opportunity to express their views on issues of concern to them in the college. It is equally important that they are listened to and encouraged to take an active part in promoting the aims and objectives of the college.

A Student Council is a representative structure through which students in the college can become involved in the affairs of the college, working in partnership with the management, staff and students for the benefit of the college and its students.

A Student Council will set its own objectives.

### **Objectives**

- To enhance communication between students, management and staff
- To promote an environment conducive to educational and personal development
- To promote friendship and respect among pupils
- To support the management and staff in the development of the college
- To represent the views of the students on matters of general concern to them.



A Student Council will identify activities that it would like to be involved in organising, although the final decision on the activities of a Student Council should be agreed with college management.

The Student Council as a whole has responsibility for:

- Working with the staff, Management and fellow students
- Communicating and consulting with all of the students in the college
- Involving as many students as possible in the activities of the Council
- Planning and managing the Council's programme of activities for the year

The guidelines mentioned above are intended to provide practical guidance to student council members in the establishment and operation of the student council.

## **8.0 Research Advisory committee**

### **Working**

Allotment of guide/ co-guide will be done by the institutional Research Advisory Committee ( based on the number of students to be allotted per guide as prescribed by the UGC guidelines) Research problem will be as mutually decided by the student and guide / co-guide . PG students can undertake industrial project for 3-6 months duration. Research publications only from journals indexed in SCOPUS & UGC CARE Reference List of Quality Journals should be used for all reference purposes

Research quality: Dissertation: Should do plagiarism check

PG students: A5 size, 3 copies: 1 Guide, 1 dept library, 1 student

PhD students :A4 size, 3 copies: 1 Guide, 1 dept library, 1 student

Paper publication:

PG: At least 1 paper with IF > 0.5

PhD: Minimum 2 international with cumulative IF > 2

Additionally, PhD Research scholars should present at least 1 paper at national/ international conferences:

## **9.0 NO-DUE CERTIFICATE POLICY**

### **Concept:**

No-due certificate is essential document for providing course completion formalities like issuing Transfer Certificate or course completion certificate. Mostly, it is collected by an individual student after successful completion of the course and sometimes in mid of course as special case. It is felt to improve the practice of producing no-due certificate by the concerned student as and when he applies for issuing TC. When an alumnus from initial batches wants to apply for TC, he has to take many signatures on no-due form. It was not only difficult to find old records but very inconvenience and awkward to senior alumni. Thus aim of the policy is to ease the process of submission of no-due certificate.

### **Objective:**

1. Ease the process of issuing course completion certificate / TC..
2. Avoid the time and inconvenience to find old records and thus improve accuracy of practice.
3. To complete all the dues in time on the last working day of the course of that particular student.

### **Working:**

- 1) Immediately after completion of the examination of last year of the course/ before submission of PG or PhD thesis/ before issuing final year mark-list the student has to submit no-due form, paying the remaining fees or depositing books or any other college property.
- 2) The administrative officer has to preserve no-due forms of all the students of that particular academic year, class wise and roll number wise as document of the office.
- 3) Final Year Mark-list/ Provisional degree certificate / TC will be issued only after submission of the No-due / clearance form.
- 4) For the ex-students of previous batches, the working committee In-charge / Heads prescribed in no-due form has to submit no-due details of all previous years to the administrative officer and accordingly the administrative officer should write remark on no-due form and take necessary action.

## **10.0 TEACHER-WARD SYSTEM POLICY**

### **Concept:**

Poona College of Pharmacy for the overall development of its students believes in providing quality education as well as promoting students participation in co-and extracurricular activities. In this view it becomes essential to understand students for their intellectual ability, attitude, interest and socio-economical background, etc. Based on this concept the institute has been establishing special working committee as Teacher-ward system.

### **Objectives:**

1. A teacher will acts as in house Guardian for the group of students throughout the duration of an education programme.
2. The assigned Teacher should understand intellectual ability, attitude, interest, health issues and socio-economical background etc of an individual ward in view of promoting his academic performance and overall outcome.
3. The assigned teacher should have personal contact of the ward as well as his/her parents and try to solve institute related difficulties remaining in the rules and scope of the college duties.
4. The assigned teacher should act as liaison/ advisor between the assigned wards and other academic committees or for general administration of the institute.
5. This activity should lead to bringing satisfaction of the assigned teacher, assigned ward, college and parents.

### **Working:**

- 1) A teacher will be assigned 25 students; these particular students will be “assigned wards” throughout the duration of his/her academic programme in the college.
- 2) Any unassigned student from the lateral entry/ re-admitted after backlog examinations will be adjusted amongst the Assigned Teachers, if and when applicable. Such students can be preferably assigned under the Teacher having less than 25 wards.
- 3) The Assigned teacher should have one-to one/regular interaction with the assigned wards and if required Teacher should communicate parents of wards. In addition, Teacher-ward meeting should be held once in the six months and submit report to the In-charge. It will be followed with meeting with the authority.

- 4) The assigned teacher should keep track of attendance / performance in examination or any other activity of the assigned wards and should appreciate / instruct the ward in view of promoting teaching-learning outcome.
- 5) Assigned teacher should appoint Ward incharge (s) amongst his group.
- 6) Class teacher should distribute students from their class to the Teachers.
- 7) Authority should appreciate one “Best Teacher under Teacher Ward System” and one “Best Ward under Teacher Ward System” every year under Teacher –ward system. ( Need suggestions on criteria)
- 8) At present the system is applicable for B.Pharm. and Pharm.D. programmes.

## **11.0 ATTENDANCE POLICY**

### **Concept:**

Poona College of Pharmacy aims for high academic performance of the students. In this view it becomes essential to monitor the conduct of lectures, practicals and student attendance on daily basis. Also as per the PCI regulation it is mandatory for students to have 80% attendance. The institutional academic monitoring committee shall monitor the regular attendance of the students.

### **Objectives:**

1. To record the student attendance on daily basis.
2. To take necessary and timely action on the defaulters
3. To improve the overall academic performance of the institute

### **Working:**

1. As per PCI Guidelines 80% attendance in Theory and Practical is mandatory.
2. Application for Leave of Absence, pre-approved by Mentor should be given to the class-teacher before remaining absent.
3. Leave with permission will be considered within 20% allowance and not in 80% attendance.
4. For extra or co-curricular activity, the respective in-charge should grant the leave of participating students in advance and communicate the same to CT.
5. Class teacher should calculate final cumulative attendance considering permission for participation by various extra- and co-curricular activities.

6. For First Year & Direct S.Y students the attendance should be calculated from their respective date of admission.
7. CT has to give report of monthly attendance on 4<sup>th</sup> of every month as per Log Book and excel sheet to the Secretary.
8. CT will send email of monthly attendance to all PCP faculties on 4<sup>th</sup> Day of every month. The Mentor of teacher ward system should take review of it to know performance of their ward.
9. Mentor of Teacher –ward system, in addition to CT should act separately to improve performance of their ward. If any special situation (very poor performance or recognizable achievement) mentor should act liaison between the ward and the CT.
10. CT should take necessary action of sending email / phone (reporting to the student & parents) by 10<sup>th</sup> day of the month.
11. The defaulters will not be permitted to appear for the Sessional / University Examinations.

## **12. ALUMNI ASSOCIATION POLICY**

PCP since inception in 1981 has standing of successful four decades and thus have alumni placed across the globe at higher positions. Alumni network has a real life benefit for the current students as well as for networking of seniors. The senior Alumni also donate their valuable time to offer career support to current students that enhances the students' experience and gives them competitive edge in today's tough job market. The association also wishes to appreciate the achievements of alumni by preparing Success Story that will be given wider publicity so that the current students will be motivated with the achievements of their seniors.

### **Objective:**

Preparation of collective database of alumni since inception of college.

To communicate on regular basis with the alumni and the institute keeping mutually informed about the developments of the alumni as well as the institute.

To foster more extended relationships between present students and staff and others associated with the institute.

To organize, social, educational and networking events locally at the college and at batch level.

To encourage alumni to act ambassadors of the institute and assist in the further development of the members & the institute.

To provide continuing education enrichment experience for alumni and present students of the institute.

To display job opportunities for benefit of outgoing students as well as for senior Alumni.

To provide opportunities for research collaboration/MOU/consultancy to the faculty/ students of the institute.

To appreciate achievements of Alumni, present students and faculty.

Generate funds for the development of the institute / support students for

Education / research and also for the promotion of the objectives of the association.

To maintain books of Accounts/bills/vouchers/Receipts and get the Annual Audit done.

### **Roles and Working:**

#### **Registration**

The students of the institute will be encouraged to be a part of alumni association by becoming member of the association.

#### **Guidance by Alumni to current students**

Alumni achievers of the institute will be invited to share their experiences with the current students so as to motivate them where about 10 Alumni per academic year shall be invited. The required hospitality shall be borne by the association.

#### **Executive Council meeting and submission of audited statements**

The executive council meeting of the association will be held once in year to discuss future plans on working of the association and to consider the financial status of the association. The planning of alumni meet shall also be done in these meetings

The account of association will be audited by CA and the audited statements of each financial year shall be submitted to the concerned authority.

### **Success Story**

In order to celebrate success of alumni and build up database 'Success Story of PCPIEN' shall be published/displayed in the institute so as to motivate the current students. The process for selection of alumni for Success Story is detailed below.

The alumni database will be prepared by creating and circulating a Google form link through various social media.

For convenience and to provide opportunity to maximum members, the alumni database will be divided into group of four years as 1986-1990, 1991-1995, 1996-2000 and 2000-2005 and in such increment for B. Pharm., M. Pharm., PhD and Pharm. D. Alumni with its passing period of more than 15 years shall be preferentially considered for this purpose.

For selection of alumnus from the selected 4 years group, not less than 5 alumni achievers will be suggested by President and /or secretary of the association and one of them will be nominated by the committee members comprised of office bearers of the association, Principal, Vice Principal and Head of the Departments of the institute. This will be done by creating a Google form in which marks out of 10 will be given by the committee member to the selected alumni and the alumnus with highest average score will be selected for the display of Success Story.

The remaining alumni from the particular group will be considered in the next cycle of Success story.

The Success Story for one alumni will be displayed only once in the institute.

The Success Story will be displayed monthly.

There will be rotation in the achievement fields (e.g. Entrepreneur/Academics/R & D/F & D/Marketing/Clinical Pharmacy/IPR etc.) of alumni as per availability so that no repetition of the same field occurs in a single cycle of Success Story.

The selected alumni will be asked to prepare a video of 3 minutes duration which upon editing will be shared on the official social platforms of the institute along with flyer.