



*6.2.1: The Institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative set up, appointment, service rules and procedures etc.*

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## **1. Roles and responsibilities of institutional bodies**



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Section No.21, Yamunanagar, Nigdi, Pune-411 044. (M.S.) Tel.: 020-27661315 Fax: 020-27661314  
E-mail: mcapnigdi44@gmail.com Website: www.mcap.org.in

Prof. Dr. P. D. Chaudhari  
M.Pharm., Ph.D.  
Principal

Prof. Dr. G. R. Elcote  
M.S., M.N.A.M.S.  
Chairman, Business Council

### 6.2.1. Roles and Responsibilities of Institutional bodies

#### Roles and Responsibilities of Governing Body (GB)

- 1) To frame vision and Mission and quality policy of the institute and direct the institute towards accomplishment of the same
- 2) To keep a check on academic as well as co-curricular and extracurricular activities of the institute.
- 3) To review policy implementation or any other important notices received from the regulatory bodies and other government agencies
- 4) To approve the annual finance budget of the institute.
- 5) To check the audited statements of accounts of the institute.
- 6) To decide introduction of new courses as well as faculty requirement and act on it.
- 7) To review the going on activities under Memorandum of Understanding agreed and Industry collaboration proposals.
- 8) To approve faculty development programs.
- 9) To appreciate the development activities of the students.

#### Roles and Responsibilities of College Development Committee (CDC)

- 1) To develop overall agenda which includes academic calendar of that year for the institute.
- 2) To compose financial budget of the college and discuss with management for the approval.
- 3) Propose to the management about introduction of new academic courses as well as new modules.
- 4) Recommendation to the management regarding creation of additional teaching and administrative posts
- 5) Make specific recommendations to the management to encourage the use of various software and facilities beneficial for the students.
- 6) Make specific recommendations to the management to enhance and strengthen research culture, consultancy and extension activities in the college.
- 7) To organize major annual events, such as sports events, cultural events, and conference in the institute.



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E-mail : mcpnigdi44@gmail.com Website : www.mcop.org.in

Prof. Dr. P. D. Chaudhari  
M.Pharm., Ph.D.  
Principal

Prof. Dr. G. R. Ekbote  
M.S., M.N.A.M.S.  
Chairman, Business Council

**Roles and Responsibilities of Internal Quality Assurance Cell (IQAC)**

The IQAC plays a vital role in upgrading and perpetuating the quality of education of an institute. This cell helps in maintaining the quality of administrative as well as academics in the institute. The main goal of the IQAC is to develop a strategy for consistent and catalytic improvement which enhance the performance of institute.

- 1) To frame Annual Quality Assurance Report (AQAR) and submit to NAAC.
- 2) To keep eye on the action taken on feedback response from students, and other stakeholders which contribute in quality boosting of the institute.
- 3) To promote adoption of student centric teaching –learning methods which favorable to quality education and adopt the required knowledge and technology for participatory teaching and learning process.
- 4) To monitor periodic course outcome attainment and action taken from each faculty and its mapping on to COs, POs, PEOs.
- 5) To assure quality culture in academics as well as administration through e- governance in the institute.
- 6) To arrange inter and intra institutional workshops, seminars on quality related themes and also encourage faculty towards adoption of new policies such as NEP.
- 7) To check documentation of the various co-curricular and extracurricular activities escort to quality improvement.
- 8) To ensure the quality audits in the institution.



  
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## **2. Policies**



**Procedures and Policies for Maintaining Utilizing  
Physical Academic and Support Facilities**





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## Procedures and policies for maintaining and utilizing physical, academic and support facilities

### 1. Physical Facilities:

- A robust systems and procedures along with manpower monitoring to ensure proper maintenance and utilization of infrastructure, library, sports grounds, laboratories, classrooms, seminar halls, auditoriums and all service installations is in place.
- Separate housekeeping staff are engaged to keep the campus hygienically clean
- For the up keep of computers, LAN, internet, Wi-Fi and other ICT facilities and design, an IT in-charge is appointed and the professional services are hired as per the demand.
- To overcome the power failure and to provide adjustable power base, a separate 5 KV Genset has been installed & maintained by staff and professional experts.
- The College infrastructure committee headed by the Principal looks after the development, maintenance and utilization of the College physical facilities.
- Suitable budget is allocated every year for the maintenance of various facilities.
- More than 48 CCTVs are installed to monitor the college building.
- Separate gardener is hired to maintain the medicinal plant garden

### 2. Academic Facilities & Classrooms:

- A separate classroom monitoring committee comprising of Class-teacher and few student representatives is constituted.
- The committee reports any issues related to the sitting facility, LCD projectors, wi-fi, internet, electrical fixtures etc.
- Every classroom is fitted with CCTV for surveillance.

### 3. Support Facilities:

- The wi-fi routers, power backup facility of 5 KV, purified cooled drinking water facility, elevator, fire extinguishers are in place and is maintained by professional experts on regular basis.
- All the records and dates of next visits/refills are maintained with the stores department

### 4. Laboratories:

- Teaching faculty is appointed as lab in-charge, to every lab. All the Labs also engage One Lab Assistant and attendant.
- Lab in-charge maintains the record and upgrade the laboratory with necessary equipment
- Dead stock verification is carried out to assess functionality of equipments etc.



*[Signature]*  
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Pune - 411 044.

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- Every laboratory assistance keeps the record of utilization of equipments, computers and other required material for experiments.
- 5. Library:**
- A Library Advisory Committee is in place comprising Principal as the chairperson, one faculty as library in-charge, librarian as member secretary along with one representative each from faculty and students from every course to deal with issues and for smooth and efficient functioning of the library.
  - Newly admitted students are enrolled in the library database and issued with library cards
  - Wi-fi facility and the e-resources and other web based information facility are maintained regularly.
  - Separate record for the reprographic facility provided by the library is maintained.
  - A separate PC is dedicated for the Online Public Access Catalogue (OPAC facility)
  - Entry and exit of each user is digitally stored through a biometric access door.
  - The requirement of new books, journals are obtained from the students, faculty through a feedback form and accordingly order is placed.
  - Worn-out books and backdated journals are bound and stored
  - Additionally, all the department are housing a departmental library for the reference of practical books or materials
  - In addition to books issued on Card (83 books), the library provides Book Bank (06 books) and Book Loan (06 books) Scheme to the students.
  - The library is operational with extended period of time 8 am to 6 pm. And also as per the demands of students
- 6. Computers:**
- Computers Maintenance and support are carried out by system administrators.
  - Regular up-gradation is carried out for computers and software.
  - Separate services are hired for external agencies for the maintenance of reprographic facilities, computers, internet, wifi-routers, projectors etc
  - VMEdulife ERP system is in place for facilitation of paperless and effective governance



  
Principal  
Dr. P. D. Chaudhari





**Published rules, Procedures, Recruitment and  
Promotional policies**



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M.S., M.N.A.M.S.  
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P.E. Society, Pune

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### Published Rules, Procedures, Recruitment and Promotional Policies


College has a set policy and procedure for the recruitment and promotion of staff, supporting staff and faculty. College does strictly adhere and follow the norms and guidelines of affiliating University that is Savitribai Phule Pune University and Government of Maharashtra. The details of the recruitment and promotional policies of college have been uploaded on the college website for the knowledge of new incumbents. Moreover, the promotional policy is strictly based on the seniority of a common roster of the reservation cell of Savitribai Phule Pune University.

### Recruitment of Faculty

Vacancies in each department for teaching posts are computed based on the workload and existing available staff.

- I. Before advertisement the roster of Reservation Cell of Savitribai Phule Pune University is verified in order to ensure the percentage of vacancies for reservation categories.
- II. The copy of the advertisement duly signed by the Principal is submitted to Savitribai Phule Pune University for favor of sanction and additional copy of the same is also submitted to the reservation cell for the information.
- III. Applications are invited by publishing the advertisement in leading National, State and Local newspapers and Institution's website after approval from the University authorities.
- IV. Selection Committee duly constituted by the University for interviews, adjudges the merit of each candidate, and prepares a list of selected candidates on a preferential basis.
- V. The institution submits the recommendations of the Selection Committee to Savitribai Phule Pune University for its approval.
- VI. After receiving the approval list from Savitribai Phule Pune University, the appointment letters are sent to the candidates.
- VII. The institute submits necessary documents of the persons who join duty against the appointment letters to the University for Teacher's Approval.
- VIII. After two years of probation and satisfactory performance recorded as in the confidential reports, the management confirms the appointments on a permanent basis.



  
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M.S., M.N.A.M.S.  
Chairman, Business Council  
P.E. Society, Pune

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### Promotion/Selection Policies for Faculty

- Selection of the faculty members to Professor, Associate Professor and Assistant Professor Grades is done as per the norms of Savitribai Phule Pune University, Pune.
- Promotion policy for faculty exists for career advancements.

### Recruitment of non-teaching and supporting staff

The vacancies of supporting staff are computed with a consultation of HODs and Principal. The non-teaching staff is computed in discussion with office superintendent and Principal.

Recruitment of staff is made as per the strength and need of the college and following guidelines of AICTE and Savitribai Phule Pune University.

1. Details of the requirement of the staff are communicated to the Management and Governing body of the college for approval.
2. Approval of the authorities as per the requirement is sought.
3. Posts are advertised in local news-papers, if required.
4. The selection committee is constituted by the management of the college.
5. After interviewing the candidates, the selection committee submits its report to the competent authorities. Accordingly, staff is appointed as per the requirement of the college.
6. The appointment of Accountant, Cashier, Office Superintendent is made as per required qualification of the post.
7. The appointment of Laboratory Technician is made as per the minimum qualification required for the post like B. Sc. / D. Pharm/ B. Pharm.
8. The attendants are appointed with minimum qualification.

### Service Rules

The overall service rules for the appointment of supporting staff, non teaching staff and faculty have been followed as per the norms and guidelines of Maharashtra University Act 1994 and Maharashtra Public University Act 2016 and statutes and code of conduct, ordinances, rules and regulations set by Savitribai Phule Pune University and Government of Maharashtra time to time. The details of the service rules are uploaded on the college website. The gist of which is mentioned below



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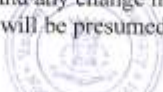
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Principal

Prof. Dr. Gajanan R. Ekbote  
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1. Service of candidate will be governed by the Maharashtra University Act, 1994 and Maharashtra Public Universities Act, 2016, Statutes, Code of Conduct, Ordinances and rules and regulations laid down by the Savitribai Phule Pune University, Pune and State Government of Maharashtra from time to time.
2. Candidate will be appointed in respective category in clear vacancy on full-time basis on probation for a period of Two years from the date of joining.
3. i) The candidate will be paid as per the pay scale for the respective post. The candidate will also be entitled to Dearness Allowance, House Rent Allowance T.A. and C.L.A. at the rates prescribed by the State Government from time to time. In case candidate is appointed for a period of more than one year, the candidate shall earn an annual increment.  
  
ii) The appointment of candidate and his/her salary shall be subject to approval by the Savitribai Phule Pune University and Director of Technical Education / Director of Higher Education as the case may be.
4. The appointment is subject to the minimum number of students and the workload prescribed for the post.
5. The candidate shall submit the originals as well as certified true copies of relevant testimonials such as birth date certificate, degree certificate, mark-sheets, experience certificate, discharge / relieving certificate, last pay certificate, caste certificate, change of name certificates (if any), etc, before joining his/her duties.
6. In case the candidate accepts the appointment, he/she has to execute deed of Contract of Service as prescribed in the Statutes at the time of joining the duties.
7. The candidate will be allowed to join the duties on producing-  
i) Two Passport size Photographs,  
ii) Character Certificate from two eminent persons, one of them should be a Govt. Gazetted Officer.  
iii) Relieve letter from previous employer (if any).
8. The candidate shall undergo medical examination by the approved Medical Officer or by the Civil Surgeon at the place of his/her duty, within three months from the date of joining the duties. The appointment shall be provisional and conditional, pending submission of Medical Certificate stating that he/she is free from any contagious disease and that he/she is physically fit for employment on the staff of the college / institution.
9. The candidate is required to give the correct mailing address and phone number (if any) as soon as he/she joins 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 to the Principal, will be received by the candidate.



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M.S., M.N.A.M.S.  
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10. Post Acknowledgement Due (RPAD) on the address given, shall be deemed to have been acknowledged duly signed by the candidate.
11. Candidate will not contact or engage himself/herself in any private tuition or private coaching classes.
12. Candidate will not engage himself/herself in any other job paid full-time, part-time or otherwise, during the continuance of his/her service, without the permission of the competent authority/ Management.
13. Candidate's service is transferable to any other colleges /institutions run by the Management.
14. The appointment of candidate may be terminated, at any time, by either vide / party, by giving one month's notice or one month's pay in lieu of notice period in case the period spent in service is more than six months.
15. If the candidate is found absent continuously for more than thirty days without permission; his/her services will stand terminated automatically. If candidate is found guilty of violation of any terms and conditions mentioned above, the candidate will be liable for disciplinary action and punishment decided by the management as provided for in the statutes. During the period of his/her service he/she shall not directly or indirectly do such things which are subversive to the interests of the Society / University / Institute / College / Students.
16. A candidate has to communicate his/her acceptance to the Management/College/Institution within seven days from the date of receipt of this Order of Appointment, failing of which his/her appointment is liable to be cancelled.
17. If candidate belongs to reserved category, his/her appointment is subject to submission of cast certificate from the Competent Authority.



  
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Principal,  
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## **Recruitment Procedure**



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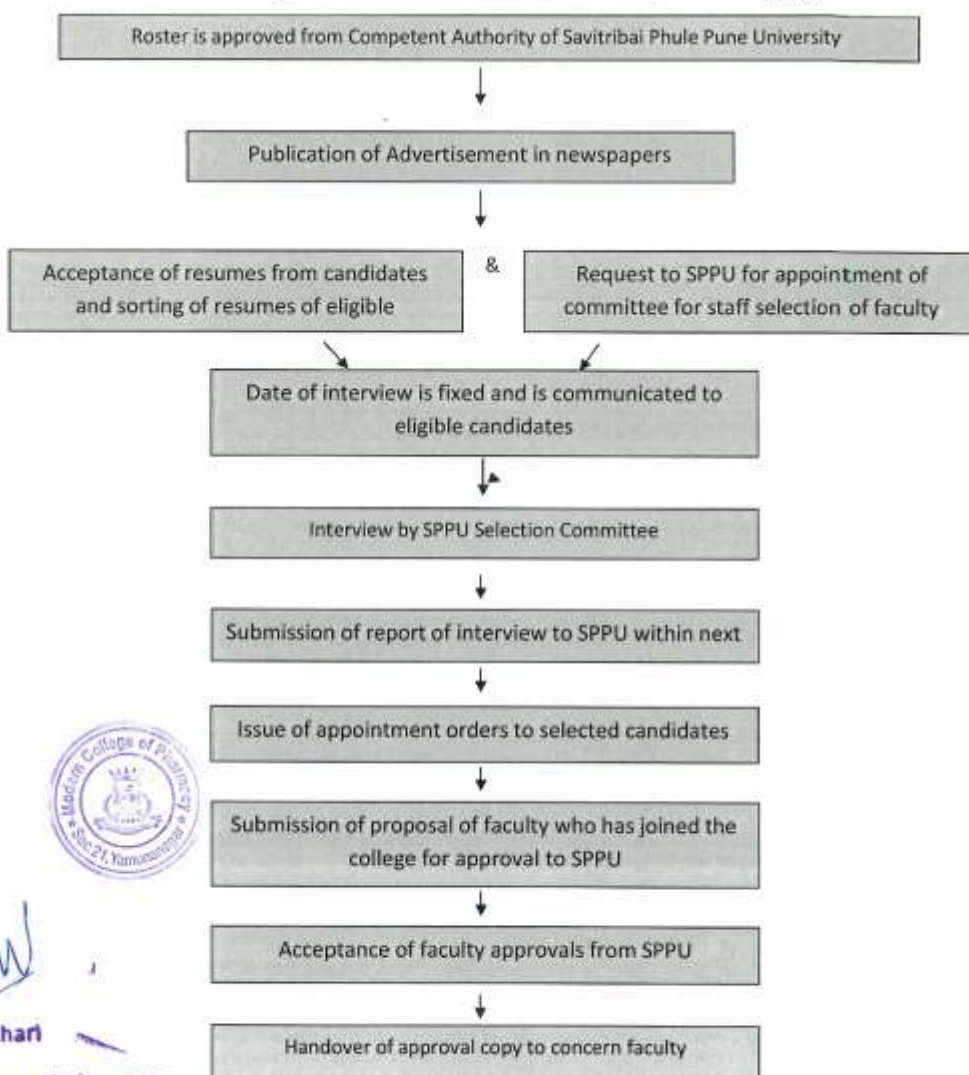
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M.Pharm., Ph.D.  
Principal

Prof. Dr. Gajanan R. Ekbote  
M.S., M.N.A.M.S.  
Chairman, Business Council  
P.E. Society, Pune

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**Recruitment Procedure for Faculty**

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## **Leave Policy**



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E-mail : mcopnigdi44@gmail.com Website : www.mcop.org.in

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Principal

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M.S., M.N.A.M.S.  
Chairman, Business Council  
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**LEAVE POLICY**

Date :

**Casual Leave (CL)**

All staff members are eligible for 08 days of casual leave per academic year. These leaves are not accumulated.

**Medical Leave (ML)**

All staff members (teaching and non-teaching) who complete two years of service are eligible for sanction of 08 days of Medical leave for each completed years of service. These leaves are not accumulated.

**Earned Leave (EL)**

All members of staff (Teaching & Non-Teaching) are permitted to earn leave 08 days per academic year. Maximum of the accumulation of earned leave is 54 days over the whole service period.

**Maternity Leave**

Maternity leave shall be granted for a maximum period of 90 days. All the members of staff (Teaching and Non-Teaching) who have completed two years of service only are eligible to avail this leave. During probationary period no Maternity leave is available and it shall be only on loss of pay.

**Leave without Pay**

A staff member may be granted leave without pay to the extent required depending upon the circumstances.

**On Duty Leave**

On duty leave is granted to faculty members for attending seminar, conferences and conducting examinations of Savitribai Phule Pune University in other institutions. On duty leave is granted for attending meetings of examinations, National Service Scheme, Student Welfare, Academic and Research Coordinators, Innovation and Start up cell of Savitribai Phule Pune University. Support staff is also granted on duty leave for University related work, admission regulatory authority related work etc as and when required.



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## **Incentive Policy**





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Prof. Dr. Gajanan R. Ekbote  
M.S., M.N.A.M.S.  
Chairman, Business Council  
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Ref : **Incentive policy for faculty for their research contributions** Date :

Modern College of Pharmacy, Nigdi, Pune provides conducive ambience to carry out high end research. In order to invigorate research culture, the college has designed incentive policy for different types of research work. Moreover, the research contribution will be acutely gauged depending on the quality or standards and reputation of the publication. The research contribution of every faculty member will be assessed every academic year considering

1. Research Publications & Best Paper Award
2. Publication of Book
3. Patents obtained
4. Generation of research grants
5. Research awards and fellowships

### RESEARCH PUBLICATIONS / BEST PAPER AWARDS\*

For research/ review articles published in journals with

Sr.no	Impact factor	No. of credits
1	Above 5.00	3.0
2	Above 4.00	2.0
3	Above 3.00	1.5
4	Above 2.00	1.0
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### PUBLICATION OF BOOK\*

Sr. no	Details	Published By	No. of credits.
1	Full book	International publisher with ISBN Number	2.0
2	Full book	National publisher with ISBN number	1.5
3	Full book	Other local publisher	1.0
4	Chapter contributed to edited volume	International publisher ISBN number	1.0
5	Chapter contributed to edited volumes	National level publisher with ISBN number	0.5

### PATENT OBTAINED:

Sr. no	Agencies	No. of credits
1	International agencies	5.0 per patent
2	National agency	3.0 per patent

### GENERATION OF RESEARCH GRANTS###

Sr. no	Research grant received	No. of credits
1	Upto Rs. 5 Lakhs	1.0
2	Rs. 5.01 to Rs 10.00 lakhs	2.0
3	Rs. 10.01 to Rs. 20.00 lakhs	3.0
4	Rs. 20.01 to Rs. 50.00 lakhs	4.0
5	Beyond Rs. 50 lakhs	5.0

### RESEARCH AWARDS/ FELLOWSHIPS

Sr. no	Research award/ fellowships	No. of credits
1	National	1.0
2	International	2.0



P. E. S. Modern College of Pharmacy  
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Principal

Prof. Dr. Gajanan R. Ekbote  
M.S., M.N.A.M.S.  
Chairman, Business Council  
P.E. Society, Pune

Ref :

Date :

**PERIOD OF RECKONING**

Academic year (from 1<sup>st</sup> June to 31<sup>st</sup> May of next year)

**PAYMENT OF INCENTIVE**

At the end of every academic year after appraisal, total credits earned by a faculty member will be calculated based upon the evidence produced. For each credit earned, a sum of Rs. 5000 will be paid. This policy will be in effect from the academic year 2016-17.

**\*For publications in journals/ books, please note the following:**

1. Articles should be published in refereed journals indexed in Web of Science, SciVerse Scopus, PubMed, MEDLINE and PubMed Central.
2. Impact factor should be as calculated by Thomson Reuters (formerly Institute of Scientific Information, ISI) and published in Journal Citation Reports (JCR).
3. If there are more than one faculty involved in the publication the credits will be shared as follows: The first author (faculty) would share 60% of the credit amount and the remaining 40% would be shared by the next author or equally by next authors (faculties).

**#For research grants and patents, please note the following:**

1. In case of research grants involving a co-investigator/s, the credit would be shared as follows: The principal investigator (faculty) would share 60% of the credit amount and the remaining 40% would be shared by the co-investigator or equally by co- investigators (faculties).



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Principal,  
Modern College of Pharmacy  
Nigdi, Pune

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**Policy for industrial training /completion of research work at  
industry by M. Pharm. students**





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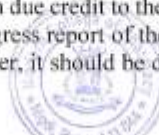
Date :

**Policy for Industrial Training/ completion of research work at industry by  
M. Pharmacy students**

A meaningful and value based technical education is not complete without proper exposure to industrial environment and R & D. The linkage with industry enables students to use their practical experience and initiative in tackling existing problems. For this purpose, Modern College of Pharmacy, Nigdi arranges for practical training of its B. Pharm students at various organizations and industries for at least four weeks. Similarly, the M. Pharm students can undertake training at industries or gain industrial exposure by performing partial/ complete dissertation work at industries of repute.

In this context, the college has designed a well-defined policy for training of M. Pharm students to nurture their professional development. The policy is envisaged as under:

1. M. Pharm students who wish to undertake industrial training/ partial/ complete dissertation work at industries and other organisations are required to inform the guide and Principal during Semester-II of their course.
2. Such students are required to obtain prior permission of the Principal. The application for training shall be duly signed by the concerned student, respective guide, training in-charge and Principal.
3. Students can undertake such industrial training only for a period of 6 months i.e. during Semester -III of their course.
4. Students have to work on a separate project in the college during Semester-IV. The work done herein shall be published in reputed journals. With the prior consent of the concerned guide and the industry, the work done in college during Semester-IV can be an extension of the work carried out in Semester-III at the industry. Such work should be publishable.
5. Such students are required to submit a copy of the application to industry, acceptance letter by industry, training/ project completion certificate by industry and the bound project report to the guide and the Research Monitoring Committee of the college.
6. The participating industry shall allow students to disclose the work done for inclusion in the thesis and publication in reputed journals.
7. Any publication arising out of the industrial project should incorporate the name of the concerned faculty guide with due credit to the institution and the participating industry.
8. Student has to submit a progress report of the work undertaken at the industry every 2 months to the college. Further, it should be duly signed by the concerned person from the industry.



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9. Only one student under a particular guide will be permitted to undertake such training. The selection of the student shall be done by the concerned guide. Nevertheless, the total number of such students shall not exceed 5 for each department of the college.
10. Such students who wish to work in industry have to submit an undertaking to abide by the policy of the college, failing which strict action will be taken.
11. Student shall report to the guide on every Saturday during the period of industrial project work.
12. Students shall appear for seminar presentations, complete the Sem-III and IV course requirements as prescribed by the University in college at the stipulated time.
13. This policy will be in effect from the academic year 2019-20.



  
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Principal,  
Modern College of Pharmacy  
Nigdi, Pune

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**Policy for financial assistance to teachers for attending seminar/ conference/ workshop/ FDP/ NPTEL MOOC courses and filing intellectual property rights/Membership of professional bodies**



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**POLICY FOR FINANCIAL ASSISTANCE TO TEACHERS FOR ATTENDING  
SEMINAR/CONFERENCE/WORKSHOP FACULTY DEVELOPMENT PROGRAMME/ NPTEL  
MOOC COURSES AND FILING INTELLECTUAL PROPERTY RIGHTS/MEMBERSHIP OF  
PROFESSIONAL BODIES**

- 1) Faculty member of Modern College of Pharmacy, Nigdi, Pune who is approved teacher of Savitribai Phule Pune University or regular Ad-hoc basis will be entitled to get the benefit of registration charges and travelling expenses for attending seminar/conference/workshop/FDP/NPTEL MOOC Courses/Patent/ copyright/ membership of professional bodies.
- 2) Only registration charges for attending state level/national level seminar /conference /workshop/FDP will be 100% reimbursed or paid in advance. The travelling expenses will not be paid for the same
- 3) Registration charges and travelling expenses for attending and presenting a research paper at state level/national level seminar/conference/workshop/FDP will be paid 100% against second AC train fare or bus fare
- 4) The candidate attending state level/national level seminar/conference/workshop/FDP will have to submit complete report and certificate of attendance to the college authority
- 5) For attending international seminar/conference/workshop/FDP registration charges will be paid 100% by the college. However, travelling charges and other expenses will not be paid by the college.
- 6) For appearing to NPTEL MOOC Courses, only 50% of examination fee will be reimbursed for the one course per semester)
- 7) For filing patent, design registration and copyright registrations and examination charges will be paid 100% by the college.
- 8) Only registration charges for membership of professional bodies will be 100% reimbursed or paid in advance.

  
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## Policy of e-governance



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**Policy of e-governance**

**1. Preamble**

In the era of modernization there is necessity of efficient work to be done in less time. Therefore, Modern College of Pharmacy, Nigdi Pune always emphasis on use of technology. e- Governance also known as SMART governance which is simple, moral, accountable, responsive and transparent governance to deliver fastest service to the stakeholders. This can be achieved through e-governance.

**2. Objectives**

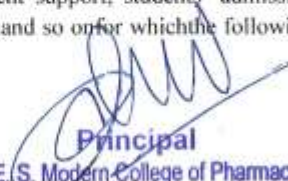
1. The main objective is to implement e-governance in all the possible areas/functioning of the institute to make an efficient system of governance.
2. To strengthen the accountability, accuracy and transparency in the various governing functions/processes of the college with the help of ICT that can be used to generate, transfer and analyze the data.
3. To gear up the access and to make it ready for information.
4. To make the governance smooth and paperless and thus cost effective.

**3. Scope**

E-governance aims to strengthen governance in various areas of administration, student support, students' admission, finance and accounts, library and examination. However, the scope of this policy is not limited only to these areas but also extends to the possible areas which can be governed through ERP software. New areas of the governance are to be come into force as and when necessary.

**4. Policy**

Modern College of Pharmacy, Nigdi, Pune implements e-governance in several facets of governance in the areas of administration, student support, students' admission, finance and accounts, library and examination and academics and so on for which the following policies have been designed.

  
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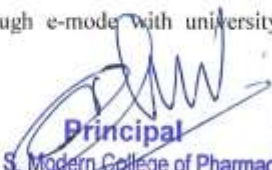
Date :

**1) Administration**

- 1) Administration comprises the use of ICT and e-governance which helps to enhance administration processes and the internal working of the departments within an educational organization.
- 2) The policy benefits the user to enhance the participation, transparency and accountability in the work.
- 3) The vision, mission and quality policy of the college, information about the college and related to faculty, infrastructure, courses offered, various activities, initiatives taken by the college, important notices etc are to be displayed on the official website of the college which should be reflective.
- 4) Notifications required for admission, upcoming events in the college, news updates/student roll numbers and many other facets required to be updated to all the stakeholders by office administration or portfolio administration are to be displayed on the college website.
- 5) Modern College of Pharmacy, Nigdi, Pune promotes environment friendly paperless work wherever possible.
- 6) Dedicated portal is to be used to stay connected with the alumni through e-governance. Alumni portal consisted of forms and list of Alumni.

**2. Finance and Accounts**

- 1) The software, Tally, which offers advanced features in maintaining financial records, is to be used and practiced effectively and efficiently by accounts office. Appropriate security measures are to be taken for maintaining confidentiality of the transactions. The softwares are to be updated on regular basis. Additionally, efficient use of MS office-excel software is to be appreciated wherever possible.
- 2) Public Financial Management System (PFMS) is to be used to manage the funds received from the government, funding agencies etc.
- 3) Financial transactions are to be carried out through e-mode with university, regulatory council, accreditation boards, and funding agencies.

  
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**3. Student admission and support**

- 1) All the details of the admission process to all courses of the college are to be displayed on the college website.
- 2) Students and the college authority have to use online portal for scholarship.
- 3) The information required to the students is to be uploaded on the college website such as students roll numbers, eligibility numbers, formats of different certificates, policies, fee structure, fee payments and so on.

**4. Examination**

- 1) To conduct online Internal Examination ERP software-portal is to be used.
- 2) To enroll for examination of university and to pay for the same, students have to use university online portal.
- 3) Faculty has to submit internal and external marks to the university through online portal of the university.

**5. Library**

1. Biometric method is to be used for IN and OUT purpose.
2. New arrivals are to be displayed on the electronic boards.
3. N-List programme of Infibnet through which students can register themselves and download e-books and e journals.
4. Curriculum, question papers and curriculum related updates in newspaper are to be forwarded to students of all classes through library email.
5. AutoLib is to be used for book circulation.



  
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**Policy for award of scholarship for institute  
assistantship to Ph.D./M. Pharm. students**





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Chairman, Business Council

Date-16/05/2015

**POLICY FOR AWARD OF INSTITUTE ASSISTANTSHIP TO PhD /M.PHARM STUDENTS**

This initiative is specifically to provide economic support and to create better education facilities for students who are capable but cannot afford to continue with their studies due to financial crisis in their family or due to any other reason. This would be financial assistance and shall be decided by the Principal on case to case basis by considering of application and documents submitted by the applicant. The institute assistantship to PhD /M.Pharm students will be offered to needy students. The students who are intending to avail this facility have to submit their application in prescribed format to the Principal. The Principal based on the applicant's academic performance and the economic background scrutinizes the application.

All regular PhD/ M.Pharm students of the institute, except those who have been sponsored by any other respective organizations, shall be awarded the institute assistantship. All institute assistantship holders shall be required to assist the institute by carrying out the specified academic work assigned to them. All institute assistantship holders will be given scholarship in the form of DD/Cash monthly. These scholarships will be effective from the academic year 2016-17.

**GENERAL GUIDELINES**

1. All scholarships, is liable to forfeiture/withdrawal partially or fully in case of misconduct or deliberate concealment of material facts by the awarded students. A similar action may also be taken if it is found that a student has deliberately misguided the principal by giving false information.
2. The principal is empowered to change the clauses of this policy by giving an advanced notice to this effect the stakeholders.

**Principal**  
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## **Policy for Award of Scholarship and Free ship**



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Chairman, Business Council

Date- 16 / 05/2016

**POLICY FOR AWARD OF SCHOLARSHIP AND FREESHIP BY THE INSTITUTE**

The Mission of PES Modern College of Pharmacy is to make higher education accessible to all students and to appreciate and motivate meritorious students. As a part of the Mission, our college supports the students by way of awarding them with scholarships and freeships. Scholarships and freeships are awarded to students by our educational institution. The policy for awarding scholarships and freeships is as follows:

1. The college Principal recommends students who deserve scholarship and freeships during the academic year. The college makes a budget provision for the same every year. The college maintains all the records relating to the same.
2. There are several means of awarding scholarship and freeships to students, which are termed as: (1) Scholarship for Meritorious Students (2) Fee concession/ fee waiver (3) Research contingency to M.Pharm students. These scholarships will be effective from the academic year 2017-18.

**1. SCHOLARSHIP FOR MERITORIOUS STUDENT:** To encourage students to achieve higher performance during their studies in an academic programme, the college has instituted merit scholarships/freeships to recognize their academic achievements. The college believes in rewarding the students who are toppers in their class. The toppers in each class will be given scholarship in the form of DD/Cash. The Examination section identifies the toppers from first year to last year across all programs of B.Pharm, Pharm D and M.Pharm. A letter of appreciation will be presented to the students deserving the scholarship. This scholarship/freeships will be for a period of one year duration.


**2. FEE CONCESSION/ FEE WAIVER:**

The students who cannot afford to pay and are in dire need in concession of fees apply for the concession in fees. The applicant requests the concession in fees along with the reason for concession. The application is forwarded to the Management of the College and the


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concession is granted to the applicant for needy students of all courses. A standard procedure is followed for the same. The students who are intending to avail this facility have to submit their application in prescribed format to the head of the institute/principal. The principal based on the applicant's academic performance and the economic background scrutinizes the application. The principal presents the same in the Management council meeting and the final approval and rejection of the same happens.

**(3) RESEARCH CONTINGENCY TO M.PHARM STUDENTS:** In view of the recent trends, thrust and emerging areas being introduced in research and considering the fact that the major number of students having mostly rural background and also due to limited access to the facilities at their disposal. It is also difficult to qualify themselves for the award of various scholarships/fellowships on national and state level which further tends to eliminate them from competition for good academic positions. It has therefore been decided to introduce a scheme to be known as "Research Contingency to M.Pharm Students ". A standard procedure is followed for the same. The students who are intending to avail this facility have to submit their application in prescribed format to the head of the institute/Principal. The Principal sanctions the contingency amount. This contingency will be for second year M.Pharm students of all branches in the form of Cash/DD. The contingency will be used for research projects.

**GENERAL GUIDELINES**

1. All scholarships are liable to forfeiture/withdrawal partially or fully in case of misconduct or deliberate concealment of material facts by the awarded students. A similar action may also be taken if it is found that a student has deliberately misguided the principal by giving false information.




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2. A student leaving the Institute on his/her own accord without completing the prescribed program of study may be required to refund the amount of scholarship received by him/her in that academic year.

3. No scholarships will be paid for the month subsequent to the one in which the student completes the examination of all prescribed courses.

4. The principal is empowered to change the clauses of this policy by giving an advanced notice to this effect the stakeholders.



  
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## **Policy for award of scholarship for sports**



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E-mail : mcpnigdi44@gmail.com Website : www.mcop.org.in

Prof. Dr. P. D. Chaudhari  
M.Pharm., Ph.D.  
Principal

Prof. Dr. G. R. Ekbote  
M.S., M.N.A.M.S.,  
Chairman, Business Council

Date-16/05/2016

**POLICY FOR AWARD OF SCHOLARSHIP / FINANCIAL ASSISTANCE FOR SPORTS**

Modern College of Pharmacy, Nigdi will Offers Sports Scholarships/financial assistance to the players who excel in sports activities at intercollege, university, regional, state, national and international level. Selection of the candidates will be made on the basis of fair trials. Trials are examined by internal experts. This scholarship is sanctioned by Principal. The scholarship will be given in the form of registration fee, team/tournament registration fee, purchase of sport accessories, travel allowance etc. It provides the necessary scope to develop various sports activities and encourage young students to pursue sports. The scholarship is granted to students excelling in sports. The sports in charge and principal decide the students and amount to be given to the students. This scholarship/financial assistance for sports will be given to the students from academic year 2017-18.

**GENERAL GUIDELINES**

All scholarships, is liable to forfeiture/withdrawal partially or fully in case of misconduct or deliberate concealment of material facts by the awarded students. A similar action may also be taken if it is found that a student has deliberately misguided the principal by giving false information.

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## **Policy for Green Campus Initiative**



**PROGRESSIVE EDUCATION SOCIETY'S  
MODERN COLLEGE OF PHARMACY**



**POLICY  
FOR GREEN CAMPUS INITIATIVES**



  
Dr. P.D. Chaudhari  
Principal,  
Modern College of Pharmacy  
Nigdi, Pune







## GREEN CAMPUS INITIATIVES POLICY

### PREAMBLE

The Modern College of Pharmacy, Nigdi, Pune, outline its support for environmental sustainability and responsible energy use in this policy paper. A "green campus" is a setting where environmental practise and instruction coexist. Green campus initiatives include purchasing environmentally friendly equipment, utilising natural resources, developing environmental awareness through extracurricular activities, and removing waste materials using proper segregation techniques without harming the environment.

These Strategies must be included in institutional planning in order to create a clean and environmentally friendly campus. The goals of this policy are to develop an environmentally sustainable campus and promote environmental stewardship among faculty, staff, students, and the community.

### OBJECTIVE

- To take energy conservation measures
- To identify and segregates different types of waste.
- To make the campus plastic free.
- To minimize the use of paper
- To encourage students to keep environment clean.
- To use rain water harvesting for water conservation
- To conduct green and energy audits from time to time.
- To conduct awareness programmes for environmental issues in and out of the campus.

### ENVIRONMENTAL POLICY OF THE COLLEGE

#### Energy Use and Conservation

Solar power plant: The institution has facilities of Roof-top Solar Plants of 12 kVA capacity as alternate sources of energy, which is useful for the power requirement of institute's low range equipment's like lights, fans etc. LED bulbs are mostly used in campus to save energy.

Electric and electronic equipment's are turned off after usage

Usage of LED Bulbs: LED and CFL bulbs are installed in the institution to conserve electricity and therefore energy. Power output of solar panels is used to supply electricity to LED and CFL bulbs.

#### Waste Management

Solid Waste Management: Waste should collect on a daily basis from various sources. Colour coded dustbins are used for different types of wastes. Students and staff are

Dr. P.D. Chaudhari  
Principal,  
Modern College of Pharmacy  
Nigdi, Pune





educated on proper waste management practices through lectures, advertisement on notice boards, displaying slogan boards in the campus. Institute has tie ups with the local municipal corporation (PCMC) and in support with them institute manages the solid and liquid waste and hazardous chemicals waste management. For **Biomedical waste management** The institute has a tie up with PASSCO environmental solutions, Pimpri.

**E-waste management:** Old monitors and CPUs should be repaired by technician and reused. The institute has MOU with the ECA (Environment Conservation Association) for e waste collection.

#### **Ban on Single-use Plastics on the Campus**

Institute has banned the single use of plastic in the campus.

#### **Paperless Operating Procedure**

What's app group class wise, department wise, is prepared for e communication to reduce the usage of papers in notices and circulars. Study material is shared on e-platform and e - assignment is given to students in skill-based tutorial classes like presentation to avoid massive use of papers. Different software like ERP software for office work ,Autolibfor library, VM edulifeas a LMS, Talley software for daily accounting is used to reduce paper work.

#### **Landscaping with Trees and Plants**

Institute has medicinal Garden where variety of medicinal plants are cultivated and nurtured so it help to clean the atmosphere.

#### **Rainwater harvesting**

Rain water from our terrace is collected and the tube wells are recharged.

#### **Air Pollution Management Clean Air Initiatives**

Restricted Use of Automobiles: College employees and students are encouraged to frequently use public transport, bicycles, electronic Vehicle to limit the emissions. CNG bus facility is provided to Pharm D students for hospital visit.

No Smoking Campus: Institute is completely free from smoke and tobacco, smoking and chewing of tobacco is strictly prohibited in the college.

#### **Green Audit, Energy Audit, Environment Audit**

Green audit, Energy Audit, Environment Audit should be conducted on yearly basis to identify, quantify, describe and priorities a framework of Environment Sustainability in compliance with the applicable regulations, policies and standards. Full time staff should be appointed for the maintenance of clean and Green Campus.

Dr. P.D. Chaudhary  
Principal,  
Modern College of Pharmacy  
Nigdi, Pune






**Organization of sensitization programmes**

NSS department should organize various awareness programme in and out of the campus. Environmental promotion activity, awareness campaigns should be encouraged to facilitate effective implementation of the Green Campus, Energy and Environment policies.



  
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## **Policy For Differently Abled Persons**





**PROGRESSIVE EDUCATION SOCIETY'S  
MODERN COLLEGE OF PHARMACY**



**POLICY  
FOR DIFFERENTLY ABLED PERSONS**



*[Signature]*  
Dr. P.D. Chaudhari  
Principal,  
Modern College of Pharmacy  
Nigdi, Pune



1



### **PREAMBLE**

People with disabilities can move about freely and safely in a barrier-free environment and take advantage of the amenities in the built environment. The purpose of barrier-free design is to create a setting that supports people's autonomous functioning so they may take part in daily activities without help.

The Government of India formulated the National Policy for Persons with Disabilities in February 2006 which deals with Physical, Educational & Economic Rehabilitation of persons with disabilities.

The National Policy recognizes that Persons with Disabilities are valuable human resource for the country and seeks to create an environment that provides them equal opportunities, protection of their rights and full participation in society.

The institute created special facilities such as ramps, rails and special toilets, and make other necessary changes to suit the special needs of differently-abled persons to ease the mobility of person with disability

### **POLICY OBJECTIVE**

It is Institute commitment to provide inclusive education to differently-abled by creating physically and socially barrier free environment.

- 1.To create all together culture to avoid discrimination, exploitation and exclusion of the disable students and staff.
- 2.To ensure full participation of persons with disabilities and to provide them the equal opportunities for development.
- 3.To protect their rights and promotion of a positive mindset towards the students with disabilities
- 4.To provide adequately and appropriately support in and out of the classroom with the right resources, teaching staff and college communities that are responsive to their needs.

### **INSTITUTIONAL FACILITIES**

Institute has provided following facilities to differently abled students, staff members and guests visiting the campus.

#### **Provision for the Assistance**

The maps and sign boards are displayed on every floor of the institute to make the passage of the visitors and students easy and convenient. The institution has made the provision of the enquiry and information for the human assistance to the students and visitors.

  
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Principal,  
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Nigdi, Pune





#### **Examination**

Special arrangement should be given for examination such as writers /extra time implemented without hurdles. Additional Twenty minutes to be given for per one hour question paper to handicapped, blind and learning disable students as per Savitribai Phule Pune University guideline.

The writer to be appointed must not have passed the examination at which he is appointed to work for the examination. The concerned writer should not be first relative with Examinee, i.e. Mother-Father, Sister-Brother, Paternal and Maternal Uncles per Savitribai Phule Pune University guideline.

#### **Wheel chair**

A wheel chair facility with an attendant is available for facilitating hassle-free movement within the campus.

#### **Ramp**

Ramp facility is provided at strategic locations in the campus for the safety of differently abled having access to the class rooms, laboratories, washrooms, library. The campus is well connected with pathways and ramps and lifts which are disabled friendly.

#### **Lift**

The Institute building has Lift facility which can be used by differently-abled on priority basis, to facilitate easy and comfortable movement inside the campus

#### **Disabled - friendly wash rooms**

The Institute has well maintained, clean washrooms with all the necessary amenities for the use of differently abled person.



  
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### **3. Institutional Perspective Plan and Its Deployment Document on the Institute Website**







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### 6.2.I Institutional Perspective Plan and its Effective Deployment

#### Vision

To achieve excellence in pharmacy education, innovative research and provide service to the society and profession.

#### Mission

To impart futuristic learning in pharmacy to develop a pool of professionally competent, ethically sound and skilled pharmacist at par with global standards.

College is very keen and envisions for the effective translation of its Vision and Mission in order to complement the curriculum and attainment of its Program Educational Objectives (PEOs).

The measures adopted by the college to translate its Vision and Mission are elaborated as under:


- Concerted efforts are made to impart modern pedagogical methods relevant with new age learning in order to keep learners abreast with ever - changing global standards.
- Holistic methods are adopted to instil and infuse critical thinking, problem solving, team spirit, leadership and emotional intelligence by updating learners with knowledge, skills, ethics and values to deal with complex real-world problem in professional career.
- Continuous efforts are made to imbibe morality, integrity, sense of social responsibility, human touch, scholastic temperament, cosmopolitan culture to mitigate societal needs.
- Institute ponders to bring-out all round development of learners with relevance to changing dimensions of professionalism.
- The institute constantly takes positive strides to provide conducive ambience in order to carry-out high-end, frontline research at par with global standard relevant with the knowledge-age.

#### Programme Educational Outcomes (PEOs)


- 1) To equip students with pharmacy and interdisciplinary knowledge, skills and competencies at par with global standards by imparting learner centric futuristic pedagogical methods.
- 2) To instil ethics, morals, integrity, scholastic temperament, sense of social responsibility and empathy in students to contribute for the cause of community.
- 3) To inculcate leadership qualities, entrepreneurial talent, problem solving and effective communication in students for professional competency

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4) To infuse frugality, ingenuity, inquisitiveness and professionalism in students to produce industry fit Pharma professionals.

5) To cultivate research culture and inspire students for futuristic and higher learning utilizing state-of-the-art infrastructure, modern tools and eco-friendly resources.

**Strategic Obligatory for Institutional Perspective Plan**

1. Fostering innovation and introducing futuristic modernism in the delivery of pharmacy education.
2. Advancing research and development activities through building infrastructure facilities and resources.
3. Boosting educational practices by inculcating skill development to produce graduates at par of global standards.
4. Strengthening collaborations with industry, hospitals and non-government organizations
5. Endorsing social and extension activities.
6. Promoting the institute's revenue.
7. Augmenting professionally competent faculty and students
8. Escalating the institute's standard at national as well as international level.

**1. Fostering innovation and introducing futuristic modernism in the delivery of pharmacy education**

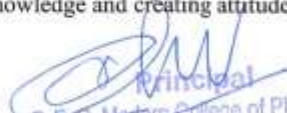

*Goals*

- 1) To impart outcome based education through developing innovative pedagogy and delivery methodologies.
- 2) To become a leading centre for state of the art and research-based learning.
- 3) To take student to diverse experience of higher learning with ethics and values.

*Execution Approaches*

- 1) Designing and adopt innovative pedagogical tools
- 2) Improvement in ICT based teaching learning.
- 3) Encouraging students' skill development, updating domain knowledge and creating attitude with ethics and values.

*Measurable Attributes*




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- 1) Design and conduct of online and blended sessions, learning by doing, creative learning, experiential learning etc.
- 2) Record of student opted for higher studies
- 3) Enrichment of ICT tools and software by faculty members
- 4) Fortifying autonomous status of the institute in future.

**2. Advancing research and development activities through building infrastructure facilities and resources**

**Goals**

- 1) To promote the state of the art facilities to expedite research
- 2) To tackle the challenges, prioritize interdisciplinary collaboration to uplift the research activities and advancement therein.
- 3) To strengthen patentable research

**Execution Approaches**

- 1) Refinement of lab infrastructure and purchase new research tools
- 2) Engagement of faculty and research scholars in grant applications/fellowships
- 3) To conduct industry based research in the thrust areas

**Measurable Attributes**

- 1) Renovation of laboratories up gradation technology and instrumental facilities
- 2) Enrich research outcome through increase in number of publications, patents, projects, collaborations, awards etc.
- 3) Establishment of innovation and incubation cell.

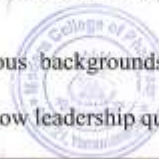
**3. Boosting educational practices by inculcating skill development to produce graduates at par of global standards.**

**Goals**

- 1) To make students to provide valuable contributions and advancement to the pharmacy profession by using hard and soft innovative skills and through broad exposure to a learning environment.

**Execution Approaches**



- 1) Guidance of experts from various backgrounds for skill development activities among the students.
- 2) Increase in the opportunities to show leadership quality for students through various competitions



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<p>Prof. Dr. P. D. Chaudhari          M.Pharm., Ph.D.          Principal</p>	<p>Prof. Dr. G. R. Ekbote          M.S., M.N.A.M.S.          Chairman, Business Council</p>
<p><b>Measurable Attributes</b></p> <ol style="list-style-type: none"> <li>1) Training programme to improve soft skills, professional skills and interview skills, group discussion, confidence building, resume writing skill etc.</li> <li>2) Internship/training opportunities in Industries and hospitals.</li> </ol>	
<p><b>4. Strengthening collaborations with industry, hospitals and non-government organizations</b></p> <p><b>Goals</b></p> <ol style="list-style-type: none"> <li>1) To expand our collaborative relationships with industry, other academic institutes, hospitals and non-government organizations.</li> </ol> <p><b>Execution Approaches</b></p> <ol style="list-style-type: none"> <li>1) Suggestions on research projects from industry experts, institute and hospital experts</li> <li>2) Collaboration for joint research projects and publications thereof.</li> <li>3) Joining hands with other organization through Memorandum of Understanding (MoUs).</li> </ol> <p><b>Measurable Attributes</b></p> <ol style="list-style-type: none"> <li>1) Improvement in collaborations with industry, other academic institutes, hospitals and non-government organizations.</li> <li>2) Improvement in number of joint research projects and publications</li> <li>3) Improvement in MoUs and outcomes from them</li> <li>4) Availing the support of alumni working in various industries.</li> </ol>	
<p><b>5. Endorsing social and extension activities</b></p> <p><b>Goals</b></p> <ol style="list-style-type: none"> <li>1) To improvise sense of social responsibility and extension activities.</li> <li>2) To expand and improve access to healthcare within our communities.</li> </ol> <p><b>Execution Approaches</b></p> <ol style="list-style-type: none"> <li>1) Deployment of community model for student's exposure to social issues through National Service Scheme (NSS), Sakal's Young Inspirators Network (YIN) platform.</li> <li>2) Encourage faculty and students to take a part in community oriented programmes.</li> </ol> <p><b>Measurable Attributes</b></p> <ol style="list-style-type: none"> <li>1) Raise active involvement of faculty and students in community services</li> <li>2) Recognitions and awards</li> </ol>	
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**6. Promoting the institute's revenue**

*Goals*

- 1) To Rise Institute's revenue through research grants, funds and service resources.

*Execution Approaches*

- 2) Increase Revenue through research grants and consultancies.

*Measurable Attributes*

- 1) New programme and courses are introduced
- 2) Revenue generated through research grants, collaborations and consultancies
- 3) Services/facilities offered by the college

**7. Augmenting professionally competent faculty and students**

*Goals*

- 1) To develop system which create faculty and student's leadership opportunities

*Execution Approaches*

- 2) Encourage to participate and also avail Faculty and students with leadership opportunities at various platforms.
- 3) Organization as well as participation in extracurricular, and socioeconomic activities for displaying student's leadership Calibre.



*Measurable Attributes*

- 1) Rise in Involvement of faculty and students in various academic administrative, research and social bodies.

**8. Escalating the institute's standard at national as well as international level**

*Goals*

- 1) To achieve a touchstone in higher education.
- 2) To assure an ethical and enabling profile for all activities.




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**Execution Approaches**

- 1) Significant action steps in academic , research, training and placement and outreach activities
- 2) Recruitment open for candidates having international exposure.

**Measurable Attributes**

- 1) Active participation in national and international ranking
- 2) Provision for international studentship and teaching assistantship.
- 3) Rise in international placement.



  
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Chairman, Business Council

### 6.2.1 Institutional Perspective Plan and deployment documents on the institute website

Please Refer link: <http://www.mcop.org.in/IQAC.aspx>