

Policy for Staff Recruitment

Date of implementation: 25/06/2004

Requirement of the staff to be recruited is decided by the institute and is sanctioned in CDC. These requirements are submitted to SPPU and Maharashtra State Backward Class Commission. The said posts are sanctioned by these authorities after checking the Pharmacy College Roster. Advertisements for the staff recruitments are published in two newspapers (English and Marathi). Applications for these posts are invited from aspiring candidates. Selection committee for the interviewing candidates is appointed by university as per the government rules. The selection committee comprises of V.C. Nominee General, V. C. Nominee – Reservation cell and three Subject Experts. After the scrutiny of the applications received, the call letters for the interview are sent to eligible candidates well in advance. Interviews are conducted by selection committee. Reports of selection committee are submitted to SPPU. Appointments are issued to selected candidates. Proposals of approval for these appointments are submitted to SPPU. Letter of approval is issued to candidate by the SPPU. If the post remains vacant due to unavailability of suitable candidate, it is filled on Ad- hoc basis for which the approval from university is also sought.

The published rules, norms, policies and procedures with regard to faculty and staff recruitment, promotions, leaves and retirement as per the AICTE, PCI, SPPU and Progressive Education society are followed and made available on the college website.

Policy for Examination

Date of implementation: 25/06/2004

Date of renewal: 24/06/2018

- Tentative Sessional examination dates will be communicated to faculty and students at the start of each semester.
- Savitribai Phule Pune University examination form filling dates and fees will be displayed on notice board at the start of each semester.
- It is mandatory for a student to acquire minimum of 75% (2015 pattern) and 80% (2018 pattern) attendance in all subjects to be eligible to appear for University examinations.
- For 2015 and 2013 pattern One Sessional and if necessary one improvement Sessional will be carried out.
- At least 60% syllabus must be covered prior to first Sessional examination.
- For 2018 Pattern Two Sessional examinations will be carried out and 100% syllabus must be covered before commencement of second Sessional examination. If necessary one improvement Sessional will be carried out.
- Guidelines from Savitribai Phule Pune University must be followed for Sessional question paper setting.
- Question paper should be set to test the knowledge, memory, cognitive, analytical and reasoning ability of students.
- Syllabus as well as question paper should be checked approved by HOD
- Question paper should be submitted before the scheduled date of the examination in a sealed envelope.
- Assessed papers must be submitted within 10 days of the complete assessment and marks entry must be done in the register.
- Result analysis should indicate percentage of students securing 80%, 60-79%, 50-59% and same should be entered in the soft copy provided by exam section.

Policy regarding Employees' Provident Fund (contributory)

Date of implementation- 08/08/2008

PE society has decided to extend the benefit of provident fund to all teaching faculty and nonteaching staff of all non-grantable institutes and colleges. The scheme of EPF be implemented for the teaching faculty as "Welfare Measure"

Policy for Grievance Redressal

Date of implementation: 12/07/2012

1. The General Grievance Committee is formed to address the grievance of all stakeholders which are not resolved through regular channel or not to the satisfaction of compliant
2. The grievances will be collected from suggestion box, online through vmedulife web portal or email to the coordinator.
3. Depending upon the nature and emergency, the meeting will be called for discussion preferably within seven days. The entire formal procedure should take no longer than 30 days.
4. If the grievance is not resolved to the satisfaction, the student may appeal to the next level of authority.

Financial policy for research consultancy to staff

Date of implementation - 15/09/2014

To promote and inculcate the research aptitude in staff the researchconsultancypolicy is designed by the institute.

The faculty members are encouraged to provide consultancy to the Pharmaceutical Companies.

The physical and academic infrastructure of the institute can be utilised for the same.

The revenue generated from research consultancy will be distributed between the institute and researcher in 60: 40 proportions

Policy to promote faculty for research

Date of implementation -15/09/2014

To promote and inculcate the research aptitude in staff the institute always provides financial assistance.

For attending seminars, conferences and workshops 50 % of expenses will be paid to teaching faculty by institute.

Policy for admission (B. Pharm. and M. Pharm.)

Date of implementation: 01/06/2014

- All admissions are carried out in fully fair and transparent manner.
- The admissions of institute level quota (20%) and centralized admission quota (80%) are carried out strictly on merit basis as per the norms and guidelines of Directorate of Technical Education (DTE), Government of Maharashtra. Furthermore, these admissions are approved by the DTE and Admission Regulating Authority (ARA) / PraveshNiyantaranSammittee (PNS) of Government of Maharashtra. Information about Centralized Admission Process (CAP) is available on DTE website www.dtemaharashtra.gov.in.
- Distribution of admission seats is as per the constitutional reservation policy of the Government of Maharashtra.
- Information brochure/prospectus of the college which specifies rules of admission are published well before the commencement of the process of admission. The information about admission process and schedule is also displayed on the college website www.mcpledu.org.
- The principal of the college invites applications for seats available by giving advertisements in newspapers.
- Students avail freeship and scholarship facilities as per rules from social welfare department, Government of Maharashtra.
- Rules for cancellation of college admission and refund of fees are as per Government norms.

Policy for fees structure

Date of implementation: 01/06/2014

Government of Maharashtra has appointed Fees Regulation Authority for deciding the fees structures of educational institutes for higher and technical institutes. The institute submits it's the audited financial reports of previous year along with the proposal for the tentative fees to be charged. The actual fees to be charged are finalized by Fees Regulation Authority.

Fee waiver to SC/ST, VJ/NT, OBC and Economically backward class (EBC) students is as per Government of Maharashtra Rules and Regulations. Student will be eligible for Government scholarships and freeships only when they fulfil attendance criteria.

Category	Tuition fee waiver	Development fee waiver
SC	100 %	Yes
ST	100%	Yes
NT	100%	No
VJ	100%	No
SBC	100%	No
OBC	50%	No
EBC	50%	No

Policy for Health insurance of the staff

Date of implementation: 26/09/2015

PE society has decided that Medical (Health) insurance scheme will be implemented for all confirmed teaching and non-teaching staff members working in the Modern College of Pharmacy (for Ladies), Moshi, Pune.

50% amount of the medical insurance premium will be borne by the institute and remaining 50% by the concerned staff.

Policy for Alumnae Association

Date of implementation: 10/01/2012

Alumnae Association should work in co-ordination with college. Alumnae funds, name and communication details from the students should be collected at a time of result distribution. Account handling Authorities are transferred to the college and accounting should be maintained by the Alumnae In-charge. The fund allocation and distribution should be discussed with alumnae members. Alumnae account should be audited annually and report should be discussed with principal and alumnae members.

Alumnae meet should be conducted at least annually once. Meetings of the association members should be scheduled annually twice. Alumnae association can donate the fund depending upon the need of the society. Various activities carried out by the alumnae should be communicated to the alumnae through social website and college alumnae account.

Alumnae should guide and help the regular learners. Alumnae should be actively involved in the academic and infrastructural growth of the college

Policy regarding incentives for acquiring higher qualification

Date of implementation -12/10/2018

1. PhD increments:

A confirmed staffs who acquires PhD degree from a UGC recognized university in the relevant subject while in service at the college of PE society be given:

- a. Three additional increments if the candidate is not given an increment earlier for M. Phil
- b. Two additional increments if candidate is given an increment earlier for M. Phil

2. Promotion to Associate professor Grade

Confirmed Assistant Professor Grade staffs that acquires PhD degree and has minimum 5 years of approved experience will be promoted to Associate Professor Grade depending on availability of post, through selection process.

Policy for General Academics

Date of implementation: 25/06/2004

Date of renewal: 22/06/2018

1. Students are advised to see the notice board daily.
2. Use of cell phone in the college premises is strictly restricted.
3. Prescribed books, e-contents are available in the library. Syllabus is available in the library as well as on university and college website.
4. Practical Journals are available in the college stores. If Journal is incomplete for the earlier exercise, student will not be allowed in the practical lab for the next practical.
5. Students have to wear aprons and other accessories as instructed by subject I/C before entering in laboratory.
6. Discarding papers and similar materials in the campus or corridor is strictly prohibited.
7. Students are not allowed to sit on the steps and working platforms. Loud talking near and around the library, staff room and passage is liable to be punished.
8. Class teacher is assigned for each class to monitor the performance and attendance of student, which provides students the opportunity to develop individual advisement on academic and professional levels. Students are expected to be in class during all instruction hours specified in the academic calendar. No student shall come late or leave earlier without prior permission of class teacher. Student should not leave the laboratory or class during academic sessions without prior permission.
9. 75% (80 % as per PCI regulation) attendance for theory and practical is mandatory; failing which she would be detained / disallowed for the

sessional as well as University Examination. 25 % waiver is kept for emergencies and illness out of 100 %. When a student is absent, she must contact the class teacher prior to the missed class. An absence may be excused for students participating in approved professional development activities, in situations involving illness, or in other emergencies. Documentation of the reason(s) for the absence must be provided to the class teacher upon return to institute. The class teacher is authorized to sanction the leave up to 3 days. The leave should be sanctioned by class teacher after receipt of application from the student. More than 3 days leaves should be sanctioned by Academic I/C.

10. College I-Card in the college premises is mandatory.
11. Uniform is compulsory on Tuesday, Saturday and during professional activities as instructed by class teacher.
12. Attendance for the guest/seminar lecture is compulsory.
13. Students are required to participate in all assessed activities (assignments, exams, etc.).
14. During semester problem based learning activity should be carried out once for theory subject. Students must remain present for the same.
15. Students are encouraged to participate in research under the direction of faculty members as per their interest. Student with appropriate interests and academic preparation may participate in research.
16. Online and offline faculty feedback is taken once in each semester.
17. Any grievance related to academic activities will be handled by grievance redressal cell.
18. Faculty with good feedback may be appreciated with letter. Faculty with average performance will be counselled by academic committee members, performance is further monitored.