



Indira Bahuuddeshiya Shikshan Sanstha, Buldana's
(IBSSB's)

DR. RAJENDRA GODE COLLEGE OF PHARMACY

Policy Handbook



FOREWORD

The future of the world lies in the advancement of technology in every sphere. In order to fulfill this cherished desire to participate in the development of the nation Indira Bahuuddeshiya Shikshan Sanstha Buldana (IBSSB's) was formed in the year 1986 with specific aims and objectives, since then, a number of institutions have come up under its auspices in the urban and rural areas of Buldana district of Maharashtra state.

Realizing the importance of pharmacy education in year 2005-2006, IBSSB's started Dr. Rajendra Gode College of Pharmacy at Malkapur and took shape under IBSSB'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 Dr. Rajendra Gode College of Pharmacy, who have assisted in preparation of the Staff Policy Document. Their inputs and ideas have ensured that all points have been covered.

Prof Dr. P. K. Deshmukh
Principal,
Dr. Rajendra Gode College of Pharmacy, Malkapur

POLICY DOCUMENT

The Policy Document Is prepared to make all staff working at Dr. Rajendra Gode College of Pharmacy, Malkapur aware of rules and regulations that governs their working in the institute. The policy is effective from January 2006 and revised at August 2020. 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.

**INDIRA BAHUUDDESHIYA SHIKSHAN SANSTHA
BULDANA (IBSSB's) M.S.**

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ABOUT THE SOCIETY

Indira Bahuuddeshiya Shikshan Sanstha, Buldhana was established in 1986 under the Mumbai Public Trust Act, 1950 NO 29 having a registration no. mah.1344/F-1410. The former President of Indira Bahuuddeshiya Shikshan Sanstha Buldhana's Honorable Dr. Rajendraji V. Gode himself was a renowned doctor and educationalist, also the Ex. Minister of HOME and INDUSTRY. Today Indira Bahuuddeshiya Shikshan Sanstha, Buldhana is known as a leading education group in the Maharashtra in the span of 34 years with number of institutes such as Engineering, Nursing, Agriculture, D.Ed, Pharmacy & number of High Schools, located at different cities of Maharashtra. It runs various renowned Institutes such as,

- ❖ Dr.Rajendra Gode Medical College, Amravati
- ❖ Dr.Rajendra Gode Medical College, Amravati
- ❖ Dr.Rajendra Gode Institute of Technology & Research, Amravati
- ❖ Dr. Rajendra Gode Ayurvedic College, Amravati.
- ❖ Dr. Rajendra Gode Polytechnic, Amravati.
- ❖ Dr. Rajendra Gode College of Pharmacy, Amravati.
- ❖ Dr. Rajendra Gode Institute of Pharmacy, Amravati.
- ❖ Dr. Rajendra Gode College of Pharmacy, Malkapur.
- ❖ B.Sc. Nursing College Buldhana.
- ❖ A.N.M. School, Buldhana.
- ❖ A.N.M. School, Malkapur.
- ❖ Dr. Rajendra Gode Agriculture college, Buldhana.
- ❖ Adhyapak Vidyalaya, Belad Malkapur.
- ❖ Adhyapak Vidyalaya, Nimbari Malkapur.
- ❖ Krishi Tantra Vidyalay, Malkapur.
- ❖ Sharad Pawar Junior college & High School, Warud.
- ❖ Vivekanand High School, Sao.
- ❖ Sharad Pawar High School, Sarola Maroti.
- ❖ Chatrapati Shivaji High School, Sindhkhed Lapali.

ABOUT THE INSTITUTE

Dr. Rajendra Gode College of Pharmacy, Malkapur (formerly known as College of Pharmacy, Malkapur) a constitute unit of the Malkapur education society, Malkapur marks the beginning of a new era- technical Education for students so to speak in the education spectrum of IBSS, Buldana. It was established by renowned personality with an unparalleled vision and acute foresight, Hon. Dr. Rajendraji V. Gode. The institute started functioning in year in 2005 with a wide mission to excel the field of pharmaceutical education by inculcating moral values and developing high-quality pharma professionals. 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 a Diploma, 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 Sant Gadge Baba Amravati University, Amravati

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.

VISION

To excel in the field of pharmaceutical education by inculcating moral values and developing high-quality pharma professionals

MISSION

To adopt high-quality technical education and training methodologies to foster the spirit of research, innovation, entrepreneurship and contribute to the profession and society

Program Educational Objectives (PEOs)

PEO 1: To provide comprehensive knowledge of fundamental principles and their applications in the area of Pharmaceutical Sciences and Technology

PEO 2: To produce pharmacy students with strong fundamental concepts and high technical competence.

PEO 3: To introduce discipline, professionalism, team spirit, communication skills, social and ethical commitment to the students.

PEO 4: To train the students to contribute towards the health care system and creating awareness about healthcare issues.

QUALITY POLICY

We, at Dr. Rajendra Gode College of Pharmacy, Malkapur (formerly known as College of Pharmacy, Malkapur) 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.

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



**Dr. Rajendra Gode
College of Pharmacy, Malkapur**

CODE OF CONDUCT

1. Preamble

- 1.1 Dr. Rajendra Gode College of Pharmacy (DRGCOP) 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:

Dr. Rajendra Gode College of Pharmacy (DRGCOP) 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 DRGCOP Brand:

The use of DRGCOP 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 DRGCOP Brand for any purpose without specific authorization.

4.3 Group Social Responsibility:

DRGCOP Groups 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:

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

4.5. Quality of Services:

DRGCOP 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:

DRGCOP 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 institute may monitor 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:

DRGCOP 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 DRGCOP 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 DRGCOP 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 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.



Dr. Rajendra Gode
College of Pharmacy, Malkapur

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. DRGCOP does not permit child labor in any of its establishments nor does it encourage child labor 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)

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

- DRGCOP 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

- i. To map the process through which the candidate passes, and
- ii. 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, DRGCOP 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.



Dr. Rajendra Gode College of Pharmacy, Malkapur

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. Group Insurance

b. 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 DRGCOP Group under the Group Mediciam 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:

Dr. Rajendra Gode College of Pharmcy, Malkapur 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	Academic Incharge	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/SGBAU 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 has 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 actual 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.

Faculty Development Program (FDP)/ Staff Development Program (SDP)

- Members of the faculty are encouraged to participate in Workshops/SDP/FDP, as may be decided by the Institute from time to time.
- Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed. Members of the faculty pursuing their PhD part time are also encouraged to attend summer training programs.
- Faculty sent for such programs shall be eligible for TA and DA for the duration of the training program.
- Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programs sponsored by

AICTE/ISTE/DST and other instances where the host institution takes care of significant portion of the training cost shall be given priority, and the faculty will be given Academic Leave for the period.

Incentive for Externally Funded Research

- The Institute shall pay the research team an incentive equivalent to 07 % of the research grants received from external funding agencies excluding JRF/SRF amount after successful completion of research work and on submission of UC. (in case of a team, the amount shall be shared equally among team members)

Patent Filing

- Faculty members are encouraged to filling the patent. The institute will pay all government fees regarding the Patent filling application, publication fee and patent agent fees or Rs. 10000/- whichever is low in case of granted paper.

Code of Ethics

Plagiarism is considered academic dishonesty. Plagiarism is the "wrongful appropriation" and "stealing and publication" of another author's "language, thoughts, ideas, or expressions" and the representation of them as one's own original work. DRGCOP, Malkapur believes that professional honesty has to get maintained with highest priority.

1. DRGCOP 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 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@drgcop.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.	Academic In charge	Member
3.	Faculty	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



Dr. Rajendra Gode College of Pharmacy, Malkapur

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 1st June and ending 31st May.

3.3 All leaves shall accrue effective from 1st June of every year, except the Casual Leave.

3.4 Employees shall apply for leave on prescribed formats as well as on-line. 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 10 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 1st, 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, with information 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 cashed 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 atleast 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 extraordinary 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 inform 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 fortnight.

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 cashed.



Dr. Rajendra Gode College of Pharmacy, Malkapur

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 09.30 AM to 5.30 PM on all days of the week, except 1st, 3rd Saturday & Sunday.
- 3.2 Employees shall mark attendance in biometrics at main entrance as well as in the manual attendance register kept in front of Principal cabin. 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.
- 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 work place, 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.



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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 DRGCOP

DRGCOP 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 entailed to those indulging in ragging.

5. Setting up of Committees and their functions

Anti-Ragging committee is constituted at Institute level as per AICTE guidelines comprising of the following members.

Sr. No.	Designation	Position
1.	Chairman	Principal of Institute
2.	Member	Academic Incharge
3.	Member	Faculty Member
4.	Member	Faculty Member
5.	Member	Faculty Member
6.	Member	Faculty Member
7.	Member	Faculty Member
8.	Member	Student Representative
9.	Member	Student Representative
10.	Member	Police Inspector
11.	Member	Student Representative

5.1 Responsibilities of Anti Ragging Committee

On receipt of the recommendation of the Anti Ragging Squad or on receipt of any information concerning any reported incident of ragging, the Head of institution shall immediately determine if a case under the penal laws is made out and if so, either on his own or through a member of the Anti Ragging Committee authorized by him in this behalf, proceed to file a First Information Report (FIR), within 24 hours of receipt of such information or recommendation, with the police and local authorities, under the appropriate penal provisions relating to one or more of the following, namely: Abetment to ragging, Criminal conspiracy to rag, Unlawful assembly and rioting while ragging, Public nuisance created during ragging, Violation of decency and morals through ragging, Injury to body, causing hurt or 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 carryout 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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DR. RAJENDRA GODE MEMORIAL SCHOLARSHIP

S. N.	Type of scholarship	Max. No. of Students	Amount / student	Total
1	National Level Examinations			
	▪ GPAT Qualified / NIPER/ICT/GRE/ TOEFL/CAT/NMAT/CET etc.	4	3000	12000
	▪ MPSC/UPSC Examination/ Any other same level state examination for recruitments	2	5000	10000
2	First, Second and Third in B.Pharm/D.Pharm at University/Board level			
	▪ First Rank (1 student from each year)	6	10000	60000
	▪ Second Rank (1 student from each year)	6	7500	45000
	▪ Third Rank (1 student from each year)	6	5000	30000
	▪ Gold Medal at Final Year	1	15000	15000
3	For M.Pharm. First two toppers in GPAT/CET Score from DRGCOPs who took admission in DRGCOP	4	5000	20000

	(one from each branch)			
4	Avishkar Competition/Research Competition (University & State Level)			
	▪ University level	5	1000	5000
	▪ State / Zonal/ National level	5	2000	10000
5	Sincere students of the Year (Attendance more than 90 %) 6 students from each year	6	2000	12000
6	Sports Activity (Winner)			
	▪ Team/Individual at State level	2	5000	10000
	▪ Team/Individual at University level	2	2000	4000
7	First year D/B. Pharm admitted students (Top two students as per merit list)	4	20000	80000



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PROGRAM OUTCOMES (POs)

- 1. Pharmacy Knowledge:** Possess knowledge and comprehension of the core and basic knowledge associated with the profession of pharmacy, including biomedical sciences; pharmaceutical sciences; behavioral, social, and administrative pharmacy sciences; and manufacturing practices.
- 2. Planning Abilities:** Demonstrate effective planning abilities including time management, resource management, delegation skills and organizational skills. Develop and implement plans and organize work to meet deadlines.
- 3. Problem analysis:** Utilize the principles of scientific enquiry, thinking analytically, clearly and critically, while solving problems and making decisions during daily practice. Find, analyze, evaluate and apply information systematically and shall make defensible decisions.
- 4. Modern tool usage:** Learn, select, and apply appropriate methods and procedures, resources, and modern pharmacy-related computing tools with an understanding of the limitations.
- 5. Leadership skills:** Understand and consider the human reaction to change, motivation issues, leadership and team-building when planning changes

required for fulfillment of practice, professional and societal responsibilities. Assume participatory roles as responsible citizens or leadership roles when appropriate to facilitate improvement in health and well-being.

6. **Professional Identity:** Understand, analyze and communicate the value of their professional roles in society (e.g. health care professionals, promoters of health, educators, managers, employers, employees).
7. **Pharmaceutical Ethics:** Honour personal values and apply ethical principles in professional and social contexts. Demonstrate behavior that recognizes cultural and personal variability in values, communication and lifestyles. Use ethical frameworks; apply ethical principles while making decisions and take responsibility for the outcomes associated with the decisions.
8. **Communication:** Communicate effectively with the pharmacy community and with society at large, such as, being able to comprehend and write effective reports, make effective presentations and documentation, and give and receive clear instructions.
9. **The Pharmacist and society:** Apply reasoning informed by the contextual knowledge to assess societal, health, safety and legal issues and the consequent responsibilities relevant to the professional pharmacy practice.
10. **Environment and sustainability:** Understand the impact of the professional pharmacy solutions in societal and environmental contexts, and demonstrate the knowledge of, and need for sustainable development.
11. **Life-long learning:** Recognize the need for, and have the preparation and ability to engage in independent and life-long learning in the broadest context of technological change. Self-assess and use feedback effectively from others to identify learning needs and to satisfy these needs on an ongoing basis.