



Vidarbha Youth Welfare Society's
INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH,
Borgaon (Meghe), Wardha

HANDBOOK FOR



CODE OF CONDUCT

CORE VALUES

QUALITY POLICY



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ABOUT VIDHARBHA YOUTH WELFARE SOCIETY, AMRAVATI

In 1965 V.Y.W.S. was founded by 11 founder life members, who were inspired by the ideals of patriots like Dr. Punjabrao alias Bhausaheb Deshmukh, former agriculture minister, Govt. of India and founder President of Shri. Shivaji Education Society and “Padmavibhushan” Br. Ramrao Deshmukh, former M.P. and Indian High Commissioner to South Africa, who had done much work in the field of Education, these 11 founder life members registered a society “Vidarbha Youth Welfare Society, Amravati”, a public trust registered under societies registration act XXI of 1860 with registration No. MAH/115/Amravati and Bombay public trust act, 1950 with registration No. F 242 under the tutelage of Late Prof. Ram. Meghe, Ex-Education Minister (M.S.), founder President. On 01.07.1967 V.Y.W.S. started a Kanya Vidyalaya in Badnera, Distt. Amravati. It was not only the birth of school but also beginning of an Initiative by the V.Y.W.S. Today the society runs over 28 Institutions ranging from Schools, under graduate colleges to institutions offering Post Graduate, doctoral studies in Arts, Science, and Commerce, apart from the conventional courses, the society has also started number of professional, vocational, need based and job-oriented courses. The Society is catering the special needs of the young and vibrant India.

ABOUT INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

Institute of Pharmaceutical Education and Research (IPER) is established in the year 1991 in the rural area of Wardha district and is run by the Vidarbha Youth Welfare Society, Amravati, registered under the Society's Registration Act 1860. IPER is located on its own land with its infrastructure at Borgaon (Meghe), Wardha. A beautiful and picturesque campus of the Institute is sprouted in an area of 5 acres.

The degree programme conducted by the institute is accredited two times by National Board of Accreditation of All India Council for Technical Education, New Delhi and has received Grade 'A' by National Assessment and Accreditation Council, Bangalore in 2014. The Institute is also declared as one of the top-ranked Institution in India by National Institutional Ranking Framework 2017. The institute was also certified by ISO 9001-2000 and is recognized under section 2(f) & 12(B) of the UGC Act 1956. The institute is permanently affiliated to RTM Nagpur University, Nagpur. It conducts Ph.D. program started from the academic year 2000-2001, Post Graduate program in three disciplines viz. Quality Assurance (1999-2000), Pharmaceutics (2001-2002), Pharmacology (2007-2008) and four years Degree course in

Pharmacy (1991-1992). The institute is recognized as Higher Learning centre of RashtrasanthTukadoji Maharaj Nagpur University, Nagpur.

The college has well developed infrastructure, spacious and lighted classrooms, well equipped State of Art laboratories, well-stacked and rich library with E-library facilities, spectroscopy laboratory equipped with sophisticated instruments, pilot plant and CPCSEA approved animal house and lift facility for differently abled students. The institute has auditorium with a capacity of 550 people. A separate boys and girls hostel with a capacity of 100 is also available in the premises of the Institute. Well maintained herbal garden and sport facilities are also available for the students. The College has adequate ICT infrastructure including computers, internet access, interactive boards and LCD projectors. The College library has an excellent collection of books. The institute is striving hard to excel in research and consultancy also. It has MOU with 5 organizations which include industry and institutions. Several AICTE funded and Industry sponsored research projects had been completed successfully through research and consultancy.

Extra-curricular and Co-curricular activities are an important facet and need of students for their all-round development. These are carried out by the college regularly through extension activities like NSS and ISTE Students Chapter. The well-known and must looked after event in IPERS CALENDAR is the inter-collegiate, Vidarbha level debate competition organized in the memory of its founder president, late Prof. Ram Meghe. The inter-collegiate Quiz Competition and internal cultural event 'FEST' is also planned, organized and executed with great ambience. During the last two decades, IPER has produced more than 1000 UG's, 500 PG's and 21 Ph.D. who are highly placed and contributing well in the Healthcare System of the Country. Around 281 students are currently studying in the institute. Students' placement is handled professionally through IPERites Placement Society and through an active Training and Placement cell.

IPER gives exiting experience to the students which include excellent facilities enabling students to gain painstaking training, the increasing recognition of exceptional competence of our graduates by major pharmaceutical organizations, high graduate placement and establishment of a collaborative relation with industries for the benefit of our students.

The college is committed towards enlightening students mind with knowledge through quality education. Keeping this in mind, the college vision and mission aims at development of Brand IPER through quality education, nurturing in them the spirit of research and innovation, scientific temperament and inculcating a passion for academic excellence.

The college aspires to create lifelong learners, model citizens, pharmacy professionals with managerial skills, personal and inter-personal skills like communication & networking, team initiative, self- motivation, self-discipline, creativity, leadership, stress management, problem solving ability etc.

The journey of IPER is continued with a vision 'Making every student a total quality person and pride of human race'. Vision & Mission

THE INSTITUTE IS APPROVED

- All India Council for Technical Education, New Delhi (AICTE)
- Pharmacy Council of India, New Delhi (PCI)
- Twice recognized by National Board of Accreditation, New Delhi (NBA)
- Twice Accredited by National Board of Accreditation (NBA)"
- Valid for period of 3yrs wef 20.8.2009 vide letter no F.No.28-83/2010-NBA dated 8.4.2011 to under-graduate programme.
- Valid for period of 3yrs wef 19.3.2004 vide letter no F.No.NBA/ACCR-262/2004 dated 24.3.2004 to under-graduate programme.
- Permanently affiliated to R.T.M. Nagpur University, Nagpur
- Accredited by National Assessment and Accreditation Council, Bangalore (NAAC) with Grade "A" (Valid upto September 2019)
- Recognized by University Grants Commission, New Delhi, under the section 2(f) & 12(B).
- Received ISO 9001:2015 certification for providing education and Research facilities in Pharmaceutical Sciences.

VISION:

Making every student a total quality person and pride of human race

MISSION

"To become a centre of excellence where innovative techniques and training methodologies are instilled for excellence in education, training and research in order to build quality pharmacrats"

OBJECTIVES:

1. To achieve excellence in all of its programmes in pharmacy education
2. To become centre of excellence in teaching and Research
3. To maintain & develop significant programmes in R& D in Pharmaceutical & allied sciences
4. To set up manufacturing and testing unit
5. To get academic autonomy to sharpen the excellence in teaching & training programmes

PROGRAMME EDUCATIONAL OBJECTIVES

1. PEO1. Academic Excellence:

Students will acquire sound knowledge of fundamental principles and their applications in the area of Pharmaceutical Sciences and Technology so as to have an edge in Professional Market

PEO2. Competency and Inventiveness:

Students will showcase high technical competence in pharmaceutical sciences with innovative approach to survive, sustain and prosper in professional world.

PEO3. Character Development and Professionalism:

Students will exhibit professionalism, ethical attitude, communication skills, team work in their profession and adapt to current trends by engaging in lifelong learning

PEO4. Social Contribution:

Students will contribute towards health care system by counseling for prophylaxis and prevention of diseases and creating awareness about healthcare issues.

CORE VALUES & QUALITY POLICY

CORE VALUES:

- Devoted to provide best academic environment and experience as possible as to every student.
- Develop trust in the stakeholders through professional politeness and impartial conduct

- Highlight quality in all part of the institution like, staff, services, programmes and facilities provided.
- Promote sharing of experience, knowledge and skills.
- Develop equality, humanity, ethical values, integrity and patriotism.

QUALITY POLICY:

Attainment of Excellence through continuous improvement and focus in Academics, Research, Administration, Cultural and Social activities

SWOC OF THE INSTITUTE

Institutional Strength

1. Earned reputation at National level with its quality education
2. Support from the management
3. Value based management and education
4. Aims at holistic development
5. Located away from Concrete Jungle,
6. Spacious, well lighted class rooms, well equipped computer lab, well designed staffrooms with comfortable work area, well designed office, state of art laboratories.
7. Rich digital library
8. Good organizational culture
9. Good leadership, Visionary leadership, Dynamic leadership
10. Good administration and internal audit
11. Transparency in administrative issues
12. Highly experienced faculty, Highly committed staff and combination of experienced and young minds
13. Continuous comprehensive evaluation of students
14. Harmonious teacher student relationship
15. Adequate e-resources
16. Financial assistance to students
17. Economical fee structure for B. Pharm/ M. Pharm program
18. Faculty development / improvement initiatives
19. Adequate alumni support
20. Industry institute partnership cell to bridge the gap between academia and industry.

21. Professional environment
22. Caters to different sections of the society, Unity in diversity
23. Word of mouth publicity
24. Created separate identity in academic field
25. ICT enabled teaching

Institutional Weakness

1. Still Inadequate industry academic interface
2. Though away from concrete jungle, but rural location
3. Still public perception of pharmacy is limited to compounders

Institutional Opportunity

1. To encourage academic collaborations with other institutions
2. To encourage and increase internships in corporate and other establishments
3. To introduce new enrichment courses
4. To encourage more research projects
5. To encourage more extension activities like Industry related consultancy services
6. To encourage social and community related activities

Institutional Challenge

1. Depreciating student strength for M. Pharm
2. Unhealthy competition from other colleges
3. Maintaining and further enhancing the created identity
4. Placement of students
5. To make pharmacist as an important member of health care system of the country

POs

Program Outcomes

PO1:

Pharmacy Knowledge: possess and apply core and basic knowledge associated with chemical synthesis, pharmaceutical technology, pharmacology, Pharmacognosy and formulation development.

PO2:

Planning Abilities: Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop plans, and implement them. Organize work to meet deadlines.

PO3:

Problem Analysis: can identify and analyze the problem and interpret data generated from formulation development, quality control and quality assurance to find the solution.

PO4:

Modern tool usage: Create, select and apply appropriate techniques, resources and modern pharmacy related IT tools to complex activities in the field of pharmacy with an understanding of limitations.

PO5:

Leadership skills: Understand and consider the human reaction to change, motivation issues, leadership and team-building, assume participatory roles as responsible citizens or leadership role while fulfilling professional and societal responsibilities.

PO6:

Professional Identity: understand and communicate the value of their professional role in society (health care professionals, promoters of health, educators, managers, employers, employees).

PO7:

Pharmaceutical Ethics: Apply ethical frameworks, and ethical principles while making decisions and take responsibility for the outcomes associated with the decision. Capable of working with sense of involvement exhibiting leadership quality and expertise in soft skills.

PO8:

Communication: Able to communicate effectively with pharmacy community and with the society in both verbal and written form.

PO9:

The Pharmacist and society: serving the community as a member of health care system, should be able to deliver quality pharmaceutical care in hospital/ community pharmacy set up.

PO10:

Environment and sustainability: understand the impact of Pharmacy Professional solutions in societal and environmental contexts and strive for eco-friendly pharmaceutical operations/ services to maintain public health.

PO11:

Life-long learning: recognize the need for, and instil the ability to engage in independent, and lifelong learning ability in ever evolving technological world. Self- assess effectively to identify learning needs and satisfy these needs on an ongoing basis.



Vidarbha Youth Welfare Society's
INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH,
Borgaon (Meghe), Wardha

CODE OF CONDUCT



Institute of Pharmaceutical Education and Research, Wardha attaches great importance to integrity, honesty and discipline and expects a sense of responsibility and high degree of maturity from every stakeholder inside and outside the campus.

Objectives of the Code of Conduct Committee are:

1. To provide guidelines for the different stakeholders to uphold the honor and dignity of profession.
2. To work in harmony for achieving the mission, vision and goals of the college.

CODE OF CONDUCT FOR PRINCIPAL

1. The principal should provide inspirational and motivating value-based academic and administrative leadership to the college through policy formation, operational management, human resources optimization, and concern for environment and sustainability.
2. The principal should encourage a collaborative work culture in the college and encourage faculty to think creatively.
3. The principal should not encourage plagiarism and other unethical teaching and research practices.
4. The principal should actively participate in activities promoting students and teachers, such as co-curricular, extra-curricular, and community service activities.
5. The principal should promote a work environment and culture that priorities quality and professionalism.
6. The principal should maintain transparency, fairness, honesty, the highest ethical standards, and decision-making in the best interests of the college.
7. The principal should join professional groups and utilize them for educational and professional development.
8. The principal should obey the University's Act, Statutes, and Regulations.
9. The principal should give proper representation considering social inclusiveness and refrain from considerations of caste, creed, religion, race and gender.
10. The principal should give emphasis on decentralization and participative management in the administrative work.
11. The principal should look after the effective implementation of e-governance in different areas of administration.
12. The principal should promote collaborative, shared and consultative work culture to bring about quality, professionalism, and satisfaction in work.
13. The principal should ensure welfare of the staff and students with respect to the rights of the staff and students.
14. The principal should take responsible action to protect staff and students from conditions harmful to their health and safety.

15. The principal should keep the interest of college above the personal and should manage the private affairs in a manner consistent with the dignity of profession.

CODE OF CONDUCT FOR ADMINISTRATIVE STAFF

1. The office staff should not underestimate their colleagues and treat them with dignity and work with professional approach
2. The office staff must protect the office's secret at all times and work with complete transparency.
3. The office staff should not interfere unnecessarily in the working of others
4. The office staff should reflect professional behavior required in the institute.
5. The office staff members should work together with their teaching and non-teaching colleagues, offering support, assistance, and guidance as needed.
6. The office staff must maintain strong communication with all stakeholders and resolve issues quickly.
7. The office staff should not take use of their college position for personal gain or advantage.
8. The office staff shall not engage in actions that may bring the college into discredit and tarnish its image.
9. The office staff should not belittle their coworkers and should treat them with decency while working in a family setting.
10. The office staff should not violate the policies and procedures prevailing in the college
10. The office staff should continuously strive for their professional growth and participate in various activities planned in the college
11. The office staff should attend their duties at the designated places
12. The office staff clearly understands the dignity of labour
13. The office staff should work in all perseverance under the guidance and instructions of their superiors
14. The office staff should be familiar with job needs (for example, proper preparation and maintenance of records, such as Service Books, Personal Files, and University and Other Statutory Bodies correspondence, etc.) and be able to use existing methods/systems to meet such requirements.
15. The office staff should keep up to date on job-related developments.

In-discipline actions: The following are instances of improper administrative/office staff behavior.

1. Any type of physical or verbal violence directed at teachers and non-teaching personnel.
2. Sexual harassment or discrimination towards colleagues
3. Theft or property damage of college.
4. Smoking and drinking or using drugs or alcohol during college hours
5. Engage in any antisocial behavior that brings the college under disrepute.
6. Absence from work without permission.

Any of the above-mentioned inappropriate actions, as well as other unacceptable behaviors, will be considered gross misconduct, and disciplinary action will be taken.

CODE OF CONDUCT FOR TEACHERS

1. In teaching and research, A teacher should discourage unethical behavior.
2. A teacher should comply with the University's Act, Statutes, and Regulations.
3. A teacher should carry out the responsibilities with dedication in the form of teaching, tutorials, practical's, seminars, and research.
4. A teacher should actively participate in extracurricular, co-curricular, and extension activities, as well as community service.
5. A teacher should cooperate and assist in the execution of the college's and university's educational responsibilities.
6. A teacher should support in the university and college examinations,
7. A teacher should actively participate in exam related work including supervision, invigilation, and evaluation
8. A teacher should become the member of professional organizations and use them for educational and professional development.
9. A teacher should pursue continual professional development through study and research.
10. A teacher should be kind towards students and avoid becoming unkind toward any of them for any cause.
11. A teacher should strive continuously for professional growth through study and research
12. A teacher should teach in such a manner that respects the dignity and rights of all persons without prejudice of caste, creed, gender, language and religion.
13. A teacher is responsible for analyzing needs, prescribing and carrying out lectures with updated and high-quality knowledge using ICT and continuously evaluating progress of students.
14. A teacher should not delegate his/ her responsibility to Any Person who is Not a teacher and should act co-operatively and collectively.
15. A teacher should act with honesty and integrity and with punctuality.
16. A teacher should avoid conflicts between professional and private interests which could affect the professional ethics.

17. A teacher should respect the privacy of others and confidential information confessed by the colleagues and the students.
18. A teacher should not engage in activities, which adversely affects the professional qualities.
19. A teacher should integrate his/ her teaching with his/ her research and human values.
20. A teacher should act in such a way that helps in fostering the national values like national unity, secularism, democracy, scientific attitude and independence.

In-discipline actions: The following are instances of improper teaching staff behavior.

1. Any type of physical or verbal violence directed at fellow teachers and non-teaching personnel.
1. Sexual harassment or discrimination towards colleagues
2. Theft or property damage of college.
3. Smoking and drinking or using drugs or alcohol during college hours
4. Engage in any antisocial behavior that brings the college under disrepute.
5. Absence from work without permission.

Any of the inappropriate actions stated above, as well as other undesirable behaviors, will be considered gross misconduct, and disciplinary action will be taken.

CODE OF CONDUCT FOR NON- TEACHING STAFF

1. The non-teaching staff should complete assigned duties in time.
2. The non-teaching staff should take prior approval for absence.
3. The non-teaching staff should deposits the fine collected for breakages in time.
4. The non-teaching staff should not use college property for personal use.
5. The non-teaching staff should always take decisions after discussion and give positive suggestions to bring integrity in practical work.
6. The non-teaching staff should obey the orders of seniors proudly and happily and make efforts to remove flaws in regular behavior and language.
7. The non-teaching staff should give up bad habits which are observable by students and give emphasis on social work apart from regular duties.
8. The non-teaching staff should be co-operative

In-discipline actions: The following are instances of improper non-teaching staff behavior.

1. Any type of physical or verbal violence directed at teachers and other non-teaching personnel.
2. Sexual harassment or discrimination towards colleagues
3. Theft or property damage of college.
4. Smoking and drinking or using drugs or alcohol during college hours
5. Engage in any antisocial behavior that brings the college under disrepute.
6. Absence from work without permission.

Any of the above-mentioned misappropriates actions, as well as other unacceptable behaviors, will be considered gross misconduct, and disciplinary action will be taken.

CODE OF CONDUCT FOR STUDENT

1. During college hours, every student must have his or her identification card.
2. Students must adhere to the college dress code on a regular basis.
3. During college hours, students are not permitted to use their cell phones.
4. Students must follow all college rules and regulations, as well as keep the college atmosphere tidy and clean.
5. Tobacco chewing and smoking are not permitted on campus.
6. Students should not bring non-college students to campus.
7. Students should not engage in any anti-social behavior that brings the college into disrepute.
8. Misconduct with teachers, staff, or student colleagues will not be tolerated.
9. Students should take care of college environment.
10. Students shall abide by the rules and regulations of the college and behave in a way that highlights the discipline of the college.
11. A six-day academic schedule (Time Table) should be followed with punctuality and discipline.
12. Students should complete mandatory 80% attendance criteria required as part of eligibility by PCI.
13. No student shall enter or leave the classroom when the session is ongoing without the permission of teachers.
14. Students should submit prior leave note/ application or in case of medical emergency should submit details of treatment undertaken.
15. The students should not get involved in ragging act and should submit to parent university, Anti-ragging affidavit.
16. The students shall give respect to teaching and non-teaching staff.
17. The students should not behave disrespectfully with fellow students in the campus.
18. Students should read notices displayed on Notice Board daily.

19. Students should participate in co-curricular and extra-curricular activities as per their interest.
20. Students should follow the rules of internal as well as End Semester University Exam
21. Students should follow rules made by Library Advisory Committee.
22. Students should refrain from littering the campus and class-rooms, should be eco-friendly.

In-discipline actions:

The following are instances of improper student behavior.

1. Any type of physical or verbal violence directed at fellow students and non-teaching personnel.
1. Sexual harassment or discrimination towards fellow colleagues
2. Theft or property damage of college.
3. Smoking and drinking or using drugs or alcohol during college hours
4. Engage in any antisocial behavior that brings the college under disrepute.
5. Absence from college without permission.

Any of the inappropriate actions stated above, as well as other undesirable behaviors, will be considered gross misconduct, and disciplinary action will be taken.

INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH
BORGAON (Meghe), WARDHA

GUARDIAN TEACHER CLUSTER / MENTOR-MENTEE SYSTEM

ROLE AND RESPONSIBILITIES OF MENTOR

1. After the commencement of academic year mentor has to discuss Program Outcome, Course Outcome for respective A.Y with students in first meeting.
2. Informed the Students bout **Attendance Criteria as per PCI Syllabus** to attend theory and Practical Examination.
3. Update the Student Attendance to parents
4. Invitation of Parent Meet.
5. Discuss Academics issues, if any
6. Encourage the students to participate in curricular activities, Co-curricular activities/ Extra-curricular activities.
7. Discuss the Problems faced by students, if any.
8. Update on fees paid and insist the students to pay the fees on time

MENTOR-MENTEE RATIO

Course	Class	Name of mentor
B. Pharm`	First year	Ms. S. P. Gautam Dr. N.A. Karande Mr.Jyotiranjana Roul
	Second Year	Mr. S. P. Dewani Dr. L. G. Rathi Mr.A.S.Kediya
	Third Year	Mrs. J. S. Wankhede Ms.S.V.Padhare Dr.B.R.Gandhare
	Final Year	Mr.G.D.Dahikar Dr. D. J. Singhavi Dr.M.P.Puranik
M. Pharm (First& SecondYear)	Pharmaceutics	Dr. S. A. Khan
	Quality Assurance	Dr. M. P. Puranik
	Pharmacology	Mr.Jyotiranjana Roul

LEAVE RULES FOR STAFF

Leave cannot be treated as a matter of right. Leave is a provision to stay away from work, for genuine reasons, with prior approval of the competent authorities.

Commencement and Termination of Leave:

Leave usually begins on the day that it is actually taken and ends on the day when duty is resumed.

Return to duty on Expiry of Leave:

Except with the permission of the authority which granted the leave, no person on leave may return to duty before the expiry of the period of leave granted to him.

Approving Authority for Leave: The head of the institute is the leave approval authority. Proper 'Leave Record File and Leave Account Register' of all the categories of employees of the Institutions shall be maintained by the OFFICE SUPERINTENDENT.

The categories of Leave are as follows:

1. Casual Leave:

i. An employee who is appointed on regular basis is entitled to eight (8) casual leaves per year.

ii. Casual leave is not transferable to the next year.

iii. An employee on casual leave is not considered absent from work, and his or her salary is not affected.

iv. CL availed for half the duty hours shall be treated as half day Casual Leave except in the case of faculty who are not entitled to half day leave.

2. Duty Leave may be given for the following reasons:

Performing parent universities assigned duties(External Examiner, Paper Setters, Paper Moderators, BOS Meetings, 48/3 Special Task Force Meetings, LEC, RAC, etc.)

Attending conferences, congresses, symposiums, and seminars on behalf of the College or with its permission

3. ML (Medical Leave):

An employee who is regularly employed is entitled to ten medical leave days per year.

Leave without Pay/ Earn off Leave (LWP/EOL): One day salary shall be deducted for one day LWP, if approved by competent authority.

LEAVE RULES FOR STUDENTS

- A student is only entitled to write the semester/university examination if he or she has a minimum of 80% attendance in each course and in the aggregate.
- Students who do not have the required level of attendance will not be allowed to take the semester/annual exams.
- Students must attend their classes on time and in full as soon as they are notified. However, a student may be granted leave on the recommendation of a guardian teacherr, and leave in the event of illness may be granted by the principal with the provision of a medical certificate.
- Leave must get sanctioned in advance. Leave after availing will be sanctioned by the principal only.

PROCESS OF RECRUITMENT OF FACULTY

This policy is applicable for all teaching, non-teaching and administrative staff required for college.

The recruitment process for the faculty is as follows

- 1) Submission of Roster to RTMNU Backward Class Cell
- 2) Submission of certified roster to Amravati Commissioner Office.
- 3) Submission of both roster to College Section through BCUD college login
- 4) Online approval of advertisement from RTMNU
- 5) Permission of VYWS, Amravati, Management to approve advertisement
- 6) Publication of advertisement in Newspaper any two
- 7) Uploading of advertisement on University portal by RTMNU
- 8) Uploading of advertisement on college website and submission of hard copy to employment office
- 9) Uploading of all application of eligible candidates on RTMNU portal before last date of receipt of application
- 10) Constitute Scrutiny committee at college level.
- 11) Submission of scrutiny report to Principal and Management.
- 12) Online application to RTMNU for appointment of expert panel including Vice Chancellor Nominee, Subject Expert, DTE Nominee and representative of SC, ST Cell if any.
- 13) To fix date of interview by consultation with Hon'ble Management and subject Experts
- 14) Interview call to all the eligible candidates
- 15) Letter to all subject expert, VC Nominee. Joint Director and representative of SC, ST Cell
- 16) Draft of evaluation report and marking system if any.
- 17) Attendance sheet of all eligible candidates appearing for the interview
- 18) Online submission of report of selected candidates with signature of Management representative and other experts of RTMNU.
- 19) Final Approval letter from RTMNU.

WELFARE MEASURES FOR STAFF

The institution has effective welfare measures for teaching and nonteaching staff.

Welfare measures for teaching and non-teaching members are :

- Employees Provident Fund, as per PF guidelines, for both teaching and non-teaching personnel.
- Health Insurance and Mediclaim
- Gratuity.
- Fee reduction for wards of low-income employees.
- Financial support for teaching faculty to attend seminars, conferences, and other events.
- Salary are deposited into the employee's bank account on schedule.
- Faculty members have their own cabin and access to the internet
- Summer and winter vacations for faculty members totaling to 40-45 days long for faculty members
- Faculty development programs(FDP) for faculty members on regular basis
- Skill development courses are organized for non- teaching staff to enhance their skills in work environment.

Service Rules for Staff

1. Working Days and Working Hours

1. The working days and holidays will be as per State Government and central Government.
- 2.The Principal will specify the working hours from time to time.
3. The Principal may specify that teaching and non-teaching staff have separate working hours.
4. In the interest of the College, an employee may be allocated any specific duty as needed.
5. An employee may be required to organize and lead extracurricular events as well as complete other tasks outside of normal working hours.

2. Material Preparation and Course Planning

1. Effectively conducting laboratory courses, tutorials, and seminars assigned to him/her in order to develop the student's practical knowledge.
2. Ensuring that students' project work is properly guided and supervised.
3. Using multi-media teaching aids to make teaching more effective and entertaining for students.
4. In order to effectively teach the theory and practical courses, the faculty member must plan ahead of time and complete all necessary preparation.

3. Examining, assessing, and grading

1. A teacher must create standard question papers to assess students' knowledge and analytical thinking, as well as timely evaluation of the answer sheet.
2. Any exam/test in the Institute must be conducted and invigilated by a faculty member.

4. Maintaining Records

1. Each faculty member must keep a neat, proper, and timely record of class work, attendance, and continual assessment.
2. Each faculty member must keep a file containing question papers created by him or her for the course he or she teaches.

FINANCIAL ASSISTANCE

1. The Institute of Pharmaceutical Education and Research (IPER) follows the UGC guidelines of Travel Grants Scheme for College Teachers.
2. IPER assists its permanent faculty in attending conferences, workshops, refresher courses, Orientation courses, and Faculty Development Programs by reimbursing registration fees, subject to Principal approval.
3. IPER also encourages its faculty to host conferences and workshops on its own campus. Teachers from the College who wish to attend such Conferences/Seminars may ask for registration fees exemption.
4. Consultancy service remuneration are provided to those who are involved in research Project.



Vidarbha Youth Welfare Society's

INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

Borgaon (Meghe), Wardha - 442 001 (M. S.)

PERSPECTIVE PLAN

2017-18 TO 2021-22



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PREFACE

The perspective plan of IPER is the course of action that the IPER plans to achieve within a five year time frame. This plan will act as a model guideline for all institutional stakeholders to ensure the holistic development of the Institution. This perspective plan is prepared by keeping in mind the vision and mission of the Institute along with the recent challenges, future opportunities, core values and long term and short term goals.

This perspective plan will promote e-governance practices with a view towards introducing greater efficiency and transparency in all institutional procedures and practices. After discussion with HODs and staff members, institute has decided objectives in all probable growth capacities using continuous thought process. The different strategies were planned to attain institute goals. The plan is focused on the principles of decentralization, quality output, eco-friendly environment, community participation and participation of stakeholders that will together render IPER pharmacy programme a unique one.

The implementation practices has been recognized evidently by taking measures and checked by recognizing assessable goals in line with the desired results. This will emerge to be the directorial power for institute to attain its goal to become an organization of Academic Excellence and producing professionally skilled young pharmacist to the society

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Perspective Goals

The perspective goals of the institute prepared by taking into considerations of Mission and Vision of the Institutes Quality Policy, Core Values, Stake holder's expectations and SWOC analysis with many discussions

1. Promote e-Governance and decentralize administration
2. Effective teaching-learning, evaluation and development of learning resource
3. Up gradation of infrastructure
4. Foster research, innovation and extension activities
5. Staff empowerment and welfare
6. Promotion of community services
7. Financial management
8. Boost alumni interaction and participations
9. Expansion of industry-institute interactions

Perspective Plan

(2017-18 to 2021-22)

GOAL	ACTION PLAN
Promote e-Governance and decentralize administration	<ol style="list-style-type: none"> 1. Communication of Vision and Mission to all stakeholders 2. Ensure proper and effective documentation in every task / activities 3. Decentralization of all activities through committees 4. Allotment of duties and responsibilities 5. Upgradation of resources for e-governance 6. Implementation of perspective plan to achieve the goal 7. Ensure Smooth conduction of curricular, co-curricular and extra curricular activities 8. Ensure accountability, transparency and integrity across the Institute 9. ISO certification of the Institute
Effective teaching-learning, evaluation and development of learning resource	<ol style="list-style-type: none"> 1. Preparation of academic calendar, planner COs and POs 2. Designing of practicals according to new syllabus 3. Conduct practice school, project and training according to curriculum 4. Effective implementation of feedback system 5. Develop continuous assessment system 6. Comparative evaluation of results of internal and external examination for identification of slow and advanced learners 7. Upgrade library with new books and E journals 8. Develop add on courses to bridge the gap
Upgradation of infrastructure	<ol style="list-style-type: none"> 1. Development of laboratories according to PCI syllabus 2. Upgradation of ICT tools 3. Updation and maintainence of Safety and Security tools 4. Installation of solar panel for renewable energy usage 5. Green audit and power audit of the Institute 6. Development of infrastructure for disposal of chemicals, hazards waste and e-waste 7. Development of disposal system for biomedical waste
Foster Research, innovation and extension activities	<ol style="list-style-type: none"> 1. Promotion of research activities, patents, publications 2. Boosting research facilities 3. Foster innovative activities initiated by statutory bodies 4. Promotion of community based activities in rural areas
Staff empowerment	<ol style="list-style-type: none"> 1. Implement gratuity and corpus fund 2. Implement staff and student group insurance

and welfare	<ol style="list-style-type: none"> 3. Encourage faculty for upgradation of qualification 4. Encourage faculty for seminars, conferences, workshops and faculty development programme 5. Monetary support to staff for research and innovations 6. Appreciation of staff on the basis of good PBAS score
Promotion of Community Services	<ol style="list-style-type: none"> 1. Identification of problem of rural areas. 2. Inculcation of human values in students through community based activities 3. Create health awareness and implement community based activities initiated by statutory bodies
Financial Management	<ol style="list-style-type: none"> 1. Plan annual budget according to income and expenditure 2. Allocate the funds under different heads in order to conduct the annual activities smoothly 3. Control and monitor financial resources in order to achieve Institute's objectives 4. Perform internal and external audit 5. Provide insight to make critical financial decision
Boost Alumni interaction and participations	<ol style="list-style-type: none"> 1. Focus on strengthening of alumni association 2. Organise meetings of current students with alumni for guidance and support 3. Keep students of the Institute in touch with alumni through communication and events on social media 4. Update alumni blog of IPERs website that allow former students to take advantage of the services that Institution offers after graduation 5. Recognise and felicitate successful alumni
Expansion of industry-institute interactions	<ol style="list-style-type: none"> 1. Explore and identify common avenues of interaction with industry 2. Expand MoUs of the Institute with industries 3. Promote research activities of the Institute in collaboration with industries 4. Facilitate the exchange of ideas amongst students, faculty and industry 5. Strengthen the relationship between the Institute and industry resulting in mutually beneficial partnership 6. Organise workshop, conferences, symposia with joint participation of the faculty and industries 7. Promote consultancy services with industries

DEPLOYMENT OF PERSPECTIVE PLAN

GOAL	Responsible committee and official
Promote e-Governance and decentralize administration	Chairman, Members of LMC, Administrative Office, Principal, IQAC and Different Committee incharges
Effective teaching-learning, evaluation and development of learning resource	Principal, HODs, Faculty and Staff
Upgradation of infrastructure	Chairman, Members of LMC, Administrative Office, Principal, IQAC and HODs
Foster Research, innovation and extension activities	Principal, HODs, Research Committee, Innovation cell and NSS
Staff empowerment and welfare	Principal and HODs
Promotion of Community Services	Principal and members of National Service Scheme
Finanancial Management	Chairman, Members of LMC, Principal, Administrative Office, HODs and Different Committee in charges
Boost Alumni interaction and participations	Principal and Alumni Association
Expansion of industry-institute interactions	Industry Institute interaction Committee

PARAMETERS OF DEPLOYMENT

GOAL	PARAMETERS
Promote e-Governance and decentralize administration	<ol style="list-style-type: none"> 1. Vision and Mission Review 2. Monitoring of perspective goal and action plan 3. Organization structure Review 4. Review of degree of decentralization by forming committees 5. Review of degree of e-governance 6. Staff appraisal scheme in place 7. Service rules & benefit 8. Number of curricular, co-curricular and extra curricular activities conducted 9. Duties, responsibilities and accountability of each committee 10. Working of each statutory committees – no. of meetings/ semester, minutes of meetings and action taken report
Effective teaching-learning, evaluation and development of learning resource	<ol style="list-style-type: none"> 1. Preparation of academic planner and planner 2. Mapping of CO with PO 3. Number of practicals designed 4. Number of projects and training sessions conducted 5. Students feedback 6. Assessment system on the basis of output 7. Number of students identified as slow and advanced learner 8. No. of learning resources 9. Syllabus completion 10. Number of add on courses implemented
Upgradation of infrastructure	<ol style="list-style-type: none"> 1. Number of Laboratories upgraded 2. Number of smart classroom modified 3. Number of ICT tools added 4. Number of safety of security tools updated 5. Solar panels installed 6. Green audit and power audit completed by institute 7. Infrastructure developed for disposal of chemicals, hazards waste and e-waste 8. Disposal system for biomedical waste developed
Foster Research, innovation and extension activities	<ol style="list-style-type: none"> 1. Number of international and national publications and patents 2. Number of laboratories upgraded for research facilities 3. Innovative activities conducted/started 4. Number of community based activities conducted in

	rural areas
Staff empowerment and welfare	<ol style="list-style-type: none"> 1. Gratuity and corpus fund for staff 2. Staff and student insurance 3. Number of faculty registered/completed Ph.D or upgraded their qualification 4. Number of faculty attended seminars, conferences and workshops, faculty development programmes 5. Number of faculty received monitory support for research, consultancy and innovations
Promotion of Community Services	<ol style="list-style-type: none"> 1. Number of community based activities conducted in rural areas 2. Number of health awareness programme organized
Finanancial Management	<ol style="list-style-type: none"> 1. Budget planning and allocation under different heads 2. Monitoring of income and expenditure 3. Periodic audit 4. Planning of Emergency Fund / corpus fund / gratuity fund 5. Periodic Audit
Boost Alumni interaction and participations	<ol style="list-style-type: none"> 1. Number of new alumni registered 2. Number of meetings organized among alumni and students 3. Number of social media platform created for alumni 4. Updation of alumni blog of IPER 5. Recognition of successful alumni
Expansion of industry-institute interactions	<ol style="list-style-type: none"> 1. Number of MoUs of institute with industries 2. Identified areas of interaction with industry and number of activities conducted 3. Number of publications in collaboration with industries 4. Number of students benifited in terms of training and placement 5. Number of industrial projects undertaken by the Institute 6. Conduction of innovation activities

MONITORING OF PERSPECTIVE PLAN

The deployment of perspective plan will be actively monitored by the IQAC through Head of the Departments along with the various committees. Member secretary of the committee will maintain a record of the activity which will be verified by the IQAC followed by the Principal during the review meetings.

CONCLUSION

Perspective plan of IPER not only illustrate the image of Institute that will built in the next five years but also helps in the step by step execution of strategies in the most practicable way. The perspective plan focused on the principles of decentralization, quality output, eco-friendly environment, community participation and participation of stakeholders will together render IPER pharmacy programme a unique one. It is the responsibility of the teachers, administrators, policy makers, students and other stake-holders to protect the goals of the perspective plan and integrate in the developmental process. The systematic deployment of the plan will definitely help in producing the quality pharmacrats, the mission of the programme.