



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

Faculty of Pharmacy

Approved by AICTE & PCI, New Delhi

Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

Website – www.parikrama.edu.in, Phone – 9766126772,

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Criterion – 6

6.2.2 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

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VISION AND MISION OF THE INSTITUTE

Vision

To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas.

Mission

M1: To improve quality of pharmacy education through qualified mentors and providing state of the art facilities for both theory and practical.

M2: To furnish students with proficiency, team spirits that meets the pre-requisites of talent acquisition in pharmaceutical and healthcare sectors.

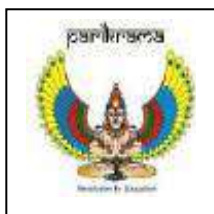
M3: To groom students as professional pharmacist entrepreneurs for socio-economic upliftment.

<http://parikramapharmacy.com/our-vision-mission/>



Principal
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Program Educational Objectives (PEOs)

PEO1: To provide Knowledge associated with Pharmacy Profession.

PEO2: To inculcate professional and ethical attitude with lifelong learning habits in students to develop competent pharmacy professionals.

PEO3: To develop entrepreneurship skills and leadership traits in students to facilitate improvement in health and wellbeing of society.




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ADMINISTRATIVE RULES AND REGULATIONS

RECRUITMENT

Eligibility Criterin:

Teaching Staff

1.1.1. Norms Prescribed by PCI

1.2. Selection Procedure

The Selection Committee, selection process and mode of appointment of principals and teachers shall be as per the guidelines, directions of the Savitribai Phule Pune University.

A. Appointment of Principal:

- i.** Principal of the College may be appointed from amongst the teachers of the College or by direct recruitment through selection, and this post shall be considered as non- vacation post.
- ii.** The appointment of Principal of the College shall be made by the Competent Authority on the recommendations of the Selection Committee constituted by Savitribai Phule Pune University. The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor. If the Vice-Chancellor does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Vice-Chancellor for his decision, which shall be final.
- iii. a.** The Principal who desires to relinquish his post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he so desires within first two years of his appointment, the period of notice shall be

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three months and in lieu thereof he shall pay three months' total salary. He shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.

b. The Principal who is selected from amongst the teachers or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he represents. In case of the Principal who is appointed from amongst the teachers of the same college, on going back to his original post, his pay as a teacher shall be fixed in his

original scale as if he had continued in the post. In the case of the Principal who was not a teacher of the college at the time of his appointment as Principal, his pay as a teacher shall be fixed in his previous scale as teacher as if he had continued in the post.

iv. In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the management of the College to the senior most teacher in the college in addition to his own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.

B. Appointment of Teachers:

a. All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit

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their applications.

- b. The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the College, Head of the Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.
- c. The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.
- d. The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.
- e. The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts. Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. There after the decision of the Competent Authority, if approved by the Vice- Chancellor, shall be final.

Major steps in appointment are as follows:

- Approval of Teaching Posts by Savitribai Phule Pune University
- Advertisement for filling teaching positions in leading Newspapers.

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-
- Scrutiny of applications received before last date mentioned in the advertisement
 - Selection committee is constituted by the Savitribai Phule Pune University
 - Fixing of schedule for conducting interview
 - Intimation to candidates regarding date and time of interview
 - Reporting of candidate and verification of certificates
 - Interview conducted by Selection Committee constituted by Savitribai Phule Pune University
 - Submission of selection committee recommendations to Savitribai Phule Pune University for approval.
 - Issue Appointment letter to the selected candidate
 - Joining by selected candidate and inclusion of the candidate in regular muster roll.

C. Filling in of Temporary Vacancy (Adhoc Appointment at institute level through local selection committee) :

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy. If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Appointing Authority on the recommendations of the Local Selection Committee.

Major steps in appointment are as follows:

- Advertisement of teaching positions in leading Newspapers
- Scrutiny of applications received before last date mentioned in the advertisement
- Fixing of schedule for conduct of interview
- Intimation to candidates regarding date and time of interview

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- Reporting of candidate and verification of certificates
- Interview by local selection committee
- Submission of local selection committee recommendations to Savitribai Phule Pune University for approval (for one academic year)
- Issue appointment letter to the selected candidate.

D. Reservation of Posts: The college shall reserve the posts out of the total number of posts to be filled in by selection, for the members of the reserved categories as Scheduled Castes, Scheduled Tribes, Denotified Tribe and Nomedic Tribes.

1.2.1. LIBRARIAN

Sr. No.	Cadre	Qualification	Experience
1	Librarian	Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record. Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	No minimum Experience requirement

2. SERVICE RULES AND REGULATIONS



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2.1. Probation policy

- The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.
- Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

2.2. Service Book

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University /College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the

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service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

2.3. Assessment of Teachers Work

In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year.

In addition, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:

- For evaluation of six monthly report during the period of probation.
- For confirmation in service.
- For Assessment at the time of crossing Assessment Bar in 2[pay scales.]
- For consideration at the time of interview for a higher post.
- Once every three years for determining whether the teacher continues to take his work seriously.

2.4. Increment

- Increments will be sanctioned only on satisfactory report of performance of the employee.
- An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with- holding of increment shall have the effect for postponing the future increments also.

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- In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

2.5. Promotion

- i. Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- ii. Other things being equal, seniority will be the deciding criterion.

2.6. Seniority of Teachers

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

- Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College/Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.
- The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.
- As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.
- The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.

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2.7.

- Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
- Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to an Assistant Professor.

2.8. Retirement Policy

- An Employee of the institution shall be retired on superannuation when he/she attain the age of 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of sixty (60) years for reasons of inefficiency, ill-health and the like.
- However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

2.9. Resignation Policy

- Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is

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earlier. Again, normally they will not be relieved in the middle of a semester.

- Any member of the faculty/Support staff during probation or if appointed on local/ad- hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.

2.10. Termination of Service of and Employee:

- The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- The Management may terminate any faculty /staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.
- In case of doubt or interpretation of rule, the decision of the President/Founder Secretary & Correspondent will be final.
- Not with standing said anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.
- The management subject to ratification of the governing council is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration of college.

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2.11. Code of Conduct:


- An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other

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matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.

- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

2.12. Disciplinary Proceedings:

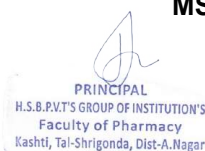
No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to

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time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

3. JOB RESPONSIBILITIES OF TEACHER:

The job responsibilities as a faculty consist of four components viz.

- Academic activities
- Research & Consultancy
- Administration and
- Extension Services

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below.

3.1. Academic Activities

- i. Class Room Instructions
- ii. Laboratory Instructions
- iii. Curriculum Development
- iv. Development of Learning Resources Material & Laboratory Development
- v. Student Assessment & Evaluation including examination work of University
- vi. Participation in Co-curricular & Extra Curricular Activities
- vii. Students guidance & Counseling & helping their ethical, moral, and overall character development
- viii. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
- ix. Counting Education Activities

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- x. Self development through upgrading qualification, experience and professional activities.

3.2. Research & Consultancy


- i. Carry out Research & Development Activities and Research Guidance
- ii. Industry sponsored Projects
- iii. Provide Consultancy and Testing Services to industries in order to promote industry institution interaction and R & D.

3.3. Administration

- i. Academic and Administrative management of the Department/Institution.
- ii. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- iii. Design and development of new programs.
- iv. Preparing project proposals for funding in areas of R & D work.
- v. Laboratory Development, Modernizations, Expansion, etc.
- vi. Monitoring and Evaluation of Academic and research activities.
- vii. Participation in policy planning at the Regional/National level for development of technical education.
- viii. Helping mobilization of resources for the institution.
- ix. Develop, update and maintain MIS.
- x. Plan and implement Staff Development activities.
- xi. Conduct Performance Appraisal.
- xii. Maintain accountability.

3.4. Extension Services




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- i. Interaction with Industry and Society.
- ii. Participation in Community Services.
- iii. Providing R&D Support and consultancy services to industry and other User agencies,
- iv. Providing non-formal modes of education for the benefit of the Community.
- v. Promotion of entrepreneurship and job creation.
- vi. Dissemination of knowledge.




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- vii. Providing technical support in areas of social relevance.
- viii. Any other relevant work assigned by the Head of the Institution.

3.4. Work Load

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

- Principal: 4 hours/week
- Professor: 8 - 10 hours/week.
- Associate Professor: 12 - 14 hours/week.
- Assistant Professor: 16 - 18 hours/week.

3.5. Teaching Days

The college shall have at least 180 full teaching day per year or 90 full teaching days per semester. Teaching days here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

4. LEAVE RULES

4.1. Casual Leave:

- a) The teacher shall be entitled to 15 days casual leave in an academic year.
- b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.
- c) The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave

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except to special leave.

4.2. Special leave:

- a) The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.
- b) The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to special




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leave not exceeding 15 days in a year.

- c) The teacher attending the examination work of the University shall be treated to be on special leave.
- d) The teacher who is deputed/sponsored by the University/College/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work on behalf of UNESCO or similar other organisation or under Colombo Plan or Cultural Exchange Scheme or Collaboration Schemes or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc. shall be treated on special leave for the period of his absence from duty.

4.3. Earned Leave:

- a) The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.
- b) The teacher other than the one included in (a) above shall be entitled to one twenty seventh of the period spent on duty and the period of earned leave as provided in the provision to S. 423 subject to his accumulation of maximum of 80 days. For this purpose the period of working days only shall be considered.

4.4. Medical Leave:

All the employees are entitled for **Ten Medical Leaves (ML)** in an academic year (1st July to 30th June).

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- In case of **Medical Leave**, a medical certificate from Registered Medical Practitioner should be produced.
- In case of emergency, a special leave may be granted subject to the approval from Founder Secretary.
- In case of emergency / Medical Leave, the employee should inform to the Principal.

4.5. Study Leave:

- (a) The permanent whole-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave, together with leave due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.
- (b) The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.
- (c) The teacher may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.
- (d) In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.

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- (e) The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.
- (f) The teacher availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave. After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favour of the University/College/Institution in the prescribed form.

The teacher who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

4.6. Maternity Leave:

- The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate.
- In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.
- The teacher may prefix or suffix this leave to other leave to her credit.

4.7. Vacation Leave:

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Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

4.8. Permission/Movements


Depending on urgency of the matter Principa/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

Competent Authority:

- For Principal- Campus Director
- For all teaching faculty/Non-Teaching Staff- Principal/ Senior Faculty (in absence of principal)

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Policy Documents

The development of policy documents for the administration of college operations is crucial to ensure efficient management, effective governance, and the overall growth of educational institutions. These policies provide guidance on all areas of the college's functioning, including academic activities, student services, and administrative processes. These policy documents have been established starting from June 2019 to May 2024.

Sr. No.	Policy Document
1.	Mobilization of Funds
2.	QIP Policy
3.	Green Campus Policy
4.	Policy for R & D
5.	Financial Support Policy
6.	Fees Concession Policy
7.	Electrol Literacy Club
8.	Examination Policy
9.	E Governance Policy




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MOBILIZATION OF FUNDS AND OPTIMAL UTILIZATION OF RESOURCES

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Mobilization of Funds and Optimal Utilization of Resources

The schools have procedures in place to control how money obtained from various sources such as tuition, scholarships, research grants, etc. is used effectively. Resource use will be carried out according with the next procedure.

Planning: The Principal arranges a meeting between the upper management of all of the categories and purchase departments to finalize the budget for the year. The different faculties are urged to submit requests for funding together with any necessary supporting materials.

Creating a budget: The annual budget created for the various inventory and retail departments is submitted for the Principal's Approval. The management committee received the institution's consolidated budget after the principal had reviewed the budget and requested it from the administrative office before sending it for final approval.

Following points are to be considered while preparing the budget:

Sources:

Fees: Tuition and student development fees are calculated based on the number of students enrolled. Different scholarship and fee-waiver programs offered by government agencies and other organizations are also taken into account.

Research Grants: The college keep in a particular award is additionally taken into account when faculty members apply for various research funds like SPPU, AICTE, etc.

Allocation: After reviewing the budget proposal that the institution's Principal presented, the management distributes the cash in accordance with the specifications of the demanded expenditures. If there are no differences, the budget gets approved and the funds are disbursed.

Expenditure: Funds are utilized for the Different development activities like.,

Salary: The salaries of the college's teaching and non-teaching. The college is an independent for-profit organization with no government funding. The standards for admission and faculty decide the salary component.

Administrative Expenses: expenses for auditors, the internet, printing and postage, office supplies, telephone calls, travel, and conveyance, among others.

Purchase: Before the start of the academic year, the demands from all departments are started for the purchase of laboratory supplies, hardware, and glassware.

Operating Expenses: Governing bodies Fees (PCI, SPPU Affiliation, NAAC, NBA), professional membership costs, legal fees, website costs (including upkeep and repair), Land along with construction taxes, and security charges.

Expenses in respect to Students: Enrolment fees, exam fees, Earn and Learn initiatives, major/minor research projects, seminars, costs associated with online tests and tutorials, costs associated with extracurricular activities like as sports and culture, etc.

Expenses in respect to Faculty: coordinating internal seminars and outside speakers. Support in the cost of participating FDP and non-college conferences.

Assets: In accordance with the needs, computers and hardware, library books, National and International scientific publications and periodicals, furniture and fittings, office supplies, etc. are purchased.

Development and Maintenance activities: A thorough report on the use of funds is required from the affected party. Following that, the note is sent to the principal for review and approval. Principal sent the memo to management for final approval while considering the importance of the necessity. After receiving management permission, The Principal instructs the HOD to use the requested funds.

Audit: The administrative office's accounts division verifies the costs associated with various institutional and departmental activities using supporting documentation and provides comments for the account's final settlement. The accountant conducts both internal and external audits on a regular basis to make sure that the funds are allocated properly. accountant at regular intervals to ensure a proper utilization of the funds as per their allocation.

Optimal Utilization of Resources:

The college wants to support faculty involvement at various levels of research, development, consulting, and other activities.

Depending on funding availability, teachers may be granted travel grants to attend or present research papers at national and international conferences in India or overseas.

The best possible use of the infrastructure is made possible by promoting creative methods of instruction and learning.

The physical infrastructure that is now in place is used as an examination Centre for University Exams.




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Ref. No.: HSBPVT/Estt/2021-22/ 1

DI: 20/09/2021

Office order

All the staff members are hereby informed that, trust is going to implement 'Quality improvement program' & 'English language competency program' from Academic Year 2021-22. The details regarding 'Quality improvement program' & 'English language competency program' are as below.

Quality improvement program for faculty

1. Faculty have to attend minimum one conference every year. (30% registration fees will be reimbursed to faculty)
2. Faculty have to present minimum one paper in conference every year. (100% registration fees will be reimbursed to faculty)
3. Faculty have to publish minimum one paper in UGC approved journal every year.

This Quality Improvement Program is applicable to cadres – lecturer, Assistant professor, Associate Professor & Professor. Faculty have to complete quality improvement program to entitle annual increment.

English language competency program

1. Every staff (Teaching & Non-teaching) have to qualify English language proficiency test every year.
2. Failed staff have to complete the spoken English course. Fees will be recovered from their salary.



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Green Campus Policy

HSBPVT'S GOI Faculty of Pharmacy, Kashti demonstrate higher sensitivity and responsibility in Implementing green concepts in the campus. The campus sustainability initiatives is established with the aim of promoting green practices in and beyond the institution and develop best practices strategies in environmental management. Although establishment and maintenance of green campus is important, spreading awareness on the green practices among students and educating stake holders is our priority.

The policy starts with information and ends with a plan of action. In turn, HSBPVT'S GOI Faculty of Pharmacy, Kashti will fairly manage water resources, waste management, conserve natural resources, and provide eco-friendly and recommend minimal paper use. Institute will implement following practices towards establishment and maintenance of green campus and adopt the awareness and green initiatives beyond the campus too. This will result in safe environment that is a better place to live, learn and play.

The policy's primary goal

1. The policy's primary goal is to safeguard the campus's ecological systems and natural resources.
2. To make sure that environmental resources are used wisely in order to satisfy the needs and ambitions of both the present and future generations.
3. To include environmental issues into policies, plans, and initiatives for community outreach and social development.
4. Collaborate with all interested parties and the neighborhood to spread knowledge, encourage the adoption of environmentally sound practices, and lessen any unfavorable effects on the environment.
5. To continually increase our contribution to resource conservation, climate protection, and adaptation to climate change.

Water management

- Rainwater harvesting should always be practiced and put into action to address and manage future water scarcity issues.
- safeguarding the ecosystem from climate changes and conserving water resources.
- Regularly check faucets for dripping and fix them right once to safeguard the supply of drinkable water.
- Drip irrigation should be encouraged across the entire campus for efficient water management.

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Waste Control

- Increase societal understanding of waste management for ecosystems and disposal techniques.
- Encourage the use of garbage as a source of renewable energy.

Solid Waste Administration.

As part of the Swatch Bharat initiative and Clean and Green Campus, solid waste is separated into biodegradable and non-biodegradable categories and given to the appropriate organization. Solid waste is also treated and used for a biogas plant in the central campus. All departments, laboratories, and classrooms are provided with dustbins for the proper disposal of dry waste. Strategic sites are used to divide waste into dry and moist waste from the designated dustbins, keeping the campus tidy and environmentally friendly.

- Using sanitary disposal equipment is one of the best strategies the college has used for environmentally friendly disposal methods.

Management of E-Waste

The issue of properly disposing of electronics is a side effect of their widespread use. The College is debating how to deal with the problem of electronic garbage, or e-waste, on campus in an efficient and economical manner. People routinely throw away things due to wear and tear, but technological improvements have sped up the increase of e-waste as students, staff, and administrators frequently upgrade to better devices. This increase has compelled college officials to thoroughly consider and address the proper disposal of these products on the entire campus. The college uses the most cutting-edge and environmentally friendly e-waste disposal techniques. For example, an AMC is kept to regularly check the efficiency of CPUs and Monitors, and professional advice are followed to dispose of the same in the market.

Liquid Waste Management

The second most important component to life after air is water. Water is a finite resource that will eventually experience shortages if it is not properly managed. Water conservation can significantly impact the reduction of these anticipated shortages. Students, instructors, and staff are made aware of the necessity of water conservation. It is recommended that students at HSBPVT'S GOI Faculty of Pharmacy, Kashti consume water directly from the faucet and refill bottles as needed. There are no single-use bottles allowed

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Renewable Energy

- Improve awareness about renewable energy.
- Promote adaptation of solar power equipment's/converters. Adopt and promote power saving electrical equipment.
- Beware on the role of scientific electrification and the use of bulbs and equipment in saving of power.

Green Building

- Promote and advocate the implementation of solar passive technology for sustainability and green concepts.
- Cleanliness in and around the campus and waste minimization

Paperless Practices

- Advocate the benefits of paperless work in reducing the waste production and green practices.
- Digital Library.

Tobacco Free campus

- According to institute policy and rules the use of tobacco products is treated as offence.

Efforts To Go Green Outside Of The Campus

It should be planned and encouraged to expand the Green Campus Programs beyond the campus. Kashti, a student at the HSBPVT GOI Faculty of Pharmacy, for her work in promoting sustainability on and off campus. Programs to promote green neighborhoods will teach social skills to students at the HSBPVT GOI Faculty of Pharmacy in Kashti and raise awareness of the need to reduce pollution, conserve energy, use renewable energy sources locally, and protect agricultural and environmentally sensitive areas. The NSS Unit will launch the student-led Green Campus programs under the direction of the NSS Program Officer.

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TIPS FOR SAVING ENERGY:

1. Turn on power management settings on your computer and monitor so they enter a low power "sleep" mode when you're not using them.
2. When you leave your desk, turn off your monitor.
3. Make your laser printer's power management features active.
4. Shutdown rather than logging off whenever possible.
5. Turn off superfluous lighting and make use of natural sunlight.
6. Steer clear of using accent lights.
7. Make use of LED or CFL lighting.
8. When not in use, turn off the lights in conference rooms, classrooms, and laboratories.
9. Only use the fans when necessary.



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Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701
Approved by PCL New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.
Website - www.pachputra.edu.in, Phone - 9765126772, Email - pachpute@gmail.com
Vision - 'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'

Notice

Dear students, staff and faculty members,

We would like to bring to your attention HSBPVT GOI Faculty of Pharmacy has implemented a plastic ban on campus. The use of plastic bags, water bottles, straws, and any other plastic items is strictly prohibited. This decision has been made in an effort to reduce the amount of non-degradable waste generated on campus and to promote environmental sustainability. We request all members of the college community to cooperate in the implementation of this ban.

We encourage everyone to bring their own reusable bags, bottles and utensils to minimize the use of plastic on campus. Let's all work together to protect the environment and create a sustainable future.

Thank you for your cooperation




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Kashti, Tal-Shrigonda, Dist-Ahmednagar

DTE Code: 5303
PCI code: 851

PUN Code: CPHA017210
AISHE Code: C-41322

AICTE ID: 1-12614931
MSBTE Code - 2022



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

AP-Kashti, Tal-Shrigonda, Dist-Almendnagar, Pin-414701
Approved by PCI, New Delhi, Affiliated to Savitribai Prate Pune University, Pune & MSBTE, Mumbai.
Website - www.parkaram.edu.in, Phone - 9765126772, Email - parkar@gmail.com
Vision - 'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'

Notice: Green Policies Implemented by College of Pharmacy

Dear Students and Staff,

We are pleased to announce that College of Pharmacy kashti has implemented various green policies to reduce our environmental impact and promote sustainability.

Our college has implemented a source segregation system for the collection of dry and wet waste, with color-coded waste bins placed at every corner and common room. We encourage our housekeeping staff to follow these waste management practices, and the collected waste is handed over to the local authority for proper disposal.

To minimize paper usage, we have developed an ERP system for all academic and administrative activities. Additionally, we collect and dispose of liquid waste from labs and washrooms through a well-constructed drainage system. In terms of non-degradable waste management, we have implemented a well-defined e-waste

proposal policy and follow the hazardous waste management practices recommended by the Protection Act. Our faculty members guide students on the proper use and handling of chemicals in the labs, and we encourage the use of less hazardous chemicals. We also dispose of water-soluble chemicals through the sanitary sewage system after solubilizing them in water.

Furthermore, we have banned the use of plastic on our campus to reduce non-degradable

waste.

We hope that these policies will create a cleaner and greener environment for all of us to live and work in. We encourage everyone to support these initiatives and help us make a positive impact on the environment.

Thank you for your cooperation.




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Faculty of Pharmacy
Kashti, Tal-Shrigonda, Dist-A.Nagar

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Hon. Shri. Babanrao Pachpute Vichardhara Trust A/P Kashti, Tal. Shrigonda Dist. Ahmednagar


Ref.No.: HSBPVT/2019-20/001-B

DI. 21/06/2019

NOTICE

All teaching staff of HSBPVT's Group of Institutions, Faculty of Pharmacy are hereby informed that we have been formulated policy for Research and Development with the aim to nurture research activities in the institute. Accordingly we have decided to give financial support for following activities related to research and development W.E.F. 1st July 2019.

- i. Publication in the UGC care listed, SCOPUS, Web of Science indexed journals
 1. Publication in national journal- Rs. 1000/-
 2. Publication in international journal- Rs. 2000/-
 3. Publication in journal with more than ONE impact factor- Rs. 3000/-
 4. Publication in journal with more than TWO impact factor- Rs. 5000/-
- ii. Research grants from Government and Non-Government funding agencies
 - 10% of the total research grant will be remunerated to the faculty
- iii. Consultancy pharmaceutical research projects
 - 50 % of the total recovered cost of the consultancy projects will be given to the faculty


Chief Executive Officer (CEO)

HSBPVT Group of Institutions

Chief Executive Officer

Hon. Shri. Babanrao Pachpute

Copy to: Vichardhara Trust



1. Principal, HSBPVT's GOI, Faculty of Pharmacy
2. Administrative office, HSBPVT's GOI, Faculty of Pharmacy
3. Academic director, HSBPVT's GOI




PRINCIPAL

H.S.B.P.V.T.'S GROUP OF INSTITUTION'S
Faculty of Pharmacy
Kashti, Tal-Shrigonda, Dist-A.Nagar

Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

A.P.Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701
Approved by PCI New Delhi Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai
Website - www.purakrama.edu.in Phone - 9766126772 Email - pvp@pvt.com
Vision - To provide high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas.

Policy for Financial Support

HSBPVT's, GOI, Faculty of Pharmacy provides the financial support to attend conferences/workshops/ seminars/ symposia/ faculty development programs/training programs/membership of professional bodies/conducting research activities to all the full-time permanent faculty members of the Institute. Teachers who have completed at least one year of service will be eligible to seek financial support to attend or participate in the faculty development programmes at university/state/national level. It intends to promote improvement of research attitude among faculties and researchers by expanding facilities by providing a forum for quality of education for benefit of students in terms of exchange of knowledge, experience and research.

Objectives of Policy:

- 1) To improve interaction of the teachers with allied professionals from other National/International institutes and industries.
- 2) To upgrade educational qualification and knowledge of teaching staff and also for increasing efficiency and ability.
- 3) To keep up-to-date with the latest developments in their specific subject of teachers.
- 4) To get current knowledge about latest tools, technology and skills for teaching profession.
- 5) To fix in-depth research skills of the teachers for better progress.
- 6) To acquire and improve art of teaching at the institute level to achieve goals of higher education.
- 7) To promote the teacher regarding research in their subjects for betterment in quality level education.



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Kashti, Tal-Shrigonda, Dist-A.Nagar



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Kashti, Tal-Shrigonda, Dist-A.Nagar

Hon.Shri.Babanrao Pachpute Vichardhara Trust,

At Po-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin Code- 414701, Email- info@parikrama.edu.in

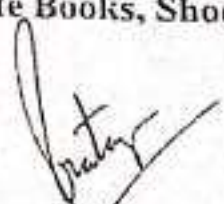
Ref:- HSBPVT/Policy/

Date- 19/06/2023

Fee concession policy for wards studying in Parikrama Public School whose father Or mother working in HSBPV Trust. With effect from A.Y. 2023-24.


Sr. No.	Salary of Staff working in HSBPV, Trust.	Fee to be paid in percentage	Fee concession in percentage
1	Rs.20,000/- or less than Rs.20,000/- per month.	15%	85%
2	Between Rs.20,001/- To Rs.30,000/- Per Month.	25%	75%
3	More than 30,001/- Per Month.	35%	65%

Note :- No concession in Uniform, Books, Note Books, Shoes & Trips/Picnic.


Adv.Shri. Pratapsinh B. Pachpute
Chief Executive Officer,
HSBPVT'S, Kashti.

Chief Executive Officer
Hon.Shri.Babanrao Pachpute
Vichardhara Trust




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**Hon. Shri. Babanrao Pachpute Vichardhara Trust
A/P Kashti, Tal. Shrigonda Dist. Ahmednagar**

Ref.No.: HSBPVT/2019-20/006-B

DL 04/06/2019

NOTICE


All teaching and non-teaching staffs of the HSBPVT's Group of Institutions are hereby informed that it has been decided to give 50% fees concession in tuition fees of the ward of employee of the trust studying Parikrama Public School with effect from Academic Year 2019-20.


Chief Executive Officer (CEO)
HSBPVT Group of Institutions
Chief Executive Officer
Hon. Shri. Babanrao Pachpute
Vichardhara Trust
Copy to:



1. All Principal, HSBPVT's Group of Institutions
2. Administrative office, Parikrama Public School
3. All staff of HSBPVT




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A/P-Kashti, Tal-Shrigonda, Dist- Ahmednagar, Pin- 414701

POLICY DOCUMENT

EXAMINATION

Website- www.parikrama.edu.in; Phone- 9766126772; Email - pariphr@gmail.com

DTE CODE: 5303

PUN CODE: CPHA017210

AICTE ID: 1-12614931

PCI CODE: 851


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EXAMINATION POLICY DOCUMENT




PRINCIPAL
H.S.B.P.V.T.'S GROUP OF INSTITUTION'S
Faculty of Pharmacy
Kashti, Tal-Shrigonda, Dist-A.Nagar

VISION OF THE INSTITUTE

To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas

MISSION OF THE INSTITUTE

1. To improve quality of pharmacy education through qualified mentors and providing state of the art facilities for both theory and practical.
2. To furnish students with proficiency, team spirits that meets the pre-requisites of talent acquisition in pharmaceutical and healthcare sectors.
3. To groom students as professional pharmacist entrepreneurs for socio-economic upliftment.

PROGRAM EDUCATIONAL OBJECTIVES

1. To provide knowledge associated with pharmacy profession.
2. To inculcate professional and ethical attitude with lifelong learning habits in students to develop competent pharmacy professionals.
3. To develop entrepreneurship skills and leadership traits in students to facilitate improvement in health and wellbeing of society.




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1. Examination In charge and CEO will check availability of stationary required.
2. Preparation of Sessional examination time table as per institute academic calendar by Examination In-charge at the start of every semester.
3. Display sessional examination time table to students 15 days before commencement of examination.
4. Preparation of question paper with model answer key by respective subject teacher as per Annexure-I with approval of HOD.
5. HOD will approve question paper through email & send approval to subject in-charge & examination in-charge. HOD shall check quality of question paper for mapping of questions to respective CO's and Blooms taxonomy. Teachers have to submit question paper with model answer key to examination department after approval from HOD.
6. Approved question paper shall reach to examination in-charge at least 4 days before commencement of examination by subject teacher.
7. Printing and Xeroxing of question papers will be done one day before by assistant in examination department. Four extra copies will be xeroxed for record keeping.
8. Examination in-charge will prepare invigilation / internal squad schedule and will notify to invigilator four days before commencement of examination.
9. Internal examination squad involves teaching and non-teaching staff members. The non-teaching staff will check the student for carrying any writing material, cheats, books etc. outside the examination hall 30 min before the commencement of examination. The teaching staff members who have assigned a squad duty should take the two rounds and check the students in between the paper.
10. Before and after performing the duty of squad concern person do the signature in register which is kept in examination room.
11. If any invigilator / internal squad want to alter their duties, will give alternative invigilator / internal squad with written permission from examination in-charge.
12. Students shall occupy seats 15 min before examination time.
13. The invigilator should report to exam department 30 min before the examination time & shall reach to examination class 15 min before examination time with answer sheets.




14. Examination shall be conducted strictly and no malpractices shall allowed. It is the responsibility of invigilator & squad team to observe malpractices and take necessary action.
15. After completion of examination, invigilator shall submit answer sheets and remaining material to examination department within 10 mins.
16. Distribution of answer sheets for assessment- Subject teacher should collect the answer sheets for assessment from CAP center. He or She should check the answer sheet in CAP center in seven days and submit the assessed answer sheets along with required documents in exam department. Before submitting the assessed answer-sheets in exam department the subject in-charge must show the answer-sheets to the students and take the students signature on answer-sheets. The moderation of checked answer-sheets will be done as per **Annexure-II**.
17. While receiving and submitting the answer-sheet the respective subject teacher should count and check the number of answer-sheets and do the signature in register.
18. Once the answer book bundle is submitted in exam department no one will get it back from exam department. So keep a copy of mark sheet along with you.
19. Submission of attendance record, Avg. mark sheet and entry of marks in mother register. Individual staff should fill the marks in mother register after completion of both the sessional exams. After filling the marks in mother register the respective subject teacher will show the marks to the students and take their signature on it.
20. Conduction of end semester practical exam- The university practical examinations will be conducted as per the time schedule/period given by the SPPU, university. For conducting the practical examination university appoints external examiner and internal examiner for that specific subject. The college will appoint subject expert for respective subjects.
21. Filling of marks in university portal- The respective staff fill the internal theory and practical's marks as well as end semester practical marks in the university portal by online mode in the stipulated time period given by university. Respective subject teacher should submit a duly signed hard copy of internal and end semester practical



examination mark sheet in exam department. The examination department will cross verify the filled marks and do the necessary action.

22. For semester end theory examinations, the institute follows the guidelines prescribed by the university. University appoints external senior supervisor to conduct and supervise the institute's examination in smooth and fairly manner.
23. The College Examination Officer (CEO) and Internal Senior Supervisor, Invigilator, Internal Squad along with supporting staff are appointed by the Principal for coordinating and conducting the University Examination.
24. The university provides question papers online through its web portal as per schedule. The question paper is password protected which can be downloaded upon receiving password by CEO in presence of external senior supervisor, printed and photocopies are made available as per strength of students in examination control room under CCTV surveillance few minutes before the commencement of examination.
25. The assessment of answer sheets of semester end examination is done at respective Central Assessment Program (CAP) centers of the university.
26. Results are declared online by the university showing statement of marks with class, CGPA or SGPA award.
27. The subject wise result analysis was done by respective subject in-charge in the given format after declaration of result by the university.
28. The graduation ceremony is conducted at institutional level as per the instructions and guidelines of the University and degree certificates are distributed to graduating students in presence of eminent personalities. The Hard copy of semester results will be available in Office and Office member will be maintain result distribution record.
29. After declaration of result, if any student want to improve internal marks can give written application with approval of Principal to exam department within one month after declaration of result.




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ANNEXURE I

1. Format for theory examination question paper for B. Pharm

For 2019 pattern we have conducted two theory sessional examinations for 30 marks and computed it for 15 marks and average of the sessional examination is considered.

The pattern of question paper is as follows

Q.1 Objective questions- 5X2= 10 Marks

Q.2 Long answer questions- 1X10= 10 Marks

Q.3 Short answer questions- 2X5=10 marks

2. Format for continuous assessment-

Continuous assessment for theory is carried out for 10Marks.

Marks Distribution

A. Attendance – 4M

B. Activities (MCQ's, open book test)-4M

C. Student teacher interaction- 2M

- The first CA assessment will be carried out on Vmedulife software. 4 MCQ's are given for 4 marks.
- The Second CA will be carried out as open book test. The test will be conducted on answer-sheets provided by college exam department.

3. Practical Examination format-

Two practical sessional will be carried out for 40M and computed for 10M and average is considered.

Format- Q.1Synopsis -10M
Q.2 Experimental work-25 M
Q.3 Viva-Voce- 05M



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CA for practical is carried out as

- a. Attendance – 2M
- b. Lab manual, Viva-voce- 3M

4. Format for theory examination question paper for M. Pharm

For 2019 pattern we have conducted two theory sessional examinations for 30 marks and computed it for 15 marks and average of the sessional examination is considered.

The pattern of question paper is as follows

- Q.1 Objective questions- 5X2= 10 Marks
- Q.2 Long answer questions- 1X10= 10 Marks
- Q.3 Short answer questions- 2X5=10 marks

5. Format for continuous assessment-

Continuous assessment for theory is carried out for 10Marks.

Marks Distribution

- A. Attendance – 8M
- B. Student teacher interaction- 2M

6. Practical Examination format-

Two practical sessional will be carried out for 30M

Format-

- Q.1Synopsis -05M
- Q.2 Experimental work-20 M
- Q.3 Viva-Voce- 05M

CA for practical is carried out for 20 Marks

- a. Attendance – 10M
- b. Lab manual, Viva-voce- 10M



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ANNEXURE II

Moderation of Answer sheets

The moderation of answer sheets will be done by senior faculty members as follows

1. $\leq 40\%$ - 6 marks or less than 6 marks out of 15 marks- Papers of all the students who secured less than 40% marks will be moderated by moderator.
2. Between 41% to 89%- Marks between 7 to 13 out of 15 marks- Any 5 papers in the range will be assessed.
3. $\geq 90\%$ - 14 & above marks out of 15- Papers of all the students who secured more than 90% marks will be moderated by moderator.



Principal
PRINCIPAL

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Principal
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WISDOM BEGETS KNOWLEDGE

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University of Pune



A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

POLICY DOCUMENT

ELECTORAL LITERACY CLUB (ELC)

W. E. F.

Academic Year 2022-23

Website- www.parikrama.edu.in; Phone- 9766126772; Email - pariphr@gmail.com

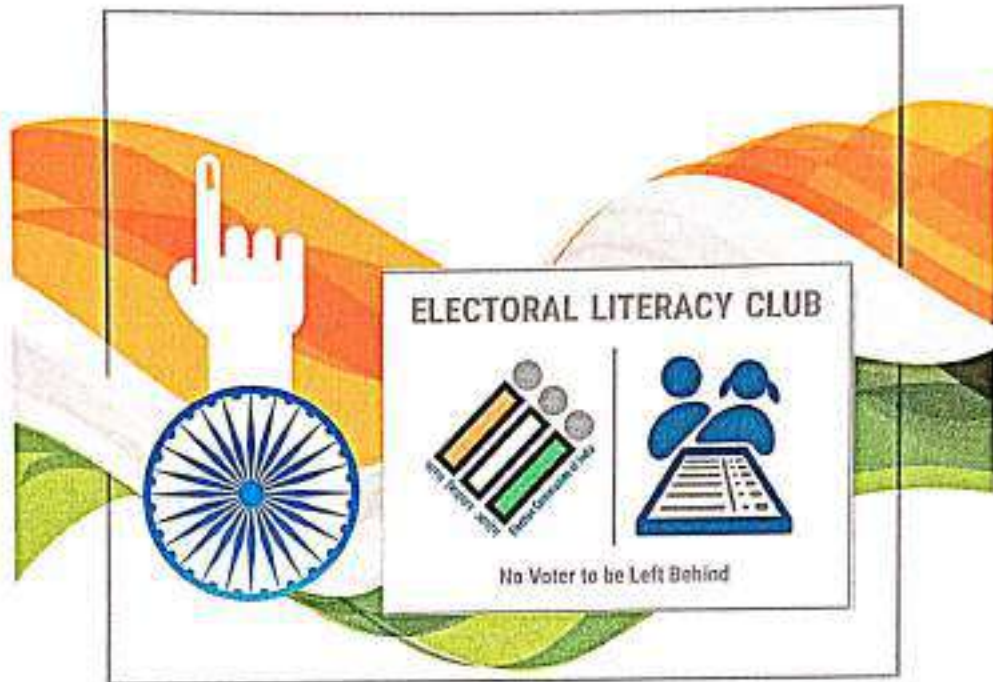
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AISHE CODE: C-41322

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1. Introduction

Electoral Literacy Clubs are being set up in the country to promote electoral literacy in all age groups of the Indian citizens through engaging and interesting activities and hands-on experience but in an apolitical, neutral and non-partisan manner.

Electoral Literacy Clubs are especially being set up in colleges all across India targeting the new voters, (in the age-group of 18-21 years old) pursuing their graduation.

The club will have all the students from all semesters as its members. The following sections will talk in detail on how the ELC will be set up, who will be its participants, convener, where and how it will be conducted and what activities it will include.

2. Objectives

- I. To educate the targeted populations about voter registration, electoral process and related matters through hands on experience;
- II. To facilitate EVM and VVPAT familiarization and education about the robustness of EVM as well as the integrity of the electoral process using EVMs;
- III. To help the target audience understand the value of their vote and exercise their right to franchise in a confident, comfortable and ethical manner;
- IV. To harness the potential of ELC members for carrying the electoral literacy in communities;
- V. To facilitate voter registration for its eligible members who are not yet registered;
- VI. To develop a culture of electoral participation and maximize the informed and ethical voting and follow the principle '*Every vote counts*' and '*No Voter to be Left Behind*'.

3. Members

The club will have students as its members. One can become a member by registering herself/himself at the beginning of the academic year. After registration, one is

recognized as a member till the completion of her/his graduation course.

4. Structure

ELC may be named as per the name of the College/ Institute and will be set up and coordinated by the Nodal Officer. It is proposed that 1 ELC be set up per college. However, if need be, chapters of the same can be introduced for different departments/schools within the university. The institution may decide how to proceed as per its convenience.

5. Nodal Officer /Mentor

One or two teachers from the Political Science Department of the college will act as the Nodal Officers for the ELC. They will also act as Mentors for the respective ELC. The teachers with election duty experience should be given preference for this work. Their job content will focus on:

- I. Promoting and supervising Club enrollment.
- II. Supervising the election and formation of the Executive Committee of ELC.
- III. Coordinating between the District Election Officer and the ELC for exchange of resources, information etc.
- IV. Attempt generating new resources and forward the same to the District Election Officer.
- V. Guiding and supervising the development of the calendar of activities for the year by the Executive Council.

Note- Nodal Officer will be free to engage the Executive Committee Members in the operations of the ELC

6. Executive Committee

- I. The club would be run by an elected body from amongst the ELC member students with elected representatives from each of the classes.
- II. The committee members can only be students who are already enrolled as voters.



- III. The committee must not include any politically active student. However, students with political affiliations may enroll themselves as common members of the ELC itself.
- IV. The elected representatives shall constitute the Executive Committee of the ELC.
- V. The elected representatives will elect one of the representatives as its Chairman and another as ViceChairman.
- VI. The Executive Committee, under the guidance, consultation and supervision of the Nodal Officer will be responsible for organizing the activities of the ELC.
- VII. The elected body shall endeavour to generate the culture of electoral participation amongst the ELC members and will have the following role:
 - i. Organizing the Club enrolment
 - ii. Planning activities for the ELC and developing the calendar of activities for the year
 - iii. Framing further guidelines for smooth conduct of ELC activities
 - iv. Supervising the conduct of activities as per the calendar
 - v. Generating ELC resources
 - vi. Facilitating the enrollment of students not registered as voters

7. Convener

Campus Ambassador(s), wherever they are appointed, will act as the Convener(s) of the ELC and will assist the Nodal Officer in discharge of their functions. Where Campus Ambassadors are not appointed, Nodal Officers and the Executive Committee may nominate interested student(s) as Convener(s). The Convener shall be responsible for:

- I. Identifying and involving student members in organizing various ELC activities
- II. Conducting activities under the overall guidance of the Executive Committee and Mentor/Nodal Officer
- III. Any other task assigned by the Executive Committee and Mentor/Nodal Officer

8. Term of Office

- I. The Executive Committee and Convener(s) of the Electoral Literacy Club would have tenure of 1 year extending to 2 years, from the day of assuming charge. The final decision on the term of office will lie with the Nodal Officer.
- II. The representative will have to be registered as a member of the ELC.

9. Venue

The venue for ELC meeting can be one of the classrooms which can be utilized after classes or any venue decided by the Executive Committee. Venue is also subject to change depending on the various activities.

10. ELC Sessions

There shall be activities based sessions. Hours/sessions earmarked for them shall range between a total of 8-10 hours in the academic year, ELC is common for all students of the college.


11. Activities

This Electoral Literacy Guide Book for Colleges comprises a detailed description of activities. Executive Committee are at liberty to pick and modify the activities or even create new ones as long as they stay on the lines of voter education. Of these activities, the Wall Magazine Activity will be a monthly feature to be conducted by the clubs. Ballot Bistro and Special Registration Drive shall be a mandatory activity.

12. Social Media Presence and Outreach

- I. The ELC Executive Committee are expected to post relevant content (event announcements, updates, results, initiatives, current affairs, online/offline contests, registration drives, et al.) regularly on a dedicated Facebook page and group, Youtube Channel (live streaming of events, recorded content and related content) anchored by the Nodal Officer/Mentor (permanent) and the current committee (1 year term).




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- II. Additionally, the Executive Committee is expected to maintain and post relevant interactive material regularly on a dedicated Pinterest board and Instagram profile. Best judgement, absolute neutrality and discretion should be observed by the administrators while posting any content on online fora.
- II. Integrate the College/University ELC's Facebook and YouTube profiles with Election Commission of India's Facebook page and official YouTube Channel.

Note: College ELCs are free to leverage other online and social media platforms to broaden their reach. Nodal Officer shall ensure non-partisan nature of content shared online.

13. Mandatory Rules

- I. ELCs shall have no association with any political party or political groups.
- II. None of the ELC activities (Motivators Invite, Ballot Bistro, other cultural activities) should involve Partisan forces in any form.
- III. As far as participation is concerned, students, regardless of their political affiliations are free to take part in ELC activities.
- IV. It's the duty of the Executive Committee to prepare an Annual Report after the completion of its term. The Annual Report should detail out the activities (online and offline) conducted, duties discharged and results recorded by the ELC over the year. It can be submitted to the concerned DEO through the Nodal Officer.

14. Inclusion of Students with Disabilities


The ELCs will be an inclusive club that must make every attempt to ensure the participation of students with disabilities.

- The Convener shall make efforts to promote inclusion and sensitize other club members about the same.
- The venue for all ELC activities should be on the ground floor of the college building to ensure easy access.
- If a student with hearing impairment is attending the meeting, sign language

interpreter should be made available for their convenience (the interpreter may be a companion that the student already has).

- Any activity conducted in the club should not leave behind students with disabilities.
- Students with disabilities will be fairly represented in the club.




Dr. S. A. Nirmal
Principal
H.S.B.P.V.T'S GROUP OF INSTITUTION'S
Faculty
Kashti, Tal-Singoli, Dist. Nagar



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

Faculty of Pharmacy

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.

Website – www.parikrama.edu.in, Phone – 9766126772, Email – pariphr@gmail.com

Vision – 'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'



E-Governance Policy

Policy for E-Governance Employing information and communication technologies to organize, carry out, and monitor various tasks is known as e-government.

Additionally, it improves the administration and management of the higher education system and facilitates the delivery of affordable and convenient transactions among government agencies, institutions, and other entities.

E-Governance in higher education system will allow various stakeholders to control the improved operational efficiency in various key processes like grants, utilization certificates, approval processes, feedback system etc. Higher education institutions would adopt e-governance with more operational efficiency and visibility. The tools of e-governance may allow the colleges to submit the documents online for approval. This would significantly reduce the unnecessary duplication of work. Number of services that can be provided with the introduction of such type of governance. E-governance in educational sector facilitate the processing and maintenance of information, improves transparency in administration and provides faster information dissemination. It's applications needs a centralized approach in document storage and retrieval.

Objectives:

- Transparency and absolute clarity in administration, governing and admission process.
- Help's in cost minimization and timely decision.
- Empowerment of faculties, students and encouragement of their participation in governance process.
- Implementation and Achieving efficiency in various functioning of the institution.
- Promoting transparency and accountability.
- Achieving paperless administration.
- Facilitating online internal and external communication between various stakeholders of the institution.
- Providing easy access to information.
- Encourage excellence, growth, and inclusivity in the educational system overall by utilizing e-Governance and ICT.
- Making the college visible globally.



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Faculty of Pharmacy

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Website – www.parikrama.edu.in, Phone – 9766126772, Email – pariphr@gmail.com

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- ❖ In order to provide simpler and efficient system of governance within the institution, it is decided to adopt and implement e-governance in maximum activities of our functioning.
- ❖ In certain areas of operations, including as administration, finance and accounts as well, student admission and support, library, and examination, the school has started to implement e-governance.

E-governance in following areas: For convenience purposes, the policy is divided into various areas of operation.

1. College Website: Information about all events, essential notices, etc., should be readily accessible to outsiders, and the website should serve as a mirror of college activities. A different service provider or web designer can be recruited for this reason. It should be accompanied by the identification of current employees who will be in charge of website management and updates.

2. Student Admission: The students are admitted through admission procedure of Government of Maharashtra. Information on the admission inquiry form, courses offered, procedure, eligibility requirements, documents needed, cost schedule, etc. are all covered in a separate tab on the website. Changes in the admission the rule and regulations, related changes are made on the website time to time as per admission authorities. All the policies, rules and process for admission to various courses are followed of Admission Regulatory Authority & of various apex bodies (www.maha-ara.org, www.cetcell.mahacet.org & www.dtemaharashtra.gov.in).

3. Student Support : College has established integrated e learning centre. Teaching and learning is carried out by all faculty members in asynchronised mode i.e with the help of chalk and board and other ICT teaching aids. College has adapted computer as well as mobile based academic ERP. Academic calendar and timetables are displayed on ERP (VM Edulife software). Teaching plan, power point presentations (PPTs) of lecture notes and other materials like relevant videos and animations, etc. available on the ERP so student can access from anywhere. Classroom teaching is supplemented online Quiz which are done in a well-planned manner.

The updated attendance records gives information about the Assignments, Tutorial classes, Sessional exams, Curricular gap analysis and content beyond syllabus etc. The ERP helps in documentation and easy communication of daily academic activities conducted, to students and parents so as to maintain the discipline of constant evaluation. To verify that students are understanding the material, assessments are administered online, in-class, and through student feedback. A specialized language lab is established for the development of soft skills. Language laboratory software is available in language lab.

Free Wi-Fi is available across the campus for students and staff. For interactive learning, classrooms are furnished with computers, LCD projectors, smart boards, and multimedia systems. For faculty and Students Digital library is available. E-journal, e-books are available for students and faculty. College uses Webex facility for conducting video conferencing and

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online meetings. Wireless Campus (Wi-Fi) intend to transform college campus into a future ready, wireless-friendly environment with Upgraded Communication, Anywhere Access to Academic Tools and Resources, Students and Staff Access the Features Through the Web.

4. Staff Support: The Employees' Provident Fund (EPF) scheme applies to both academic (teaching) and non-academic (administrative, technical, and support staff) employees of an educational institution, providing a financial safety net for their retirement benefits. Fees concession of wards is provided. Mediclaim insurance is provided for both teaching and non-teaching staff.

4. Accounts: For ease of maintaining accounts, the college is already using Tally software. However, new accounting procedures and regulations have made the purchase of additional software imperative. New software may be obtained in accordance with the requirements, which should be evaluated through discussions with accountants and other accounting professionals. The secrecy of the transactions should be maintained by using the proper security measures. Updates to the current software and training for the current employees must be completed on time.

Regarding Fees: All the policies, rules and process is followed of Fee Regulatory Authority (www.sssamiti.org).

Regarding Fee Reimbursement: For Economically Backward Class (EBC) Students / SE BC / EWS and Backward Class Students i.e. SC / ST / OBC / VJNT / SBC, Minority Students Scholarship is as per the Central and State Government Policies. (www.mahadbtmahait.gov.in/)

5. Library: College library consists of facilities like OPAC, DELNET, National Digital Library, subscription. Audio visual room is established in library for studying video lectures. College has digital library facility for accessing e journals, e books and subscribed taking into account the recommendations of the library advisory committee. Extended library hours for conducive environment for learning. Recommendations of the teachers and students also need to taken into account while subscribing to these resources. Appropriate training to the staff and the students for using the e-learning resources should be provided.

6. Administration: To deliver an hassle free, convenient and cheap process, maximum of the administration of the society should be handled with ICT based technology. All important administrative information including notices is regularly published on the website. Biometric attendance used for salary of all staff members. Office consists fully automated, wireless 24x7 internet facility.

7. Examination: It is required to administer exams online in accordance with university directives. completing and submitting paperwork for exams, evaluations, photocopies, hall passes, exam papers, uploading grades, and more. The whole thing has to be done in online manner. When conducting examinations, the highest level of secrecy and confidentiality must be protected and work must be done with great attention and carefully. Under the direction of the college principal, the college examination officer is responsible for overseeing the entire



examination procedure. Continuous assessment exams, Assignments like MCQ or other assignments are taken on ERP (VM Edulife Software). Due to the college's affiliation with Savitribai Phule Pune University, all regulations pertaining to eligibility, attendance, and examination are applicable online at www.unipune.ac.in.

8. Alumni: A separate alumni portal should be launched to improve communication between alumni. It should have features like registration, details about college events, notable alumni, alumni milestones, feedback, and many other things. A separate alumni coordinator at the college level can be appointed to oversee the entire operation, and the Secretary can enter into a separate arrangement with appropriate service providers for this purpose.

9. Biometric: By capturing the in and out time swipes, a biometric facility will be installed to track worker regularity and timeliness.

10. Committee/ Authorized person to look into the requirements and maintenance of the above e- governance softwares.

Benefits of e-governance In Higher Education:

Stakeholders of Higher Education	Benefits of e-Governance to stakeholders
Students	<ul style="list-style-type: none"> ➤ Individual login and Password for each student. Students can access virtual lectures and webinars. Improve means of education. ➤ Increase participation in education activities. ➤ Improved student access to information and high-quality services. ➤ Substantial saving in time, cost and efforts. ➤ Better Job opportunities and career advancement opportunities for students. ➤ Students can solve their problems on-line like examination queries, result verification etc. ➤ Social connectivity for association. ➤ Students can submit their feedbacks to college.
College	<ul style="list-style-type: none"> ➤ To Provide quality services to students. ➤ Clarity in operations. ➤ Enhanced efficiency of faculty operations and administrative processes. ➤ Data can be accessed effortlessly. ➤ Integrated e-Governance in pharma education sector. ➤ Reduction of unstated operating expenses. ➤ Statistical reports are generated instantly. ➤ Students data can be captured at source.





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	<ul style="list-style-type: none">➤ Helpful for PCI, SPPU, DTE, ARIIA, NIRF, IIC, NBA or NAAC accreditation.
Faculty	<ul style="list-style-type: none">➤ To know the latest syllabi.➤ Communication to the stakeholders for syllabus development.➤ On-line appointment of examination.➤ Sharing new concepts and ideas with faculties and stakeholders.➤ To get on line help for certain topics with experts.➤ Improve quality of services.
Stakeholders	<ul style="list-style-type: none">➤ Improved communication with other educational institutions and stakeholders.➤ To get quality and skilled employee.➤ Conduct Value added/ Add on courses as per industry needs.➤ Helps for better industry related research.➤ Helps for increase in consultancy from different stakeholders.➤ Stakeholders can submit their feedbacks to college.
Overall Education System	<ul style="list-style-type: none">➤ Long-term effects on organizational objectives.➤ Enhance educational system.➤ Faculty and student empowerment as well as the promotion of their involvement in governance.




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FORMAT FOR PERFORMANCE APPRAISAL – TEACHING STAFF

PART A – (TO BE FILLED IN BY THE TEACHING STAFF)

1. Full Name of the Staff _____
2. Date of Birth _____(DD/MM/YYYY)
3. Mobile No.s _____
4. Email Id _____
5. Educational Qualification – Graduation _____, Post-graduation _____,
Doctoral _____, Others (Pls. Specify) _____
6. Participation in Extension Activity (Explain Contribution in brief) –

7. Participation in Examination Process –
 - a) Internal Examination _____
 - b) External Examination _____
 - c) Practical / Project Examination _____
 - d) Continuous Evaluation Activities _____
8. Participation in College Inspection by University / Govt. Authorities etc.

9. Academic Performance (to be supported by the subject files containing the following information):



- a. Subjects Taught _____
- b. Syllabus Coverage % _____
- c. Attendance Average % _____
- d. Sessions Plan and its Achievement % _____
- e. Teaching Notes, PPTs etc. _____
- f. Question Banks _____
- g. Subject-wise Result % _____

10. Research Papers Publication / Presentation _____

11. Participation in College level Seminar: Responsibility _____, As
Head _____, As Member _____

12. Grants, Awards & Patents during the Academic Year _____

13. Guest Lectures, Seminars delivered outside college during the Academic Year:

14. Consultancy & Testing Assignments during the Academic Year, for or through the institution
/ college _____

15. Outside College Assignments:

- a. University / MSBTE Examination _____
- b. University / Govt. Authorities Inspections etc. _____
- c. Arrangement of Industrial Visits _____

16. Within College Assignments:

- a. Extra Curricular Activities _____
- b. Co-curricular Activities _____
- c. Seminars / Workshops / Technical Events _____

17. Any other important contribution (not covered above) _____
_____ (Please specify)

()

()

()

Signature of the Staff
Date -

Signature of HOD

Signature of Principal / Director



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FORMAT FOR PERFORMANCE APPRAISAL – TEACHING STAFF

PART B – (TO BE FILLED IN BY THE PRINCIPAL / DIRECTOR)

1. Punctuality of the staff _____
2. Work Culture / Behavioral Aspects _____
3. Keeping away from Addictive Habits _____
4. Regular uniform, ID card etc _____
5. Subject knowledge of the subjects taught _____
6. Prompt to the classes _____
7. Full time engagement of the class _____
8. Overall Students Appraisal _____
9. Information Declared in Part A is TRUE / FALSE, _____
If FALSE, please specify _____

Recommended / not recommended for regular increments / promotions / extra increments

_____ (Please give specific reasons)

()

Date -

Signature of the Principal

Approved / Not Approved by the Management Authorities

()

Date -

Hon'ble President / Hon'ble Secretary,

Parikrama Group of Institutions



**Hon. Shri. Babanrao Pachpute Vichardhara Trust Group of
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FORMAT FOR PERFORMANCE APPRAISAL – NON- TEACHING STAFF

PART A – (TO BE FILLED IN BY THE NON-TEACHING STAFF)

1. Full Name of the Staff _____
2. Date of Birth _____(DD/MM/YYYY)
3. Mobile No.s _____
4. Email Id _____
5. Educational Qualification – SSC / HSC _____, Diploma _____
Graduation _____, Post-graduation _____, Doctoral _____,
Others (Pls. Specify)_____
6. Participation in Extension Activity (Explain in brief) –

7. Participation in Examination Process –
 - e) Internal Examination _____
 - f) External Examination _____
 - g) Practical / Project Examination _____
 - h) Continuous Evaluation Activities _____
8. Participation in College Inspection by University / Govt. Authorities etc.

9. Administrative Performance (to be supported by the office files & records containing the following information):

- a. Co-curricular Activities support _____
- b. Extra-curricular Activities support _____



- c. Compliance within time – Inst. Level _____
 - d. Compliance within time – University / MSBTE _____
 - e. Compliance within time – AICTE / PCI / DTE _____
 - f. Record keeping and maintenance _____
 - g. Inventory record keeping _____
10. Innovation – Institute / College level _____
- Your own work place _____
11. Any other important contribution (not covered above) _____
- _____ (Please specify)

()

()

()

Signature of the Staff

Signature of HOD

Signature of Principal / Director

Date -



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FORMAT FOR PERFORMANCE APPRAISAL – NON -TEACHING STAFF

PART B – (TO BE FILLED IN BY THE PRINCIPAL / DIRECTOR)

- a. Punctuality of the staff _____
- b. Work Culture / Behavioral Aspects _____
- c. Keeping away from Addictive Habits _____
- d. Regular uniform, ID card etc _____
- e. Cleanliness of the college / Institute _____
- f. Attitude _____
- g. Cooperation _____
- h. Dependability _____
- i. Initiative _____
- j. Communication and Counseling Abilities _____
- k. Overall appraisal by teaching staff _____
- l. Overall Students Appraisal _____
- m. Information Declared in Part A is TRUE / FALSE, _____
If FALSE, please specify _____



Recommended / not recommended for regular increments / promotions / extra increments

_____ (Please give specific reasons)

()

Date -

Signature of the Principal

Approved / Not Approved by the Management Authorities

()

Date -

Hon'ble President / Hon'ble Secretary,

Parikrama Group of Institutions





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Faculty of Pharmacy

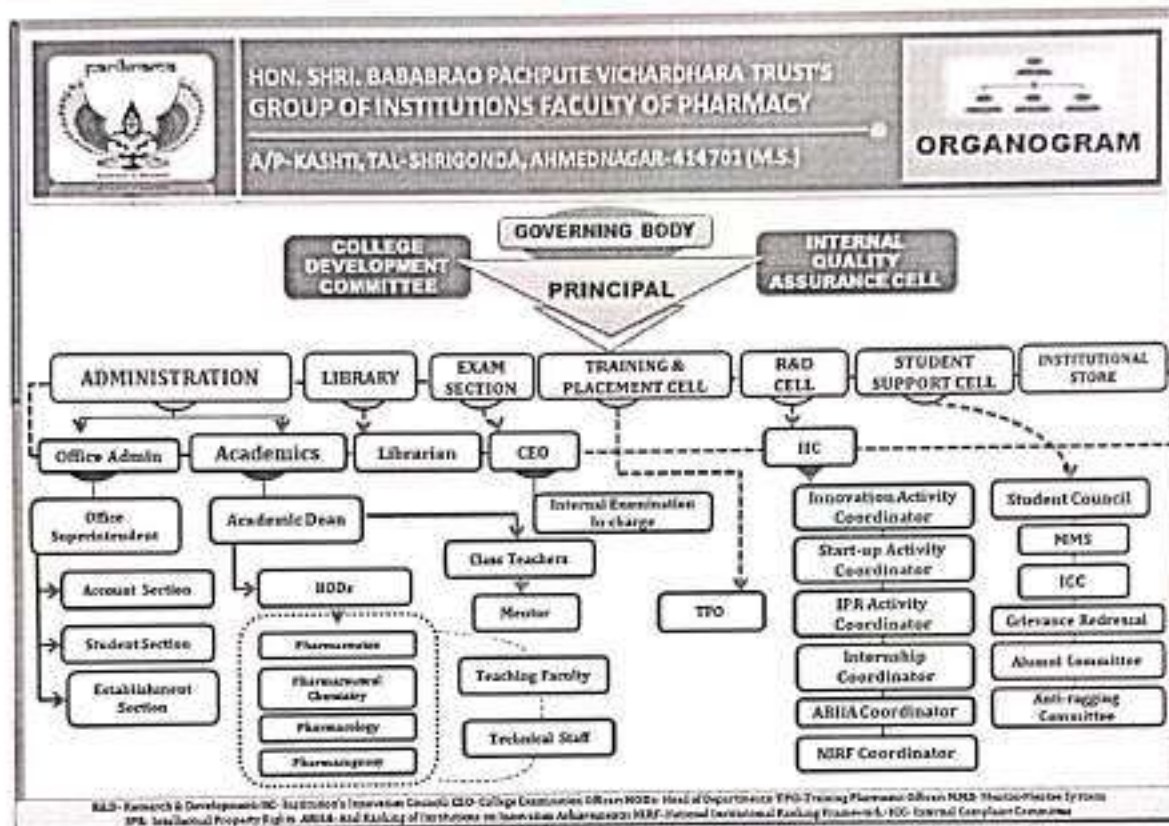
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DECENTRALIZATION IN THE INSTITUTE FOR SMOOTH WORKING



Principal
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Ref: Pharm/2023-24/1377-B

Date: 21/08/2023

OFFICE ORDER

Following faculty have been appointed for various administrative works for the A. Y. 2023-24,

Sr. No.	Portfolio	Faculty In-charge	Roles and Responsibilities
1	Internal Quality Assurance Cell (IQAC) & Accreditation Coordinator	Mr. S. M. Darekar	<ul style="list-style-type: none">Execution of all the activities related to NBA/ NAAC process.Development and application of quality benchmarks/parameters for various academic and administrative activities of an institutionDissemination of information on various quality parameters of higher education.Organization of workshops, seminars on quality related themes and promotion of quality circlesDocumentation of the various programs / activities leading to quality improvementPreparation of the Quality Assurance Report
2	Head of Departments	Mr. D. A. Landage (Pharmaceutics)	<ul style="list-style-type: none">Departmental general supervision and developmentDistribution of workload as per syllabusFinalization of annual requirements of Lab equipment, books, stationery and consumables
		Dr. S. J. Anbhule (Pharmaceutical Chemistry)	
		Mr. S. M. Darekar (Pharmacology)	

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		Dr. S. R. Wayal (Pharmacognosy)	<ul style="list-style-type: none"> Monitoring for achievement of quality and objectives Monitoring of teaching-learning process and submission of recommendations for staff appraisal to the Principal
3	Examination (Internal and External) In-charge	Mr. J. B. Pawar (External)	<ul style="list-style-type: none"> Planning and execution of smooth conduct of examinations as per academic calendar Maintaining records of internal and university examinations, Taking decisions related to examinations, in consultation with examination committee Ensuring the completeness of examination process in all aspects
		Dr. M. S. Zaware (Internal)	
4	Training, Placement Officer	Ms. S. A. Barke	<ul style="list-style-type: none"> Regular updation of database of students mentioning companies information and contact details Communication with pharmaceutical industries for students training and placement. Organization of pre-placement training/workshops/seminars for students and faculty Conduction of industrial visits and awareness programs for the preparation of campus placement. Coordination for campus placement procedures. Encourage students to consider self-employment as a

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			career option and organization of training programmes in entrepreneurship.
5	Library In-charge	Mr. Annasaheb Gaikwad	<ul style="list-style-type: none"> Regulation and controlling of all activities related to library
6	Institution's Innovation Council (IIC) Convenor	Dr. S. R. Wayal	<ul style="list-style-type: none"> Conduction of various innovations, IPR and entrepreneurship-related activities prescribed by MIC in time bound fashion Identification and rewarding of innovations and share success stories Organizing periodic workshops/ seminars/ interactions with entrepreneurs, investors, professionals and create a mentor pool for student innovators Networking with peers and national entrepreneurship development organizations Creation of an Institution's Innovation portal to highlight innovative projects carried out by institution's faculty and students Organization of Hackathons, idea competition, mini-challenges etc. with the involvement of industries




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7	Cultural charge	In-	Ms. K. M. Jambhale	<ul style="list-style-type: none"> Planning and execution of all the intra/inter-collegiate / university cultural activities.
8	Sport charge	In-	Mr. Gaurav Wadurkar	<ul style="list-style-type: none"> Planning and conduction of intra/inter-collegiate/ university sports activities
9	Animal House In-charge		Mr. S. M. Darekar	<ul style="list-style-type: none"> Maintaining of overall activities of animal house Handling of all issues related to animals Maintaining of up to date records of IAEC as per CPCSEA Looking after consultancy services
10	NSS Coordinator		Mr. D. A. Landage	<ul style="list-style-type: none"> Planning and conduction of all NSS activities as per university guidelines Organization of social outreach programs initiated by college/ management
11	Feedback Coordinator		Ms. V. D. Dandage	<ul style="list-style-type: none"> Taking all types of feedbacks and submission of the reports
12	Social Media Coordinator		Mr. G. R. Wadurkar	<ul style="list-style-type: none"> Preparation of data for the social media
13	Store In-charge	In-	Mr. Sagar Jadhav	<ul style="list-style-type: none"> Supervision of the overall record of the central store
14	Medicinal Plant Garden In-charge		Ms. S. A. Barke	<ul style="list-style-type: none"> Regulation and controlling of all activities related to medicinal plant garden
15	Magazine & News letters Coordinator		Ms. P. D. Manmode	<ul style="list-style-type: none"> Collection of data for news letters. Submission of data for magazine printing
16	Student support system		Ms. S. C. Sonawane	<ul style="list-style-type: none"> Analyzing the performance of students Finding of weak and bright student

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	Coordinator		<ul style="list-style-type: none"> ▪ Planning of activities for students according to their performance
17	Industrial visit Coordinator	Ms. Dalimbe Ashok	<ul style="list-style-type: none"> ▪ Planning and organization of the industrial visits
18	Mentor-Mentee System Coordinator	Ms. S. D. Bankar	<ul style="list-style-type: none"> ▪ Allotment of mentee to mentor ▪ Follow up regarding Assigned work ▪ Distribution and collection mentor book ▪ Planning of mentoring meetings
19	Post Graduate (PG) Coordinator	Ms. M. H. Raykar	<ul style="list-style-type: none"> ▪ Planning and smooth conduction of curriculum for PG students
20	Class Teacher- F. Y. B. Pharm	Mr. R. K. Salve	<ul style="list-style-type: none"> ▪ Planning and smooth execution of curriculum for assigned class
21	Class Teacher- S. Y. B. Pharm	Mr. Ashok Dalimbe	
22	Class Teacher- T. Y. B. Pharm	Ms. P. D. Manmode	
23	Class Teacher- Final Y. B. Pharm	Ms. K. M. Jambhale	
24	Computer Lab In-charge	Dr. Manisha Zaware	<ul style="list-style-type: none"> ▪ Maintaining of the record of computers and their uses ▪ Handaling of issue related to computers



Dr. S. A. Nirmal

Principal

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Date- 10/10/2023

Minute of meeting of Anti-discrimination Committee Held on- 10/10/2023

The meeting of the Anti-discrimination Committee was held on 10/10/2023 at 10:30 am in Principal Cabin.

Introduction & proceeding of the meeting.

At the outset, Prof. Dalimbe A.Y (Member Secretary) welcomed & greeted all the members for their presence and valuable suggestions and support in the previous meeting.

Agenda of Meeting:

Agenda 1. Any case related to anti-discrimination noted/ observed by the committee.

Agenda 2. Action taken by the previous meeting.

Agenda 3. Provide opportunities in job placement.

Agenda 4. Any other matter with the permission of the chair.

The members present in the meeting were as follows;

Sr. No.	Name of Member	Position	Sign
1.	Dr. Nirmal Sunil Ashokrao Principal, H.S.B.P.V.T's GOL Faculty of Pharmacy, Kashti.	Chairman	
2.	Prof. Dalimbe A.Y Associate Professor, Department of Pharmaceutics.	Member Secretary	
3.	Prof. Salve Rushikesh K. Associate Professor, Department of Chemistry.	Member	
4.	Prof. Sonawane Shruti C. Representative of faculty Members.	Member	
5.	Mr. Dushing Rushikesh Students Representative, B. Pharmacy	Member	
6.	Ms. Gaikwad Chaitanya Students Representative, M. Pharmacy	Member	



Following Points were discussed in the meeting.

Agenda 1. Any case related to anti-discrimination noted/ observed by the committee.

No particular case was observed related to Anti-discrimination since the last meeting to the till date.

Agenda 2. Action taken

Member secretary presented the action taken report. All the members present felt satisfied regarding the action taken.

Agenda 3. The agenda discuss on provide opportunities in job placement. On this point all member are decide to arrange the various placement interview. to open the new job opportunity by arrange the various company interview as well as try to MOU with various company, For the creating the new opportunity in future for students.

Agenda 4. Any other matter with the permission of the chair. No other matter was put Forward.



PRINCIPAL

H.S.B.P.V.T.'S GROUP OF INSTITUTION'S
Faculty of Pharmacy
Kashti, Tal-Shrigonda, Dist-A.Nagar

Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

NP-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin-414701

Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.

Website - www.parikrama.edu.in, Phone - 9766126772, Email - pariptr@gmail.com

Vision - "To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas"



Actionable points of the current meeting.

Sr. No.	Actionable points	Remark
1.	<p>Provide opportunities in job placement.</p> <ul style="list-style-type: none">On this agenda college try to arrange more job placement interviews.	<p>Member of the committee. Prof. Suralkar Arpit R. Assistant Professor,</p> <p>Has decide the arrangement for selected companies interviews.</p>

Actionable points of the Previous meeting.

Sr. No.	Actionable points	Remark
1.	<p>Various schemes are provided through social justice welfare & private scholarship.</p> <ul style="list-style-type: none">Various schemes provided through social justice welfare & private scholarship.On this agenda college arranged a guest lecture on an awareness session on private scholarship.	<p>Member of the committee. Prof. Salve Rushikesh K. Assistant Professor, Department of Chemistry. Accepted arrangement & did the private scholarship guest lecture Successfully.</p>

The meeting ended with thanks to the chairs



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H.S.B.P.V.T.S GROUP OF INSTITUTION'S
Faculty of Pharmacy
Kashti, Tal-Shrigonda, Dist-A. Nagar

Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy



A/P-Kashti, Tal-Shirgaon, Dist-Ahmednagar, Pin- 414701
Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai
Website - www.pankajansa.edu.in, Phone - 9766126772, Email - panphd@gmail.com

Vision - "To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas"

Date- 06/02/2024

Minute of meeting of Anti-discrimination Committee Held on- 06/02/2024

The meeting of the Anti-discrimination Committee was held on 06/02/2024 at 11:15 am in Principal Cabin.

Introduction & proceeding of the meeting.

At the outset, Prof. Dalimbe A.Y (Member Secretary) welcomed & greeted all the members for their presence and valuable suggestions and support in the previous meeting.

Agenda of Meeting:

Agenda 1. Any case related to anti-discrimination noted/ observed by the committee.

Agenda 2. Action taken by the previous meeting.

Agenda 3. Proposals for new events, workshops, or awareness programs

Agenda 4. Any other matter with the permission of the chair.

The members present in the meeting were as follows;

Sr. No.	Name of Member	Position	Sign
1.	Dr. Nirmal Sunil Ashokrao Principal, H.S.B.P.V. T's GOI. Faculty of Pharmacy, Kashti.	Chairman	
2.	Prof. Dalimbe A.Y Associate Professor, Department of Pharmaceutics.	Member Secretary	
3.	Prof. Salve Rushikesh K. Associate Professor, Department of Chemistry.	Member	
4.	Prof. Sonawane Shruti C. Representative of faculty Members.	Member	
5.	Mr. Sonawane Harshad R. Students Representative, B. Pharmacy	Member	
6.	Ms. Gaikwad Chaitanya Students Representative, M. Pharmacy	Member	

Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

Approved by PCI New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai

Website – www.pankrama.edu.in, Phone – 9766126772, Email – patiphr@gmail.com

Vision – "To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas"



Following Points were discussed in the meeting.

Agenda 1. Any case related to anti-discrimination noted/ observed by the committee.

No particular case was observed related to Anti-discrimination since the last meeting to the till date.

Agenda 2. Action taken

Member secretary presented the action taken report. All the members present felt satisfied regarding the action taken.

Agenda 3. Anti-discrimination committee decide discussion on potential new initiatives aimed at raising awareness about discrimination and promoting inclusivity. Ideas may include organizing campus-wide events such as cultural diversity weeks, and importance of historical sites and how to contribute to their preservation. Behind the reason by focusing on the preservation of historical sites tied to various cultural and ethnic groups, students learn about the shared histories and struggles of different communities. This reinforces the importance of respecting all cultural backgrounds and recognizing the contributions of historically marginalized people.

Agenda 4. Any other matter with the permission of the chair. No other matter was put Forward.



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H.S.B.P.V.T.'S GROUP OF INSTITUTION'S
Faculty of Pharmacy
Kashti, Tal-Shrigonda, Dist-A.Nagar

Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy



AP-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701
 Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai
 Website - www.parkrama.edu.in, Phone - 9766526772, Email - paripr@gmail.com
 Vision - 'To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in rural areas'

Actionable points of the current meeting.

Sr. No.	Actionable points	Remark
1.	Provide opportunities in work in this Preservation Campaigns <ul style="list-style-type: none"> On this agenda college try to arrange more visit to the historical places, campus tour. 	Member of the committee. Prof. Suralkar Arpit R. Assistant Professor, Has been finalized. The arrangement for visiting the selected historical places

Actionable points of the Previous meeting.

Sr. No.	Actionable points	Remark
1.	Provide opportunities in job placement. <ul style="list-style-type: none"> On this agenda college arranged various guest lectures & mock Interviews. On this agenda the college has signed a Memorandum of Understanding (MOU) with KEM Hospital to provide placement opportunities and internships for students. 	Member of the committee. Prof. Sonawane Shruti C. Assistant Professor, Department of Chemistry. Accepted arrangement & did the MOU with various organization.

The meeting ended with thanks to the chairs



(Signature)
 Principal
 PRINCIPAL

H.S.B.P.V.T'S GROUP OF INSTITUTION'
 Faculty of Pharmacy
 Kashti, Tal-Shrigonda, Dist-A. Nagar

(1) Name- **Dr. Nirmal Sunil Ashokrao**
(१) नाव-
Finger verified from B. Pharm. certificate



(2) Race- **Hindu - Maratha**
(२) संघ-

(3) Residence- **Mhadev Wadi, A/P. Pimpri, N. B. P. Kashti, Tal. Shrigonda, Dist. Ahmednagar, Maharashtra**
(३) राहण्याचे ठिकाण-
Pin - 423107

(4) Father's Name and Residence- **Mr. Nirmal Ashokrao Sakharam**
(४) वडिलांचे नाव व राहण्याचे ठिकाण-
Mhadev Wadi, A/P. Pimpri, Nirmal, Tal. Rahata, Dist. Ahmednagar

(5) Date of Birth by the Christian Era as nearly as can be ascertained- **07/05/1980 [Seventh May - Ninteen eighty]**
(५) जन्म-तारीख नक्की करून ती ख्रिस्ती सनाप्रमाणे लिहिता येईल तेवढी अचूक लिहावी-
Verified from SSC certificate

(6) Exact height by measurement- **164 cm.**
(६) तंतोतंत उंची-

(7) Personal marks for identification- **Mole under left eye**
(७) ओळखण्यासाठी अंगवरील खुणा-
Verified from fitness certificate dated 15/10/20

(8) Educational qualifications- **M. Pharm., Ph. D.**
(८) शैक्षणिक अर्हाता-

(9) Signature of (non-gazetted) Government servant- **Nirmal**
(९) (अराजपत्रित) शासकीय कर्मचार्याची सही-



(10) Signature and designation of the Head of the Office or other Attesting Officer-

N. B. P. Kashti
Secretary
Non-Sent Babanrao P. S. P. Kashti, Tal. Shrigonda, Dist. Ahmednagar

(१०) कार्यालय-प्रमुखाची अथवा इतर कोणत्याही शासकांक-अधिकार्याची सही व पदनाम-

(11) Report of medical check up- **Medical officer, primary health center, Kashti dated 15-10-2022**
(i) Certificate No. and date
(ii) Issuing Authority and his designation **AS per report, it is found that he is mentally and physically fit.**
(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 पृष्ठावरील नोंदी निदान प्रत्येक पाच वर्षांनंतर पुन्हा नव्याने करण्यात याव्यात किंवा त्या पुन्हा सांभाळित करण्यात याव्यात आणि (९) व (१०) या ओळीतील सही खाली तारीख पासण्यात यावी. या नियमान्वये प्रत्येक पाच वर्षांनंतर दोटांचे ठसे नव्याने घेण्याची आवश्यकता नाही.

पट क्र. १

Left hand thumb and finger impressions of (non-gazetted) Government servant.
"(अराजपवित्त) शासकीय कर्मचार्यांच्या" दाया हाताच्या "अंगठ्याचे व बोटांचे ठसे".



[Handwritten Signature]

[Handwritten Signature]
Secretary

Hon. Shri. Babanrao Pachpute Vichardha & Trust
Kashti, Tal. Shrigonda, Dist. Ahmednagar



टीप :- निवृत्ती वेतनाबाबत होणारा शास टाळण्यासाठी पुढील परिस्थितीसंबंधात सेवापुस्तकात पुढील प्रश्नांची स्पष्ट उत्तरे दिलेली असतील
पापी विशेष काळजी घ्यावी.

परिस्थिती

(१) कायम कनिष्ठ कर्मचार्यांची (उदा. बेलीफ इत्यादी
रु. १० पेक्षा अधिक वेतन असणाऱ्या वरिष्ठ श्रेणीत जेव्हा स्थानापन्न
रुग्ण काम करण्यासाठी नियुक्ती करण्यात आली असेल.

सेवेचा प्रारंभ जेव्हा पुढीलप्रमाणे होत असेल-

- (२) 'स्थानापन्न'
- (३) 'परिवीक्षाधीन'

(४) तात्पुरत्या नेमणुकीत 'स्थानापन्न'

(५) निलंबित केल्यानंतर पुन्हा सेवेत पेऊन

प्रश्न

रिक्त पदाचे स्वरूप कोणते ? हे पूर्ण रिक्त पद आहे की
दुसरा एखादा अधिकारी त्याच पदावरील नेमणुकीचा तोच
कालावधी निवृत्ती वेतनासाठी हिशोबात घेत जाई ?
[नागरी सेवा नियमातील अनुच्छेद ३७१, अथवा मुंबई नागरी सेवा
नियमपुस्तकातील नियम २४० (२)]

परीतप्रमाणे

ही विशेषरीत्या नेमून दिलेली परिवीक्षाधीन नेमणूक आहे,
की केवळ (२) खालील प्रकरण आहे ?
तात्पुरती नेमणूक नंतर कायम करण्यात आली काय ?
[नागरी सेवा नियमातील अनुच्छेद ३७०, अथवा मुंबई
नागरी सेवा नियमपुस्तकातील नियम २४० (१)]
निलंबनाचा कालावधी रजा व निवृत्तिवेतन यासाठी हिशोबात
घेण्याचे आदेश देण्यात आले आहेत काय ?

एक एप्रिल रोजी वार्षिक आस्थापना विवरणे सादर करताना प्रत्येक कार्यालय प्रमुखाने वरील मुद्द्यांच्या संदर्भात आपल्या अभिरक्षित
असलेल्या सेवा पुस्तकांचे परिनिरीक्षण करावे. आणि काही संकट असल्यास तिचे निरसन करून घ्यावे व तसे करण्यात आलेले आहे आणि
दिनांक ७ ऑगस्ट, १९९८ चा शासकीय आदेश ३०३८ ही पुसगत पद्धतीने विवरणे जुळतात असे आस्थापना विवरणात प्रमाणित करावे.

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 28/07/2022 /Date 28/07/2022

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

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


Secretary
Non-Sectarian Group of Institutions, Vichardhara Trust
Kashti, Tal. Shirgonda, Dist. Ahmednagar
Signature of the Head of the Office.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्यांने दिलेले प्रमाणपत्र
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..... 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 20 /Date 20

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

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

कार्यालयप्रमुखाची सही
Signature of the Head of the Office.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्यांने दिलेले प्रमाणपत्र
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..... 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 20 /Date 20

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

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

कार्यालयप्रमुखाची सही
Signature of the Head of the Office.

कार्यालय प्रमुखाने किंवा इतर साक्षांकन अधिकाऱ्यांने दिलेले प्रमाणपत्र
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..... 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 20 /Date 20

* अपवाद नसेल तेव्हा हे खोडून टाकावेत.

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

कार्यालय
Signature of the Head of the Office.



नमुना 'अ'

मृत्यु आणि सेवानिवृत्ती उपदानाकरिता नामनिर्देशन

(जेव्हा सरकारी कर्मचार्याला कुटुंब्य असेल आणि त्याला त्यांपैकी एका व्यक्तीला नामनिर्देशित करायचाचे असेल.)

मी याद्वारे माझ्या कुटुंबातील खाती उभेविलेल्या व्यक्तीला नामनिर्देशित करीत आहे, आणि मी सेवेत असताना मृत्यू पावल्यास शारणापाडून मंजूर करण्यात येणारे पौणतेही उपदान स्वीकारण्याचा, तसेच माझा मृत्यू झाल्यास सेवानिवृत्तीच्या वेळी मला अनुक्रमेण होणारे, परंतु माझ्या मृत्यूसमयी अद्यत असलेले पौणतेही उपदान स्वीकारण्याचा अधिकार तिला प्रदान करीत आहे.)

नामनिर्देशित व्यक्तीचे नांव व पत्ता	शासकीय कर्मचार्याशी नाते	वय	* ज्या घटना घडल्यास नामनिर्देशन अग्राह्य ठरेल, अशा घटना	परं नामनिर्देशित व्यक्ती सरकारी कर्मचार्याच्या आधी मृत्यू पावली किंवा सरकारी कर्मचार्याच्या मृत्यूनंतर, परंतु उपदानाची रक्कम घेण्यापूर्वी मृत्यू पावला तर नामनिर्देशित व्यक्तीला प्रदान केलेला अधिकार जिला / ज्यांना प्राप्त होईल, अशी / अशा व्यक्ती असल्यास तिचे नांव, पत्ता व नाते / त्यांची नावे, पत्ते व नाती	* प्रत्येकास देय असलेली उपदानाची रक्कम किंवा तिचा हिरस्त
१	२	३	४	५	६
Mrs. Savarna Sunil Nirmal	Spouse	40 years	Death	Mrs. S.S. Nirmal	100%

मी पूर्वी दि.

रोजी केलेले नामनिर्देशन जे आता रद्द झाले आहे, त्यास हे नामनिर्देशन अधिक्रमित करते.

दि. 28/07/2022 आहे..... July.....

सन 2022

ठिकाण Kashti

सहीस साक्षीदार -

- 1) Shinde Ramesh Vithoba
- 2) Dhoble Jhuhargi Kailas

सरकारी कर्मचार्याची सही -

कार्यालय प्रमुखाची सही

Secretary

Shri. Babanrao P. Jyote. Vichardha. Trust
Kashti, Tal. Shrigonda, Dist. Ahmednagar.

(अराजपत्रित शासकीय कर्मचार्याच्या बाबतीत कार्यालय - प्रमुखाने भरावयाचे)

नामनिर्देशन करणाऱ्या कर्मचार्याच्या बाबतीत कार्यालय - प्रमुखाने भरावयाचे)

नामनिर्देशन करणाऱ्या कर्मचार्याचे नांव

पदनाम

दिनांक

कार्यालय

पदनाम

* या स्तंभात सरकारी कर्मचार्याने 'मृत्यू' ही अशी एक घटना म्हणून निर्देशित करू नये.

* हा स्तंभ उपदानाची संपूर्ण रक्कम समाविष्ट होईल अशा रीतीने भरावा.



Reg. No. 829 Ahmednagar

Date: 2/3/2006

Hon. Shri. Babanrao Pachpute Vichardhara Trust

Kashti, Tal. Shrigonda, Dist. Ahmednagar (02487) 232121 Fax - 232143

Ref: HSBPVT/2023-24/1163

Date: 01/04/2023

To,
Dr. Sunil Ashokrao Nirmal,
A/P Loni,
Tal. Rahata, Dist. Ahmednagar

Sub: Appointment for the post of Professor and Principal.

Dear Sir,

With reference to your application for the post of Professor and Principal and interview conducted by Local selection Committee, you have been selected as Professor and Principal in HSBPV Trust's Faculty of Pharmacy A/P Kashti, Tal. Shrigonda, Dist. Ahmednagar. I am pleased to inform you that the Management has appointed you in the 7th pay scale at level 14 of Rs. 144200-218200 with effect from the date of 01/04/2023. Your appointment is subject to the following terms and conditions.

- 1) Your service will be governed by the Maharashtra Act, 2016 & Statutes, Code of Conduct, Ordinances and Rules & Regulations laid down by the Savitribai Phule Pune University, Pune, State Government and as per Pharmacy Council of India, New Delhi Regulation of minimum qualification for teachers in Pharmacy Institutions Regulations, 2014 from time to time.
- 2) a) You are appointed on clear vacancy as a full-time Professor and Principal w/e/f _____ on two years probation period from the date of joining.
OR
b) The post is reserved for SC Category, since you belong to the said category, you are appointed as a full-time Professor and Principal w/e/f _____ on two years probation period from the date of joining
OR
c) The post is reserved for SC/ST Category, since you belong to the said category, you are appointed as a full-time Professor and Principal w/e/f _____ on two years probation period from the date of joining up to the end of this academic year 2023-24 only.
- d) Your appointment is on adhoc basis for specific period of your joining till the end of academic year 2023-24 and terminable without any advance notice.
- 3) i) You will be paid basic pay of Rs.144200/- per month in the 7th pay scale at level 14 of Rs. 144200-218200. You will also be entitled Dearness Allowance, House Rent Allowance and other allowances applicable rate as prescribed by trust from time to time. In case, you are appointed for a period of more than one year, you shall earn annual increment as per rules.
ii) Your appointment and Salary shall be subject to the approval by the State Government/University/MSBTE.
iii) You will be the 'Excluded Employee' of the Employee Provident Fund Scheme-1952 by virtue of Para 2(F) as per the rules.
- 4) You shall submit the certified true copies of relevant testimonials such as birth date certificate, mark sheets, Experience certificate, discharge / relieving certificate, last pay certificate, caste certificate, change of name certificate, Adhar Card, PAN Card, two Passport size photographs, Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer etc. before joining your duties.
- 5) In case you accept the appointment, you shall have to execute deed of contract of service as prescribed in the statutes at the time of joining the duties.



- 6) You shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of your Duty. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that you are free from any contagious diseases and that you are physically fit for employment on the staff of the college.
- 7) You are required to give the correct mailing address as soon as you join the duties and any change in the address given earlier should be communicated to the Principal. It will be presumed that any letter sent by Registered Post Acknowledgment Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by you.
- 8) You will not conduct or engage yourself in any private tuition or private coaching classes.
- 9) You will not engage yourself in any other job paid full-time, part-time or otherwise, during the continuance of your service, without permission of the competent authority / Sanstha.
- 10) Your services are transferable to any other colleges / institutions run by the Sanstha.
- 11) Your appointment may be terminated at any time by either side / party, by giving one month's notice or one month pay in lieu of notice period in case the period spent in service more than six month
- 12) If you are found absent continuously for more than thirty days without permission, your services will stand terminated automatically.
- 13) During the period of your service you shall not directly or indirectly do such things which are subversive to the interests of the Sanstha / University / Institute / College / Students.
- 14) If you are found guilty of violation of any terms and conditions mentioned above, you will be liable for disciplinary action and punishment decided by the Sanstha as provided for in the statutes.
- 15) You have to communicate your acceptance to the College within seven days from the date of receipt of this order of appointment, failing which your appointment is liable to be cancelled.

V. B. Subpute
Secretary

From: Smt. Lakshmi Bai, Poojari, Vichardhara Trust, Kashti, Tal. Shrigonda, Dist. Ahmednagar.

Declaration

Respected Sir/Madam, I have read the above appointment order. With respect to above appointment order, Myself Mr./Ms. Sunil Ashokrao Nirmal agree to abide by the terms and conditions in the appointment order and I assure you best of my services.

Thanking you,
I have to communicate your acceptance to the College within seven days from the date of receipt of this order of appointment, failing which your appointment is liable to be cancelled.

[Signature]
Your's faithfully,
(Name and Sign)

Sunil Ashokrao Nirmal

Place: Kashti
Date: 01.04.2023

Received
1/4/2023





Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions

Faculty of Pharmacy

Approved by AICTE & PCI, New Delhi

Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai

A/P-Kashti, Tal-Shrigonda, Dist-Ahmednagar, Pin- 414701

Website – www.parikrama.edu.in, Phone – 9766126772,

Email – pariphr@gmail.com

Guidelines for Resource Mobilization

Objective:

The primary objective of the "Strategy for Mobilization of Funds" policy is to ensure a consistent and sufficient flow of funds to support maintenance, development, and expansion activities, in alignment with the goals outlined in the Vision 2026 document.

The source of resources of the institute and their mobilization can be seen as follows:

Tuition fees from students

HSBPVT's Faculty of Pharmacy, is a self-financing institution, must focus on effective strategies for securing resources and optimizing their utilization. The primary source of income for the institution is the tuition fees paid by students for programs and facilities that are accredited by relevant regulatory bodies.

The fee structure is determined in accordance with the norms set by the Fee Regulatory Authority of the Government of Maharashtra.

This authority is empowered to recommend, review, and revise the fee structure, determining the fee based on the unit cost of education.

Institute allocates a portion of the student fees for institutional development.

The institute designates a portion of the student fees for the purpose of institutional development.

The trusts has availed registration under section 12A and 80G of the Indian Income Tax 1961 to utilize the beneficiary provisions contained therein.




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Email – pariphr@gmail.com

Research Funding from external sources

The institute encourages the staff to mobilize financial resources from national and international funding agencies to carry out individual or collaborative projects.

Sufficient funds should be allocated for:

- Salaries for both teaching and non-teaching staff.
- Research and development activities, training programs, and other related initiatives.
- Enhancement of academic and physical facilities.
- Extra curricular activities and co curricular activities
- Day to day expenses and other emergency requirements (petty cash).

The proposed allocation of resources may be as follows:

Funds generated primarily from student tuition fees should be allocated to both recurring and non-recurring expenses of the institution.

Scholarship grants received should be directly credited to the bank accounts of eligible students.

A portion of the budget should be allocated to cover day-to-day operational and administrative expenses, capital costs, and the maintenance of fixed assets.



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Kashti, Tal-Shrigonda, Dist-A.Nagar



Payment Summary

The transaction with reference ID: 605875030 is processed successfully.

Payment details

General Transaction Details:

Reference ID:	605875030	Transaction Type:	Fund Transfer Other Bank Account
Transaction Reference Name:	Sai Faridabad Gas Service	Network:	NEFT
Pay From Account:	H S B P V T G O I FACULTY OF P HARMACY	Beneficiary Type:	Personal Payees
Sender's Account:	322702010011598	Beneficiary's Account:	1415102000001199
Beneficiary Nickname:	Sai Faridabad Gas Service	Amount:	INR 150,000.00
Payment Date (dd/MM/yyyy):	31/12/2023	Transaction Status:	Success
Remarks:	Sai Faridabad Gas Service	PAYSYS No:	001194201169
UTR No:	UBINJ23365088096		

Amount & Frequency Details:

Total Payable Amount:	INR 150,000.00	Frequency Type:	One Time
Transaction Currency:	INR		



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AP, Kashti, Tal. Shrigonda, Dist. Ahmednagar, Pin - 414701
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Website - www.parikrma.edu.in, Phone - 9766126772, Email - pangar@gmail.com
Vision - 'To serve with high quality education for development of students as competent pharmacy professionals for the uplifment of socio-economic status in rural areas'

Date - 01/11/2023

IQAC Meeting Agenda

All members are informed that an IQAC meeting is planned on 06/11/2023, 10:00. Am. at IQAC room on the following agenda.

Item No.	Agenda
1.	To finalize NAAC criteria 1 work schedule for AY 2023-24
2.	To finalize policy, & formats for value addition courses
3.	To finalize policy & formats for project work, internship & industrial visits.
4.	Any other matter with permssion of chair

Member Secretary
HSBPVT GOI
Faculty of Pharmacy, Kashti,
Tal. Shrigonda, Dist. A Nagar



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
Faculty of Pharmacy

AP, Kashti, Tal. Shrigonda, Dist. Ahmednagar, Pin- 414201
Approved by PCI, New Delhi, Affiliated to Savitribai Phule Pune University, Pune & MSBTE, Mumbai.
Website - www.pankrma.edu.in, Phone - 9766126772, Email - panphr@gmail.com
Vision - To serve with high quality education for development of students as competent pharmacy professionals for the upliftment of socio-economic status in our area!

IQAC Minutes of Meeting

The IQAC Meeting Were Started With Welcoming Of All IQAC Members.

Dr. Sunil Nirmal and the other IQAC mebers discussed on following Agenda.

Item no - 1: To finalize NAAC criteria 1 work schedule for AY 2023-24

Principal, Dr. Nirmal presented work schedule of NAAC criteria 1. Events are planned monthwise so that all the events can be conducted smoothly with 100% achievement.

Mr. Darekar & Mr. Pawar suggested some changes. These changes were noted & final schedule is published.

Item no - 2: To finalize policy, & formats for value addition courses

Dr. Nirmal presented policy & formats for value addition courses. It is instructed to follow these formats and complete 8 courses per year. Responsibility to collect proper documentation is of Mr. Salve.

Item no - 3: To finalize policy & formats for project work, internship & industrial visits.

Dr. Nirmal presented policy & formats for project work, internship & industrial visits. It is the responsibility of Ms. Anap & Ms. Raykar to collect documentation of project work. Mr. Dalimbe will take care to conduct industrial visits of all classes of diploma, UG, PG and collect required documentations as per formats.

Item no - 4: Any other matter with permssion of chair

NIL

Meeting is concluded with votes of thanks by Member Secretary, Mr. S.M. Darekar.




Member Secretary
HSBPVT GOI
Faculty of Pharmacy, Kashti.
Tal. Shrigonda, Dist. A. Nagar



Hon. Shri. Babanrao Pachpute Vichardhara Trust's Group of Institutions
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Website - www.parkrastra.edu.in, Phone - 9766126772, Email - parkrastra@gmail.com

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Meeting is concluded with votes of thanks by Member Secretary, Mr. S.M. Darekar.




Member Secretary
HSBPVT GOI
Faculty of Pharmacy, Kashti.
Tal. Shrigonda, Dist. A. Nagar



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A Meeting of Internal Quality Assurance Committee conducted on 06/11/2023, 10:00 am at collage board room.

Following members were present for meeting.

Sr. No	Name	Sign
1.	Dr. S. A. Nirmal	
2.	Mr. P.B. Pachpute	Ab
3.	Prof. A.S. Pund	Ab
4.	Mr. J.P. Pawar	
5.	Dr. S.J. Anbhule	
6.	Mr. D.A. Landage	
7.	Dr. M.S. Zaware	
8.	Ms. M.H. Raykar	
9.	Dr. D. Mhaske	Ab
10.	Mr. Wajid Shaikh	
11.	Ms. Pallavi Khedkar	
12.	Mr. Sahil Munot	
13.	Mr. S.M. Darekar	



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