

## STUDENT DISCIPLINE POLICY

**K. K. WAGH COLLEGE OF PHARMACY  
HIRABAI HARIDAS VIDYANAGARI  
PANCHAVATI  
NASHIK 422003**



**REGULATIONS FOR MAINTAINING DISCIPLINE OF STUDENTS IN K. K. WAGH COLLEGE OF PHARMACY, NASHIK**

<b>Regulation-1</b>	<b>Definition:</b> Particularly for the purpose of these regulations, the definition of different words used be defined as under :-	
	(a) Student	Means the student admitted in K. K. Wagh College of Pharmacy, at any level <i>i.e.</i> Under-graduate or Diploma course
	(b) Institution	Means the K. K. Wagh College of Pharmacy, run by K. K. Wagh Education Society, Nashik.
	(c) Education Society	Means K. K. Wagh Education Society, Nashik
	(d) Head of the Institution	Means the Principal or any other person who is holding the charge of Principal of the College.
	(e) Hostel	Means the hostel managed by the Society/College.
	(f) Term	A portion of an academic year, normally coinciding with a semester for UG and Yearly for Diploma course The words “Term and semester” are generally used synonymously.
	(g) Ragging	Any disorderly conduct whether by words spoken or written or by an act which has the effect of teasing, or handling with rudeness any other student, in rowdy or undisciplined activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in a fresher or a junior student or asking the students to do any act or perform something which such student will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of a fresher or a junior Student.

**Regulation-2: Discipline rules to be observed by the students admitted:**

1. All the students admitted in the College will have to observe and abide by the discipline rules prescribed by the College / Education Society and he / she will submit to the disciplinary jurisdiction of the Head of the Institution and other competent officers or authorities of the College as the case may be and in this respect he / she has to submit the declaration in the Performa attached herewith as *Enclosure-1*.
2. The student will also be required to submit an undertaking in the Performa attached herewith as *Enclosure – 2* to be filled up and signed by his parent/guardian to the effect that he/ she is aware of the College’s approach towards ragging and the punishment to which he/ she shall be liable, if found guilty of ragging.
  - **Rules of discipline to be observed in or outside the College:**
    1. Every student must wear the prescribed college uniform and carry his/ her identity Card. The identity card should be produced when demanded.
    2. It is mandatory for the students to attend the classes, practical sessions, co-

curricular activities etc. on all working days from the start to the end of the term/ semester. Absence due to illness or unavoidable circumstances shall be considered only if the application is supported with medical certificate in case of illness and / or leave application form from the parent is submitted to the Head of the Institution.

3. Students are expected to behave in a responsible manner and abstain from chatting amongst themselves while the class is in progress;
4. Students are expected to be polite individually or in groups and show respect to the faculty/ staff of the College;
5. Any indiscipline or misbehavior in class or in the campus or in the bus or even outside the campus would warrant disciplinary action against the student(s);
6. Any action of any individual, group or a wing, which amounts to interference in the regular administration of College, is prohibited. Disciplinary actions will be initiated against such student(s);
7. Causing disfiguration or damage to the property of the College or belongings of staff members or students is prohibited.
8. No student shall indulge in any activity that might be illegal or may lead to disorderliness;
9. No student shall be in possession of liquor, drugs or any intoxicating materials, nor would consume such things.
10. Smoking cigarettes/ chewing pan or tobacco or gutkha is strictly prohibited.
11. Indecent behavior in any form will not be tolerated.
12. Use of mobile phone is strictly prohibited in the classrooms, corridors, inside the Toilet blocks or College campus.
13. Activities like video shooting, photography, playing musical instruments and listening to radio, tape recorder, etc. are prohibited on the Campus except with the permission of the Head of the Institution.
14. The students are expected to be in the class rooms/ Laboratory or any place of study on time prior to the commencement of the study.
15. Use of helmets is compulsory for everyone who rides a two-wheeler to and from the campus. Use of seat belt is compulsory for everyone who brings a four-wheeler in the College campus;
16. Any kind of ragging in the class, campus or in the bus or even outside the campus is strictly prohibited.
17. Any kind of misuse of Internet, intranet or computer software, mobile etc. is strictly prohibited.
18. Disobeying any instructions of any kind issued by the Head of the Department or Head of the Institution will be considered as in disciplinary action on the part of the student.
19. The items which are not covered above and which the Head of Institution considers as in disciplinary action will be dealt with, under these rules.

• **The disciplinary rules to be observed in the hostels of the College:**

1. As the hostel is located in the campus, the students are expected to conduct themselves in a manner, which will not cause offence, inconvenience to other members at the campus.
2. The students must observe complete discipline inside the hostel premises and see that no wasteful improper and destructive use is made of amenities such as water, electricity, furniture, etc. The students shall be responsible for any damage done in the building or any other articles in the hostel, and will be

- required to pay the damages as decided by the management.
3. Each student will see that his / her action does not lead to breach of privacy or cause inconvenience to other residents of the hostel.
  4. The student will observe decent behaviour in such a way that it will not cause disturbance of any kind to his / her fellow residents.
  5. Students shall be in the Campus / Hostel premises by the designated time as decided by the competent authority.
  6. No waste paper or rubbish would be thrown around / in the hostel. When the student(s) goes out of the room, he / she should see that the lights / fans are also switched off.
  7. A student shall only occupy the room when seat is allotted to him/ her in the hostel and shall not change the same.
  8. Hostel student shall not stay overnight out of the hostel without the permission of official designated by the Head of the Institution. Permission for such requirement should be sought in writing, indicating the address with the telephone number at which the student will be spending night.
  9. Boys and Girls can interact with each other in the designated areas as decided by the Competent Authority. Under no circumstances, the boys and girls will enter the rooms of each other.
  10. Ragging in the hostel and on the campus is strictly prohibited. Any student indulging in this will be liable to be expelled not only from the hostel but also from the College.
  11. Gambling, possession and usage of alcoholic drink and narcotics anywhere within the hostel premises is strictly prohibited. This is in accordance with the legal requirements of the state, and breach of this clause under state laws will be dealt with according to law.
  12. No celebrations or social gatherings shall be held in the hostel premises without the prior permission of the Head of the Institution.
  13. All complaints about the staff working in the hostel shall be made to the Principal and under no circumstances the students will abuse or assault the staff.

#### **Additional Hostel Rules for the Girls**

1. No visitor will be invited to take part in meeting or a function without prior permission of Head of the Institution.
2. In case student desires to stay out of the hostel for the night or leave the station, she should apply to the officials designated by the Head of the Institution in writing along with recommendation of local guardian or parents and obtain necessary permission.
3. No other person(s) will be allowed to enter the premises of the hostel without the permission of the warden except the local guardian and the parents during the prescribed time.
4. No student will be permitted to enter after the prescribed time unless she produces a written permission obtained from the Head of the Institution, which will not be on the basis of the request made either by the local guardian or parent.
5. Even during prescribed time for visit, the concerned visitors will have to make entry in the register kept for the same.

## **General Rules for the Hostel**

1. Hostel accommodation will be made available to a student only for the stipulated actual duration of the course which he/ she is in. Students must vacate their rooms at the end of each academic year and hand over the rooms to the hostel in charge.
2. The student will be required to sign the receipt of the items of furniture and fixtures to be used by them. They will be responsible for any damage to any furniture and fixtures or the property of the rooms. While leaving the room at the end of the semester, every student shall handover the charge of the furniture and other material available in the room to the rector.
3. Students desiring to reserve their seats for the next semester must submit their applications for re- admission in prescribed form to the warden before they leave for the vacation.
4. If the student locks the room with private lock and leave for vacation, the warden shall have right to open the lock and take possession of the room.
5. The final year students should vacate the hostel within 7 days from the date of completion of the final examination failing which he / she has to pay an amount per day per room as decided by the College from time to time.
6. Security of students' belongings is their own responsibility. The students have to make sure that they lock the rooms properly before they leave for the day's schedule. Any theft should immediately be reported to the rector and Head of Institution.
7. The officials of University / Colleges have right to inspect any hostel room at any time.
8. No guest will be allowed to stay overnight in the hostel rooms.
9. All types of payments like light bill, or other charges (if any), will be paid at the hostel office.
10. All the visitors including non-resident students should record their details of visits in the register kept on the reception counter.
11. Food will not be served in the hostel unless a student is sick and unable to move out to the canteen.
12. The student at the time of admission will get name of the local guardian approved by her parents in the prescribed Performa.
13. All cases of sickness must be reported immediately to the rector/ College authority. This is a joint responsibility of the sick student and his/ her roommate and those in the adjoining rooms. Emergencies or accidents should also be immediately reported to rector and Head of Institution.
14. The College has right to change the allocation of rooms or get the rooms vacated anytime if exigency demands.
15. The visiting hours of the guardian of the student will be determined and during that period only the local guardian can meet the student in the designated areas only.
16. The College reserves right to change any or all the rules without prior notice.

### **Regulation-3 Procedure to be followed for imposing penalties:**

For disobeying any disciplinary rules, the competent authority as defined under relevant regulation will take disciplinary action against the student concerned. There shall be separate procedure for imposing minor penalty and major penalty. The following in disciplinary action on the part of the student shall be subjected to the major penalties:

1. Damaging the property of the College (moveable or immovable)
2. Involving in violence on and outside the campus including instigating the violence.
3. Involving himself / herself in criminal act like using alcoholic beverages, drugs, gambling on or outside the campus including instigating the other students for such action.
4. Ragging in and outside the campus.
5. Any act which deteriorate the overall atmosphere in the campus or the College.
6. The left of College property or the property of the other students, staff or any other person on the campus.
7. Any other act which the Head of the Institution feels as gross misconduct, which are not covered under the above category.

**Regulation-4 Procedure for imposing major penalties:**

For imposing the major penalty as defined above, the following procedure will be followed:

1. As soon as the information about such in disciplinary action is brought to the notice of the Head of the Institution concerned, the Head of the Institution will suspend the student concerned from attending the classes / practical or any other academic activities.
2. He will at his discretion constitute the fact finding committee from / within the people working in the College and the fact finding committee will submit the report at the earliest but within a week's time after inquiring the details by inviting student(s), parent(s) and will record the statements. They will also examine the other witnesses and record their statement. The committee will also examine the circumstantial evidences.
3. On the basis of the report of the fact finding committee, if the Head of the Institution concern feels that the charges leveled against the student fall under the major penalty and these are prima-facie proved then the report of the committee will be submitted to the Management and after further investigation by the Management, a show cause notice shall be issued to the student concerned and after the reply received from the student concerned, the final decision about imposing the penalty will be taken by the Management.

**Regulation-5 The major penalty includes following:**

1. In case of criminal act or moral turpitude, the initiation of police action against the student(s).
2. Prohibiting the student concerned from appearing in the course or courses in Semester End Examinations.
3. Detention of the student(s) for a semester or more.
4. Rustication from the College for a period of one year or more.
5. Permanent rustication from the College.
6. Any other major penalty, which the Management feels appropriate to impose.
7. If the individuals committing or abetting 'ragging' are not identified, collective punishment could be executed to act as a deterrent punishment and to ensure collective pressure on potential 'raggers'.
8. In case the student is involved in any kind of ragging and is punished for the same, the mention of the same will be incorporated in his / her migration certificate.

**Regulation-6      The minor penalty includes following:**

For any other in disciplinary action other than the in disciplinary act covered above, the Head of the Institution will be competent to take action against the student concerned and impose minor penalty after hearing the student concerned and also the other persons, which the Head of the College (or the person designated by the Head of the College) feels appropriate.

**Regulation-7      The nature of minor penalties which can be imposed:**

1. Warning
2. Giving special assignments of the nature for which the Head of the Institutions will be competent to decide.
3. Imposing fine.
4. Putting the student on conduct probation for the period, which the Head of the Institution feels appropriate.
5. Prohibiting to the student to appear in limited to two subjects in Mid Semester
6. Examinations / Mid Term examinations including Block Semester Examinations.
7. Suspending student for attending classes for a period not more than one week.
8. Any other minor penalty the Head of the College feels appropriate.

Not with standing anything contained in these rules, the above provisions will not be made applicable to the students who have used unfair means in the Examinations or for the purpose for which the separate provisions are provided in different academic regulations.

**ANNEXURE-I**

I Mr./Mrs./Ms. (Student Name)

S/o or D/o  
Mr./Mrs./Ms. (Father's Name)

having been admitted to K. K. Wagh College of Pharmacy, have received a copy of UGC / AICTE Regulations on Curbing the Menace of Ragging in Higher Educational Institutions, 2009 (hereinafter called the "Regulations") carefully read and fully understood the provisions contained in the said Regulations.

- 2 I have, in particular, perused clause 3 of the Regulations and am aware as to what constitute Ragging.
- 3 I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against me in case I am found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.
- 4 I hereby solemnly aver and undertake that
  - A. I will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.
  - B. I will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.
- 5 I hereby affirm that, if found guilty of ragging, I am liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against me under any penal law or any law for the time being in force.
- 6 I hereby declare that I have not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, I am aware that my admission is liable to be Cancelled.

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place : Nashik

Date : 18

**Signature of the deponent  
(Student)**

Name:

Address:

Telephone/ Mobile No:

\*\* For Office use only

Solemnly affirmed and signed in, my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_ (month) (year) after reading the contents of this affidavit.

**OATH COMMISSIONER**

**ANNEXURE-II**

1 I Mr./Mrs./Ms. Parent's name (Last Name First Name Middle Name)  
Father /Mother/Guardian Students name (LastFirst Name Middle Name)  
of \_\_\_\_\_  
having been admitted  
to Admitted Branch

First / Second \_\_\_\_\_ year I / II / III / IV year for the current academic year, have received a copy of the UGC / AICTE Regulations on Curbing the Menace of Ragging in Higher Education Institutions, 2009 (hereafter called the 'Regulations'), carefully read and fully understood the provisions contained in the said Regulations.

2 I have, in particular, perused clause 3 of the Regulations and am aware as to what constitute Ragging.

3 I have also, in particular, perused clause 7 and clause 9.1 of the Regulations and I am fully aware of the penal and administrative action that is liable to be taken against my ward in case he/she is found guilty of or abetting ragging, actively or passively, or being part of a conspiracy to promote ragging.

4 I hereby solemnly aver and undertake that

A. My ward will not indulge in any behavior or act that may be constituted as ragging under clause 3 of the Regulations.

B. My ward will not participate in or abet or propagate through any act of commission or omission that may be constituted as ragging under clause 3 of the Regulations.

5 I hereby affirm that, if found guilty of ragging, my ward is liable for punishment according to clause 9.1 of the Regulations, without prejudice to any other criminal action that may be taken against my ward under any penal law or any law for the time being in force.

6 I hereby declare that my ward has not been expelled or debarred from admission in any Institution in the country on account of being found guilty of, abetting or being part of conspiracy to promote, ragging; and further affirm that, in case the declaration is found to be untrue, the admission of my ward is liable to be Cancelled

**VERIFICATION**

Verified that the contents of this affidavit are true to the best of my knowledge and no part of the affidavit is false and nothing has been concealed or misstated therein.

Place: Nashik

Date:

**Signature of the deponent**

**(Parent)**

Name:

Address:

Telephone/ Mobile No:

---

\* For Office use only

Solemnly affirmed and signed in, my presence on this the \_\_\_\_\_ (day) of \_\_\_\_\_  
(month) 2018 (year) after reading the contents of this affidavit.

**OATH COMMISIONER**



## **K. K. WAGH COLLEGE OF PHARMACY**

**(B. Pharmacy & D. Pharmacy)**

**Hirabai Haridas Vidyanagari, Amrutdham, Panchavati, Nashik - 422 003. (Maharashtra) India.**

☎ : 0253 - 2221121, 2517003, 2510262    Web : [www.pharmacy.kkwagh.edu.in](http://www.pharmacy.kkwagh.edu.in)

Email: [principal-bpharmacy@kkwagh.edu.in](mailto:principal-bpharmacy@kkwagh.edu.in), [disp-bpharmacy@kkwagh.edu.in](mailto:disp-bpharmacy@kkwagh.edu.in)

(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, MSBTE, Mumbai & Approved by PCI)

### **Roles and Responsibilities**



# K. K. WAGH COLLEGE OF PHARMACY

(B. Pharmacy & D. Pharmacy)

Hirabai Haridas Vidyanagari, Amrutdham, Panchavati, Nashik - 422 003. (Maharashtra) India.

☎ : 0253 - 2221121, 2517003, 2510262 Web : [www.pharmacy.kkwagh.edu.in](http://www.pharmacy.kkwagh.edu.in)

Email: [principal-bpharmacy@kkwagh.edu.in](mailto:principal-bpharmacy@kkwagh.edu.in), [disp-bpharmacy@kkwagh.edu.in](mailto:disp-bpharmacy@kkwagh.edu.in)

(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, MSBTE, Mumbai & Approved by PCI)

## Index

Sr. No.	Contents	Page No.
1	Principal	2
2	Head of Department	3
3	Professor/Associate Professor	4
4	Assistant Professor	4
5	Class Co-ordinator	5
6	Project Co-ordinator	5
7	Practice School Co-ordinator	6
8	Alumni In-charge	6
9	Lab In-charge	6
10	Technical Assistant	7
11	Attendant/Peon	7
12	Librarian	7
13	Assistant Librarian	8
14	Library Assistant	8
15	Library Attendant	8
16	Training and placement officer	8
17	Physical Director	9
18	College Examination Officer (CEO)	9
19	Student Section	10
20	Sr. Accountant	10
21	Jr. Accountant	11
22	Rector	11
23	IQAC	12



## **K. K. WAGH COLLEGE OF PHARMACY**

**(B. Pharmacy & D. Pharmacy)**

**Hirabai Haridas Vidyanagari, Amrutdham, Panchavati, Nashik - 422 003. (Maharashtra) India.**

☎ : 0253 - 2221121, 2517003, 2510262 Web : [www.pharmacy.kkwagh.edu.in](http://www.pharmacy.kkwagh.edu.in)

Email: [principal-bpharmacy@kkwagh.edu.in](mailto:principal-bpharmacy@kkwagh.edu.in), [disp-bpharmacy@kkwagh.edu.in](mailto:disp-bpharmacy@kkwagh.edu.in)

---

(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, MSBTE, Mumbai & Approved by PCI)

## **Roles and Responsibilities**



## 1. Roles and Responsibilities of Principal

1. Monitor all the administrative and academic activities with respect to the AICTE and University guidelines for the academic growth of the institute.
2. Identification of staff requirement & fulfilling it through regular recruitment & promotion of teaching & non-teaching staff to fulfill AICTE /PCI/ DTE /MSBTE University criteria in consultation with the management.
3. Look after admission of students and discipline of the institute.
4. Fair & smooth conduction of University & college examination and related work.
5. Administration and supervision of co-curricular / extra-curricular activities, and welfare of the institute, and maintenance of records.
6. Observance of the act, statutes, ordinances, regulations, rules and other orders issued by various authorities from time to time & necessary action, if required.
7. Receipts, expenditures and maintenance of accounts and submission of timely statement of accounts to the Management and to the Local Managing Committee / College Development Council.
8. Strengthen the industry institute interaction.
9. Promote R & D culture and consultancy activities.
10. Provide placement to students in coordination with Training & Placement Officer.
11. Adopt recommendations given by Advisory Committee / Governing Body/Local Management Committee
12. To take efforts of accreditation by different authorities (such as NBA, NAAC, NIRF).
13. To take efforts for getting autonomous status for the institute.
14. Represent the institute at various University bodies & professional organization.
15. Establish relationship with alumni of the institute & utilize their strength for the development of institute.
16. Submit the compliance to various regulating authorities from time to time.
17. To support the IQAC activities and implement perspective plan of the institute.





## 2. Roles and Responsibilities of Head of the Department (HOD)

1. To set short term & long term targets for the department in consultation with all the stakeholders.
2. Responsible for all the academic and administrative affairs of the Department.
3. Reports to the Principal regarding all the requirements of the department such as Faculty Member, supporting staff, equipments, books & journals, maintenance etc.
4. Work as a liaison officer between all the stakeholders of the department.
5. Evaluating faculty on a regular and continuing basis in the areas of teaching, research and service with appropriate recommendations for improvement.
6. Looks after the matter related to R & D, Consultancy / grants and Research Publications.
7. Arranges for Guest Lecture/Extension Lectures, Seminars, Workshops, and Conferences for students as well as staff.
8. Responsible for innovative programmes including collaboration with other institutions, University and different industries.
9. Supervision of students mentor system.
10. Administration and supervision of curricular, co-curricular / extracurricular activities, and welfare of the department, and maintenance of records.
11. To keep the records up to date for inspection by internal / external audit.
12. Preparation to get accreditation by NBA / NAAC / NIRF.
13. To take efforts for getting autonomous status for the institute.
14. Responding to student grievances and requests.
15. Ensure all departmental activities are carried out to the highest possible standards and put in place the necessary evaluation and monitoring procedures to ensure both compliance and improvement.
16. Encourage staff & students to be members of various professional bodies & arrange their activities in department.
17. Arrange personality programmes for students of the department & provide support for placement or to join higher education institute.
18. Leading various committees at institute level.
19. Plan departmental budget & maintain records of all transactions.
20. Assist the Principal in staff recruitment & purchase procedures for the department.
21. To act as member of IQAC Cell and provide the necessary details for quality improvement.





### 3. Roles and Responsibilities of Professor / Associate Professor

1. Prepare teaching plan at the beginning of every semester in accordance with University / institute / department teaching plan & laboratory plan.
2. Prepare course material which comprises study material, question bank, assignments.
3. Use innovating teaching - learning techniques.
4. Conduct theory lectures & lab sessions as per time table.
5. Grade theory & lab assignments on regular basis.
6. Conduct unit test / surprise test / open book test as per feasibility.
7. To work as In-charge of laboratory in the department.
8. To guide junior faculty members & monitor their progress.
9. To engage in active research by publishing papers in reputed journals / conferences.
10. To take efforts to get research grants / consultancy / patents / copyright.
11. To guide UG / PG / PhD students for their project & seminar work.
12. Encourage students to participate in various competitions.
13. To provide solutions to real life problems using engineering knowledge.
14. To improve interaction with industry / institute / alumni.
15. To contribute as a resource person / session chair / reviewer in academic domain.
16. Student guidance and counseling and helping in their career shaping and personality development during mentoring session.
17. Lead field trips and industrial visits
18. Attend workshops / conferences / seminars / symposium in the field of study / research.
19. Self-development through up-gradation of knowledge and skills.
20. To guide for the maintenance / calibration of equipment in the laboratories. Perform assigned department / institute / University level work as per the directives given by HOD / Principal.

### 4. Roles and Responsibilities of Assistant Professor

1. Prepare teaching plan at the beginning of every semester in accordance with University / institute / department teaching plan & laboratory plan.
2. Prepare course material which comprises study material, question bank, assignments.
3. Use innovating teaching - learning techniques.
4. Conduct theory lectures & lab sessions as per time table.
5. Conduct unit test / surprise test / open book test as per feasibility.
6. Check & grade theory & lab assignments on regular basis.
7. To assist the maintenance of equipment in the laboratories.
8. Student guidance and counseling and helping in their career shaping and personality development during mentoring session.
9. Encourage students to participate in various competitions.
10. Perform assign department / institute / University level work as per the directives given by HOD / Principal.
11. Lead field trips and industrial visits.
12. Attend workshops / conferences / seminars in the field of specialization.
13. Self-development through up-gradation of knowledge and skills.
14. To guide UG students for their practice school / project work.





## 5. Roles and Responsibilities of a Class Coordinator

1. To maintain and update student Profile Forms.
2. To maintain and update cumulative monthly attendance of students.
3. To make all important announcements in the class (and through Google).
4. To maintain discipline and ensure smooth functioning of classes.
5. To attend Class Coordinator Meeting and to communicate minutes of meeting to all the staff of their class.
6. To maintain and update placement records.
7. To check the notice board regularly and ensure all important circulars and notice are displayed properly.
8. To maintain and submit weekly report of activities.
9. To maintain an update event details of student participation.
10. To prepare Roll Call List.
11. To prepare monthly defaulter list and convey it to concerned parents.
12. To maintain record of student applications.
13. To keep a track of drop out students and ensure that they are guided for filing various forms in time.
14. To motivate the students by proper career guidance and counseling.

## 6. Roles and Responsibilities of a Project Coordinator

1. To prepare and display notices for students.
2. To inform previous project ideas / project reports to students.
3. To guide how to select project area and methodology to be followed.
4. To form groups and resolve issues related to groups of students.
5. To prepare and maintain formats required for different project related document.
6. To assign guides to students.
7. To collect the synopsis of project from the students.
8. To discuss with the students "Project How to?"
9. To arrange expert guidance for Staff and Students related to Project.
10. To discuss feasibility of project.
11. To help students for getting sponsored projects.
12. To guide students who have selected by different companies for Project.
13. To inform students about different national and international conferences and motivate them to participate in that.
14. To prepare Project Presentation Schedules for Internal Assessment and Final Examination.
15. To collect all documents related to Project from students.
16. To arrange the final project examination as per University schedule and co-ordinate with the external examiners for smooth conduct of such exams.
17. Arrange display of selected best projects of the department at the time of NAAC / NBA visit or visit by industry personnel.





## 7. Roles and Responsibilities of a Practice school Coordinator

1. Display the seminar list of previous years on department notice board.
2. Ensure that the seminar topic selected by the student is relevant to the field of their study.
3. Ask the students to submit the abstract of their topic and discuss the same with students.
4. Allotment of guides to students as per their area of specialization.
5. Display schedule for the seminar.
6. Display the format for the seminar report on department notice board.
7. Communicate the format of Practice School mark distribution and allotment to all seminar guides.
8. Collect a copy of the Practice School report / soft copy of presentation from the students after submission of their Practice School reports.

## 8. Roles and Responsibilities of Alumni In-charge

1. Promote interaction among alumni members and college.
2. Arrange alumni meeting and alumni events every year.
3. Keep the minutes of alumni meetings.
4. Maintain and update alumni database.
5. Make the Google or yahoo groups of last year students.
6. Keep in touch with all alumni class coordinator and ask them to update alumni members about various events.
7. Report all alumni activities to Head of Department/ Principal.
8. Take the help of alumni students for placement, project and other activities like seminars, workshop etc.
9. Provide detailed reports to IQAC Cell as and when required.

## 9. Roles and Responsibilities of Lab In-charge

1. To ensure that Institute Vision and Mission is displayed on lab notice board.
2. To prepare and display the lab configuration and utilization on lab notice board.
3. To maintain the records of all type of registers like, dead stock, consumable, issue register and lab files etc.
4. To see that all the equipments in the Lab are in working condition.
5. To ensure proper ventilation/Cleanliness in Lab.
6. To ensure that Lab has recent updates on the existing consumables.
7. To collect the consumables/Equipments requirement for the practical's to be conducted in the lab for the current academic year and submit the cost estimation of the same.
8. To keep manuals/SOP of all equipments ready for practical purpose.
9. To ensure that the equipments are calibrated from time to time.
10. To recommend equipment for replacement / write off.
11. Suggest projects for developing equipment in house for laboratory.





## 10. Roles and Responsibilities of Technical Assistant

1. Assist the respective Lab In-Charge for smooth functioning of the laboratories.
2. Assist faculty members in conduction of the laboratory sessions/Practical.
3. Reporting to the lab-in charge the status of Chemicals /Glassware's/Equipment in the laboratory.
4. Maintain equipments in the laboratory.
5. Organize the laboratory for oral and practical examinations
6. Maintain dead stock register, consumable register, issue register and all lab files.
7. Maintain lab notice board and displays.
8. Maintains the cleanliness inside the lab and executes the safety norms.
9. Self-development through up-gradation of knowledge and skills.
10. Any other assignments as given by Lab In-Charge /HOD/Principal.
11. To ensure that safety measures are properly installed and fire extinguisher / medical kit are updated regularly.
12. Help in equipment replacement / write off procedure.

## 11. Roles and Responsibilities of Attendant / Peon

1. To clean laboratory / classrooms / office / faculty rooms and to keep Laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to students, technical assistants and faculty in movement of laboratory instruments, chemical and other materials within and outside the laboratory.
3. To assist technical assistants and faculty in physical stock verification of laboratory equipment, instruments, chemicals and other materials.
4. To open and to lock cupboards, doors, windows and gates of laboratory / classrooms / office / faculty rooms.
5. Circulation of notices and delivery of letters.
6. To attend to such other duties which are assigned by the technical assistants / faculty / HOD.

## 12. Roles and Responsibilities of Librarian

1. Responsible for the overall in functioning of the Central Library.
2. Planning for library budget
3. Maintain adequate number of resources as per PCI/AICTE / University norms.
4. Maintain documentations of books, journals, magazines, newspapers, CD's & library materials
5. Prepares a periodical requirement of books and journals to students and Faculty Member.
6. Responsible for maintaining and updating e-journals and all teaching aids
7. Keeps record of library materials and report to the Principal for any discrepancy.
8. Supervising of cataloguing and indexing
9. Maintaining liaison with other libraries.
10. Arranging meetings of the Library Committee and Co-ordination Committee.
11. Perform assign work as per the directives given by principal.





### 13. Roles and Responsibilities of Assistant Librarian

1. Assisting librarian in his/her work.
2. Maintaining proper record of newly arrived books and their classification.
3. Cataloguing and indexing of books & periodicals
4. Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
5. Responsible for maintaining and updating e-journals and all teaching aids
6. Keeps record of library materials and report to the librarian for any discrepancy.
7. Arrange periodic inventory of library materials.
8. Sending the books for binding as and when required.
9. Perform assign work as per the directives given by librarian / principal.

### 14. Roles and Responsibilities of Library Assistant

1. Assisting assistant librarian in his/her work.
2. Issue & receiving of books & periodicals.
3. Restoration of books & periodicals.
4. Maintains documentations of books, journals, magazines, newspapers, CD's & library materials
5. Keeps record of library materials and report to the librarian for any discrepancy.

### 15. Roles and Responsibilities of Library Attendant

1. Checking the belongings of students at the entrance.
2. Control at the property counter.
3. Labeling & pasting stickers for books, journals etc.
4. Maintaining & upkeep of library.
5. Repairs of books.

### 16. Roles and Responsibilities of Training and Placement officer:

1. Prepare academic calendar of activities.
2. To approach the appropriate recruiter for placement of all disciplines.
3. To acquire the selection criteria of the company.
4. Shortlist the student according to students' interest & company criteria.
5. To organize the campus interviews of various companies.
6. Groom the students by arranging training & workshops.
7. Arrange Implant training in various Industries.
8. Create awareness among the students about T & P activities.
9. Preparing MOU's with various training organizations for personality development courses.
10. Collecting feedback from employers, analyzing it and corrective actions for future period.





11. Sending detailed report to IQAC Cell.

## 17. Roles and Responsibilities of Physical Director:

1. Preparation of program of work (action plan) and sports budget for each academic year and actualize the same.
2. To convene sports committee meetings.
3. To mandatorily conduct selections for students and form teams and participate in various Inter- Collegiate, University and State level Sports and Games competitions.
4. To evaluate essential fitness among students selected for different competitive sports, at the beginning of academic year as per standard fitness test norms.
5. To facilitate training and coaching of selected students for various Inter-College, University Inter – University games and sports competitions.
6. Preparation of budget for every academic year.
7. To purchase sports goods as per the purchase policies framed.
8. Maintenance of equipment's and facilities.
9. To conduct and assist inter-collegiate tournaments.
10. To assist University in conducting inter-collegiate and inter-varsity sports programs.
11. To conduct inter-class competitions in sports and games for students.
12. To assist the Principal in maintaining discipline and healthy atmosphere in the college.
13. Preparation and submission on annual report at the end of every academic year.
14. To promote personality development and leadership qualities among students.
15. To develop moral and ethical values among students.
16. Attend Physical Education related meetings, workshops as required, undertakes assignments if necessary.
17. To maintain following Registers :- Day book, Indent book, Resolution book, Stock register, Damaged and Unserviceable goods register, Memo book, Issue register, Work diary and records of students achievements and personal achievements.
18. Compliance with audit reports, enquiry reports of the Department.
19. The detailed report of the Physical Education department should be submitted to the IQAC cell at the end of every year. Also play a vital role during NAAC and any other peer team visits to college.
20. To assist in organizing national festivals.
21. Physical director can assist recognized state associations / organizations as a team coach, manager for National, International championships and officiating & organizing sports, championships with prior permission of head of institution.

## 18. Responsibilities of College Examination Officer (CEO)

1. To coordinate with all stakes in Institute and university regarding smooth conduction of examinations.
2. To conduct meeting and provide necessary guidelines to Junior, senior supervisor, departmental exam coordinators and all exam supporting staff for smooth conduction of University examinations.
3. To ensure security and confidentiality of question paper printing as received online from the university portal and handover the question papers in required quantity to senior supervisors.



4. To circulate any corrections (if any) in the question papers as received from the university (QDP portal) through senior supervisor to the students appeared for examination.
5. To ensure safe and timely dispatch of answer books to the respective CAP centers.
6. To provide necessary instructions to all students regarding examination form filling, theory, and practicals, insem and endsem examinations as received from the director, Board of Examination and Evaluation.
7. To receive and maintain stationery record as obtained from.
8. To inform any kind of unfair means and malpractice cases to university within stipulated period.
9. To ensure availability of all necessary facilities (internet, computing facility, printing facility, CCTV system) in the control room and confidential section.
10. To participate in institute level convocation and maintain records of degree certificates issued.

## 19. Responsibilities of Student section

1. Co-ordination with facilitation centre for F.Y. B. Pharm/D.S.Y. B. Pharm/ and D. Pharm admission.
2. Student admission related document collection and verification.
3. Student admission related data segregation for scholarships under different categories.
4. Communication and follow up with the students related to various scholarship schemes.
5. Communication with concerned authorities like social welfare, DTE, /PCI/AICTE, etc. regarding student issues including scholarships.
6. Verification and issue of bonafide certificate, leaving certificate, character certificate etc.
7. Provide accurate data about student admissions to various committees and preparation of reports.
8. Verification of documents as required by various employers who recruit our students.
9. Submission of Pro-rata and other dues to the University as per rules.
10. Any other duty assigned by the Principal related to student section.

## 20. Responsibilities of Sr. Accountant

1. Verification and clearing of bills related to institute level purchase of various items.
2. Verification of salary sheet & disbursement of salary.
3. Preparation of form 16 for all employees.
4. Compliance of documents required for fees approval from fee regulating authority.
5. Preparation of annual balance sheet for the institute.
6. Verification and clearing of bills related to faculty expenses like TA/DA, remuneration, etc. as per institute rules.
7. Compilation of institute level budget in consultation with HODs and Principal.





8. Verification and clearing of bills related to expenses by students like field visits, projects, etc.
9. Assist external auditors in analysis work and audits.
10. Periodic verification of dead stock registers & consumable registers.
11. Verification of cash book, bank book, daily cheque register, vouchers, bills, receipts, invoice etc.
12. Proper custody of important documents and cash available.
13. Supervising all work assigned to accounts section.
14. Any other duty assigned by the Principal.

## 21. Responsibilities of Jr. Accountant

1. Preparation of trial balance in ERP & Tally.
2. Collection of fees from students and preparation of annual report.
3. Performing tasks related to EPF, e-challan etc.
4. Verification of thumb report of employees.
5. Statutory compliance of deducted and collected taxes such as service tax, TDS, profession tax, etc.
6. Maintain dead stock and consumable registers.
7. Preparation of cheques, DD, RTGS, Journal vouchers and entry of purchase bill.
8. Any other duty assigned by the Sr. Accountant and Principal.

## 22. Responsibilities of Rector

1. Carrying out admission process for hostels (boys/girls).
2. Responsibility as a custodian of hostel property.
3. Responsible for welfare and mentoring of hostel inmates.
4. Responsible for discipline in the hostel.
5. Responsible for maintenance of all facilities in the hostel.
6. Responsible for addressing all the grievances of students staying in the hostel.
7. Periodic verification of stock related to hostel.
8. Periodic visits to all hostel rooms.
9. Coordination with mess authorities for smooth functioning.
10. Arranging visits by Doctors for both hostels.
11. Maintaining accounts related to hostels.
12. Preparing budget and complete audit related to hostel expenses.
13. Proper planning and control of festivals, cultural events, farewell parties etc. arranged by hostel inmates.
14. Any other duty assigned by the Principal.





## **K. K. WAGH COLLEGE OF PHARMACY**

**(B. Pharmacy & D. Pharmacy)**

**Hirabai Haridas Vidyanagari, Amrutdham, Panchavati, Nashik - 422 003. (Maharashtra) India.**

☎ : 0253 - 2221121, 2517003, 2510262 Web : [www.pharmacy.kkwagh.edu.in](http://www.pharmacy.kkwagh.edu.in)

Email: [principal-bpharmacy@kkwagh.edu.in](mailto:principal-bpharmacy@kkwagh.edu.in), [disp-bpharmacy@kkwagh.edu.in](mailto:disp-bpharmacy@kkwagh.edu.in)

(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, MSBTE, Mumbai & Approved by PCI)

### **23. Responsibilities IQAC**

1. Development and application of innovative practices in various activities leading to quality enhancement
2. Designing and implementing annual plans for institution level activities for quality enhancement
3. Organization of workshops and Seminars on Quality related themes and promotion of quality circles and institution wide dissemination on the proceeding of such activities
4. Ensuring timely, efficient and progressive performance of academic, administrative and financial tasks
5. Relevant and quality academic/ research programmes.
6. Sharing of research findings and networking with other institutions in India and abroad.
7. Optimization and integration of modern methods of teaching and learning
8. To obtain feedback from students, parents and other stakeholders on quality-related institutional processes
9. To develop and maintain Institutional database through MIS for the purpose of maintaining /enhancing the institutional quality.
10. Prepare focused Annual Quality Assurance Report (AQR<sub>s</sub>)

