



H. R. POLICY TEACHING & NON- TEACHING STAFF

VES COLLEGE OF PHARMACY

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Introduction:

Vivekanand Education Society's College of Pharmacy was established in the year 2007 under the guidance of Shri. B. L. Boolani, Trustee In-charge, Vivekanand Education Society. The Institute was established with a mission to work closely with industry and work on solving problems for Industry. The Institute is headed by Principal, Prof. (Mrs.) Supriya Shidhaye, since July 2009 and works with the vision to create competent pharmacy professionals to positively impact healthcare of the Society

At present the Institute conducts **B. Pharm.** Course with **100 intake** and **M. Pharm.** Courses in three disciplines i. e. Quality Assurance, Pharmaceutics and Pharmaceutical Chemistry with intake of 15 each. The Institute also conducts **Ph.D.** Programs in the branches of Pharmaceutics (Intake 12) and Pharmaceutical Chemistry (Intake 6) and all programs are affiliated to University of Mumbai. The Institute is approved by All India Council for Technical Education (**AICTE**), Pharmacy Council of India (**PCI**) & Government of Maharashtra. The Institute is recognized under Section 2(F) & 12(B) of the UGC Act, 1956.

AWARDS & ACHIEVEMENTS:

- **AICTE-CII survey:** The Institute has been awarded as **Best Industry Linked Pharmacy Institute** in India in 2018 in AICTE-CII survey. Consistently, VESCOP has received most premier platinum ranking for past 6 cycles of survey. VESCOP was one of the top 7 Pharmacy Institutes at National level to receive the platinum ranking in 2019.
- **NIRF Ranking:** The Institute has been ranked consistently in the band of 51-75 for Pharmacy Institution since 2017 by National Institutional Ranking Framework (NIRF). The Institute has been ranked 63rd and 67th among Pharmacy institutes across the nation at NIRF 2020 and 2019 respectively. In 2021 Institute placed in the band of 76-100.
- **Avishkar Research Convention:** The Institute has been conferred with the **Overall Championship** at the "15th Inter-Collegiate/Institute/Department Avishkar Research Convention 2021, University of Mumbai" in Medicine & Pharmacy category (amongst 45 participating colleges) and Pure Sciences category (amongst 78 participating colleges). In Avishkar 2019 - Interuniversity Research Convention, the Institute had won the **overall runner-up championship**. VESCOP has been participating in this event since 2014 and has won **6 Gold and 1 silver** in categories like M. Pharm, PhD. and Teachers pursuing PhD. One of the projects is selected for presentation at **National research convention** – Anveshan. The success at Avishkar is a reflection of innovative thinking and research aptitude of VESCOP faculty and students.
- **NBA Accreditation:** The Institute has received **NBA Accreditation** for the B. Pharm. Up till 2022 as per Outcome Based Education - OBE System, Washington accord.
- **Best Educational Quality Enhancement Team Award:** National Centre of Quality Management awarded the Institute with top ranks in two consecutive years, 2018 and 2019 in the contest of "**Best Educational Quality Enhancement Team**".

- The Institute has been granted **Permanent affiliation for B. Pharm. Course by University of Mumbai.**
- **Institute Innovation Cell (IIC) Ranking:** The Institute has set up an Institute Innovation Cell (IIC) in the year 2018 as per the directives of MHRD, Government of India, and we are glad to share that our Institute has received **4-star rating**. We are amongst top 4 Pharmacy Institutes out of 40 Pharmacy IIC institutes in the nation to receive 4-star rating. The IIC works with a motto that our students should not only be job seekers but also job creators.
- **Institute Innovation Cell (IIC) Ranking:** The Institute has set up an Institute Innovation Cell (IIC) in the year 2018 as per the directives of MHRD, Government of India, and we are glad to share that in the first Cycle itself our Institute received **4-star rating**. We were amongst top 4 Pharmacy Institutes out of 40 Pharmacy IIC institutes in the nation to receive 4-star rating. The IIC works with a motto that our students should not only be job seekers but also job creators.
- **SIRO status:** The Institute is recognized as Scientific and Industrial Research Organization (SIRO) by Department of Science & Industrial Research (DSIR, Government of India).
- **Joint collaborative research centre:** The Institute has a joint collaborative research centre with Merck Specialties Pvt. Ltd. and then with **Procter & Gamble Ltd.** since 2014.
- **International collaborations:** The Institute has to its credit various international collaborations with **University of Pittsburgh, Pennsylvania** and **University of Lancashire, UK**, for projects on Nanotechnology.
- **Publications:** Till date **132 papers** have been published by the faculty members in various National & International Journals with good impact factor
- **Patents: 6 patents** have been filed by the college till date. The patent on urcumin Microemulgel has been recently granted to Dr. Rajashree Hirlekar

QUALIFICATION, EXPERIENCE & ELIGIBILITY criteria FOR teaching staff POSTS: As per University of Mumbai Circular No. 0000.000000 / 0000000 / 0000000000 / 00 / 00000-0000 dated 11.01.2021 & Government Resolution No. 00000-1111/ Pra.Kra.44/19/ Tanshi 2, dated 11.09.2019

Program	Cadre	Qualification	Experience
Pharmacy	Assistant Professor	B. Pharm. and M. Pharm. / Pharm. D. in the relevant specialization with First Class or equivalent in any one of the two degrees.	
	Associate Professor	Ph.D. in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least total 6 research publications in SCI Journals/ UGC/ AICTE approved list of journals	Minimum of 8 years experience in teaching / research / industry out of which at least 2 years shall be post PhD

	Professor	<p>Ph.D. in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.</p> <p style="text-align: center;">AND</p> <p>At least 6 research publications at the level of Associate Professor in SCI Journals/ UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor/ Co-supervisor till the date of eligibility of promotion.</p> <p style="text-align: center;">OR</p> <p>At least 10 research publications at the level of Associate Professor in SCI Journals/ UGC/ AICTE approved list of Journals till the date of eligibility of promotion.</p>	<p>Minimum of 10 years of experience in teaching/ research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor</p>
	Principal	<p>a) Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.</p> <p>b) At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.</p>	<p>Minimum 15 years of experience in teaching / research / industry out of which at least 3 years shall be at the post equivalent to that of Professor.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance. 2. Performance assessment shall be carried out through a committee appointed by the affiliating university. 3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

Recruitment procedure

Recruitment of Teaching staff through Staff Selection Committee Procedure (for appointment of Principal, Associate Professor & Assistant Professor_ :-

To comply the Student Teacher ratio (B. Pharm. 15 : 1 & M. Pharm. 10 : 1), as per required norms prescribed by regulatory authorities (Pharmacy Council of India, All India Council of Technical Education, University of Mumbai & DTE), Principal presents the requirement of Teaching staff in

the Governing Body Meeting/ College Development Committee and further takes it forward for recruitment of full time/ part time faculty.

Procedure of Appointment of full-time faculty:

- To approve the advertisement draft cadre wise from University of Mumbai, for the appointment of teaching staff.
- To publish the advertisement for the posts, approved by the University of Mumbai, in the National Newspaper.
- To receive applications for the said posts within 15 days of publication of advertisement.
- Applicants who are already employed required to submit their applications through proper channel.
- To constitute the interview panel for the conduct of Staff Selection Committee as prescribed by the University of Mumbai
- The date of the meeting of the Staff Selection committee should be fixed such that at least 15 days prior intimation is given to each member of the committee and candidates. The particulars of marking scheme of the candidates should reach the members of the committee at least 7 days before the date of the meeting.
- The Place, date and time of the meeting of the Staff Selection Committee shall be intimated to Vice Chancellor's nominee and also to university experts.
- The Marking Scheme to be adopted by the Selection Committee at the time of interview to judge the merit of the candidates accordingly.
- Offer letter is issued by the principal. The joining date is intimated by the candidate in reply to the offer letter
- On joining the duty, the Trustee in charge issues a final appointment order in the prescribed format
- Selected candidates should submit the recommendation of the Selection Committee to university of Mumbai in 7 pages prescribed form within 15 days from the date of interview along with the detailed statement of marks allotted to the concerned candidates by Selection Committee

Procedure for ad-hoc appointment of faculty members:

- Available applications are scrutinised and Candidates are shortlisted based on the requirement and eligibility and called for interview.
- Candidates were evaluated based on the demo lecture and Principal with senior teachers assign marks in the prescribed score sheet format
- Finally, identified candidates are interviewed by the Trustee In Charge and offer letter is issued by the principal.
- On joining the duty, the trustee in charge issues a final appointment order in the prescribed format

Procedure for appointment of Non-Teaching staff:

Requirement of Non-Teaching staff post is also presented in Governing Body/ College Development Committee Meeting and appointment will be done on the basis of decision taken by the Governing Body/ College Development Committee.

- Available applications are scrutinised and Candidates are shortlisted based on the requirement and eligibility and called for the interview.

- In the absence of applications in the repository, the vacancy for the said post is advertised in Newspaper
Preliminary round of interview was conducted by the Principal, respective, Department In charge for Lab Assistant & Lab Attendant, if applicable and office Superintendent.
Final interview was conducted by the trustee in Charge or his representative (Administration advisor/coordinator)
- Offer letter is issued by the principal.

Joining Formalities:

- On joining the duty, the principal issues a final appointment order in the prescribed format and the candidate is asked to fill the Joining report which is signed by him/her and in warded the same.
- To complete all the joining formalities i.e. Biometric, Creation of official Email ID and to collect details pertaining to Employee ID card,
- To maintain Personal File, Service Book etc.
- The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.
- The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he/she assumes charge before 12 noon, otherwise from the next date.

The service of the teacher shall cease from the date on which he/she relinquishes the post before 12 noon, otherwise from the next date.

Duties & Responsibilities of Teaching Faculties:

{Framed under Section 72 (10) read with Section 71(20) of the Maharashtra Public Universities Act, 2016}

- (a) Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, In- service programme, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.
- (b) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- (c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.
- (d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- (e) In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and

Recognized Institution and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.

- (f) The teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- (g) In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

Work-load of Teachers & Remission:

- (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours per week should be as follows:

Assistant Professor : 16 hours

Associate Professor and Professor : 14hours

Principal : 4hours

A relaxation of two hours in the workload may, however, be given to Head of Department/Vice Principal and to those who are working as supervisors to Ph.D. students of the University. In no case relaxation will be more than 4hours.

Provided that the workload of the teachers working in the affiliated college/recognized institution shall be as recommended by the University Grants Commission/AICTE/other Apex bodies and accepted by the Government and the University, from time to time.

The number students per batch for professional courses shall be as per the norms of the respective apex regulatory body.

Code of conduct:

{Framed under Section 72 (10) read with Section 71(20) of the Maharashtra Public Universities Act, 2016}

- (i) The teacher shall be available for the College/Recognized Institution full- time and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.
- (ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution,
- (iii) The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.
- (iv) The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution,
- (v) The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any

person including another teacher or employee for a work to be done in connection with the business of the College/Recognized Institution.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.

- (vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

- (vii)(a) The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College/ Recognized Institution.
- (b) The teacher or his/her relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
- (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.
- (viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- (ix) The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

Code of Professional Ethics

1. Teachers and their rights :

The Teachers shall enjoy full civic and political rights as provided by the

Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

2. The Code of Professional Ethics:

- (a) Teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall :

- (i) adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- (ii) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
- (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- (viii) participate in extension, co-curricular and extracurricular activities including community service.

(b) Teachers and the students:

The teacher shall

- i. respect the right and dignity of the student in expressing his/her opinion.
- ii. deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical status.
- iii. recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
 - v. inculcate among students scientific, progressive and rational outlook and respect for physical labour and ideals of democracy, patriotism and peace.
 - vi. be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
 - vii. pay attention to only the attainment of the student in the assessment of merit.
 - viii. make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
 - ix. aid students to develop an understanding of our national heritage and national goals, and
 - x. refrain from inciting students against other students, colleagues or administration.

(c) Teachers and Colleagues :

The teachers shall always

- i. treat other members of the profession in the same manner as they

- ii. themselves wish to be treated,
- iii. speak respectfully of other teachers and render assistance for professional betterment,
- iv. refrain from lodging unsubstantiated allegations against colleagues to higher authorities,
- v. refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavor,
- vi. be thoroughly social and humane, democratic and rational, towards other teachers,
- vii. **strive at any cost to remove and wash out the local tensions and controversies and disputes.**
- viii. **believe in union and unity of the colleagues.**

(d) Teachers and authorities :

The teachers shall

- i. discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. not undertake any other employment and commitment including private tuitions and coaching classes;
- iii. co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand;
- iv. co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession;
- v. should adhere to the conditions of contract;
- vi. give and expect due notice before a change of position is made; and
- vii. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees :

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

(g) **Teachers and Society :**

The teachers shall

- (i) recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- (ii) work to improve education in the community and strengthen the community's moral and intellectual life.
- (iii) be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- (iv) perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.
- (v) refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

Assessing Authority:

- (1) Annually, every confirmed teacher/Principal shall submit to the assessing authority, the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective University as prescribed by University Grants Commission and similar Apex Bodies, and accepted by the Government.
- (2) The Assessing Authority shall make available the prescribed PBAS proforma to teachers/Principals and prepare the Assessment Report in the form prescribed by the University for the Academic Year, in respect of each teacher and Principal placed under his/her control. If the teacher/Principal has worked under the Assessing Authority for part of the year, that authority shall write the report for that period only.
- (3) The duly filled PBAS proforma shall be reviewed by the Reviewing Authority as prescribed under the Statute. Such Reviewing Authority shall carefully examine the remarks, whether adverse or outstandingly good in character, verify the same with the factual position and satisfy himself/herself. If the Reviewing Authority does not agree with the remarks of the Assessing Authority, he/she shall state the reasons for not agreeing and shall record his/her own assessment about work and conduct of the teacher/Principal.
- (4) The following shall be the Assessing and Reviewing Authorities:

Sr. No.	Category	Assessing Authority	Reviewing Authority
(a)	Principal	Chairman of the Management or his/her nominee	Chairman of the Management or his/her nominee
(b)	Head of the Department / Professor	Principal	Chairman of the Management or his/her nominee
(c)	Assistant Professor/ Associate Professor	Head of the Department	Principal

- (5) The remarks in the PBAS proforma, either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within two months. The adverse remarks not duly communicated within two months to the teacher shall be disregarded and ignored.
- (6) The teacher/Principal, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the Reviewing Authority. The Reviewing Authority, in consultation with the Assessing Authority, may expunge or retain such remarks and his/her decision shall be final, shall be recorded in writing and communicated to the concerned teacher/Principal.

Seniority of Teachers

Seniority of the teachers working in the College or Recognized Institution shall be determined as below :

- The Principal/Director of the College or Recognized Institution shall be the senior most teacher.
- The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
- The full-time teacher shall be senior to part-time teacher.
- The Seniority of the teachers working in the College or Recognized Institution shall be based on their total teaching experience and date of joining of the duties in the College or Recognized Institution, under the same category;
Provided that, in the case of the Management which runs more than one College or Recognized Institution, seniority shall be decided on the basis of the first joining of the duties in the Management.
- In case if more than one teacher from the same cadre join the duties on the same day in the college or Recognized Institution, the seniority shall be decided on date of birth.

Probation & Confirmation:

1. The appointment to a permanent post by selection shall be on probation for a period of two years. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.
2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
3. a) The principal shall be the Assessing Authority under whom the teacher on probation is working. During the probation period the teacher shall submit Annual Self-Assessment for the performance-based appraisal system (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.
b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his/her guidance, improvement and receive his/her say, if any.
4. On receipt of the last PBAS and consideration of all the reports, the Appointing authority will discuss the same in the Governing Body / College Development Committee Meeting and decision will be taken accordingly i.e. -

- a) confirm the teacher on probation in the service from a specific date;

OR

- b) terminate his/her service after giving him/her one month's notice in writing, provided that if will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he/she has not completed his/her probation satisfactorily.

If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his/her probation period.

5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his/her period of probation shall be deemed to have been extended to that extent.

The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

Retirement

The teacher after confirmation shall continue in the service of the College/Recognized Institution till he/she attains the age of superannuation as prescribed by the Government from time to time.

(vi)

Resignation

- Any teacher working in the College shall resign his/her post by tendering a resignation letter to the Competent Authority and the same shall be in-warded in the Inward Register.
- The teacher shall not resign his/her service in the College/ Institution without giving prior notice in writing to the Competent Authority of his/her intention to resign the service. **The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher.**
- In case of breach of these provisions, the teacher shall pay to the Management an amount equal to his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her. However, relieving of the faculty based on the said clause will be subject to clearance by academic and administrative head to relieve him/ her with no pending responsibility/ job left pending by him/her.

Handing Over the Charge:

1. The teacher before leaving the service shall handover the charge in the prescribed format (No Due Clearance) of his/her post to the principal or the person duly authorized by the principal on his/her behalf.
2. The teacher shall return to the College all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.
 - a. The teacher shall vacate the quarter allotted to him/her before handing over the charge.
 - b. The College or Recognized Institution shall pay under any circumstances all the dues which are payable to the teacher before he/she is relieved.
 - c. The College or Recognized Institution shall handover the discharge certificate (Relieving Certificate) in the prescribed form and signature on his/ her Service Book, etc. from the teacher.

Misconduct

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in the Act, Statutes, Ordinances, Rules and Regulations.
- (ii) refusal to accept order or other communication served according to the Statutes,
- (iii) obtaining employment in the College/Recognized Institution, by misrepresenting facts,
- (iv) misappropriation of any amount and/or movable and immovable property of the College/Recognized Institution.
- (v) wilful and persistent negligence of duty.
- (vi) insubordination: Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.
- (vii) indulging in or promoting unfair practices in the conduct of College/Recognized Institution /University examinations,
- (viii) theft, fraud or dis-honesty,
- (ix) wilful or negligent damage of the College/Recognized Institution property,
- (x) any action, involving moral turpitude and attracting conviction in court of law,
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours,
- (xii) misbehaviour with students, another teacher, staff, parents.
- (xiii) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation:

- (1) Wilful negligence of duty shall among other things include the following:
 - (a) dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi as expected under circumstances not beyond his/her control.
 - (b) negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Recognized Institution, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

Disciplinary Authority

The Disciplinary Authority in respect of the teacher working in a College and Recognized Institution shall be the Management;

Provided that, the Principal of the College or Recognized Institution may impose minor penalties to the teacher.

Penalties

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed

only after sufficient opportunity is provided to the teacher for being heard and to defend himself.

- (a) Minor Penalties:
 - (i) censure,
 - (ii) fine,
 - (iii) withholding of increment of pay for specific period,
 - (iv) recovery from his/her pay, or such other amount as may be due from him/her.
- (b) Major penalties:
 - (i) stoppage of increment with or without effect on future increments,
 - (ii) reduction to a lower scale of pay, grade, post or service,
 - (iii) compulsory retirement,
 - (iv) removal from service,
 - (v) termination of service.
 - (vi) dismissal from service,

Explanation (1) : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

Explanation (2) : The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the College/Recognized Institution by negligence or by breach of orders.

Explanation (3) : Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he/she was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he/she was reduced, and seniority and pay on such restoration.

Explanation (4) : The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5) : Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognized Institution.

Explanation (6) : Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognized Institution.

Suspension:

1. The Disciplinary Authority may, by an order in the form prescribed, place the teacher under suspension under the following circumstances:
 - (a) (i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
 - (ii) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the College/Recognized Institution and;
 - (iii) where there is a strong reason(s) to believe that his/her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely

to tamper with the official record or document(s).

- (b) where the case against him/her in respect of any criminal offence is under m investigation, enquiry or trial in a court of law.
2. The teacher shall be deemed to have been placed under suspension.:
- (a) with effect from the date of his/her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
 - (b) with effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
3. While under suspension, the teacher shall not be allowed to resign.
4. If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his/her retirement.
- (1) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service. The competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
 - (2) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay and allowances admissible pending regular enquiry.
 - (a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
 - (b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub- clause (a)above.

Explanation :

- 1) While under suspension, the resignation of a teacher shall not be accepted.
 - 2) No leave shall be granted to a teacher while he is under suspension.
 - 3) The suspension order shall be served in the form as specified.
- (3) The teacher shall furnish the following certificate before he/she is paid the subsistence allowance: "I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension"; Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary, through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.
- (4) (a) If the teacher under suspension is undergoing a trial in a criminal court or departmental enquiry under these statutes, he/she shall be provided with the subsistence allowance under Clause (2).
 - (b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he/she undergoes punishment or till he/she is deemed to be in the service of the University,

whichever is earlier.

- (c) If the teacher under suspension is acquitted in appeal, he/she shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.
- (5) If the teacher under suspension attains the age of superannuation, he/she shall deem to have been retired and shall not be entitled to any subsistence allowance. If he/she is covered by the Contributory Provident Fund (CPF) scheme, he/she shall be entitled to have his/her own share of contribution but shall not be entitled to the College/Recognized Institution share. If he/she is covered by the Pension scheme, he/she shall be entitled to provisional pension not exceeding the maximum pension admissible to him/her for qualifying service up to the date of suspension. The University share of CPF or the final pension and the gratuity shall not be paid to him/her as per the final decision of proceedings against him/her.
- (6) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he/she would have been entitled had he/she not been so suspended.
- If the person is not fully exonerated, he should be given pay equal to:
- (i) subsistence allowance or
 - (ii) certain percentage of pay depending upon the merit of the case.
- The period can be converted into leave due and admissible only at the express desire of the teacher concerned.
- If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.
- (7) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state:
- (a) whether the said period be treated as duty leave or leave not due, and
 - (b) the nature of pay and allowances to be paid for the period.
- (8) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (9) In case the College/Recognized Institution fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the College/Recognized Institution.

Procedure for imposing Minor Penalty (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Action not Amounting to Penalty: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Preliminary Enquiry: (Ref. Uniform Statutes framed under section 72 (10) read with

Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Procedure for Enquiry: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Enquiry Report: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Action on Enquiry Reports: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Appeal; (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Appellate Authority: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Service of Order, Notices, etc. (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Appointment of non -teaching staff

The terms and conditions for services and appointment of non-teaching staff will be as per the Maharashtra Civil Services, Ref. Mumbai University Circular No. 2/2013-14 dated 22.05.2013.

Duty of employee to maintain integrity, devotion to duty etc.

- (1) Every employee shall at all times-
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a employee.
- (2) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority.
- (3) No employee shall, in the performance of his official duties or in the exercise of powers conferred to him, act otherwise than in his best judgement except when he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.
- (4) Nothing in sub-rule (3) shall be construed as empowering a employee to evade his responsibilities by seeking instructions from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

1. Misconduct:-

It is duty of employee to be loyal. Diligent faithful and obedient. The liability to respect and the recognition of a subordinate role on the part of an employee also flows from the nature of contract.

Thus disobedience is subordination and acts subversive of discipline are the recognised misconducts because these acts are contrary to the obligations imposed on an employee by the nature of contract itself and can freely be treated as implied. The foremost implied obligation of a servant is obedience, fidelity and faithfulness being other implied conditions of employment. It would be open to the employer to consider reasonably what conduct can be properly treated as misconduct. It would be difficult to lay down any general rule in respect of this problem. Acts which are subversive of discipline amongst the employees would constitute misconduct, rowdy conduct in the course of working hours would constitute misconduct, misbehaviour committed even outside working hours but within the precincts of the concern and directed towards the employees of the said concern may, in some cases, constitute misconduct, if the conduct proved against the employee is of such a character that he would not be regarded as worthy of employment, it may, in certain circumstances, be liable to be called misconduct. What is misconduct, will naturally depend upon the circumstances of each case. It may, however, be relevant to observe that it would be imprudent and unreasonable on the part of the employer to attempt to improve the moral or ethical tone of his employees conduct in relation to strangers not employed in this concern by the use of the coercive process of disciplinary jurisdiction.

Every breach of discipline may amount to misconduct, the penalty for the same varying with the gravity thereof. It would not be possible to lay down exhaustively as to what would constitute misconduct and indiscipline. The conclusion would depend on the examination of facts in each case. It would, at the same time, depend on the nature of the services the employee was engaged to perform.

- (i) Where the act or conduct of the servant is prejudicial or likely to be prejudicial to the interests of the Master or to the reputation of the master,
- (ii) Where the act of conduct of a servant is inconsistent or incompatible with the due or peaceful discharge of his duties to his master;
- (iii) Where the act or conduct of a servant makes it unsafe for the employer to retain him in service;
- (iv) Where the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted;
- (v) Where the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee;
- (vi) Where the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (vii) Where the employee is abusive or he disturbs the peace at the place of his employment;
- (viii) Where the employee is insulting and insubordinate to such a degree as to be incompatible with the continuation of the relation of master and employee;
- (ix) Where the employee is habitually negligent in respect of the duties for which he is engaged; and
- (x) Where the neglect of the servant, though isolated, tends to cause serious consequences, it would constitute misconduct. This enumeration is not exhaustive.

In order to enable a master to take disciplinary action against his employee it is not a condition precedent that the misconduct on the part of the employee must arise within his employment and not outside his employment. The taste in each case will be whether the servant is conducting himself in a way inconsistent with the faithful discharge of his obligations undertaken by him either expressly or impliedly in accepting the service. The inconsistency may arise on account of any act of the employee, either in the course of his employment or outside it. Which injuries or has the tendency to injure his master's business or reputation.

It is not necessary that a member of the service should have committed the alleged act or omission in the course of discharge of his duties as a servant in order that it may form the subject- matter of disciplinary proceedings. The point arose in the case of an officer, who was appointed as a Commissioner and was under the statute Corporation sole. It was held that the existence of relationship of master and employee is not necessary for taking disciplinary action against a person in service.

It is difficult to lay down any general rules as to what causes will justify the discharge of an employee which shall comprise and be applicable to all cases since whether or not an employee in any particular case was rightly discharged must of course often depend upon the nature of the service which he was engaged to perform and the terms of his engagement. It would seem, however, that the cause of discharge must be somehow connected with the duties of the service. It is conceived, however that, according to the decisions upon the subject, the discharge of an employee without motive may be justified for the following causes;

- (i) Wilful disobedience of any lawful order of his matter.
- (ii) Gross moral misconduct, whether pecuniary or otherwise, which is inconsistent with the fulfilment of his conditions of service;
- (iii) Negligence in business or conduct calculated seriously to injure his master's business.

The broad principle, constantly stated in the relative case law, as always justify the summary dismissal of an employee is either such incapacity as prevents the employee from fulfilling his contract, or conduct on his part incompatible with the faithful discharge of his duty. To this may be added the principle, which is applied in case where an employee's though not in direct relation to those duties, is such as might bring his master's concerns into disrepute.

2. Employment of near relative in companies or firms:-

No employee shall use his position or influence directly or indirectly to secure employment for any member of his family with any company or firm.

3. Taking part in politics and elections:-

No employee shall be a member of or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall he take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.

4. Joining of associations by an employee:-

No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

5. Communication of official information:-

Every employee shall, in performance of his duties in good faith, communicate information to person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made there under :

Provided that no employee shall, except in accordance with any general or special order of the Institution or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any employee or any other person to whom he is not authorised to communicate such document or classified information.

Explanation -Nothing in this rule shall be construed as permitting communication of classified information in an unauthorized manner or for improper grants to a employee or others.

6. Prohibition against connection with press or radio:-

No employee shall own wholly or in part, or conduct any newspaper or other periodical publication or participate in the editing or management thereof:

Provided that the Institute may permit any employee to own or conduct any newspaper or periodical publication which contains matters of purely non-political nature or character or to participate in the editing or management thereof; and may, after giving an opportunity to the employee to show cause against withdrawal of permission, at any time withdrawn the permission.

No employee shall except with the previous sanction of the Institution or of the prescribed authority or except in the bonafide discharge of his duties, -

- a) Publish a book himself for through a publisher, or contribute an article to a book or a compilation of articles, or
- b) Participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical, either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that, no such sanction shall be required—

1. If such publication is through a publisher and is purely literary, artistic or scientific character, or
2. If such contribution, broadcast or writing, is of a purely literary, artistic or scientific character.

No employee shall, in any radio broadcast or in a letter to a newspaper or periodical or in any document published anonymously, or in his own name or in the name of any other person or in any public utterance or in any public place make any statement of fact or express any opinion, --

- ii. Which has the effect of an adverse criticism of any current or recent policy or action of the Institute or
- iii. Which is capable of embarrassing the relations between the Institute and any of its stakeholder.
- iv. Which is capable of embarrassing the relations between the Institute and any of its foreign stakeholder.
- v. Which has the effect of airing his personal grievances:

Provided that, nothing in this sub-rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

7. Evidence before Committee or any other authority:-

- (1) Save as provided in sub-rule (3), no employee shall, except with the previous sanction of Institute, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) No employee shall, while giving evidence, with the sanction of Institute, criticise the policy or any action, of the Institute or of Trust.
- (3) Nothing in this rule shall apply to evidence given by employee at any, --
 - (a) Enquiry before an authority appointed by Institute or by the Trust, or
 - b. Judicial enquiry, or
 - c. Department enquiry order by the Institute or Trust.

8. Public demonstrations in honour of an employee:-

No employee shall, except with the previous sanction of the Institute, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that, nothing in this rule shall apply to –

(i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other institution on the occasion of his retirement or transfer or any person who has recently quit the service of any institution; or

(ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institution.

9. Prevention of sexual harassment of working woman,

(1) No employee shall indulge in any Act of sexual harassment of any women at her work place.

(2) Every employee, who is in charge of a work place shall take necessary steps to prevent sexual harassment to any women at such work place.

Explanation,-- For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise such as, --

(a) Physical contact and advances;

(b) A demand or request for sexual favours;

(c) Sexually coloured remarks;

(d) Showing pornography; or

(e) Any other unwelcome physical, verbal or nonverbal conduct of a sexual nature.

10. Canvassing of non-official or other outside influences:

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority in relation to any matter pertaining to his service under the Institution.

11. Membership of or association with communal institutions, --

No employee shall by writing, speech or deed, or otherwise indulge in any activity which is likely to incite and create feelings of hatred or ill will between different communities in India or religious, racial, regional, communal or other grounds.

12. Prohibition against Dowry:

No employee shall

(i) Give or take or abet the giving or taking of dowry, or

(ii) Demand, directly or indirectly, from the parents or guardians of a bride or bridegroom, as the case may be, any dowry.

Explanation, -- For the purposes of this rule dowry has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961)

13. Consumption of intoxicating drinks and drugs:

An employee shall –

- (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) Not consume any intoxicating drink while on duty or not be under the influence of any intoxicating drinks or drugs during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.
- (c) Refrain from consuming any intoxicating drink or drug in a public place;
- (d) Not appear in a public place in a state of intoxication;
- (e) Not use any intoxicating drink or drug to excess.

Explanation, -- For the purposes of this rule, "Public place" means any place of premises (including conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

14. An association which is not a recognised by Institution / Trust, shall not be entitled to submit any representation or memorial or send any deputation in respect of any matter affecting employee or class of such servants.

15. Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Institution, whose decision thereon shall be final.

16. Delegation of powers:

The Institution may, by general or special order direct that any power exercisable by it or any Head of a Department or office under these rules (except the powers under rule 31 and under this rule) shall subject to such conditions, if any as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

Requirement of non teaching staff

(As per PCI norms)

S. No	Designation	Required Number	Required Qualification
1.	Laboratory Technician	1 for each department	D.Pharm.
2.	Laboratory Assistants/ Attenders	1 for each Lab. (minimum)	SSC
3.	Office Superintendent	1	Bachelor's Degree
4.	Accountant	1	Bachelor's Degree
5.	Store Keeper	1	D.Pharm./ Bachelor's Degree
6.	Computer Data Operator	1	
7.	Office Staff I	1	Bachelor's Degree
8.	Office Staff II	2	Bachelor's Degree
9.	Peon	2	SSC
10	Cleaning Personnel	Adequate	--
11	Gardner	Adequate	--

RULES FOR NON-TEACHING STAFF:

- ❖ Non-Teaching employee is appointed in the Scale/ lumpsum as agreed upon at the time of appointment. The appointment will be initially ADHOC/PROBATIONARY/ TEMPORARY as mentioned in the appointment letter. This will be confirmed at the end of period subject to satisfactory performance of the duties entrusted and reports from superior/s, Non-issue of letter from the management at the end of Adhoc/Probationary/ Temporary period, should not be taken as extension of Adhoc/ Probationary/ Temporary service and any employee doing so will be on their own risk and cost.

However, services can be terminated immediately if he/she breaks the general disciplines and acts in the manner which may spoil the academic & disciplinary atmosphere of the Institute.

- ❖ No employee will ordinarily be made permanent unless he has completed TWO YEARS OF SERVICE after getting approved by competent authorities.
- ❖ A person shall become permanent employee only when his appointment as Permanent Employee is approved by the College and an order is given to him in writing.
- ❖ Every employee shall retire on completion of 58 years of age, irrespective of period of service. Unless his period of service is extended for such period and on such terms as it considers proper. Extension shall be for two years or such lesser period as the management may decide.
- ❖ No increment can be claimed as of right. The increment will depend upon the quality of work and the conduct of the individual and various other factors as the management may consider appropriate in its sole discretion.
- ❖ The management shall take such action, as it deems fit in the case of permanent employee who in its opinion is found incapable of performing such work as he /she may be

reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the College or incompatible with due fulfilment of condition of contract or employment either express or implied. However, he/she shall be given opportunity of being heard before any action is taken.

- ❖ Service of permanent employee may be dispensed with by the College by giving Three (3) months' notice or Three months' pay in lieu of notice or proportionate pay for short notice. Conversely, in case, a permanent employee wants to leave the services of the College, he shall give three months' notice in writing to the authorities or lieu of such notice an amount equivalent to three months' pay or proportionate pay for short notice.

Service of Temporary Employee and those on adhoc basis may be dispensed with the college by giving One (1) month notice or One (1) months' pay in lieu of notice or proportionate pay for short notice.

In case of promotion, by virtue of seniority and/or by recommendation of Dept. Head, if there is insubordination or disobedience of instructions/ unsatisfactory report, management reserves the right to revert back to original position/ designation with relevant pay scale, before the promotion.

- ❖ As Non-Teaching staff shall during the period of his/her service, employee himself/ herself honestly and efficiently under the orders/instruction of the Institution under whom they may be placed and shall make themselves in all respects, generally useful to the Institute. They shall devote their whole time to the duties of the institute and shall not on their own account of otherwise directly or indirectly on or be concerned in any trade or business or undertake an active part in any public activity or employment whatever, without having first obtained the written permission of the college.
- ❖ In the case of insubordination, neglect of duty or misconduct it shall be open to management to dispenses with the services of an employee with notice.
- ❖ Employee is transferable within the institute in any department.
- ❖ Employee should not work in any other organization

DUTIES & Responsibilities OF THE 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 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 these 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.
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 their 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 tour 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.
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.

Clerk (Accounts) :-

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.

Clerk (Examination) :-

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.
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 Attendant:

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 gate 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 envelopes 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.

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.

Hamals/Hamal-cum-peons:

Sweeping, cleaning rooms and furniture's and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs.

Any other work as may be assigned to him by the concerned officer from time to time.

Hamal-cum-Peon shall also have to attend to the duties assigned to peon.

Sweepers:

Sweeping and cleaning the Lavatories, Latrines, floors in the building and College premises and any other office work related to cleaning as assigned by the Officer.

Any other work as may be assigned to him by the concerned officer from time to time.

Assistant Librarian:

The Assistant Librarian is responsible for all the matters connected with the library.

Job Description:

- Responsible for the development, modernization. upkeep and management of the college library.
- Custodian of all books, periodicals, manuscripts, journals and library equipments and ensure that these are maintained properly and not lost.
- Take periodic verification of the stock.
- Cataloguing and classification of books and Periodicals.
- Process the purchase of library books by making comparative statements
- Supervise over the maintenance of Photocopy machine and maintain records of the same.
- Any other work assigned by the Library In charge teacher and Principal

Library Assistant:

The Library Assistants are responsible to Assistant Librarian and the Librarian.

- Issue and receiving of books.
- Restoring the books and periodicals.
- Any other work assigned from time to time by Principal.

Leave

Leave Policies by VESCOP

Types of Leaves

1. Causal leave
2. Duty Leave
3. Earned leave
4. Half pay leave
5. Commuted Leave
6. Maternity leave

1. **Casual Leave:**

- a) Any leave is not the matter of right
- b) The Principal, Teaching and Non-Teaching staff shall be entitled to **08 casual leaves** in a calendar year.
- c) **Not more than 7 days casual leaves and holidays enjoyed in continuation at one time can be granted to any teaching, Non-teaching staff and Principal.**
- d) **Casual leave shall be evenly distributed during the year as far as possible. Casual leave cannot be prefixed or suffixed to vacations or any other kind of leave except special leave.**
- e) If a teacher wishes to **apply for the casual leave**, it is **their duty to substitute their lecture/ practical falling on that day and accordingly inform the Time Table Incharge.**
- f) **In case of teaching faculty a casual leave shall not be combined with any other kind of leave, but it may be permitted either at the beginning or at the end of the holiday declared by the sanctioning authority and/or Sundays, provided that the period of the total absence does not exceed 03 days, in exceptional circumstances it may be extended upto 7 days.**
- g) **In case of availing half day casual leave of half day Duty leave, minimum attendance of 3 hours at duty is required on the day of availing the leave.**
- h) **Holidays and Sunday falling during the period of casual leave shall be excluded in the quantum of casual leave.**
- i) Casual leave cannot be prefixed or suffixed to vacations or any other kind of leave except special leave.
- j) A teaching/ nonteaching staff appointed on temporary basis shall be entitled to 08 CL in a calendar year and shall not be entitled to any other leave.
- k) Holidays and Sunday falling during the period of casual leave shall be excluded in the quantum of casual leave.
- l) In case of the Principal and other administrative staff casual leave cannot be prefixed or suffixed to earned leave or any other kind of leave except special leave.
- m) A record of all casual leave of all staff shall be maintained. Full pay with all admissible allowances shall be given during the period of casual leave.
- n) For vacation staffs, a casual leave cannot be taken on the last working day and first re-opening day after the vacation. A leave taken on one of these days amounts to a loss of salary of 15 days and leave taken on both the days amounts to loss of salary of 30days.

2. Duty Leave:

- Each faculty member can avail maximum 6 duty leaves/ year and a budget of not more than Rs.4000/year for registration fee to attend the seminar. The duty leaves for seminars is not a matter of right.
- **Duty leave would be given for examination work of Mumbai University only**, if any faculty member wishes to take up examination work of other universities, they would have to take casual leave which is not a matter of right.
- Participation by faculty members as a resource person in
 - ❖ **Seminar/ FDP/ Workshop (2 days per year)**
 - ❖ **Faculty Members invited to deliver a guest lecture (2 days per year)**
 - ❖ **Faculty members invited to deliver a talk to industries (2 days per year)**
 - ❖ **Total 6 number of days allowed in a year.**
- To fulfil the research endeavours, faculty can take duty leave to examine dissertation and M. Pharm./ Ph.D. as a referee at Universities other than the affiliated university.
- In special circumstances, **Duty Leave over and above 6 days can be granted for the same purpose subject to approval by Principal & Management, provided the total leave does not exceed 15 days** under any circumstances.

3. Earned Leave:

- a) The Principal being the administrative Head of the college all be treated as a non-vacation teacher and shall not be entitled vacations to which teachers are ordinarily entitled. The Principal shall, be entitled to earned leave at the rate of one eleventh of report on duty subject to a maximum accumulation of 300 days.
- b) **If a teacher is required to do any work during vacations for which he does not receive any additional remuneration he shall be entitled to earned leave equal to one-third of the number of days on which he works during the vacations subject to maximum of 30 days.**

Provided, however, that such leave cannot be accumulated for more than 300 days.

- c) **Only when there will be call by Principal during vacation by sending a written letter or Email and they work for at least 5 hours on that day. It is considered as a one working day. However, reporting during vacation for clearing the pending work does not qualify for Earned leave.**
- d) **Earned leave for teaching staff is non- encashable since teaching staff comes under Vacation Staff category.**
- e) **In the Teaching Staff Service Book, the entries for Compensatory Leave will be written as Earned Leave.**
- f) Earned leaves are only for non-teaching staff,
 - those who are confirmed they get 30 earned leaves in a year,
 - those who are temporary and working for more than 4 years can get 30 days earned leave and
 - those who are on temporary and not completed 4 years get 15 days earned leave.
 - Earned Leaves are carried forward, but earned leaves should not exceed 300, otherwise it will get lapsed.

- g) In case of non-teaching staff, the earned leave should be sanctioned 15 days in advance. Only in unforeseen situation, it is sanctioned after taking the leave with the letter signed by Principal.
- h) For availing Earned leave , All the staff members has to inform Principal Madam also after getting sanction from respective in charges.

4. **Half Pay Leave:**

- The teacher shall be entitled to leave on **half pay to the extent of 20 days for every completed year of service**. The leave so earned can be accumulated without limit during the entire service. **The leave on half pay due may be granted to the teacher either on medical ground or for private reason. The leave requested on medical ground, for 3 or more days shall be supported by the certificate from the Registered Medical Practitioner.**
- If the teacher is on leave on the day on which he completes a year of service, he shall be entitled to half pay leave without having to return to duty

5. **Commutated Leave**

Commutated leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a teacher subject to the following conditions :

- (i) **Commutated leave during the entire service shall be limited to a maximum of 240 days;**
- (ii) **When commuted leave is granted, twice the amount of such leave shall be debited against the half - pay leave due;**
- (iii) In addition, commuted leave may be granted to the extent mentioned below;
 - (a) to undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme. Leave in this case will be restricted to six working days;
 - (b) to a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

6. **Maternity Leave**

- a) **Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service.** Maternity leave may also be **granted in case of miscarriage including abortion**, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is **not more than 45 days**, and the application for leave is supported by a medical certificate.
- b) **Maternity leave may be combined with earned leave, half pay leave or extraordinary leave** but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
- c) A female staff who has not been confirmed shall also subject to the provisions of this clause, be eligible for maternity leave as under:-
 - **A female staff member who has completed 02 year of continuous services shall get maternity leave on full-pay**

- **A female staff member who completed 01 year of continuous service shall get maternity leave on half-pay**
- **In case of miscarriage or abortion, including abortion, induced under Medical Termination of Pregnancy Act 1971, maternity leave not exceeding six weeks shall be admissible** on the production of a medical certificate

Leave Sanctioning Authority

The sanctioning authority for different kind leave shall be as under:

Sr.No.	Kind of Leave	Sanctioning Authority
1.	All kinds of leave to the Principal	Trustee In-charge of VESCOP
2.	All kinds of leave to all teaching staff members.	Principal
3.	All kinds of leave to all non-teaching staff members	Office Superintendent

Marking of Attendance and signing of Muster

1. It is mandatory for all staff members to mark their attendance at the biometric scanner at the reception area as they enter and exit the college.
2. Also the manual muster has to be signed simultaneously
3. Faculties going for Duty work during duty hours need to enter the same in the Duty Register with principal's permission.
4. Non-Teaching staff while going out on office duty has to inform the muster in-charge to record the same in the manual muster.
5. All teaching and non-teaching staff members should be contactable during leave period.
6. Faculty members reporting for examination work during vacations/holiday are required to sign the examination muster kept for CAP
7. Only in case any faculty member during vacations/holiday reports to the college for some official work on order received in writing from the Principal and works for the entire day, can sign the muster.
8. **Faculties reporting to college during vacations/holidays for any other work such as research work, guidance of Project etc. are not permitted to mark attendance in the muster.**

Procedure for availing leave:-

All the leave applications should be recommended by HOD before forwarding it to Principal for approval. All leave applications has to be submitted to Principal through office and all leaves has to be pre sanctioned.

- **If any leave is not pre-sanctioned (i.e.CL/Sick Leave less than 3 days), intimation to HOD has to be done through mail with CC to Principal and concerned office staff and leave application should be submitted to office with recommendation by HOD within 2 days of joining. The HOD needs to take a note of such email and reply to mail with remarks of recommended/ not recommended.**
- **For availing any concession, the request should be written through email to HOD with reasoning and CC to Principal. HOD needs to reply to the mail with remark of recommended/ not recommended.**
- **All long leaves/ sick leave (more than 3 days) required sanction by Principal by applying through email and application form.**
- **If anyone wishes to track the leave record, you may see the soft copy that is being maintained by office.**

VES College of Pharmacy
Hashu Advani Memorial Complex, Behind Collector Colony, Chamber, Mumbai – 400 074

Teaching Staff Leave Form Form

Date.....

Name Designation.....

CL / DL/ Earned Leave From:..... To..... No. of days..... Purpose.....

SL:Half pay leave commuted toFull Pay. If Compensatory, Present on (.....)

Address on Leave:Contact Phone No:.....

Scheduled engagements and the alternative arrangement made are as follows:

Scheduled Engagements			Alternate Arrangements	
			Name	Signature

1. Whether there is any other professional commitment during leave period _____

2. If yes, why leave cannot be postponed? _____

3. Who will share the given responsibility? _____

Signature of the applicant..... No. of leaves available as on: _____ (To be filled by office only)

CL..... SL..... EL : Compensatory:
 (From 1/1/21 to 31/12/21) (Half Pay Leaves)

1. Recommended / Not Recommended by HOD

2. Sanctioned / Not Sanctioned by Principal and Remarks.....

Remarks: -

1. During leave period, you are required to be contactable and for **any emergency** requiring your presence you need to report to the Institute urgently.

VES College of Pharmacy
Hashu Advani Memorial Complex, Behind Collector Colony, Chamber, Mumbai – 400 074

Teaching Staff Leave Form (For Principal)

Date.....

Name Designation.....

CL / DL/ Earned Leave From:..... To..... No. of days..... Purpose.....

SL:Half pay leave commuted toFull Pay. If Compensatory, Present on (.....)

Address on Leave:Contact Phone No:.....

Scheduled engagements and the alternative arrangement made are as follows:

Scheduled Engagements			Alternate Arrangements	
			Name	Signature

1. Whether there is any other professional commitment during leave period _____
2. If yes, why leave cannot be postponed? _____
3. Who will share the given responsibility? _____

Signature of the applicant..... No. of leaves available as on: _____(To be filled by office only)

CL..... SL..... EL :..... Compensatory:
 (From 1/1/21 to 31/12/21) (Half Pay Leaves)

1. Recommended / Not Recommended

2. Sanctioned / Not Sanctioned by Trustee and Remarks :

Remarks: -

1. During leave period, you are required to be contactable and for **any emergency** requiring your presence you need to report to the Institute urgently.

VES College of Pharmacy
Hashu Advani Memorial Complex, Behind Collector Colony, Chamber, Mumbai – 400 074

Non Teaching Staff Leave Form

Date.....

Name Designation.....

CL / EL/ Comp. Leave From:..... To..... No. of days..... Purpose.....

SL:Half pay leave commuted toFull Pay. If Compensatory, Present on (.....)

Address on Leave:Contact Phone No:.....

Scheduled engagements and the alternative arrangement made are as follows:

Scheduled Engagements			Alternate Arrangements	
			Name	Signature

1. Whether there is any other professional commitment during leave period _____
2. If yes, why leave cannot be postponed? _____
3. Who will share the given responsibility? _____

Signature of the applicant..... No. of leaves available as on: _____ (To be filled by office only)

CL..... SL..... EL :..... Compensatory L:
 (From 1/1/21 to 31/12/21) (Half Pay Leaves)

1. Recommended / Not Recommended by
2. Sanctioned / Not Sanctioned by Office Superintendent and Remarks.....

Remarks: -

1. During leave period, you are required to be contactable and for **any emergency** requiring your presence you need to report to the Institute urgently.

VES COLLEGE OF PHARMACY

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

Date :

To,
The Principal
VES College of Pharmacy
HAMC, Chembur, Mumbai - 400074

Subject : Permission for duty leave

- i) To attend Conference/ Seminar/ Workshop as resource person.
- ii) To deliver a guest lecture.
- iii) To deliver a talk to Industry.

Dear Madam,

I, _____, request you to grant me a duty leave to deliver a lecture at State/
National/ International level conference entitled _____ organized by
the host Institute _____ dated _____ on the
topic _____, as a resource person

OR

To deliver a guest lecture on the topic “ _____ ” at the host
institute _____ on _____ (date).

OR

To deliver a talk on the topic “ _____ ” at the Industry
_____ on _____ (date).

I believe that the interaction will be beneficial for achieving organizational goals at VESCOP and I have taken due care to ensure no compromise with my academic and administrative duties during my absence.

Sincerely Yours,

Name of Faculty

Recommended by Principal : _____

Approved by Trustee –In-charge : _____

VES COLLEGE OF PHARMACY
Hashu Advani Memorial Complex, Collectors Colony, Chembur (E), Mumbai - 400 074

**GUIDELINES FOR AVAILING FINANCIAL ASSISTANCE FROM INSTITUTIONS FOR
ATTENDING CONFERENCES/ WORKSHOPS/ SEMINARS HELD ABROAD:**

Objective:

On meritorious grounds, institute will encourage participation of faculty members in international conferences held abroad to present their research work.

The financial assistance for attending Conferences/ Workshops/ Seminars held abroad, will be provided as per the following guidelines:-

The financial assistance for Travel Grant is 10% of the total amount spent (not exceeding Rs. 2,00,000/-) by the applicant after deducting the travel grant received from various agencies.

The financial assistance mentioned above is subject to following conditions:-

1. The faculty members should be an approved permanent staff of the institution with minimum 5 years of continuous service in the institute.
2. The above rates will be effective from A.Y. 2018-19 for 5 years.
3. The performance of the applicant and his contribution to the institution development will be considered as depicted from CR of last 3 years (Remarks of Excellent/ Outstanding).
4. The conference has to be of very high level and of international repute.
5. All the bills including registration fees, accommodation & travels etc. should be produced to the office in support of amount spent by the applicant. It is expected that the accommodation expenses will be reasonable.
6. Financial assistance received from the other organization, if any, also should be produced.
7. The applicant has to produce an application mentioning the benefits to himself/ herself or the institution by attending the said conference. The proposal has to be approved by the Management. The Management decision in this matter is final.
8. In order to provide sufficient period for receiving benefits from the said conference, the beneficiary (applicant) shall commit to not to resign from duties, for reasons whatsoever, for at least One year (For Professor & Associate professor) or six months (For Assistant Professor) from the date of attending the conference.
9. For every academic year such assistance will be provided to only one faculty from the entire staff.
10. This financial assistance can be provided for not more than once in 3 years to the respective beneficiary.
11. Report of the outcome of seminar shall be submitted to the Management from time to time over next 3 years to justify the benefits incurred by attending the seminar.
12. If the applicant has generated financial resources for the college through major research grants or industrial sponsored projects of substantially high amount, special consideration will be given over and above 10% of the total spent.

Attending conferences in India:

Registration fees will be supported by Institute.

VES COLLEGE OF PHARMACY

Hashu Advani Memorial Complex, Behind Collector Colony, Chembur (E), Mumbai - 400 071

SOP for Full Time Faculty Members desirous to pursue Ph.D. while in Service

This SOP is applicable to all **full time faculty** members of VESOP who wish to pursue Ph.D. while in service. Such faculty is referred as "**candidate**" henceforth in the following guidelines.

PRE- REGISTRATION:

1. Application for Ph.D. should be made only after taking '**NOC**' from the **Principal**, in prescribed format.
2. For attending any preliminary meetings or interviews, '**duty leave**' **cannot be granted**. The faculty members need to apply for casual leave.
3. For any outside visit, **attendance certificate** etc. required with timing of reporting and returning and Photocopies of tickers journey.
4. No financial support would be provided by the institute for any purchase or so, required by the candidate.

POST-REGISTRATION:

5. Since College is at the inception stage, there are number of developmental activities on-going such as purchases of equipments, infrastructure developments, setup of laboratories, academic activities, research proposals etc. **Under these circumstances, there cannot be a provision of full time study leave.**
6. It is mandatory that **academic and administrative responsibilities** are fulfilled without any concession.
7. The **instrumental, laboratory, library & computer facilities** will be provided to the faculty members for research **excluding** reagents, solvents, chemicals and glassware, stationary, photocopying and printing of the data.
8. It is desirable that, the candidate should use **vacation period** for research purpose. If the work is required to be continued during academic schedule, it is expected that it will not be done during the duty hours of 9.00 a.m. to 4.00 p.m. However, **some flexibility** can be granted based on case-to-case basis and institutes' priorities.
9. The **documentation of the lab work** during Ph.D. should be meticulously done with endorsement from time to time by the Research Guide.
10. A laboratory **entry/exit register** should be maintained by each candidate separately. It should be **duly signed** by the Head of the Department of that laboratory and Principal, time-t-time. Number of hours put in for research should be recorded with started time and ending time.
11. Candidate is requested to follow **strict safety guidelines** during his/her lab work.
12. The candidate should also submit six-months **Progress Report** to the Principal for record purpose.

VES COLLEGE OF PHARMACY

Annual Performance Based Appraisal System (PBAS) for Academic Year _____

Session/ Year _____

(To be completed and submitted at the end of each academic year)

PART A : GENERAL INFORMATION

	Name (in Block Letters) :			
2.	Father's Name/Mother's Name :			
3.	Husband's Name			
4.	Address of Husband			
5.	Date of Birth			
6.	Department:			
7.	Current Designation and Grade Pay:			
8.	Address for correspondence (with Pin code)			
9.	Permanent address (with Pincode)			
	Telephone No:			
	Email:			
10.	Date of Joining of Institute			
11.	Whether acquired any degrees or fresh academic qualifications during the year with prior permission from Management.			
12.	Academic Staff College Orientation/ Refresher Course attended during the year			
	Name of the Course/ Summer School	Place	Duration	Sponsoring Agency

PART B : ACADEMIC PERFORMANCE INDICATORS

CATEGORY: I. TEACHING, LEARNING AND EVALUATION RELATED ACTIVITIES

(Max Score: Assistant Professor 100, Associate Professor 95 and Professor 90)

1) a) Lectures, Seminars, Tutorials, Practicals, Contact Hours (give semester-wise details, where necessary)

i) Contact hours (Maximum 8 Marks for Assistant Professor and 6 marks for Associate professor & Professor)

Sr. No	Course/ Paper	Level	Mode of Teaching	No.of Lectures/ Practicals per week allotted	No. of Lectures/ Practicals conducted	% of Lectures/ practicals taken as per documented record	Average % of Target achieved
1.							
2.							
3.							
4.							

5.							
6.							
7.							
8.							
9.							
10.							

- Lecture (L), Seminar (S), Tutorial (T), Practical (P)

		API Score
(i)	Classes Taken (Max. 8 Marks for Assistant Professor & 6 Marks for Associate Professor and Professor for 100% performance & proportionate score up to 80% performance, below which no score may be given)	

- ii) **Parameters to be verified from student's feedback (Maximum 8 Marks for Assistant Professor and 6 marks for Associate professor & Professor) :-**

Sr. No.	Average Score obtained in Feedback	Out of 10	Average	Marks Score
1	ODD Semester			
2	EVEN Semester			

- iii) **Result (MU Theory Examination) (Max 28 marks for Assistant Professor and 26 Marks for Associate Professor & Professor) :**

	Class/ Course	Subject taught	Result of Subject (%)	Weightage achieved (out of 28)	Average Weightage Achieved

1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					

Target : Max. **28 marks for Assistant Professor and 26 Marks for Associate Professor & Professor**
for 100 % performance and proportionate score up to

- i) 85% performance for Final Year and T.Y.B. Pharm.
- ii) 80% performance for F.Y.B. Pharm. & S.Y.B. Pharm.
- iii) 80% performance for F. Y. M. Pharm.

Below which no score may be given

iv)

Teaching Load in excess of AICTE norm feedback (Max. 8 Marks for Assistant Professor and 06 Marks for Associate Professor & Professor)
2 marks for each extra lecture.

Teaching Load		Average Teaching Load	Excess Load = Average load-__Hrs.	Weightage achieved = 2 x excess load
ODD Semester	EVEN Semester			

v) **Reading / Instructional material consulted and additional knowledge resources provided to students (Max 18 marks for Assistant Professor and 16 marks for Associate Professor & Professor) :**

Sr. No	Course / Paper	Consulted	Prescribed	Additional Resource provided	Weightage Achieved
1.					

2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
API score based on Preparation and imparting of knowledge / instruction as per curriculum & syllabus enrichment by providing additional resources to Students (Max 18 marks for Assistant Professor and 16 marks for Associate Professor & Professor)				Avg.API Score	

Parameters to be verified : -

1. Notes (chapter wise available = (Max.10 Marks for Assistant Professor and 08 marks for Associate Professor & Professor)
2. Additional class test per semester (CIAAN Booklet = Max 4 marks)
3. MSBTE paper solved per semester (Assignment Book) = Max 4 marks

b) Examination Duties Assigned and Performed (Max Marks 20 for Assistant Professor, 20 for Associate Professor & 10 for Professor):

Sr. No.	Type of Examination Duties	Duties Assigned	Extent to which carried out (%)	API Score

	Total Score for Assistant Professor/ Associate Professor / Professor (Max : 20 / 20/ 10)			
--	---	--	--	--

Parameters to be verified :-

1. Worked as Examination Co-ordinator/ Examination In-charge/ CAP Co-ordinator= **3 marks**
2. No. of invigilation performed = (No. of duties x 0.3) MU Examination = **(max. 2 Marks)**
3. No. of Answer books assessed / moderated in CAP= (No. of Answer books x 0.2) (**max 15 marks for Assistant Professor, 15 marks for Associate Professor & 5 marks for Professor**)
 - **Wherever duties are carried out by two teams during same examination marks will be equally divided.**

- c) **Use of Participatory and Innovative Teaching-Learning Methodologies, Updating of Subject Content, Course Improvement etc. (Max 10 Marks for Assistant Professor, 15 for Associate Professor & 20 for Professor)**

Sr.No.	Short Description	API Score
	Total Score for Professor/ Associate Professor / Assistant Professor (Max : 20 / 15 / 10)	

Parameters to be verified : -

1. Lab Manual Development & revision Project = **2 marks for Assistant Professor, 4 Marks for Associate Professor & 5 Marks for Professor.(If job is shared, the marks will be divided equally)**
2. Developing Interactive Courses/ Participatory Learning Modules = **3 Marks for Assistant Professor, 4 Marks for Associate Professor & 5 marks for Professor. (For e.g. Add on course, executive development program - If job is shared, the marks will be divided equally)**
3. Developing and imparting Remedial / Bridge Courses and Counseling module = **3 Marks (JCA activity will not be considered here. If mentor of students – marks will be given) for Assistant Professor, 4 Marks for Associate Professor & 5 marks for Professor.**
4. Any Other Innovative Techniques Used = **2 for Assistant Professor, 3 Marks for Associate Professor & 5 marks for Professor. (e.g. Flip classroom, use of IOT, Online quizzes, webinars, smart classrooms etc.).**

Total Score of Category I (a + b + c) (Max 100 Marks for Assistant Professor, 95 Marks for Associate Professor & 90 Marks for Professor)	
---	--

**CATEGORY : II. CO-CURRICULAR, EXTENSION, PROFESSIONAL DEVELOPMENT
RELATED ACTIVITIES**

(Max Score : 45 Marks

Please mention your contribution to any of the following:

Sr No	Type of Activity	Average Hrs/ Week	API Score
	(i a) Extension, Co-curricular & field based Activities (Max Marks 15)		
Total API = <input style="width: 50px; height: 20px;" type="text"/> (Max <input style="width: 20px; height: 20px;" type="text"/>)			
<p>If activity is organized jointly then marks will be equally divided.</p> <p>Parameters to be verified –</p> <ol style="list-style-type: none"> 1. No. of Industry expert lectures organized per semester = Max 3 marks 2. No. of Industrial visits organized per semester = Max 3 marks 3 Positions held / Leadership role played in organization linked with extension work society level and National service scheme (NSS), NCC, DLLE or any other = Max 3 marks 4. Students and staff related Socio – Cultural and Sports programmes campus participation = Max 3 marks 5. Industrial In-plant training = Max. 3 marks 6. Placement = Max. 3 marks 7. Community work such as Health Counselling, Health awareness camps = Max. 3 marks 8. Journal Club Activity, Class Coordinator, Lab Incharge, Magazine Cell = Max. 3 marks 9. Any Other: Feedback analysis, Google drive, Newsletter, Time Table, Academic Progress Report etc.= Max. 3 marks 			

Sr. No	(ii) Contribution to Corporate Life and Management of the Institution. (Responsibility handled at Institute level) (Max 15 Marks)	Yearly/ Semester wise responsibility	API Score
* Marks for Institute Level responsibilities will be given by Principal after verifying quantum & quality of work. (Satisfactory =40 %, Good = 60% , Very Good =80%, Excellent =100%)			

Parameters to be verified :- (For Assistant Professor, Associate Professor & Professor)

1. Contribution to Corporate life in University through meetings/ LIC = **03 marks**
2. Articles in College Magazine = **02 marks**
3. Institutional Governance responsibility like IQAC Co-ordinator, HOD, Class Co-ordinator, Teacher In charge, Exam Co-ordinator = **04 marks**
4. Participation in admission Committee, Campus development = **03 marks**
5. Participation in Students welfare, counseling & discipline = **02 marks**
6. Organization of Conference at International / National/ Regional level = **3 marks**
7. Participation in Board of Studies, administration of institute for PCI, University of Mumbai, DTE, AICTE compliances = **4 marks**

Sr. No	(iii) Professional Development Activities (Max. 15 Marks)	Yearly/ Semester wise responsibility	API Score

	Total (Max : 15)		
	Parameters to be verified – 1. Membership in professional related committees at state and national level = 2 marks 2. Participation in subject associations, conference ,seminars without paper presentation, orientation meeting for syllabus = 02 marks 3. Participation in short term training courses less than one week duration in educational technology , curriculum development. Professional development , examination reforms, institutional governance = 3 marks 4. Membership participation in Bodies / committees on education and national development = 3 marks 5. Publication of articles in newspaper , magazine or other publication. (Not Covered in category 3 , 1 mark each = 3 marks 6. Delivering seminars on Career Opportunities in pharmacy at HSC & Graduate Level = 02 Marks		
	Total Score of Category II (i + ii + iii) (Max : 45)		

CATEGORY: III

(RESEARCH, PUBLICATIONS AND ACADEMIC CONTRIBUTIONS)

A) Published Papers in Journals:

Sr. No.	Title with page nos.	Journal	ISSN/ISBN No. & Impact Factor	Refereed Journal as notified by UGC/ Other Journals as notified by UGC	No. of Co-authors	Whether you are the main author / guide / mentor	API Score
Total API Score of (A)							

B) (i) Books Published as single author or as editor:

Sr. No.	Title with page nos.	Book Title editor & publisher	ISSN/ISBN No.	Whether National/ International/ Local Publisher	Single author / No. of Co-authors	Whether you are the main author	API Score

Total API Score of (B (i))	
-----------------------------------	--

B) (ii) Articles/chapters published in books:

Sr. No.	Title with page nos.	Details of Conference Publication	Whether National/ International/ Local Publishers	API Score
Total API Score of (B (ii))				

C) Research Projects

(i) Sponsored Projects:

Sr. No.	Title	Agency	Period With dates	Grant/Amount Mobilized (Rs. Lakh)	API Score
Total API Score of C (i)					

(ii) Consultancy Projects:

Sr. No.	Title	Agency	Period With dates	Grant/Amount Mobilized (Rs. Lakh)	API Score

(10 marks for project of 1lakh and proportionate marks for amount less than 1,00,000. E.g. 5 marks for 50,000)

(iii) Project Outcome/ Outputs:-

Sr. No.	Title of Patent/ Major Policy document	Date of Patent	Status filed/ licensed/ granted	International/ National/ Policy document of State Government/	API Score

				Central Government/ International bodies	

D) Research Guidance

Sr. No.	Number Enrolled	Thesis Submitted * With dates	Degree awarded With dates	API Score
M. Pharm.				
Ph.D. or equivalent				
Total API Score of (D)				

*Thesis submitted at the end of previous academic year (in June 2017) to be considered

E (i) Fellowships/ Awards :

S.No.	Title of Award/ Fellowship	Granting Body	International/ National/ State/ Regional/ University level.	API Score

E (ii) Papers Presented in Conference, Seminars, Workshops, Symposia:

S. No	Title of Paper/ Art Presented	Title of Conference/ Seminar/ Exhibition	Organized By	Whether International/ National/ State/ Regional/ University level.	API Score

E(iii) Invited Lectures/Resource Person/Chairmanship at National or International Conference/ Seminar etc.

S. No	Title of Paper Lecture/Academic Session	Title of Conference/ Seminar, etc	Organized By	Whether International/ National/ State/ University level	API Score

Total of Category III (A+B+C+D+E)	
--	--

Summary of API Scores.

	Criteria	Last Academic Year/ One Calendar Year	Total - API Score for Assessment Period	Annual Av.API Score for Assessment Period
I	Teaching, Learning and Evaluation related activities			
II	Co-curricular, Extension, Professional development etc.			
	Total of (I + II)			
III	Research and Academic Contribution			

PART-C: OTHER RELEVANT INFORMATION

Please give details of any other credential, significant contributions, awards received etc. not mentioned earlier.

S. No	Details (Mention Year, Value etc. where relevant)

List of Enclosures: (Please attach, copies of certificates, sanction orders, papers etc. wherever necessary)

S. No		S. No	
1		6	
2		7	
3		8	
4		9	
5		10	

Goals / objectives, if any assigned in :

current year/ duration

**Important & special remarkable work :
done during the year (With references
of goals/ objectives)**

I certify that the information provided are correct as per records available with the State Government and/or documents enclosed with the duly filled PBAS proforma. .

Date:
Designation

Signature of the faculty with

Place:

Note : GB / Management reserve the right to modify the Appraisal form as and when required.

CATEGORY-III: RESEARCH AND ACADEMIC CONTRIBUTIONS

Based on the teacher's self-assessment, API scores are proposed for research and academic contributions. The minimum API scores required for teachers from this category are different for different levels of promotion in universities and colleges. The self-assessment score shall be based on verifiable records and shall be finalized by the screening cum evaluation committee for the promotion of Assistant Professor to higher grades and Selection Committee for the promotion of Assistant Professor to Associate Professor and Associate Professor to Professor and for direct recruitment of Associate Professor and Professor.

Category	Activity	Faculty of Sciences / Engineering / Agriculture / Medical / Veterinary Sciences	Faculties of Languages / Humanities / Arts / Social Sciences / Library / Physical education / Management	Maximum score for University / College teacher*
	Research	Refereed Journals as notified by the UGC#	Refereed Journals as notified by the UGC#	25 per Publication
III (A)	Papers published in:	Other Reputed Journals as notified by the UGC#	Other Reputed Journals as notified by the UGC #	10 per Publication
III (B)		Text/Reference, Books published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Text/Reference Books, published by International Publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	30 per Book for Single Author If main author, 70% of total score, if co- author, divide equally 30% of total score.
	Publications	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Publication Central Govt. s as	Subject Books, published by National level publishers, with ISBN/ISSN number or State / Publication Central Govt. s as	20 per Book for Single Author

	other than journal articles	approved by the University and posted on its website. The List will be intimated to UGC.	approved by the University and posted on its website. The List will be intimated to UGC.	
	(books, chapters in books)	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Subject Books, published by Other local publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	15 per Book for Single Author
		Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	Chapters in Books, published by National and International level publishers, with ISBN/ISSN number as approved by the University and posted on its website. The List will be intimated to UGC.	International –10 per Chapter National – 5 per Chapter
III (C)	RESEARCH PROJECTS			
III (C) (i)	Sponsored Projects	(a) Major Projects with grants above Rs. 30 lakhs	Major Projects with grants above Rs. 5 lakhs	20 per Project
		(b) Major Projects with grants above Rs. 5 lakhs up to Rs. 30 lakhs	Major Projects with grants above Rs. 3 lakhs up to Rs. 5 lakhs	15 per Project
		(c) Minor Projects with grants above Rs. 1 lakh up to Rs. 5 lakhs	Minor Projects with grants above Rs. 1 lakh up to Rs. 3 lakhs	10 per Project
III (C) (ii)	Consultancy Projects	Amount mobilized with a minimum of Rs.10 lakhs	Amount mobilized with a minimum of Rs. 2 lakhs	10 for every Rs.10 lakhs and Rs.2 lakhs,

				respectively
III (C) (iii)	Projects Outcome / Outputs	Patent / Technology transfer / Product / Process	Major Policy document prepared for international bodies like WHO/UNO/UNESCO/UNICEF etc. Central / State Govt./Local Bodies	30 for each International / 20 for each national level output or patent. Major policy document of International bodies - 30 Central Government – 20, State Govt.-10 Local bodies – 5
III (D)	RESEARCH GUIDANCE			
III(D)i	M.Phil.	Degree awarded	Degree awarded	5 per candidate
III(D) (ii)	Ph.D.	Degree awarded / Thesis submitted	Degree awarded / Thesis submitted	15/10 per candidate
III E	Fellowships, Awards and Invited lectures delivered in conferences / seminars			
III(E) (i)	Fellowships/ Awards	International Award/Fellowship from academic bodies	International Award / Fellowship from academic bodies/associations	15 per Award / 15 per Fellowship
		National Award/Fellowship from academic bodies	National Award/Fellowship from academic bodies/associations	10 per Award / 10 per Fellowship
		State/University level Award from academic bodies	State/University level Award from academic bodies/associations	5 Per Award
III(E) (ii)	Papers presented in conferences			Presenting Author – 5, Co-author -3
	Invited lectures / papers	International	International	7 per lecture / 5 per paper presented
		National level	National level	5 per lecture / 3 per paper presented
		State/University level	State/University level	3 per lecture / 2 per paper presented
	Reviewer/Edito r of journal Referee for Ph.D./ M.Pharm.for outside University			Min. 3, Max. 5 Mi. 3, Max. 5
III(F)	The score under this sub-category shall be restricted to 20% of the minimum fixed for Category III for any assessment period Development of e-learning delivery process/material			10 per module

* Wherever relevant to any specific discipline, the API score for paper in refereed journal would be augmented as follows: (i) paper with impact factor less than 1 - by 5 points; (ii) papers with impact factor between 1 and 2 by 10 points; (iii) papers with impact factor between 2 and 5 by 15 points; (iv) papers with impact factor between 5 and 10 by 20 points; (v) papers with impact factor above 10 by 25 points. The API for joint publications shall be calculated in the following manner: Of the total score for the relevant category of publication by the concerned teacher, the First and Principal / corresponding author /supervisor / mentor would share equally 70% of the total points and the remaining 30% would be shared equally by all other authors.

The University shall identify the journals subject-wise through subject expert committees and forward the recommendations to UGC in the format prescribed by UGC for approval of the UGC Standing Committee. The journals approved from this list, by the UGC Standing Committee, shall be included in the "List of Journals" notified by the UGC.

The UGC Standing Committee shall give its recommendations within 60 working days of the receipt of the list from the University. The UGC Standing Committee may also, suo-moto, recommend journals for inclusion in the "List of Journals". The clause 6.0.5 (i) will be strictly followed by the University.

(To be Filled by Reporting Officer (HOD/ Principal)

1. Name :
2. Period of Report :
3. Post/ Post held :
4. Industry & Application : Outstanding Very Good Good Average Below Average
5. Capacity to get work : Outstanding Very Good Good Average Below Average

Done by subordinates.

6. Relations with Colleagues: Co-operative Courteous Helpful Indifferent Unfriendly
& Public
7. General Intelligence : Outstanding Very good Good Average Below Average
8. Administrative ability : Outstanding Very good Good Average Below Average
Including judgement
Initiative, convincing
Ability & drive
9. Technical/ Professional
Ability (Where relevant)
10. Attitude towards backward Helpful Sympathetic Unsympathetic Natural
Class
11. Special Attitude :
12. Integrity & Character :
13. Whether powers delegated
are fully utilized ? : Yes Partly No

14. Fitness for Promotion Unfit Fit in normal course (according to seniority)

15. Areas of training required

(Mention required area):

16. State of Health : Not Good Good Very Good

17. Fitness for field work : Yes No Not relevant

18. Willingness to work on : Yes No Not seen Not relevant
Computer

19. General Assessment:

OTHER PERFORMANCE:

(To be Filled by Reporting Officer (HOD/ Principal))

S.No.	Performance Indicator to be assessed	Evaluation by Principal			
		Excellent	Good	Average	Poor
1.	<p>Class Room Planning & Control</p> <p>a) Planning of lesson throughout the academic year b) Effective Communication of subject matter and clarity of speech c) Management of lecture and class control d) Involvement of student in learning process. e) Use of media such as charts, models, transparencies, OHP, VCR, TV</p>				
2	<p>For Teachers Concerned with Laboratory Work:</p> <p>a) Planned laboratory instructions including management of practicals b) Uniform coverage of term work and guidance for writing journals. c) Checking of journals and making continuous assessment of term work. d) Preparation and display of institutional material, chart, models etc. e) Planning and procurement of consumable required for practicals.</p> <p style="text-align: center;">OR</p> <p>For Teachers Not-Concerned with Laboratory Work:</p> <p>a) Arranging special lectures for eminent persons. b) Conducting special classes for low profile students. c) Attitude towards maintaining cleanliness and aesthetics d) Interaction with teachers teaching subjects either than the own discipline. e) Preparation and display of instructional material</p>				
3	<p>Students Guidance and Counseling:</p> <p>a) Guidance to students about books and literature. b) Guidance about higher education / career planning. c) Guidance about job opportunities / entrepreneurship. d) Guidance for preparing for interview/ personality development. e) Guidance for independent study technique</p>				
4	<p>Assignments/ Evaluation</p> <p>a) Giving assignments regularly and assessing promptly b) Maintaining quality and standard of questions/ evaluation c) Providing feed back to the students about shortcomings. d) Innovations in paper setting/ evaluation. e) Record keeping of students profile.</p>				
5	<p>Curriculum/ Learning Resources Development :</p> <p>a) Interest shown in curriculum development or preparation of syllabus. b) Preparing question banks. c) Motivating students for use of computers. d) Giving handouts/ upkeep of laboratory manuals/ writing books. e) Preparation of computer software as a teaching aid.</p>				

6.	Seminars/ Training : a) Use of library books, periodicals, journals etc. b) Attendance in seminars/ conferences/ work shops. c) Writing articles in state or national level periodicals. d) Delivering speech in other institutions. e) Membership of professional bodies, awards and honours				
7.	Co-curricular Activities : a) Consultancy and teaching in the appropriate of work area or Organizing continuing education programmes for revenue generation. b) Organizing cultural programmes/ sports/ extra-curricular activities etc. c) Organizing industrial visits/ study tours for students or taking interest in NCC/ NSS/ blood donation/ plantation. Medical camps. d) Contribution to maintaining student discipline in general. e) Ability to work as a resource person.				
8	Administrative Functions: a) Contribution to conduct of gymkhana activities. Procurement of equipment. b) Worked as examination/ gathering/ admission in-charge. c) Maintenance of buildings/ electrical installations/ water supply/ computers. Equipment etc. or worked as rector/ assistant rector/ warden. d) Worked as in-charge for housekeeping/ environmental hygiene/ cleanliness of class rooms/ premises/ gardens/ security. e) Interest taken in activities related to canteen, co-operative stores etc. or Willingness to take up higher or any responsibility.				
	Total number of Tick Marks				

1. Are you satisfied with self -assessment filled by Faculty member

2. If not, give reasons

Grading: A+Outstanding A+Very good B+ positively good B Good B- Average C-Below Average

Place:

Date:

Signature, Name & Designation of the Reporting Officer (HOD/ Principal)

N.B.

Reporting Officer: For Faculty Members – HOD

For HODs – Principal

Reviewing Officer: Principal

Remarks of Reviewing Officer (Principal):

1. Length of Service under Reviewing Officer :

**2. Do you agree with the Reporting Officer?
(If not state specifically the remarks with
which you do not agree or do you wish to
modify or add to his assessment?)**

3. Grading: A+Outstanding A+Very good B+ positively good B Good B- Average C-Below Average

Place:

Date:

**Signature, Name & Designation of the
Reviewing Officer (Principal)**

APPENDIX - III TABLE - II (A)

MINIMUM APIS AS PROVIDED IN APPENDIX - III TABLE I TO BE APPLIED FOR THE PROMOTION OF TEACHERS UNDER CAREER ADVANCEMENT SCHEME (CAS) IN UNIVERSITY DEPARTMENTS AND COLLEGES, AND WEIGHTAGES FOR EXPERT ASSESSMENT

Category	Activity	Assistant Professor / equivalent	Assistant Professor / equivalent	Assistant Professor (Stage 3) to Assoc. Professor/equivalent	Associate Professor (Stage 4) to	Professor (Stage 5) to
		cadres: (Stage 1 to Stage 2)	cadres: (Stage 2 to Stage 3)	cadres (Stage 4)	Professor /equivalent cadres (Stage 5)	Professor (Stage 6)
I	Teaching-learning, Evaluation Related Activities	80/Year	80/year	75/year	70/year	70/year
II	Professional Development and Extension activities - Minimum score required to be assessed cumulatively	50 / Assessment period	50 / Assessment period	50 / Assessment period	50 / Assessment period	100 / Assessment period
III	Research and Academic Contributions- Minimum Score required - to be assessed cumulatively	20 / Assessment period	50 / Assessment period	75 / Assessment period	100 / Assessment period	400 / Assessment period
II + III	Minimum total API score under Categories II and III*	90 / Assessment period	120 / Assessment period	150 / Assessment period	180 / Assessment period	600 / Assessment period
IV	Expert Assessment System	Screening cum evaluation committee	Screening cum evaluation committee	Selection Committee	Selection Committee	Expert Committee

V	Percentage	No separate	No separate	30% - Research	50%	50%
	Distribution of Weightage Points in the Expert Assessment (Total weightage = 100. Minimum required for promotion is 50)	points. Screening committee to verify API scores	points. Screening Committee to verify API scores	Contribution 50% - Assessment of domain knowledge & teaching practices. 20% - Interview performance	Research Contribution. 30% Assessment of domain knowledge & teaching practices. 20 % - Interview performance	Research Contribution. 50%- Performance evaluation and other credential by referral procedure

*** Teachers may score the balance of points from either Category II or Category III to achieve the minimum score required under Category II + III.**

VES College of Pharmacy:

SOP for handling laptops and computers:

Version	Approved by	Approval date	Effective date
1.0	Information and Communication Technology Committee		01.06.2020
Policy Statement			
Purpose	The purpose of this standard operating procedures document is to spell out Dos and Donts while handling laptops and computer at the Vivekanand Education Society's College of Pharmacy		
Scope	The SOP applies to all staff members at VESCOP, including: <ul style="list-style-type: none">● Non-teaching and technical staff● Part-time, full time, contractual and permanent faulty members		

A. Issue and submission of the laptops and computer

1. The laptops and computers and related gadgets should be issued from compute centre following the usual protocol. Nothing should be taken without proper record.
2. Once the usage is over or in case of leaving the institute all the gadgets should be submitted back in working condition
3. In case of leaving the institute, a proper no dues clearance documents should be taken from centre computer in-charge
4. While handing over the computer, please make sure that data has been backed ups and wiped from the computer.

B. Handling of computers and laptops

5. The computer and its parts should not be taken to residence.
6. The laptops shouldn't be taken to residence without proper permissions and information.
7. Never try to repair the computers/Laptop on your own please inform the computer centre in-charge and hand over it to the personnel.
8. The computer and laptop should be used for only official purposes. Strict action will be taken if instance of unethical usage is identified.
9. The computer should be run with licensed versions of software only.
10. The computer/laptop is must to have valid antivirus software. In case of expiry inform the concerned staff and get it fixed.
11. The computers should be cleaned regularly for dust. Use a clean damp cloth to clean the computer's external casing. Clean the keyboard properly. Clean the screen very carefully.
12. The computers should be cleaned from inside (at least once in a quarter) by the personnel at computer centre. Never forget to fix appointment for it.
13. Place your computer/Laptop in a clean, cool and dry place.
14. Do not place your computer/Laptop under the direct heat of sunlight or in a place where it might get wet.
15. Hold and lift the computer by its base, not by its LCD display (the screen).
16. Don't expose your laptop to rapid temperature changes. e.g do-not use the laptop in kitchen rooms and near source of heat (press, heater or stove).

17. Laptops need to be placed in a stable flat, clean surface while in use and during storage to avoid falling down and physical damage. Don't use your laptop on the bed.
18. Laptops need to be carried in proper bag/carrying cases with due care to avoid damage during travel.
19. Avoid placing heavy materials, such as books, on top of laptop.
20. Don't eat and drink while using your computer/Laptop. Small particles of food might fall on your computer and attract insects to feed on them. Liquids, when spilled on your computer/Laptop, might destroy it.
21. Avoid using computers in case of electrical fluctuations.
22. Charge the Laptops with the provided charger only. Electrical points should be checked prior to use.
23. The laptop should not be run till it discharged completely, connect well in advance to electric supply.
24. Never overcharge the battery or leave the laptop on charger overnight. When the charging is done, unplug the power cable, or remove the battery. You should also charge your battery fully before unplugging the power cable.
25. Never directly switch off your computer/laptop. Always use a proper command or button.
26. Don't pull on the power cord. And take care of it while using, avoid it being crushed and cut.
27. If laptops are provided with cooling pads never use it without one.
28. Protect the LCD display monitor. When you shut your laptop, make sure there are no small items, such as a pencil or small ear-phones, on the keyboard. Gently open and close the lid of laptop.
29. Keep one blank CD/DVD in the CD/driver if not being used. Keep de-dusting the drive.
30. Always keep a back-up of your data.
31. Do not install too many of unnecessary programs. Uninstall which are not being used.
32. Be sure to plug accessory devices into their proper slots. Always safely remove the devices. It can not only harm the device but also the ports.
33. Never try to reformat it on your own.
34. Following should be done periodically for efficient functioning
 - I. Get rid of old files you don't need anymore. Use Disk Cleanup to delete temporary files, files in the recycle bin, and other files you don't need anymore.
 - i. To access Disk Clean-up:
 - ii. Click Start
 - iii. All Programs
 - iv. Accessories
 - v. System Tools
 - vi. Disk Clean-up
 - II. You should also clean out your browsing and download history if you don't need them anymore.
 - i. If you're using Google Chrome, go to:
 - ii. Settings (wrench icon on the right)
 - iii. History
 - iv. Edit items
 - v. Clear all browsing data
 - III. Also it's preferable that you use clean-up software like tune up utilities or c-cleaner etc.

35. Try not to run too many programs and tabs at once. Close any programs and tabs you don't need, to avoid freezing your computer.

C. Reimbursement Policy:

36. In case of damage to the devices, the user would be completely responsible for repairs or payment of charges towards the repair.

37. If the repairs are done by the users, then the quality should be ensured. In case the device is malfunctioning again in 3 months' time then it will be again the responsibility of the user to repair it again.

38. If the damage is irreparable, the user is liable to replace the damaged piece with the brand-new piece of same configuration.

CONFIDENTIAL

FORM FOR ASSESMENT OF WORK ON NON-TEACHING STAFF

Period of Assessment: _____

I. Basic Information: -

Name of the organization: _____

Name of the Staff: _____

Date of Birth: _____

Academic Qualification:

Details	Name of the Institute / College	Name of Board / University	Month of Year of passing	Marks obtained	Remarks
SSC					
HSC					
Degree					
Any other					

II. Details of previous employment: -

Name of Organization: _____

Period form: _____ to _____

Post held: _____

Total emoluments: _____

(Please attach separate sheet if necessary)

III. Date of initial employment & post in which appointed in VESCOP.

Date: _____ Post: _____

IV. Post held & Section/Dept. during the period of Report:

V. Details of long leave (Absence over 1 month) taken during period of Report:

VI. Brief details of work done during the period of Report: -

(Signature of staff member)

(Details against items I to VI will be filled up by the staff member.)

VII. Performance Assessment

Sr. No.	Item	V. Good (A)	Good (B)	Fair (C)	Average (D)	Below Average (E)
1.	Technical ability					
	a) Industry					
	b) Application					
	c) Initiative					
	d) Neatness					
	e) Accuracy					
	f) Punctuality in work					
	g) Methodical & systematic working					
	h) Promptness in disposal					
	i) Regularity in attendance					
	j) Relations with Superiors					
	k) Relation with Colleagues					
	l) Re-election with members of Public					
	m) Dependability					
	n) Capacity to work done					
	o) Knowledge of rules & regulation					
	p) Willingness to accept extra work when needed					
	q) General conduct & amenability to discipline					
	r) Maintenance of Records/Files					

VIII. Strengths & Weakness:

IX. General Assessment:

a) Any special work/contribution to the Institution:

b) Overall grading of the person based on the assessment made above:

(Name & Designation of the Reporting Officer)

Recommendations of the Reviewing Officer: -

a) Fitness to continue in the present post:

b) Fitness for promotion or giving another incentive:

c) Do you agree with overall grading given by the Reporting Officer?

(If the Reviewing Officer does not agree with the grading given by the Reporting Officer, he/she can modify the grading)

(Signature of the Reviewing Officer)

(Name & Designation of the Reviewing Officer)

**The Intellectual Property (IP) Policy of
Vivekanand Education Society's College of Pharmacy**

2018



Intellectual Property (IP) Policy, VES College of Pharmacy – 2018

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Part A:

Preamble:

VES College of Pharmacy (hereafter referred to as VESCOP) is an educational and research institution with a vision “to be in the forefront of new idea creation and innovation in technology and science” and a mission “to create an atmosphere in which new ideas, research flourish and translate them into products, processes and services for commercial benefits”

The features of this IP Policy aim to meet such needs and enable VESCOP to achieve its vision. VESCOP’s IP policy is designed to identify and protect IPs that is generated from research – patents, copyrights, design rights and trademarks amongst others, that serve the purpose of knowledge diffusion and commercialization.

The IP policy of VESCOP is segregated into two primary sub policies relating to “inventions” and „expressions“ associated activities at the Institute. The Inventions related IP Policy relates to patent, design, layout, trademark, bio diversity and related rights whilst the Expressions related IP Policy provides direction for the Copyright and related rights. Various forms that explain in detail the sub processes, various situations and required documentation will be included as part of the implementation of this policy.

Part B: The VESCOP Intellectual Property (IP) Policy

This policy is applicable to all the VESCOP Personnel – students, faculty, staff, researchers and others related.

VESCOP personnel are entitled to decide that the results of any research undertaken by them in the course of their employment / engagement with the Institute shall be disseminated through publications or disclosed as they wish in accordance with normal academic practice. However, the concerned parties should be aware of the various Intellectual Properties that get created in the course of their research and teaching that has potential for increased productiveness or break through development/inventions and creative activities as a means of effective communication and dissemination.

Under situations where a particular invention / development come under both the sub policies, the IP Inventions Policy will supersede. The Institute’s ability to grant waivers to the creators from non-application of the IP policy is delegated to the Principal of the Institute.

Ownership

The IP policy has to be accepted and signed by all VESCOP Personnel. VESCOP owns all the Intellectual Property (IP) that is produced by all VESCOP personnel. VESCOP reserves the right to apply for IP protection in India/throughout the world/specific countries for suitable protection of the IP generated.

Annexure 1 gives an explanation of what constitutes significant resources.

II. Disclosure

VESCOP encourages timely disclosure of all potential IP/Inventions/Innovations generated by members of the faculty or staff (including research staff, doctoral students, students and visiting scholars) of the Institute in the course of their Institute related activities. Disclosure enables prompt action by VESCOP to appropriately protect and disseminate the research activities occurring at VESCOP.

Annexure 2 details the process of disclosure and protection of VESCOP Intellectual Property. All such disclosures are considered to be confidential.

III. IP Licensing and Agreements

VESCOP understands the genuine commercial needs and the security required in the form of IP especially for breakthrough technologies. VESCOP strives to balance this critical requirement by promoting the primary goal of academic and research propagation leading to a practical usage of the technologies being developed.

The licensing is done by VESCOP through VES Research and Consultancy Centre (VESRCC), which handles the evaluation, marketing, negotiations and licensing of the entire institute owned IP (Refer Annexure 4 for details and Annexure 5 for information on Agreements). In certain cases, VESCOP might use the services of a third party for licensing the technology developed, under mutually agreed terms and conditions with such party, within the framework of the VESCOP IP Policy.

Licensing Types

The type of license provided will depend on the nature of the invention / innovation. VESCOP, being a private institute, encourages non-exclusive licensing towards wider deployment of innovations being developed at the Institute. Under certain exceptions, VESCOP might consider exclusive licensing.

Licenses are provided to a company and not to an individual. License may be limited to that particular IP in discussion and not to its enhancements or modifications. Licenses provided are subject to periodic review including the working status and accessibility / availability of the IP used. Based on the review of the licensing activities, VESCOP reserves the right to extend, modify or terminate the type of existing license provided.

a. License Exemptions

In case of both the inventor(s) and external party (ies) requesting for the license of the same VESCOP owned IP at the same time, preference for licensing may be provided to the inventor(s) based on the nature of technology amongst other considerations.

Irrespective of the license provided, VESCOP retains the right for research exemption and experimental use for patents, design rights and under fair use of copyrights and trademarks on an institute wide perpetual license towards its basic objective of academics and enhancing research. This will include the right to publish, use of technical data, the method, product and related services that has resulted from earlier research which has been licensed for

the activities mentioned earlier.

In the case of inventions by its faculty / students / research scholars / other VESCOP Personnel under lien/sabbatical/visit/internship, VESCOP exercises the right to the access of such IP created for the sole purpose of academic work and research under research exemption and fair use, being conducted within its jurisdiction. The stakeholders are encouraged to disclose the invention through appropriate invention disclosure form (IDF) of such developments during their external stay.

IV. Technology License / Consultancy Projects

VESCOP recognizes the inventor(s) / creator(s) as a key component for successful commercialization process. VESCOP shall use the following options to utilize the IP generated. It is to be noted that the IP generated would preferably be licensed and not assigned. VESCOP reserves its march-in rights in the case of assigned IP.

1. Technology licensing: This would be as per the current policy and revenues earned will be shared with the inventor(s) in a 70:30 ratio. The 70% due to the VESCOP inventor(s) will be distributed as per the separate inventors' agreement entered into between the inventors. In the case of multiple VESCOP inventors, the default inventors' royalty share is done on the basis of contribution of the individual inventors in the absence of an alternate revenue sharing agreement. Details of royalty sharing are given in Annexure 3. Salient features of the licensing includes the following:
 - Preferred mode is Non Exclusive licensing. Exceptions to this will be based on the funding of the project and any other relevant requirements.
 - Exclusive license will be subjected to periodic review of license not limiting to usage status, application and / or region specific, royalty generation for continuing such license agreement.
2. Consultancy Projects: In case of consultancy projects from industries, wherein the PI is involved in literature review, material procurement and data generation, the PI is entitled to assign maximum up to 30% of total project cost towards consultancy. Of this 30% consultancy charges, revenues earned will be shared with the inventor(s) and VESCOP in a 70:30 ratio.
3. Consultancy Projects: In case of consultancy projects from industries, wherein the PI is involved in literature review and data generation, the PI is entitled to assign maximum up to 30% of total project cost towards consultancy. The entire 30% of consultancy charges would be shared among the inventors with no share to VESCOP.
4. Consultancy Projects: In case of consultancy projects from industries, wherein the PI is involved only in literature review, revenues earned will be shared with the inventor(s) and VESCOP in a 70:30 ratio.

For an IP which has not been licensed to any party, the creator(s) may also contact potential licensee(s) on their own initiative, maintaining confidentiality and taking all necessary care so as not to affect the value of the IP, through appropriate agreements such as Non-Disclosure Agreement (NDA) with the potential licensee(s) during technology marketing discussions. Any VESCOP employee CANNOT work or submit similar projects to two different industries. This would be considered conflict of interest and breach of IP policy.

If VESCOP has not been able to commercialize the creative work in a reasonable time frame, the creator(s) may approach the Principal for the assignment of rights of the invention(s) to them.

V. Infringements, Damages, Liability and Indemnity Insurance

VESCOP shall, in any contract between the licensee and VESCOP, seek indemnity from any legal proceedings including without limitation manufacturing defects, production problems, design guarantee, upgrades, debug obligations and the content created. The policy also supports the need to indemnify VESCOP personnel built into the license agreements for sponsored research and consultative work. VESCOP shall retain the right to engage in any litigation concerning its IP and license infringements.

VI. Conflict of Interest

The inventor(s) are required to disclose potential conflict of interest while undertaking any IP related activity. If the inventor(s) and/or their immediate family have a stake in a licensee or potential licensee company then they are required to disclose the stake they and / or their immediate family have in the company. If VESCOP license to a company in which the inventors also have a stake and management role shall be subject to the approval of the Principal taking the above consideration into fact. All VESCOP Personnel shall be bound by the conflict of interest related policy / guidelines of VESCOP as applicable from time to time.

VII. Dispute Resolution

In case of any disputes between VESCOP and the inventors / creators regarding the implementation of the IP policy, the aggrieved party may appeal to the Principal of VESCOP. Efforts shall be made to address the concerns of the aggrieved party through the appointment of a committee of experts and the verdict of the Principal is final.

-* End of IP Policy*-

Material Transfer Agreements (MTAs)

This agreement is of relevance to activity which requires a physical material access for research. VESCOP follows a material transfer agreement aligned with its academic and research needs. The MTA is used for both VESCOP to provide a material (typically biological) to any other external party and also to request any material from external agency.

Such agreements are to be finalized in consultation with VESRCC, VESCOP for all materials transferred to and from external agencies.

Teaching / Course material

1. VESCOP acknowledges that the author is the owner of teaching materials created for teaching purposes during author's engagement with/stay at VESCOP.
2. As most of the course content is created cumulatively and in order to enable a wider usage and distribution of the teaching materials created, VESCOP by default gets a license to the copyright and all other rights of the content created by the creator for fair dealing under academic and research context.
3. VESCOP is not liable for any of the copyright violations by its personnel for the content created. The author is expected to carry out due diligence in the course of content creation.

4. Thesis

The student is the original creator of the thesis, fine-tuned with relevant contribution of the supervisor(s) and the copyright authorship rests with the student creator.

1. The ownership is jointly held by the student creator and the supervisor(s) concerned. The supervisor(s) can waive off their joint ownership if desired.
2. The supervisor(s) is required to sign off at the time of the thesis submission, indicating the commercial / potential commercial / no commercial value of the work concerned.
3. VESCOP reserves the right to identify potential IP generated through the submitted thesis and protect such identified IP before displaying the thesis in public domain. VESCOP gets a non-exclusive, non-commercial license for the display and use of the thesis for academic and research purposes.
4. In the case of a thesis resulting from external funding, the joint ownership of the thesis extends to the external supervisor(s). Pending any specific agreement, the IP and Copyright policy of VESCOP will be applicable by default in such cases.
5. Both the student and the faculty supervisor(s), where applicable, have the right to first refusal for any further adaptations and other derivative work that is intended to be done by either of the parties. They are given three months' time from the day the official request submitted, to exercise their right to refusal. The official request should include at the minimum the adaptations identified.
6. Failure to respond within the time duration of three months will be deemed to be an acceptance of the proposal presented. Either party can approach VESCOP towards the resolution. The Principal of VESCOP authorizes the formation of a panel under the for a resolution process.
7. Irrespective of any agreement, VESCOP reserves the right to use the thesis for educational and research requirements. VESCOP may not prefer the use of NDA for its thesis evaluation.
8. VESCOP gets an automatic right to display the thesis in soft and hard forms.

~~* End of Expressions related IP Policy*~~

Part E:

Annexure 1 – Defining parties concerned and significant usage

In addition to faculty and staff (including project staff), the provisions of the Institute's IP policy will extend to all students, research scholars and doctoral fellows, non-employees who participate or intend to participate in research projects at VESCOP (including visiting faculty, industry personnel, visiting students, fellows, etc.) either in a direct or indirect relationship with VESCOP or through any related activity.

Use of library facilities, internet connectivity, and occasional use of office equipment and office staff will not be considered "significant use" of Institute facilities and equipment. In addition, the following are accepted as no significant usage of Institute resources:

1. The inventor does not use any Institute provided funds or Institute administered funds in connection with the activity resulting in generation of IP.
2. Prior disclosure by the inventors of any intellectual property that closely resembles a specific research project at the Institute, together with an explanation that such intellectual property did not arise through use of Institute resources.

The Institute requires the individual to provide supporting documentation towards the claim of no significant use of the Institute resources and reserves the right to grant appropriate waivers. It is to be noted that in the event of further development or modifications to an earlier individual work by making significant use of VESCOP facilities, resources and related funding, VESCOP may assert further rights in accordance with its IP policies.

Access to facilities for external registered students is limited to their related research and is bound by the IP policy of VESCOP.

Annexure 2 – Disclosure, Assessment and Protection

For all invention(s) produced at VESCOP, the inventor(s) are required to disclose the creative work to the VESRCC at the earliest date using an Invention Disclosure form (IDF) of the Institute.

Disclosure is a critical part of the IP protection process and it formally documents claims of inventorship, the date of the invention and other details of the invention. The inventor(s) shall assign the rights of the disclosed invention to VESCOP.

For sponsored and/or collaborative activity, the provisions of the contract pertaining to disclosure of creative work are applicable.

All VESCOP personnel and non-VESCOP personnel associated with any activity of VESCOP shall treat all IP related information which has been disclosed to the VESRCC and/or whose rights are assigned to VESCOP, or whose rights rest with VESCOP personnel, as confidential.

Such confidentiality shall be maintained till the date as demanded by the relevant contract, if any, between the concerned parties unless such knowledge is in the public domain or is generally available to the public.

In order to expedite and complete the procedural and legal formalities of IP protection, all inventors / creators of VESCOP are required to sign such identified documents and provide assistance to empower and enable VESCOP to complete these statutory requirements within stipulated time.

Assessment of Inventions / Innovations for protection

The Institute shall assess the patentability of the invention and make one of the following recommendations:

1. VESCOP shall take the responsibility of protection of the IP, in which case, VESCOP will initiate appropriate processes.
2. In the event of VESCOP not taking up the responsibility of protection of the IP, the inventor/ creator(s) may then choose to protect the IP on their own. However the ownership rights shall remain with VESCOP. In such cases, the cost and revenue sharing will be governed by a separate agreement between VESCOP and the inventor / creator(s).
3. Filings of IP Applications in foreign countries: Within a reasonable period of filing the complete IP application in India, VESCOP shall, based on available information decide on the suitability of protection of the invention in foreign countries.
4. If VESCOP opts not to undertake such protection in any specific country requested by the inventor(s), the creator(s) may then choose to protect the creative work on their own. However the ownership rights shall remain with VESCOP. In such cases, the cost and revenue sharing will be governed by a separate agreement between VESCOP and the inventor / creator(s).

Renewal of IP Rights: A decision on the annual renewal of IP rights will be taken by the Institute. If VESCOP decides not to renew the IPR in any country, then it may assign the rights of the IP in that country to the creator(s) based on a request to that effect from the creator(s) and an internal review. In all cases where IP rights in any specific country have been reassigned to the inventor(s), VESCOP shall not claim any share of proceeds earned through that IP in that country excepting for the costs already incurred by VESCOP.

Annexure 3 – Revenue Sharing

Net earnings from the commercialization of IP owned by VESCOP would be shared as follows:

1. The inventor (s) / creator(s) share would be declared annually (or as revenues are received) and disbursement will be made to the inventor (s) / creator(s), their legal heir, whether or not the inventor (s) / creators are associated with VESCOP at the time of disbursement.
2. The revenue sharing ratio between the inventor team and VESCOP will be a fixed 70:30 in favour of the inventor team. IP protection costs will be part of the license revenue sharing agreement between VESCOP and inventor(s).
3. Where applicable and when VESCOP reassigns the rights of the IP to its creator(s) for any country, the cost and revenue sharing will be governed by a separate agreement between VESCOP and the inventor / creator(s).

4. The inventors may at any time by mutual consent revise the distribution of IP earnings agreement.

Annexure 4 – Role of VES Research and Consultancy Centre

VESRCC at VESCOP provides guidance, support and resources to all VESCOP personnel and facilitates protection and deployment of intellectual property. In achieving this goal, VESRCC creates awareness about the importance and role of IP Rights, implements the IP policy, ensures transparency and fairness of implementation processes, solicits feedback regarding the fulfilment of the IP policy and periodically reviews the Policy to improve upon any shortcomings, strengthens the infrastructure and resources for protection and exploitation of IP and makes available expert inputs.

Issues of ownership, confidentiality, disclosure, patentability, technology transfer, revenue sharing, and conflict of interest among others play a very important role in any IP management and workshops / meetings are conducted by the Institute to enhance awareness on related issues. VESRCC also provides templates and guidelines for the contracts, agreements and MOUs governing the effective exploitation of the IP produced by VESCOP. All such agreements and matters relating to confidentiality, infringements, damages, liabilities and compliance are administered by VESRCC.

Annexure 5 – Contracts and Agreements

All agreements including but not limited to the following categories, for activities undertaken by any VESCOP personnel need to be approved by VESCOP.

1. Confidentiality Agreement / Non-disclosure Agreement
2. Consultation Agreement
3. Evaluation Agreement
4. Research and Development Agreement (R&DA / MOU)
5. License Agreement
6. Technology Transfer Agreement
7. Alternative Dispute Resolution Agreement
8. Collaborative MOU with University / Organization

Principal acts as the final signing authority in all categories of agreements listed above. VESRCC facilitates the process of framing such agreements by way of providing templates and services through professional consultants.

**VES COLLEGE OF PHARMACY:
INNOVATION & START UP POLICY**

	Policy Title	Innovation & Startup Policy
1.	Policy Number	
2.	Brief Description of the Policy	Details on policy including norms of both faculty & student startups, various policies (IP policy) guidelines and roles of different stakeholders etc in promoting, supporting and nurturing innovation, entrepreneurship & startups at VES College of Pharmacy.
3.	Drafted By	Innovation & Startup (ISP) Committee
4.	Policy Applies to	All student & faculty members of VESCOP
5.	Effective from Date	
6.	Approved by	
7.	Responsible Authority	Principal
8.	Superseding Authority	Management
9.	Last reviewed/Updated	NA

1. Introduction to the Policy Document

On 25th September 2014, the Government of India launched the 'Make in India' initiative. This program was a major step to project India as a global manufacturing hub. However, to develop a sustainable manufacturing hub, promoting innovations is paramount. Hence, the Government of India (GoI) developed policies to encourage and support research initiatives across the country. A major challenge that was identified while implementing these policies was the unavailability of adequate resources to boost innovations. In 2019, the global Innovation Index published data on countries with good resources for innovation, as per this index, India is currently at 52nd position. One of the major reason for this is inadequate resources for research and development. This created an urgency to establish systems and mechanisms to develop high quality technical human resource and drive research initiatives across the country. The GoI also envisaged a vision of self-sufficiency through innovation and

research and introduced programs like '*Atmanirbhar Bharat*' to boost economic growth of the nation. As part of this program, the Ministry of Human Resource Development (MHRD), now known as Ministry of Education (MoE), urged the Higher Education Institutes (HEIs) to constitute Institute Innovation Council (IIC) at institute level and undertake various activities with an agenda to foster innovation culture. In addition to this, ranking frameworks like AICTE CII, NIRF and ARIIA were developed and research component was incorporated into the accreditation frameworks of NAAC and NBA. The measures introduced by MHRD were concrete however, several HEIs lacked focus to perform on parameters of research and innovation. This was more clearly reflected in a global survey of 100 best educational institutions conducted in 2018, where only three Indian Institutions featured. Thus, there was a need to develop a uniform framework for the entire country. This need was met in the National Innovation and Start-up Policy (NISP) which was set up in 2019. NISP was constituted with a mission to improve the Institutional rankings, motivate faculty members and students for innovation and promote better industry academia collaborations. This policy was also developed to promote robust innovation and start up ecosystems in HEIs across the country. The development of this national framework ensures that all HEIs adopt similar policies in terms of intellectual property ownership management, technology licensing and institutional start-up policy.

Vivekanand Education Society's College of Pharmacy (VESCOP) is a Higher Education Institute in Mumbai which is a part of this mission. VESCOP was established in 2007 with a vision '*to be in the forefront of new idea creation and innovation in technology and science*'. Over the years, this vision has been carried forward by the faculties and students who are working towards a mission to "*create an atmosphere in which new ideas, research flourish and translate them into products, processes and services for commercial benefits*". The institute constituted its IIC in the year 2018. Through the IIC platform, the institute has taken several initiatives like creating awareness on how to begin research, competitions like e-ideologue, Ignition, TechShow to encourage original ideas and has also conducted several seminars and workshops on innovation and start-ups. In addition, VESCOP is in the process of developing a pre-incubation centre to encourage and promote young entrepreneurs from the institute.

2. Composition of Innovation & Startup Policy (ISP) Committee

The NISP framework of MHRD mandates every HEI to formulate its own Innovation and Startup policy. For facilitating the same, the MoE had assigned every HEI the task to identify balanced mix of experts from within HEI and regional & national eco-system comprising alumni entrepreneurs, start-ups founders, incubation and pre-incubation units, representatives from

Innovation & Entrepreneurial ecosystem enablers to become part of the Innovation and Start-up Policy through their representation in the NISP Committee. The suggested composition is as follows:

- a. NISP coordinator as convenor of the committee
- b. Key persons from institute associated with delivering incubation & pre-incubation services and facilities
- c. Selected student/alumni, innovators & entrepreneurs
- d. Startup founders from the regional ecosystem
- e. Representation from key industry/industry association/network enablers active in your region, etc
- f. Advisors to seek their advice on need basis

In view of the above requirement, the ISP Committee was formulated at VESCOP and constitution of the current committee is detailed in Annexure 1:

3. Purpose of Innovation & Startup Policy

The ISP Committee of VESCOP has formulated a policy document which will serve as a guide to plan and initiate activities. The policy is developed with the following purpose:

“To provide details on Innovation & Startup policy at Vivekanand Education Society’s College of Pharmacy (VESCOP) including but not limited to scope, norms for both faculty & student startups, various policies (IP policy) guidelines and roles of different stakeholders in promoting, supporting and nurturing innovation, entrepreneurship & startups”

4. Applicability

The policy is applicable to all innovators at VESCOP, including:

- Undergraduate, postgraduate and doctoral students
- Faculty Members, Research Guides and Principal Investigators for Government and Industry projects Visiting and conjoint/adjunct appointees doing research at VESCOP
- Professional/non-teaching staff undertaking research or a research function

5. Objective

The objectives of the Innovation & Startup Policy document are

- To build a healthier ecosystem of Innovation and Entrepreneurship
- To facilitate development of entrepreneurship, through pedagogical tools, interactions & competitions and events.
- To promote imagination, critical thinking and enhancing domain knowledge and skills to develop business ideas and products

- To promote, interact and source technology and/or expertise from research advisor, faculty members, research students and infrastructure of institute
- To collaborate with individuals and organizations and generate a networking system

6. Norms for Faculty Startup

The following section details norms with respect to faculty startup. These norms are applicable to any VESCOP faculty member who is actively involved in the development and/or management of the startup; or is an advisor for the startup. There are two aspects associated with faculty Startup norms – Institute offering and faculty responsibilities

6.1 Institute Offering:

To promote faculty Startups VESCOP will allow its faculties to work for extra hours or on holidays or during vacations for the Startups. The extra hours mean, time post completion of their scheduled hours of duty and assigned responsibilities. A prior approval however should be taken to avail this and pending approval is considered as No Approval.

VESCOP may also allow its eligible faculties to take sabbatical or unpaid leaves. The sabbatical/unpaid leaves have to be of a minimum of one term (6 months). Faculty can also avail casual or half pay leaves for working on the startup. To avail this the faculty member has to apply and make presentation to an evaluation Committee. Post recommendation of the evaluation committee there will be an approval by Institute Management and Administrative Committee.

To further boost faculty Startups, VESCOP can give additional grades in Performance Based Appraisal System to the faculty member for the active engagement in Innovation & Entrepreneurship. The grading will be based on performance of the Startup and contribution of the faculty member.

VESCOP can also help identify outside professional advisors and other resources to support the faculty member in their Startups.

6.2 Faculty responsibility:

Before initiating any activities associated with a Startup, the faculty member must take prior written permission from the institution to work on the Startup project and detail extent of his/her involvement in the start-up. Further, the faculty member must comply with all VESCOP policies, including, human resource, code of ethics, intellectual property and other such policies.

Faculty members associated with a Startup/Entrepreneurship project must fully disclose their activities and ownership to their research students. The research students should not be assigned to work on the Startup.

There will be no compromise on the usual responsibilities assigned to the faculty members including lectures, practical and all other activities. The research students who are doing their doctoral studies along with teaching are categorized as faculty for the purpose of this policy.

Additionally, with a view to ensure safety and security of all concerned, all compliances and procedures for laboratory/facility usage should be strictly adhered to.

7. Norms for Student Startup

The following section details norms with respect to student Startup. These norms are applicable to any VESCOP student who has taken admission at the institute. There are two aspects associated with student Startup norms – Institute offering and student responsibilities

7.1 Institute Offering:

To promote a culture of Innovations, VESCOP will allow its students to work for extra hours or on holidays or during vacations for the Startups. The extra hours mean, time post completion of their scheduled classes or practical or any other activities given by faculty. A prior approval however should be taken to avail this and pending approval is considered as No Approval.

VESCOP may allow its eligible student entrepreneurs a concession of up to 20% in the attendance however the overall attendance of the student must not fall below the minimum requirement of 75%. Also Internship which encourages or supports startup initiative will be considered equivalent to summer internship To avail these facilities the student has to apply and make a presentation to an evaluation Committee. Post recommendation of the evaluation committee there will be an approval by Institute Management and Administrative Committee.

To further boost student Startups, VESCOP can give appropriate academic credits for the active engagement in Innovation & Entrepreneurship. The credits will be based on performance of the Startup, contribution of the student and based on recommendation of the Review Committee.

VESCOP may support Post graduate students willing to take forward their Startups by giving them an opportunity to do Teaching Assistantship.

7.2 Student responsibility:

Before initiating any activities associated with a Startup, the student(s) must take prior written permission from the institution to work on the Startup project and detail extent of his/her involvement in the start-up. Student also should disclose details of his/her team members. Further, the student must comply with all VESCOP policies, including, code of conduct, code of ethics, intellectual property and other such policies. There will be no compromise on the appearance for exams or passing criteria for students.

Additionally, with a view to ensure safety and security of all concerned, all compliances and procedures for laboratory/facility usage should be strictly adhered to.

8. Intellectual Property Policy

The Intellectual Property Policy of VESCOP is applicable to all entrepreneurs associated with student or faculty Startups.

8.1 Ownership of IP rights by VESCOP

Intellectual Property (IP) will be owned by VESCOP if the IP is created as a part of normal professional duty or work for hire or part of live project/PG/ Ph D project leading to a degree. The IP that is created in the course of or pursuant to a sponsored/consultancy research agreement with VESCOP, specific provisions pertaining to IP in the MoU governing such activity shall determine the ownership of IP.

8.2 Co-Ownership of IP rights

The IP will be Co-owned by VESCOP & the student/faculty startup member, if the IP was generated out of scope of points mentioned in paragraph 8.1. In case, the idea or the innovation was created with the significant use of funds and facilities administered by VESCOP. The terms and conditions of co-ownership of IP or sharing of IP rights to be decided by VES Research and Consultancy Centre (VESRCC). The term 'significant use of funds and facilities' are context specific and shall be defined by VESRCC

8.3 Ownership of IP rights by Students or Faculty Entrepreneur

If there is a prior disclosure by the inventors of any intellectual property, together with an explanation that such intellectual property did not arise through use of Institute resources or the IP was created without significant use of funds & facilities of the VESCOP or it was created independent of activities at VESCOP, the IP will be owned by the Student or faculty entrepreneur.

The non-significant use of funds is defined as no use of any Institute provided funds or Institute administered funds. The non-significant use of facilities includes, occasional use of library facilities, internet connectivity, and/or office equipment and office staff. In all cases where IP is created without the significant use of funds and facilities administered by VESCOP, a No Objection Certificate from VESCOP is required to use such IP for commercial purposes.

9. Pre-Incubation Centre & Seed Investment Policy

To motivate, train and provide support to students and faculties for their start-up initiatives VESCOP has started a Pre-incubation Centre. The Centre aims at developing future innovators and entrepreneurs.. Seed investment fund is kind of financial support every innovator needs at the start of the project. Those who are registered with VESCOP Pre-Incubation Centre may apply for Seed investment funds. The details of seed investments, eligibility, conditions etc. are detailed in the Pre-incubation Centre's policy document.

10. Considerations

In lieu of support and services to be provided by VESCOP, the student or faculty entrepreneur may be subject to consideration on following accounts to the extent applicable:

- i. Individual costs such as, a basic minimum cost, monthly rent/ infrastructure facilities charge, electricity (on cost basis) and overhead charges.
- ii. Services availed from institutes' laboratories, equipments and facilities used.

For any specific additional support, additional consideration may be charged on case-to-case basis. VESCOP will decide such charges for faculty & students entrepreneur. The charges are at the discretion of VESCOP and can be revised time to time.

11. References

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5. Society for Innovation & Entrepreneurship (SINE), Indian Institute of Technology Bombay (IIT Bombay) : Policy & procedures <https://sineiitb.org/sinemaster/resources/images/resources/1/Policy-&-Procedures-for-incubation.pdf>.

12. Glossary

- *VESCOP*: Vivekanand Education Society's College of Pharmacy
- *Institute*: Institute shall mean 'Vivekanand Education Society's College of Pharmacy'
- *Start-up*: As per Govt. Of India Notification, Entity a startup as an entity that is incorporated or registered in India. Furthermore, an entity will be considered a startup: up to a period of seven years from the date of incorporation/registration. For biotechnology firms, that period is ten years provided it has an annual turnover not exceeding Rs 25 crore in any preceding financial year, and if it works towards innovation, development or improvement of products or processes or services, or if it's a scalable business model with a high potential of employment generation or wealth creation
- *VESCOP Personnel*: VESOP Personnel shall include VESCOP faculty whether permanent or visiting/temporary/contractual/Ad-hoc faculty, staff (including research and project staff), students, interns who may be students of other institutes and are doing projects.
- *Company*: A registered company promoted, incubated and/or invested in by VESCOP's Pre-incubation center located in VESCOP premises or elsewhere and declared as a start-up by VESCOP's pre-incubation center
- *Innovation*: A combination of two or more aspects of new technology, components, gadgets, goods, products, process or marketing are required to establish an innovation. This shall set the solution apart from existing solutions vis-a-vis competition
- *Invention*: Invention includes but is not limited to any new and useful process, formula or product (drug substance/drug product/medical device/packaging)

ANNEXURE 1

VES COLLEGE OF PHARMACY

ISP Committee at VESCOP (2020-21)

o.	NISP Requirement	Names	Designation
1	NISP coordinator as convenor of the committee	Dr. Anita Ayre	Associate Professor, VESCOP & Industry consultant
2	Key persons from institute associated with delivering incubation & preincubation services and facilities	1. Dr. Supriya Shidhaye	Principal, VESCOP Associate Professor & President, IIC, VESCOP
		2. Dr. Mushtaque Shaikh	
		3. Dr. Anand Chintakrindi	Assistant professor & Member, IIC, VESCOP
		4. Ms. Ashwini Wani	Assistant Professor, VESCOP
		5. Mr. Pratik Barve	Assistant Professor, VESCOP
3	Management representation	1. Mr. Vijay Talreja	Member, VES Trust
		2. Mrs. Jharana Das	Administrator, VESCOP
4	Selected student representatives /	1. Kavish Sanil	Student member, IIC, VESCOP
		2. Hardik Shah	Student member, IIC, VESCOP
		3. Manav Jain	Student member, IIC, VESCOP
		4. Abdulhameed Khan	Student member, IIC, VESCOP
5	Selected alumni, innovators & entrepreneurs	Mr. Chaitanya Pawar	Co-founder & COO, CRAFT Academia, Alumnus of Batch 2016
6	Startup founders from the regional ecosystem	Mr. Sushant Ravrane	CEO of Adroit Biomed Lifesciences
7	Representation from key industry/industry association/network enablers active in your region, etc	1. Dr. Vijay Gadgil	Principal Scientist, Unilever, India
		2. Dr. Saurabh Chhatre	C.E.O., Accuwrite Pharma Solutions, Thane
		3. Mr. Sunil Patil	Co-founder and Technical Advisor, Inorim Lifesciences LLP, Thane

VES COLLEGE OF PHARMACY:

POLICY ON PREVENTION OF SEXUAL HARRASMENT AT WORKPLACE:

	Policy Title:	Anti sexual harassment Policy
1.	Policy Number and Functional Area	VES/ YYYY/00 Administrative
2.	Brief Description of the Policy:	To give platform for women employee and students for redressal of their complaints regarding sexual harassment at work place. This committee is formed as per the guidelines of Maharashtra State Commission of Women (MSCW) and as per the requirement by University of Mumbai.
3.	Drafting	Principal, Internal complaint Committee
4.	Policy Applies to:	Administration and Academics
5.	Effective from the Date:	1 st June 2021
6.	Approved by:	College Development Committee, Governing Body
7.	Responsible Authority	Principal and senior member of Professor level in in the Committee
8.	Superseding Authority	VES Management
9.	Last Reviewed/ Updated:	NA
10.	Main Objectives of the policy	To ensure zero tolerance on campus for gender based violence and harassment with a view to eliminate cultures of impunity.
11.	References for the policy	Sexual Harassment and Punishment for sexual harassment (Prevention, Prohibition and Redressal act), 2013

I. Introduction:

Ant sexual harassment Policy deals with issues of gender-based violence, sexual harassment of women at workplace and gender sensitization programs. It supports zero tolerance on campus for gender-based violence and harassment with a view to eliminating cultures of impunity. It provides management advice, supervision and oversight as well as information material from time to time.

II. Policy Statement:

To ensure a gender-neutral working/learning environment.

III. Definitions:

The Supreme Court defined sexual harassment as any unwelcome gesture, behaviour, words or advances that are sexual in nature.

IV. Procedures:

Measures to prevent an offense under Sexual Harassment under Prevention, Prohibition and Redressal act, 2013

1. Constitution of Committee
2. Orientation program to increase awareness
3. Gender sensitisation workshop
4. Names and contact details of members of Internal Complaint Committee are displayed in the prominent places in the college campus

Redressal and Inquiry Procedure

1. Written complaint to be filed within three months from the date of incidence or within 3 months from the date of last incidence in case of series of incident.
2. The time limit can be extended for not over months for which reasons have to be stated in writing by ICC.
3. Inquiry to be completed within 90 days from the date of written complaint.
4. Inquiry report has to be issued within 10 days of completion of the inquiry to both parties and executive authority.
5. Executive authority to act on the ICC recommendation within 30 days of receipt of report, unless an appeal is filed.
6. An appeal against the ICC's recommendation to be filled within 30 days from date of such recommendation by aggrieved person before executive authority.

Punishment

1. A man committing any of the following acts:- i) Physical Contact and advances involving unwelcome and explicit sexual overtures; or ii) A demand or request for sexual favours; or iii) Showing pornography against the will of a woman; or iv) Making sexually coloured remarks;

Shall be guilty of the offence of sexual harassment.

2. Any man who commits the offence specified in clause (i) or clause (ii) or clause (iii) of sub-section (1) shall be punished with Rigorous imprisonment for a term which may extend to three years, or with fine, or with both.
3. Any man who commits the offence specified in clause (IV) of sub section (1) shall be punished with imprisonment of either description for a term which may extend to one year, or with fine, or with both.

**VES COLLEGE OF PHARMACY:
GRIEVANCE REDRESSAL POLICY**

FOR STAFF:

	Policy Title: Policy document for Staff Grievance Redressal	
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area: Administrative Policy
2.	Brief Description of the Policy:	To give platform to the faculty for putting up their grievances which make them feel safe and secure at the working place.
3.	Drafting	Principal, IQAC
4.	Policy Applies to:	Teaching, Non-Teaching Staff and administrative staff
5.	Effective from the Date:	
6.	Approved by:	Management
7.	Responsible Authority	Principal
8.	Superseding Authority	Management
9.	Last Reviewed/ Updated:	
10.	Reason for the policy	To investigate the cause of grievances. To ensure effectual solution depending upon the gravity of the grievance.
11.	References for the policy	University/ HRDC/ etc

I. Introduction:

In order to address individual as well as collective grievances of the staff of the VES college of pharmacy, a grievance redressal mechanism has been devised. The **function** of the **cell** is to look into the **complaints** lodged by any employee, and investigate the cause of the grievance. This policy will ensure the availability of platform for all the faculties, teaching, non-teaching and administrative staff to put up their grievance and make them feel safe at the working place.

II. Policy Statement:

This Policy is intended to provide a fair, internal process for resolving disputes that arise between faculty, Non- teaching staff or academic staff members and administrators. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the Institute, level before filing a formal grievance under this Policy.

III. Definitions:

1. Grievance: A written complaint filed by a faculty or staff member alleging a violation of college, department, policy or established practice.

2. Faculty member: A person with a paid college appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.
3. Staff: A full time non-teaching employee of the college including, library, office, examination office, laboratory staff and other administrative staff
4. Policy: A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
5. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
6. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.
7. Grievant: The person who submits a grievance for resolution through a grievance procedure.
8. Party to the Grievance: The person/persons against whom the grievance is raised.

IV Measures to address the Grievances

1. Letter: Hardcopy of grievance to the head of the institute or grievance redressal committee
2. Email: Through email to head of the institute or grievance redressal committee

V. Duties of the grievance redressal Committee

1. The grievances committee shall deal with the grievances of teachers, and other employees
2. The aggrieved person (teacher and other employee) college may lodge his grievance with the principal, who shall put it before the college / institution level grievance redressal committee at the earliest.
3. The grievance redressal committee shall hear and settle grievances, as far as may be practical, within **15 days** after the grievance is lodged with the committee.
4. If the grievance is settled at the college level committee, the college shall take action as per the terms of settlement and report the case to the VES trust for information.
5. If the college level committee is unable to settle a grievance, lodged by teachers /other employees, the committee shall direct the aggrieved person to lodge his / her grievance with the VES trust.

VI. Composition of Grievance redressal committee

Sr. No.	Role In committee	Constitution
1	Chairman	Principal
2	Member Secretary	Faculty Representative
3	Member	Administrative staff representative
4	Member	Administrative staff representative
5	Member	Non-Teaching Staff representative
6	Member	Non-Teaching Staff representative

VII. Tenure of the Committee

Tenure of the appointed committee will not be more than 3 years

VIII. Confidentiality of Proceedings

Meetings of the committee when it is reviewing report or discussing any individual employee are closed to the public; only persons asked to attend by the Chair of the committee may do so. Information obtained by the committee and reports prepared by the committee are confidential. However, parties directly involved in the grievance have access to all documents related to the grievance.

IX. Procedures for Hearings

1. Impartiality is essential on the part of the members of the committee. While parties may be present at meetings, the grievance procedure is primarily intended to facilitate resolution of the grievance.
2. Thus, the committee usually hears one witness at a time with no other witness present except a party to the grievance who chooses to be present. A party to the grievance will be offered an opportunity to be heard by the committee. A party may be accompanied by a person of his or her choice, if reasonable notice is given to the committee. Other persons with relevant information may be called to appear before the committee, and any person directly involved in the grievance and any member of the committee may suggest other persons who should appear.
3. The Chairman is responsible for deciding who will be asked to appear and for scheduling hearings, which may involve multiple sessions.
4. The Chairman determines the conduct of all investigations, discussion, mediations, and hearings unless these procedures specify how they must be conducted.
5. At any point in the grievance procedure, including the hearing phase, further negotiations can be held. The grievant has the option of withdrawing his or her grievance at any time or stating that it has been satisfactorily resolved. Such action terminates the responsibilities of the committee. No formal report, except a statement that the matter was resolved or withdrawn, should be submitted by the committee.
6. At the Conclusion of the hearing phase on a grievance that has not been resolved or withdrawn, the committee writes a report, including its recommendations for resolution of the matter. The report is based on information from the hearings and on other information made available to all parties directly involved in the grievance.

A meeting of the Committee is then held to act upon the report and recommendations. Copies of the committee's report and recommendations, if they are accepted by the full Committee, or, if not, the Committee's report and recommendations, should be sent to the grievant, the parties "directly involved" in the grievance, and if the report recommends any action, to the administrative superior most directly empowered to adjust the grievance and who is not "directly involved." Recommendation of the committee will be given to the management for the further action and final decision-making authority will be management.

In a situation where no settlement is arrived at or the grievance is not resolved then the principal should forward the same to registrar of University of Mumbai along with the entire record of the proceedings and the documents therein (to be annexed along with the report) the complainant may also send the papers in advance as advance copy. **(Ref: University Circular No. CONCOL/33/2015)**

X. Grievances Against the Grievance Committee

The fact that the grievance may be against some member of the Committee itself, a panel of the Committee, in such case that particular member of the committee will be temporarily replaced by another experienced member. This replacement will only be applicable for the particular grievance.

XI. Modifications of Procedures

The procedures contained in this document may be reviewed on a case-by-case basis with due regard to all parties provided such modifications do not prejudice the rights of those involved and are made to effectuate justice.

XII. Grievance Redressal committee Records

1. All testimony at hearings is recorded in the form of Minutes of Meeting (MOM).
2. Copies of MOM will be supplied to the grievant and members (If requested).
3. When a grievance is concluded, the complete grievance file including the initial grievance, all supporting documentation, findings and recommendations, and MOM of any hearings will be securely achieved at the college site.
4. The college will also maintain a database of grievances which will include a brief statement of the initial grievance and the findings and recommendation so that patterns and types of grievances may be observed over time.

XIII. FAQs

1. How to Apply for the Grievance?
2. Whether the confidentiality of the grievance proceedings will be maintained?
3. What if my grievance is against committee member? Can I still put up my grievance?
4. I am Non-teaching staff can I put up my grievance?
5. I am visiting faculty, can I put up my grievance?
6. Whether my grievance will be addressed?

FOR STUDENTS:

	Policy Title:	College Grievance Redressal Cell (CGRC)
1.	Brief Description of the Policy:	To redress the grievances of students by sorting out the problems promptly and judiciously that will result in pleasant and good
4.	Policy Applies to:	Students
5.	Effective from the Date:	1 st July 2021
6.	Approved by	Principal
10.	Main Objectives of the policy	To effectively resolve the Grievance of the Students
11.	References for the policy	University of Mumbai circular number DSD/05 of 2019

A. The composition of CGRC shall be as follows:

- a. Principal of the College or Head/Director of the Recognized Institution

Chairperson

- b. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution- **Member**
c. One Senior Faculty Member Nominated by the Principal of the College or Head/Director of the Recognized Institution-

Member Secretary

The tenure of all the members of CGRC shall be of **two years**.

Following are the Members of VESGOP CGRC College Grievance Redressal Cell

S. No	Member Name	Grievance Cell Designation	Contact No.
1	Dr Supriya Shidhaye	Chairperson	022 -61144144 Ext 209 supriya.shidhaye@ves.ac.in
2	Dr Mushtaque Sheikh	Member	022-61144144 Ext 236 mushtaque.shaikh@ves.ac.in
2	Mrs Vidhi Bhatia	Member Secretary	vidhi.bhatia@ves.ac.in 022 -61144144 Ext 224

The student shall register his/her complaint under the link ves.edugrievance.com on the web site of our college

B. Role and Functions of CGRC

The CGRC shall exercise the following role and perform the following functions,

- a. To receive the applications of the students from the portal available on the website of College / Institute and process them further.
- b. To attend all applications relating to the grievances of the students.
- c. To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
- d. To hear all the concerned parties and settle grievances as early as possible.
- e. To counsel the students whenever necessary to resolve their grievances.
- f. To give advice to the students through correspondence.
- g. The CGRC shall not discuss with any sub-judice grievances.
- h. It shall make efforts to settle the disputes amicably.
- i. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
- j. To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
- k. To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
- l. To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

C. Meetings of CGRC

- a. The CGRC shall meet regularly as per the exigency in order to redress the grievances registered on portal within 15 days of its receiving. If there are no grievances, the CGRC shall meet once in every semester.
- b. The Member Secretary may directed by the Chairperson to convene a meeting of the CGRC at the place, date and time to be fixed in consultation with him/her.
- c. Every meeting of the CGRC shall be numbered serially.
- d. The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.
- e. However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
- f. In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the CGRC may determine.
- g. In case the grievance is against any of the members of the CGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the (University Grievance Redressal Cell (UGRC) for the Redressal of his/her grievance.

D. Registration of Grievances on the Portal

- a. Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of his/her College/Institution.
- b. The student shall fill all the information required for registration and upload

the supporting documents.

- c. The grievances with insufficient/incomplete information shall not be entertained by CGRC.

E. Non-Entertainment of Application

- a. No applications for redressal of grievances shall be entertained, if the CGRC is satisfied that-
 - The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications, etc.
 - In an application, there is no prima facie case for considering it.
 - The Application is frivolous or fictitious.
 - The matter is sub-judice in any court of law.
 - If there is gross delay.
 - Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
- b. In case of any false or frivolous complaint, the CGRC may recommend appropriate action against the complainant student.

F. Action Taken Report

- a. After the confirmation of the minutes, the Member Secretary shall report to the CGRC the Action Taken Report on the resolutions or decisions or directions given in the previous meetings of the CGRC.
- b. The Member Secretary shall submit Action Taken Report on the meeting of CGRC to Director, Students' Development, University of Mumbai by an email on cgrc@mu.ac.in

G. Nature of Applications to be Entertained by the CGRC

The grievances or common grievances of students related to College / Institution only shall be considered by the CGRC.

H. Registration of Grievances on the Portal

- a. Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of his/her College/Institution.
- b. The student shall fill all the information required for registration and upload the supporting documents.
- c. The grievances with insufficient/incomplete information shall not be entertained by CGRC.

I. Annual Report

The Member Secretary shall prepare Annual Report as per the format given below regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on cgrc@mu.ac.in

**VES COLLEGE OF PHARMACY:
Training & Development Policy**

Objectives

1. To keep updated to the staff members about the systems of the college pertaining to academic and administrative fields.
2. To enable continuous upgradation of the skills and knowledge of the staff members.
3. To establish the process as one of the best practices required for maintaining high academic standards.
4. To align with the training requirements of regulatory authorities and NEP 2020

Policies and procedures

1. Every freshly joining member has to undergo Faculty induction program within 6 month of joining [Ref. 1,2]
2. All faculty members have to take the orientation program every three years as per the cycle.
3. If it is the year of the orientation program, new joinee will attend the orientation program only.
4. Unless the members submit the certificate of induction/orientation program they will not be eligible for increment or confirmation.
5. All support Staff have to attend Samvruddhi initiatives, skills development workshops organized by the VESOP.
6. Samvruddhi initiatives to be divided into two groups for conducting in alternate years.
7. Equal Opportunities to be given to teaching and support staff to attend Refresher's course/workshops/QIPs/ Seminars/conferences organised by University or other agencies
8. Benefits of Rs 4000 per faculty per financial year to be reserved for activities such as sponsoring registration for attending training programs
9. Inhouse workshops/QIPs/ Seminars/conferences arranged for the benefit of staff alternatively by all the departments
10. It will be mandatory for the new joining staff to comply with the requirement of attending refresher courses / training programs and internship programs prescribed by the regulatory authorities, AICTE [Ref 2], PCI, DTE, University of Mumbai etc.as per the prevalent norms.
11. Faculty members should take prior approval from the Principal by application through proper channels for attending such programs.
12. Faculty members would be motivated at various forums to participate in self-learning through open learning resources like NITTR, SWAYAM, NPTEL etc.
13. All the procedures for the training program should be followed as per AICTE/UGC/PCI guidelines in the same order.
14. As the case may be, the policies from the New National Education Policy 2020 will be adopted from time to time.

Committee

The constitution of the committee is as recommended below

1. Head of the institute (Advisor and Decision Maker)
 2. IQAC Coordinator (Committee Coordinator)
 3. NAAC Coordinator (Member)
 4. NBA Coordinator (Member)
 5. C2C and / or Samvruddhi Coordinator (Member)
 6. IQAC Core Committee Members
- If any specific committees are involved in training process then
7. Specific Committee Coordinator and Members
 8. Specific Committee Member (Faculty Members)
 9. Specific Committee Member (Support staff)

Activities

15. SAMVRUDDHI

Samvrudhi is targeted for support staff yet it will be open for students and faculty members also. Following type of activities can be included in the under this head

- a. Technical Knowledge upgradation
 - i. Animal Handling
 - ii. Electronic / electrical devices handling
 - iii. IT Training
 - iv. Machine / Lab / Stores / Pilot Plant Management
- b. Administrative Knowledge upgradation
 - . Financial Planning
 - i. Interpersonal skills and Development
 - ii. Hazards and Safety (eg. Fire Fighting)
 - iii. Communication skills and development

16. FACULTY INDUCTION / ORIENTATION PROGRAM

- a. All new joinee will have to attend FIP organized by NITTR based on modules prescribed by AICTE (<https://nitt.ac.in>), based on schedules shared by it.
- b. Modules prescribed by AICTE are as follows
 - i. MODULE 1: Orientation towards Technical Education & Curriculum Aspects
 - ii. MODULE 2: Professional Values, Ethics, Ecology & Sustainable Development
 - iii. MODULE 3: Communication Skills, Modes and Knowledge Dissemination
 - iv. MODULE 4: Instructional Planning and Delivery
 - v. MODULE 5: Technology Enabled Learning and Life-long Self-learning
 - vi. MODULE 6: Effective Modes of Student Assessment and Evaluation
 - vii. MODULE 7: Creative Problem Solving, Innovation and Meaningful R&D
 - viii. MODULE 8: Miscellaneous Aspects (Institutional Management & Administrative Procedures)
- ix. In addition to this at local level Faculty induction / Orientation sessions for all the faculty members will be conducted every year (based on availability of new joinee or cycle of attempt). The orientation program will be based on the following sessions
 1. Guidance by Principal
 2. Office & Employee document
 3. Account
 4. Class coordinator
 5. Course Coordinator
 6. Committees
 7. Academic Formats for both Theory & Practicals
 8. Exam dept
 9. Counselling cell
 10. IERC
 11. Stores
 12. HOD & Departmental documents
 13. PBAS, KRA, Personal calendar
 14. Ranking, Accreditation and approval
 15. Any new area if identified by IQAC

17. CONTINUOUS PROFESSIONAL DEVELOPMENT (CPD)

- A) As per NEP 2020, Teachers who are on roll will be expected to participate in at least 50 hours of continuous professional development (CPD) every year.
- B) Training Programs at various stages, as prescribed by the AICTE, are as follows
 - i. Stage 2 – During Lecturer/ Assistant Professorship – having experience of 5-10 years
 1. Refresher Modules for knowledge updating, newer developments and thrust areas in the concerned fields.
 2. Training for research guidance, sponsored project planning and conduction, consultancy etc.

3. Training for lab development and preparing manuals.
 4. Training on IPR issues, patenting, technology transfer/dissemination and ethical issues in R & D.
 5. Training on organization of conferences, workshops, symposia etc.
 6. Training in basic principles of education technology through MOOCs.
- ii. Stage 3 – During Associate Professorship – having an experience of 10-15 years
1. Refresher Modules for knowledge updating, newer developments and thrust areas in the concerned fields.
 2. Training in curriculum development, resource material development and best practices in teaching and research through MOOCs.
- iii. Stage 4 – During Professorship/HOD-around 20-30 years
1. Refresher Modules for knowledge updating, newer developments and thrust areas in the concerned fields.
 2. Training courses in Institutional Management and promotion of Entrepreneurship development
 3. Training in leadership; preparing vision, mission and strategy by involving all stakeholders.
 4. Training on collaborative research with industry, institutions, government agencies and NGOs.
 5. Planning for departmental growth, motivation and efficiency.
 6. Removal of obsolescence and planning for continuous growth of the departments and the institution.

SUPPORT STAFF INDUCTION / ORIENTATION PROGRAM

- a. A support staff induction program for new joinee will be conducted
- b. A support staff advancement program for all the support members will be conducted.

Documentation

For every activity a separate file should be created and submitted to the strong room. A directly responsible person will be appointed who shall be responsible for updating the information in personal diary as well as annual progress reports. Following should be content of the file

1. Brochure, Flyer and PR notes
2. Rules and Registration and or Attendance
3. Sponsorship Letters (if any)
4. Invitation Letters for speakers
5. Event Duties and Minute to minute plan
6. Certificate
7. Report(s)
8. Budget and Expenses
9. Feedback From Resource Persons
10. Feedback from Participants
11. Feedback Analysis
12. Post Event PR Note and Publications
13. Photographs of sessions
14. Activity Report
15. Impact Analysis

Frequency

Sr No	Activities	Frequency
1	SAMVRUDDHI	-
i	Animal Handling	Every Alternate year

ii	Electronic / electrical devices handling	Every Alternate year
iii	IT Training	Every Alternate year
iv	Machine / Lab / Stores / Pilot Plant Management	Every Alternate year
v	Financial Planning	Every Alternate year
vi	Personality Development	Every Alternate year
vii	Hazards and Safety (eg. Fire Fighting)	Annually
2	FACULTY INDUCTION	Annually
3	FACULTY ORIENTATION	Three years
2	TECHNICAL STAFF INDUCTION	Annually
3	TECHNICAL STAFF ORIENTATION	Three years

References

1. **UNIVERSITY GRANTS COMMISSION, Faculty Induction Programme(FIP) Framework** , https://www.ugc.ac.in/pdfnews/9054829_FIP-Framework.pdf
2. **A COMPREHENSIVE TRAINING POLICY for TECHNICAL TEACHERS**
https://nittt.ac.in/pdf/policy_document.pdf
3. **Section 15. Teacher Education National Education Policy 2020 Ministry of Human Resource Development Government of India**
https://www.education.gov.in/sites/upload_files/mhrd/files/NEP_Final_English_0.pdf



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