



**VIVEKANAND EDUCATION SOCIETY'S  
COLLEGE OF PHARMACY**

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai – 400 074

Sindhi Linguistic Minority, Recognized by DTE,

Approved by Pharmacy Council of India & Govt. of Maharashtra, Affiliated to University of Mumbai.

NAAC accredited with A+ Grade (3.46 CGPA)

### **7.1.10**

**The Institution has a prescribed code of conduct for students, teachers, administrators and other staff and conducts periodic programs**

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**Proceedings of the monitoring committee**  
**Minutes of College development committee meeting**



## Vivekanand Education Society's College of Pharmacy

(Sindhi Linguistic Minority, Approved by DTE, Pharmacy Council of India & Govt. of Maharashtra, Affiliated to University of Mumbai)  
Awarded A+ Grade with a CGPA of 3.46 by NAAC, 2022 (Valid till 2027)  
Recognition under section 2(F) & 12(B) of the UGC Act, 1956

Prof. Supriya Shidhaye  
M. Pharm., Ph.D. (Tech.)  
Principal

Date: 15/01/2024

Ref: VESCOP/OL- of 2024

### NOTICE OF THE COLLEGE DEVELOPMENT COMMITTEE MEETING

The 26<sup>th</sup> College Development Committee (CDC) meeting of VES College of Pharmacy has been scheduled on Saturday, 03<sup>rd</sup> February, 2024 at 12.30 pm in the second floor Conference Room at VES College of Pharmacy. All the relevant documents for the meeting will be forwarded to you before the meeting.  
The meeting will be followed by lunch.

#### AGENDA

1. To read the notice convening the meeting on 03<sup>rd</sup> February, 2024.
2. To read and confirm the minutes of the previous meeting held on 22<sup>nd</sup> July, 2023.
3. To discuss the matters arising out of the previous minutes, if any.
4. To appraise the members about the status of the new courses applied in the A.Y. 2023-24.
5. To apprise the members about new appointment in academic year 2023-24 & requirement of Teaching & Non-Teaching staff for 2023-2024.
6. To apprise the members about NAAC AQAR.
7. To review the expenditure incurred from April, 2023 to September, 2023 for B.Pharm & M.Pharm and proposed revisions in the budget of 2023-24.
8. To review the academic calendar for A.Y. 2023-24 & progress of study.
9. To review the measures taken for anti-ragging in the college.
10. To apprise the members about OSM being conducted in the college on behalf of University of Mumbai.
11. To apprise the members about the plans initiated to encourage research, consultancy, Publications etc. & Extension activities etc.
12. To recommend initiatives proposed by IQAC for A.Y. 2023-24.
13. To recommend the measures to be taken for discipline, safety, security of the College.
14. To inform the members about the constitution of students council and performance of the students council for the academic year 2023-24.
15. To present the major extra-curricular events planned for A.Y. 2023-24
16. Principal's Report - to review the placement activities, faculty development initiatives, Institute – Industry interaction, research & development.
17. Any other matter with the permission of the chair.

For Conducting the meeting 75% of the members need to be present. Meeting will be adjourned for half an hour, if the quorum is not present. After half an hour the same meeting will be conducted at the same place.

Dr. Supriya Shidhaye  
Principal & Member Secretary, College Development Committee, VESCOP

To,

Shri. B. L. Boolani, Founder Trustee In-charge, Chairman, Governing Body, Shri. Suresh Malkani, President VES,

Shri. Rajesh Gehani, Secretary, VES.

Shri. Vijay Talreja, Special Invitee

Mr. Bharat Talreja, Member, CDC.

Dr. Anita Ayre, Representative of Teaching staff, CDC,

Mr. Keyur Shashtri, Representative of Teaching staff, CDC.

Ms. Shivali Tank, Representative of Alumnus, CDC

Ms. Rishi Shrivastav, Secretary, Students Council, CDC

Prof. Jharana Das, Special Invitee

Shri. Prakash Lulla, Treasurer, VES

Mrs. Pratibha Pilgaonkar, Member, CDC.

Mr. Edward Coutinho, Member, CDC.

Dr. (Mrs.) Rajashree Hirlekar, Coordinator IQAC, CDC,

Dr. Mushtaque Shaikh, HOD, Pharm. Chemistry Dept., CDC.

Mrs. Pradnya Korlekar, Representative of Teaching staff, CDC

Ms. Devansh Murarka, President, Student Council, CDC

Prof. Managal Nagarsenker, Research Advisor, VESCOP.

Hasnuddin Ghadi, Representative of Non-Teaching staff, CDC. Dr. Supriya Shidhaye, Principal, Member Secretary, CDC.

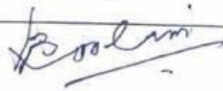
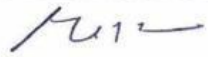
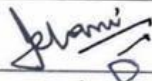
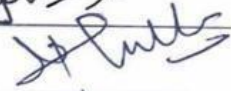
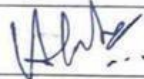
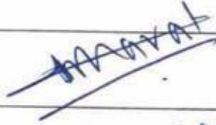
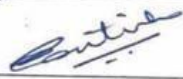

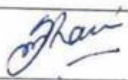



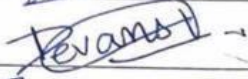
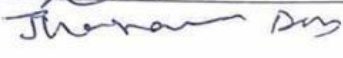
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Email : vescop@ves.ac.in / vescop@gmail.com • Website : vespharmacy.ves.ac.in

## College Development Committee

### Attendance

Date: 03/02/2024

Time 12.30 pm.

Sr. No.	Name of the Member	Signature
1.	Shri. B. L. Boolani, Chairman, College Development Committee, Founder Trustee In-charge VESCOP,	
2.	Shri. Suresh Malkani, President, Vivekanand Education Society	
3.	Shri. Rajesh Gehani, Secretary, Vivekanand Education Society	
4.	Shri. Prakash Lulla, Treasurer, Vivekanand Education Society	
5.	Shri. Vijay Talreja, Special Invitee	
6.	Mrs. Pratibha Pilgaonkar, Member, CDC	
7.	Mr. Bharat Talreja, Member, CDC	
8.	Mr. Edward Coutinho, Member, CDC	
9.	Dr. Anita Ayre, Representative of Teaching staff, CDC	
10.	Dr. (Mrs.) Rajashree Hirlekar, Coordinator IQAC, CDC	
11.	Mr. Keyur Shashtri, Representative of Teaching staff, CDC	
12.	Dr. Mushtaque Shaikh. HOD, Pharm. Chemistry Dept., CDC	
13.	Ms. Shivali Tank, Representative of Alumnus, CDC	
14.	Mrs. Pradnya Korlekar, Representative of Teaching staff, CDC	
15.	Ms. Rishi Shrivastav, Secretary, Students Council, CDC	
16.	Ms. Devansh Murarka, President, Student Council, CDC	
17.	Prof. Jharana Das, Special Invitee	
18.	Prof. Managal Nagarsenker, Research Advisor, VESCOP	
19.	Mr. Milind Ghadi, Representative of Non Teaching staff CDC	
20.	Dr.(Mrs) Supriya Shidhaye Principal & Member Secretary, Governing Body, VESCOP	

**VES College of Pharmacy**  
Hashu Advani Memorial Complex, Chembur, Mumbai 400 074  
ATR of the College Development Committee.

Date : Saturday,  
22<sup>nd</sup> July, 2023

Venue : 2<sup>nd</sup> floor , Conference  
Room, VES College of Pharmacy

Time : 12.30 pm

<b>Members present for the meeting :</b>	• Shri B.L. Boolani	Founder Trustee In-Charge VESCOP
	• Shri. Suresh Malkani	Secretary, VES,
	• Shri. Rajesh Gehani	Member, Secretary VES
	• Shri. Prakash Lulla	Member, Treasurer VES
	• Shri. Bharat Ajwani	Special Invitee
	• Mr. Edward Coutinho	Head Business Development, Portfolio & Alliance Management, Novartis Healthcare Pvt. Ltd., Member CDC
	• Mrs. Pratibha Pilgaonkar	Director, Rubicon Research Pvt. Ltd., Member CDC
	• Mr. Bharat Talreja	GM Marketing, SUN Pharmaceutical Industries Pvt. Ltd., Member CDC
	• Dr. (Mrs) Rajashree Hirlekar	Coordinator IQAC, CDC
	• Dr. Mushtaque Shaikh	HOD. Pharm. Chem..
	• Prof. Mangal Nagarsenker	Member, Educationist, Research Advisor, VESCOP.
	• Dr. Anita Ayre	Member ,Representative of Teaching Staff
	• Mr. Keyur Shashtri	Member ,Representative of Teaching Staff
	• Mrs. Pradnya Korlekar	Member, Representative of Teaching staff
	• Ms. Shivali Tank	Representative of Alumnus, CDC
	• Shri. Vinay Gudi	Special Invitee, CFO, VES
	• Shri. Sunil Shetty	Manager General Admin & HR, VES, Special Invitee
	• Dr. Bala Prabhakar	Special Invitee
• Prof. Jharana Das	Special Invitee	
• Mr. Milind Ghadi	Special Invitee	
• Dr. (Mrs.) Supriya Shidhaye	Member Secretary, Principal VESCOP	

<b>Members granted leave of absence for the meeting</b>	Ms. Monisha Kulkarni	President, Student Council, CDC
	Ms. Kasturi Dalvi	Secretary, Students Council, CDC

*Shri B. L. Boolani took the chair and the following business was transacted:*

- To read the notice convening the meeting on 22<sup>nd</sup> July, 2023.**  
Dr. (Mrs) Supriya Shidhaye read the notice convening the meeting.
- To read and confirm the minutes of the previous meeting held on 17<sup>th</sup> December, 2022.**  
The same were read and confirmed.
- To discuss the matters arising out of the previous minutes, if any.**  
NIL.
- To appraise the members about the status of the new courses applied in the A. Y. 2023-24.**  
Dr. SS informed that the application for PhD in Quality Assurance was submitted in September 2022 to University of Mumbai and LIC for the same is expected in a month or two.  
**ATR: The LIC for QA in PhD visited the college on 15<sup>th</sup> September, 2023 and the result is awaited.**
- To apprise the members about new appointment in academic year 2022-23 & requirement of Teaching & Non- Teaching staff for 2023-24.**  
Dr. SS apprise the members about appointment of Ms. Palak Karia, Assistant Professor, Dr. Sumedha Nadkar, Associate Professor on ad-hoc basis and Ms. Pushpalata Chougule has been regularized with effect from 14.01.2023 as Assistant Professor. Mr. Surajkumar Gohar, Clerk and Mr. Umesh Pashte, Peon

  
Shri. B. L. Boolani Chairman, CDC, VESCOP

VESCOP, CDC 22/07/23

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## VES College of Pharmacy

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was appointed and Mr. Prasad Mhatre, Clerk and Ms. Aarti Shirsekar, Clerk were regularized in Non-Teaching staff.

ATR: Ms. Smruti Menon has been appointed as Assistant Professor in Pharmacy from 20<sup>th</sup> December, 2023 and The advertisement for 01 Associate Professor in Pharmaceutics, 02 Associate Professor in Pharmaceutical Chemistry and 01 Associate Professor in Pharmacognosy has been approved by University of Mumbai.

6. **To apprise the members about NBA and NAAC.**  
Dr. SS informed that since PCI recommends accreditation from any of the body from NAAC or NBA and NAAC gives grading to the institution the college has decided to continue with the NAAC. Also some senior pharmacy college principles has given same suggestion.  
ATR: AQAR is under preparation.
7. **To review the income and expenditure incurred up to 31st March,2023 and proposed revisions in the budget of 2023-24.**  
The same was presented and recommendations of Finance Sub Committee of Governing Body were considered.  
ATR: NIL.
8. **To review the academic calendar for A.Y. 2023-24 & progress of study.**  
The same was reviewed and approved.  
ATR: NIL.
9. **To review the measures taken for anti-ragging in the college.**  
The same were presented and reviewed.  
ATR: NIL.
10. **To apprise the members about OSM being conducted in the college on behalf of University of Mumbai.**  
The same was presented.  
ATR: NIL.
11. **To apprise the members about the plans initiated to encourage research, consultancy, Publications etc. & Extension activities etc.**  
The same was presented.  
ATR: NIL.
12. **To recommend initiatives proposed by IQAC for A.Y. 2023-24.**  
The same was reviewed and considered.  
ATR: NIL.
13. **To recommend the measures to be taken for discipline, safety, security of the College.**  
The same was reviewed and recommended.  
ATR: NIL.
14. **To inform the members about the constitution of students council and performance of the students council for the academic year 2023-24.**  
The same was presented.  
ATR: NIL.
15. **To recommend regarding the Students' and employees' welfare.**  
The Same was presented and recommended.  
ATR: NIL.
16. **To present the major extra-curricular events planned for A.Y. 2023--24.**  
The same was presented.  
ATR: NIL.

  
Shri. B. L. Boolani Chairman, CDC, VESGOP

VESGOP, CDC 22/07/23

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**VES College of Pharmacy**  
Hashu Advani Memorial Complex, Chembur, Mumbai 400 074  
ATR of the College Development Committee.

Date : Saturday,  
22<sup>nd</sup> July, 2023

Venue : 2<sup>nd</sup> floor , Conference  
Room, VES College of Pharmacy

Time : 12.30 pm

<b>Members present for the meeting :</b>	• Shri B.L. Boolani	Founder Trustee In-Charge VESCOP
	• Shri. Suresh Malkani	Secretary, VES,
	• Shri. Rajesh Gehani	Member, Secretary VES
	• Shri. Prakash Lulla	Member, Treasurer VES
	• Shri. Bharat Ajwani	Special Invitee
	• Mr. Edward Coutinho	Head Business Development, Portfolio & Alliance Management, Novartis Healthcare Pvt. Ltd., Member CDC
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	• Mr. Bharat Talreja	GM Marketing, SUN Pharmaceutical Industries Pvt. Ltd., Member CDC
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	• Dr. Bala Prabhakar	Special Invitee
• Prof. Jharana Das	Special Invitee	
• Mr. Milind Ghadi	Special Invitee	
• Dr. (Mrs.) Supriya Shidhaye	Member Secretary, Principal VESCOP	

<b>Members granted leave of absence for the meeting</b>	Ms. Monisha Kulkarni	President, Student Council, CDC
	Ms. Kasturi Dalvi	Secretary, Students Council, CDC

*Shri B. L. Boolani took the chair and the following business was transacted:*

- To read the notice convening the meeting on 22<sup>nd</sup> July, 2023.**  
Dr. (Mrs) Supriya Shidhaye read the notice convening the meeting.
- To read and confirm the minutes of the previous meeting held on 17<sup>th</sup> December, 2022.**  
The same were read and confirmed.
- To discuss the matters arising out of the previous minutes, if any.**  
NIL.
- To appraise the members about the status of the new courses applied in the A.Y. 2023-24.**  
Dr. SS informed that the application for PhD in Quality Assurance was submitted in September 2022 to University of Mumbai and LIC for the same is expected in a month or two.  
**ATR: The LIC for QA in PhD visited the college on 15<sup>th</sup> September, 2023 and the result is awaited.**
- To apprise the members about new appointment in academic year 2022-23 & requirement of Teaching & Non- Teaching staff for 2023-24.**  
Dr. SS apprise the members about appointment of Ms. Palak Karia, Assistant Professor, Dr. Sumedha Nadkar, Associate Professor on ad-hoc basis and Ms. Pushpalata Chougule has been regularized with effect from 14.01.2023 as Assistant Professor. Mr. Surajkumar Gohar, Clerk and Mr. Umesh Pashte, Peon

Shri. B. L. Boolani Chairman, CDC, VESCOP

VESCOP, CDC 22/07/23

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## VES College of Pharmacy

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delivery of drug or form of doses to patients which will be more convenient to patient according to disease and which is not currently available in practice. Dr. SS mentioned that the college would like to have meeting with Dr. Umarji while conceiving new project and handing over to VES COP research scholars. So that under his guidance ideas can be validated and see whether the particular idea has future by converting into patent or can be put in application clinic ally. Dr. Umarji assured to share such suggestions.

Dr. SS invited Mr. Bharat Talreja to share his views. Mr. Bharat Talreja suggested that market could be studied and gaps could be evaluated if we know the molecules on which students are researching.

Dr. SS requested to Dr. RSH to make abstract of important molecules that we are working on to share with Mr. Bharat Talreja sir for his comments. Dr. SS also suggested to get the projects of students of new batch of M. Pharm. validated by Mr. Bharat Talreja from marketing perspective and this will be followed as a Regular practice.

**ATR: 1) Dr. RSH has sent the abstract to Mr. Bharat Talreja for his comments. 2) Project work of current students has not started yet. Details will be shared with Mr. Bharat Talreja when project work started.**

*Dr. Supriya Shidhaye thanked the members present for attending the meeting.*

  
Shri. B. L. Boolani, Chairman, GB, VES COP

VES COP, GB 17/12/22



## Minutes of Governing body meeting



Since 1962

# Vivekanand Education Society's College of Pharmacy

(Sindhi Linguistic Minority, Approved by AICTE, DTE, Pharmacy Council of India & Govt. of Maharashtra, Affiliated to University of Mumbai)  
Awarded A+ Grade with a CGPA of 3.46 by NAAC, in May 2022 (Valid till 2027)  
Recognition under section 2(F) & 12(B) of the UGC Act, 1956

Prof. Supriya Shidhaye  
M. Pharm., Ph.D. (Tech.)  
Principal

Date: 26/06/2023

Ref: VESCOP/OL-~~148~~ of 2023

### NOTICE OF THE GOVERNING BODY MEETING

The 28<sup>th</sup> Governing Body meeting of VES College of Pharmacy has been scheduled on Saturday, 22<sup>nd</sup> July, 2023 at 12.15 pm in the second floor Conference Room at VES College of Pharmacy.  
AGENDA

1. To read the notice convening the meeting on 22<sup>nd</sup> July, 2023.
2. To read and confirm the minutes of the previous meeting held on 17<sup>th</sup> December, 2022.
3. To discuss the matters arising out of the previous minutes, if any.
4. To consider the recommendations of Finance Sub-Committee Meeting held on 22<sup>nd</sup> July, 2023.
5. To consider the recommendations of Building Sub-Committee Meeting held on 22<sup>nd</sup> July, 2023.
6. To consider the recommendations of Equipment Sub-Committee Meeting held on 24<sup>th</sup> June, 2023.
7. To appraise the members about the status of the new courses applied in the A.Y. 2023-24.
8. To apprise the members about new appointment in academic year 2022-23 & requirement of Teaching & Non- Teaching staff for 2023-24.
9. To apprise the members about NBA and NAAC.
10. To review the income and expenditure incurred up to 31st March, 2023 and proposed revisions in the budget of 2023-24.
11. To apprise the members about the initiatives taken by the college for Research grant & collaboration with the industry.
12. To deliberate on suggestions by members on innovation, Incubation Center & research endeavors at VES College of Pharmacy.
13. Principal's Report – to review Admission status, Examination results, Library upgradation, Students development, Placement activities, Faculty development initiatives, industry institute interaction, research and development, awards.
14. Any other matter with the permission of the chair.

All the relevant documents for the meeting will be forwarded to you before the meeting.

For Conducting the meeting 75% of the members need to be present. Meeting will be adjourned for half an hour, if the quorum is not present. After half an hour the same meeting will be conducted at the same place.

Dr. Supriya Shidhaye  
Principal & Secretary, Governing Body, VESCOP

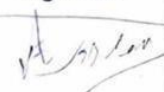

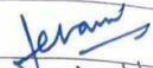
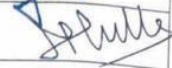

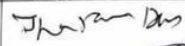

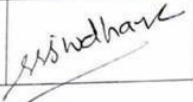
- To,
1. Shri. B. L. Boolani, Founder Trustee In-charge, Chairman, Building Sub Committee, Governing Body.
  2. Shri. Suresh Malkani, President VES.
  3. Shri. Rajesh Gehani, Secretary, VES.
  4. Shri. Prakash Lulla, Treasurer, VES.
  5. Dr. Amit Antarkar Member, Head OSD R&D India, Mylan Laboratories Limited.
  6. Prof. Mangal Nagarsenker Member, Educationist, Research Advisor, VESCOP, Special Invitee
  7. Mr. Ankit Jain Member, Manager, Technical Services & Application, Lubrizol Ltd.
  8. Dr. L.M. Pancholia Member, Chairman, IHS,
  9. Dr. Pramod Naik Member, Ex-officio, Jt. Director, Technical Education, Mumbai.
  10. Dr. Parag Gide Member, Nominee, University of Mumbai.
  11. Dr. Pramod Umarji, Member, MBBS, MD – General Medicine, Consultant Physician, General Physician.
  12. Prof. Jharana Das, Special Invitee
  13. Dr. Bala Prabhakar, Special Invitee.
  14. Shri Sunil Shetty, Manager General Admin & HR, VES, Special Invitee
  15. Mr. Milind Ghadi, Special Invitee.

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**Attendance in the Meeting**

Date : 22.07.2023

Time 12.00 PM

Sr. No.	Name of Members	Signature
1	Shri. B. L. Boolani, Founder Trustee In-charge, Chairman, Governing Body, VESCOP	
2	Shri. Suresh Malkani, President, VES,	
3	Shri. Rajesh Gehani, Secretary, VES	
4	Shri. Prakash Lulla, Treasurer, VES	
5	Dr. Amit Antarkar Member, Head OSD R & D, Mylan Laboratories Ltd., Governing Body, VESCOP	
6	Mr. Ankit Jain, Manager, Technical Services & Application, Lubrizol Ltd. Member, Governing Body, VESCOP.	
7	Dr. Mangal Nagarsenker, Member, Educationist & Research Advisor, VESCOP Member, Governing Body, VESCOP	
8	Dr. L. M. Pancholia, Member, Chairman, HIS Member, Governing Body, VESCOP	
9	Dr. Pramod Naik, Ex-Officio, Jt. Director, DTE Member, Governing Body, VESCOP	
10	Dr. Bala Prabhakar, Special Invitee, Governing Body, VESCOP	
11	Dr. Parag Gide, Nominee, University of Mumbai Member of Governing Body Meeting	
12	Dr. Pramod Umarji M.B.B.S., M.D. -General Medicine, Member, Governing Body	
13	Dr. Pramod B. Umarji MBBS, MD - General Medicine, Consultant Physician, General Physician	
14	Shri. Sunil Shetty, Manager General Admin & HR, VES, Special Invitee	
15	Prof. Jharana Das, Special Invitee	
16	Mr. Milind Ghadi Special Invitee	
17	Dr. Supriya Shidhaye, Principal & Secretary, Governing Body, VESCOP	

## VES College of Pharmacy

Hashu Advani Memorial Complex, Chembur, Mumbai 400 074

4. To consider the recommendations of Finance Sub-Committee Meeting held on 17th December, 2022.  
The same were considered & approved.
5. To consider the recommendations of Building Sub-Committee Meeting held on 17th December, 2022.  
The same were considered & approved.
6. To consider the recommendations of Equipment Sub-Committee Meeting held on 17th December, 2022.  
The same were considered & approved.
7. To appraise the members about the status of the new courses applied in the A.Y. 2022-23.  
Dr. SS informed that the College has started introducing Add on courses, the college has completed add on course on Digital Marketing and 3 more courses are in pipeline.  
Shri. Rajesh Gehani suggested that since one of our institute has autonomy, we can introduce a multidisciplinary programme as per policies of National Education Policy.  
Dr. SS assured that the college will work on the suggestion in consultation with other head of Institutes.  
ATR: The college completed Add on course Job Ready in association with M/s. Second Innings and Make Intern Clinical Research Course in association with IIT Kharagpur. Add on course on Data Analytics in association with IVY Professional School is currently going on and will be completed till September 2023.
8. To apprise the members about new appointment in academic year 2022-23 & requirement of Teaching & Non-Teaching staff for 2022-23.  
Dr. SS informed that Staff Selection Committee will be conducted in the month of January 2023.  
ATR: Staff selection committee was conducted on 14<sup>th</sup> January, 2023. Ms. Mamta Venna, Ms. Pushpalata Chaugule and Dr. Divya Menon have been appointed as Assistant Professor.
9. To apprise the members about planning for NBA and AQAR submission of NAAC.  
Dr. SS informed that AQAR for NAAC is under review and will be submitted in the month of February 2023.  
ATR: The college has decided to continue with NAAC as it gives accreditation to entire institute. The AQAR was submitted on 23<sup>rd</sup> February, 2023.
10. To review the expenditure incurred from April, 2022 to September, 2022 for B.Pharm & M.Pharm and proposed revisions in the budget of 2022-23.  
The same was presented and recommendations of Finance Sub Committee of Governing Body were considered.
11. To deliberate on suggestions by members on innovation, Incubation Center & research endeavors at VES College of Pharmacy.  
The Faculty Development & Research Promotion Incentives policy was presented and the same was approved by the members, considering the proposed budget and expenses incurred in the past financial year.
12. Principal's Report – to review Admission status, Examination results, Library upgradation, Students development, Placement activities, Faculty development initiatives, industry institute interaction, research and development, awards.  
The same was circulated to all members.
13. Any other matter with the permission of the chair.  
Dr. SS informed about new initiative by the college, where industry advisor will review the project right from its conception by conducting 4 meetings yearly. In Pharm Chem branch one advisor already has completed one cycle of meeting and students and guides were happy and satisfied with this interaction as they got the quality suggestions from advisors. Some advisors have offered their premises for conducting research activity.  
Dr. SS introduced and welcomed Dr. Pramod Umarji and requested to give suggestions as physician on

  
Shri. B. L. Boolani, Chairman, GB, VES COP

VES COP, GB 17/12/22

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## VES College of Pharmacy

Hashu Advani Memorial Complex, Chembur, Mumbai 400 074

delivery of drug or form of doses to patients which will be more convenient to patient according to disease and which is not currently available in practice. Dr. SS mentioned that the college would like to have meeting with Dr. Umarji while conceiving new project and handing over to VESCOP research scholars. So that under his guidance ideas can be validated and see whether the particular idea has future by converting into patent or can be put in application clinic ally. Dr. Umarji assured to share such suggestions.

Dr. SS invited Mr. Bharat Talreja to share his views. Mr. Bharat Talreja suggested that market could be studied and gaps could be evaluated if we know the molecules on which students are researching.

Dr. SS requested to Dr. RSH to make abstract of important molecules that we are working on to share with Mr. Bharat Talreja sir for his comments. Dr. SS also suggested to get the projects of students of new batch of M. Pharm. validated by Mr. Bharat Talreja from marketing perspective and this will be followed as a Regular practice.

**ATR: 1) Dr. RSH has sent the abstract to Mr. Bharat Talreja for his comments. 2) Project work of current students has not started yet. Details will be shared with Mr. Bharat Talreja when project work started.**

*Dr. Supriya Shidhaye thanked the members present for attending the meeting.*

  
Shri. B. L. Boolani, Chairman, GB, VESCOP

VESCOP, GB 17/12/22 

## Minutes of Teaching staff meeting

### 1. Meeting Data

Type:	Teaching staff	Frequency:	Monthly
Meeting Date:	12 <sup>th</sup> December 2023	Time:	2.00 pm to 4.00 pm
Location:	Board room		
Minutes by:	Dr. Reshma Tendulkar	Minutes issued on:	18 <sup>th</sup> December 2023

### 2. Participants

SN	Name	Legend	SN	Name	Legend
1.	Dr. Supriya Shidhaye	SSS	15.	Dr. Rajashree Hirlekar	RSH
2.	Dr. Mushtaque Shaikh	MS	16.	Dr. Anand Chintakrindi	ASC
3.	Dr. Anita Ayre	APA	17.	Mrs. Rashmi Wani	RDW
4.	Dr. Nutan Rao (Online)	NR	18.	Mr. Avinash Suryawanshi	AS
5.	Dr. Rajan Kalamkar	RK	19.	Dr. Aparna Palshetkar	AP
6.	Mr. Keyur Shastri	KS	20.	Dr. Reshma Tendulkar	RT
7.	Mrs. Sonali Munj	SMM	21.	Dr. Harsha Kathpalia	HK
8.	Mr. Ojaskumar Agrawal (Online)	OA	22.	Mr. Pratik Barve	PVB
9.	Ms. Palak Karia	PK	23.	Mrs. Ashwini Wani (Online)	AW
10.	Dr. Ganga Shrinivasan	GS	24.	Mrs. Pradnya Shinde Korlekar	PSK
11.	Mrs. Mamta Venna	MV	25.	Dr. Neha Chhabra	NC
12.	Dr. Pushplata Chougule	PC	26.	Dr. Shweta More	SM
13.	Dr. Divya Menon	DM	27.	Dr. Vaishali Jadhav	VJ
14.	Dr. Reshma Pore	RP			
				Total	27

### 3. Actions

SN	Description	Primary Owner	Due Date
1.	2022-23 HOD PBAS Review		22/12/23
2.	Pharmaceutical Chemistry Department EDP in collaboration with Pharmaceutical Analysis Department	MS, AA	
3.	Vescop Endeavour Publication	RT	20/01/2023
4.	Pharmavision Publication	NR	20/01/2023
5.	IAEC Meeting	PSK	15/12/2023
6.	Registration on IRINS and Vidwan portal	Teachers who haven't registered	asap
7.	Google scholar updating file with keywords		19/12/2023
8.	Meetings for collaboration with national level organizations	R & D Cell	
9.	Startup festival events planning	MS, AA	22/12/23

SN	Description	Primary Owner	Due Date
10.	Planning for 1 day workshop 'Art of publishing' in collaboration with APTI	NC	20/12/23
11.	Health checkup for teaching and non-teaching staff and outsiders by PHO in collaboration with NSS	PB	16/12/23
12.	ICC Meeting	GS	15/12/2023
13	WDC Event	GS	04/01/2023
14.	Alumni Meet Planning	AA	
15.	Commencement date Third Year Final Year Second Year First Year	13/12/2023 18/12/2023  02/01/2024 18/01/2024 (Tentative)	

**Notes:**

SN	Description
1.	<p><b>Alumni:</b> For every activity conducted in the college we must invite alumni as a chief guest. We must publicize their achievements on our social media social media. Alumni council should be formed and students should be very aggressive in contacting their alumni. There should be involvement of 3-4 active students who can collect write ups and achievements from alumni. Dr. RSH is volunteered to be a part of alumni committee.</p>
2.	<p><b>Program Committee:</b> Sessional examination papers to be shown to the students within 15 days from the date of examination and marks entry to be done within 20 days from the date of examination. If the student does not appear for 3 days, submit the papers to exam department. ESE papers assessment to be done within 15 days from the date of examination and moderation within 6 days after receiving the papers from the examiner. Exam section will return the marksheet after demasking the papers in 2 days. Final marks entry of ESE papers on ERP to be done within 25 days of date of examination by chairman of the subject. If the gap between the date of examination of two ESE papers is less than 5 days then 3 days extra will be given only for assessment. Chairman will be appointed for each subject by the exam department for ESE, who will ensure the evaluation gets done is given time and also confirm the final marks entry on ERP with the help of co examiner. Sessional and ESE practical examination papers to be submitted within one week.</p>

SN	Description
	<p>Invigilation duties must be meticulously followed.</p> <p>M.Pharm. Sem I ESE practical examination to be scheduled after ESE theory examination.</p> <p>Attendance for all classes of even semester to be maintained on ERP. Signature sheet to be discontinued except for Live Project and Practice School. All course coordinators download the monthly report and preserve it in soft copy. Class coordinator to monthly download attendance report and lesson plan report from ERP.</p>
	<p><b>Library:</b></p> <p>In order to continue NDLI portal in Library, around 10-12 events must be conducted through the same. For any future guest lectures, workshops, C2C activities, coordinator must create brochure and inform Kirti so that she can create event and registration will be sent to students. After the completion of the event, 1 photo and the report to be uploaded at the end.</p>
	<p><b>PR cell:</b></p> <p>It has been advised to shoot 20 seconds video of the guests arriving for the various events that explains about their experience.</p>
	<p><b>Samvridhi:</b></p> <p>Events should be organised by each module coordinator in this academic year.</p>
	<p><b>Scholarship:</b> Trans Cibil scholarship of Rs. 6 Lakhs is approved for the students through which each eligible student will get Rs. 40000/-</p>
	<p><b>NAAC:</b> Letterhead with NAAC A+ grade should be printed as early as possible.</p>



## Minutes of Program committee meeting

### VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074.

### MINUTES OF PROGRAM COMMITTEE MEETING 05/10/2023

#### 1. Meeting Data

<b>Type:</b>	Teaching staff	<b>Category/ Frequency:</b>	Monthly
<b>Meeting Date:</b>	05/10/2023	<b>Scheduled Time:</b>	3 PM
<b>Location:</b>	Board room		
<b>Minutes:</b>	Dr. Rajan Kalamkar	<b>Minutes issued on:</b>	07/10/2023

#### 2. Participants

SN	Name	Legend
1.	Dr. Supriya Shidhaye	SSS
2.	Dr Rajashree Hirlekar	RSH
3	Dr Mushtaque Sheikh	MS
4	Dr Anita Ayre	AA
5	Dr. Ganga Srinivasan	GS
6	Mr Keyur Shastri	KS
7	Dr. Rajan Kalamkar	RK
8	Mr Ojas Agarwal	HK
9	Mr Pratik Barve	PB
10	Mrs Reshma Pore	RP
11	Mrs Mamta Venna	MV
12	Dr Neha Chhabra	NC
13	Dr. Vaishali Jadhav	VJ
14	Dr. Divya Menon	MV
15	B Pharm LY CR (Chirag Gambhir)	
16	B Pharm LY CR (Divyesh)	
17	B. PHARM T.Y CR (Yafiya Sulaiman)	
18	B. PHARM T.Y CR (Gaurav)	
19	B. PHARM S.Y CR (Brayden Dsouza)	
20	B. PHARM S.Y CR (Daksh Gupta)	
21	M Pharm FY Pharmaceuticse CR	
22	M Pharm FY Quality Assurance CR	
23	M Pharm FY Pharmaceutical Chemistry CR	
	<b>Total</b>	<b>23</b>



S. N	Description	Primary Owner	Due Date	ATR
1	Timetable of FRPP and FSTE for SY M. Pharm. SEM III to be released and to be scheduled before diwali vacation.	NR	asap	FRPP 20-21st Oct 2023 FSTE S Y M Pharm 3rd November 2023, SSTE S Y M Pharm 4 th Dec 2023, ESE S Y M Pharm 4th Jan 2023
2	Review of syllabus coverage for all the subjects of SY, TY and LY was done. a. SY Teachers of all the subjects to conduct extra lectures to expedite the syllabus.	Course coordinators, Module coordinator and HODs	asap	The point was discussed in the Departmental meeting. Further meeting with concerned course coordinators with both CRs was conducted, review of updated status (corrected by CRs and is better) was taken and teachers were told to conduct the extra lectures. Mail sent to PC regarding the same.
2	FY B. Pharm. and FY M. Pharm teachers have to conduct at least four lectures during diwali vacation between 20th to 25 th of November.	FY Course coordinators	25th November	Done
3	Remedial math lectures for FY B. Pharm. to be arranged daily between 20 th to 25 th of November	FY Class coordinators	-	Done
4	TY Cut off date will be extended to 23rd October 2023	TY Class coordinator	-	Done
5	FY B. Pharm. and FY M. Pharm. teachers to submit lesson plans at the earliest.	FY Course coordinators	asap	Done
6	Parent teacher meet to be scheduled on 14th of October for SY, TY and LY	SY, TY and LY Class coordinator	-	Done

*rk*

Minutes compiled by  
Dr. Rajan Kalamkar  
Assistant Professor

*Supriya Shidhaye*

Approved by  
Dr Supriya Shidhaye  
Principal

## Minutes of Non-Teaching staff meeting

Minutes of the Meeting held on 01<sup>st</sup> June 2023: -

**1) The Status of scholarship form received for A.Y 2022-23**

The College has completed the process of forwarding all the scholarship application. (216 form). The Government has started disbursement of scholarship amount. The College has received Rs. 6471227/- towards amount of 1<sup>st</sup> instalment (162 form) and Rs.4539088/- towards amount of 2<sup>nd</sup> instalment (113 forms). The remaining amount is expected to receive in next 2-3 months.

**2) Review of pre-admission compliances for academic year 2023-24.**

The process of preparation of admission prospectus for academic year 2023-24 is started. The email has been sent to respective in-charges to share updated information for admission prospectus. Rules and regulation of admission will be incorporated in the prospectus after state CET cell published the information brochure for A.Y 2023-24. The college has initiated the process of finalising admission form for new admission. The students promotion to SY, TY and Final Year is completed.

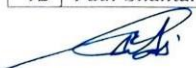
**3) Schedule for fee payment displayed on notice board and students informed about the same. The approval letter from ARA for admission in A.Y. 2022-23 is yet to received. Fee is expected to approve within next 2-3 months by Fees Regulatory Authority.**

**4) Review of Readiness of classrooms and laboratories**

All the mikes & smartboards have been checked and found working properly. All the laboratory equipment's have been serviced and functional. No equipment is under maintenance.

**5) Renewal of Annual Maintenance Contract: -The college has renewed following Annual Maintenance contract: -**

Annual Maintenance Contract (AMC) 2022-23			
Sr No	Name of the Contract	Period	Status
1	Ultima Search (Mosquito)	Will be renewed within 3 months (01/12/2021 to 30/11/2022)	Renewed
2	Ultima Search (Rodent Management)	01/08/2021 to 31/07/2022	Renewed
3	Otis (Small Lift)	1/12/2021 to 30/11/2022	Renewed
5	Paradigm Tech. Solution	01/11/2021 to 30/10/2022	Renewed
7	Ace (Water Purifier)	New Purchase 1 year warranty	
8	L.D Fire Service (Fire extinguisher)	28/09/2021 to 27/09/2022	Renewed
12	Paul Shantanu (Electric System)	01/08/2021 to 31/07/2022	Renewed

  
**Mr. Milind Ghadi**  
**Office Superintendent**



**VIVEKANAND EDUCATION SOCIETY'S COLLEGE OF PHARMACY**  
HASHU ADVANI MEMORIAL COMPLEX, BEHIND COLLECTOR COLONY, CHEMBUR(EAST), MUMBAI 400 074

### Key Highlights

- Premier Pharmacy institute established in 2007.
- Academic excellence through Learner Centric Outcome Based Education
- Awarded A+ grade with CGPA of 3.46 by the National Assessment and Accreditation Council (NAAC)
- Awarded 1st and 3rd Rank in the AICTE - CII Industry Linked Survey 2018 & 2021 respectively (Pan India)
- Overall Runner-up Championship in 14th and 17th Inter- Collegiate/ Institute/ Department AVISHKAR Research Convention 2019- 20. 2022-23
- NIRF-2020 India ranking - 63rd under Pharmacy category
- 3.5 STAR rating Institution Innovation Council (IIC) 2022-23, awarded by MoE's Innovation Cell
- Registered as VES-Scientific and Industrial Research Organization (VES-SIRO) at DSIR
- Signatory of PRME, a United Nations Initiative for sustainability

**VES College of Pharmacy is immensely pleased to invite FYB.Pharm Students and Parents for**

**Orientation cum Induction Program**

**on**

**SATURDAY, 16TH SEPTEMBER 2023**  
**VENUE: Seminar Hall, 2<sup>nd</sup> floor**  
**TIMING: 2:00 pm-4:00pm**

**We wish you the very best and looking forward to see you at the orientation.**

**Warm Regards,**

**Dr. Supriya Shidhaye** | **Shri B. L. Boolani**  
Principal | Managing Trustee  
VES COP | VES COP

**WHY THIS PROGRAM IS IMPORTANT FOR YOU?**  
After admission into the B. Pharm course in VES COP, you and your ward will be very curious to know the systems in the college. As academicians, we understand your need to know. Therefore, this program is planned to brief you about the systems in the college.

### PRE-RECORDED LINKS TO VARIOUS INSTITUTE PROGRAMS

- UHV Session:**  
<https://youtu.be/akrDZcTcI6E>
- Online Teaching Pedagogy:**  
<https://youtu.be/fEV50MUxvrc>
- Placement cell activities:**  
<https://trb.gv/ec9lm>
- Alumni Committee:**  
[https://youtu.be/INNOhMS\\_SHC](https://youtu.be/INNOhMS_SHC)
- DEPARTMENT RESEARCH INITIATIVES**
- Pharmaceutics:**  
<https://youtu.be/9UPP9q6o1YnQ>
- Pharmaceutical Chemistry :**  
<https://www.youtube.com/watch?v=AVYcDGlazEQ>
- Quality assurance:**  
<https://youtu.be/5CitCOBNSWm>
- Pharmacology:**  
<https://youtu.be/wUx5Yc4Yx3E>
- Pharmacognosy:**  
[https://youtu.be/CtTt6\\_ZA4p4](https://youtu.be/CtTt6_ZA4p4)

## Orientation programme circular (2023-24)

## Orientation Programme F.Y. B.Pharm (2023-2024)



## UNIVERSAL HUMAN VALUES (Add on course)

**Add on course  
on Universal  
Human  
Values**

Universal human values will teach you harmony with nature, society, family, and self, encouraging balance, respect, and inner peace across all aspects of life.

**Total-45 Hours  
course  
Includes  
15 Hours Project  
Based Learning**

**A.Y.23-24**

**VES COLLEGE OF  
PHARMACY BRINGS  
YOU**

**Coordinators**

Mrs. Ashwini Wani  
Dr. Nutan Rao  
Mrs. Vidhi Bhatia  
Dr. Vaishali Jadhav  
Mr. Avinash Suryavanshi

**MENTOR**  
Dr. Supriya Shidhaye  
Principal VESGOP

**Patron**  
Shree. B.L. Boolani  
Trustee In-charge

VES COLLEGE OF PHARMACY

Hashni Adnan Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

(Daily filled attendance sheet is to be submitted by the Subject Teacher to the Class Teacher at the end of Semester Term or as and when required.)

(Theory)

T. Y. B. Pharm.: Sem. V (Division B) **UNIVERSAL HUMAN VALUES 2** ATTENDANCE RECORD  
 Subject & Sign. of subject teacher: **Dr. PB KS KS KS KS**  
 Attendance for the month: **21/9** Academic Year: 2022-23

Sl. No.	Name	Date												Remark	
		15.7.22	16.7.22	17.7.22	18.7.22	19.7.22	20.7.22	21.7.22	22.7.22	23.7.22	24.7.22	25.7.22	26.7.22		
1	DALVI KASTURI BHANUDAS	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
2	Dalvi Tanvi Sphasikant	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
3	Fernando Godwin Elias	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
4	GAMBHIR CHIRAG CHANDRAKANT	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
5	GOUNDER MADHUMITHA RAMAN	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
6	Gungul Manasi Ashok	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
7	Gupta Jyoti	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
8	INGAWALE RIVA A.SHOK	A	A	A	A	A	A	A	A	A	A	A	A	A	
9	Jadhav Samruddhi Manoj	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
10	JADHAV SHIVANI SANTOSH	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	
11	JAGATKAR RUTUJA NAGESH	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	

Sr. #	Date		Time	15.7.22	15.8.22	16.8.22	17.8.22	17.9.22	18.9.22	19.9.22	20.9.22	21.9.22	Remark
12	JASWAL SAHIL SHIVASANE	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
13	KANDALGAONKAR DHANASHREE VILAS	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
14	KARREKA PREETI	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
15	KASABI SIDDHANT SANTOSH	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
16	KAZI BUSHRA JUBER	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
17	KEWALRAMANI GINI SUNIL	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
18	KHAN HARSA ZUBAIR	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
19	KOTIAN DIVYA YESHWANT	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
20	KUMARI SNEHA	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
21	MEHTA KUSHALKUMAR KIRTIKUMAR	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
22	MENON SHREYA	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
23	MORALE SMITTA NAVNATH	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
24	MUDALAR NANDINI LOKANATHAN	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	
25	MUKADAM TAHOORA JAVID	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	Basiscell	A	A	Basiscell	Basiscell	Basiscell	

Sl. #	Date		15-7-22	22-7-22	3-8-22	10-8-22	17/08	24/8	31/8	10/9/21	14/9/21	17/9/21	20/9/21	21/9/21	Remark
	Time														
26	MUKHERJEE RUPSHA TUHINI		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
27	PANDEY GAURAV ONKARNATH		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
28	PARIHAR HARSH BHAVAR		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
29	PATRA RIVA BABICHANDRA		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
30	PAWAR VISHAL KRISHNAT		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
31	PRAJAPATI SAKSHI KAMLESH		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
32	RAUT KSHITIJ MAHENDRA		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
33	SAHU ARCHANA RAMESH		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
34	SALIAN NIRAV GANESH		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
35	SAVRATKAR TARUN MILIND		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
36	SAWANT GAURI GANPAT		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	
37	SHAIKH MADHIA		<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	A	A	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	<i>[Signature]</i>	



Sl. #	Date		Time	15.7.22	16.7.22	17.7.22	18.7.22	19.7.22	20.7.22	21.7.22	22.7.22	23.7.22	24.7.22	25.7.22	26.7.22	27.7.22	28.7.22	29.7.22	30.7.22	31.7.22	Remark	
	15:15	18:15																				
38	SHRUTI SAMIR																					
39	SONAMANE KIRTI DIGAMBAR																					
40	SONI MANSI VIJAYKUMAR																					
41	SONIE SNEHAL RAJENDRA																					
42	THANVI SOUNDARYA HARISH																					
43	VAGRECHA NIYATI DEVENDRA																					
44	VERVIA TANISH																					
45	YADAV AASTHA GIRISHCHAND																					
46	YADAV SURAJKUMAR AMARNATH																					
47	GUPTA RAHUL JAYPRAKASH																					
48	JAINWAR ANIKET RAMBACHAN																					
49	NAGDEVI NIKHIL DHARWEDRA																					
50	PAKHARE RENUKA VINODKUMAR																					
51	PAL PIYALI MADHUSUDAN																					
52	RAJANI HARSHA NARESH																					
53	RAMCHANDANI LOVINI MOTILAL																					

Sr. #	Date	Time	15.7.22	15.8.22	16.8.22	17.8.22	17.9.22	18.9.22	19.9.22	20.9.22	21.9.22	21.09.22	Remark
54	UBHARE RAKHI SURYAKANT		10:15	12:15	2:15	2:15	A	A	A	A	A		
55	VALECHA AMIT GURJULUKH		10:15	12:15	2:15	2:15	A	A	A	A	A		
56	VARYANISANJANA DHRUVKUMAR		10:15	12:15	2:15	2:15	A	A	A	A	A		

% Syllabus Covered

Name of the Subject Teacher  
Sign. & Date

Name of the Class Teacher  
Sign. & Date

Sign of Principal

K.V. Shastri  
*(Signature)*  
*(Signature)*  
 Dendulake

## Soft skills programmes contributing to ethics

### VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

Activity Report A.Y 2022-23

PHARMACEUTICS DEPARTMENT/ COMMITTEE/ FACULTY

IQAC ACTIVITY No:

**Details of activity:**

<b>Name of the Activity</b>	Cybersecurity and Cyber Crime Awareness session by	<b>Activity No.</b>	
<b>Day, Date</b>	08/12/2022	<b>Department/ Committee/Faculty</b>	PHARMACEUTICS
<b>Venue</b>	Seminar Hall, VES COP	<b>Time</b>	11.15 to 12.15 PM
<b>Nature of activity</b>	Indoor/Outdoor (Tick mark appropriate)	<b>Total no. of participants</b>	61

**Activity Information:**

<b>Objectives</b>	<ul style="list-style-type: none"> <li>• To understand and gain in-depth knowledge about cyber security and cyber crime.</li> <li>• To understand the functionality of cyber security.</li> <li>• To enhance understanding of cybersecurity best practices and threat mitigation strategies."</li> </ul>
<b>Methodology</b>	<ul style="list-style-type: none"> <li>• Using an attractive and informative ppt.</li> <li>• Using examples for better understanding.</li> <li>• Using a case study to be able to apply the knowledge gained practically.</li> </ul>
<b>Outcomes</b>	The event was very informative for all the students. It helped them to gather valuable information from it. The speaker provided detailed information regarding the topic and have made the event interesting for all the listeners.

**PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):**

<input type="checkbox"/>	Notice and communication	<input type="checkbox"/>	Feedback form
<input type="checkbox"/>	Student list of participation	<input type="checkbox"/>	Feedback analysis
<input type="checkbox"/>	Photos	<input type="checkbox"/>	Media news details
<input type="checkbox"/>	Certificate	<input type="checkbox"/>	Any other

<b>Name &amp; Signature of Coordinator</b>	<b>Name &amp; Signature of Head/Committee In charge</b>	<b>Name &amp; Signature of IQAC Coordinator</b>
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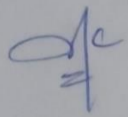
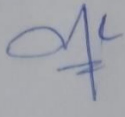
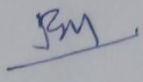


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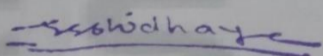
  
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**College of Pharmacy**  
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 Collector's Colony, Chembur,  
 Mumbai - 400 074. INDIA

## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

Dr. Neha Chhabra 	Dr. Neha Chhabra 	Dr. Rajshree Hirlekar 
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# VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

Activity Report A.Y 2022-23

PHARMACEUTICS DEPARTMENT/ COMMITTEE/ FACULTY

IQAC ACTIVITY No:

## Details of activity:

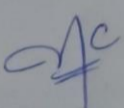
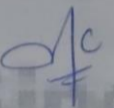
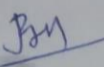
Name of the Activity	Financial Planning and Freedom	Activity No.	
Day, Date	10/21/2022	Department/ Committee/Faculty	PHARMACEUTICS
Venue	Seminar Hall, VES COP	Time	2.00 to 3.30 PM
Nature of activity	Indoor/Outdoor (Tick mark appropriate)	Total no. of participants	55

## Activity Information:

Objectives	<ul style="list-style-type: none"><li>• Learning how to manage one's personal finances</li><li>• Understanding various investing strategies</li><li>• Knowledge of the various investment alternatives accessible</li></ul>
Methodology	<ul style="list-style-type: none"><li>• Utilizing an engaging and educational powerpoint.</li><li>• Using instances of promoted goods to aid in understanding.</li><li>• Putting what is learned to use by using a case study practically</li></ul>
Outcome	The event was very informative for all the students. It helped them to gather valuable information from it. The speaker provided detailed information regarding the topic and have made the event interesting for all the listeners

## PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

<input type="checkbox"/>	Notice and communication	<input type="checkbox"/>	Feedback form
<input type="checkbox"/>	Student list of participation	<input type="checkbox"/>	Feedback analysis
<input type="checkbox"/>	Photos	<input type="checkbox"/>	Media news details
<input type="checkbox"/>	Certificate	<input type="checkbox"/>	Any other

Name & Signature of Coordinator	Name & Signature of Head/Committee In charge	Name & Signature of IQAC Coordinator
Dr. Neha Chhabra 	Dr. Neha Chhabra 	Dr. Rajshree Hirlekar 



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# VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074



**Mumbai, Maharashtra, India**

Hashu Advani Memorial Complex, Behind, Swami Vivekanand Jr College Rd, कलेक्टर कॉलोनी, Chembur, Mumbai, Maharashtra 400074, India

Lat 19.045989°

Long 72.889939°

21/10/22 02:49 PM GMT +05:30



**Mumbai, Maharashtra, India**

Hashu Advani Memorial Complex, Behind, Swami Vivekanand Jr College Rd, कलेक्टर कॉलोनी, Chembur, Mumbai, Maharashtra 400074, India

Lat 19.045978°

Long 72.889945°

21/10/22 02:51 PM GMT +05:30



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Mumbai - 400 074. INDIA

## VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

Activity Report A.Y 2022-23

PHARMACEUTICS DEPARTMENT/ COMMITTEE/ FACULTY

IQAC ACTIVITY No:



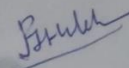
Details of activity:

Name of the Activity	Emotional Resilience & Self Care	Activity No.	
Day, Date	01/08/2022	Department/ Committee/Faculty	PHARMACEUTICS
Venue	501, VES COP	Time	2.30 to 3.30PM
Nature of activity	Indoor/Outdoor (Tick mark appropriate)	Total no. of participants	45

Activity Information:

Objectives	<ul style="list-style-type: none"><li>Understanding how emotional quotient affects mental health</li><li>Gaining understanding of how to love and take care of oneself</li><li>Knowing how to increase emotional maturity</li></ul>
Methodology	<ul style="list-style-type: none"><li>Creating an engaging and educational powerpoint.</li><li>Using instances of promoted goods to aid in understanding.</li><li>Putting what is learned to use by using a case study practically.</li></ul>
Outcomes	The event was very informative for all the students. It helped them to gather valuable information from it. The speaker provided detailed information regarding the topic and have made the event interesting for all the listeners

PROOFS & DOCUMENTS ATTACHED (Tick mark the proofs attached):

<input type="checkbox"/>	Notice and communication	<input type="checkbox"/>	Feedback form
<input type="checkbox"/>	Student list of participation	<input type="checkbox"/>	Feedback analysis
<input type="checkbox"/>	Photos	<input type="checkbox"/>	Media news details
<input type="checkbox"/>	Certificate	<input type="checkbox"/>	Any other
Name & Signature of Coordinator	Name & Signature of Head/Committee In charge	Name & Signature of IQAC Coordinator	
Dr. Neha Chhabra 	Dr. Neha Chhabra 	Dr. Rajshree Hirlekar 	

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## Self esteem and use of technology

### VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 074

C2C Activity Report A.Y 2021-22

C2C DEPARTMENT/ COMMITTEE/ FACULTY

IQAC ACTIVITY No: (To be included from A.Y. 21-22)


#### Details of activity:

Name of the Activity	Self esteem and use of technology	Activity No.	IQAC/2021-2022/ C2C 04
Day, Date	21/8/2021	Department/ Committee/Faculty	C2C/ Dr. Neha Chhabra
Venue	Online	Time	2:30PM-4:30PM
Nature of activity	Indoor/Outdoor (Tick mark appropriate)	Total no. of participants	166

#### Activity Information:

<b>Objectives</b>	The session was conducted to convey the students the concept of brand identity and identifying the gap between the real self and what is projected to the world. The second part of the session showcased various root reasons for misuse and overuse of technology
<b>Methodology</b>	Guidelines for dealing with misuse and overuse of technology situation when one is at the receiving end, and tips for self-reflection, were discussed at length. The students were sensitized by giving common day examples. The Indian Penal Code, the Information Technology Act, the POST Act, and the UGC Act were briefly introduced to the students in this regard
<b>Outcomes</b>	The session enlightened the students in alignment with our programme outcomes mentioned below: <ul style="list-style-type: none"><li>• Problem Analysis – Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.</li><li>• Leadership skills – Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes required for fulfillment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and well-being.</li><li>• Professional Identity – Understand, analyze and communicate the value of their professional roles in society (e.g. health care</li></ul>



  
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**Document showing Code of Conduct for students, teachers,  
governing body and administration**

**Code of conduct for teaching, non-teaching staff and students**



**Vivekanand Education Society's College of Pharmacy**  
Hashu Advani Complex, Near Collector's Colony, Chembur (E) Mumbai 400074.

**CODE OF CONDUCT DOCUMENT**

**CODE OF CONDUCT FOR TEACHERS**

{Ref: circular # क्र./अनिवि/ आयसीडी/२०१५-१६/२५५, dated 29<sup>th</sup> August, 2015}.

1. A teacher shall comply with the provisions of the Act, Government Resolutions, Statutes, Ordinance, Regulations, Rules, Circulars and other directions issued thereunder from time to time by the University and the Central and the State Government,
2. A teacher shall not in the course of his/her duties disobey, disregard or wilfully default in carrying out any lawful instructions, reasonable orders or directives given by any person or body having authority to give such lawful instructions, reasonable orders or directives. A teacher shall not refuse to carry out the academic and administrative decisions taken by the Head/Management/University, A teacher shall however, have the right to express his/her difference with the policies and decisions of the institutions/management/authorities and officers of the University.
3. A teacher shall not commit acts of insubordination and defy lawful orders.
4. Every teacher shall at all times maintain absolute integrity and devotion to duty.
5. Every teacher shall devote himself diligently to his work and utilize his time to the service of the university or the college, as the case may be, and to the cause of education and give full cooperation in all academic programmes and other activities conducive to the welfare of the student community.
6. It shall be incumbent on every teacher to perform the academic duties such as preparation of lectures, class lecturing, tutorials, assignments, demonstrations group discussions, Library assignments, guidance etc. A teacher shall engage classes regularly and punctuality and impart lessons and instructions, do such internal assessment/examinations evaluation as the Head of the institution shall allot to him from time to time and shall not ordinarily remain absent from work without prior permission or grant of leave.
7. A teacher shall report to the duty regularly and punctually.
8. **A teacher shall sign the attendance register on arrival and also before leaving the campus after the working hours. A head of the institution shall determine the time for reporting for duty and closing. A teacher may be required to work beyond the required time in certain circumstances to be determined by the head.**
9. A Head of the institution shall keep record of attendance of the teachers working in his institution. Every teacher shall observe the scheduled hours of working during which he must be present at the place of his duty.
10. A teacher shall devote the requisite number of teaching hours as assigned by the head of the institution according to the teaching work load.
11. A teacher shall not neglect in correcting practical records, class work or home-work done by the students;

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## Vivekanand Education Society's College of Pharmacy

Hashu Advani Complex, Near Collector's Colony, Chembur (E) Mumbai 400074.

- 12 A Teacher while being present in the institution shall not, absent himself (Except with the previous permission of the principal) from classes which he is required to attend,
- 13 A teacher can organize or attend any meeting during the working hours where he is required or permitted by the head of institution to do so,
- 14 **A teacher shall not leave the institution during working hours without the permission of the head of the institution. A teacher leaving the institution for duty elsewhere shall inform his head of his whereabouts to facilitate his recall in an emergency.**
- 15 **A teacher shall not remain absent from the institution without leave or without the previous permission of the Head of the institution/Management/University.**  
**Provided that where such absent without leave or without the previous permission, is due to reasons beyond the control of the teacher concerned, it shall not be deemed to be a breach of the code of conduct if, on return to duty, the teacher has applied for and obtained ex-post facto, the necessary sanction for the leave.**
- 16 **A teacher shall report for any additional duty assign by the Head of institution/Management/University, whether before or after the working hours.**
- 17 A teacher shall do all work connected with extracurricular and co-curricular activities assigned to him from time to time by the Head of the institution/Management/University,
- 18 A teacher shall perform his academic duties and work related to examinations as assigned. No remuneration shall be payable to the teachers for internal assessment /home examinations conducted by the institution. It shall also be obligatory for a teacher to do all work connected with examinations such as paper setting, assessment and reassessment of answer books including moderation, preparing result, invigilation superintendent of examination centre, Working as a member of team of squad/observer, Coding – decoding of answer books, coordinating work of Central assessment etc. assigned to him by the University or by the head of his Institution. It shall also be obligatory for a teacher to train himself in operation and use of all technological advancement and gadgets necessary to perform his duties.
- 19 **A teacher shall not be partial in assessment of a students or deliberately over mark, under mark or victimize a student/s on any grounds.**
- 20 A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examinations/administrations. Indulging or encouraging any form of malpractice connected with examinations or any other activity is a serious offence.
- 21 A teacher shall not discriminate against any student on political grounds or for reasons of caste, creed, sect, religion, sex, nationality, or languages or for reasons of personal nature.
- 22 A teacher shall not practice or incite any student to practice casteism, communalism or un-touchability;
- 23 A teacher shall not use his position to spread their political, religious or other ideologies among student/s,

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- 24 A teacher shall not propagate through his teaching lessons or otherwise, communal or sectarian outlook, or inciting or allowing any student to indulge in communal or sectarian activities,
- 25 A teacher shall not behave or encourage or incite student/s, teacher/s, or employee/s to behave in a rowdy or disorderly manner in the institution premises.
- 26 A teacher shall not cause or incite any other person to cause any damage to the institution property.
- 27 **A teacher shall not incite students or teachers against other students or teachers, colleagues or administration/governing body of the college and the university, This does not interfere with the right of a teacher to express his opinion on principles in seminars etc.**
- 28 A teacher shall help the head of the institution to enforce and maintain discipline amongst the students.
- 29 A teacher shall work in the best of interest of students and of University/institution.
- 30 A teacher shall not subject a student to or encourage other students to subject a students to torture or other cruel, inhuman or degrading treatment or punishment including any cultural practice that dehumanizes or is injurious to the physical and mental well-being of the student.
- 31 A teacher shall not do anything that shall suggest or create the impression that a student is more favoured than any other student.
- 32 The teacher shall serve as a role model to learners showing high degree of decency in speech, mannerism, discipline, dressing and general..
- 33 A teacher shall inculcate among students scientific outlook and respect for physical labour and ideals of democracy, patriotism and peace,
- 34 **A teacher shall attend the flag hoisting ceremony on independence and republic day and functions organised by the university/institutions/ on other days of national importance,**
- 35 A teacher shall not misbehave with students or their parents/guardians, teachers or other employees of the institution.
- 36 A teacher shall not use abusive language, quarrel or display riotous behaviour.
- 37 A teacher shall not make false accusations against the head of the institution/management/authorities of the university/colleagues/employees/students whether after being provoked or otherwise.
- 38 A teacher shall refrain from lodging unsubstantiated allegations against colleagues and higher authorities,
- 39 A teacher shall not directly or indirectly do anything that may constitute sexual harassment of student/s and/or colleague/s and/or employees/s or any person at his/her work place.
- 40 **A teacher shall not engage in any other gainful economic activity at the work place. A teacher shall not engage himself in any private tuition for which a**

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**fee/remuneration is charged either within or outside the premises of the institution in which he is working.**

- 41 A teacher shall not prepare or publish any book commonly known as 'Keys',
- 42 A teacher shall not engage himself as a selling agent or canvasser for any published firm or trader,
- 43 A teacher shall not furnish incorrect information regarding his qualifications, experience, age, etc. in respect of his appointment/promotion.
- 44 A teacher shall not raise questions of caste, creed, religion, race or sex in his relationship with his colleagues, and trying to use the above considerations for improvement of his prospects.
- 45 No teacher shall drink alcohol while on duty or be found drunk during working hours. He shall not be under the influence of any intoxicating drink or drug during the course of his duty,
- 46 A teacher shall not smoke in the classroom during working hours or in any place within the campus of the institution/university,
- 47 A teacher shall not, except in accordance with any general or special order of the university or the institution, as the case may be, or in the performance in good faith or duties assigned to him/her, divulge or communicate directly any official document or other information whatsoever to any teacher or to any other person to whom he/she is not authorized to divulge or communicate such documents or information. A teacher shall not divulge privileged or classified information or document to any person or body that is not entitled to have access to such information or document.
- 48 A teacher shall not misappropriate institution's property, or commit acts of theft, fraud or embezzlement of funds.
- 49 **A teacher shall submit report of the project/activity undertaken by him along with statement of accounts (with all vouchers) to the sponsoring agency within a stipulated time,**
- 50 A teacher shall not obstruct staff of the institution from performing their lawful duties and indulging in any sort of agitation to coerce or embarrass institution authorities/University,
- 51 A teacher shall not take active part in politics so as to cause interference in the discharge of his duties, nor shall he in any manner associate himself with any movement or organization which is or tends directly or indirectly, to be subversive of law and order or the interest of the institution/University education. But a teacher can become, or continue to be a member of any literary, scientific or professional organisations,
- 52 A teacher shall not without previous intimation to the Vice-Chancellor or the Management of the Institution as the case may be, stand for election or accept nomination to any local body, legislature of the State or Parliament. Nor shall he/she in any manner force his/her subordinates of his/her students against their will for the canvassing of his/her election. A teacher shall before seeking election or accepting nomination as aforesaid give an undertaking to the University or the Institution, as the case may be, that in the event of his/her being elected or nominated he/she shall, if so, required by the University or the Institution, remain on leave with or without pay as may

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- be admissible to him/her under the rules for the period he/she remains a member of such local body, Legislature or Parliament. The University or the Institution, as the case may be direct a teacher who has been elected or nominated to any local body, legislature or Parliament to apply for leave for the whole or part of the period and the teacher shall comply accordingly; provided that the granting of any leave to a teacher nominated to any local body, Legislature or Parliament shall not prejudice his/her right to promotion, increments or other benefits, if any, to which he/she would have been entitled had he/she not proceeded on leave.
- 53 A teacher shall not contest any election of Banks/Societies/Sports or Socio-Cultural Associations without previous intimation to the Head of the institution/Management/University,
- 54 A teacher shall not approach court of law regarding any matter related with his service/employment without exhausting available remedies and without giving proper intimation to the Head/Management/University,
- 55 A teacher shall not misuse or carelessly use amenities provided to him/her by the University or the Institution to his/her duties. A teacher shall not make use of the resources and/or facilities of the institution/University/Management for personal, commercial, political or villainous purposes.
- 56 A teacher has academic freedom which entitles him to criticise ideas and methods but he shall not defame others,
- 57 A teacher shall not rudely and aggressively behave persistently with other staff members and students.
- 58 A teacher who supervises other staff have especial responsibility to treat their staff fairly and honestly, He shall make available development and training opportunities without patronage, favouritism, or unfair discrimination.
- 59 A teacher shall not participate in decisions to the appointment of a relative or a family member.
- 60 A teacher shall not accept or permit any members of his family or any other person acting on his behalf to accept any gift or pecuniary advantage from any students or his parent/guardian or any person with whom he has come into contract by virtue of his position in the institution, in order to do any kind of favour to the student/any person,
- 61 A teacher shall take paid outside consultative work only in accordance with institution/university's policy and guidelines and it should not interfere with the performance of the teacher's teaching, research and administrative duties.
- 62 A teacher shall not join or continue to be a member of an association the objects and activities of which are prejudicial to the interest of the Institution/university as the case may be, or the sovereignty and integrity of India or public order or morality. Provide that a teacher may become a member of the Association of teachers as may be approved by the University according to rules.
- 63 A teacher shall not give unauthorized interviews or releases to electronic and print media. He shall not use the electronic/print media with malafide intention of defaming the institution/university.

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- 64 A teacher shall not in any radio broadcast or in any document published anonymously or in his own name person or in any communication to the press or in the name of any other any public utterance ,make any statement or express an opinion.
- (i) Which is in the nature of character assassination, reflection on the personal life of his superiors/colleagues,
- (ii) Which is in the nature of criticism of individuals as destined from policy decision.
- Provided that nothing in this rule shall apply to any statement made or views expressed by a teacher in his official capacity or in the due performance or the duties assigned to him on academic matters.
- 65 A teacher shall not, except with the previous sanction of the Vice-Chancellor or the authorities of the institution, as the case may be, engage directly or indirectly in any trade or business or under any other employment.
- 66 A teacher shall not bring or attempt any influence to bear upon any question in respect of matters pertaining to his service.
- 67 A teacher shall not involve himself/herself in any act that is likely to bring the teaching profession into disrepute. ii. It shall therefore be the responsibility of every teacher to preserve the dignity and honour of his profession and also maintain his/her own dignity, honour and integrity.
- 68 Notwithstanding anything herein before contained, bonafide criticism or expression of opinion by any teachers shall not constitute misconduct.
69. The teacher should complete the duty of seven hours per day anyhow, with reporting timing from 9 a.m. to 10 a.m., not exceeding 10 a.m.
- 70 As a policy, Institution will not allow faculty members to go as a guest faculty or visiting faculty to take lectures in other institutions. However, permission will be granted to be a resource person for Seminar/ Symposium or refresher programme.
71. As a policy, maximum number of days for attending seminar/ conference is 6 days per academic year and sanctioned budget per head is maximum Rs. 4000 (towards registration fees) /- per academic year.
72. No duty leave will be granted for Examinership for University other than University of Mumbai. However, faculty will be permitted to go as a referee to conduct viva voce for M. Pharm. or Ph.D. Dissertation.

Misconduct: Failure to Confirm to the above mentioned rule/s shall be construed as misconduct.

**CODE OF CONDUCT FOR NON-TEACHING STAFF**

{REF. STANDARD CODE RULES HAND BOOK, 1984}

**Office Superintendent (In the absence of Registrar)**

1. The office Superintendent shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the

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- duty of the Office Superintendent to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he/ She deems fit to regularise and to improve the working of the College.
2. The Office Superintendent shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
  3. The Office Superintendent shall be the custodian of the records, the commons seal and such other property of the College as the Principal may commit to his charge.
  4. The Office Superintendent shall keep the Minutes of all the meetings, and records of such meetings attended by him / her as ex-officio member- secretary.
  5. The Office Superintendent shall co-ordinate the work in the college amongst the teaching and the non-teaching staff.
  6. The Office Superintendent shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the college and/ or is not in the interest of the institution/ College.
  7. The Office Superintendent shall maintain the enquiry service for students, staff and also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.
  8. The Office Superintendent shall sign letters issued from the College Office of routine nature.
  9. The Office Superintendent shall watch over the work of college affiliation, staff recognition and follow procedure for appointments. He shall also watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep the check on Accounts of the College.
  10. The Office Superintendent shall look after the Examination work (College/ Board/ University) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.
  11. The Office Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to this subordinates who shall be directly responsible to him/her with the prior approval of Principal.
  12. He/ She shall convene the regular meeting of the office staff and laboratory assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
  13. He/ She shall inspect attendance register of the non-teaching staff and take such action as he/ she may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take the disciplinary action, in case, the same employee shows no improvement.
  14. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Principal to Government, University, University Grants Commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
  15. He/ She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
  16. He/ She shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He/ She shall be responsible for preserving of the documents, etc. concerning his section.
  17. The Superintendent shall personally look into the court cases concerning the college and obtain orders from Principal whenever necessary.

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The Superintendent shall mark and distribute the letters in the names of dealing Assistant or to Heads of Departments in the College. He shall exercise check and follow up letters received from the Government, University Grant Commission, University, Management etc.

18. He/ She shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and
19. Implications etc. or special cases and submit to higher authority i.e. Principal and give interim replies.
20. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned.
21. The Superintendent shall scrutinise notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Principal.
22. The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

**Personal Assistant:**

1. The Personal Assistant shall be responsible to the Principal.
2. He/ She shall be responsible for Principal's personal correspondence, appointments, engagements etc., other than normal office duties.
3. He/ She shall perform the duties and responsibilities assigned to him by the Principal from time to time.
4. He/ She shall maintain programme sheets of Principal, prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow up programme of Principal.
5. He/ She shall maintain the confidential and other files as per requirements and make suitable arrangement for the safe custody.
6. He/ She shall sort out the mail and despatch it promptly to the relevant section.
7. He/ She shall issue reminders etc. in respect of such cases, where the Principal has called for information/ date or has suggested or ordered immediate action in any of the cases. He / She shall maintain absolute confidentiality and integrity in respect of the work assigned to him/ her.
8. Any other work assigned from time to time by Principal.

**Senior Clerk / Junior Clerk and Equivalent Cadres:**

1. To enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addresses to Principal by name will be received by the officers themselves or through P.A's Stenographers / Secretaries.
2. To acknowledge letter received.
3. To submit dak to the Section Officer/ Assistant Section officer daily, despatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.
4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part or a receipt, through Superintendent to the Section, branch concerned for remarks and / or necessary action.

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6. To open and maintain service-book / new file(s) note book(s), do copying work/rubber stamping and to attend to all types of administrative / clerical work.
7. To maintain different registers, forms etc.
8. To keep a note-book to watch timely disposal of Urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/ files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/ replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officer and / or Assistant Section Officer.
13. To prepare monthly arrears report and submit it to the assistant Section Officer and / or Section officer for perusal and guidance / instructions.
14. Any other work assigned from time to time by Principal.

**Accounts Clerk:-**

1. To maintain various books of accounts such as ledger, salary registrar, income tax registers.
2. To ensure filling of vouchers and papers.
3. To prepare bills for payment.
4. To file various returns.
5. Any other work assigned from time to time by Principal.

**Examination Clerk:-**

1. Arrangement of blocks as per instructions given by Examination In-charge
2. Holding of stock of stationery required for examination and supplying the same day-to-day to Senior supervisor of the examination
3. Follow up of Question Paper and Evaluated Answer Sheets of examination
4. Follow up with the University for Results, Revaluation results & other correspondence with the University.
5. Timely submission of examinations forms submitted by students.
6. Maintenance of Register and Records of examination.
7. Making of Results and Mark sheets in co-ordination with Examination co-ordinator
8. To maintain confidentiality of all examination records
9. Any other duties assigned by Principal & Examination In-charge

**Laboratory Technicians / Assistant:-**

1. To assist students and teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of Laboratory attendants working under him

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5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakage/losses in laboratory, to his superiors.
7. To report to In charge of Laboratory about misbehaviour inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the Laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the head of the Department.
10. Any other work assigned from time to time by Principal.

**Laboratory Attendants/Library Attendent:**

1. To clean laboratory and to keep laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to Students, Teachers and other Laboratory Staff in movement of Laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other Laboratory staff in physical stock verification of laboratory equipment, instruments, chemical and other materials.
4. To render Physical assistance to students and teachers in conducting practical's and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and a gates of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the laboratory staff, with the approval of In charge of the Laboratory.
9. Any other work assigned from time to time by Principal.

**Peons/Peons-cum-Hamal:**

Persons shall-

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of Office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with Instructions of the Seniors, and also do the work of sticking agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and sealing envelops or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside and outside as the case may be.
6. Carry out any other work of similar nature which the Officer incharge/ Principal / Office Superintendent, may instruct.
7. Serve drinking water to employees and to visitors, when required.

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8. Dispatch letters including letters by hand delivery (all peons getting bank duty allowances shall take cash / cheques etc. to banks, as per instructions.)
9. Any other work as may be assigned to him by the concerned officer / Principal from time to time.
10. Peon-cum-Hamal shall also have to attend to the duties assigned to Hamals.

Misconduct: Failure to Confirm to the above mentioned rule/s shall be construed as misconduct.

### CODE OF CONDUCT FOR STUDENTS

- Students should be respectful
- Student should abide by the rules and regulations of the institute
- Students should show tolerance and accept feelings, habits, or beliefs that are different from your own.
- Students should be punctual, meet deadlines and value others' time
- Students should abide by plagiarism regulations of the institute
- Student should not give any false information at the time of admission
- Students should treat all employees, honorary appointees, consultants, contractors, volunteers any other members of the public and other students with respect, dignity, impartiality, courtesy and sensitivity maintain a cooperative and collaborative approach to inter-personal relationships.
- Student should not indulge in any anti-social and anti-national activities in the college premises.
- Students should not use mobile phones in the instructional area
- Students should not indulge in smoking and consumption of drugs and narcotics
- Copying in examination, possessing any form of scribbled material, exchanging answersheets, allowing proxy writer will be treated as an offence
- Ragging is strictly prohibited in the college premises and outside. Students indulging in ragging will be punished as per "UGC Regulation on Curbing the Menace of Ragging in Higher Education Institutions, 2009, published in the Gazette of India dated 4th July, 2009. Such students will also be expelled from the college and F.I.R will be lodged with the police against them. Moreover, it will be mentioned in the college leaving certificate of such students that they are expelled because of their indulgence in ragging.
- Students are prohibited from indulging into activities which affect the reputation of the college adversely.
- Carrying Identity Cards in the college is compulsory.

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# Code of conduct for governing body



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## **CODE OF CONDUCT FOR GOVERNING BODY of VES COLLEGE OF PHARMACY**

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### **1.1 Introduction**

VES College of Pharmacy has constituted its Governing body as per the guidelines of AICTE (Appendix 18 Approval Process Handbook of AICTE). Governing boards should use a code of conduct alongside individual role descriptions to ensure all members understand what is expected of them. Hence VES College of Pharmacy has instituted Code of Conduct for its Governing Body Members. A copy of the Code will be available upon request and be placed on the VESCOP's website.

### **1.2 Scope of Code of Conduct**

The purpose of this Code is to provide guidance to the Governing Body Members of VESCOP to execute their duties in the best interest of the institution

### **1.3 Objectives of Code of Conduct**

The objectives of the Code are

- To follow an agreed set of ethics.
- To promote and maintain trust on the decisions of governing body by the stake holders.
- To follow law of the land in executing its directives
- To promote compliance with best current governance and management practices in all the activities of VESCOP.

### **1.4 General Guidelines of Code of Conduct**

All Governing Body members of VESCOP are required to observe the following guidelines for the Code of Conduct.

#### **1.4.1 Selflessness**

Governing body will solely act in terms of the interest of VESCOP.

#### **1.4.2 Integrity**

Governing Body will avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence in internal matter of the Institute. It will not act or take decisions in order to gain financial or other material benefits for themselves, family, or friends.

Governing Body members will avoid giving or receiving gifts, hospitality, preferential

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treatment or benefits which might affect or appear to affect the ability of the donor or the recipient to make independent judgement on business transactions of the Institute.

Governing Body members must be committed to having the Institute compete vigorously and energetically but also ethically and honestly with other educational institutions, commercial and other providers of research and advisory services

Governing Body members are required to avoid the use of Institute resources or time for personal gain, for the benefit of persons/organisations unconnected with the institutions or its activities or for the benefit of competitors; and

### **1.4.3 Information**

Governing Body members are required to respect the confidentiality of sensitive information held by the Institute. This would constitute material such as:

- personal information;
- information received in confidence by the Institute;
- any commercially sensitive information or other information sensitive to thereputation of the Institute.

Members of Governing Body will observe due confidentiality in relation to all discussionsand decisions taken at meetings of the governing body.

### **1.4.4 Obligations/Commitments**

Members are required to use their reasonable endeavours to attend all governing bodymeetings.

The governing body will also ensure that any procedures that is put in place are monitored and enforced.

We will arrive at meetings prepared, having read all papers in advance, ready to make a positive contribution and observe protocol.

We will participate in induction training and take responsibility for developing our individual and collective skills and knowledge on an ongoing basis.

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### **1.4.5 Loyalty**

Governing Body members will acknowledge the responsibility to be loyal to the Institute and to be fully committed to all its activities, with due respect to the tenets of academic freedom.

The Governing Body of the Institute acknowledge the duty of all to conform to highest standards of business ethics.

### **1.4.6 Build and maintain relationships**

Governing Body members will develop effective working relationships with VESOP's leaders staff, parents and other relevant stakeholders.

Members will express views openly, courteously and respectfully in all our communications with board members and staff both inside and outside of meetings.

Members will work to create an inclusive environment where each board member's contributions are valued equally.

Members will support the chair in their role of leading the board and ensuring appropriate Conduct

### **1.4.7 Declare conflicts of interest and be transparent**

Members will declare any business, personal or other interest that can have conflicts with that of the Institute

Members will also declare any conflict of loyalty at the start of any meeting should the need arise. If a conflicted matter arises in a meeting, members will have to leave the meeting for the duration of the discussion and any subsequent vote.

Members will act in the best interests of the Institute as a whole and not as a representative of any group.

We accept that in the interests of open governance, our full names, date of appointment, terms of office, roles on the governing board, attendance records, will be published on the VESOP's website.

### **1.4.8 Review**

The Institute will review this Code of Conduct as appropriate.

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# Code of conduct for Administrators and Trustees



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## CODE OF CONDUCT DOCUMENT FOR VES COP ADMINISTRATORS AND TRUSTEES

**Name of the Society: VIVEKANAND EDUCATION SOCIETY**

### **OBJECTIVES:**

*(As per the Memorandum of Association of VES trust)*

- To start kinder garden, primary, secondary, higher secondary schools, colleges, technical, commercial courses, Fine arts academy, research centers where medium of instruction will be Hindi, Sindhi and English.
- To impart education in general and to children of displaced persons from Pakistan in particular.
- To work for moral, physical, cultural and intellectual development of children.
- To infuse in the students the spirit of service, self help and sacrifice.

### **MANAGING COMMITTEE**

*(As per the Memorandum of Association of VES trust)*

- Management, control and supervision of the society and the institutions run or controlled by the society shall vest in a body called managing committee herein called the committee.
- Managing committee will consist of not less than five and not more than eleven members to be elected by Annual General meeting, every three years.
- Members elected shall elect a President, a secretary, and a treasurer amongst themselves of the managing Committee as well as General Body.
- Any vacancy caused in the committee shall be filled by the committee for the rest of the term.
- Managing Committee shall hold office for three years or till the new committee is appointed.

### **CODE OF CONDUCT OF MANAGING COMMITTEE MEMBERS**

#### **1. Good Governance and Leadership by Understanding its Role and Responsibilities**

The members of the committee are equally responsible actions and decisions. They are collectively responsible and accountable for ensuring that the organisation is performing well, complies with all its obligations in terms of:

- Setting and safeguarding the vision, mission and reputation of the organization
- Perform their legal duties as per law of land
- Help the head of the Institution set up an operating environment.



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- Help in structuring the organization
  - Overseeing the work of the organization.
2. **Good governance and leadership by working well both as individuals and as a team**
- From time to time address the changing needs in relation to skills, experience and diversity in the organization
  - Train the members according to the needs.
3. **Values to be promoted**
- Members of the Management Committee are expected to commit themselves to Institution's objectives, to act loyally, honestly and impartially and to subscribe to high standards of professional ethics.
  - Members of the Management Committee shall discharge their professional duties diligently, efficiently and to the best of their abilities.
  - Members of the Management Committee are expected to behave in an exemplary fashion as regards adherence to the rules and principles laid down in the Code.
4. **Non-tolerance of discrimination**
- Members of managing committee shall refrain from any form of discrimination towards all stake holders.
5. **Obligations**
- comply with applicable laws and regulations;
  - comply with the rules, policies and guidelines of the organization
  - act, in all circumstances, in the exclusive interest of organization without allowing themselves to be influenced by personal interests or relationships;
  - avoid any situation which may give rise to a conflict of interest;
  - respect the obligation of confidentiality in respect of information received in the course of their duties and shall continue to be bound by this obligation after termination of their mandate;
  - refrain from overstepping the powers conferred upon them and respect the rules on authorised signatures;
  - remain fully responsible for the duties delegated by them to others and exercise adequate supervision and monitoring;
  - respect the dignity and private lives of their colleagues, staff members, and anyone whom they come into contact with during the discharge of their duties to the Organization
6. **Confidentiality and data protection**
- Members of the Management Committee are bound by the obligation of confidentiality in respect of information received in the course of their duties, and shall continue to be bound by this obligation after termination of their mandate.



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**7. Fair practices**

Members of the Management Committee shall always endeavour to deal fairly and in good faith with third parties and in particular with stakeholders.

**8. Honesty and trustworthiness**

All Members are expected to act in accordance with highest standards of personal and professional integrity, honesty and ethical conduct, while conducting themselves in the organization.

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## Handbooks on human values and professional ethics

Vivekanand Education society's College of Pharmacy



Since 1962

Vivekanand Education Society's College of Pharmacy

Hashu Advani Complex, Collector Colony,

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Maharashtra India

Handbook on  
**HUMAN VALUES**  
**AND**  
**PROFESSIONAL ETHICS**

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## 1. INTRODUCTION:

Education is one of the six fundamental rights given by the Indian constitution to every citizen. Higher education is critical for advancing one's profession. It also plays an important role not merely in shaping future leaders but in the social and economic growth of a society and a nation. As a result, Higher Education Institutions are entrusted with a significant role and obligation. The goal of education in general and higher education in particular, is to help people reach their full potential by instilling human values and professional ethics in its stakeholders, notably higher education administrators, professors, and students. It is widely agreed that the teaching profession's position needs to be elevated in order to preserve its dignity and integrity. As a result, it is seen vital to have a code of ethics that can be developed by the teaching community itself for guidance. Hence, higher education institutions must develop high-quality procedures and an atmosphere that is based on human values and professional ethics in order to maintain their dignity and integrity. Physical-psychological knowledge, as well as the financial infrastructure of higher education institutions, must evolve in tandem with ideals and ethical behaviours. The work of a teacher is divided into certain key areas of professional activity. Certain principles have been defined for each of these areas to serve as standards for teacher behaviour.

Handbook of 'Code of Ethics' describes the principles and guidelines to be followed by all the stakeholders of Vivekanand Education Society's College of Pharmacy.

## 2. HUMAN VALUES:

Human values relate to the intrinsic moral dispositions toward compassion, honesty, loyalty, love, peace, sympathy, truth and other virtues that increase human beings' and society's fundamental goodness. In most of the world, humans cherish these values and hold in common, consciously and unconsciously. Human values assist in comprehending the situation. Attitude, motivation, and behaviour all influence one's view of the situation. They make it possible to interpret "good and wrong" and show how to do so to comprehend people and organizations.

The most important human values, in a nutshell, are as follows:

1. **Love and compassion:** Love displays a genuine concern for others, kindness, empathy, and compassion for all. Compassion is a result of true unconditional love. It can be observed at work in human gestures of charity, mercy and kindness.

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2. **Peace:** Peace includes principles such as equality, humility, optimism, patience, and forgiveness, self-assurance, self-control, and self-esteem, to name a few. Peace can be viewed at various levels such as the individual, societal and global level.
3. **Truth:** Truth is everlasting and unchangeable. It is imbued with virtues such as accuracy, fairness, sincerity and honesty. Professionally, a person can be looked for sincerity and integrity, having a desire to fulfil all the work commitments.
4. **Non-Violence:** Non-violence refers to refraining from knowingly harming any living or non-living entity through one's thoughts, speech or action. Nonviolence necessitates the absence of hatred and the fostering of compassion.
5. **Righteousness:** Righteousness serves as the foundation for all essential human values. It entails conducting one's life and actions with decency and decorum at each stage. It includes ethical principles, ethical behaviour, and moral values.
6. **Renunciation:** Renunciation implies a compassionate attitude toward all living things. It manifests itself in frugality, self-control and restraint a person's selflessness.
7. **Service:** Service is an action that is done out of love. It also represents empathy for others and self-sacrifice. The service should be impartial, devoid of any conditions or prejudice based on caste, creed, race, geography or religion.
8. **Peaceful co-existence:** Peaceful coexistence refers to partnerships that are harmonious and consistent. Hence, a peaceful co-existence would include values like benevolence, compassion, consideration, morality, forgiveness, fraternity, equality, perseverance, respect for others, environmental awareness and other psychological and social values.
9. **Discipline:** Discipline refers to the individual's regulated values for all beings. It includes values such as regulation, direction and order, among others.

Values are the foundation of a robust human civilization and values need to be practiced on a continuous basis to maintain strong culture. Administrators and teachers at higher education institutions must remember that their colleagues and students learn values through their actions and behaviour. Institutions with higher human values and are recognised universally. By upholding the aforementioned human principles VES College of Pharmacy (VESCOP) has become one of the leading Pharmacy Colleges in Mumbai. In order to nurture these values, VESCOP incessantly works on the following measures:

- Ethical management with transparent governance

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- Academic excellence through learner centric Outcome-Based Education
- Dedicated faculty with blend of industrial and academic experience
- Innovation and entrepreneurship ecosystem
- Opportunities for holistic development of learners
- Research ecosystem backed with eminent research advisors
- Personal attention and counselling through effective mentoring system
- Quality sustenance through robust feedback mechanism from all stakeholders

### 3. PROFESSIONAL ETHICS:

Human values and professional ethics go hand in hand. Human values are all about the personal conviction. Ethics describe the accepted rules and standards of behaviour about moral obligations and virtues in an organisation or even otherwise. Professional ethics indicate an organization's acceptable and unacceptable professional behaviour. The basic principle of professional ethics is to compel people to act consistently in ethical manner. The success of an institution's mission and vision is determined by the devoted faculty members, officers, employees and students' value-based ethical behaviour. Professional organisations must incorporate the following essential components of professional ethics in their code of conduct:

1. **Integrity:** Integrity is adhering to the ideals of honesty, trust, transparency, and fairness in the performance of one's tasks.
2. **Trusteeship:** Managing an institution in an efficient, ethical and truthful manner while assuring group involvement and a system of checks and balances.
3. **Harmony:** Balancing diversity through a culture of tolerance, debate and forgiveness.
4. **Accountability:** Creating an open and trusting environment in which mistakes can be tolerated and individuals are encouraged to take onus of their actions.
5. **Inclusiveness:** Adopting standards, rules and procedures to promote and assure equal opportunity for individuals and groups pursuing education, employment, advancement and other activities in an institution without discrimination
6. **Commitment:** Dedicating to the vision and mission of the institution while cultivating one's knowledge, skills and attitudes to achieve excellence in due time and regulatory boundaries.

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7. **Respectfulness:** Establishing an environment of mutual respect, a level of credibility and high-quality engagement, as well as a level of fairness in participation for those who work for the institution and those who benefit from it.
8. **Belongingness:** Fostering a shared vision of the institution in order for everyone to feel safe, supported, accepted and be a part of the institution.
9. **Sustainability:** Ensure economic, social and environmental resource utilization so as to create a long-term and secure future.

#### **4. CODES OF PROFESSIONAL ETHICS:**

##### **4.1. Administrative Authority**

It includes Principal, HODs and Office superintendent. They will be responsible to observe that the aforementioned are regulated in the institute and

1. Provide motivation to faculties and students by value-based academic leadership through policy formation, optimised human resources and concern for environment and sustainability.
2. Follow the highest degree of ethics in its decision making in the best interest of the college and society.
3. Contribute to achieve its mission and vision by policy adaptation.
4. Promote the work culture and ethics that bring about quality, professionalism, satisfaction.
5. Comply with laws, rules, and regulations of the government applicable from time to time.
6. Refrain from any misappropriation of financial and other resources.

##### **4.2. Administrative Staff**

Administrative staff would adhere to the code of Ethics policy of VESCOP (Ref. No. VES/2011/01/Rev01) and:

1. Maintain the confidentiality of the records and other sensitive matters.
2. Take care of institutions property.
3. Facilitate congenial environment.
4. Refrain from any form of discrimination.
5. Make every effort to complete the assigned work in a time-bound manner.

##### **4.3. Teachers**

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Teaching is a noble profession which tends to add knowledge and values to the students. The role and practise of teacher in the institute reflects in the students.

Teachers would adhere to the code of Ethics policy of VESCOP (Ref. No. VES/2011/01/Rev01) and:

1. By their dedication, passion for teaching, punctuality would contribute to student's knowledge by Teaching, practical's, assignments, Presentations, Research etc.
2. Contribute for the growth of profession by their Research activities.
3. Share their knowledge by participating in various seminars, conferences etc.
4. Get involved in the various academic activities like admission, examination, evaluation etc.
5. Create teaching-learning environment through innovative teaching methods such as smart classrooms, websites etc.
6. Act as role models for students by adopting good conduct and character.
7. Encourage students to participate in various activities of national importance.
8. Refrain from harassment of students by strictly adopting anti ragging policies and through different grievance redresser cells.
9. Maintain impartiality with students regardless of their religion, caste, and political, economic, social and physical characteristics.
10. Respect the rights of the students in freedom of speech.
11. Follow the conduct and behaviour expected from them by the society.
12. Mentor the students from time to time and encourage them to contribute to society by understanding human values.

#### 4.4. Students

Students of the college are expected to use their energy in learning and all round development. Students would adhere to the code of Ethics policy of VESCOP (Ref. No. VES/2011/01/Rev01) and:

1. Follow rules and regulations of the college and respect vision, mission of college and respect the culture and traditions of college.
2. Behave with dignity and courtesy with teachers, supportive staff and their friends.
3. Disciplined and regular in attending class lectures, assignments, tests etc.
4. Carry out various research works to groom their knowledge.
5. Maintain harmony among one another belonging to different socio-economic statuses, communities, castes, religions and regions.

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6. Maintain the standard of academic integrity while presenting one's own academic work.
7. Contribute to various issues of national importance like maintaining clean campus, refrain from gender differences etc.
8. Take care of the institutional properties.
9. Strictly keep the campus ragging free (Anti ragging policy, Ref no. VES/2012/01).

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## **Report on the student attributes facilitated by the Institution**



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### **Student attributes facilitated by the Institution**

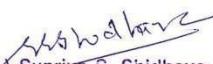
We believe in imparting quality education that translates to humanistic outreach to build better communities and socially conscious citizens.

Our vision which is to "Create competent pharmacy professionals to positively impact healthcare of the Society" is encouraged with great passion and dedication to put into practice by one and all stake holders.

Our curriculum, all the co-curricular and extracurricular activities facilitate in building these attributes.

The values of respect, honesty, service to society, tolerance for all religions are woven into the fabric of our curriculum. To foster all round development of a student, there is a need to strike a balance between syllabus, co-curricular and extracurricular activities, Hence, we provide sufficient opportunities to students to participate in these activities and gain life skills.

Following table gives a glimpse of how important student attributes are facilitated through various activities carried out throughout the year.

  
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## Report on the student attributes facilitated by the Institution



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Attributes	Attribute Facilitated through
Professionalism	Curricular and Extracurricular Activities
Knowledge enrichment	Add-on course, online courses
Employability	Placement training Cell, Career counselling and guidance cell for competitive examinations.
Personality Development	Invited talks and Students Council activities.
Value addition in biodata	Participation in Workshops / Seminars / Conferences
National values, Human Values, Ethical values	Independence day, Republic day, NSS activities and awareness programmes
Social cohesion, tolerance and Communal harmony	Celebration of linguistic and religious festivals and days
Social sensitivity	Departmental extension activities and NSS
Event management	Organising College day, spectrum, Seminars and Club activities
Life skills	Atmavikas , Disha, Vidyanmach ( <b>C2C activities</b> )
Environment sustainability	PHO and Rotaract, Environment Councilness Cell and NSS Activities
Gender equality	Gender sensitisation programmes through VESLARC, Women development cell
Team spirit, acceptance	Sports and other competitions
Creative Thinking and problem solving	Chemtastic, Ignition and various IIC programs
Self-awareness and emotional intelligence	VESLARC, Mentoring cell, Student Council, Atmavikas

Through the various programmes conducted by the institution, our students are encouraged to explore their potential and challenges, and go beyond their comfort zone. It also gives them opportunity to express themselves beyond academics.

Lectures, discussions in the classroom, assignments, projects, innovative means of evaluation facilitate our students to think critically, independently and creatively.

Especially under the aegis of the <sup>Public health</sup> office, DLLE, NSS Unit, Atmavikas, Disha and various activities, the relevance of ethics in everyday life is

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## Report on the student attributes facilitated by the Institution



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highlighted which foster attributes of integrity, transparency and accountability. DLLE and NSS give an opportunity to our students in caring for the marginalised and the disadvantaged in the society. Social sensitivity is facilitated by encouraging students to participate in the numerous extension activities.

The Mentoring cell and VESLARC (Leadership academy of VES trust) facilitate in building emotional, interpersonal, social and spiritual intelligence.

The Projects, debates, seminars organised by departments and associations help our students appreciate pluralism and diversity in our society.

Organisation of various environmental activity with Student council, PHO, NSS and Environment conscious cell helps to raise awareness about the importance of the natural environment.

Spectrum our annual extravaganza, Chemtastic, Ignition, RX festival equip our students to develop confidence, organisational skills and leadership qualities.

Through all these activities and by being part of various committees, students improve their leadership, interpersonal skills and self-confidence. This also allows them to link their academic knowledge with practical experience and thereby leading to a better understanding of their own abilities and career goals.

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**Web-Link to the relevant documents at HEI website**

*The following link will navigate you to our college website's page where HR Policy and Prospectus having code of conduct for students is available*

<https://vespharmacy.ves.ac.in/code-of-conduct>