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Principal :  
Dr. S. B. Bari  
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**CRITERIA: 6**

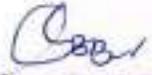
**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

Key Indicator: 6.2	Strategy Development and Deployment
Metric No : 6.2.1	The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, and deployment of institutional strategic / perspective/development plan etc.

Sr. No.	Particular	Remark
1	Organization Chart & Process	02
2	Perspective Plan 2018-23	03
3	Board of Governors – Constitution, Role & Responsibilities	07
4	Academic & Administrative committees – Role & Responsibilities	16
5	Employee Service Rules & Policies (Policy Handbook)	26
6	Code of Conduct for Student	80
7	Deployment of strategic plan of institute	84



  
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Education & Research  
Shirpur Dist.Dhule(M.S) 425 405



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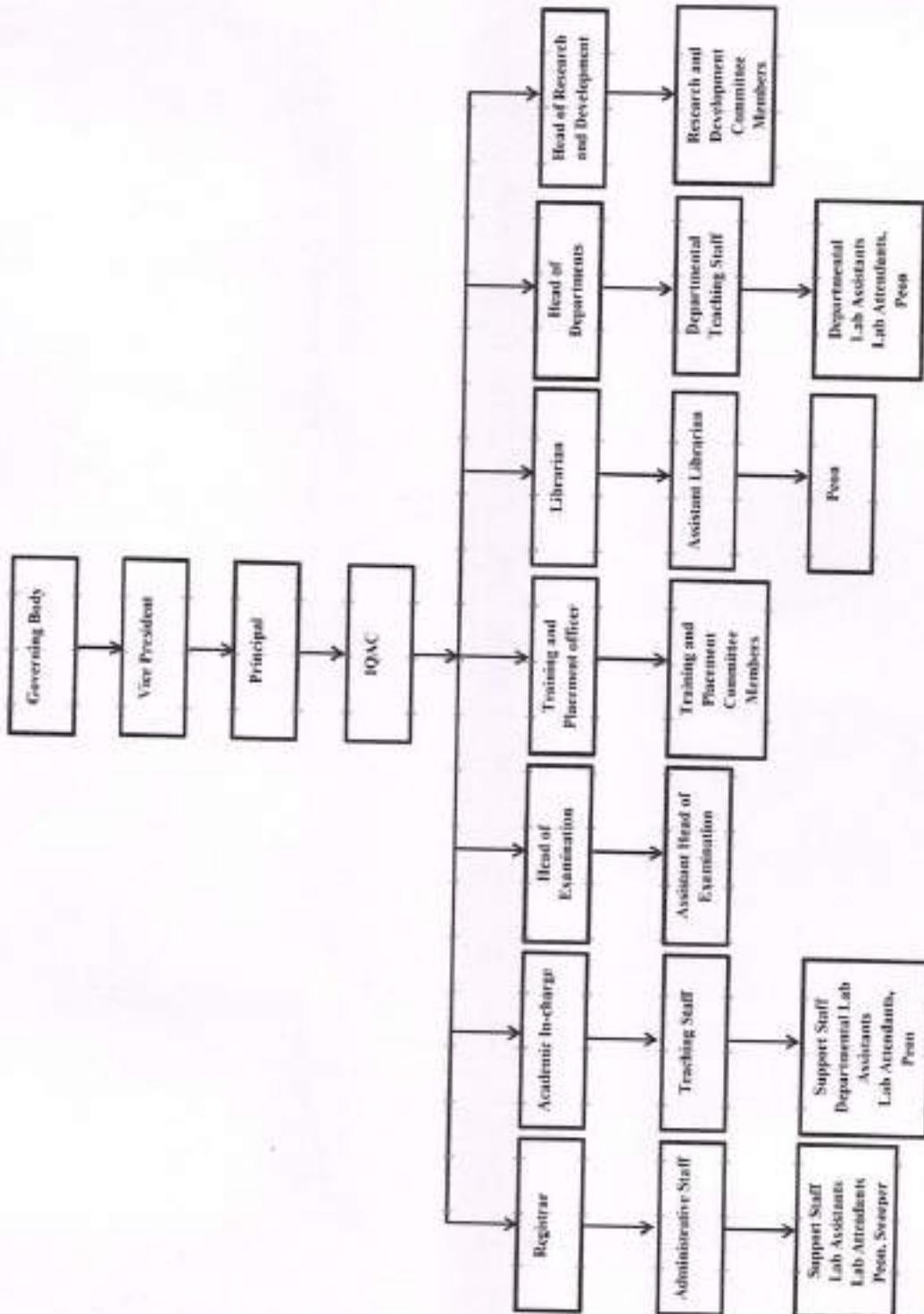
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**SUMMARY**

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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**1. ORGANIZATION CHART AND PROCESS**



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#### 2. PERSPECTIVE PLAN 2018-23

By considering the Mission and Vision, the IQAC of the institute has framed the following Strategic/ Perspective plan for the upcoming period. (2018-2023)

**Vision:** We aspire to do advancement of knowledge through excellence and innovation in education, research, and outreach activities.

**Mission:** To conduct high quality educational and research activities that benefit students, researchers, and communities across the nation. We will also abide to extend, apply, and exchange knowledge between the institutions, industry and society.

#### Programme Educational Objectives

**Academic Excellence:** To provide sound knowledge of fundamental principles and their applications in the area of Pharmaceutical Sciences and Technology

**Competency and Inventiveness:** To produce pharmacy graduates with strong fundamental concepts and high technical competence in pharmaceutical sciences with innovative approaches.

**Traits Improvement and Professionalism:** To introduce regulation, professionalism, team spirit, communication skills, social and ethical commitment in the graduates in order to embellish leadership roles facilitating improvement in healthcare sector with a distinct professional identity, business acumen, global recognition and sustainable development.

**Social Contribution:** To train the students to contribute towards health care system by counselling for prophylaxis and prevention of diseases and creating awareness about healthcare issues.

In view of vision and mission, strategic plan of institute is constituted

#### Teaching and Learning

- To provide quality education in theory as well as practicals.





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- To identify and implement innovative teaching-learning methodologies apart from regular teaching methods.
- To concentrate on the capacity development of faculty as well as of students and on faculty and student welfare.

### Social responsibility, Extension activities and Environmental awareness

- To aware the local public about health by arranging awareness programs.
- To inspire students for participating in various social activities through rallies, street acts, etc.
- To arrange health camps in rural areas.
- Through outreach programs, one should recognize societal issues to provide cost-effective solutions.
- To reduce carbon emissions on campus.
- To use bicycles within the campus
- To increase the number of trees on the campus and outside of campus

### Research and Development

- To convert innovative ideas into permanent solutions where the mass of people should get benefitted.
- To increase the academia-industry interactions
- To increase the number of patents filed through institutional research.
- To increase the number of publications with a good citation index and h- factor.
- To get grants from various granting agencies.

### Curriculum and Cultural enrichment

- To implement liberal art structure and thus to increase options in terms of major and minor.
- To introduce added courses including Entrepreneur development, skill development, Management, Pharmacy law, Clinical, and many more with varerious cultural activites.





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- To increase the IT resources in the institute.

#### Training and Placements

- To ensure maximum students of HRPIPER attain the basic eligibility and are placed in appropriate employment.
- Improve the connect with parents in the training & placement process
- Ensuring visibility of HRPIPER in the industry
- Enhancing the market awareness in students
- Strengthening the current team
- It is also a major objective to organize campus drives to provide ample employment opportunities to the students.

The institution has a perspective plan for development. Every higher authority and senior faculty member is involved in decision making. Institute contribute to science and humanity and increase the no. of national and international research publications in high impact factor journals, apply for grants and funds for various research projects. In addition, encourage filing and grant of patents of the research work carried out at the Institute; improved industry institution interaction.

Institute has Quality assurance policies, the management and Principal prepares a policy to satisfy objectives. The policy is driven and deployed by IQAC along with various academic committees, senior faculty members and HODs of respective departments.

The Principal monitors and reviews the overall progress of the various committees and provide suggestions and help from time to time. Management has given all rights to academic departments to work independently. All departments work independently and can have tie ups with other departments and institutes/ organizations to work interdisciplinary if needed for any academic or research activity. For tie-ups with outside authorities, permission has to be granted by management. Each class is looked after by respective class teachers/coordinators for various issues concerned to them. Class teachers/coordinators specify the same in consultation with Academic coordinator /Academic in charge/Head of the department/Principal. Apart from this; Principal looks after complaints/regrets of staff and addresses the same. With learner centric teaching technique, practical based learning,





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problem solving based learning and skill development, motivate for self-development of student and faculty.

Students and faculty members participate in various social activities contribute to social responsibilities in the field of Healthcare by street play, rally, blood donation camp or some other activities. The Training and placement cell of organisation is also very actively organize campus drives of various industries to provide ample employment opportunities to the students.

The institute is critical about the recruitment of quality staff. Recruitment of the faculty as per the requirement and rules. With purpose of Internationalization institute motivate faculty to attend the *International conferences, seminars and workshops to enhance their professional knowledge and skills* also promote faculty for higher qualification above 50% are PhD holders in institute. Institute has various committees like Internal Quality Assurance Cell, Academic Monitoring Committee, and Research Recognition Committee etc.

The aim of the IQAC is to establish a system for cognizant, steady and to trigger actions to improve the academic and administrative performance of the Institution. Academic Monitoring Committee with objective to monitor and review the academic process of pharmacy programmes and impart various skills in students through *innovative teaching and arranging seminars/ conferences/ soft skill programs*.

The institute has a Grievance Redressal Cell and a Women's grievance redressal cell to attend the complaints/grievances of the students, teaching as well as non-teaching staff. There is internal method for analyzing student feedback on institutional performance, in the form of student feedback about the faculty and institute. Institution has its own updated website ([www.hrpatelpharmacy.co.in](http://www.hrpatelpharmacy.co.in)) presenting the details of the various departments, faculty members and their areas of specialization with different web links. The institute collects feedbacks from students, alumni, parents; different stake holders and results of evaluation of all the stake holders are considered for future plans and endeavors. Student feedback is a way to ensure the students expectations and give them an opportunity to express their views freely/openly. All the feedbacks are taken and analyzed on a 3 point scale (3- Very Good, 2- Good, 1- Satisfactory). The feedback forms and analysis sheets are maintained and used for assessment of achievement of Programme Educational Objectives (PEOs) and Programme Outcomes (POs).





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#### 3. BOARD OF GOVERNORS – CONSTITUTION, ROLE AND RESPONSIBILITIES

##### Governing Body

(2019-20 to 2023-24)

The governing body of an institution shall have equal representation from the Society/ Trust on the one hand and the Government, Council and Affiliating Body on the other hand. The Principal of the Institution shall be the Member-Secretary of the Governing Body. The constitution is so prescribed that the collective wisdom of the members of the society, Government officials, officials of the affiliating body and the expert members is available for smooth running of the institution. The Governing Body constitutes of 11 members including the President and Member Secretary. The following is the composition of the Governing Body of HRPIPER:

Sr. No.	Name of the Member	Designation	Category
1	Shri. Amrishbhai R. Patel	President	President, SES
2	Shri. Rajgoapl C. Bhandari	Vice- President	Vice-President, SES
3	Shri. Prabhakarrao T. Chavan	Member	Secretary, SES
4	Shri. Yogesh N. Bhandari	Member	An Industrialist
5	Prof. Dr. K. B. Patil	Member	Educationalist (Ex-Vice Chancellor)
6	Regional Officer, WRO	Member	Nominee of AICTE
7	Registrar, NMU, Jalgaon	Member	Nominee of University
8	Director, DTE	Member	Nominee of State Govt.
9	Prof. Dr. Sanjaykumar B. Bari	Member Secretary	Principal
10	Dr. Pravin O. Patil	Member	Faculty
11	Dr. Dipak D. Patil	Member	Faculty

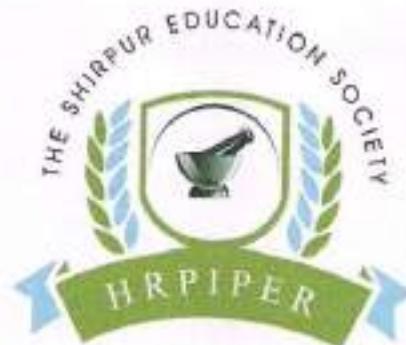




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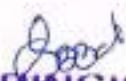
## H. R. PATEL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH, SHIRPUR -425405



HR PATEL INSTITUTE OF PHARMACEUTICAL  
EDUCATION AND RESEARCH

### Governing Body (2019-20 to 2023-24)



  
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The Shirpur Education Society's  
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## BOARD OF GOVERNORS

### I. PREAMBLE AND OBJECTIVES

#### I.1 PREAMBLE:

The Board of Governors is the highest body that monitors the progress of the institute and suggests the activities for the growth and overall development of the institution. It also aims at giving the desired shape to the institution to meet the highest standards in the field of pharmacy education.

H. R. Patel Institute of Pharmaceutical Education and Research has constituted a committee known as the 'Board of Governors' to be headed by the Secretary of the parent organization. The HRPIPER felt that under the stewardship of an eminent personality with highly focused and concerted ideas in the field of education can build the institution for the future.

#### I.2 OBJECTIVES:

- To offer transparent and effective governance in the administration of institutions.
- To consider and approve the institution's strategic plan which sets the academic aims and objectives of the institution.
- To identify the financial, physical, and staffing strategies.
- To consider the recommendations of various academic and administrative bodies of the institute and chalk out a roadmap to achieve the goals of the institution.



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## 2. CONSTITUTION OF BOARD OF GOVERNORS

Institute shall constitute a Committee known as the 'Board of Governors to be nominated and headed by the Vice President of the Shirpur Education Society, Shirpur (Parent Organization).

The committee shall have at eleven members including the President and the Member Secretary and a diverse mix of membership in terms of levels as well as gender.

### 2.1 The Board of Governors consists of:

Six members were nominated by the Society as follows:

- President or Secretary of the Sanstha.
- Two members were nominated by Society who is an Industrialist technologist / educationist
- Principal of the Institute.
- One Faculty member to be nominated from amongst the regular staff at the level of Professor. If Professor is not available then subsequent levels should be considered.
- One Faculty member to be nominated from amongst the regular staff at the level of Assistant Professor.

### 2.2 Nominee of the All India Council for Technical Education-Regional Officer (Ex-Officio).

- An Industrialist/technologist/educationist
- Nominee of the Affiliating Body/University/State Board of Technical Education.
- Nominee of the State Government / Directorate of Technical Education (Ex-Officio).
- An Industrialist/ Technologist/ Educationist from the Region nominated by the State Government.

2.3 The number of members can be increased equally by adding nominees of the registered Society and by adding an equal number of educationists from the Region keeping in view the interest of the Institution. The total number of members of a Board of Governors shall, however, not exceed 21.

2.4. Principal of the Institute will be the Member Secretary of the Board of Governors.



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### 3. ROLE AND RESPONSIBILITIES OF THE BOARD OF GOVERNORS

The Board of Governors of an institution is collectively responsible for overseeing the institution's activities, determining its future direction, and fostering an environment in which the institutional vision and mission are achieved.

3.1 To ensure the operation of the institute as per general guidelines of various apex bodies viz. AICTE, PCI, KBCNMU, DTE, and the Government of Maharashtra to maintain high ethical standards, transparency, and openness.

3.2 To introduce newer programs at the institute as per the need of society.

3.3 To prepare annual budgets and review the audit and performance reports for the smooth functioning of the institution.

3.4 To monitor institutional performance and quality assurance arrangements.

The Board of Governors shall advise the institute from time to time in respect of the following:

3.4.1 Timely submission of documents for accreditation.

3.4.2 Ensuring that the statutory requirements are met in respect of accreditation to maintain quality of education.

3.4.3 Benchmarking to be taken up as a tool for performance monitoring to ensure credibility in the society for the institution.

3.4.4 Carrying out the gap analysis and identifying the areas for improvement

3.4.5 To monitor and evaluate the teaching programs of the institute and determine the teaching requirement to maintain the quality of teaching.

3.4.6 To exercise control over the academic policies of the Institution and suggest for the maintenance and improvement of standards of education in the Institute.

3.4.7 To consider matters of general academic interest from the SDSS or Principal of the institute and to take appropriate action.

3.4.8 To monitor faculty development, training, and placement and industry-institute interaction activities and suggest remedial measures.

3.4.9 To review academic, administration, innovation, and research activities, student related matters, financial matters, and staff-related matters to devise various policies and obtain approval and decision on various norms and policies of the Institute.

3.5 To make recommendations on the planning and monitoring activities of the institution.

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3.6 To review recommendations of various administrative and academic bodies of the institute and ratifying the same.

3.7 To consider the requirement of staff and ratify the recruitment process.

3.8 To delegate any of its powers to the Secretary and Executive Director of the SES and Principal of the institute, for the smooth functioning of the institution.

3.9 To ensure compliance with the statutes, ordinances, and provisions regulating their institution, including regulations by statutory bodies, such as the PCI, AICTE, and UGC, as well as regulations laid down by the State government and affiliating university (KBCNMU, Jalgaon).

3.10 To consider and ratify the purchasing of the chemicals, glassware, instruments, stationary and other requirements for the smooth functioning of the institute.

3.11 Members of the Board of Governors shall ensure that-

3.11.1 The Head of the institution implements the decisions of the Board of Governors in true spirit for the growth of the institution using the process of decentralization.

3.11.2 The Head of the institution shall plan the future growth of the institution.

3.11.3 The required documentation is maintained to meet the statutory requirements.

3.11.4 The process to evaluate the performance of the Head of an institution is established.

3.12 To record and maintain the minutes of the meeting of the Board of Governors and to ensure the implementation of the decisions of the board.

#### **4. ROLE & RESPONSIBILITIES OF THE PRESIDENT OF THE BOARD OF GOVERNORS**

For effective administration, to satisfy the needs of the stakeholders and the future growth of the institution the Chair of the Board of Governors shall -

4.1 Responsible for the leadership of the governing body, and is, therefore, ultimately accountable for its effectiveness.

4.2 Ensures the institution is well connected with its stakeholders.

4.3 Provide inspiring leadership for transparent and effective administration



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- 4.4 Ensure effective, efficient, and optimal use of resources towards the growth and development of the institution.
- 4.5 Develop processes and controls for financial resources.
- 4.6 Motivate the members and other committees to function in unison to implement the strategic plan of the institution.
- 4.7 Suggest implementing the best suitable practices in and around to enhance the quality of the teaching-learning process, employability of students, and good support mechanisms for students and staff.
- 4.8 Allow the head of the institute to work independently and effectively.
- 4.9 Help create appropriate risk management systems

## **5. ROLE & RESPONSIBILITIES OF THE VICE PRESIDENT OF THE BOARD OF GOVERNORS**

The Vice President of the Board of Governors shall -

- 5.1 Responsible for advice on strategic direction and the management of the institution.
- 5.2 Implement the decisions of BOG in true spirit for the growth of the institution using the process of decentralization.
- 5.3 Plan the future growth of the institution.
- 5.4 Maintain the required documentation to meet the statutory requirements
- 5.5 Regularly reviews, having regard to the authority conferred by the instruments of governance.
- 5.6 Record and maintain the minutes of the meeting of the Board of Governors and ensured the implementation of the decisions of the board.

## **6. TENURE OF THE MEMBERS OF THE BOARD OF GOVERNORS**

- 6.1 The tenure of the members of the Board of Governors shall be 05 years from the date of nomination on the board.
- 6.2 If any member is not interested to continue further on the board then he/she is required to apply to the President of the board.
- 6.3 President of the Board will nominate the new member.



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## 7. FREQUENCY OF THE MEETING OF THE BOARD OF GOVERNORS

- 7.1 The members of the Board of Governors shall meet at least twice a year.
- 7.2 The President of the Board may call a special meeting of the members in certain circumstances.

## 8. GOVERNING BODY (2019-20 TO 2023-24)

Sr. No.	Name of the Member	Designation	Category
1	Shri. Amrishbhai R. Patel	President	President, SES
2	Shri. Rajgoapl C. Bhandari	Vice- President	Vice-President, SES
3	Shri. Prabhakarrao T. Chavan	Member	Secretary, SES
4	Shri. Yogesh N. Bhandari	Member	An Industrialist
5	Prof. Dr. K. B. Patil	Member	Educationalist (Ex-Vice Chancellor)
6	Regional Officer, WRO	Member	Nominee of AICTE
7	Registrar, NMU, Jalgaon	Member	Nominee of University
8	Director, DTE	Member	Nominee of State Govt.
9	Prof. Dr. Sanjaykumar B. Bari	Member Secretary	Principal
10	Dr. Pravin O. Patil	Member	Faculty
11	Dr. Dipak D. Patil	Member	Faculty



  
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**SUMMARY**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**ROLE AND RESPONSIBILITIES OF KEY ADMINISTRATIVE POSITION**

<b>Role</b>	<b>Responsibility</b>
<b>Board of Governors</b>	<ul style="list-style-type: none"><li>➤ Develop guiding principles and policies.</li><li>➤ Modify and authorize policies periodically.</li><li>➤ Endorse budgets for approval.</li></ul>
<b>Vice President</b>	<ul style="list-style-type: none"><li>➤ Gather both internal and external resources to enhance the institute's capacity.</li><li>➤ Strategize and offer necessary infrastructure facilities.</li><li>➤ Ensure availability of skilled human resources.</li><li>➤ Formulate a strategic plan for the overall development of the institution.</li><li>➤ Regularly monitor and evaluate various processes.</li><li>➤ Manage procurement and purchases.</li></ul>
<b>Principal</b>	<ul style="list-style-type: none"><li>➤ Reporting to the management</li><li>➤ Oversight responsibilities</li><li>➤ Administrative tasks</li><li>➤ Academic-related duties</li><li>➤ Examination-related responsibilities</li><li>➤ Annual budgeting</li><li>➤ Salary and increment management</li><li>➤ Procurement tasks</li><li>➤ Portfolio management</li><li>➤ Organizing functions, conferences, and workshops</li><li>➤ Ensuring discipline</li><li>➤ Recruitment activities</li><li>➤ Development responsibilities</li><li>➤ Strategic obligations</li><li>➤ Leadership responsibilities</li><li>➤ Visionary roles</li></ul>





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M.L.A.

**Principal :**  
Dr. S. B. Bari  
M.Pharm. Ph.D., D.I.M.F.J.C.

**CRITERIA: 6**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

<p><b>Academic Incharge</b></p>	<ul style="list-style-type: none"> <li>➤ Supervisory tasks</li> <li>➤ Implementation accountability</li> <li>➤ Record-keeping</li> <li>➤ Supporting the Principal</li> <li>➤ Recruiting and nurturing personnel</li> <li>➤ Managing financial resources and facilities</li> <li>➤ Cultivating positive community relationships</li> <li>➤ Strategizing for academics</li> <li>➤ Monitoring and implementing plans</li> <li>➤ Guiding and mentoring</li> <li>➤ Maintaining records</li> <li>➤ Additional responsibilities</li> </ul>
<p><b>College development committee</b></p>	<ul style="list-style-type: none"> <li>➤ Develop a comprehensive plan for the college encompassing academic, administrative, and infrastructure growth, with a focus on promoting excellence in curricular, co-curricular, and extra-curricular activities.</li> <li>➤ Determine the overall teaching schedule or annual calendar for the college.</li> <li>➤ Advise the management on introducing new academic courses and creating additional teaching and administrative positions.</li> <li>➤ Provide specific recommendations to the management to enhance and support research culture, consultancy, and extension activities within the college.</li> <li>➤ Offer specific recommendations to the management for fostering academic collaborations to strengthen teaching and research initiatives.</li> <li>➤ Provide specific recommendations to the management</li> </ul>





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	<p>to promote the effective use of information and communication technology in the teaching and learning processes.</p> <ul style="list-style-type: none"><li>➤ Suggest improvements in teaching methods and propose suitable training programs for college staff.</li><li>➤ Make recommendations regarding the welfare activities of students and employees within the college.</li><li>➤ Propose the distribution of prizes, medals, and awards to deserving students.</li><li>➤ Fulfill any other responsibilities and exercise any additional authority entrusted by the management and the university.</li></ul>
<p><b>Internal Quality Assurance Cell (IQAC)</b></p>	<ul style="list-style-type: none"><li>➤ Initiate, plan, and oversee various activities aimed at enhancing the quality of education provided in the college.</li><li>➤ Ensure the maintenance of high-quality standards in teaching, learning, and evaluation.</li><li>➤ Encourage co-curricular and extra-curricular activities to further enhance the quality of teaching, learning, and evaluation.</li><li>➤ Facilitate coordination among different college departments and provide support for orientation, refresher, and other short-term training courses for both teaching and non-teaching staff.</li><li>➤ Take into consideration feedback from stakeholders such as alumni, parents, and industry professionals regarding course structure and curriculum when devising these activities.</li><li>➤ Organize workshops and training sessions conducted</li></ul>





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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

**SUMMARY**

	<p>by experts and recommend suitable faculty members for training courses to achieve desired outcomes.</p> <ul style="list-style-type: none"><li>➤ Provide guidance and support to the support staff for their continuous education and overall development, aimed at improving the quality of their work.</li></ul>
<b>Program Committee</b>	<ul style="list-style-type: none"><li>➤ Creating the academic calendar in alignment with the university's schedule at the beginning of the year.</li><li>➤ Allocating the workload to all faculty members.</li><li>➤ Collaborating with the library committee to ensure that all required books, as per the syllabus, are available before the start of the academic year.</li><li>➤ Ensuring availability of lab manuals and journals one month before the academic year begins, by coordinating with the store department.</li><li>➤ Validating course files at the start and monitoring them throughout the teaching period.</li><li>➤ Regularly checking syllabus completion every 15 days based on the teaching plan, and reporting any deviations to the head of the institute.</li><li>➤ Managing and overseeing VMedulife LMS for academic purposes and online exam feedback.</li><li>➤ Ensuring lectures and practicals start on time and keeping students focused during class.</li><li>➤ Periodically verifying the academic responsibilities of faculty members in the department.</li><li>➤ Preparing the timetable and displaying it on the respective class notice boards or official WhatsApp group.</li><li>➤ Ensuring that classes and lab sessions adhere to the</li></ul>





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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

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	<p>timetable.</p> <ul style="list-style-type: none"><li>➤ Checking and managing the adjustments and conduction of classes or lab work when faculty members apply for leave.</li><li>➤ Ensuring appropriate workload compensation instead of relying solely on adjustments.</li><li>➤ Providing all necessary academic documents during inspections by apex bodies.</li><li>➤ Coordinating any other academic activities within the institute.</li></ul>
<b>Examination Committee</b>	<ul style="list-style-type: none"><li>➤ The examination cell is responsible for managing both university and internal examinations.</li><li>➤ They collaborate with the Principal to create the Assessment policy and ensure its implementation for students and teachers.</li><li>➤ They establish a mechanism to handle student grievances and display relevant information for students' reference.</li><li>➤ The faculty members are involved in setting sessional question papers, which are later monitored and approved by the question paper approval committee.</li><li>➤ Maintaining confidentiality is crucial to uphold the assessment's integrity, while simultaneously ensuring transparency by informing staff and students about examination activities.</li><li>➤ They stay in regular contact with external examining bodies (SUK) to stay updated on any changes in schedule or regulations.</li><li>➤ The head of the Exam cell is the custodian of</li></ul>





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	<p>confidential documents, but can share information under RTI with the institute's head's consultation.</p> <ul style="list-style-type: none"><li>➤ They keep systematic records that can be inspected by internal and external committees and can be converted into quantitative data as required by accreditation bodies. All relevant data is preserved electronically as well.</li><li>➤ After declaring the results, they provide a detailed result analysis report to the Principal.</li><li>➤ They share information about significant achievements (SUK ranking, distinctions, etc.) with the Public Relations and Publicity cell for wider media coverage.</li><li>➤ They prepare a list of students who failed in the first year and the qualified first-year students who are moving to the second year. This data is needed before starting the second-year admission process.</li><li>➤ They assist the Academic Coordinator in preparing the Roll-Call List.</li><li>➤ They prepare and submit a list of stationary requirements for the examinations section for approval.</li><li>➤ They forward the activity plan for the next academic session to be included in the Academic Planner.</li><li>➤ They are also assigned various other duties and powers by the Head of the Institution as needed.</li></ul>
<b>Training and Placement Cell</b>	<ul style="list-style-type: none"><li>➤ Final year students will undergo practical training for a duration of 90 days as a mandatory part of their curriculum.</li><li>➤ The Training and Placement Cell organizes visits for pre-final and final year students to various Industries.</li></ul>





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	<p>and Organizations across different regions of India to provide them with valuable exposure and training opportunities.</p> <ul style="list-style-type: none"><li>➤ Senior company personnel will deliver guest lectures to the students.</li><li>➤ The Training and Placement Cell will offer essential training in Personality Development and Communication Skills.</li><li>➤ Students seeking career guidance at the Training and Placement Cell will receive assistance in gaining admission to esteemed institutes for higher studies in specialized fields.</li><li>➤ The Campus Recruitment Programme (CRP) will be actively promoted to help young students secure suitable placements in Government Departments, Private/Public Sector Undertakings, Industries, and Research/Academic Institutes.</li><li>➤ The Central Training and Placement Cell plays a pivotal role in counseling and guiding students towards successful Career Placement. It serves as a crucial link between the completion of students' academic programs and their entry into suitable employment opportunities.</li></ul>
<p><b>Anti-ragging Cell</b></p>	<ul style="list-style-type: none"><li>➤ To supervise and monitor the activities of the Anti-Ragging Squad, ensuring effective prevention of ragging within the college premises.</li><li>➤ The college's Head shall submit weekly reports during the first three months of each academic year, updating the status of compliance with UGC Regulations on</li></ul>





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	<p>Anti-Ragging, along with monthly reports.</p> <ul style="list-style-type: none"> <li>➤ The Anti-Ragging Committee of the college shall make appropriate decisions on the actions or penalties to be taken in response to each incident of ragging, considering the specific facts, nature, and seriousness of the incident.</li> <li>➤ To proactively prevent or promptly respond to any occurrence of ragging or incidents of ragging that come to their attention.</li> </ul>
<p><b>Internal complaints Committee/Antidiscrimination/Gender sensitization Cell/Women's Grievance Redressal Committee</b></p>	<ul style="list-style-type: none"> <li>➤ Conduct regular meetings with members as needed.</li> <li>➤ Identify and address cases of sexual harassment within the institute to create a transparent and harassment-free working environment.</li> <li>➤ Record minutes and actions taken during meetings in the meeting register regularly.</li> <li>➤ Arrange guidance sessions for all involved parties to understand the objectives, composition, and functions of the cell.</li> <li>➤ Organize seminars and webinars for students to raise awareness about health, diseases, and stress management.</li> <li>➤ Arrange seminars or invite guest lecturers to promote awareness of gender equality among both students and faculty.</li> <li>➤ Establish a transparent complaint mechanism for students, teaching faculty, and support staff to address any grievances, fostering transparency and a culture of mutual respect.</li> <li>➤ Develop a working mechanism in collaboration with</li> </ul>





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	<p>the head of the institute.</p> <ul style="list-style-type: none"> <li>➤ Display relevant information for all concerned parties to access easily.</li> <li>➤ Provide guidance sessions to ensure everyone understands the objectives, composition, and functions of the cell.</li> <li>➤ Keep necessary documents and call meetings with members regularly as required.</li> <li>➤ Prepare the cell's activity budget for approval in April and submit the activity plan for the next academic session to be included in the Academic Planner.</li> <li>➤ Provide a summary report to the head of the institute, including available resources, evolved systems or mechanisms, and their impact.</li> </ul>
<b>Guardian Teachers</b>	<ul style="list-style-type: none"> <li>➤ The subject teacher or mentor will be responsible for supporting students to improve their performance.</li> <li>➤ If parents provide any suggestions, the committee will review them and, if deemed appropriate, discuss with higher authorities for implementation.</li> </ul>
<b>Library Committee</b>	<ul style="list-style-type: none"> <li>➤ The Library committee will establish and oversee the strategic direction regarding library affairs.</li> <li>➤ The committee's Chairman will assist the college librarian in creating general library policies and regulations that govern library functions and the efficient utilization of its resources.</li> <li>➤ The college librarian will be responsible for the day-to-day operational management of the library.</li> <li>➤ The Library committee will propose the library budget</li> </ul>





**President :**  
Shri Amrishbhai R. Patel  
M.L.A.

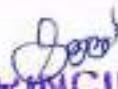
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**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

	<p>for both the college and individual departments.</p> <ul style="list-style-type: none"><li>➤ It is the librarian's duty to provide proper documentation services and keep the library collection up to date.</li><li>➤ All committee members will collaborate to modernize and enhance the library, its documentation services, and implement measures to increase readership.</li><li>➤ The Library committee will develop regulations pertaining to library usage, access, and borrowing of materials.</li><li>➤ The librarian will collect feedback from readers regarding library services and present it in the Library Committee meetings for discussion and necessary action.</li></ul>
<b>Alumni Cell</b>	<ul style="list-style-type: none"><li>➤ Foster increased interaction between the institute, its alumni, and current students.</li><li>➤ Facilitate industrial training, placement opportunities, and other facilities for present students.</li><li>➤ Provide scholarships to deserving students and support them with loans and other forms of financial and non-financial assistance for higher education.</li><li>➤ Engage in scientific and academic research in the field of pharmacy and support such endeavors.</li><li>➤ Assist in organizing lectures, seminars, refresher courses, conferences, and gatherings.</li><li>➤ Promote educational, cultural, fundraising, sports, and other activities deemed appropriate by the governing body to further the institute's objectives.</li></ul>

  
**PRINCIPAL**  
H.R. Patel Institute of Pharmaceutical  
Education & Research  
Shirpur Dist. Dhule(M.S) 425 401





**H. R. Patel**

**Institute of Pharmaceutical Education and Research**

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# Policy Handbook



# FOREWORD



H. R. Patel Institute of Pharmaceutical education and research, Shirpur, commenced in the year 2004 and took shape under Shirpur Education Society's vision. It is a matter of great pride and privilege to be the Principal of such a distinguished institute. In the past eight years we have progressed well and will continue to do so in the near future. To assist the management to execute the policies, this concise handbook has been drawn which covers issues related to human resource management. It defines the rules that staff have to abide by, the code of conduct and their responsibilities toward the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential. I am sure this staff policy document will be useful to all staff. I acknowledge the exemplary team effort by staff members of H. R. Patel Institute of Pharmaceutical education and research, who have assisted in preparation of the Staff Policy Document. Their inputs and ideas have ensured that all points have been covered.

**Prof. Dr. S. B. Bari**  
**Principal,**  
**H. R. Patel Institute of Pharmaceutical education and research, Shirpur**



# POLICY DOCUMENT

The Policy Document is prepared to make all staff working at H. R. Patel Institute of Pharmaceutical education and research, Shirpur aware of rules and regulations that governs their working in the institute. The policy is effective from January 2005 and revised at January 2012. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.

**SHIRPUR EDUCATION SOCIETY  
SHIRPUR (DHULE) M.S.**



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# ABOUT THE TRUST

**About Shirpur Education Society & R. C. Patel Educational Trust: The Shirpur Education Society has been performing exceptional task of imparting education through its branches. Shirpur Education Society offers excellent facilities for higher education. It runs various renowned Institutes such as,**

- » 17 Pre-Primary Schools
- » 15 Primary Schools
- » 17 High schools
- » 07 Ashram schools
- » 08 Higher secondary schools
- » 02 Arts, Commerce and Science Colleges
- » An Engineering College
- » Pharmacy College
- » Junior college of Education (D.Ed.)
- » College of Education (B.Ed.)
- » An institute of Management, Research and Development
- » 03 Girl's hostels and 02 Boy's hostel



# ABOUT THE INSTITUTE

H. R. Patel Institute of Pharmaceutical Education and Research (formerly known as H. R. Patel Women's College of Pharmacy) a constitute unit of the Shirpur education society, Shirpur marks the beginning of a new era- technical Education for women so to speak in the education spectrum of Shirpur. It was established by renowned personality with an unparalleled vision and acute foresight, Hon. Amrishbhai R. Patel. The institute started functioning in year in 2004 with a wide mission to impart high quality Pharmaceutical Education to Women through innovative and interactive learning process for enlistment of their social image as well as help them to withstand in global competitive environment. The Institute with modern Infrastructure comprises of several class rooms, tutorial rooms, conference hall, administration office, medicinal Garden, well equipped laboratories, all of which are built in accordance to the norms of AICTE & PCI New Delhi.

Presently Institute is catering UG and PG (Pharmaceutics & Quality Assurance) courses in pharmaceutical Sciences.

Institute has approved by,

- » All India Council for Technical Education, New Delhi
- » Pharmacy Council of India, New Delhi
- » Government of Maharashtra, Mumbai
- » Affiliated to North Maharashtra University, Jalgaon

The Institute is spread over 3acres' land. The Institute with modern infrastructure comprises of several class rooms, tutorial rooms, conference rooms, administration hall, well equipped laboratories, digital library, all of which are built in accordance to the norms of AICTE, under the principle 'Quality: No Compromise'.

At present institute has great pleasure to teach students from all corners of India as well as abroad.



# VISION

We aspire to do advancement of knowledge through excellence and innovation in education, research, and outreach activities.



# MISSION

To conduct high quality educational and research activities that benefit students, researchers, and communities across the nation. We will also abide to extend, apply, and exchange knowledge between the institutions, industry and society.



# QUALITY POLICY

We, at H. R. Patel Institute of Pharmaceutical Education & Research are committed,

To enhance students satisfaction by understanding their requirements and providing excellent service in the education and Research in the field of Pharmacy

For this purpose we will comply statutory and regulatory requirements continually improve effectiveness of quality management system and upgrade our skills and technology.



# GOAL & VALUE

**Our goal is to be an exceptional educational and research institute of Pharmaceutical Sciences in the nation.**

**We value excellence, innovation, diversity of ideas, integrity, academic freedom, collaboration, and accountability of resources and relationships and sharing knowledge in a learning environment.**





**H. R. Patel**

**Institute of Pharmaceutical Education and Research**

# CODE OF CONDUCT

## **1. Preamble**

- 1.1 H. R. Patel Institute of Pharmaceutical education and Research believes that for an institute to succeed, grow and excel, it needs to be anchored to its values and beliefs and motivate all its employees to consistently display these values in the course of their interactions.
- 1.2 The Code of Conduct and Ethics, articulated below, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
- 1.3 All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in letter and spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.
- 1.4 The Institute's Values and Beliefs shall act as the guiding principle in the enumeration, interpretation and periodic review of the Code of Conduct and Ethics.

## **2. Objective**

- 2.1 The Institute prides itself on the high standards embodied in its working principles. The institute expects its employees to adhere to these in their day to day activities.
- 2.2 The following Code of Conduct and Ethics is intended to provide guidelines for the Professional, Ethical, Legal and Socially Responsible behavior that the institute expects from its employees.



### **3. Applicability**

**3.1 All employees on regular rolls of the institute including employees on contract governed by this Policy.**

**3.2 Employees are the representatives of the institute and hence are expected to demonstrate high degree of discretion and astute judgment in their dealings**

**3.3 Although due care has been taken to address most conceivable situations, it is not possible for this Code to cover every situation that may arise. In circumstances where employees are unable to consult an appropriate person in the Institute, they are expected to use sound reasoning and good judgment in handling the situation in the interest of the Institute and its Values.**

### **4. Policy Guidelines of Conduct**

#### **4.1 National Interest:**

**H. R. Patel Institute of Pharmaceutical education and Research (HRPIPER) is committed in all its actions, to promote quality education and shall neither engage in any activity that would adversely affect such objective, nor shall undertake any activity or project which is to the detriment of the national interests.**

#### **4.2 Use of the HRPIPER Brand:**

**The use of HRPIPER name, logo and trademark shall be governed by manuals, codes and agreements as issued by the Institute. No employee, third party or joint venture shall use the HRPIPER Brand for any purpose without specific authorization.**

#### **4.3 Group Social Responsibility:**

**HRPIPER Group's Social Responsibility is aimed at anticipating and meeting relevant, emerging needs of the society in the areas of Education, Community Service, Health & Hygiene and Livelihood. The Group encourages its employees and their families to actively participate in Corporate Social Responsibility (CSR) activities.**

#### **4.4 Competition:**

**HRPIPER shall market its services on its own merit and shall not make unfair and misleading statements about competitor Institutes.**



#### 4.5. Quality of Services:

HRPIPER is committed to deliver services of world class quality based on the requirement of its Stakeholders and built to National and International standards.

#### 4.6. Equal Opportunities:

HRPIPER shall provide equal opportunities to all employees and treat them with dignity. All decisions pertaining to eligibility, qualification and selection of applicants in all matters will be based on merit. No discrimination shall be made based on Community, Race or Gender.

#### 4.7 Accurate and Complete Accounting:

Employees shall use Institute's funds and other property solely for the benefit of the Institute. All disbursements must be lawful and consistent with Institute's policies.

No unrecorded fund, reserve, asset or special account shall be set up or maintained for any purpose. No false or fictitious entries shall be made in books, records, accounts, or in Institute communications for any reason. No payment or transfer of funds or assets (such as tangible and intangible) shall be made for any purpose other than what is specifically authorized or is clearly within the discretion granted by the Institute.

Employees are responsible for accurate and timely record keeping for all Institute's assets, liabilities, revenues and expenses in compliance with accepted accounting rules and controls. All books, records and documents must accurately and completely describe the transactions.

#### 4.8 Settlement of Expenses:

Employees shall settle all the expenses incurred on account of travel, loans & advance etc. as per the guidelines stipulated in the Policy/Policies.

#### 4.9 Confidentiality and Non-disclosure:

Employees shall ensure that all information available to them in the course of employment in the Institute are kept strictly confidential and she/he shall not disclose to any party except to the extent necessary for the purpose of due performance of her/his service/dischARGE of her/his duty to the Institute.



#### 4.10 Falsification or Destruction of information:

No employee shall make any statement or do any act that encourages or results in unlawful, untimely, false or intentional misrepresentation, concealment or destruction of information in order to deceive or mislead.

#### 4.11 Using equipment and consumable resources:

Employees shall ensure that all departmental equipment, resources, and consumable items are used for the work and business of the Department.

This excludes certain:

- a) Limited, occasional and brief private telephone calls and faxes
- b) Limited and occasional use of a photocopier
- c) Limited and occasional use of the departmental email and Internet system subject to the government policy on use of the Internet and electronic mail

#### 4.12 Using the Internet, Intranet, and Electronic mail

Employees shall avoid using of computers for sending, receiving, and/or copying inappropriate material.

Employees will ensure that the transmission of information via communication and information networks and devices are made only if authorized to do so and in accordance with the relevant departmental protocols.

Employees will avoid sharing of password with another person, share another person's password/s, or record password/s which can be misused

The Department monitors the use of these networks and devices, and an employee may be called upon to explain her/his use of them.

#### 4.13 Protecting Institute's assets

**Misuse of Resources-** Employees shall avoid any improper, unauthorized or unlicensed use of property or resources for non-business related reasons or purposes including improper use of systems and timekeeping.

**Theft-** Employees shall avoid any unauthorized removal or taking of supplies, equipment, furniture, fixtures, products, cash, merchandise or other tangible property of the Institute.



**4.14 Unethical Transaction:**

No employee shall assist in the misuse of Institute's funds, irrespective of the amount involved, including, the misappropriation of such funds for her/his personal benefit, or stakeholder.

All payment and transfers of premium and other items of value shall be made openly and must be disclosed and duly authorized by the concerned authority.

**4.15 Public Representation:**

No employee shall, without the express consent of the /Management/ Competent Authority, call for Press meets, brief the Press or speak to the Media or participate in discussions, forums etc. in the media, to discuss any issues related to the activities of the institute or future prospects or projections of the Institute.

**4.16 Charitable Contributions:**

Although employees are encouraged to be socially responsible and politically active, Employees may not contribute the institute's funds or assets to any Charitable Institution or similar Institution, unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

**4.17 Political Activity:**

No employee shall involve in any political activity directly or indirectly. Employees may not contribute the Institute's funds or assets to any Political Candidate, Party unless such contribution is expressly permitted by law and has been pre-approved by the appropriate, authorized representative of the Institute.

**4.18 Regulatory Compliance:**

Every employee shall, in her/his professional conduct, comply with all applicable laws and regulations, both in letter and spirit, in all the areas in which one operates.

**4.19 Sexual Harassment and other harassment policy:**

HRPIPER Group recognizes that Sexual Harassment violates fundamental rights of gender equality, right to life and liberty and right to work with human



dignity as guaranteed by the Constitution of India. To meet this objective, measures shall be taken to avoid, eliminate and if necessary impose punishment for any act of sexual harassment, which includes unwelcome sexually determined behavior as per the institute's policy against Sexual Harassment.

#### 4.20 Other Harassment:

The institute prohibits harassment of one employee by another employee or superiors on any basis including but not limited to race, color, religion, marital status, national origin, physical or mental disability and/or age.

Environment, Health, Safety and Laws of the land – Employees shall adhere to the laws of the land – wherever they are – and shall not violate, cause or any action that impacts the Environment and the Health and Safety of HRPIPER Employees, Stakeholders and at the Community at large.

Threats and Physical Violence- No employee shall use threatening words, or assault or commit acts of violence or possess weapons, firearms, ammunition, explosives or incendiary devices in the workplace, on work premises or in work vehicles or elsewhere.

The list of behaviors, while not inclusive, provides examples of conduct that is prohibited by this policy:

1. Causing physical injury
2. Making threatening remarks
3. Aggressive or hostile behavior that creates a reasonable fear of injury to another person or subjects another individual to emotional distress
4. Intentionally damaging employer property or property of another employee
5. Committing acts motivated by or related to sexual harassment or domestic violence.
6. No Smoking- Smoking is strictly prohibited in the premises of the workplace. Appropriate actions shall be initiated against any person found contravening with the policy of this code.

#### 4.21 Disciplinary Actions

All employees covered under this Code of Conduct and Ethics are required to adhere to the principles and rules laid down in this code. Failure to do so will

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attract appropriate action including disciplinary action against the employee who is found to violate these principles.

Disciplinary action may include immediate separation of employment or any other action as deemed fit at the Institute's sole discretion. The Institute will recover any loss suffered by it due to violation of the provisions of this code by any employee.

Disciplinary Proceedings against the delinquent employee shall be conducted in accordance with the principles of natural justice.





**H. R. Patel**

**Institute of Pharmaceutical Education and Research**

# RECRUITMENT POLICY

## **1. Objective:**

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

## **2. Applicability**

All new recruits in all grades.

## **3. General Criteria Governing Recruitment**

For any post other than Asst. Professors, Associate Professors and Professors, the person recruited should not be above 56 (Fifty-Six) years. The age may be waived in case of Contract Employee but as a rule the maximum age for recruitment of Contract Employee should be one year less than the superannuation age (Fifty-Six years) fixed by the organization.

- The minimum age for recruitment is 18 years. HRPIPER does not permit child labour in any of its establishments nor does it encourage child labour in any of its partner institutions.
- Service of retired hands may be leveraged by the College by giving appropriate contracts with maximum duration of 3 (three) years at a time. Age limit of up to 70 (Seventy) years for teaching staff and 65 (Sixty Five)

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years for non-teaching staff is recommended. If service is required beyond the recommended age limit, it may be extended on an annual basis.

- HRPIPER reserves the right to do a background check on any person selected for employment.
- Persons selected for appointment should possess sound mental and physical health.

#### **4. Internal Appointments**

In order to avoid stagnation of the competent employees and encourage career growth, Management should develop mechanism for creating avenues for growth/promotion.

#### **5. Advertisement**

Institute will be responsible for initiating action such as advertising for the vacancy, enlisting Recruitment Consultants, and use of panel of past short listed candidates as may be appropriate after acquiring requisite approvals from governing body. For regular and contract posts, it is mandatory to advertise the vacancies in the newspaper or on Institute's website.

For temporary, project related staff it is not mandatory to follow the advertisement procedures.

- There should be a minimum of 7 days between the date of publication of the advertisement and interview.
- Due to the critical nature of some posts, application time for all positions, in general, may be shortened to accommodate immediate closure of position and such application time may be different for different positions.

#### **6. Short listing**

- All applications are scrutinized to ensure that they conform to the minimum requirements of the position.
- Persons given as reference in the application may be contacted to further refine the short list.
- For a single post, from the suitable applications received, an appropriate number will be called for the interview process.
- Intimation for interview is sent thereafter.



## **7. Assessment process**

The assessment process for program staff and administrative staff recruitment shall have all or any of the following assessments:

- Written test
- Skill Test
- Interview

Non-teaching staff shall be recruited based on the assessment of their skills and references.

## **8. The Assessment and Interview Panel**

The interview panel as per university rules must meet in advance in order to prepare and agree questions, tests etc. to be asked to be covered for each candidate for the same position.

For the test and interview – the appropriate panel must be constituted which should have subject specialists. The final interview panel will comprise of the appointing authority and subject specialists.

## **9. The Interview Rating Form**

The Interviewer's rating form is aimed to achieve two things

- To map the process through which the candidate passes, and
- To create a comprehensive document, with all the interviewers' ratings along with the comments substantiating the ratings thereof.

This format is very crucial and needs to be filled immediately after the interview. The interview panel then gives its recommendations in the prescribed form.

## **10. Proceedings of Interview**

Detailed proceedings of the interview will be recorded by the Chairperson of the Interview Board and will be attested by the Interview Board Members.

## **11. Checking of References**

The Institute shall make reference checks with the referees given/ obtained from the candidate. As a policy, HRPIPER will contact the current employer as a part of reference check.



## **12. Medical Fitness**

Before issuance of offer letter, selected candidates at their own cost have to undergo a pre-employment medical examination according to prescribed medical standards by the organization.

## **13. Letter of Appointment**

The selected candidate must bring the relieving order\ from the previous organization before joining duty.

An appointment letter duly signed by the Appointing Authority is issued to the candidate subject to the reference checks and pre-employment medical examination.

The Appointment letter should contain:

- 1) The designation/ title of the job and responsibilities specific to the job
- 2) The level of commands / reporting to and taking responsibilities in the absence of head of the department.

The letter of Appointment and Job Description (JD) should be signed by the employee as a sign of acceptance.

## **14. Joining Report**

On joining, the candidate should give the joining report duly filled and signed before the head of the Department and Principal.





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# PROBATION POLICY

## **1. Objective**

- 1.1 To provide a policy framework for confirmation of regular employees after completion of the probation period.

## **2. Eligibility & Coverage**

- 2.1 All new recruits of the institute on regular rolls

## **3. Policy & Procedural Formalities for Completion of Probation**

- 3.1 All new employees will be on probation for a period of 12 months from the date of joining.
- 3.2 While the formal probation appraisal shall be at the end of 12 months, the Principal will review the performance of the probationer as needed. These assessments will be on the broad parameters of Discipline, Attitude, Application, Job Knowledge, and group values. The performance evaluation will be communicated to governing body for approval.
- 3.3 During probation, the notice period on either side will be one month. It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary of the employee including allowances, if any.



### **Extension of Probation Period**

- 3.7 In such instances where an employee does not meet the required standards of performance, the Principal may recommend extension of the probation for a maximum of six months.
- 3.8 Probation period may be extended under any of the following circumstances:
1. Performance of the probationer is not up to expectations
  2. The role and the skills of the probationer are not aligned
  3. Probationer's values are not aligned with the institute's values
- 3.9 A mutually agreed and detailed Performance Improvement Plan (PIP) involving counseling and training will be done, and areas of improvement clearly communicated to the employee.
- 3.10 Based on the recommendation of the Principal, institute will formally communicate the extension of the probation through a letter to the employee through the principal.
- 3.11 The performance will be reviewed once again at the end of the extended probation period. The probationer's services may be confirmed subject to satisfactory performance.
- 3.12 If the probationer's performance remains unsatisfactory after extension, his or her services may be summarily terminated.

### **Confirmation of services**

- 3.14 On successful completion of the probation, the services of the probationer will be confirmed as per the terms of appointment.
- 3.15 Institute shall send the confirmation to the employee through the Principal within one week of the end of probation.
- 3.16 Upon confirmation, the notice period on either side will be three months.
- 3.17 It is mandatory to serve the notice period and the option of offsetting the notice period, partly or fully will be at the sole discretion of the management. The management may also, at its sole discretion, accept notice pay in lieu of the notice period. Notice pay shall mean gross salary (CTC - Annual and Statutory components) of the employee.





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**GROUP MEDICLAIM & PERSONAL ACCIDENT INSURANCE POLICY**

**1. Objective**

1.1 To provide employee welfare through basic assurance of healthcare to employees and help them to meet unforeseen personal expenses arising from medical emergency.

**2. Eligibility & Applicability**

2.1 All regular and contractual employees of the Institute, including probationers will be covered.

2.2 The employee is required to declare her/his dependents under this scheme in the prescribed format at the time of joining.

**3. Policy & Procedure**

3.1.a. Bajaj Allianz General Insurance Company Ltd (Group Insurance) and  
b. United India insurance company Limited ( Personal Accidental Policy)

3.1.1. A minimum hospitalization of 24 hours is a pre-condition for any claim, except for Cataract, Dialysis, and Tonsillitis, and such other ailments as covered under the Mediclaim Policy.

3.1.2. Annual entitlement of Group Medical Insurance is Rs. 2, 00,000/- (Rupees Two Lakh only). This can be used only by the individual. For personal accidental policy Annual entitlement is up to Rs 10, 00.000/- (Rupees Ten Lakh only)



- 3.1.3** The Admissions are restricted to specified Registered Medical Hospitals or listed hospitals.
- 3.1.4** The policy also covers reimbursement of expenses on maternity for the first two confinements.
- 3.1.5** The Mediclaim policy usually covers: Room and board as provided by the Hospital / Nursing home. Nursing care Surgeon, Anesthetists, Medical practitioner, Consultants' and Specialists' fee. Anesthesia, Blood, Oxygen, Operation Theatre Charges, Surgical Appliances. Medicines and Drugs, Diagnostic materials and X-Ray, Dialysis, Chemotherapy, Radiotherapy Cost of Pacemaker, Artificial limbs, Cost of organs and similar expenses. The details of the policy are governed strictly by the terms and condition of the Mediclaim Policy.
- 3.1.6** The following are not covered under the Mediclaim Policy (the list is not exhaustive): Cost of Spectacles, Contact lenses, Hearing aid/instrument, etc. Dental treatment or surgery, unless requires hospitalization in case of an accident General Medical Check-up (without any illness) General debility, rest cure, congenital external deformity / defects or anomalies Sterility Intentional self-injury, use of intoxicating drugs / alcohol, VD, AIDS, etc. Naturopathy Treatment. Employees opting for cashless provision may produce their identity documents to the hospital before hospitalization and the expenses incurred by them shall be claimed by the hospital with the Third Party Administrator (TPA) to the extent of their eligibility. Expenses beyond the eligibility limit, shall be settled by the employee with the hospital directly and make an application in the Claim Form along with the original supporting documents to the Institute. The Institute shall, in turn, submit the claim to Third Party Administrator (TPA) for processing and settlement of the claim.
- 3.1.7** Employees not opting for the cash-less provision may file their claim in the claim form to the Institute along with the original documents such as, Discharge summary / certificate given by the hospital indicating date of admission, date of discharge, nature of illness and treatment given. Prescriptions, medical bills and medical reports, example: Lab reports, ECG, X-ray, reports etc. The claim form along with supporting documents/Bills as indicated above should be submitted to Institute within 7 days from the date of discharge.



**3.1.8** Institute shall submit the claim to Third Party Administrator (TPA) for processing and settling the claim.

**3.1.9** Insurance Company's liability in respect of all the claims submitted by an employee during the period of insurance shall not exceed the sum insured.

**3.1.10** All claims are governed by the terms & conditions agreed between the Insurance Company and the HRPIPER Group under the Group Medclaim Insurance Policy.

**3.1.11** In all disputes, the decision of the management shall be final.





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## **RESEARCH & DEVELOPMENT POLICY**

### **1. Preamble:**

**H. R. Patel Institute of Pharmaceutical education and research, Shirpur believes in a judicious combination of teaching and research for the benefit of student community at large. The institute envisages innovation and technological development through its Research and Development committee. It has plans to cultivate academic and research collaborations with national and international universities, governments and industries to meet the immediate needs of society and the industry. The institute also remains committed to long-term research as the foundation for future development. To achieve the high quality research ambience, the following policies has been undertaken. A research and development committee has been established that will prepare policies for development of research and development activities within the Institute.**

### **2. Constitution of R & D committee**

**Constitution of Research & Development Committee: The committee consists of faculties from various departments of the institute. The committee looks for smooth and efficient co-ordination of research and development activities within institute which ultimately leads to institute development. The committee**



will contribute towards valuable inputs to foster research and development activities within the institute. The committee will plan, promote and evaluate the Research & Development activities at the institute level.

The Composition of the Committee is as:

SN	Designation	Position
1	Principal	Chairman
2	Vice Principal	Member
3	Faculty Member	Member
4	Faculty Member	Member
5	Faculty Member	Member
6	Faculty Member	Member
7	Faculty Member	Member
8	Faculty Member	Member

**Objective:**

To give special thrust to research culture in the Institute, and thus improve the profile of the Institute in the country

**4. Functions of Research and Development Committee**

- To encourage faculty members to prepare research proposals, interdisciplinary research, product design and development, publications in reputed journals and conferences.
- To initiate and promote MOU with industries and Research & Development organizations; for consultancy, collaborative research, sponsored projects, Industry-Institute interaction etc.
- To arrange talks and interactions by eminent personalities from Industry, Research & Development organization and institutions of repute; for the better understanding of research methodology and practices currently followed.
- To suggest peer reviewed national and international journals for subscription in the central library.
- To develop research proposals for up-gradation of laboratories through AICTE/UGC/MHRD/NMU funding opportunities.
- To encourage students and faculty to apply for patent or other Intellectual Property Rights.



- To conduct national conferences/seminar/symposium/workshop etc.
- To allocate budget for conducting workshops, training programs, seminars, conferences and Faculty Development Program also for the staff who are attending workshops, conferences and paper presentation outside the institute. It also includes software purchasing for various departments for research purpose (like Design expert, statistics etc.).
- To motivate faculty and students to design, fabricate and implement viable functional projects for the benefits of institute and society.
- To motivate students and faculty for presenting technical papers/projects at least in National conferences, competitions and exhibitions.

#### **5. Encouragement to employees:**

The existing policy to promote research activities in the institute was developed to give extra fillip to research, publication and other related activities.

#### **Policy and Guidelines:**

- Motivate the faculty for doing his/ her PG or PhD.
- Provide the study leave for their course work.
- Provide facility to do research work in college campus.
- Motivate the faculty to publish books in good publishers at national or international level.
- Provide incentive for publishing Technical Paper in National/International journals.
- Provide Incentive for presenting a paper at National/ International Seminars/Conferences.
- Provide facility of checking Plagiarism of research paper using plagiarism software.

#### **Entitlements for Registration & Travel for presenting papers at National & International Seminars/Conferences**

- For the faculty attending national or international conferences as author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per



paper) and eligible DA with sleeper class fare at actuals for presenting the paper.

- Faculty members will be eligible for travel outside India (50% of travel expenses or a maximum of Rs. 50,000) and registration fee (100%), for paper presentation, provided the conference/seminar is hosted by a reputed institution. Preferably, such expenses should have been factored into the project/research grant.
- The following important points regarding Financial Assistance for attending-National / International (Conference / Workshop / Seminar)

**1) Financial Assistance for attending National/ International (Conference/Workshop/Seminar) should be submitted to departmental coordinator after approval of Principal with attachments like hard copy of paper, brochure and acceptance letter.**

**2) After attending National/ International (Conference/Workshop/Seminar), while claiming for TA/DA/Registration fees, submit original copy of bills/registration receipts to departmental coordinator and one Xerox copy to Account Office with attachments like hard copy of paper, brochure, acceptance letter, tickets and certificate.**





own original work. HRPIPER, Shirpur believes that professional honesty has to get maintained with highest priority.

1. HRPIPER believes that for an institute to succeed, grow and excel, it needs to be anchored to its Values and Beliefs and motivate all its employees to consistently display these values in the course of their interactions.
2. The Code of Conduct and Ethics, embodies the Institute's Values and Beliefs and endeavors to lay down guidelines for employees to follow in their day to day work life.
3. All employees are requested to read and imbibe the Code of Conduct and Ethics and follow it in spirit, so as to maintain the highest standards of values in their conduct to achieve institute's objectives.





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# **GRIEVANCE REDRESSAL POLICY**

## **1. Composition**

As per the AICTE Notification No: PG/07/OLI/2012, Grievance Redressal Committee is constituted in the college for the academic year 2015-2016 and 2016-2017 with the objective of resolving the grievance of the students and parents and others, members of committee are as follows.

## **2. Functions**

- ❖ Student and Faculty having any complaint shall follow the established procedures within the complainant's own department before filing a grievance with the Grievance Redressal Committee.
- ❖ A complainant who is not satisfied with the outcome of the procedure may initiate a Formal Grievance Procedure by registering a written complaint to Chairman of the Grievance Redressal Committee.
- ❖ During the course of each hearing, the Formal Grievance Redressal Committee shall keep minutes of its meetings and such other records of its activities as it deems necessary and shall at its discretion include information derived there from its reports.

## **3. Scope:**

The cell will deal with Grievances received in writing from the students about any of the following matters: -



- **Academic Matters:** Related to timely issue of duplicate Mark-sheets, Transfer Certificates, Conduct Certificates or other examination related matters.
- **Financial Matters:** Related to dues and payments for various items from library, hostels etc.
- **Other Matters:** Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

#### 4. Procedure for lodging complaint:

- The students may feel free to put up a grievance in writing/or in the format available in the admin department and drop it in boxes or via sending e-mail at registrar@hrpatelpharmacy.co.in or institute's website.
- The Grievance Cell will act upon those cases which have been forwarded along with the necessary documents.
- The Grievance Cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

The Composition of the Grievance Cell is as follows: –

SN	Designation	Position
1.	Principal	Chairman
2.	Vice-Principal	Member
3.	Academic In charge	Member
4.	Registrar	Member





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## **POLICY AGAINST SEXUAL HARASSMENT**

### **Objective**

With regard to the Supreme Court Judgment and guidelines issued in 1997 to provide for the effective enforcement of the basic human right of gender equality and guarantee against sexual harassment and abuse, more particularly against sexual harassment at work places, the University Grants Commission (UGC) has issued circulars since 1998, to all the universities, advising them to establish a permanent cell and a committee and to develop guidelines to combat sexual harassment, violence against women and ragging at the universities and colleges. It has further advised the universities to be proactive by developing a conducive atmosphere on the campus, where the status of woman is respected and they are treated with. Keeping the above guidelines in view Institute has constituted a Committee against Sexual Harassment since 2004.

### **Functions**

- ❖ The committee enquires about the complaint using procedures in conformity with the principles of natural justice and gender sensitivity
- ❖ The committee communicates its findings based on investigation and it recommends regarding nature of disciplinary action.



### Composition of Anti Sexual Harassment Committee

Sr. No.	Designation	Position
1.	Chairman	Principal of Institute
2.	Member	Academic In Charge
3.	Member	Faculty Member
4.	Member	Faculty Member
5.	Member	Faculty Member
6.	Member	Faculty Member
7.	Member	Non-teaching Member
8.	Member	Student representative





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## **LEAVE POLICY**

### **1. Objective**

To communicate the leave entitlements and provide guidelines for availing these leave.

### **2. Eligibility & Applicability**

All employees on regular rolls of the Institute

### **3. Policy & Procedure**

- 3.1 Categories of leave available to the employees are: Casual Leave, Privilege Leave, Maternity Leave, Academic Leave, Compensatory Off, Summer Vacation, and Leave without Pay or Extraordinary Leave, Sabbatical Leave.
- 3.2 For the purpose of leave, "Year" shall mean the Calendar Year commencing 1<sup>st</sup> June and ending 31<sup>st</sup> May.
- 3.3 All leaves shall accrue effective from 1<sup>st</sup> June of every year, except the Casual Leave.
- 3.4 Employees shall apply for leave on prescribed formats as well as on-line using ESSL software. The leave application shall be made prior to actual days of



leave.

3.5 Holidays and weekly offs between the leaves will be treated as a part of leave only.

Weekends and holidays are exempted in case of Casual Leave.

#### **Entitlement & Procedure for availing Leaves:**

##### **4. Casual Leave (CL)**

4.1 All Employees are eligible for 12 days of CL in a calendar year, which shall be credited upon joining, on pro-rata basis.

4.2 Employee on CL cannot be absent from duty continuously for more than 4 days including intervening holidays.

4.3 Employees may avail CL for half-day also.

4.4 CL may be prefixed or suffixed to intervening holidays or weekends.

4.5 CL cannot be prefixed or suffixed to any other category of Leave.

4.6 Un-availed CL will automatically lapse at the end of the year.

##### **5. Privilege Leave (PL) or Earned Leave (EL)**

5.1 All Teaching staff is eligible for 10 days of PL, apart from the summer vacation; and all non-teaching staff is eligible for 30 days of privilege leave in a year. Teaching faculty requisitioned for special assignments during the summer vacation will also be eligible for 20 days of additional PL (or pro-rated number of days) in lieu of the summer vacation foregone.

5.2 Employees joining the organization shall have their privilege leave entitlements for the rest of that calendar year calculated on pro-rata basis, and credited to their accounts on the following June 1<sup>st</sup>, which they can avail only after the confirmation of their services.

5.3 Privilege Leave may be availed for one day also.

5.4 Except under emergency, employees shall apply for leave well in advance, especially if the leave period is more than a couple of days, and proceed on leave only after their leave is approved.

5.5 When it has not been possible to obtain advance approval, respective HODs should be kept informed, within formation copy (CC) to the approval authority; and request for approval must be obtained at the earliest



opportunity.

- 5.6 Privilege leave can be accumulated to a maximum of 180 days. Leave over and above this limit will lapse automatically.
- 5.7 Un-availed Privilege Leaves may be encashed at the time of separation from the institute to the extent of Basic & DA.
- 5.8 PL with may not be prefixed or suffixed with any other type of leave.

## **6. Maternity Leave (ML)**

- 6.1 The Institute Permits Maternity Leave as per the policy of Government/AICTE, to be availed at the convenience of the mother-to-be. The leave period includes weekends and holidays.
- 6.2 All confirmed lady employees, are eligible for Maternity leave. However, the management may, at its discretion, also allow an employee under probation to avail maternity leave, and extend her probation period by the same duration.
- 6.3 Maternity leave shall be limited to an employee's first two confinements and must be spaced by at least 3 years (except in case of a miscarriage). In case of unfortunate miscarriage, a maximum leave of 4 to 6 weeks may be availed.
- 6.4 The employee shall inform the HOD at least 8 weeks prior to proceeding on leave with appropriate Medical Certificate.
- 6.5 ML will be in addition to other leave facilities of the Institute and shall not be prefixed or suffixed with any other kind of leave.

## **7. Duty Leave (DL)**

- 7.1 All teaching and non-teaching faculty is eligible for Duty leave.
- 7.2 DL shall be applicable for attending Academic, Institute and University related work for all days of the work.
  - 7.2.1 DL may also be considered for the following reasons:
    - 7.2.2 Delivering invited talks, attending Workshop, STTP, QIP, Conference, etc
    - 7.2.3 Attending Spot Valuation assignments at a university other than the Affiliated University.
    - 7.2.4 Teaching faculty wishing to avail Duty Leave should get their leave



approved by the Principal in advance and send the approved leave application along with the invitation letter sent by the concerned university or Conference/Workshop to Office.

7.2.5 Academic leave may neither be accumulated nor combined with any other type of leave.

#### **8. Leave without Pay (LWP) or extra ordinary Leave**

If an employee has exhausted all types of leave, exceptionally he/she may be allowed to take leave without pay up to a maximum of 30 days in a year, subject to the recommendation of the HOD and approval of Principal.

8.1 LWP shall not be treated as break of service.

#### **9. Compensatory Off (CO)**

9.1 If an employee is called upon to work during the weekend or a public holiday for more than half a day, equivalent compensatory off may be permitted in units of half a day or full day.

9.2 Compensatory off shall be availed within one month. Else it shall lapse.

#### **10. Summer Vacation**

10.1 All teaching faculty except those who hold administrative responsibilities, will be eligible for Summer Vacation.

10.2 The annual dates for the summer vacation shall be announced which shall ordinarily be availed by all, unless asked by the management to be available for some special assignments during the vacation.

10.3 Those on probation are not eligible to avail vacation and shall work as per directions.

10.4 Principal, in consultation with the HODs shall plan the summer vacation well in advance based on the academic and other relevant considerations.

10.5 The Institute reserves the right to requisition the services of a teaching faculty, during the summer vacation for special assignments. In such cases, the teaching faculty requisitioned for special assignments during the summer vacation will be eligible for equal number of days of EL (or pro-rated number of days) in lieu of the summer vacation foregone.

10.6 The Principal shall in form all such faculty whose services may be



required during the summer vacation; well in advance, along with their HOD.

10.7 Summer vacation cannot be prefixed or suffixed with any other leave.

10.8 Faculty availing the summer vacation shall keep the Institute informed of their address of stay and contact details during vacation period for emergency needs.

10.9 Faculty on summer vacation may at their discretion and on approval from the Principal, attend external examination related works / SDPs / Seminars / Conferences. However, such activities shall not count for any set-off against the summer vacation.

#### **11. Special leave for pursuing research**

11.1 This leave shall be given, on a case to case basis, to those who have registered for Ph.D. and cleared their pre Ph.D. course work, for a maximum period of a fort night.

11.2 The leave needs to be approved by the Principal.

11.3 The Principal shall call for supporting recommendation letter from a faculty's Ph.D. guide for granting the approval.

11.4 The unutilized Special Leaves can neither be carried forward nor run cashed.





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## **TIME AND ATTENDANCE POLICY**

**1. Objective:**

- 1.1 To communicate the general office / college timings of the institute.
- 1.2 To lay down the general guidelines to record the attendance by everyone in the institute as per the applicable timings.

**2 Applicability**

- 2.1 All employees on regular rolls are covered under this policy.

**3 Procedure**

- 3.1 The timings of the institute are from 10.30AM to 5.30PM on all days of the week, except Sunday.
- 3.2 Employees shall mark attendance in biometrics at main entrance as well as in the manual attendance register kept at the department. They are expected to mark attendance in biometrics at main entrance at the time of leaving the work place at the end of the working day as well.
- 3.3 Employees shall mark attendance in biometrics at main entrance whenever they leave the campus or enter in the campus for whatsoever reason. The time for which they are absent shall be deducted from daily working hours in ESSL software.
- 3.4 **Grace Period:** Up to 5 minutes after the designated starting time is considered as “grace period” per working day. The marking of



attendance beyond grace period is permissible only thrice a week for a maximum time of another 15 minutes. From the third instance of such late arrival to the workplace, half day casual leave will be debited from the leave account of the employee. If there is no casual leave to the credit of the employee, half day of leave without pay to the credit will be debited. The names of the employees exceeding the number of instances of grace period in a month will be notified to the Principal.





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## **PURCHASE PROCEDURE POLICY**

The staff members have to follow the defined purchase procedure of material as below:

1. Annual requirement for the items / consumables / material / maintenance / repairing /AMC should be raised by the staff/lab in charge and submitted to the Head of the Department for scrutiny and approval from the Principal.
2. Head of Department will scrutinize the requirement and certify, taking into consideration the allocated budget of the department as approved by management.
3. The approved requirement will be sent to store department through Head of the Department and Principal for calling quotations from various vendors/suppliers.
4. The indenter will select best from three quotations with the help of store department and will prepare comparison price statement and forward the same to the Head of the Department and Principal.
5. The indent or requirement, three quotations, comparative price statement will be forwarded to the Principal for approval and signature. After getting the approval from Principal, the same documents or purchase file will be sent for approval of purchase committee.
6. Purchase order will be prepared and forwarded to supplier or vendor after the approval from purchase committee.
7. Once the material is received at stores, the same will be forwarded to the concerned department for installation and testing. The department will



check the material, certify and the concerned Head/Authority will sign on the Installation/Testing Report supplied by the Supplier, then the invoice from the supplier will be submitted to the Stores for passing and forwarded to Accounts Dept. for payment.

8. In case of urgent requirement of consumables/ small items, the same may be procured verbally in consultation with Principal, Head of the Department and Stores and then follow all the above procedures.





**H. R. Patel**

**Institute of Pharmaceutical Education and Research**

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## **ANTI-RAGGING POLICY**

**For Prohibition, Prevention & Punishment**

### **1. Background**

**RAGGING** of students, physically or mentally, is a black spot on society and is a cognizable offence. The students who have to face ragging can lose their mental stability and can spoil their lives. The institute is committed to "NO RAGGING" policy. Ragging is banned by Government as well as Supreme Court. Anyone indulging in acts of ragging, however minor, even in the form and garb of introduction of juniors is punishable act and attracts severe punishment leading to termination from college and imprisonment.

### **2. Objective:**

- 1) To preserve a culture of ragging free environment in the college campus**
- 2) To aware the students of dehumanizing effect of ragging inherent in its perversity**
- 3) To keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence**
- 4) To deal promptly and stringently with the incidents of ragging brought to our notice.**
- 5) To generate an atmosphere of discipline by sending a clear message that no act of ragging shall be tolerated and any act of ragging shall not go unnoticed and unpunished.**



- 6) To root out ragging in all its forms from the institute by prohibiting it by law, preventing its occurrence and punishing those who indulge in ragging

### **3. Instructions to Fresher's**

- 1) Do not have to submit to ragging in any form
- 2) Do not have to compromise with your dignity and self respect.
- 3) Can report incidents of ragging to the concerned.
- 4) Can contact the Anti-Ragging Squad / Anti Ragging Committee of the College, or the Principal.
- 5) The college is obliged to permit the use of communication facilities (Landline and Mobile phones) for seeking help.
- 6) If student is not satisfied with the enquiry conducted by the College, he/she can lodge a First Information Report (FIR) with the local Police and complaint with the civil authorities.
- 7) Students complaint can be oral or written, and would be treated by the authorities in strict confidence.
- 8) Students can take active part in all institutional activities intended to end ragging on campus.

### **4. Anti-Ragging Initiatives of HRPIPER**

HRPIPER has formed Anti-Ragging committee as per notification published by ALL India Council for Technical Education, New Delhi (AICTE, New Delhi) on July 1, 2009, as per F.No.37-3/Legal/AICTE/2009 and directions of the Hon. Supreme Court in SLP No.24295 of 2005, dated May 16, 2007 and in Civil Appeal number 887 of 2009, dated May 8, 2009 to prohibit, prevent and eliminate the scourge of ragging.

In the light of above, display of posters and putting up of notices on anti-ragging at all prominent places in and around the college highlighting the need for prevention of ragging and punishments entitled to those indulging in ragging.





grievous hurt, Wrongful restraint, Wrongful confinement, Use of criminal force, Assault as well as sexual offences or unnatural offences, Extortion, Criminal trespass, Offences against property, Criminal intimidation, Attempts to commit any or all of the above mentioned offences against the victim(s), Threat to commit any or all of the above mentioned offences against the victim(s), Physical or psychological humiliation, other offences following from the definition of "Ragging"

**5.2 Squad In-charge will be Responsible for the following in their areas:**

- They will form duty chart & carryout regular checks for any Ragging activity in their areas.
- They will carry out surprise checks in probable areas of ragging.
- In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
- Ensure anti ragging instructions are displayed at prominent places in their areas of control.
- Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
- Every squad in-charge will brief all members of his squad about their duties / action regarding anti ragging.

**5.2 Function of Anti-Ragging Squad**

The Anti-Ragging Squad shall be nominated by the Head of the institution. The Squad shall have vigil, oversight and patrolling functions. It shall be kept mobile, alert and active at all times and shall be empowered to inspect places of potential ragging and make surprise raids on hostels and other hot spots. The Squad shall investigate incidents of ragging and make recommendations to the Anti-Ragging Committee and shall work under the overall guidance of the Anti-Ragging Committee.



### 5.3 Anti – Ragging Squad

Squads' In-charge will be Responsible for the following in their areas:

1. They will form duty chart & carryout regular checks for any Ragging activity in their areas.
2. They will carry out surprise checks in probable areas of ragging.
3. In case of any incidence noticed on the spot, assessment of the incidence be made and necessary action to be taken and inform the control cell immediately in given Performa.
4. Ensure anti ragging instructions are displayed at prominent places in their areas of control.
5. Each squad in-charge will make detailed duty plan in respect of his squad and forward a list copy of the same to the control room.
6. Every squad in-charge will brief all members of his squad about their duties / action regarding anti ragging.

Sr. No.	Designation	Position
1.	Member	Faculty Member
2.	Member	Faculty Member
3.	Member	Faculty Member
4.	Member	Faculty Member
5.	Member	Faculty Member

### 6. Awardable Punishments

Depending upon the nature and gravity of the offence as established by the Anti-Ragging Committee of the institution, the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:

- i. Suspension from attending classes and academic privileges
- ii. Withholding/withdrawing scholarship/ fellowship and other benefits
- iii. Debarring from appearing in any test/ examination or other evaluation

Process



- iv. Withholding results
- v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
- vi. Suspension/ expulsion from the hostel
- vii. Cancellation of admission
- viii. Rustication from the institution for period ranging from 1 to 4 semesters
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specific period.





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## **EXTENTION POLICY**

**Institute Policy for Extension Activities.**

1. Interaction with Industry and society.
2. Participation in community services.
3. Providing R & D support and consultancy services to industry and other user agencies.
4. Providing non-formal modes of education for the benefits of the community.
5. Promotion of entrepreneurship.
6. Dissemination of knowledge.
7. Providing technical support in areas of social relevance.





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## R. C. PATEL MEMORIAL SCHOLARSHIP

S. N.	Type of scholarship	Max. No. of Students	Amount / student	Total	Remark
1.	<b>Students scored more than 75 % marks</b>				
	▪ B.Pharm.I/II/III/IV ▪ (2 students from each class) Based on passing CGPA Cumulative	<b>8</b>	<b>10000</b>	<b>80000</b>	
	▪ M.Pharm.I/II (1students from each year )	<b>2</b>	<b>5000</b>	<b>10000</b>	
2	<b>National Level Examinations</b>				
	▪ GPAT Qualified / NIPER/ BITS Pillani / GATE/ ICT/GRE/ TOEFL/CAT/NMAT/CET etc. ▪ MPSC/UPSC Examination/ Any other same level state examination for recruitments	<b>4</b> <b>2</b>	<b>3000</b> <b>5000</b>	<b>12000</b> <b>10000</b>	
3	<b>First, Second and Third in B.Pharm every year at University level</b>				
	▪ First Rank (1 student from each year )	<b>3</b>	<b>10000</b>	<b>30000</b>	
	▪ Second Rank ( 1 student from each year)	<b>4</b>	<b>7500</b>	<b>30000</b>	
	▪ Third Rank ( 1 student from each year ) ▪ Gold Medal at Final Year each one additional	<b>4</b> <b>2</b>	<b>5000</b> <b>15000</b>	<b>20000</b> <b>30000</b>	



4	<b>For M. Pharm.</b> First three toppers in GPAT/CET Score from HRPIPERs who took admission in HRPIPER (one from each branch )	2	5000	10000
5	<b>Avishkar Competition [ Research Competition]</b> ( University & State Level )			
	▪ University level	1	1000	1000
	▪ State / Zonal/ National level	1	1000	1000
6	Social contribution recognized at District/ National level ( Recognized by Tahasildar , Dist. Collector )	1	2000	2000
7	<b>Best Text Reader of the year</b> (Competition to arrange by institute to inculcate reading habits )	3	1000	3000
8	<b>Best Laboratory Journal of the year</b> (4 from each B .Pharm year )	5	500	2000
9	<b>Highest Marks in university examination at UG level</b>			
	▪ Pharmacognosy (Each year one )	04	500	2000
	▪ Pharmaceutics (Each year one )	04	500	2000
	▪ Pharm. Chem. (Each year one )	04	500	2000
	▪ Pharmacology (Each year one )	04	500	2000
10	<b>Sincere students of the Year</b> (Attendance more than 90 %) 4 students from each B.Pharm year	4	1000	4000
11	<b>Sports Activity</b>			
	▪ Team member at university level	1	5000	5000
	▪ Team member at group level	2	2000	4000
12	First Year B. Pharm admitted students CET score 90 & will	5	20000	10000





President :  
Shri Amrishbhai R. Patel  
M.L.A.

Principal :  
Dr. S. B. Bari  
M.Pharm. Ph.D., D.I.M.F.J.C.

## CODE OF CONDUCT FOR STUDENTS

### GENERAL CODE OF CONDUCT FOR STUDENTS

- If the students are found weak in certain subjects they will have to attend extra classes as notified and make the required progress to come at par with the other students.
- The students should read the notice displayed on the notice board regularly and the college will not be responsible for the loss of any advantage due to the negligence of reading the notice by the students. › Smoking or chewing gum, gutkha, pan in the premises is strictly prohibited.
- The use of electronic communication device like mobile phone, pager are strictly prohibited in the college.
- The students should not involve in any such activity which may cause damage to the college property. It will be viewed seriously and is likely to result in the recovery of the cost of damage.
- Students are bounded by rules and regulations framed by the college from time to time. Any violation of the rules shall result in disciplinary action which may lead to dismissal from the college.
- The above rules of discipline are subjected to changes or modifications. These modifications can be done whenever the Principal deems it fit & proper. The decision of the Principal shall be final and binding on the students.
- Notice board and the institutional website are the only authorized media of communication with the students and others.



The Shirpur Education Society's  
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'Serving Nation's Health'

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## CODE OF CONDUCT FOR STUDENTS IN LABORATORY

- Always behave responsibly while in the Laboratory.
- Maintaining a clean and organized laboratory is crucial for successful and safe work.
- Carefully follow all instructions, and don't hesitate to ask your teacher for clarification before proceeding with any activity.
- Refrain from touching any equipment, chemicals, or materials in the laboratory until instructed to do so upon entering.
- Only conduct experiments that your teacher has authorized, and strictly adhere to all instructions, both written and verbal. Unauthorized experiments are not permitted.
- Ensure you work in a well-ventilated area at all times.
- Practice good housekeeping by keeping your work area clean and tidy throughout the lab session.
- While handling chemicals or lab equipment, avoid touching your face, eyes, mouth, or body. After experiments, always wash your hands with soap and water.
- Personally monitor your experiments at all times, refraining from distracting or interfering with others' work.
- Safety goggles should be worn whenever chemicals, heat, or glassware are involved in an experiment.
- Do not wear contact lenses in the laboratory.
- Dress appropriately for lab activities, tie back long hair, and secure dangling jewelry and baggy clothing to minimize hazards.
- Wear a lab coat during all laboratory experiments.
- Immediately report any accidents or injuries, no matter how minor, to your teacher. Stay calm and avoid panicking.
- Treat all chemicals in the laboratory as dangerous substances. Refrain from tasting or smelling any chemicals and never use your mouth for pipetting.
- Do not remove any chemicals, apparatus, or equipment from the laboratory without the teacher's knowledge and consent.
- Before using glassware, inspect it thoroughly, and never use chipped, cracked, or dirty glassware.

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- Exercise caution when using the analytical balance. Avoid weighing hygroscopic substances with butter paper and use a glass container instead.
- If you are unsure about how to use a piece of equipment, seek assistance from your teacher.
- Avoid immersing hot glassware in cold water, as it may cause the glassware to shatter.
- Never look into a container while it is being heated.
- Fume hoods must be used whenever working with unpleasant or hazardous vapors, air or water reactive reagents, or highly corrosive or flammable materials. Non-functioning fume hoods should not be used for work.
- Bunsen burners or other flames should never be left unattended, especially when volatile materials are used outside of a fume hood.
- Always work under supervision; unsupervised work is not allowed.
- Read and verify labels carefully to ensure you are using the correct chemicals. Check warning labels for toxicity and hazards.
- Handle organic solvents with care, as many are suspected carcinogens. Avoid contact with skin and eyes and wash thoroughly if accidental contact occurs.
- Seek advice from the teacher before using reactive metals like sodium, potassium, or flammable materials like magnesium.
- Be cautious with compounds of heavy metals such as lead, arsenic, antimony, bismuth, and mercury, as they are highly toxic. Minimize contact with these substances.
- Open ether bottles only under a fume hood with the sash pulled down as low as possible.
- Be aware that considerable heat may be generated when diluting concentrated liquids with water. Always add the concentrate to water, not the other way around.
- Drying ovens are suitable for non-flammable solids wet with water only, not for flammable substances.
- Report any equipment failure to the teacher and avoid attempting to fix it without guidance.
- Eating, drinking, or chewing gum in the laboratory is strictly prohibited. Also, do not use laboratory glassware as containers for food or beverages.



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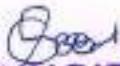


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- Ensure all apparatus, equipment, and instruments are clean at the end of the practical. Close reagent bottles tightly and store them appropriately. Leave the lab bench clean and dry.
- Label any reaction mixture or product stored for the next practical with its contents, date, experimenter's name, and any associated hazards.
- After completing the laboratory work, record a detailed report in the journal and submit it for the lecturer's signature.



  
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## SUMMARY

### CRITERIA: 6

### GOVERNANCE, LEADERSHIP AND MANAGEMENT

### DEPLOYMENT OF STRATEGIC PLAN OF INSTITUTE

Deploying a strategic plan involves translating a set of goals and initiatives into actionable steps and implementing them in a systematic and efficient manner. Deploying a strategic plan for Teaching and Learning, Social responsibility, Extension activities, Environmental awareness, Research and Development, Curriculum and Cultural enrichment, Training and Placements involves a structured approach to achieve the outlined goals. Here's a comprehensive overview linked of how this deployment could take place:

- **Teaching and Learning:** Identify specific pedagogical approaches, teaching methods, and technologies to enhance the learning experience. Provide professional development opportunities for faculty to stay updated with the latest teaching techniques. Regularly assess and review curriculum to ensure alignment with industry trends and learning outcomes with that organise guest lectures. Implement feedback mechanisms for students to express their learning experience and suggestions for improvement.

Evidence for deployment of strategic plan for Teaching and Learning	<ul style="list-style-type: none"><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li></ul>
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- **Social Responsibility:** Develop partnerships with community organizations to collaborate on social initiatives. Establish programs that encourage students and staff to participate in community service and volunteer activities. Integrate social responsibility themes into the curriculum to promote awareness and action among students.



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## SUMMARY

### CRITERIA: 6

#### GOVERNANCE, LEADERSHIP AND MANAGEMENT

Evidence for deployment of strategic plan for Social responsibility	<ul style="list-style-type: none"><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li></ul>
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- **Extension Activities:** As per circulars of KBCNMU and other Government organisation diferent extention activities were organised including workshops, seminars, and conferences that extend knowledge beyond the classroom. Collaborate with industry experts and professionals to offer specialized training and hands-on experiences. Leverage online platforms to reach a wider audience for webinars, virtual conferences, and e-learning initiatives. Monitor participation rates, feedback, and impact metrics to assess the effectiveness of extension activities.

Evidence for deployment of strategic plan for Extension activities	<ul style="list-style-type: none"><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li></ul>
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- **Environmental Awareness:** Implement sustainable practices within the institution such as waste reduction, energy conservation, and eco-friendly infrastructure. Integrate environmental awareness themes into the curriculum across disciplines. Organize awareness campaigns, tree planting drives, and eco-friendly events.

Evidence for deployment of strategic plan for	<ul style="list-style-type: none"><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li><li>• <a href="#">View Document</a></li></ul>
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**SUMMARY**

**CRITERIA: 6**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

Environmental awareness	
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- **Research and Development:** Establish dedicated research centers or labs to facilitate interdisciplinary research. Allocate resources for faculty and student research projects, conferences, and publications. Develop collaborations with industry and other research institutions to foster innovation and knowledge exchange. Implement a transparent process for grant applications and research project funding.

Evidence for deployment of strategic plan for Research and Development	<ul style="list-style-type: none"> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> </ul>
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- **Curriculum and Cultural Enrichment:** Integrate diverse cultural perspectives into the curriculum to promote global awareness and understanding. Organize cultural events, workshops, and exhibitions to celebrate different traditions and backgrounds. Encourage student and faculty exchange programs to promote cross-cultural learning. Cultural committee regularly review and update the curriculum to reflect evolving cultural trends and dynamics.

Evidence for deployment of strategic plan	<ul style="list-style-type: none"> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> </ul>
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**SUMMARY**

**CRITERIA: 6**

**GOVERNANCE, LEADERSHIP AND MANAGEMENT**

for Curriculum and Cultural enrichment	<ul style="list-style-type: none"> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> </ul>
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- **Training and Placements:** Establish a dedicated training and placement department to provide training, career counseling, and placement assistance. Collaborate with industry partners to understand skill demands and customize training programs accordingly. Create a robust network of alumni to facilitate mentorship and placement opportunities for students. Track employment rates, job satisfaction, and employer feedback to gauge the effectiveness of placement strategies.

Evidence for deployment of strategic plan for Training and Placements	<ul style="list-style-type: none"> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> <li>• <a href="#">View Document</a></li> </ul>
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Each of these deployment strategies should be accompanied by clear goals, key performance indicators, timelines, responsible parties, and mechanisms for ongoing evaluation and refinement. Communication and engagement with stakeholders, including faculty, students, staff, industry partners, and the community, are essential to the successful implementation of the strategic plan.



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