



## 6.2.1

**The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/ development plan etc.**



# 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)

## 6.2 Strategy Development and Deployment

*6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.*

### PREAMBLE

1. The hierarchical relationships between management and employees through various functional committees are represented by organogram.
2. The role and responsibilities of functional committees are enclosed.
3. The faculty members are recruited as per Pharmacy Council of India and affiliating University Dr. Babasaheb Ambedkar Technological University, Lonere norms.

Sr. No	Content
A	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules.
B	Deployment of institutional Strategic/ perspective/development plan etc.



## 6.2.1

**A - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules.**



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A - The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules.

Sr. No.	Contents
a.	Organogram
b.	Roles and responsibilities
c.	Institutional policies
d.	Service rules



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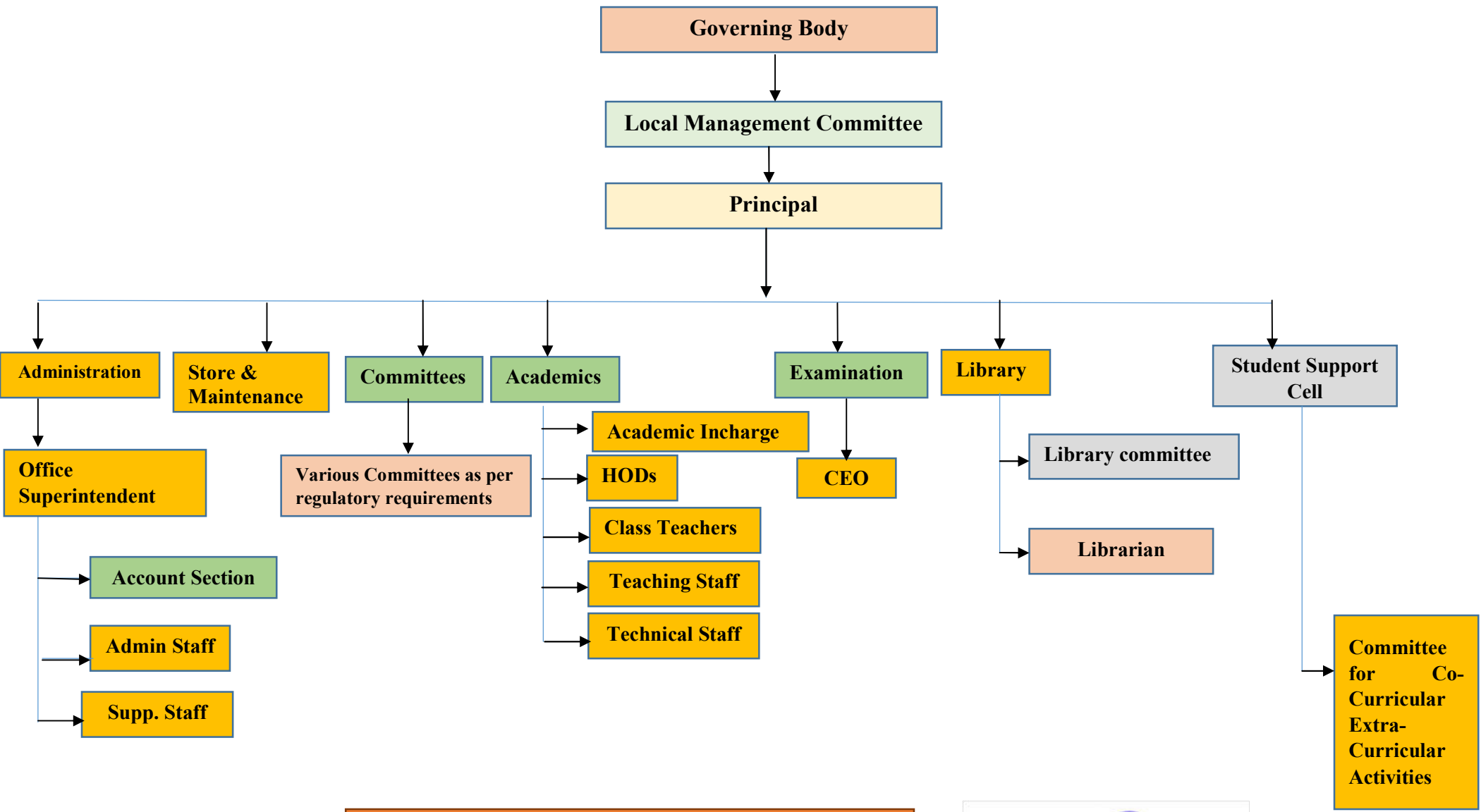
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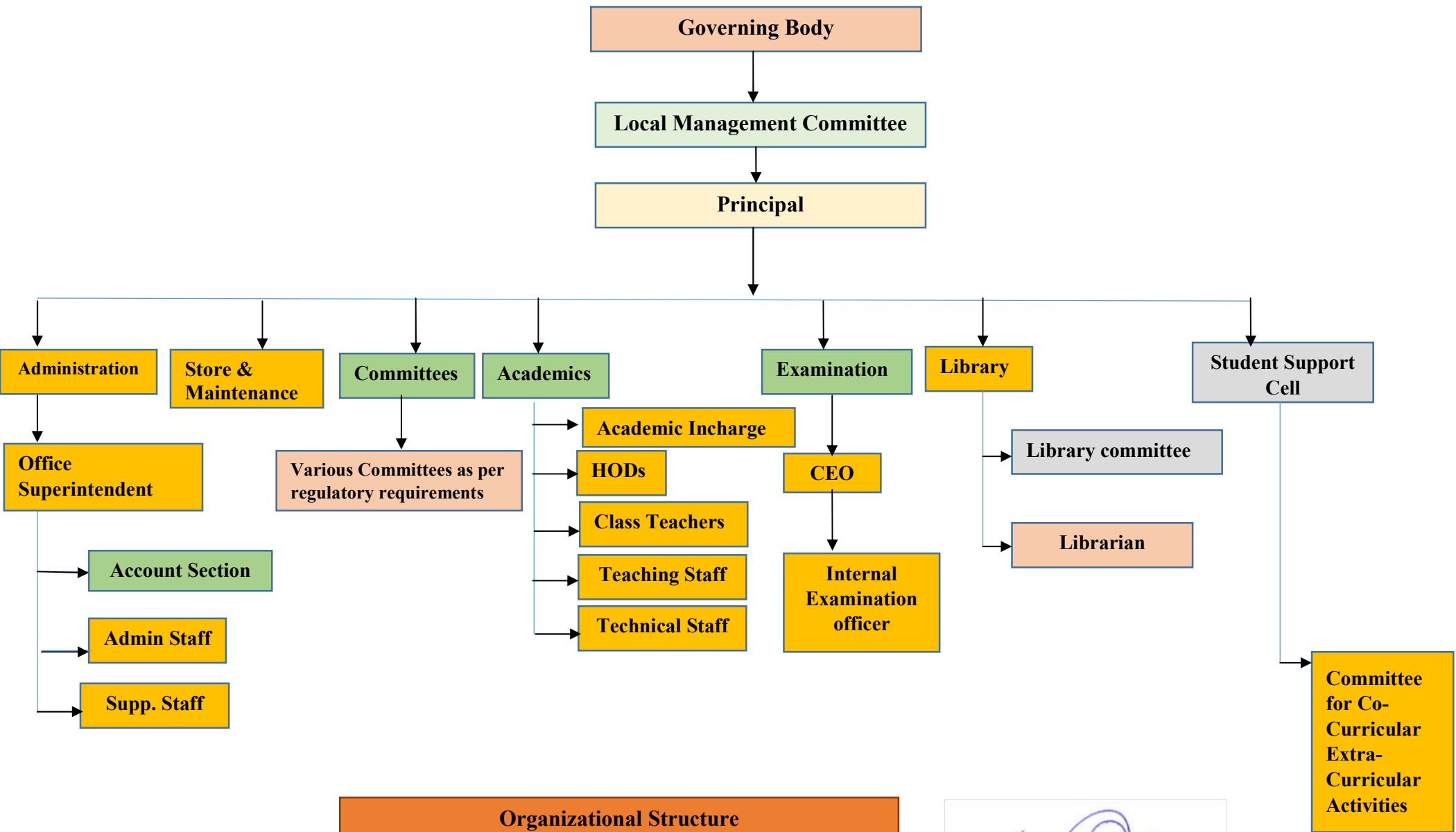
### **A- a. Organogram**




**Organizational Structure**  
**K. K. Wagh College of Pharmacy Nashik**  
**2017-2018**

  
**PRINCIPAL**  
 K.K.Wagh College of Pharmacy  
 Panchavati, Nashik-422 003.

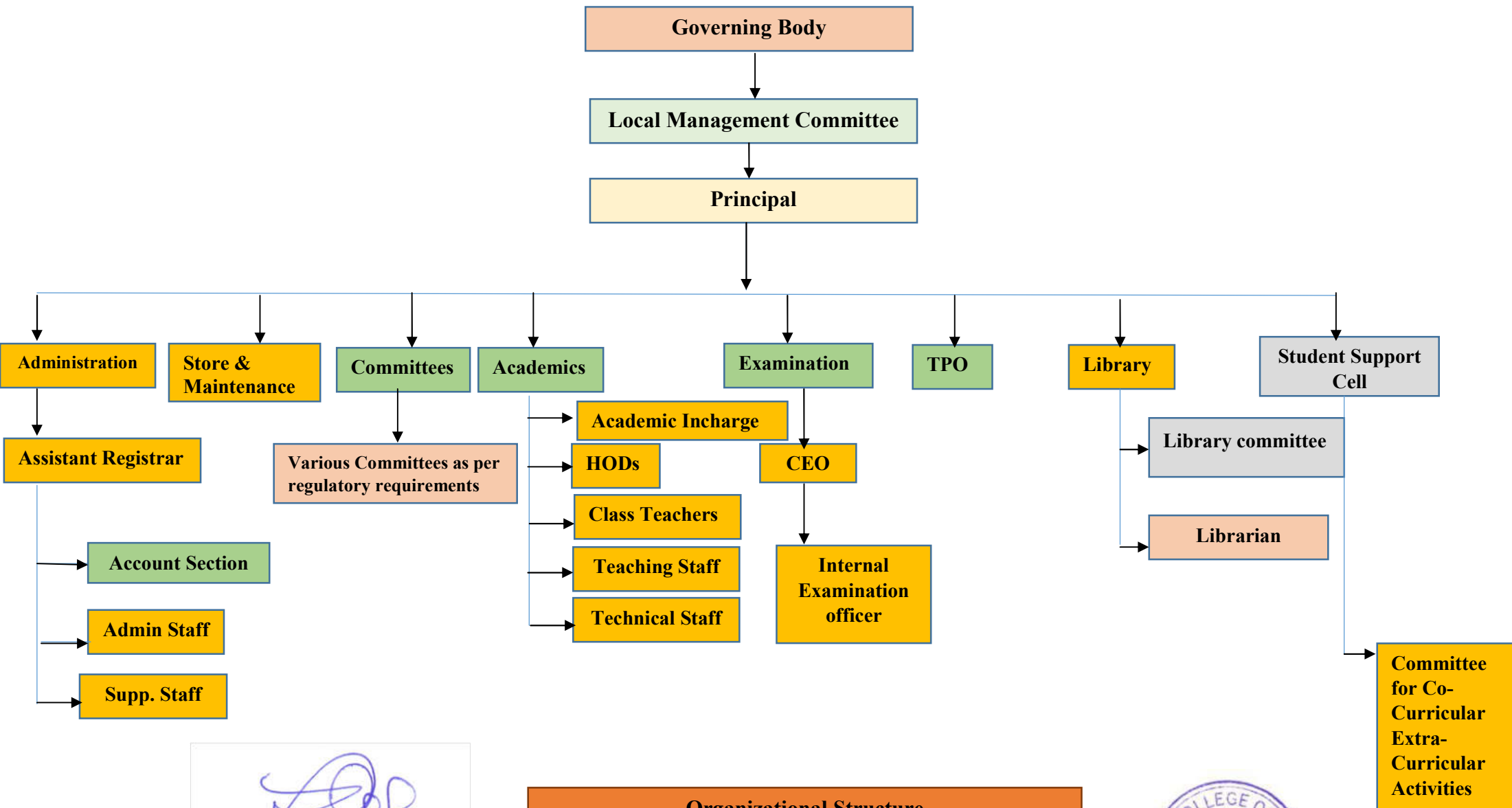





**Organizational Structure**  
**K. K. Wagh College of Pharmacy Nashik**  
**2018-2019**

  
**PRINCIPAL**  
 K.K.Wagh College of Pharmacy  
 Panchavati, Nashik-422 003.



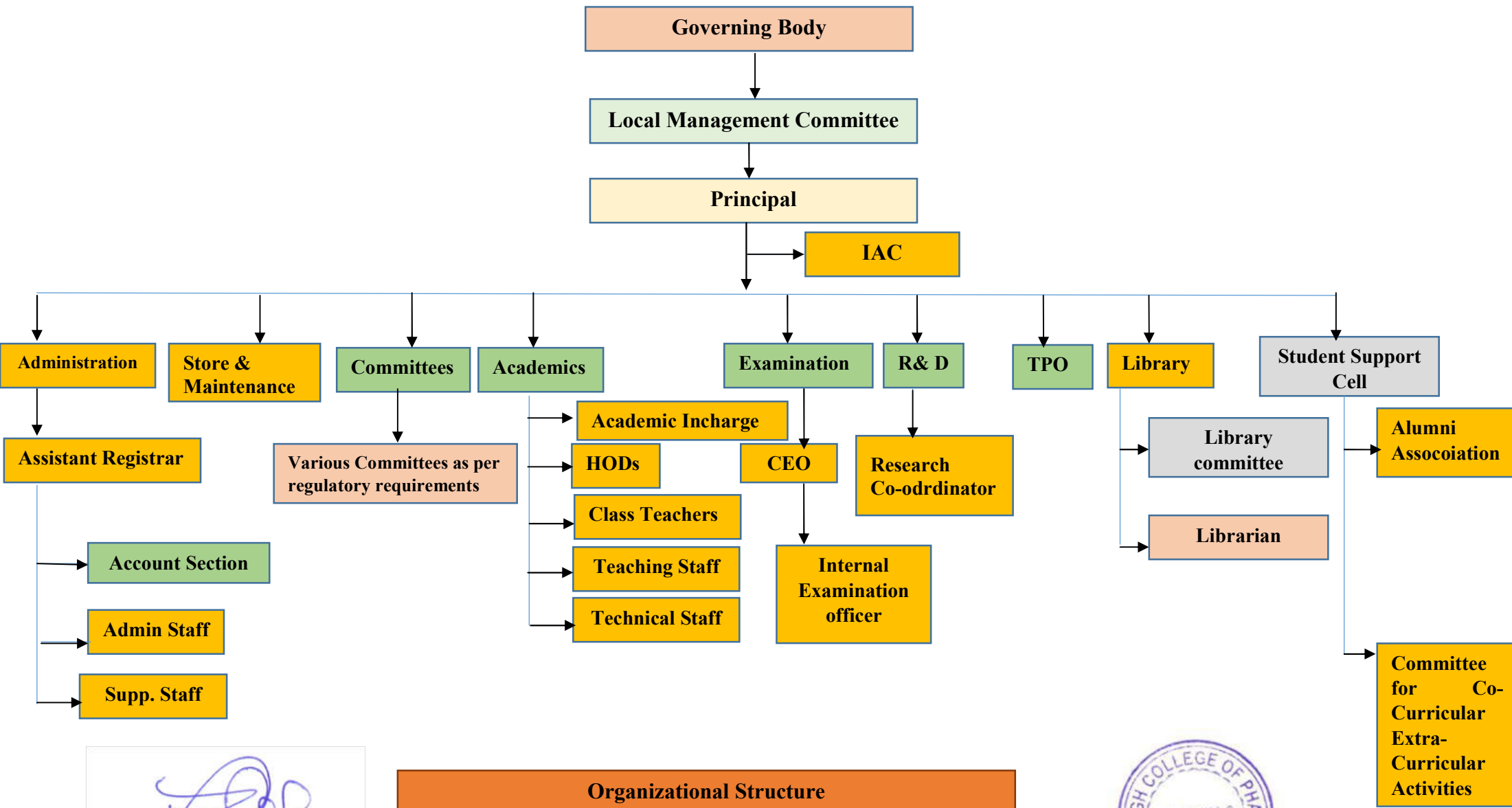



**Organizational Structure**  
**K. K. Wagh College of Pharmacy Nashik**  
**2019-2020**

  
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 K. K. Wagh College of Pharmacy  
 Panchavati, Nashik-422 003.



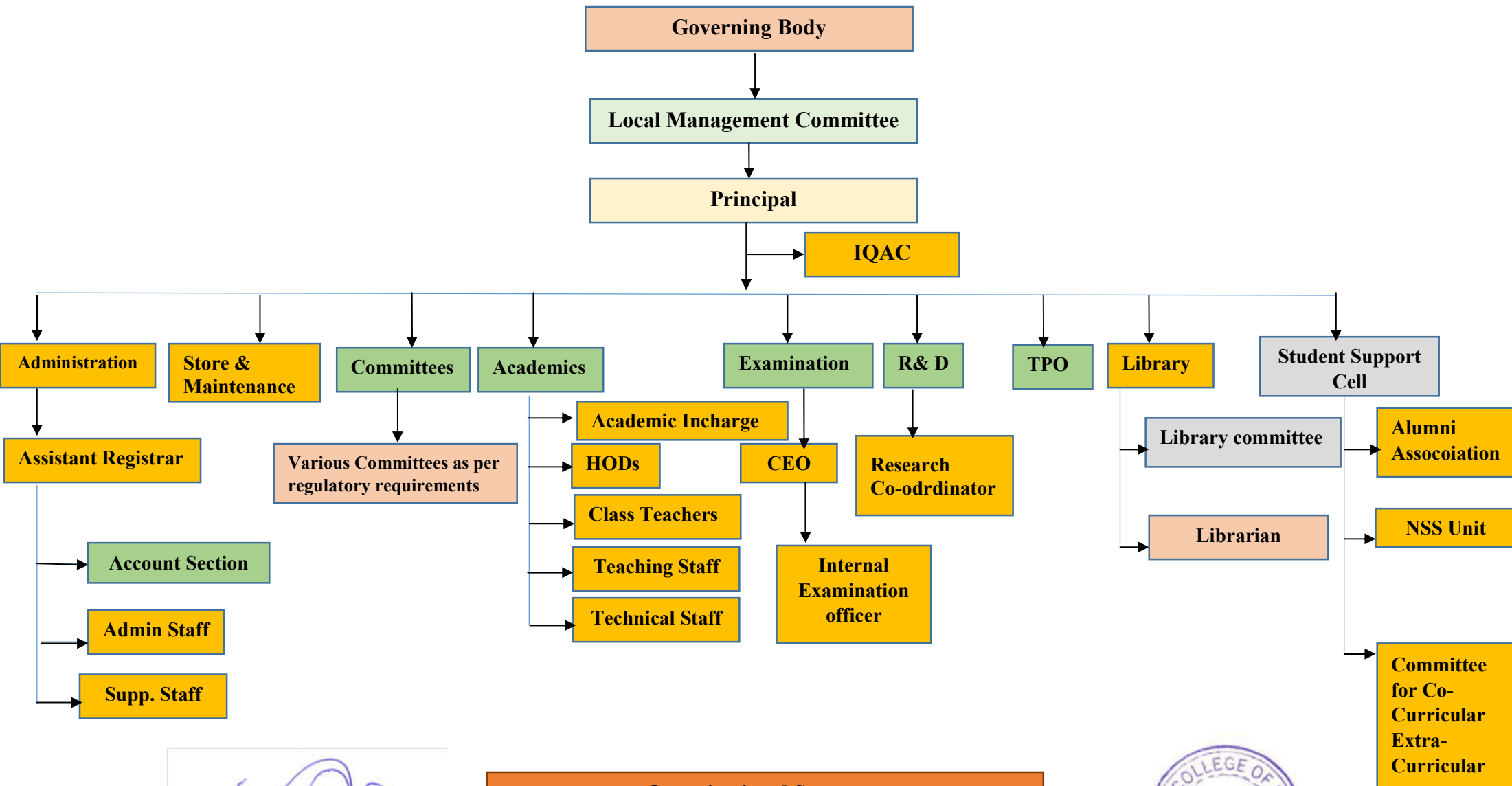





  
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**Organizational Structure**  
**K. K. Wagh College of Pharmacy Nashik**  
**2020-2021**





  
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 Panchavati, Nashik-422 003.

**Organizational Structure**  
**K. K. Wagh College of Pharmacy Nashik**  
**2021-2022**





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### **6.2.1**

#### **A- b. Roles and responsibilities**



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## **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, in sem and end sem 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.

## 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 (AQRs)



  
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Panchavati, Nashik-422 003



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

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

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

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

### **6.2.1**

#### **A- c. Institutional policies**

# ADMISSION POLICY

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





K.K. Wagh College of Pharmacy is approved by Pharmacy Council of India (PCI), New Delhi and Directorate of Technical Education (Maharashtra State). It is affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere. Entire admission process for First Year Pharmacy, Direct Second Year Pharmacy, and First Year of Diploma in Pharmacy is managed by the Directorate of Technical Education (DTE) and State Common Entrance Test Cell (Government of Maharashtra) and the institute strictly follows rules laid down by the Admission authority, Maharashtra state.

**Admission notification:**

Every year the Govt. Admission authority publishes the information regarding admission process on its website ([dtemaharashtra.gov.in/](http://dtemaharashtra.gov.in/) <https://cetcell.mahacet.org/>) and in admission brochure.

**Seat Distribution:**

First Year B. Pharmacy, First Year of Diploma in Pharmacy:

- 80% of total seats are filled through centralized admission process controlled by the Admission authority, Maharashtra state.
- 20% seats are filled at institute level, as per the guideline given by the Admission authority, Maharashtra state.
- Reservations applicable for various categories belonging to Maharashtra State are considered while allotting the seats through online system of CAP.
- One seat in each course over and above the sanctioned intake is made available in the Non-Autonomous institutes for Jammu and Kashmir migrant candidates.
- Provision for specified number of seats is made for the nominees from State and Union Territories which lack facilities in Technical Education.
- Seats as per admission authorities of the sanctioned intake per course shall be available under tuition fee waiver scheme (TFWS) and (EWS) economically weaker section. Only Maharashtra State candidature candidates are eligible for these seats.

**Direct Second Year Pharmacy:**

- All seats are filled through CAP controlled by the admission authorities Maharashtra state.
- Reservations applicable for various categories belonging to Maharashtra State are considered while allotting the seats through online system of CAP.
- Lateral Entry Seats: 20% of Sanctioned Intake, which will be over and above. Supernumerary to the approved Intake.
- Vacant Seats: The seats, within the sanctioned intake, which remain vacant during previous year.

**Seat Allotment:**

- The merit list in all categories is prepared by the DTE on the basis of applications received and score secured by the candidate in the qualifying examination (CET/JEE/GATE/CAT). Allotment of seats is based on state and category merit number generated by the DTE and preferences given by candidate.
- For admission to the Direct Second Year of Pharmacy for all programs through CAP, the merit list in all categories is prepared by the DTE on the basis of applications received and score secured by the candidate in the qualifying diploma examination. Allotment of seats is based on state and category merit number generated by the DTE and preferences given by candidate.
- The final fee approved and published by the Fee Regulating Authority for that year shall be the fee payable by the candidate for that course for that academic year.

### **Stepwise Procedure for admission through Centralized Admission Process(CAP) for UG and PG Courses:**

1. Notification of admission by the DTE.
2. Filling Online Application Form by candidate for participation in CAP.
3. Confirmation of Online Application Form and Document Verification at Facilitation Centre (approved by DTE Maharashtra) by the candidate.
4. Display of Provisional Merit List.  
Submission of Grievances at Facilitation Centre, if any.
5. Display of Final Merit List.
6. Display of available Category Wise Seats for CAP Rounds I.
7. Filling up and Confirmation of Online Option Form having preferences of Courses and Institutions before CAP Round I.
8. Display of Provisional Allotment of CAP Round I indicating allotted institute and Course.
9. Reporting and accepting the offered seat as per the allotment of the CAP Round I by The candidate at Admission Reporting Centre (ARC).
10. Display of available Category Wise Seats for CAP Rounds II
11. Repeat step 8 to 11 for CAP Round II and III.
12. Reporting and confirmation of admission by candidate at institute in respective Branch after Round I, II and III (if allotted seat is freezed).
13. Commencement of courses as per DTE schedule.

### **1.5 Step wise Procedure for Institute Level Admissions for UG Courses:**

1. Information brochure or prospectus of the institute is published well before the commencement of the process of admission.
2. Notification of admission process by Institute in Local newspaper/Website inviting applications from aspiring candidates.
3. Filling of institute application forms by eligible candidates.
4. Verifying all required documents.
5. Preparing merit lists of the candidates to be filled in at the institution level.
6. Display of branch wise merit list of eligible candidates.
7. Reporting and confirmation of admission by eligible candidates in respective branch.
8. If any CAP seat remains or becomes vacant after the CAP round, then the same is filled on the basis of inter-se-merit of candidates.
9. Commencement of Courses as per DTE schedule.

### **1.6 Cancellation of admission:**

1. The candidate should have taken admission by paying necessary tuition fees and should have submitted original certificates before he/ she applies for cancellation. In case the candidate fails to submit any of the original documents, within the allowed time limit, the admission shall be treated as cancelled.
2. The candidate shall apply online for cancellation and submit duly signed copy of system generated application for cancellation of admission to the institution. Once the candidate submits the online request for cancellation of admission, his /her admission shall be treated as cancelled.
3. Candidates admitted through institute level quota can cancel their admission by applying in prescribed format to the Principal of the institute.
4. The candidate shall not be entitled for any refund of fees except the security deposit and

caution money deposit if the online cancellation is effected by the candidate after 5:00 pm of the cut-off date prescribed by the competent authority.

**1.7 Uploading of list of admitted candidates on DTE Website:**

- The Candidate shall report to the institution finally allotted to him and confirm his admission in institution as per the schedule. The Institute shall verify the required documents and upload the admission of the candidates in the online system through Institute Login immediately and shall issue a system generated receipt of confirmation of admission to the candidate.
- The Principal of the institute is required to update the list of all admitted candidates of CAP and against CAP vacancy seats immediately as per the schedule of admission on the DTE website through their institute login.

**STUDENT DISCIPLINE POLICY**

**OF**

**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><u>Regulation-</u></b>	<b>Definition:</b>	
<b><u>1</u></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.

**Principal**

**ANNEXURE-I**

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

S/o- 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:

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\*\* 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. \_\_\_\_\_  
Father /Mother/Guardian of \_\_\_\_\_  
having been admitted to \_\_\_\_\_

\_\_\_\_\_ 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 COMMISSIONER**



  
**PRINCIPAL**  
K.K.Wagh College of Pharmacy  
Panchavati, Nashik-422 003.

**MENTORING POLICY**

**OF**

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



**Preamble:**

The experience of the college life is commonly identified as a move away from family and home. For many students, it may be the first instance to stay away from family restrictions and living independent life. It is a transitional period in terms of economic status wherein, students are financially dependent on the family, but they learn to manage their expenses by staying away from home. These factors contribute to tremendous changes in the behavioral aspects of the students. Also during this period, they are introduced to a wide range of technical /professional courses under the programs offered to them. At times, this adds to the stress and anxiety amongst the students. If all these issues of students' life are apprised effectively and mentored properly, raw teenagers may be chiseled out as sound professionals commensurate to the demand of the society.

**Objectives:**

- To provide a platform to the students for sharing their problems related to academic and non-academic matters.
- To monitor the academic progress of the students.
- To identify the slow learners, fast learners and the weak learner students and to provide suitable environment to them to grow and prosper in equal manner.
- To provide an invention and assistance to the students to grab the opportunity for their growth and development.
- To cultivate higher degree of professional responsibilities and imbibe the values amongst the young students.
- To provide an opportunity for overall development to all the students.

**Procedure for Mentoring:****Step-I: Orientation of the Mentors**

Prior to the commencement of the academic semester, the faculty members are to be oriented and sensitized regarding the importance and objectives of the mentoring process. They need to be made to realize that mentoring of the students at the college is part of their professional duty.

During the orientation session, the faculty members need to be oriented with the do's and don'ts of the mentoring process. The HODs/Senior faculty members of the institute/department may coordinate and act as resource persons for this orientation session.

**Step-II: Allocation of students to the Mentors**

The concerned HoD/Section Head will assign a group of 20-25 students to an individual faculty member. Preferably, the same faculty member should remain as the mentor for the same group during the group's entire tenure at the College.



### **Step-III: Filing the Mentoring Form and Preliminary Round of Mentoring**

After group allocation, the mentor shall plan of for a preliminary round of mentoring. This round should be organized in the first week of the semester. All the students shall be informed about the mentoring session through e-mail and notice (day/date/time/venue/ etc.). The mentor will get the forms filled up by the students under him/her mentorship and will maintain proper record of the same. During the orientation session, the mentor will make them comfortable and try to develop a good rapport with them, so that the students can easily approach the mentor in future.

After primary briefing and form filling, the mentor shall interact with each individual student and will make necessary remarks in form. While, filling this form, the academic progress, behavioral aspects, attendance related issues and participation in all-round development activities should be taken into consideration. Based on all such details, the mentor will identify the academic category of the students, i.e., slow learner, advanced learner or weak in studies. Depending upon the academic category of the students, he/she should be guided to grow and develop. Especially, for the advanced /fast learners, the necessary environment, encouragement should be provided to excel.

### **Step-IV: Next Round of Mentoring**

The next round of mentoring should be arranged monthly and after the each Sessional and Semester exam (preferably after declaration of results). The main purpose of this mentoring session is to monitor the academic performance of the students, to review the attendance, to review the progress etc. The mentor will also observe the improvements in the students after the first round of mentoring.

Thus, in a semester, minimum three mentoring sessions should be arranged. However, for the special cases, where continuous monitoring and follow-ups are required, series of mentoring sessions can be arranged.

The mentors will maintain a separate file for all the students assigned to him/her. He/she will keep all the update details of the students under him/her, provide them monitoring time to time and report the outcome to HOD/Section Head, regularly.

### **Step-V: Analysis**

All the mentoring reports (only summary) are submitted to the concerned HoD/Section Head. The HoD/ Section Head will take necessary actions, wherever required and may inform the concerned Principal/ Management.


For all the cases where improvement is not seen/ difficult to mentor, should be immediately reported to the concerned authority.

The above policy is of general nature and it can be modified according to needs and requirements of concerned authority.



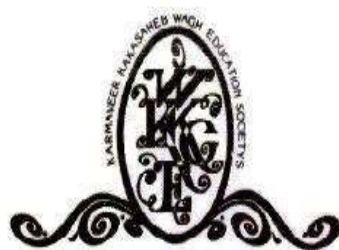
<b>C. TYPE OF DIFFICULTY FACED (Tick the most relevant)</b>	
1.	Poor performance in the exams
2.	Attendance related
3.	Course registration
4.	Subject difficulties
5.	Study (Assignments/Tutorials/ Lab/ Special Assignments)
6.	Communication (Language Problem)
7.	Misbehavior
8.	Exam UFM
9.	Career Choice / Placement/ Competitive exams
10.	Personal (Stress/ Depression/ Health/ Financial/ Friendship/ Peer Pressure/ Competition/ Social-emotional, Home Sickness, etc.)
11.	Any other
<b>D</b>	<b>MENTOR's REMARK(S)</b>
1.	Name of the Mentor
2.	Date of Monitoring
3.	Monitoring/ Meeting No.
4.	Academic category of a Student (A. Slow learner, B. Fast Learner, C. Weak)
5.	General Findings (Attendance Record /appearance/ attitude)
6.	According to you, what is the exact problem of a student? (Describe the findings here)
7.	Problem Category (Psychological / Academic/ Career Choice /Any other)
8.	Suggestions to the Student
9.	Date of Next Meeting
10.	Sign of Mentor



  
**PRINCIPAL**  
 K.K. Wagh College of Pharmacy  
 Panchavati, Nashik-422 003

## **Library Policy**

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



## **1. Preamble**

K. K. Wagh Education Society is a leading educational trust in Nashik District. It was established in 1970 by the visionary leader late Padmashree Karmaveer Kakasaheb Wagh. He realized the importance of education for upliftment of rural masses & started with a school in Niphad Tehsil. The education society later on received a land of 23 acres from well-known philanthropist Late Ratansey Haridas Udeshi (Kakuseth) of Hansaraj Surji Charitable trust, Nashik. It was utilized by K. K. Wagh Education Society to establish an ideal technical campus known as 'Hirabai Haridas Vidyanagari'.

A small sapling planted by Karmaveer Kakasaheb Wagh has grown into a full tree with 35 institutes having over 21,000 students engaged in studies from K.G. to Ph. D. in various fields. There are over 1,900 dedicated employees following the Indian ethics & striving hard towards perfection & excellence.

## **2. Library**

Library at the K. K. Wagh College of Pharmacy Nashik is privileged to support the institute's march towards its vision "To develop the institute as a global brand, imparting quality education in the pharmacy field, thereby, creating competent and expert pharmacists ready to serve the healthcare industry and society.

The Institute has a rich collection of more than 5100 books costing Rs 23 Lakhs. Library also subscribes to 25 National and International Pharmacy related journals and e journals. Total area allotted for the library is 150 sq.m. Under e-Library facility DELNET, K Hub and NDL membership is available.

## **3. Library Objectives:**

- 1) To participate effectively in the college program as it strives to meet the reading and information needs to students, teachers.
- 2) Provide the students with services and reading material so as to enable them to use the library for referring to textbooks, reference books, Journals, on-line resources for independent study.

- 3) Provide services and reading material to the teaching faculty of the college so as to enable them to use the library for preparing lectures, continuing education and research.
- 4) Provide orientation, user education and reference service to the teachers and students in order to maximize the use of the library.
- 5) To support the extra-curricular activities conducted by the college.

## **4. Policies of Various Activities of Library**

Procurement of learning resources constitutes the primary responsibility of the library. Library makes a systematic effort in building up the collection development by identifying, evaluating, selecting, processing and making it available to the users. Whether it's a book, journal or an online database, any learning resource that gets added goes through a rigorous selection process. And since this collection building requires huge sums of money and has long-lasting repercussions, it is very much essential that libraries have a well thought out collection development policy.

### **4.1. Procurement of Books: Process and Approvals**

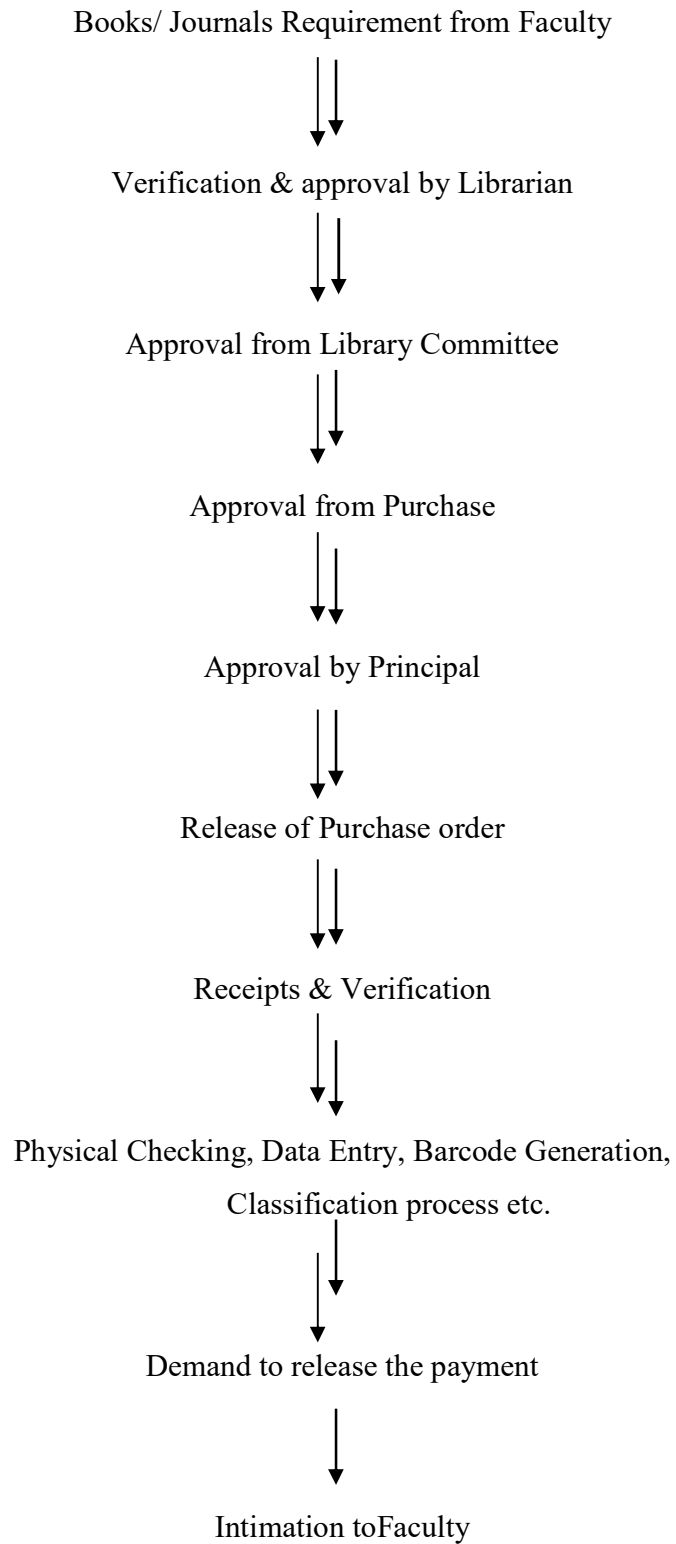
1. Recommendation: Faculty can recommend the books to be procured for their courses and research. Students/Research Scholars can also recommend the books for procurement provided their recommendation is endorsed by a faculty member.
2. Indent Approval: All faculty indents will be routed through the library coordination committee for the approval of the Principal.
3. Ordering: The ordering can be done by print, online, e-mail, etc., depending upon the convenience of the library with standard terms and conditions. Purchase Orders will be Issued by the Principal often verification by purchase section.
4. Supplier Panel: Appointment of Vendors based on their performance like response to the queries, speed of supply, adherence to the terms and conditions, etc. Vendors will be reviewed every five years based on the supplier performance.
5. Discount: While empanelling a supplier panel, Directorate Body will negotiate and fix a flat discount structure to be followed. This discount rate will be followed for the next Five years.
6. Other Suppliers/ Low Discount: There are cases where the books carry low discount, or can be obtained only from specific sources, standard agencies – who are not on the panel. Such cases will be processed after taking due approval.

7. Supply Deadline: Maximum time limit for supplying ordered titles will be 60 days. However, after checking the supply status with suppliers, based on genuineness, additional TWO weeks time may be given. Books which arrive after this will be accepted only after taking approval from the authorities
8. Foreign Currency: For foreign exchange conversion, Good Offices Committee (GOC) rates will be followed.
  - a. Price Proof: Accepted Price Proof are:(Signed & Stamped by supplier)
  - b. Distributor's invoice to supplier,
  - c. Print out from the publishers catalogue Photocopy from Publisher Catalogue
  - d. For some Indian publications, price mentioned on the titleAlternatively, the Library also cross verifies the prices from the publisher's website. Such printouts verified and signed by library staff will be accepted as price proof.

#### **4.2. Terms and conditions for Vendors**

1. Supplier should supply books within 4 weeks from the date of order for Indian Books & within 6 to 8 weeks in case of foreign books.
2. Good Office Committee (G.O.C) rates are applicable. Rate prevailing on the date when books are finally selected /order placed by the undersigned.
3. Supplier should give feedback report in writing within 2 months from date of order in case of non-availability of books. Supplier should specify whether the book is not available or the book is out of print.
4. Discount rate as per Quotation.
5. Supplier should supply books of the latest edition.
6. Price Proof should be given in case of foreign books.
7. Billing should be made branch wise (Dept./Sub..-wise)
8. Books Delivery at college site.
9. If books are not supplied within the delivery period then you are liable to pay a 10% penalty (fine) on non-supplied books.
10. Billing should be made separately for imported books & Indian books.
11. Prices are inclusive of taxes.

### 4.3. Book/Journals Procurement Process Workflow:





## **5. Circulation Section:**

The Circulation Section handles the Front Desk operations of the library and is very important because it is the first contact point for faculty and users to the library. Efficiently functioning Circulation Desk leaves a lasting impression on the user and hence it is a very important section of the library. Major Activities of the Section are:

- a) Issue and returns of Learning Resources(Primarily Books)
- b) Attending the Users' query for effective interpretation of library rules and regulations.
- c) Registration of new members.
- d) Maintenance of "Circulation Module" of Library Management Software  
Maintenance and updation of all data related to library users
- e) Sending Reminders to overdue documents users
- f) Correspondence & No Due issuing
- g) Library Orientations/Information and Digital Literacy
- h) Assisting the users for accessing OPAC and Reference
- i) Managing Counter Operations during Weekends/Holidays

### **5.1. Issue/Return procedure**

Issue/Return of library materials is the routine operation of any library. Proper sequence of activities to be followed to issue and receive the library books is defined as followed:

#### **5.1.1. While Issuing Book:**

- Quickly glance the book for any damage
- Ensure that the User writes and signs on the Book card
- Enter details into Issue Database
- Handover the books to the user

#### **5.1.2. While receiving the books:**

- Quickly glance the book for any damage
- Check Due dates for necessary action
- Cancel the entries from user Account in library Software
- Cancel the entry in Book Card
- Send them to Stack for Shelving

### **5.2 Borrowing entitlements for faculty/Students/Admin**

All the students, faculty members and staff of the institute are entitled for the membership of the library. Their entitlement, in terms of numbers of books they can borrow and the permissible loan period are given below:

<b>Sr.No</b>	<b>Description</b>	<b>No Of Books</b>	<b>Duration Period</b>
1	Head of Department	15 Books	One Semester
2	Teaching Staff	12 Books	One Semester
3	Non-Teaching	10 Books	One Semester
4	First Year B.Pharmacy	2 Books	8 Days
5	Second Year B.Pharmacy	2 Books	8 Days
6	Third Year B.Pharmacy	2 Books	8 Days
7	Final Year B.Pharmacy	2 Books	8 Days
8	First Year D.Pharmacy	2 Books	8 Days
9	Second Year D.Pharmacy	2 Books	8 Days

## **5.3 Documents Issue Rules**

### **5.3.1. Books that can be borrowed:**

1. Books from the shelf
2. Reference books can be borrowed only for reading room
3. Book CDs can be borrowed from the library.

### **5.3.2. Documents that cannot be borrowed:**

1. Journals Bound Volumes, Loose issues of journals and the latest available issue of the magazines are to be referred within library premises and are not available for issuing out.
2. Practice School and Project work Reports can only be read in the library.

## **6. Library other facilities**

### **6.1. Photocopying Services**

The Central Library provides a photocopy facility to the faculty & students of the Institute.

### **6.2. Collection of general reading books**

Central Library has a good collection of general reading books on Marathi or English Languages.

### **6.3. College News Items displays**

Central Library also displays faculty publications and College News on display board

## **7. Stock Verification and Procedure to Write off Books**

Physical verification of the library stocks has to be carried out to identify the losses, identifying misplaced and/or mutilated documents that need repair, or to weed out from the library collection. Depending upon library collections.

The verification has to be carried out by a team of members appointed by K. K. Wagh Education Society and the library staff will assist the verification team.

### **7.1. Procedure for write-off**

1. List the documents not found during stock verification
2. Library staff to make all possible efforts to locate the document not found during stock verification (the process can go up to six months but not as an exclusive task)
3. Prepare pre-final list of the documents not found and publicize
4. Compile a final list of documents not found
5. Compare with the list of earlier stock verification to identify common entries
6. Compare losses with borrowing/ consulting / photocopying statistics
7. Put up the list of common entries to the verification & Write-off Committee along with justification for the losses (open access, limited staff, inadequate security system, large number of students visiting library, losses within permissible limits, etc.)
8. Obtain approval from the wedded out committee & Principal.
9. Obtain approval from the Director / Competent Authority
10. Make necessary entries in the accession register, write-off register
11. Remove records from databases
12. Close file.
13. Improve the system with additional precautionary measures

## **8. General Rules & Regulations**

1. While availing library facilities students should scan the I card in and out machine for entry record.
2. Students have to submit a library card while borrowing a book.
3. Only two books will be issued at a time & the books issued on library card, should be returned within 8 days. After the stipulated period fine will be charged per day Rs. 1
4. Students are advised to check the book issued to them before leaving the counter.

5. Book of reference section should not be taken out of the library. It should be referred to in the reading room only.
6. Periodicals, Reference Book and Rare Books will not be loaned expected in the special with the prior permission of the Librarian.
7. Silence should be maintained in the library; otherwise strict action will be taken.
8. Library materials should be handled with care.
9. Library Books damaged by the user shall be replaced or its cost shall be paid by the users.
10. If the students loses his / her library borrower cards or I card, she/ he will be charged Rs.25 for new library card Rs.50 for new I- card
11. If the date of return is a holiday the book should be returned on the next working day.
12. Xerox /photocopying facility is available on demand.
13. All library books shall be returned before the start of vacation.
14. Eatables are not allowed in the library.
15. Group discussion is not allowed in the library.
16. Use of digital library facility only for study purpose


## 9. User Services

**Monday to Saturday:** 9.30 a.m. to 5.30 p.m.

**Sunday & Holidays:** Remain close for the day.

Sr.No	Class		Issue / Return Days
1	First Year & Third Year	D.Pharm & B.Pharm	Monday
2	Second Year & Final Year	D.Pharm & B.Pharm	Tuesday
3	First Year & Third Year	D.Pharm & B.Pharm	Wednesday
4	Second Year & Final Year	D.Pharm & B.Pharm	Thursday
5	First Year & Third Year	D.Pharm & B.Pharm	Friday
6	Second Year & Final Year	D.Pharm & B.Pharm	Saturday
7	H.O.D, Professor, Associate Professor, Assistant Professor, Lab Assistant & Other Staff		All institute working days



  
**PRINCIPAL**  
 K. K. Wagh College of Pharmacy  
 Panchavati, Nashik-422 003

# EXAMINATION POLICY

**K. K. WAGH COLLEGE OF PHARMACY  
HIRABAIHARIDAS VIDYANAGARI  
PANCHAVATI  
NASHIK422003**



Examination policies are based on the rules and regulations of the Dr. Babasaheb Ambedkar Technological University. All the work in Examination section is governed by DBATU & monitored by the Head of the Institute (Principal). All the university procedures related to examination are mostly through the online system. Following are the policies related to various activities of the examination.

- 1. Eligibility:** Admissions to First Year Pharmacy, Direct Second Year Pharmacy courses are completed based on government rules and regulations & by Directorate of Technical Education, Maharashtra (Government quota and Institute Level quota). Once admission process is finished by Directorate of Technical Education, important process to be completed as per DBATU norms is to verify the eligibility of every newly admitted student for particular course in Institute. It is online process. Students are instructed for filling enrolment forms as and when notification is received from DBATU. Student has to fill university enrolment form online along with required documents. College will approve the enrolment form and student will receive the PRN, which is necessary for filling all online forms of the University.

Following are Courses and Qualifications required for enrolment given by DBATU Lonere.

**Table1: Courses & Eligibility Criteria**

Sr.No.	Name of Course	Qualifications required for Eligibility
1	<b>Bachelor's Degree</b> First Year Pharmacy	(a) As decided by admission authority Maharashtra state from time to time. (b) Diploma holders who have passed the Diploma course in Pharmacy with minimum of 50% marks affiliated to MSBTE.

2	<p><b>Bachelor's Degree</b> Direct Second Year Pharmacy</p>	<p>(a) The candidate should have passed 50% marks for open category &amp; 45 % marks for Reserved Category with condition Passed, SSC Diploma course in Pharmacy of the Maharashtra State Board of Technical Education(MSBTE).Or</p> <p>(b) Any other recognized Diploma Equivalent to the Diploma awarded by the Maharashtra State Board of Technical Education (MSBTE) &amp; AICTE approved With English as a medium of instruction at Diploma level.</p> <p>(c) Out of State: Any other state / Territory Diploma equivalent to MSBTE, approved by AICTE, English as a medium of Instruction out of state of the Diploma Passed in First class of Dr. Babasaheb Ambedkar Technological University, Lonere (BATU). Or any other AICTE approved institution which has been granted academic Autonomy by the Government of Maharashtra and University in the State of Maharashtra.</p>
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**2. Examination Form Process:-**To appear for examination, every registered student has to fill the examination form. Examination form filling process of DBATU is an online process. College informs students as & when the process starts.

- a. Exam form filling schedule:-**Examination section prepares notice and circulates it to all students. Mentor/Class co-ordinator guides students to fill the required information in exam form. College Examination Officer verifies it and if there are any problems in form filling, they inform the same to Students immediately and examination section forwards the problems to university by mail to exam support, which then solves the problems and informs to exam section regarding status of problem. Examination section then informs concerned students to complete his/her examination form filling.
- b. Examination form fees payment:** - Exam form fees are to be paid online. If any problem occurs in examination form payment system then it is solved by College Examination Officer by contacting Dr. Babasaheb Ambedkar Technological University, Lonere (DBATU).
- c. Approval of examination forms:** Online filled exam forms are approved by College Examination Officer. Examination section once again informs students to submit their examination forms (Those who have not submitted till last date.)
- d. Examination forms after late fees:** - Students who fail to fill examination form before last date of late fees, have to report to university for examination form filling (occurs rarely). Such students can fill the examination form only if university allows him/her with super late & fine fees.

**3. Time Table:** -Time table is mailed to the college by university well in advance and same is shared with the students by exam department. Exam department prints out the hall tickets from college login and same is signed by principal to distribute to the students. In the mean period, University appoints the district coordinator who schedules the practical exam schedule in coordination with College examination Officer which is then informed to all subjects in charge.

**4. Sessional and End Semester Theory & Practical Examination: -**

There are two internal sessional exams of 15 marks for theory and 10 marks for practical and End semester exams of 75 marks for theory and 35 marks for practical. **Unfair Means during Examination:-** Unfair means cases caught by flying squad/Senior supervisor are reported to the university with student's original answer book, copy material and student's malpractice form. Intimation is sent to the student regarding date and venue of unfair means committee hearing by University. Student faces committee and he/she will abide the decision of committee and after hearing within one month, his/her result is declared.

**5. Dispatch Center for answer sheets is designated by DBATU, Lonere:** Dispatch of answer sheets to various Regional centers designated by DBATU will be carried out as follows:

- i. Answer-books should be placed in a cloth bag and sealed with wax. Metal seal of the institute should be affixed on the wax.
- ii. The sealed papers should be dispatched through the CAPC centre through the vehicle provided by the institute.
- iii. The sealed paper should be accompanied with 1 dispatch officer, 1 or 2 peons (as per need).



**The Broad Categories of Unfair Means Resorted to by Students at the University/College/Institution Examinations and the Quantum of Punishment for each Category there of**

<b>Sr. No.</b>	<b>Nature of Malpractice</b>	<b>Quantum Punishment</b>
<b>01</b>	Possession of Copying Material	Annulment of the performance of the student at the University/College/Institution examination in full (Note: This quantum of punishment shall apply also to the following categories of malpractices at Sr. No.(2) to Sr. No.(12) in addition to the Punishment prescribed thereat.
<b>02</b>	Actual copying from the copying material	Exclusion of the student from University or College or Institution examination for one additional examination.
<b>03</b>	Possession of another student's answer-book.	Exclusion of the student from University or College or Institution examination for one additional examination (Both The Students)
<b>04</b>	Possession of another student's answer book + actual evidence of copying there from.	Exclusion of the student from University or College or Institution examination for two additional examinations (Both The Students)
<b>05</b>	Mutual Mass Copying	Exclusion of the student from University Or College or Institution examination for two additional examinations.
<b>06</b>	(i) Smuggling-out or smuggling-in of answer book as copying material. (ii)Smuggling in of written answer book based on the question paper set at the examination. (iii) Smuggling- in of written answer-book and forging signature of the Jr. Supervisor there on	Exclusion of the Student from University or College or Institution examination for two (i) three (ii) four (iii)additional examinations.

<b>07</b>	Attempt to forge the signature of the Jr. Supervisor on the answer book or supplement	Exclusion of the student from University Or College or Institution examination for four additional examinations.
<b>08</b>	Interfering with or counterfeiting of University/ College/ Institution seal, or answer books or office stationery used in the examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations.
<b>09</b>	Answer book main or supplement written Outside the examination hall or any other insertion in the answer book.	Exclusion of the student from University or College or Institution examination for four additional examinations.
<b>10</b>	Insertion of currency notes/ to bribe or attempting to bribe any of the person connected with the conduct of examinations.	Exclusion of the student from University or College or Institution examination for four additional examinations. (Note: This money shall be credited to the Income of Examination Branch)
<b>11</b>	Using obscene language/Violence threat At the examination centre by a student at	Exclusion of the student from University Or College or Institution examination for
	The University/College/Institution examination to Jr./Sr Supervisors/ Chief Conductor or Examiners.	four additional examinations.
<b>12</b>	(a) Impersonation at the University/College/Institution examination. (b) Impersonation by the student of University/College/Institution student at S.S.C/H.S.C/any other examinations.	(a) Exclusion of the student from University or College or Institution examination for five additional examinations. (Both the students if impersonator is the student of University or College or Institution). (b) Exclusion of the impersonator from University or College or Institution examination for five additional Examinations.

<b>13</b>	Revealing identity in any form in the answer written or in any other part of the answer book by the student at the University or-College or Institution Examination.	Annulment of the performance of the Student at the University or College or Institution examination in full.
<b>14</b>	Found having written on palms or on the body, or on the clothes while in the examination	Annulment of the performance of the Student at the University or College or Institution examination in full.
<b>15</b>	All other malpractices not covered in therefore said categories.	Annulment of the performance of the student at the University or College or Institution examination in full and severe punishment depending upon the gravity of the offence.
<b>16</b>	If on previous occasion a disciplinary action was taken against a student formal practice used at examination and he/she is caught again formal practices used at the examinations, in this even the/she shall be dealt with severely. Enhanced punishment can be imposed on such students. This enhanced punishment may extend to double the punishment provided for the offence, when committed at the second or Subsequent examination.	
<b>17</b>	Practical/Dissertation/Project Report Examination Student involved in malpractices	
	At Practical/Dissertation Project Report examinations shall be dealt with as per the Punishment provided for the theory examination.	
<b>18</b>	The Competent Authority, in addition to the above mentioned punishments, may impose a fine on the student declared guilty. *(Note: The Term "Annulment of Performance in full" includes performance of the student at the theory as well as Annual Practical examination, but does not include performance at term work, project work with its term work, oral or practical & dissertation examination unless Malpractice used thereat.)	

6. **Result analysis/Institute Toppers:-**PDF file of results is at College login provided by DBATU. Result analysis is carried out at departmental level, which includes number of students appeared for the examination, number of students passed, number of students secured distinction, first class, higher second class, second class, ATKKT, etc. Result analysis is carried out for each subject of different classes. Result analysis is then forwarded to the administrative office (Principal office). List of first 3 toppers who secures distinction is prepared for every class and sent to account section for the Institute topper awards. Statement of marks of students is received from DBATU generally, after 30 days of declaration of results and then it is distributed to students.
7. **Photocopy and revaluation:-** After declaration of university results, if students are unsatisfied with their results, then student can apply for photocopy and revaluation of answer book of respective subject. Schedule of photocopy and revaluation is informed to students as and when declared by DBATU. This process is again online. Student use their registered user ID and password to apply for photocopy and revaluation and fees are paid to university directly. After applying for photocopy/revaluation & paying fees, university sends photocopy of answer book to students login. Once this process is completed and if students photocopy and subsequent revaluation result is positive then student has to submit his/her earlier original statement of marks to the examination section. Examination section then submits the same to university along with documents showing change in result. University then replace student's statement of marks and give new mark statement to exam section, which is then given to concerned student.
8. **Grievances Redressal System:-**Grievances redressal system is there in examination section to solve queries related to result, photocopy, exam form filling, etc. There are two types of grievances related with examination:
  - a)The Grievances that can be addressed by direct communication with University through Web Mail, which includes exam form, photocopy form, and revaluation form related grievances.
  - b)The Grievances that can be addressed by submitting documentary evidences along with student's application to University, which includes results reserved due to backlog/eligibility, subject absentee, name correction, etc. related grievances.

**Institute Transfer:** Student who wishes to transfer Institute from parent institute to aspiring institute. All such students have to submit No Objection Certificate of parent institute and aspiring institute with valid application to regional Directorate of technical education office. All such students are abiding with rules of DTE.

9. **Convocation:** -Applying for Degree Certificate (Convocation) is necessary for students after declaration of final year result. Convocation at University level. During the convocation, degree certificates are issued to the passed out students. Remaining degree will be received by Institute from the university and circulated to the students.



**K.K. Wagh Education Society, Nashik**  
**Central Office**

Ref.: KKWES/ 2283 /2023

Date: 13 APR 2023

**Office Note**

Ref.: Executive Board Meeting dated 25/2/2023, Resolution No. 20/10.

With reference to above, management has decided as under;

**1) Appreciation award for GPAT Topper Students :**

The management has decided to give Rs. 1,000/- per student for first 03 (Three) toppers in GPAT Examination.

Please implement this policy from the Academic Year 2020-2021 onwards & please give this awards henceforth every year to first 03 (Three) toppers in GPAT Examination.

**2) Reimbursement of registration fees of GPAT qualified Students :**

The management has decided to reimburse the paid registration amount of the students, those who have been GPAT qualified.

Please implement this policy from the Academic Year 2020-2021 onwards & please give this registration amount henceforth every year to GPAT qualified students.

**3) Appreciation award for the Academic toppers (Meritorious Students) for each Class (F.Y., S.Y., T.Y. & Final Year B. Pharm) :**

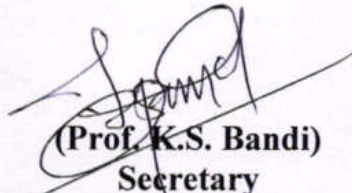
The management has decided to give appreciation award for first 3 (Three) topper students in University Examination is as under;



Sr. No.	Class	Award	Amount (Rs.)
1)	First Year B. Pharm.	1 <sup>st</sup> Topper	1,000/-
		2 <sup>nd</sup> Topper	1,000/-
		3 <sup>rd</sup> Topper	1,000/-
2)	Second Year B. Pharm.	1 <sup>st</sup> Topper	1,000/-
		2 <sup>nd</sup> Topper	1,000/-
		3 <sup>rd</sup> Topper	1,000/-
3)	Third Year B. Pharm.	1 <sup>st</sup> Topper	1,000/-
		2 <sup>nd</sup> Topper	1,000/-
		3 <sup>rd</sup> Topper	1,000/-
4)	Final Year B. Pharm.	1 <sup>st</sup> Topper	1,000/-
		2 <sup>nd</sup> Topper	1,000/-
		3 <sup>rd</sup> Topper	1,000/-

Please implement this policy from the Academic Year 2020-2021 onwards & please give this awards to first 03 (Three) topper students from each class in University Examination henceforth every year.



  
**(Prof. K.S. Bandi)**  
**Secretary**  
**K.K. Wagh Education Society,**  
**Nashik**

- Copy to :**
- 1) The Finance Manager, K.K. Wagh Education Society, Nashik
  - 2) Dr. N.S. Patil, Project Officer, Central Office
  - 3) Mr. R.B. Tiwari, Registrar, Record Section, Central Office

**Copy to :** Principal, K. K. Wagh College of Pharmacy, Nashik- for necessary action



K K Wagh Education Society

Ref: KKWES/Pharmacy/2728/2023

Date:- 5 MAY 2023

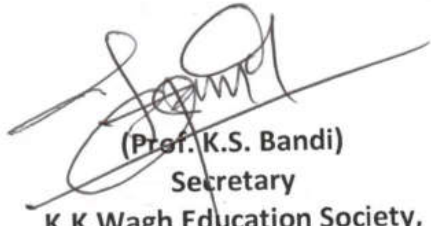
**Student Policy for attending the Conference, Annual Convention, Seminar, Paper Presentation, Model Presentation etc.**

Students of Pharmacy institutes are allowed to attend the events viz. Conference, Annual Convention, Seminar, Paper Presentation, Model Presentation etc. competitions organized by the Professional Bodies / Universities / Institutes of Repute in the State of Maharashtra and other States in India.

**Students shall be reimbursed as follows-**

- a) DA shall be paid as per Education Society's rules if the prize is won.
- b) Both-way Concession/ full fare if the prize is won.
- c) Registration charges shall be paid at actual if the prize is won.
- d) 50% registration charges shall be paid to the students who have presented the paper in person.
- e) Both-way Concession or One way full fare in all other cases.



  
(Prof. K.S. Bandi)  
Secretary  
K.K.Wagh Education Society,  
Nashik

K. K. Wagh Education Society

(Reg. No. F-135 (Nashik) dtd. 06/01/1970)

Central Office : Hirabai Haridas Vidyanagari, Amrutdham, Panchavati, Nashik - 422003, Maharashtra, India  
☎ +91 253 2221104, 2221111 ■ disp-co@kkwagh.edu.in 🌐 <https://kkwagh.edu.in>

**TRAINING & PLACEMENT CELL**

**OF**

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





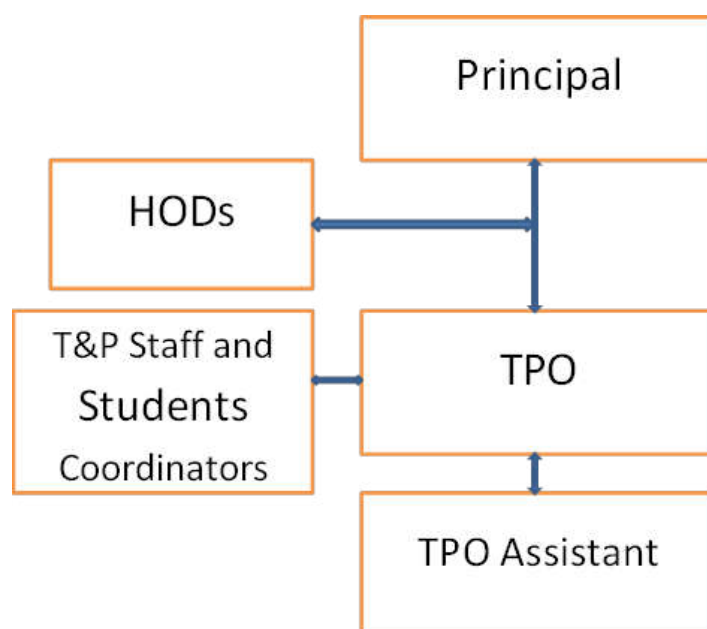
**Preamble:** K K Wagh College of pharmacy holds the pride of place being one of the best Pharmacy Institute established in Nasik, Maharashtra in the year 2017.

In order to meet the global challenges of skilled manpower in the 21<sup>st</sup> Century, institute have T and P cell. The aim of this cell is to make the students aware about various career options available after becoming a Pharmacist. The T and P cell regularly organizes the training programs.

This policy of T and P cell is framed with the following objectives:

- For the smooth functioning of the Career Development Center
- For becoming an effective link between the job seekers and job providers by building up networking with Industries and Alumni.
- To ensure the transparency and clarity in the Training and Placement Activities
- To provide equal job opportunities to students irrespective of their Religion/Caste/Gender/Economic Back Ground
- For enhancing the employability skills of students
- To ensure sustainable employment for all our students

**1. Organization Chart of T&P Cell:** The Training and Placement Cell is headed by a senior faculty and is having a small group of dedicated and committed staff supported by departmental Training and Placement Coordinators Staff and students coordinators.



### **Roles and Responsibilities T&P Cell**

- An effective a link between: Industries-College-Academic Departments- Students for sharing information and data.
- Inviting the Companies for conducting the campus selection process
- Organizing the Placement Drive in coordination with academic departments
- Conducting the Training Programs to students in coordination with academic departments
- Maintaining the good relations with industrial association and industries
- Maintaining the student data and placement statistics and forwarding the same to industries and higher authorities as and when required
- Preparation of Placement Brochure and newspaper information and forwarding the same thing to newspaper regularly

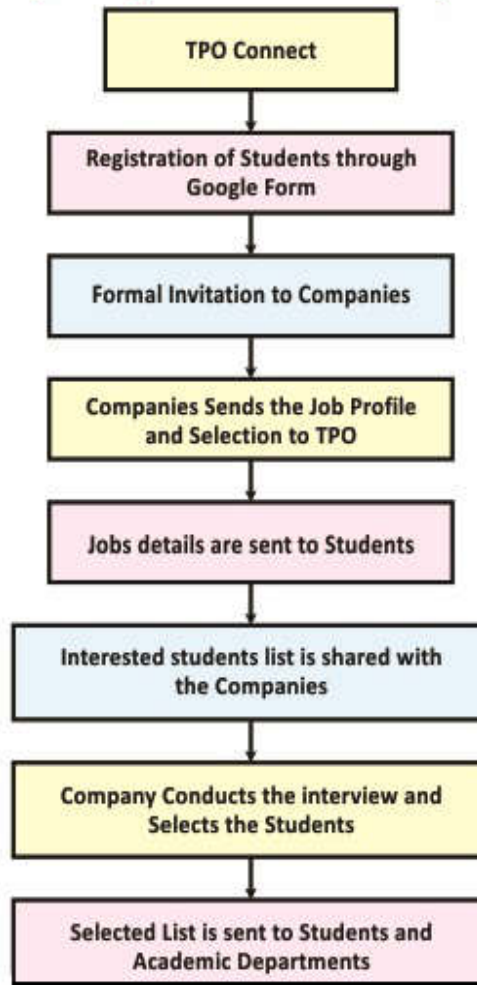
### **Student Coordinator:**


- Should act as an effective link between Training and Placement Cell and Students
- Should coordinate/volunteer the Placement and Training activities
- Should ensure that the information reaches the concerned students in timely manner.

## **2. Activities of the T & P Cell**

- **Placement Activities:** Placement activities are being conducted by the career development center throughout the colander year. Standard Operating Procedure is prepared for the smooth conduct of the placement activities.
- **Students Mentoring:** T&P Cell regularly takes the feedback through Google sheet and Google form, from the students who have appeared for the campus interview. The objective of this feedback is to know: Technical Questions/HR Questions/Coding Questions/Aptitude questions. These collected inputs are shared with the junior students for the preparation of the campus interview.

## Standard Operating Procedure for Campus Interview



  
**PRINCIPAL**  
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Panchavati, Nashik-422 003.

# **IT POLICY**

**OF**

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



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- 1.2 Data Access
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- 1.6 IT Management responsibilities
- 1.7 Disaster Recovery Plan
- 1.8 Open Source Software's

## **Preamble**

K. K. Wagh College of Pharmacy, Nashik has over the past five years, been constantly endeavoring to train high-quality scientific and technical man-power and provide solutions to a variety of challenging technological problems that may arise in different fields , through its well qualified faculty, highly skilled supporting staff and well equipped IT infrastructure , with the goal of becoming one of the leading centers of teaching, research and extension in Pharmacy and totally committed to excel in every sphere of its activity. Institute encourages use of ICT for teaching learning process. Institute has over 90 computers, 02 laptops, and 19 peripherals such as printers, scanners, Xerox Machin etc.

The institute has provided BSNL 100 Mbps lease line ,Security and privacy is ensured through Cyberoam 1000 ia hardware firewall. Wi-Fi facility is also available in the campus for all the students and staff. Every faculty member is provided with computing facility for preparation of teaching material.

Every year computers are purchased whenever there is necesiutwith latest configuration with operating system licenses and 3 years onsite comprehensive warranty as per the requirement and Up gradation of hardware is done time to time.

## **Objective**

In order to have proper use of Information technology resourses, generation of data and its monitoring, appropriate registration of domain names, properly defining the procurement process and IT management responsibilities, there is a need to have institute wide IT policy. Hence this policy document has been prepared to ensure proper use of IT resourses including the disaster recovery plan. The Information Technology Cell of the institute is responsible for the proper implementation of this policy.

## **Definitions:**

### **Entities:**

It means and includes employees (permanent/Adhoc) and students from all departments and sections of the Institute that use Information Technology (IT) resources of the Institute.

### **IT Resources:**

It means and includes Software, Hardware, Networking and other assets owned by the Institute intended to be used for IT based applications and services.

## **1.1 Responsible Use of Information Technology Resources**

### **Policy statement**

K.K.Wagh College of Pharmacy, Nashik needs to ensure that Working employees (permanent/Adhoc) and students who use its information technology resources to do so in a responsible manner, abiding by all applicable laws, policies, and regulations.

### **Policy scope**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

K.K.Wagh College of Pharmacy,Nashik employees/students are provided computing, networking, and information resources for use as main service to support their efforts to meet their employment-related or curriculum objectives. In keeping the view of freedom with responsibility, employees assume responsibility for their appropriate usage and are responsible for exercising good judgment regarding the reasonableness of personal use of computing resources. Individuals are expected to be careful, honest, responsible, and civil in the use of computers and networks. Employees/students must respect the rights of others, respect the integrity of the systems and related resources, and use these resources in strict compliance with the law, Institute policies, and contractual obligations. Use of IT resources in the work environment in a manner that results in inappropriate conduct will be addressed as an employee/student performance issue, even if such conduct does not rise to the level of a Institute policy violation. Any use of Institute IT resources and networks by employees/students that is inappropriate to the workplace, or otherwise contributing towards creating harassing or uncomfortable workplace, or creating a legal risk may lead to formal disciplinary action.

The Institute reserves the right to restrict the use of its information technology resources and to discontinue or limit access to information technology resources as required by employees or students.

## **1.2 Data Access**

### **Policy Statement**

K.K.Wagh College of Pharmacy ,Nashik needs to control the access to data in a controlled manner.

### **Policy Scope**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

Data need to be classified as Confidential and Public. It would made be available on need to know basis. Privacy of data need to be maintained. Owner of the data for each data set should be identified and the owner would decide who will have access to the data. Any publication of the data on website would be decided by owner of the data.

## **1.3 Recording and Registration of Domain Names**

### **Policy Statement**

K.K.Wagh College of Pharmacy,Nashik needs recording of all domain names purchased for institute with registration details.

### **Policy Scope**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

Institute shall maintain a record of its domain name assets and use those names within the institute domain or host them on Institute servers.

## **1.4 IT Purchase**

### **Policy Statement**

K.K.Wagh College of Pharmacy,Nashik must use standard hardware configurations for all IT related equipment in our institute.

### **Entities Affected By this Policy**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

Purchase of all IT related equipment will be carried out as per Institute purchase policy.

## **1.5 Server Systems & Security**

### **Policy Statement**

Servers Systems inside K.K.Wagh College of Pharmacy,Nashik should be kept in secure environment.

### **Entities Affected By this Policy**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

Server systems and networking equipment must be provided with suitable and secure operating environment including power supplies, temperature and cleanliness.



### **Requirements for Server systems are as follows:**

1. 24/7 Service
2. Closed Circuit TV
3. Uninterrupted Power Supply (UPS) and Diesel Generators
4. Cooling System (Air Conditioned support)

## **1.6 I.T Management responsibilities**

### **Policy Statement**

K.K.Wagh College of Pharmacy, Nashik would ensure a consistent and integrated approach in the management of IT functions within its purview.

### **Policy Scope**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

K.K.Wagh College of Pharmacy, would ensure the following;

1. Track IT related activities and ensure that they are completed within budget allocated and meet deadline
2. Coordinate IT human resources within K.K.Wagh College of Pharmacy, Nashik for effective utilisation to achieve curriculum and academic objectives of each department.
3. Carryout analysis of functionalities for any support related to IT (ERP software, support for Examinations, Accounts and finance etc)
4. Encourage department to set up core team for IT development and implementation
5. To be aware of the capabilities of existing IT systems in K.K.Wagh College of Pharmacy,Nashik and be able to recognise opportunities and risk
6. Provide training to all departments of the institute.

## **1.7 Disaster Recovery Plan**

### **Policy Statement**

In case of disaster K.K.Wagh College of Pharmacy,Nashik should be able to recover and resume their IT operations from another location inside the campus.

### **Entities Affected By this Policy**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

The data on various servers owned by K.K.Wagh College of Pharmacy,Nashik should be backed up on daily basis on Network Attached Storage (NAS). Such backup devices must be located in a location other than engineering building in the campus and also at some other location outside the campus.

## **1.8 Open Source Software's**

### **Policy Statement**

K.K.Wagh College of Pharmacy,Nashik (K.K.W.C.O.P.) needs employees (permanent/Adhoc) and students to use open Source Software


### **Entities Affected By this Policy**

All departments of K.K.Wagh College of Pharmacy,Nashik.

### **Policy Information**

1. Use of pirated software is strictly prohibited
2. As far as possible, Open source software to be used by employees and students
3. In case of a specific need of License software, concern department and sections must purchase adequate number of software Licences



  
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# **ENERGY POLICY**

**OF**

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



K. K. Wagh College of Pharmacy is one of the leading Pharmacy Institutions offering Pharmacy Education at UG level plays important role in development of Economy by providing quality Pharmacy professionals.

**Our Mission is:**

- Minimize Energy consumption by use of Energy efficient Equipment's and maximum Use of day light, natural ventilation and Energy substitution.
- Maximize use of renewable Energy.
- Create Awareness about Energy conservation.

**This we plan to achieve:**

- Manage efficiently utilization of Energy resources by use of cleaner and more efficient technologies.
- Train faculties, students, Industry professionals to make institute the pace setter in the area of Energy conservation.
- Promote awareness related with Energy conservation among various sections of society
- Enrich our experience on Energy conservation by exchange of ideas with other organisations
- Encourage faculty members to obtain certification as certified Energy auditors and Managers.
- Carry out regular internal energy audit to identify energy conservation opportunities
- Provide Expertise to industry and other organisations in the area of Energy management by offering Energy Audit Services.

**Energy management Action Plan:**

**Improvement in Energy efficiency:**

- Use of star labeled Equipment's such as Refrigerator, Air conditioners.
- Replacement of Conventional T836/40-watt florescent lamps by LED tube.
- Replacement of 150HPSY street light fixtures by 72W LED Street Light Fixtures.
- Use of TFT computer monitors.
- Replacement of conventional ceiling fans by BLOC ceiling Fans

**Elimination of Energy wastages:**

- Maximum use of natural day light for indoor illumination.
- Use of natural ventilation.
- Use of timer switches to street light control
- Use of timer switches in classroom
- Good Housekeeping practices.
- Fine tuning of temperature setting of Air conditioners and Water coolers

**Energy Substitution:**

- Use of solar water Heaters in place of Electric Geysers.
- Maximum Use of Renewable Energy: Grid inter active Solar PV systems at Roof tops


**Energy Cost Optimization:**

- Maximum demand optimization by adequate reactive power management.
- PF incentive by maintenance of Power factor above 0.995.
- Use of detuned RTPFC to eliminate risk of resonance.
- To Tariff benefits by operating flexible load during off Peak Period.
- Use of dual trigger RTPFC panel to optimize DG fuel consumption

**Training and awareness programmes:**

- Conducting awareness program for staff and student.



  
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# K. K. WAGH COLLEGE OF PHARMACY

(B. Pharmacy & D. Pharmacy)

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

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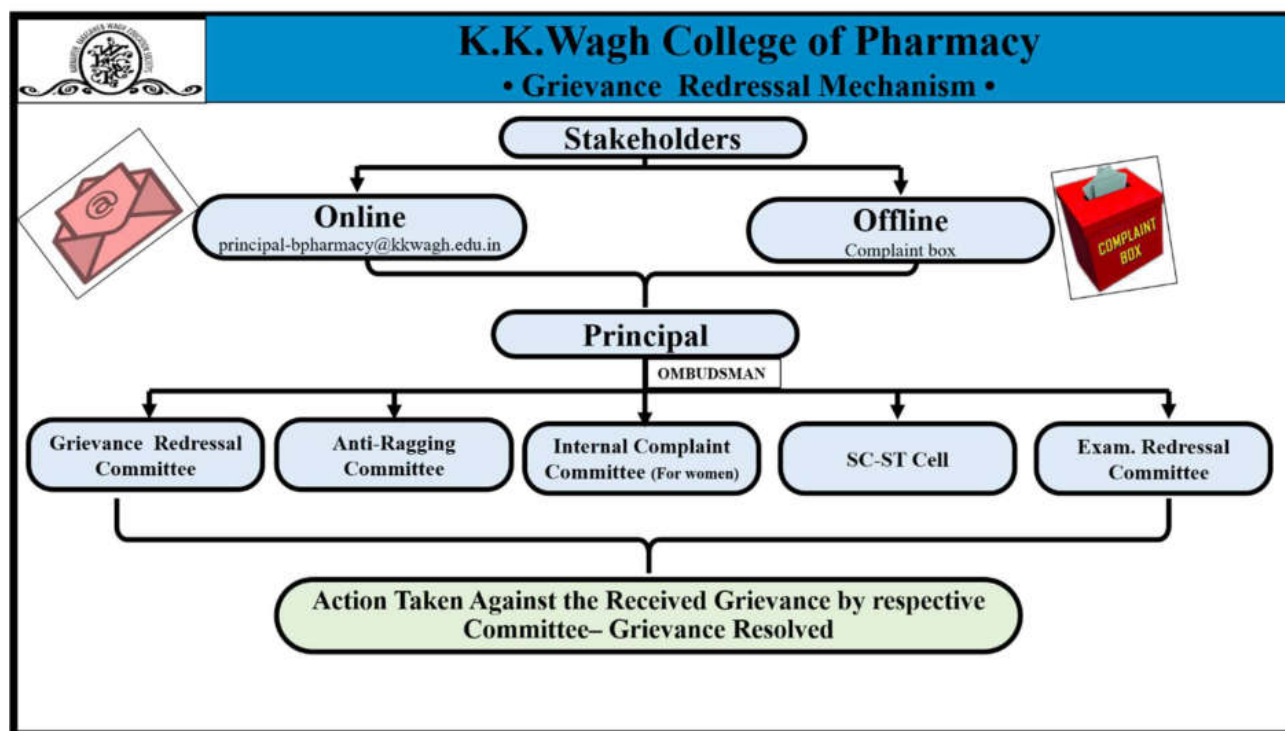
(Affiliated to Dr. Babasaheb Ambedkar Technological University, Lonere, MSBTE, Mumbai & Approved by PCI)

## Grievance Redressal System

### Aim

Prevention of unfair practices and providing mechanisms for grievance redressal system through online /offline mode. Grievance Redressal System is a mechanism to receive and act on complaints and grievances reported by the students, their parents, Employees and others in our institute.

### Grievance Redressal mechanism



### Grievance Redressal System

The Grievance Redressal Committee (GRC) addresses the prevention of unfair practices, complaints of all students, Scheduled Castes, Scheduled Tribes, Backward Classes, Women, Minorities and Differently able, fees, scholarship issues, victimization, sexual harassment, and other matters and to provide a mechanism to innocent students, parents, staff and other the stakeholders for redressal of their grievances. The aggrieved students, their parents, staff and the other stakeholders shall approach the concerned Head of the department/Section with the grievance/s and if not resolved, to the GRC for the redressal of their grievance/s.

### Procedure for sending a complaint to GRC

The aggrieved student/ person shall fill in the Grievance online by email with necessary attachments of facts and/or documents or physically by Grievance to the office with the documents drop in the complaint /suggestion box available in the administrative block or submit to the office of the Principal, in order to put forth the matter to the committee concerned in order to resolve the issue.



  
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K.K. Wagh College of Pharmacy  
Panchavati, Nashik-422 003

**MAINTENANCE POLICY**

**OF**

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



**K. K. Wagh College of Pharmacy, Nasik**  
**MAINTENANCE POLICY**

**Preamble:**

The institute is continuously involved in procuring equipments and upgrading the infrastructure. Maintaining this infrastructure in proper condition is very essential. The institute has entrusted the responsibility of maintaining the infrastructure to the concerned sections.

**Objectives:**

- To maintain the well equipped laboratories of the institute.
- To maintain the state of the art Central Library.
- To maintain ICT enabled classrooms, seminar halls and faculty rooms.
- To carry out the maintenance work of buildings with minimum disturbance to the stakeholders.
- To create additional facilities for fulfilling the requirements from time to time.
- To maintain IT Network and CCTV cameras in building premises.

**1. Maintenance of Civil Infrastructure:**

Construction and Maintenance unit of the K. K. Wagh Education Society takes care of maintenance of all buildings in the campus. This includes civil work modifications, building repairing, repairing and maintenance of internal roads, plumbing, colouring etc. This unit prepares estimate of the proposed work and obtains approval from management. Small repairing and maintenance works are carried in house whereas contractors are appointed for the execution of major works. Construction and Maintenance unit also monitors housekeeping and cleaning of water tanks and sanitary blocks. An external agency is appointed for cleaning of all water tanks of the campus on contractual basis.

**2. Maintenance of equipments, electrical items, fire system and water supply:**

3. The maintenance and repairing of the equipments is done by the respective departments with the help of technical assistants and services of external agencies are also hired for major and critical troubleshooting. Each department of the institute carries out the maintenance and calibration of the equipments and measuring instruments periodically.
4. Maintenance of computer systems is carried out by technical assistants of the respective department. If the department is not able to resolve the issue, the problem is referred to System Analyst. In case the problem still persists, the same is referred to the outside vendor. The payment of the vendor is made after the vendor resolves the



issue and provides the “Customer Service Report” duly signed by the concerned department / section.

5. The maintenance of all the electrical works in the campus is taken care by maintenance wing of department of electrical engineering. Silent diesel generator set of 320KVA capacity has been provided for power backup. Adequate numbers of UPS are installed in each department to ensure uninterrupted power supply for all computers and electronic equipments.
6. The fire safety system has been installed in the institute according to IS 14435:1997 norms. Fire Hydrant systems and alarm systems are in service since 27/05/2013. To store and supply water, eleven underground water tanks (with a total capacity of 3, 32,000 liters) and 17 elevated water tanks (with a total capacity of 3, 74,000 liters) are in use in the campus. Eleven pumps are installed to pump the water from underground water tanks to elevated water tanks. Water coolers and water purifiers are installed in every departments of the institute for safe drinking water. Maintenance of the water coolers and purifiers is carried out from time to time.

**7. Garden Section:**

Gardening section has been established to maintain the campus green and nature friendly. The plants and lawns are irrigated through well designed sprinkler system. Necessary equipments, fertilizers and plants are purchased from time to time. Cleaning of campus is done by contractual labour. Organic waste collected from Amrutdham Campus is transferred to another campus where it is converted into fertilizer.


**8. Furniture and maintenance:**

A separate team has been appointed to prepare furniture and related maintenance for the institutes run by K. K. Wagh Education Society. This unit works under the control and supervision of Workshop Superintendent of the Engineering Institute.

**9. IT Network:**

All computers in the institute premises have been connected by LAN. The IT cell maintains the firewall, LAN connectivity, Campus Wi-Fi and internet connectivity throughout the institute. Guest login can be provided to the departments / sections on request. This cell also looks after the installation and maintenance of CCTV cameras in the institute premises.



  
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**BUDGET POLICY**

**OF**

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

**HIRABAI HARIDAS VIDYANAGARI**

**PANCHAVATI**

**NASHIK 422003**



## **I) Brief about Budget**

Budget represents the Annual Financial Statement showing the estimates of receipts and expenditure in respect of a financial year. Financial year commences on 1<sup>st</sup> day of April of each year and ends on 31<sup>st</sup> day of March of the following year.

The Budget specifies the objects for and the limits up to which expenditure may be legally incurred during the course of a financial year. Its object is to exercise financial control over approved items of income and expenditure. In other words, it is an instrument of financial control.

The budget shall contain the following:

- a) Estimates of all Revenue/Income expected to be raised during the financial year to which the budget relates.
- b) Estimates of all Expenditure for each head-wise expenditure.

## **II) Budget Estimate**

A budget is a financial plan for a defined period of time, usually a year. It is an instrument of financial control. Budget is defined as “A comprehensive plan, expressed in financial terms by which an operating programme is effective for a period of time”. An institute considered estimates for expenditure under these broad categories:

### **1. Non- Recurring expenditure:**

Non-Recurring Budget estimates is forecast under each head of account

- Equipment Dead stock
- Furniture Dead stock
- Computer Dead stock
- Software Dead stock
- Books Dead stock

## **2. Non- Recurring expenditure:**

- Laboratory consumable
- Maintenance & spares
- Internet & Telephone
- Travel (staff & students)
- Electrical expenses
- Misc. Exp. for academic activities

## **3. Research & Development, Project Expenditure**

The requirements of the emerging research projects within the department.

## **4. Training & Placement Expenses**

### **III) Budget calendar:**

(a) Budget calendar indicating the dates by which the various steps leading to the finalization of the budget estimates of the institutes are to be completed. Budget is prepared in the January / February month of the year

The following are the stages to be followed before the budget estimates are approved by the Principal:

- i. Budget circular is sent to Head of Departments and Section/Portfolio Head requesting them to forward their budget proposals of the subsequent year by a set date.
- ii. Receiving of budget proposals from department.
- iii. If considered necessary by the Principal, budget proposals can be reviewed with the concerned department before framing recommendations for consideration of Society Office & Governing Body
- iv. Formulation of the budget estimates of the institute under the overall guidance and directions of the Principal.
- v. Submission of budget proposals and revised estimates to Society Office & Governing Body for Sanction.
- vi. Sanctioned Budget is received from the Society Office & Governing Body and communicated to all HOD's and Section/Portfolio Head.

#### IV) Estimates for Receipts & Payments

Receipts & Payments are accounted as under:

- **For the current year**

- 1) Actual receipts and payments up to month of December.
- 2) Receipts and Payments for January, February and March (3 months) are accounted on the basis of actual receipts and payments of Nine months (*i.e.* up to December) and total receipts and expenses are accounted for 12 months.

- **For Next year**

a) Receipts:

- Fees : No. of Students for next year x Fees per student
- Other Receipts :- 10% increase in the current year fees


b) Payments:-

- Salary: - 15% Increase in current year total Salary Expenses.
- Non Salary Expenses: 15% increase in current year expenses
- Dead stock: Lists provided by the respective departments and sanction given by Principal.
- Depreciation: Last year depreciation & dead stock purchases
- Surplus / Deficit :- Difference between Receipts & Payments

#### V) Inevitable payments:

No expenditure outside or in excess of the sanctioned budget allocation for the year shall be incurred without the prior sanction of the authority competent to give such sanction. Similarly, absence of budget provision or inadequacy of funds should not be given a justification for postponement of payment for the services already rendered. The adequacy of the budget provision should be taken into consideration before incurring any liability.



  
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**RESEARCH POLICY**

**OF**

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



# K. K.Wagh College of Pharmacy , Nashik

## RESEARCH POLICY

### **Preamble:-**

K.K.Wagh College of Pharmacy, Nashik has been striving to develop itself into an institution of excellence in education and research in consonance with the contemporary and future needs of Maharashtra and India through meaningful education, original research of the highest standard and leadership in technological innovation for the industrial growth of the country. With the path-breaking innovations in both of its teaching learning methodology and research, the College is rapidly gaining a legendary reputation in the country.

In addition to offering formal undergraduate and post-graduate programs, the College actively encourages its faculty and other academic staff to undertake sponsored research and consultancy projects in order to strengthen the research profile of the College. Research and development is carried in several areas like energy and environment, manufacturing, automobile, telecommunication, materials, simulation, infrastructure, and computation.

These projects are very important for maintaining external linkages and are also as a source of revenue for the College.

The Research Promotion Scheme of College aims to nurture research culture in the College by promoting research in newly emerging and challenging areas of science and Pharmacy. It encourages the Undergraduate to undertake the research in newly emerging frontier areas of science and Pharmacy including multidisciplinary fields. This will enhance the general research capability of budding technocrats and presenting it by the way of participating in conferences, seminars, workshops, project competition, etc.

### **Objectives:-**

1. To formulate a research development program to equip the faculty with the knowledge, skills, and competence to do research and publish their research outputs.
2. To encourage students to engage in various types research activities for social problems.
3. To improve research productivity of students and the quality of students researches.
4. To encourage the faculty to engage in various types of research activities.
5. To produce through the research team refereed articles for publication in different research journals.
6. To encourage faculty to apply and obtain funding from various agencies.

### **Procedure for Research Work:-**

1. **Research Idea:** Generate a list of best ideas from your research area in which you are interested. As a Principal Investigator (PI), you should take into account your professional interest in identifying new and important research questions. Organization of brainstorming with a group helps in terms of idea mapping. Moreover, identifying ideas that are innovative in which you will be comfortable requires refinement of your research idea in terms of its implementation within the availability of resources. One could establish an internal review panel as a team to discuss the efficiency of the proposed study. The team will concentrate on the improvement of scientific content of the proposal.
2. **Funding Agency:** One needs to learn about the funding agency in terms of its mission, research priorities, available financial resources, recent awards and current announcements. Faculty should initiate interaction with the research coordinator and

seek required information on matching of the research Idea and objectives of the agency. Faculty should visit the funding agency, if necessary and volunteer to serve on the review panel. Faculty needs to read and analyze the solicitation of the agency's grant application.

3. **Ethics/ IPRs:** Funding agencies are concerned with ethical issues of the scientific experimentation on humans, animals, etc. PIs are responsible for upholding academic integrity.
4. **Viable research budget and term:** It consists of direct and indirect costs of the proposed study. Moreover, provide rationale for each budget item within the lines of the objectives of the study. It is advisable to seek assistance from the concerned staff of the College. It is necessary to check your calculations before you submit it to the funding agency.

#### **Research Proposal Contents: -**

1. **Proposal Description:** Title: It is the summary of the proposed study. It shall be a good match to the proposed themes of the funding agency. Moreover, it should be easily remembered by the reader cum reviewer.
2. **Summary of the Proposal:** One needs to highlight the aims and overview of the research plan. It should demonstrate the importance of the study and generate interest to the reviewer.
3. **Research Statement:** Faculty should incorporate the relevance of the proposed study, the focus of the study and a rational plan to achieve the study goal(s).
4. **Objectives:** The proposal should establish the overall direction of the proposed study. In the case of several objectives faculty should state the action, the behavior and the standard against which it will be measured.
5. **Literature Review:** Faculty needs to incorporate important work in a concise manner in the proposed study. In addition, faculty should try to advance the knowledge.
6. **Study Design:** It shall be simple and clear. Moreover, the design should be based on the study objectives. You may need to discuss with the expert in research methods, if necessary, to obtain suggestions on sample design, data measurement, collection and analysis.
7. **Benefits to the academia and the society:** The proposed study should contribute to the knowledge base and find solutions to the society's problems. The relevant design and finding of the study should be disseminated to the targeted groups of the society. The information sharing strategy could be worked out in consultation with stakeholders. The funding agencies provide incentives to the PIs to share the findings of the study. Thus, the investigator could incorporate the cost of the dissemination in proposed budget of the study.

#### **Implementation of Research Promotion Scheme:-**

Looking in to the diversified interests of the faculty members and their experience and expertise in respective fields it has become essential to set up rules and regulations for research promotion schemes at the College level. Following strategies are made for the benefit of an individual faculty member, department and the College as a whole.

- All departments are encouraged to prepare strong proposals of research work to be carried out in the department involving the faculty members, Post graduate and Doctoral students of the department.
- It is recommended that all faculty members should be involved in the research projects of the department.
- Every department is expected to have information of various research project funding agencies / institutions/ industries etc. (like AICTE, DST, UGC, CSIR laboratories, DRDO/University various national and international schools with collaborative projects,



Ministry of Communications and Information Technology, Ministry of Non-Conventional Energy Sources, etc.)

- There should be strong research understanding between department and the above mentioned institutions along with MOU signed for collaborations and projects. The effectiveness of the MOUs over the performance of the department shall be responsibility of concerned HOD.
- It is expected that every Head of department should submit one proposal to government funding agencies with K.K.W.C.O.P. as place where in equipments/facilities will be installed.
- College includes the budget for “Research and Development Activities”, in yearly College budget policy.

**Sponsored Research Projects: -**

- The College provides information regarding various funding agencies and schemes, announced by central and state government to faculty & supports them to prepare & submit research proposals.
- Sponsored project refers to one in which the Principal Investigator (PI) does not charge honoraria/consultation fee. For a project sponsored by a government agency, no honorarium in any form can be claimed. Amount may be used by the principal investigator as approved in the respective budget head by the funding agency.

**Individual projects: -**

- The College encourages investigation of basic and applied areas of science and technology and Pharmacy individually. Research grants for such projects are given by government agencies and industries (both national and international). These projects are usually of 2-5 years duration with periodic appraisals, while research objectives and goals may be refined along the way.

**Collaborative projects:-**

- Faculty may also participate in collaborative projects with other domestic or foreign partners. In such projects, there must be a separate budget and scope of work statement to be done by the faculty and staff of the College. The summary statement provided to the College should be based primarily on the portion to be done by the College. The College will treat this like any other sponsored project.
- The additional fund for the purchasing small equipment, stationary, consumable materials in laboratory etc. which is not considering in budget of project that additional fund provided by College to promote research activity/work/project.

**Utilization of Funds (How it is utilized): -**

1. After receiving the research grant, the College releases the funds as per the demand of the principal investigator. Additional amount, if required is given by the College. The College has well equipped laboratories, adequate internet facility and library resources to carry out investigations dealing with research projects. The teaching load of principal investigator may be adjusted during research work. The College has appointed Research Coordinator (RC) for the University. The accounts section helps to carry out timely audit and preparation of utilization certificate.
2. The College, soon after receiving the sanction letter from the Sponsoring Agency allows the Project Investigators to initiate the project work by duly hiring the personnel (if necessary) spends on consumables, using the infrastructure and resources of the College, in anticipation of the release of the Funds.

**Accounts: -**

- The money received through research grants is parked in the current account held by the College and the College does not earn any interest on the grants received, neither the College/individual charges any interest from the funding agencies in case of delay

in reimbursement of expenditure or transfer of the Funds pledged by the agency towards the execution of the projects by the principal investigators of College.

- A consultancy project/task/work is one, where faculty and research staff provides knowledge and intellectual guidance to industry (within India/outside India), primarily for their purposes. This is effectively a contract work in which all outputs belong to the sponsor.
- A MoU/agreement that satisfies all the conditions, particularly of the overheads, service tax will be approved by the College. Any deviation from the norms (e.g. reduction of overhead) will have to be discussed and explicitly approved.
- When MoU is verified for legal issues by the law section of K.K.Wagh Education Society, Nashik and acceptable to both the parties, it is sent to the Principal, KKWCOP for approval along with the Note File
- After approval, Principal Investigator/HOD as the case may be along with witness sign the MoU.
- After completion of the project, final report should be submitted to the funding agency.
- A completion certificate should be obtained from the funding agency for successful completion of the project based on which project account will be closed.

#### **Equipments:-**

Major equipment in the areas of research where a long-felt need exists or for new thrust areas of research is the main focus of the committee for acquisition of research equipment scheme. Proposals for purchase of major research equipment are invited from or a group of faculty members drawn from across the College.


#### **Publications: -**

The rich outcome of the research endeavors can be seen in the large publications and number of books. The strong academic environment prevailing in the campus encourages faculty members to write research papers and books in the area of their expertise. Following the practices across the world, books authored by faculty or research staff are not treated as projects or consultancies. Royalties received for books authored by faculty/staff members will not be shared by the College. Such authors of the books are expected to donate copies to the central library.

#### **Interaction with Eminent Researchers: -**

The College regularly invites renowned personalities for motivation where it researches among faculty and student. Number of researchers and scientists visit our College regularly. Expert lectures and keynote session of all these personalities motivate the faculty and student for research in frontier areas of technology and interdisciplinary research etc. Faculty and student obtain an advanced knowledge from such session that eventually will result in new or improve products, processes, systems etc. which is one of the major objectives of such visits. College provides accommodation facility for all visiting scientist's / research scholars in the guest house which is equipped with Wi-Fi and computing facilities available on 24x7 basis.



  
PRINCIPAL  
K.K.Wagh College of Pharmacy  
Panchavati, Nashik-422 003.

# **INTELLECTUAL PROPERTY RIGHTS POLICY**

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



**Preamble: -**

K K Wagh College of Pharmacy, Nashik has been constantly endeavoring to train high-quality scientific and technical man- power and provide solutions to a variety of challenging technological problems that may arise in Pharmacy field, through its well qualified faculty and highly skilled supporting staff, with the goal of becoming one of the leading centers or teaching and research in Pharmacy and totally committed to excel in every sphere of its activity. It has been constantly encouraging scholarship, research, and academic excellence.

K K Wagh College of Pharmacy, Nasik recognizes that intangible assets like inventions, copyright, know-how, designs and other creative and innovative products generated during the scientific and intellectual pursuits of its faculty and its students provide a competitive edge to the Institute. It, therefore, has formulated its intellectual property policy to provide guidance to its faculty, staff, students, research scholars and outside agencies on the practices and rules or the Institute regarding intellectual property rights (IPR) and obligations which include its ownership, commercial exploitation, and end confidentiality requirements. The policy is expected to promote a conducive environment for both curiosity-driven and market-driven research and development activities at the Institute and creation of original works of authorship.

It is to be stressed that this IPR policy is to be treated more as a guideline than a strict rule in the legal sense in view of the evolutionary scenario in the nations IPR policy and is. Therefore, subject to changes if a need arises.

**1. Purpose:**

- I. Felicitate, encourage, promote and safeguard scientific inquiry, research pursuits and the academic freedom of its faculty and students.
- II. Create an innovative culture which fosters the creation and development of IP at the Institute.
- III. Provide a clear understanding of the rights and responsibilities of the faculty, staff, and students and protect the interests of the Institute and its members;
- IV. Establish an IPR management policy and procedural guidelines for converting the knowledge generated in the Institute to wealth;
- V. Enable the Institute to make beneficial use of intellectual property (IP) so as to confer maximum benefit to the inventors, the Institute and the society at large end.

**2. Objectives:**

- I. Facilitate protection and valorization of intellectual properties generated by its faculty, staff and students as a result of their intellectual and scientific pursuits at the Institute during the tenure of their employment/engagement at the Institute and thereby offer scope for wealth generation, alleviation of human sufferings and betterment of human life.
- II. To promote IPR awareness and culture among its faculty, staff and students.
- III. Provide a comprehensive single window reference system for all IPR related issues.
- IV. Proactively create an environment for generating new knowledge through research and innovations compatible with the educational mission of the Institute.

**3. Scope:** This policy covets all rights arising from the intellectual property devised, created or generated by the faculty members, staff, students, research scholars (both internal and external categories), persons employed in sponsored research and consultancy projects and consultancy projects and visiting scientist/ professors/ research guides/ professionals who participate in teaching and research work being carried out at the Institute either on full-time

basis or part-time basis, irrespective of the eligibility of these rights for registration. The IP arising from academic research includes patents, designs, copyright, know-how and undisclosed information.

#### **4. Application:**

This policy as amended from time to time shall be deemed a part of the conditions of employment for every employee of the Institute and a part of the conditions of enrollment and attendance at the Institute for students, and shall be made available to staff prior to appointment, students on enrollment and to all existing staff and students. It is also the policy of the Institute that all potential creators who participate in a sponsored research project and/or make use of Institute-supported resources shall be informed of this policy and shall accept the principles of ownership of intellectual property appended in this policy unless an exception is approved in writing by the Institute.

**5. Policy Statement:** The Institute is committed to promoting, protecting, managing and commercializing Intellectual Property consistent with the recognition that among its primary objects and functions are teaching, research and meeting the needs of the community and society. It supports the commercialization and exploitation of IP, which can provide an additional source of revenue to the Institute and also accrue benefits to staff and students. At the same time; the Institute recognizes traditional academic values and expectations.

#### **6. Types of IP:**

The intellectual properties can be broadly listed as:

- a) Patents
- b) Copyrights
- c) Trade/Service marks
- d) Industrial designs
- e) IC layout designs
- f) Traditional knowledge and Geographical Indications

#### **6. Ownership of Intellectual property**

**I.** In all the applications filed by the Institute for the ownership of intellectual property rights, the persons who have directly contributed intellectual inputs shall be mentioned as inventors or creators.

#### **II. Copyright**

- a) The Institute shall be the owner of the copyright on all teaching and instructional materials developed by the employees of the Institute as a part of any of the academic programs of activities at the Institute. However, the author shall have the right to use the material in his/her professional work.
- b) Books, articles, monographs, speeches and other communications produced by the staff members in the course or research and teaching using Institute resources will be outside the purview of this clause. The Institute recognizes faculty ownership of copyright in such traditional works or authorship.
- c) In case of thesis/dissertation/project report written by a student, the ownership of copyright shall rest jointly with the student and his/her guide. However, in such cases,

the Institute may demand assignment of the ownership of the copyright in full. Where the Institute does not demand such assignment or where the copyright has not been assigned to the Institute, the Institute will be entitled to a non-exclusive, non-transferable license to use the work within the Institute for non-commercial educational and research purposes, and to possess a number of copies for such purposes.

### **IIC IPR Coordinator:**

**IIC IPR Coordinator** appointed by head of institute as member of IIC.

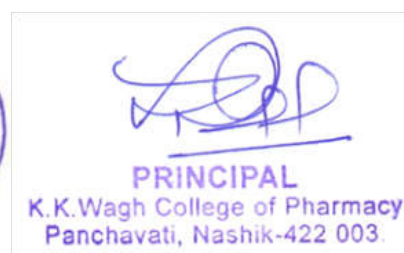
The current role of IPR Committee

Includes the following, which may be revised from time to time

- a. Organization of IP awareness programs at KKWCOP, Nasik;
- b. Organizing IPR meetings of department coordinators and train them for various IPR activities;
- c. Regularly review IP cases (filed/granted applications) for maintenance / discontinuation.
- d. To assist faculty/students/project staff/ supporting staff/visitors in all IPR application activities.
- e. Liaison with Alumni and past employees who have obtained patents/copyright in various fields.
- f. Guidance for patent agent examination and other such certification exams/ courses.
- g. Initial review of IPR application shall be done at department level by department coordinator in consultation with respective head of department and final review will be done by Institute IPR coordinator.
- h. Digital signature and corresponding computer facility with appropriate installed components shall be provided by Institute IPR coordinator.
- i. The actual e-filing procedure shall be carried out by respective department coordinator.
- j. Follow-up shall be done by the department coordinator as well as institute coordinator.
- k. Staff member shall be permitted to work with patent agents/ experts in case of challenging/ revoking patents already granted to other agencies.

### **Role of Institute:**

- a. The inventor(s) shall conduct IP searches, study the present state of art while drafting of the IP application.
- b. The inventor shall bear all costs of drafting and filing an Indian IP application
- c. The institute shall bear the early publication charges (Form 2 fees: Rs. 2500/-) and Examination charges of an Indian IP application.
- d. In case of domestic and international patents, institute shall bear 50% of filing and prosecution charges.
- e. Institute shall publicize the success and felicitate the concerned student/ staff member who obtained any form of IPR.





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

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

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

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

## **6.2.1**

### **A- d. Service rules**



## **K. K. Wagh Education Society**

Central Office – Hirabai Haridas Vidyanagari,  
Amrutdham, Panchavati, **Nashik - 422003.**

Tel. Nos. (0253) 2221109, 2221111

Email id : [disp-co@kkwagh.edu.in](mailto:disp-co@kkwagh.edu.in)

Website: [www.kkwagh.edu.in](http://www.kkwagh.edu.in)

### **Service Rules & Regulations**

**Date of Publication: 29/04/2023**

**(Exclusively for Pharmacy Degree Institute)**



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# K. K. Wagh Education Society, Nashik

## SERVICE RULES & REGULATIONS

### 1] General :

1.0 The Society is registered under Society's Registration Act 1860 (Reg.No. MAH/202/NSK dated 05/01/1970) and Bombay Public Trust Act 1950 (Reg. No. 135/NSK dated 06/01/1970). The main aim of the society is to impart the education by providing excellent facilities and faculties in Primary, Secondary, Higher Secondary, Professional courses like Engineering, Agriculture, Pharmacy, Management, etc. and also non-professional education like Arts, Commerce, Science, Computer Science, Fine Arts, Performing Arts, Education etc.

### 1.1 Abbreviations Used:

AICTE: All India Council for Technical Education.

NCTE: National Council for Teachers Education.

DTE: Directorate of Technical Education.

DBATU: Dr. Babasaheb Ambedkar Technological University, Lonere.

PCI: Pharmacy Council of India

UGC : University Grants Commission

NEP : National Education Policy

IPA : Indian Pharmaceutical Association

IPC: Indian Pharmaceutical Congress

APTI: Association of Pharmaceutical Teachers of India.

ISTE: Indian Society of Technical Education.

KKWES: K.K. Wagh Education Society, Nashik

TTTI : Technical Teacher's Training Institute

### 1.2 Definitions :

**Society** means K.K. Wagh Education Society, Nashik.

**Institute** means institute run by K.K. Wagh Education Society, Nashik.

**Appointing Authority** means the authority competent to make appointments to the post created in the Society / Institute.

**Employee** means employee of K. K. Wagh Education Society.





## **2] Institutes run by K.K. Wagh Education Society, Nashik.**

The Society at present under its umbrella is running following institutions, which are approved by the Government of Maharashtra and other statutory organizations :

### **Engineering College**

1. K. K. Wagh Institute of Engineering Education & Research, Nashik

### **Polytechnics**

2. K. K. Wagh Polytechnic, Nashik

### **Pharmacy College**

3. K. K. Wagh College of Pharmacy, Nashik (Degree & Diploma Course)
4. K. K. Wagh Institute of Pharmacy, Chandori, Tal: Niphad, Dist: Nashik

### **Agriculture & Agricultural Allied Colleges**

5. K. K. Wagh College of Agricultural Engineering & Technology, Nashik
6. K. K. Wagh College of Agriculture, Nashik
7. K. K. Wagh College of Agricultural Bio-technology, Nashik
8. K. K. Wagh College of Food Technology, Nashik
9. K. K. Wagh College of Agriculture Business Management, Nashik
10. K. K. Wagh College of Horticulture, Nashik

### **Senior Colleges**

11. K. K. Wagh Arts, Commerce, Science & Computer Science College, Adgaon Road, Nashik
12. K. K. Wagh Arts, Commerce, Science & Computer Science College, Chandori, Tal: Niphad, Dist: Nashik
13. K. K. Wagh Arts, Commerce, Science & Computer Science College, Kakasaheb Nagar, Tal: Niphad, Dist: Nashik
14. K. K. Wagh Arts, Commerce, Science & Computer Science College, Bhausaheb Nagar (Pimplas Ramache), Tal: Niphad, Dist: Nashik

### **B. Ed. / Fine Arts / Performing Arts**

15. K. K. Wagh College of Education, Nashik
16. K. K. Wagh College of Fine Arts, Nashik
17. K. K. Wagh College of Performing Arts, Nashik

### **Schools (CBSE)**

18. K. K. Wagh Universal School, Saraswatinagar, Panchavati, Nashik
19. K. K. Wagh Universal School, D.G.P. Nagar, Nashik
20. K. K. Wagh Universal School, Bhausaheb Nagar, Tal: Niphad, Dist: Nashik

### **English Schools + Junior Colleges (English Medium)**

21. K. K. Wagh Junior College, Kakasaheb Nagar, Tal: Niphad, Dist: Nashik
22. K. K. Wagh English School (Primary + Secondary & Jr. College), Saraswatinagar, Nashik
23. K. K. Wagh English School (Primary + Secondary), D.G.P. Nagar, Nashik
24. K. K. Wagh English School, Gangapur, Nashik
25. K. K. Wagh English School, Chandori, Tal: Niphad, Dist: Nashik
26. K. K. Wagh English School, Kakasaheb Nagar, Tal: Niphad, Dist: Nashik

### **Schools (Marathi Medium)**

27. K. K. Wagh Vidyabhavan & Junior College, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik (Aided)
28. Gitai Wagh Kanya Vidyalaya, Bhausaheb Nagar, Tal:Niphad, Dist:Nashik (Aided)
29. K.K. Wagh Secondary School, Pimplas (Ramache), Tal:Niphad, Dist:Nashik (Aided)
30. K. K. Wagh Prathamik Vidyabhavan, Primpri, B'bnagar, Tal:Niphad, Dist:Nashik. (Un-Aided)

### **Hostels**

1. K.K.Wagh Gurukul Hostel (Boys & Girls), Bhausaheb Nagar, Tal:Niphad, Dist:Nashik
2. K. K. Wagh Engineering, Pharmacy & Polytechnic Boys & Girls Hostel, Nashik
3. K. K. Wagh Agriculture & Allied Colleges Boys & Girls Hostel, Nashik

### **3] Employees of K.K. Wagh Education Society :**

Person appointed by K.K. Wagh Education Society by appointment order in its institution in the following categories as described below:

#### **3 (a) Faculty:**

i) **For Degree Level Institutes:** Physical Director, Librarian, Assistant Professor, Associate Professor, Professor, Principal etc.

#### **3 (b) Staff :**

Non-teaching staff includes Administrative Staff, Technical Supporting Staff for Laboratory, Technical Assistant, Laboratory Technician, Store Keeper, System Administrator, Security Staff, Rectors for Hostels, Attendants, Peons, Bus Service Staff, Maintenance Staff, Gardening Staff, Watchman, Cleaners, Gym Instructor, Asst. Librarian etc.

### **4] Scope :**

Rules and Regulations as stated here-in-after are applicable to all employees of K.K. Wagh Education Society except those who work on Adhoc, Contract or Daily Wages basis. The said Rules & Regulations will be amended from time to time.

### **5] General Conditions of Service :**

The services of employees will be governed by Rule & Regulations of K.K. Wagh Education Society, Pharmacy Council of India (PCI), New Delhi, University Grants Commission (UGC), Dr. Babasaheb Ambedkar Technological University, (DBATU) Lonere, Directorate of Technical Education (DTE), Mumbai etc. as the case may be.

5.1a) The services of the Adhoc employees may be terminated at any time by giving one day notice in writing.

b) If Adhoc employees desire to leave the service, he / she shall give one month prior notice or one month's pay in lieu thereof.



- 5.2 The services may be terminated at any time by giving three month's notice or three month's Basic Pay (Pay-in-Pay Band + AGP) in lieu of notice pay by either side in case of regular employees.
- 5.3 The services are liable to be transferred anywhere from one place to another and or one department to another department or from one college / institute to another college / institute run by the Society purely at the discretion of the management. In the event, the services are transferred to any other institute; he/she will be governed under the rules and regulations as applicable to that institute where his/her services are transferred.
- 5.4 The services are transferable from institute run by K.K.Wagh Education Society to other educational institutes, institutes of other Educational Trust / Society on deputation basis or any other manner at the discretion of the K.K.Wagh Education Society by protecting their seniority and existing pay structure.
- 5.5 If any employee is found irregular, negligent or reluctant in his / her duties or his / her performance is found unsatisfactory his / her services may be terminated.
- 5.6 If the employee indulges in the activities contradictory to the laws applicable to the Educational Institutions or harmful to the interest of the society, his / her services may be terminated without any notice. He / She should not indulge in any such activities.
- 5.7 If the employee is on probation period, his / her performance is found unsatisfactory, the services may be terminated with one months notice during the period of probation or the probation period may be extended.
- 5.8 If any employee is found engaging in coaching classes or private tuitions, he / she will be liable for severe disciplinary action, which may lead to termination of the services etc.
- 5.9 The approval of Faculty shall be from Competent Authority i.e. concerned University or as the case may be.
- 5.10 The promotion of employee will be based on Educational Qualifications as prescribed by the Competent Authority, for the post proposes, and the performance of employee and depending upon the vacancy position & constitutional reservation (as applicable).

- 5.11 The annual increment of the employee will be based on the annual performance of employee (Annual Confidential Report).

**6] Duties:**

While performing the duties, every employee must :

- 6.1 Carry out the assignments and discharge the work faithfully & sincerely as per directions of Head of Department / Section Heads / Head of Institution or the Management as the case may be and obey their orders.
- 6.2 Behave well and maintain good relationship with all faculty, staff and students.
- 6.3 Devote to duty assigned by authorities and maintain healthy academic environment.
- 6.4 The Head of Institution should take measures to ensure that all employees working under him / her are discharging their duties with integrity, devotion, diligently and with no malafide intention or act, which will jeopardize the interest of the Education Society.

**7] Deputation for Ph.D. Studies / Post Doctoral Studies :**

The faculty / staff will be deputed for higher studies for upgrading their qualifications / acquire the advanced knowledge in the respective fields in the reputed organizations / institutions in India / Abroad.

**7.1 Condition of Sanction of approval for deputation to Ph.D. Studies / Post Doctoral Studies**

- K. K. Wagh Education Society may depute adequate faculty for higher study as per the requirement of the institution.
- The society may depute a faculty who fulfills the above conditions.
- The faculty member has to submit the progress report regularly during deputation period to the concerned Principal in every six months.
- Maximum two staff from each Department can be deputed every year.



## 7.2 Conditions for Deputation:

### Category - I (Deputation for 3 (Three) years).

The following conditions should be fulfilled by the employee to be eligible for deputation.

- He / She must have completed minimum 8 (Eight) years continuous service in Society / Institute with satisfactory Confidential Report
- He / She will be permitted for 3 (Three) years duration.
- If, he/she needs more study leave, may be granted study leave without pay.
- **Salary during Study Leave :** 2/3 (Two Third) of Gross salary.

50% of 2/3 (Two Third) of Gross Salary will be paid as salary every month during the period of deputation & 50% will be paid after joining the duties in 5 installments (during February every year).

- **Service after completion of Ph.D. :** An employee have to serve 5 (Five) Years, in the institutes run by the Society from the date of declaration of result. He / She must Complete Ph.D. within 5 (five) years from the date of deputation / registration, otherwise increment can be stopped.
- **Indemnity Bond :** An employee should submit notarized Indemnity Bond with two guarantors that 'he/she shall indemnify the Society to a sum of the payment made during deputation period and to a compensation of Rs.10,00,000/- (Rs. Ten Lacs only)'. An employee shall give the guarantee for the performance as indemnified regarding prescribed services in the society / institute or abiding by the penal clauses without any recourse to legal action.

Guarantors should be a regular employee of the society. Guarantors will give the authority to the employer for deduction of defaulted amount of the Indemnifier from their salary or any amount due from the employer.

### Category - II (Deputation for 2 (Two) years).

The following conditions should be fulfilled by the employee to be eligible for deputation..

- He / She must have completed minimum 8 (Eight) years continuous service in Society / Institute with satisfactory Confidential Report.
- He / She will be permitted for 2 (Two) years duration.
- If, he/she needs more study leave, may be granted study leave without pay.

- **Salary during Study Leave :** 2/3 (Two Third) of Gross salary.  
50% of 2/3 (Two Third) of Gross Salary will be paid as salary every month during the period of deputation & 50% will be paid after joining the duties in 5 (Five) installments (during February every year).
- **Service after completion of Ph.D. :** An employee has to serve 5 (Five) Years, in the institutes run by the Society from the date of declaration of result. He / She must Complete Ph.D. within 5 (Five) years from the date of deputation / registration, otherwise increment can be stopped.
- **Indemnity Bond :** An employee should submit notarized Indemnity Bond with two guarantors that 'he/she shall indemnify the Society to a sum of the payment made during deputation period and to a compensation of Rs.10,00,000/- (Rs. Ten Lacs only)'. An employee shall give the guarantee for the performance as indemnified regarding prescribed services in the society / institute or abiding by the penal clauses without any recourse to legal action.

Guarantors should be a regular employee of the society. Guarantors will give the authority to the employer for deduction of defaulted amount of the Indemnifier from their salary or any amount due from the employer.

#### **Category - III (Deputation for 6(Six) month or 1 (One) year)**

The following conditions should be fulfilled by the employee to be eligible for deputation.

- He / She must have completed minimum 8 (Eight) years continuous service in Society / Institute with satisfactory Confidential Report.
- He / She will be permitted for 6 (Six) months duration or for 1 (One) year.
- If, he/she needs more study leave, may be granted study leave without pay.
- **Salary during Study Leave :** Full amount of 2/3 (Two Third) of Gross salary will be paid every month.
- **Service after completion of Ph.D. :** An employee has to serve 5 (Five) Years, in the institutes run by the Society from the date of award of Ph.D. degree. He / She must Complete Ph.D. within 5(five) years from the date of deputation, otherwise increment can be stopped.
- **Indemnity Bond:** An employee should submit notarized Indemnity Bond with two guarantors that 'he/she shall indemnify the Society to a sum of the payment made during deputation period and to a compensation of



Rs.10,00,000/- (Rs. Ten Lacs only)'. An employee shall give the guarantee for the performance as indemnified regarding prescribed services in the society / institute or abiding by the penal clauses without any recourse to legal action.

Guarantors should be a regular employee of the society. Guarantors will give the authority to the employer for deduction of defaulted amount of the Indemnifier from their salary or any amount due from the employer.

### **7.3 Conditions of Sanction of deputation for Higher Study (Ph.D.) :**

- The K.K. Wagh Education Society may depute adequate faculty for higher study depending upon the requirement of the institution.
- The society may depute a faculty who fulfills the above condition.
- The staff member has to submit the progress report regularly during deputation to the concerned head of the department in every six months.
- One staff from each department can be deputed every year (either from Category-I, Category-II, or Category-III).
- Higher studies should be relevant to the need of society.

### **8] Deputation for Short Term Training Program :**

- The faculties are permitted to attend Short Term Training Programs of 1- 4 weeks duration preferably during Summer / Winter vacation organized by UGC, AICTE, ISTE, IIT, NIT, NIPER, PCI, MSBTE, APTI, DST, ICMR, AYUSH, CSIR, DBT, TTTIR, Universities, or any reputed organization on the relevant subject and new emerging areas.
- TA/ DA & Registration Charges will be paid to the faculties for attending the training program by the concerned Institutions provided if organizing authority is not paying.
- The faculty will be deputed 'On Duty' for attending training programs (relevant to field of study) if they are selected by organizing body.
- Based on seniority, all faculties will be given an opportunity once in a year, for attending such program subject to their selection.
- The faculty will have to submit the detailed report of the training program through the H.O.D. to the Principal immediately after rejoining duties.

Maximum Financial assistance per annum will be as follows :

Principal/Professor/Dean/Vice Principal	: 30,000/-
All other Teaching Staff Cadre	: 20,000/-
All Non-teaching staff	: 10,000/-

If employees of Society attend any short term courses / workshop organized by college, other institutes under Education Society, they will be charged 50% fees.

**(D) Half Pay Leave :**

- (i) Each employee is entitled for 20 days as half pay leave during one calendar year. It will be credited to his half pay leave account on every year.
- (ii) Half pay leave can be accumulated.
- (iii) Half pay leave can be sanctioned on Medical ground.

**(E) Commuted Leave (Medical Leave) :**

Commutated Leave means half pay leave converted in the full pay leave only on valid Medical ground. For this conversion, two days of half pay leave will be considered as one-day full pay leave.

**(F) Leave without Pay (Leave Not Due) :**

If no leave is available in the leave account of the employee and in case, he / she applies for leave or remain absent from the duty then such leave period or absence will be treated as leave not due or leave without pay. If the employee remains absent for more than 180 days (with or without pay), in one academic year, he / she will not be entitled for the next subsequent increment. The period of leave without pay will extend the probation period.

**(G) Special Leave (Maternity Leave) :**

- Maternity leave of 90 days will be sanctioned by the Head of Institute to female regular employee & having not more than two children. This period is counted from the date of starting of leave period.
- The maternity leave will be considered as a special leave with full pay. Such leave shall not be debited to the leave account.
- Female employee should submit a Medical Certificate indicating the probable date of delivery along with the application of maternity leave. She must give an undertaking that she will inform the actual date of delivery with Medical Certificate.
- In continuation of maternity leave, the lady employee can take maximum 60 days leave which is due & admissible without producing Medical Certificate. In case, if there is no leave available with female employee, she may apply for



leave without pay.

- Maternity leave will be granted only upto two children (alive) and no Maternity leave will be granted for abortion case. This leave shall be sanctioned for maximum of two times in her entire service period.

## 12] Gratuity :

- (i) The employee who has completed a continuous service of 5 (Five) years shall be eligible for gratuity.
- (ii) Gratuity shall be payable to the employee, after his/her retirement / resignation / termination of service. It shall be paid within a period of 6 (Six) months of his/her retirement/ Termination of Services / Resignation.
- (iii) Every nomination made for payment of gratuity shall be in writing signed by the employee and attested by 2 (Two) witnesses, shall remain in full force.
- (iv) The amount of gratuity admissible shall be at half-a-months pay, last drawn for each completed year of service subject to maximum of 16 ½ (sixteen and half) months pay.
- (v) In the event of the death of the employee while in service, the gratuity shall be at the rate of half a month's pay, drawn at the time of death, for each completed year of service, he/she would have put in, but for his/her death till, the date, of his/her normal retirement, subject to maximum of sixteen and half month's pay.
- (vi) It is the responsibility of the employee to nominate his/her heirs by submitting in the prescribed form for stating the right to receive the amount of gratuity in the event of his/her death, before the amount of gratuity has become payable or having become payable, has not been paid to him/her.
- (vii) As per above, Society / Institute is depositing amount under the Group Gratuity Scheme of Life Insurance of India (LIC) and LIC is reimbursing the same to the employee through Society / Institute after retirement / resignation/ termination of Service or death.
- (viii) No gratuity shall be payable to the employee, who is dismissed or removed from the service for the misconduct, willful and persistent neglect of duty, inefficiency or breach of any of the rules and regulations of the Society / Institute.

## 13] Promotion Policies

### (A) For Faculty Members:

- Teaching Staff: Change of AGP will be applicable-
  - a) To the teaching staff of Pharmacy College (having Rs.6000/AGP) with P.G. qualification and who have completed five years of continuous service in that particular AGP after getting approval from Dr. Babasaheb Ambedkar technological University subject to condition that the annual performance appraisal shall be good (i.e. B and above).
  - b) To the teaching staff of Pharmacy College (having Rs.6000/- AGP) and who have completed five years of continuous service in that particular AGP after getting approval from Dr. Babasaheb Ambedkar technological University subject to condition that the annual performance appraisal shall be good (i.e. B and above).
  - c) To the teaching staff of Pharmacy College (having Rs. 9000/- AGP) with M. Pharmacy and Ph.D. qualification and who have completed five years of continuous service in that particular AGP after getting approval from Dr. Babasaheb Ambedkar technological University subject to condition that the annual performance appraisal shall be good (i.e. B and above).
  - d) To the teaching staff of Pharmacy College (having Rs. 9000/- AGP) and who have completed five years of continuous service in that particular AGP after getting approval from Dr. Babasaheb Ambedkar technological University subject to condition that the annual performance appraisal shall be good (i.e. B and above).
  - e) To the teaching staff of Pharmacy College (having Rs. 10000/- AGP) with M. Pharmacy and Ph.D. qualification and who have completed five years of continuous service in that particular AGP after getting approval from Dr. Babasaheb Ambedkar technological University subject to condition that the annual performance appraisal shall be good (i.e. B and above).
  - f) To the teaching staff of Pharmacy College (having Rs. 10000/- AGP) and who have completed five years of continuous service in that particular AGP after getting approval from Dr. Babasaheb Ambedkar technological University subject to condition that the annual performance appraisal shall be good (i.e. B and above).

### (B) Other Staff:

- The staff who have completed 12 years continuous service and having good performance of last 5 year (Annual Performance Appraisal shall be Good i.e. B & above) are placed in the higher scale. Time scale is given to all Permanent Staff in every 12 years.



**14] Service Book :**

A service book is maintained for permanent employees and it contains following information :

- 1] Date of Birth
- 2] Date of Appointment
- 3] Qualifications
- 4] Pay Scales
- 5] Increment
- 6] Probation
- 7] Promotion Extension
- 8] Particulars of leave etc

Such other information as directed by Head of Institute.

The entries in the 'Service Book' are to be brought to the notice of the concerned employee at the end of each academic year and his/her signature is obtained.

**15] Implementation of 7th Pay Commission**

- (a) As per G.R. No. SPC-2010/(24/10)TE-2, Mantralaya Annexe, Mumbai, dated 20/08/2010, the Society has implemented the 6<sup>th</sup> Pay to the regular faculty members of K. K. Wagh College of Pharmacy, Nashik.

The allowances (Dearness Allowance, House Rent Allowance, Transportation Allowance, City Allowance, etc.) shall be given as per the decision of the management, time to time.

**16] The Employees Provident Fund [EPF] :**

The Society/Institute shall deduct from the wages of every full time employee, an amount equal to 12% of the P.F. wages and maximum of Rs.1800/- per month. The society/institute contributes 12% of the P.F. wages of the employees; out of 12%; 8.33% is deducted towards Employees Pension Fund (EPF) & remaining of 3.67% is paid by the society/institute towards contribution of Provident Fund. The amount deducted towards EPF & Pension Fund is deposited to Provident Fund Organization within 10 days by the concerned Society / Institution. EPF is not applicable to senior citizens and retired persons.

**17] Age of Superannuation & Re - employment :**

- The age of superannuation of all the faculty members of K.K.Wagh Education Society is 60 years for Pharmacy Faculty.
- The retired faculties are considered on the merit basis for reappointment on contractual basis for maximum of 5 years.

- The age of superannuation of other staff is 58 years. However, there is no provision of re-employment for other staff.
- The retired faculties of K.K.Wagh Education Society will not be continued as a Head of the Institution, after he / she acquires the age of 65.
- Govt. Resolutions are applicable to faculty & other staff from time to time

**18] A] Encashment of Un-utilized Earned Leave on Superannuation :**

The employees are entitled to encash their earned leave in balance to his / her credit or the date of his / her retirement subject to a maximum of 300 days.

No employee is entitled to encash 'Earned Leave' in balance to his / her credit on the date of his/her resignation/leaving the job.

**B] Testing and Consultancy Share:**

Various activities such as Testing, Consultancy, Coaching Class, Campus Training, Training for students, Training for industry personnel, TOEFL, GRE exam etc. are conducted in the institute. Staff involved in these activities are given a share in the revenue as per following table:

**Distribution of Revenue Generated**

CASE	TYPE	Institute Share	Staff / Department share considered as 100 %					
			Principal	HOD / Co-ordinator	Teaching Staff	Tech. Asst.	Supporting Staff	Office Staff
A	Testing	50 %	8 %	8 %	40 %	24%	16 %	4 %
B	Consulting with College Equipment	30 %	4 %	6 %	50 %	20%	16 %	4 %
C	Consultancy without using College Equipment	20 %	4 %	6 %	70 %	-	16 %	4 %
D	Testing cum Consultancy	40 %	4 %	6 %	50 %	20%	16 %	4 %
E	Coaching class for competitive (only class- room) exams	20 %	4 %	6 %	75 %	-	11 %	4 %
F	Coaching class for competitive exam (with lab practice)	40 %	4 %	6 %	60 %	15%	11 %	4 %
G	On Campus training for industry personnel (Only classroom)	20 %	4 %	6 %	75 %	-	11 %	4 %
H	On Campus training for industry personnel (with lab practice)	40 %	4 %	6 %	60 %	15%	11 %	4 %



I	Extra Curricular Training for students by Internal faculty (class room only)	20 %	6 %	6 %	70 %	-	16 %	-
J	Extra Curricular Training for students by Internal faculty (with lab practice)	40	6	6	70 %	-	16	-
K	Off Campus training for Industry Personnel	15 %	4 %	6 %	70 %	-	16 %	4 %
L	Content upgrading by MSBTE / University	20 %	4 %	30 %	-	-	62 %	4 %
M	For TOEFL / GRE online exam	50 %	10 %	10 %	-	-	10 %	-
N	Extra classes by School teachers	15 %	4.5 %	4.5 %	83 %	-	3.5 %	-

Applicable rules for the above distribution are as follows :

- All amount received will be deposited in the institute account.
- Distribution of revenue will be carried out as per table given above.
- Required expenses such as tea, breakfast, advertisement, travelling, banners, loading and unloading etc. are to be made through employee share. Remaining amount will be distributed as per table given above.
- Accounts section of respective institute will get the details verified from Finance Manager before distribution of amount to the respective staff.
- Service Tax and TDS will be applicable as per prevailing Government Rules.

**19] Discipline and Conduct for the College faculty / other staff :**

- (i) The employee shall confirm and abide by the provisions of circulars, orders, rules and regulations and directives and decisions of the Society.
- (ii) The employee should maintain absolute integrity, and show devotion to duty, and shall do nothing which is unbecoming of an employee of the Society / Institute as the case may be. He / She shall ensure the integrity and devotion to duty of all employees under his / her control and the authority for the time being.
- (iii) The employee shall extend almost courtesy and attention to all persons with whom he / she has to deal in the sphere of his / her duties. He / she shall strive hard to promote the interest of the Society / Institute.

- (iv) No employee shall in the discharge of the official duties deals with any matter relating to award of any contract in favour of any company or firm or any other body or person in which he/she or any member of his/her family is interested, except the prior permission of the Society. After such a permission is granted, the employee shall refrain himself / herself from extending any undue advantage or benefit to such company firm or body as the case may be.
- (v) The employee, except in accordance with any general or special orders of the Society / Institute in performance of his / her duties, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person within the Society / Institute or outsider, to whom he / she is not authorized to communicate such document or information.
- (vi) The employee shall not directly or indirectly take part in any activity, demonstration or movement which is considered by the Society / Institute is prejudicial to the academic and administrative interests of the Society / Institute.
- (vii) The employee shall not accept, solicit or seek except with the previous sanction of the Society any outside stipendiary or honorary work.
- (viii) The employee shall not apply for job, post or scholarship without the knowledge of the Society / Institute.
- (ix) The employee shall not absent himself / herself from his / her duties, without prior permission of the competent authority. In case it is not possible for the employee to obtain such permission owing to circumstances or reasons beyond his / her control, he / she shall intimate to competent authority within 3 days from the first date of absence, failing which the absence may be treated as leave without pay, and he / she shall further be liable to such disciplinary action as the competent authority may deemed fit.



- (x) The employees shall not bid either directly or indirectly, at any auction of Society / Institute's property nor shall he / she submit any tender for any supply to the Society / Institute.

**19.1 Misconduct: Misconduct, shall include as follows, namely :-**

- (i) Any action by the employee contrary to the provisions prescribed in the Service Rules & Regulations of the Society.
- (ii) Going on illegal strike, abetting including instigation or action in furtherance thereof,
- (iii) Theft, fraud or dishonesty,
- (iv) Habitual break of any standing orders, rules,
- (v) Willful or negligent damage of the Society / Institute property.
- (vi) Refusal to accept charge-sheet, order or other communications served according to the rules,
- (vii) Conviction in a court of law, involving moral turpitude,
- (viii) Riotous or disorderly behavior, threatening, intimidating or coercing in connection with or relating to any duties or working of the Society / Institution.
- (ix) Neglect of work or negligence in discharging any duty or failure to give the day's out-turn,
- (x) Violence or inciting violence,
- (xi) Stopping work either singly or with other employees or inciting anyone else not to work,
- (xii) Allowing anyone within the prohibited premises of the Society / Institution or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority.
- (xiii) Falsification or tampering any paper or record of the Society / Institution.
- (xiv) Obtaining employment under the Society / Institute by misrepresentation of facts.
- (xv) Making any false or exaggerated allegations against any officer, superior or a co-employee or Authority.
- (xvi) Committing nuisance during the working hours by being found intoxicated or otherwise.

- (xvii) Misappropriation of any amount, movable property of the Society / Institute or late crediting the amount in the Society / Institutes account.
- (xviii) Committing any act involving moral turpitude.
- (xix) No regular staff will take admission to higher education without the prior permission of the Education Society.

## 19.2 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 Society / Institute's employee found guilty of misconduct: -

### (a) Minor Penalties -

- i) Censure,
- ii) Withholding of promotion,
- iii) Recovery from his / her pay or such other amount as may be due to him / her of the whole or part of any pecuniary loss caused by him / her to the society / Institution, by negligence or by breach of orders.
- iv) Withholding of increment of pay.

### (b) Major Penalties -

- i) Reduction to a lower stage in the time-scale of pay, for a specified period with further direction as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction shall or shall not have the effect of postponing the future increments of his pay.
- ii) Reduction to a lower time-scale of pay, grade, post or services which shall, ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade, post or service from which he was reduced, with or without further directions regarding condition of restoration to the time-scale of pay, grade, post or service from which he / she was reduced, and his / her seniority and pay on such restoration.
- iii) Compulsory retirement.
- iv) Removal from service, which shall not be a disqualification for future employment.



**19.3 Procedure for Imposing Minor Penalty:**

No full-fledged and elaborate departmental enquiry shall be necessary for inflicting minor penalty. In such cases, the employee shall be given intimation of the act of misconduct committed by him / her and he / she will be given a reasonable opportunity to furnish his / her explanation, before the penalty is imposed.

**19.4 Disciplinary Authorities -**

(a) The Competent Authority may impose any of the penalties laid down in 19.2 upon any employee.

(b) Without prejudice to the provisions of sub-rule.-

Appointing Authorities may impose any of the penalties specified in 19.2 upon employees services under them, whom they have power to appoint: Provided that the Head of Institute shall exercise in powers of imposing minor penalties on his / her subordinate employees under their respective administrative controls.

**19.5 Suspension -**

(a) The appointing Authority or any other authority empowered in that behalf by the Competent Authority, by general or special order, may place an employee under suspension: -

i) Where disciplinary proceedings against him / her are contemplated or are pending and are likely to result into imposing any of the major penalties. or

ii) Where in the opinion of the Authority he / she has engaged himself / herself in activities prejudicial to the interest of the Society / Institution.

iii) Where case against him / her in respect of any criminal offence is under investigation, enquiry or trial:

iv) Provided that, where the order of suspension is made by an Authority lower than the Appointing Authority, such Authority shall forthwith report to the Appointing Authority, the circumstances in which the order was made.

v) The employee shall be deemed to have been placed under suspension -

vi) With effect from the date of his / her detention, if he / she is detained in police or judicial custody, on a criminal charge, for a period exceeding 48 hours.

- vii) 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 48 hours and is not forthwith dismissed or removed or compulsory retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Authority Competent to do so.
- viii) While under suspension, the employee shall not be allowed to resign nor shall he be granted leave by the Competent Authority.
- ix) The employee under suspension shall not accept any private or gainful employment.
- x) The employee under suspension shall not leave the headquarters during the period of suspension without the prior approval of the Competent Authority.

#### **19.6 Procedure for imposing major penalty:**

The order imposing major penalty shall be made only after an enquiry is held. Whenever the Chairman or Secretary or Competent Authority is of the opinion that there are grounds for enquiry into the truth of imputation of misconduct or which may result in major penalty, misbehavior against another employee, it may itself enquire into or enquiry will be done by the procedure laid down by the Act/ Statute/ Regulation etc.

#### **20] Other Rules**

Wearing of Institute's Uniform is compulsory to all employees working under K.K. Wagh Education Society, Nashik.

Should not accommodate the students of K.K. Wagh in the Private Student's Hostel run by employee of K.K.Wagh.

He/ She should not disclose any matter related to policy decision and or confidential information of K. K. Wagh Education Society / institution in any form to outsiders.

He/ She will not leave the job during the Academic year in the interest of students.

**21.0 Approval**

The Service Rules and Regulations [Sr. No. 1 to 20 Total Pages 27] is approved by Board of Directors in their Executive Board Meeting held on 29/04/2023 vide Resolution No.27. The Service Rules and Regulations will come into force w.e.f. 29/04/2023.



Sd/-  
(Prof. K. S. Bandi)  
Secretary,

**K. K. Wagh Education Society, Nashik**





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

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

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

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### **6.2.1**

**B- Deployment of institutional Strategic/  
perspective/development plan etc.**



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## 6.2 Strategy Development and Deployment

*6.2.1 The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, deployment of institutional Strategic/ perspective/development plan etc.*

**B- Deployment of institutional Strategic/ perspective/development plan etc.**

Sr. No.	Content	Year
a	Perspective Plan and Strategy for its Deployment	2022-27
b	Perspective Plan	2017-22
c	Implementation of Perspective Plan	2017-22



## Perspective Plan 2022-27 and Strategy for its Deployment

### ***Curricular Aspects:***

Apply to PCI for

- To introduce post graduate degree programs (M. Pharm) and research programs (Ph.D) in the existing college
- To introduce vocational, skill development as well as add-on courses for improving the employability of students
- To collaborate with reputed academic and research institutions and industry for research projects and higher education of the students.

### ***Teaching Learning and evaluation:***

- To encourage and help faculty members to improve qualifications
- To improve and increase Government/Private and industrial funding for research, infrastructure and library facilities
- To increase the academic output by faculty and students in terms of reviews and text books as well as educational videos on ICT platforms viz; YouTube and Udemy.
- To improve quality practices like regular use of question banks, continuous assessments to improve academic results
- To focus more on preparing students for competitive and entrance exams like GPAT, assessments to improve academic results. GRE, Toefl and ILTES as well as UPSC & MPSC examinations.

### ***Research Consultancy and Extension:***

- To organize the National/International seminars on research and quality related themes.
- To improve research output of students and staff in terms of publications, patents and books/ chapters.
- To strengthen research facilities in the college and motivate faculty to involve in Research, by applying and obtaining funding for minor and major research projects as well as travel grants to attend national and international conferences publishing.
- To improve interaction with industry by inviting industry experts for workshops, promoting students to work on projects for industries and creating more industry linkages for employment and placement of students.
- To enhance the quality of MOU's / Collaborations/Linkages with different industries, institutes for research, field projects, student trainings, teacher training and exchange Strong efforts for placement using social media handles like LinkedIn
- Emphasis on Entrepreneurship development to create the job opportunities for the students.

### ***Infrastructure and Learning resources:***





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- To establish well-furnished and fully computerized Administrative Office.
- To create state of the art infrastructure and facilities commensurate with regulatory norms and conducive to holistic teaching and learning.

### ***Student Support and Progression:***

- Organize regular study tours, industrial visits, field visits as well as EVS tours.
- To conduct regular soft skill development programs for students.
- Organize sports competitions.
- Strengthening of Placement cell and improvement of placement services and to arrange on campus interviews.
- To strengthen Alumni engagement and participation for development of college
- To Strengthen the career counseling and competitive examination guidance
- To establish vocational guidance and training centers.

### ***Governance Leadership and Management:***

- Vision and Mission of the institute will be communicated efficiently to all the stake holders
- To get NAAC accreditation with higher grades ultimately aiming to achieve autonomy in line with NEP 2020 objectives.
- The management and employees will work together for the betterment of the institute
- Faculties will be promoted and motivated to attend the faculty development
- To train non-teaching staff Soft skills, Office management skills, computer skills, service rules and waste management techniques to meet the challenges ahead
- To implements various staff welfare schemes and programs
- To enhance research funding & grants from different agencies.
- To put concerted efforts to build the brand image with excellent academic results, accreditations and promotion on social media.

### ***Innovations and Best Practices:***

#### ***Environment consciousness***

- College ensures clean and hygienic campus
- Energy conservation by reducing electricity consumption through installation of LED lights, as well as other energy efficient equipment (Air conditioners, Refrigerators, solar water heaters, etc.) and increase solar panels, etc.
- The College will take initiative in conducting regular green audit
- The college will promote eco-friendly campus and will achieve paperless administration.
- To undertake and apply scientific methods for waste management
- To increase tree plantation in the campus on regular basis.
- To have efficient waste management in eco-friendly manner (Solid, Liquid, Plastic & E-Waste)

#### ***Best Practices:***



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The college will continue the Best practices of followings

- To provide services towards better health.
- Motivation of students for participation in co-curricular activities and competitive examinations.
- Soft skill development and Personality development programmes.
- Employability enhancement of students through training, as well as, value added programs.
- Emphasis on Entrepreneurship development.



**PRINCIPAL**

K.K.Wagh College of Pharmacy  
Panchavati, Nashik-422 003



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## Perspective Plan 2017-22

### ***Curricular Aspects:***

- To increase the intake of the existing B. Pharm. degree course from 50 to 100 seats
- To introduce Diploma programs (D. Pharm) in the existing college.

### ***Teaching Learning and evaluation:***

- To improve qualifications of faculty members.
- To promote faculty to use ICT platforms.
- To improve quality practices like regular use of question banks, continuous assessments to improve academic results
- To recruit faculty with higher qualifications and maintain cadre ratio.

### ***Research Consultancy and Extension:***

- To improve research output of students and staff in terms of publications, patents and books/ chapters.
- To enhance the quality of MOU's / Collaborations with different industries, institutes for research, student trainings, teacher training, for placement.
- Emphasis on Entrepreneurship development to create the job opportunities for the students.

### ***Infrastructure and Learning resources***

- To make improvement in infrastructure facilities like construction of more class rooms and laboratories.
- To provide e-learning resources like e-journals, e-books to students and teachers.
- Procurement of Equipment and Machinery in instrumentation and Machine room as per regulatory requirements

### ***Student Support and Progression***

- By inculcation of Inquisitiveness & Passion for innovation by allotting research projects through practice school and project work
- By regular counseling sessions and feedback system to improve exam results.
- By arranging guest lectures by expert faculty.
- Sports and extracurricular activities.
- Internships for students
- Arranging sessions and webinars for preparation of competitive exams like GPAT, GRE, and TOEFL etc.
- Conducting in-house sessions by college faculty on GPAT

### ***Governance Leadership and Management:***

- Approval, NOC and affiliation from regulatory bodies like AICTE, PCI, University, and MSBTE.
- Post inspection follow-up with PCI and other regulatory authorities.
- To implements various staff welfare schemes and programs.



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- Faculties will be promoted and motivated to attend the faculty development program.
- To get NBA/NAAC accreditation with higher grades

## ***Innovations and Best Practices:***

### ***Environment Consciousness***

- College ensures clean and hygienic campus
- The College will take initiative in conducting regular green audit.
- The college will promote eco-friendly campus and will achieve paperless administration.
- To undertake and apply scientific methods for waste management.
- To increase tree plantation in the campus on regular basis.
- To have efficient waste management in eco-friendly manner (Solid, Liquid, Plastic & E-Waste)

### ***Best Practices:***

- To provide services towards better health
- Motivation of students for participation in co-curricular activities and competitive examinations.
- Soft skill development and Personality development programmes.
- Employability enhancement of students through training, as well as, value added programs.
- Emphasis on Entrepreneurship development.



PRINCIPAL

K.K.Wagh College of Pharmacy  
Panchavati, Nashik-422 003



## Implementation of Perspective Plan 2017-22

### *Curricular Aspects:*

- We have increase the intake of the existing B. Pharm. degree course from 50 to 100 seats from the academic year 2018-19. We have introduced diploma programs (D. Pharm) in the existing college from the academic year 2021-22.

### *Teaching Learning and evaluation:*

- Indeed, during this Covid-19 Pandemic ICT based methodologies for teaching and assessment were used. E-content for the entire subjects prepared and delivered by faculty, same was uploaded on college website.
- Regular use of question banks, continuous assessments were provided by faculty to improve academic results.
- Highly qualified and experience faculty were recruited for the post of Professor and associate professor. Regular advertisements have been published for the other higher cadre.

### *Research Consultancy and Extension:*

- In the period 2017- 2021 some of the faculty members published research, review articles and books.
- We have regularly invited to industry expert for expert talks and lectures on technical topics.
- With reference to various MOU's / Collaborations with different industries, institute and hospitals we have availed opportunities to visit there sites and have training to students as well as arrangement soft skill development program.
- We have organized webinars, seminars for the holistic development of the students and staff.
- College conducted Ecofriendly Ganesha making workshops, workshops on Computer skills, ICT tools, Financial Planning as a skill development program.
- Students also participate in community outreach programs like health camps, health awareness rallies & street plays, blood donation drives, national immunization programs
- College constituted institutional innovation council and activities are carried out.

### *Infrastructure and Learning resources*

- We have developed infrastructural facilities like construction of more class rooms and well furnished laboratories with modular furniture's. Also developed HOD Cabins, Machine room and Instrumental room.
- We have provided e-learning resources like e-journals, e-books to students and teachers.
- College procured equipment and Machinery in instrumentation and Machine room as per regulatory requirements for teaching learning method.

### *Student Support and Progression*





# K. K. WAGH COLLEGE OF PHARMACY

(B. Pharmacy & D. Pharmacy)

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- We have allotted research projects through practice school and project work and also published review and research articles on the same.
- We have taken students feedback system regularly to improve exam results.
- Sports and extracurricular activities are regularly arranged.
- Our students are completed internships in different industries.
- We have arranged guest lectures by expert faculty, sessions and webinars for preparation of competitive exams like GPAT, GRE, and TOEFL etc.
- Faculty Conducted in-house sessions for GPAT aspirants.

### ***Governance Leadership and Management:***

- We have received approval, NOC and affiliation from regulatory bodies like AICTE, PCI, University, and MSBTE etc. time to time.
- We have implemented various staff welfare schemes.
- Faculties are promoted and motivated through supporting financial support to attend the faculty development program, NPTEL courses etc.
- We have applied for NAAC this year and endeavor to achieve best possible grade.

### ***Innovations and Best Practices:***

#### ***Environment Consciousness***


- College ensures clean and hygienic campus through regular cleaning and maintenance.
- College conducted green audit except in pandemic situation.
- The college tries to maximize paperless administration by paperless notifications and circulars through email, whatsapp to students and staff
- College organized tree plantation drives in the campus and off the campus on regular basis.

#### ***Best Practices:***

The College through its student's council promotes social awareness. Various activities include blood donation camps, health checkup camps, ladies camp and awareness for quitting tobacco. College has 24/7 in house ambulance service and also in house clinic with well qualified registered medicinal practitioner.

- College provides financial assistance and motivation in form of fee reimbursement. For participation in co-curricular activities and competitive examinations.
- College organized soft skill development and Personality development programmes on regular basis.



  
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