



Maulana Azad Educational Trust's

Y. B. Chavan College of Pharmacy

(B. Pharm., M. Pharm. & Research Centre)

ISO 21001:2018 & 14001:2015 | NIRF 2023 AIR 80th
NAAC ACCREDITATION "A" GRADE (CGPA SCORE 3.23)

Dr. Rafiq Zakaria Campus, Dr. Rafiq Zakaria Marg, Rauza Bagh, Aurangabad-431001 | www.ybccpa.ac.in

Institutional Policy Booklet

Institutional Policies are Guiding Principles for Cultivating Value Based Education Culture to achieve the Vision & Mission of the Institute





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Ref: YBCCP/IQAC/2023-24/350

04th December-2023

CERTIFICATE

The Institutional Policy Booklet delineates the objectives of an organization and offers guidance on achieving them as well as identifying essential activities. This comprehensive document encompasses policies crucial for the development of college. These policies include Institute Governance, Fund, Resource Mobilization and Optimization, Admission Procedures for Undergraduate, Postgraduate and Doctoral Programs, Code of Conduct, Employee Welfare, Academic Integrity, Examination Procedures, Mentoring, Training and Placement, Research and Intellectual Property Rights (IPR), Grievance Redressal Mechanisms, Recognition and Awards, Feedback Channels, Environmental Policies, Maintenance and Repair Guidelines, Policies for Ensuring a Barrier-Free Environment for Differently-Abled Individuals, Gender Sensitization Policies, e-Governance Strategies, Information and Communication Technology Policies, Anti-Ragging, Scholarship and Freeship award policies. The institutional policy booklet is updated from time to time, certified and included herewith.

AURANGABAD


 Dr. M.H. Dehghan
 Principal

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1. ABBREVIATION

AICTE	All India Council for Technical Education, New Delhi
PCI	Pharmacy Council of India, New Delhi
Dr. BAMU	Dr. Babasaheb Ambedkar Marathwada University
APMC	Academic Planning and Monitoring Committee
EPMC	Examination Planning and Monitoring Committee
IIIC	Industry Institute Interaction cell
IIC	Institution's Innovation Council
GoI	Government of India
DTE	Directorate of Technical Education
MAET	Maulana Azad Educational Trust
B. Pharm.	Bachelor of Pharmacy
M. Pharm.	Master of Pharmacy
Ph. D.	Doctor of Philosophy
GB	Governing body
CDC	College Development Committee
IQAC	Internal Quality Assurance cell
NAAC	National Accreditation and Assessment Council
ISO	International Standard Organization
SCI	Science Citation Index
IF	Impact factor
IPR	Intellectual Property Right
NSS	National Service Scheme
GPAT	Graduate Pharmacy Aptitude Test
NEP	National Education Policy
SRA	Statutory Regulatory Authority

2. INSTITUTE GOVERNANCE

Maulana Azad Educational Trust's Y.B. Chavan College of Pharmacy an unaided religious Minority institute, was founded in 1989 by the late Chairman of Maulana Azad Educational Trust, Dr Rafiq Zakaria and has 34 years of history as the flagship of pharmaceutical. Education in the region of Marathwada. Since last five-year, the college has been continuously ranked amongst top Pharmacy Colleges college in India by National Institute Ranking Framework (NIRF), MHRD Government of India and has continuously been ranked amongst top Pharmacy Colleges. The college is covered under section 2(f) and 12(B) of UGC, New Delhi. Our college is permanently affiliated to Dr. Babasaheb Ambedkar Marathawada University and approved research center by Govt. of Maharashtra. The College is approved by Pharmacy Council of India, New Delhi. The College has achieved a lot and becomes a quality bench mark for other pharmacy institutions, due to dedicated and visionary zeal of late Dr. Mrs. Fatma Zakaria, Ex-chairman of Maulana Azad Educational Trust and present support of the management and board of trustees. We have achieved many milestones and today the College symbolizes the meaning of quality education and professional achievement.

Transforming the institute into a center of excellence is a collaborative effort, requiring teamwork. Governance serves as a significant tool for advancing the institute's excellence. The administrative, teaching, and support staff members all play pivotal roles in ensuring effective governance. The nexus between governance and quality assurance in higher education holds paramount importance. Consequently, our vision, mission, and objectives are harmonized to cultivate pharmacists capable of tackling the evolving landscape of pharmaceutical education and research. Our vision, mission, and objectives are in accordance with the policies set forth by the Government of India (GoI), State Government and the National Education Policy - 2020 (NEP-2020) to contribute to national development.

VISION

To be the centre of excellence in Pharmaceutical education and research, with global partnership and collaborations for students development from all sections of society as competent Pharmacists and proficient entrepreneurs with social commitments and human values.

MISSION

To develop an evolving educational system with optimum infrastructure, competent and dedicated manpower, appropriate interaction with industries and institutes of high reputes, to generate globally competitive pharmacist as entrepreneurs, skilled-technocrats, researchers and health care professionals, to imbibe the philosophy of our founder and mentors for imparting scientific and secular value added education for social transformation and national development.

The tools and mechanisms for ensuring effective governance include:

1. Committees such as the Governing Body (GB), College Development Committee (CDC), and IQAC convene at regular intervals to make significant decisions. Effective governance involves formulating beneficial policies, implementing them judiciously with available resources and periodically evaluating outcomes. Policies delineate focus areas and allocate responsibilities among the board, management, and staff. Well-crafted policies enhance governance efficiency and operational effectiveness.
2. Various committees are established in accordance with governmental regulations, including those stipulated by bodies such as the Directorate of Technical Education (DTE), Pharmacy Council of India (PCI), and Dr. BAMU, to ensure policy decisions are effectively implemented and delivered to the final stakeholders, namely the students. Additionally, the college forms committees as per specific requirements for the holistic development of students. These committees meet periodically to execute necessary decisions.
3. Written guidelines provided for the committees serve as directives for making rational decisions based on prevailing needs.
4. Periodic revisions of committee constitutions and guidelines are conducted as necessary to align with desired outcomes.

3. MOBILIZATION AND OPTIMAL UTILIZATION OF FUND AND RESOURCES:

Y. B. College of Pharmacy was established in 1989 under the auspices of Maulana Azad Educational Trust. The college is an unaided (self-financing) private, minority institute and is regulated by various statutory regulatory authorities (SRA) such as Directorate of Technical Education (DTE), Government of Maharashtra, Pharmacy Council of India and is affiliated to Dr. Babasaheb Ambedkar Marathwada University, Aurangabad. The annual tuition fees for students are determined and approved by the Fee Regulatory Authority (FRA).

The Trust and college are entrusted with the responsibility of ensuring the optimal use of assets such as land, buildings, equipment, and furniture. Prior to the commencement of new programs or institutions, feasibility studies are conducted to assess viability. Effective administration practices are in place to generate revenue.

The college Development Committee (CDC) plays an important role in ascertaining budget and to guide financial mobilization, fund management and resource utilization, specific policies have been established. These policies serve as a framework for the responsible and efficient utilization of resources, with a focus on sustaining the institution's financial health and fulfilling its educational objectives.

Mobilization of Financial Resources at the College include:

1. Fees from students.
2. Scholarships and freeships from Government and non-governmental organizations.
3. Collaboration with organizations to establish endowments for medals, awards, and fellowships.
4. Attraction of Government and private grants as well as Corporate Social Responsibility (CSR) funds.
5. Consultancy fees.

6. Encouraging alumni and philanthropists to make generous donations.
7. Generating additional revenue for the organization of training schemes, workshops, seminars, etc.

Optimal Utilization of Funds and Resources include:

1. Funds are primarily directed towards the overall development of the college including student and salaries of employee.
2. Allocation of funds for various expenditures, including infrastructure maintenance, staff salaries, research incentives, seed money, new instruments, equipment, staff and student welfare and budgets for events such as convocations, graduation days, seminars, guest lectures, and training activities.
3. Purchases are made in accordance with established procedures through the store and purchase committee.
4. Regular audits of the institution's accounts are conducted and annual balance sheets and financial statements are prepared, addressing any pre-audit objections.
5. The management reviews and approves the annual budget through CDC meetings
6. Qualified teaching and support staff appointed, ensure efficient use of infrastructure for course delivery to students.
7. Innovative teaching-learning-assessment practices further contribute to the optimal utilization of resources.
8. Infrastructure also serves as an Examination center for University and Government examinations as well as for central assessment (DCAS) centre.
9. Physical infrastructure is maximally utilized beyond regular college hours for remedial classes, research work, various co-curricular and extra-curricular activities.

4. ADMISSION TO UG, PG & Ph.D. PROGRAM

1. Institute has inclusive admission process as per the rules and regulations of Directorate of Technical Education (DTE), Mumbai. The institute implements statutory policies for admission of students. Admission to all courses (B. Pharm. First year B. Pharm. Direct Second year and M. Pharm.) shall be made as per the rules and regulations published by DTE, Mumbai (www.dte.org). All the admission of the entire programs is carried out by DTE, Mumbai every year.
2. The admission to differently able person (Physical Handicap) shall also be done as per the policy of DTE, Mumbai. Cancellation of admission and filling of vacant seats shall be as per the rules of DTE. The vacant seat shall be filled after advertisement in the news paper. Information about the institution and admission shall be published in news papers and on the website. The admissions of vacant seats are completed in the presence of duly formed committee. The chairman of the MAET will be form the committee.
3. Admission to Ph. D. program under the faculty of Science and Technology shall be done as per the Dr. Babasaheb Ambedkar Marathwada University, Aurangabad.

5. CODE OF CONDUCT

1. The conduct and discipline shall be important assets in the holistic development of students. The institute takes all the efforts to inculcate these values in the students. The college implemented the code of conduct through **Disciplinary Committee**
2. All major acts of indiscipline, which may have serious repercussion towards the conducive atmosphere of college, shall be handled by the **Disciplinary Committee**. The committee shall consist of In-charge of committee and class teacher of each class.
3. Hand Book of code of conduct for student, staff, supporting staff, HOD and Principal is available of college website (www.ybccpa.ac.in)

6. EMPLOYEE WELFARE /CAREER DEVELOPMENT POLICY

Y. B. Chavan College of Pharmacy is one of the oldest institutes in the region. The college runs as per the norms of Government and regulatory bodies. Employee welfare encompasses a broad range of benefits and services that an employer may offer to its employees. College considers its employee as a most valuable resource and their welfare is an important aspect of vision and mission of the college. The welfare policy for staff covers the following benefits:

1. Financial benefits:

- a. Employee provident fund scheme for teaching and non-teaching staff as per the provision of Government of India EPF and miscellaneous act 1952
- b. Payment of Gratuity benefits to all the employees as per the Government rule
- c. Festival Advance: The staff (Class-III and IV) are provided festival advance to enjoy their festival with happiness and joy.
- d. Financial support to faculty members for career development
- e. Concession in fees to wards of employees

2. Leave benefits:

All the leave benefits as applicable to all the staff as per the Government norms and Dr. Babasaheb Ambedkar Marathwada University Aurangabad are provided which include

- a. Casual leave
- b. Medical leave
- c. Maternity leave benefits
- d. Paternity leave benefits
- e. Advance leave in medical emergency

3. Professional Development benefits:

All the staff can take the benefit of following leave and resources for their professional development viz.

- Duty leave
- Ph. D. course leave
- Study leave
- Use of the resources of the college for professional development

4. Privilege leave and leave for Haj Pilgrimage

All the Staff are entitled to avail the benefit of 1 privilege leave, leaves for Haj pilgrimage and Vipassana against two accumulated leave from this academic year

5. Other benefits:

Other benefits include use of separate area for canteen and cafeteria for staff, Availing gymnasium facility at concessional rate.

7. ACADEMICS AND ACADEMIC INTEGRITY

1. Curriculum provides knowledge and builds a temper for the life long process of learning and exploring. At the undergraduate level, a student needs to do compulsory foundation courses in the areas of pharmaceutical sciences and at post graduate courses the students need to undertake the research work apart from the regular theory and practical courses. At postgraduate course the students undertake the research project under the guidance of approved PG teacher along with regular theoretical courses as per the curriculum provided by the Dr. Babasaheb Ambedkar Marathwada University. Institute prepares guidelines for the effective delivery of curriculum. The medium of instruction shall be in English.
2. Excellent academic delivery and conducive culture lead to excellent results of the institute. The institute follows the norms and standard of AITCE &/ PCI and Dr. BAMU for recruiting the faculty. The institution organises orientation programmes / induction programmes for freshers and takes well defined feedback for evaluation of teachers. It is leveraged for improvement of the quality of teaching-learning process.
3. For effective delivery of academic there are two division i.e. division A and division B at all four years at undergraduate level. The post graduate classes are conducted as per the department viz. Pharmaceutics, Pharmaceutical Chemistry, Pharmacology and Quality Assurance.
4. Academic feedback improves learner confidence and provides opportunities to faculty further improvement in their student centric approach. At least two times in a year the academic feedback shall be taken.
5. All the matter pertaining to academics of college are executed and monitored by academic and planning monitoring committee.
6. Regular attendance in the college is mandatory for the students. Attendance records of students shall be maintained by respective subject teacher and shall be submitted to academic In-charge at the end of the semester. As per the University, AICTE and Pharmacy council of India, the student's attendance for undergraduate shall not be less 80% and for post graduate shall not be less than 80%. If the student fails to achieve the desired attendance during semester; he/she shall not be eligible for appearing internal and university examination.
7. If the attendance during the semester is not satisfactory due to major illness, then the medical leave shall be granted only if the valid medical leave application duly signed by parent shall reach to college office within two days of illness. The students shall also submit the medical certificate upon joining the college.

8. The college encourages the students to participate in the activities in the college and at other places. Absenteeism on account of participation in the activities shall be considered if the students seek prior permission from class teacher/mentor and Principal and submit the certificate of participation in the activity.
9. Academic integrity is violated by any dishonest act which is committed in an academic Context including but not limited to the following:

Cheating is the fraudulent or dishonest presentation of work. Cheating includes but is not limited to the use or attempted use of unauthorized materials in examinations or other academic exercises submitted for evaluation or otherwise; fabrication, falsification or misrepresentation of data, results, or sources for papers or reports, as in reporting experiments, measurements, statistical analyses or other studies never performed; manipulating or altering data or other manifestations of research to achieve a desired result; submission of the same written work in more than one course without prior written approval from the instructors involved; unauthorized recording, sale, purchase or use of academic lectures, academic computer software or other instructional materials. All major acts of cheating shall be handled by Academic Planning and monitoring committee (APMC) and examination planning and monitoring committee (APMC) and as per university rules & regulations.

8. EXAMINATION

1. EXAMINATION PLANNING AND MONITORING COMMITTEE|(EPMC):

The In-charges of duly constituted EPMC shall be responsible for smooth conduct of the examination. Any matter pertaining to examination shall be routed through In-charges of EPMC including disciplinary action against anybody for disobey or disregard the examination work/duty.

2. EXAMINATION STRUCTURE: Continuous evaluation and assessment is an integral part of teaching learning process. It will provide the direction for delivering the quality education to stakeholder. The examinations (internal and external examinations) rules and structure are applicable as provided by Dr. Babasaheb Ambedkar Marathwada University (www.bamu.net) & Pharmacy Council of India, New Delhi (www.pci.net.in)

3. INTERNAL EXAMINATION: As a part of internal examination sessional examination shall be conducted periodically for both divisions of classes. The internal examination paper shall be same for both division A and B. Teachers of both divisions shall mutually discuss and formulate the question paper. Internal examinations are conducted as per the question paper pattern of Dr. BAMU and PCI. The evaluated internal answer books shall be shown to the students take their signature on the answer paper and submit to the examination section. The syllabus of the sessional examination shall be displayed by all the teachers at least fifteen days before the commencement of examination through examination In-charge. The students is allowed to sessional examination if Student wear dress code, Possess valid identity card, the attendance is above 75% in each course or as per SRA.

4. UNIVERSITY SEMESTER EXAMINATION:

The affiliating University conducts the examination at the end of each semester at the designated examination center. The students appearing for the examination shall be bonafied students and completed attendance in each course as mentioned in the University ordinance. The affiliating University provides the time table of the examination of theoretical and practical courses. Before appearing for the examination, the students shall possess the valid admit card. University provide the admit card to college and same shall be handed over to appearing students only if he/she has: Paid fees and dues (if any) of the semester, Not been debarred from appearing in the examination as a result of disciplinary proceedings, Attendance at lecture/tutorial/laboratory classes has been satisfactory during the period and performance in the assignment works/tutorials during the semester has been satisfactory.

5. **MALPRACTICES IN EXAMINATION:** Cases of malpractices and unfair means during sessional examination shall be handled by duly constituted committee on Prevention of Examination Malpractices and shall consists of Examination-in-Charge (Chairman), Invigilator reporting the case and head of the department/senior staff of the concern paper in which malpractice took place. The necessary action shall be taken against the defaulter as per the rules and regulation of Dr. BAMU for conduct of examination. Institute has an effective grievances redressal mechanism through grievances redressal committee.
6. **ADDITIONAL SESSIONAL EXAMINATION:**
Provision for additional sessional examination is made for following categories of students:
Directly admitted third semester (B. Pharm. second year) students due to delay in admission
7. **IMPROVEMENT SESSIONAL EXAMINATION:**
Provision for improvement sessional examination is applicable in following conditions
Failure students at university semester exam who wish to improve his/her internal performance.
8. **DAY TO DAY EVALUATION IN PRACTICAL:**
Day to day evaluation is based on parameters like practical performances, viva voce and attitude and practical work. The subject teacher should strictly adhere to above parameters during day to day evaluation. Day to day evaluation shall be undertaken during practical hours.
9. **CONTINUOUS ASSESSMENT IN THEORY COURSES:**
Continuous Assessment in Theory Courses at UG and PG level shall be conducted through tutorial/seminar which is the instructional activity provides step by step information in presenting a concept or learning unit. Tutorials are intended to help students to gain a deep understanding of the subject matter, basic academic skills such as identification and evaluation of relevant resources, effective communication both orally and in writing, effective time-management, critical self-assessment. The subject teacher shall conduct the tutorial activity by providing the instructions to students during the beginning of semester. The various activities viz. assignment, class test, group discussion, seminar, puzzles, etc. can be organized. There shall be minimum two tutorials conducted during semester in each subject and shall be written in tutorial book. The other parameters of continuous assessment include attendance of student, interaction with subject teachers. After completion of course the students need to submit the certified copy of tutorial book to respective department.

9. MENTORING AT INSTITUTE

As per the vision and mission statement of the college, the college ensures that students who complete its programs are well-trained and possess the fundamental skills and values that will enable them to attain professional competency. Institute also focus on the academic, personal and professional and holistic development of the student. The mentoring mechanisms at our institute ensure the holistic and professional development of students. As a part of policy decision, the mentoring is carried out in the college as mentioned below:

1. Mentoring records of each graduate mentee (student) shall be updated and maintained till the completion of his/her course by mentor (faculty members).
2. The mentor allotment is carried out every year after admission of the B. Pharm. first and direct second year students.
3. The female students shall be mentored by female staff and male students shall be mentored by male staff.
4. The meeting of mentor and mentee is the key in the success of mentoring program.

10. TRAINING & PLACEMENT

Industry Institute Interaction Cell (Training and Placement Cell) guide students to choose right career and to give knowledge, skill and aptitude and meet the manpower requirements of the Industry and Academia. To achieve the objective of Industry Institute Interaction Cell, following mechanism are established.

- Maintaining database of companies and establishing strategic links for campus recruitments.
- Maintaining, regularly updating and publishing the database of students.
- Organizing the technical talk and soft skill activities.
- Seminars/Guest lectures on career and opportunities in pharma and allied field.
- Assisting the students for industrial training
- MOU, collaboration and consultancy work with industry or academic institutions.
- Development of entrepreneurship skills through workshop and training session.

11. RESEARCH AND IPR

Research and innovation are leveraging knowledge production. The institute is committed for the promotion of research in pharmaceutical and interdisciplinary areas. To promote such activities and to develop the research culture, the policies and procedure are established and revised from time to time for improvement.

1. Promotion of Research:

The institute promote the research by providing the laboratory facilities, equipment, research journals and library facility. Financial provisions are made in the institution's budget for supporting students' research projects. Faculty are given due recognition for guiding the students for research. The institution encourages and promotes a research culture (eg. teaching work load remission, financial support, opportunities for attending conferences, seminar, etc.). The faculty are encouraged to undertake research by collaborating with other research organizations/industry. To recognize the excellent research work, the institute felicitate best researcher from student category from each department (M. Pharm. and Ph. D.) with memento and certificate every year. The faculty shall be felicitated with memento and certificate for the best researchers from faculty category. The criteria shall be based on the publication of the research work in highly impact factor (IF) journal as per Thomson Reuter (SCI). The publication shall be based on the research work of M. Pharm. and Ph. D. The institute shall promote the research among the faculty members by encouraging them for submitting the proposal for the funding agencies for grants. The researchers shall be allowed to stay at campus hostels on payment of fee for the period of his research work. The visiting researchers can also take the benefit of residential facility.

2. Constitution of Research and IPR Committee:

To streamline and promote research, the institute shall form Research and IPR committee. The committee shall consist of Principal of institute who shall, be the Chairman of committee. The other members shall be selected / nominated by Principal based on their research profiles in terms of number of publications (Thomson Reuter impact factor), grants received, books published and patents applied/published/granted. The committee shall be responsible for reviewing of research work of the institute in their meeting. The periodic meetings of committee are conducted.

3. Consultancy and patent promotion:

Institute promotes and encourages the faculty member to undertake the consultancy work for which the institute shall be paying 30% share of the consultancy amount (after excluding the institutional expense) to faculty members who brought consultancy. The Institute also promotes the faculties to file a patent. The patent filing fee shall be reimbursed if the patent is on the name of the institute and the patent granted.

4. Institutional Social Responsibility:

The institute shall promote social awareness among students and faculty by arranging events like blood donation camp, eye check-up camp, sanitization and hygiene awareness program, water conservation awareness programs, social awareness of health and major disease etc. The activity shall be governed by the co-curricular, extracurricular and NSS committee. Wide publication in the media shall be given to such activities for creating social awareness.

5. Seminars/Conferences/Workshops and Guest lecturers:

Co-curricular activities such as Seminars, Conferences, Workshops, Guest lecturers, quiz competitions, etc are organized to strengthen the class room learning and develop the personality of students. These activities are coordinated and organized by the department and co-curricular committee.

6. Collaboration with industry and educational institute:

The institute is committed for the collaboration with industry educational institute for training, placement, research, use of facilities, expertise sharing, faculty exchange, library reference. Such activities shall be executed by Industry Institute Interaction cell and Research and IPR committee.

7. Plagiarism

It is the deliberate act of taking the words, ideas, data, illustrations, or statements of another person or source and presenting them as one's own. Each student is responsible for learning and using proper methods of paraphrasing and footnoting, quotation and other forms of citation to ensure that the original author, speaker, illustrator or source of the material used is clearly acknowledged. Copying of project, dissertations, micro-assignments or practical reports in part or complete, of other student for submission and assessment will be treated as plagiarism. All types of plagiarism are unacceptable. After receipt of complaint regarding major acts of plagiarism, it shall be handled by Research and IPR committee and as per university rules & regulations.

12. GRIEVANCE REDRESSAL MECHANISM

To deal with grievances, a Grievance Redressal Mechanism is established as a part of the administration. No administration can claim to be accountable, responsive and user-friendly unless it has established an efficient and effective grievance redressal mechanism. The grievance redressal mechanism of an organization is the gauge to measure its efficiency and effectiveness as it provides important feedback on the working of the administration. Following two important mechanisms in the college for addressing the grievances: -

- a. The grievance redressal committee: The committee is formed as per norms AICTE, New Delhi. It addresses the grievances of staff and students. The guidelines shall be formulated by committee for effective redressal of mechanism.
- b. Internal Complaint Committee (Women's grievance redressal committee):
The committee is formed as per directives of Hon'ble Supreme Court, New Delhi and National Women's Cell, Delhi as well as the Government of Maharashtra. The major objective of committee is to address the issues of women's regarding sexual harassments at work place.

13. RECOGNITIONS AND AWARDS

Recognition helps staff and students to motivate to continue great work. It inculcates values of appreciation in them. Recognition is the key for the organization growth. It helps students and employees to build a sense of security in the organization. The colleges recognize the meritorious students by awarding the medal and prizes. The awards (in the form of medal/memento/cash prize and certificate) are instituted by companies/alumni will be awarded to those who are selected as per the guidelines given below. The awardees shall be felicitated in the function organized by college.

1. He/she has not been punished under examination malpractice and involved in violation of code of conduct in the Institute.
2. In the event of a tie between two or more students, the prize money shall be divided.

14. FEEDBACK MECHANISMS

The different stakeholder students, parents, employer, resources person, examiners and staff are important part of organization. Our mission and vision statements are aligned with fulfilling the expectations of stakeholder. The feedback is the mechanism through which organization understand whether they are meeting the expectations of stakeholder. Following types of feedback constitute a part of this mechanism.

SN	Feedback	Frequency in a year	Objective	Stakeholders
1	Academic feedback	Twice	Teaching Learning	Students
2	Students satisfaction feedback	Once	Facilities provided in the college	Students
3	Exit feedback	Once	Facilities provided in the college	Students
4	Hosteller's	Twice	Facilities in the hostel	Students staying in hostel
5	Faculty feedback	Once	Departmental feedback	Teaching staffs
6	Library feedback	Twice	Library facilities	Students
7	Parent feedback	During parent meeting	Parent satisfaction	Parents
8	Examination feedback	During semester exam	Conduct of examination	Examiners
9	Employer feedback	---	Performance of students in industry /academia	Employer
10	Alumni	---	Alumni satisfaction feedback /suggestion	Alumni
11	Guest lecture/seminar /orientation lecture	As per the activity	Delegate feedback about activity	Students/staff /delegates
12	Resource person feedback	As per the activity	Feedback of resource person for the facilities /suggestion	Resource persons
13	Program Attainment Feedback	Once	Assessment about attainment of program outcome	Outgoing Students, alumni, employer

15. ENVIRONMENT POLICY

Environment policy highlight environmentally healthy working practices related to waste, energy, air, transport and water issues considering environmental aspects and impacts. Identify the elements of the organization that can interact with the environment produces adverse or beneficial, wholly or partially resulting from various organization (College) activities and take necessary action which include reducing the environment pollution and promoting the good environmental practices viz. Use of bicycles, restriction of vehicles in campus, pedestrian friendly pathways, maintaining the old trees, landscaping. The objective of the policy to aware the staff member and students regarding the issues of the environment and implement them as per the guidelines of regulatory bodies. Perform the Quality audit on environment and energy initiative viz. Energy audit, Environment audit, Green audit. Initiatives for eco-friendly practices include alternate sources of energy, energy conservation measures, management of degradable and non-degradable waste (solid waste, e-waste and bio-waste), zero use plastic (plastic free environment), water conservation, water treatment and green campus. The policy is implemented through environment awareness committee.

16. MAINTENANCE AND REPAIR POLICY

The Y. B. Chavan College of Pharmacy was established in the year 1989. The college is situated at the sprawling Rafiq Zakaria campus. The total built-up area of the college is more than 55300 sqf. To maintain such a big educational facility encompassing instruments, equipments, garden sport facility, etc, the college has set policy for repairing and maintenance activities for delivering the time bound solution. The maintenance of at this college falls into two categories:

1. CENTRAL MAINTENANCE:

The maintenance which is recurrent in nature and need to be kept operational comes under this category. This work is required to repair in time. The type of work comes under the maintenance are Fire extinguishers, CCTV, scientific equipment, Lift services, Electrical equipment, Playground equipment.

2. PLANNED MAINTENANCE:

The maintenance work under this category such as painting of wall surfaces, replacement of floor tiles, furniture repairing, drainage pipe line cleaning, daily cleaning of building, gardening.

Monitoring and Assessment of the current state of repair of facilities are carried out frequently by the members of maintenance and housekeeping committee. Based on their observations the necessary steps are taken to rectify the problem. In addition to this a maintenance book has been kept in the store room, so that any staff member can write the detail of the maintenance work that has to be carried out. This book viewed every day by the In-charge of maintenance and housekeeping committee and appropriate agency (listed below) are contacted for necessary action. The action taken report is noted in the maintenance book.

The natures of work for which agencies are appointed by trust/college are

1. Electric maintenance
2. Equipment and instrument
3. Housekeeping
4. Plumbing
5. Lift maintenance
6. Gardening

17. DISABLED–FRIENDLY BARRIER FREE ENVIRONEMNT:

All the initiatives of Government of India for promoting disabled–friendly and barrier free environment for teaching and learning are implemented at our college. The Y. B. Chavan College of Pharmacy recognizes that persons with disabilities are valuable human resource for the institution and seeks to create an environment that provides equal opportunities, protection of their rights and full participation in the academic environment. The focus of the policy is to ensure

1. Ramp/ lift installed according to the disabled persons need.
2. Accessible, gender-sensitive, safe, usable and functional washroom facilities for disabled persons.
3. Proper text and pictogram signage such as tactile path, lights, display boards, signposts are necessary, located to be visible and touchable
4. Signage of male and female symbols for persons with visual impairments.
5. Learners with disabilities need to be adequately and appropriately supported viz. assistive technology, mechanized equipment
6. Teaching staff and college committee are responsive to the need of disabled persons.
7. Human assistance, reader, scribe, soft copies of reading material, screen reading are provided to disabled persons

18. GENDER SENSITIZATION

Gender Sensitization means addressing issues of gender inequality. Gender sensitization is the basic requirement to understand the sensitive needs of a particular gender. Education enables the development of a more democratic society which can be crucial to changing attitudes into accepting gender equality as a fundamental social value. The college proactively works in sensitizing students in gender issues through courses and outreach programmes. The policy supports an environment of justice, fair and unbiased environment; create an inclusive gender diverse work place with fair practices, awareness of gender equality concerns, creation of an open-minded society, familiarizing constitutional rights, safeguards and mentoring. The gender sensitization plan creates awareness through lectures seminars, talks, workshops and debates. The gender sensitization issues, awareness and audit activities are facilitated by Internal Complaint Committee (Women's grievance redressal committee), equal opportunity cell and IQAC

19. e-GOVERNANCE POLICY

1. E-Governance policy of the college is focused on improving the effectiveness and efficiency in the services provided to stakeholders.
2. Automation of various operation viz. teaching learning (Academic), administration, examinations, finance-accounting, admissions and student support shall be integrated to enable the authorities to monitor the activities in transparent manner.
3. Information and communication technology (ICT) committee shall provide the suggestions for better e-governance and look after the functioning of ICT tools for continuity in services. The ICT committee shall organize the awareness activities for staff regarding e-governance and ICT related aspects.
4. Every year at the end of the academic year the e-governance report shall be placed in CDC/IQAC meeting for the review and further improvement.
5. Website of the college is put in to full use as a vital information source to all the stakeholders. All-important communications / circulars notices are made available on website/whatapp group to ensure reaching of information to the needy any time anywhere. Whatapp group/SMS feature has been put in to maximum use to stay connected with parents, students and staff for the purpose of intimating absentees, academic performance, holidays and other required information.
6. The procedure for the purchase ICT tools is based on the recommendation of ICT committee followed by execution by store and purchase committee

20. INFORMATION AND COMMUNICATION TECHNOLOGY POLICY

Information and Communication Technology (ICT) in higher education become essential for enhancing administrative efficiency and to optimize learning experiences. The college ICT Policy states that:

1. Guiding principles of the ICT Policy include access, economy, efficiency, effectiveness, relevance, transparency, privacy, accountability, sustainability, learner-centered, pedagogically driven.
2. The scope of ICT policy covers the areas viz. system management, research, teaching and learning, student evaluation, support services, community engagement, student data management, human resource development networking and quality assurance.
3. ICT system management must ensure integrity, security and legitimate applications of ICT.
4. Use ICT effectively for building national and international networks to ensure innovative changes in providing quality education.
5. Appropriate measures for the capacity building of academic, administrative and professional staff to effectively use ICT in all operations.
6. Implementation of ICT policy through ICT committee

21. ANTI-RAGGING POLICY

(Ragging Prohibited as Per the Maharashtra Prohibition of Ragging Act, 1999)

Policy to **prohibit** the act of ragging in the Y. B Chavan college of Pharmacy, Dr. Rafiq Zakaria Campus or outside the campus comprise the following :

1. Ragging is “Causing , inducing, compelling or forcing a student, whether by way of practical joke or otherwise, to do any act which detracts from human dignity or violates his/her person or exposes him/her to ridicule from doing any lawful act.
2. By intimidating, wrongfully restraining, wrongfully confining, or injuring him or by using criminal force on him/her or by holding out to him/her any threat of intimidation, wrongful confinement, injury or the use of criminal force.”
3. Ragging in all its forms is totally banned in this institution including in its department, constituents units all its premises (academic, residential, sports, cafeteria, etc) whether located within the campus or outside and in all means of transportation of students whether public or private.
4. The institution shall take strict action including but not limited to criminal proceeding and /or cancellation of admission against those found guilty of dragging and /or of abetting ragging and the burden of proof shall hereby lie on the perpetrator of alleged ragging and not on the victim.
5. An offence of Ragging may be charged either on a written complaint by the affected or on independent finding or the Anti Ragging Squad.
6. The College is bound by the UGC Regulations on Curbing the Menace of Ragging in Higher Educational Institutions 2009.”
7. The College has constituted the Anti-Ragging Committee and Anti-Ragging Committee which governs the prevention of any means of Ragging either within or outside the college.

22. POLICY FOR AWARD OF SCHOLARSHIPS AND FREESHIPS

As per the vision and mission statement, the college is committed to provide the education to all section of society. The equal opportunity cell (EOC) has been shouldered with the responsibility of providing the assistant to student of UG and PG, so that all eligible students get opportunity of availing the scholarship, freeship or any other financial assistant from NGO or philanthropist. The scope of policy includes providing the scholarship, freeship, private scholarship and financial assistant as applicable to EBC, OBC, SC, ST, VJ, NT, GPAT, Pragati scholarship for girls, Student with physical disability(Swanat Scholarship) or any other category as per the circular and guidelines of State Government, Central Government, Private institution, Trust, NGO, philanthropist , etc.

Policy encompasses the following:

1. Motivating and assisting the student for availing financial assistant State Government, Central Government, Private institution, Trust, NGO, philanthropist or any other body.
2. Wide publicity of circular and dead line for application on college notice board, websites and WhatsApp group of college
3. Online submitting the application by individual or through college login portal
4. Scrutinizing the document as per the guidelines of agency for submitting the application by the Equal Opportunity Cell.
5. Assisting for financial support for education, tuition fees, Exam Fees, Maintenance Allowance, hostel fee or any other fee as per the circular of Govt and Private institution, NGOs.
6. Amount of financial assistant shall not exceed the sealing amount in any case.
7. The main objective of award of scholarships and freeship is to
 - a. Create interest in education among students.
 - b. Making financial assistance available for higher education
 - c. To reduce the dropout in education by providing financial support