



ज्ञानगंगा सरोवरी

VISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION & RESEARCH

VISHAL JUNNAR SEVA MANDAL'S

Dr. S. L. Jadhav
Principal

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P.C.I. Inst. Code : PCI-2620 | D.T.E. Inst. Code : 6361 | University I.D. No. : CPHP012670

6.2.2: Functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and procedures etc.

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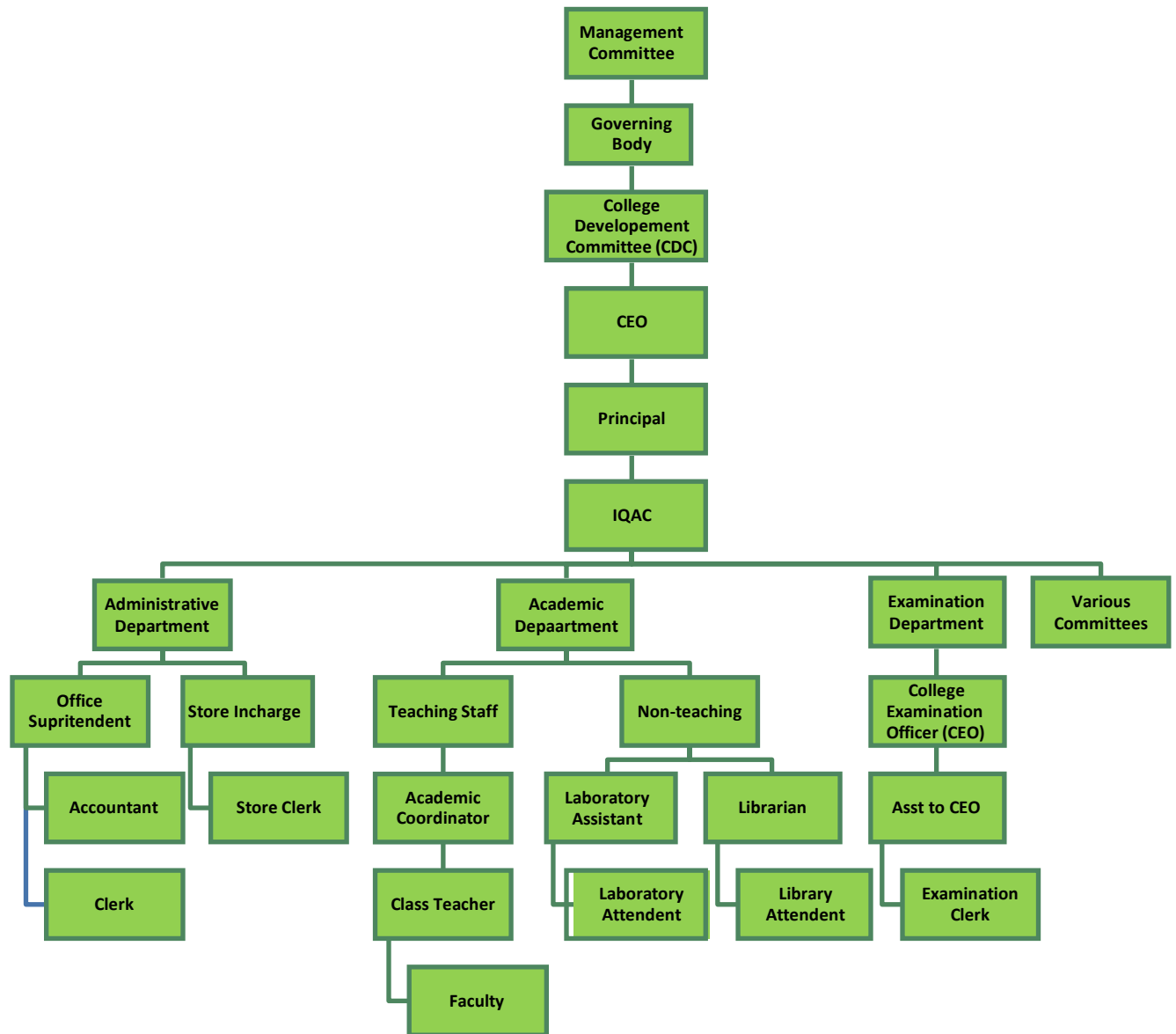
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Organizational Chart



[Signature]
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Policies



VISHAL JUNNAR SEVA MANDAL'S VISHAL INSTITUTE OF PHARMACEUTICAL EDUCATION AND RESEARCH

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Ref No. : VJSM / VIPER / 20 - /

Date : 03/10/2017

POLICY DOCUMENT FOR STAFF RECRUITMENT

Objective:

To identify the subject wise/ department wise staff requirement and get the approval from university as the case may be.

Policy:

A. STAFF SELECTION COMMITTEE

1. Approval for filling up the vacancies as per roster is obtained from Reservation Cell of S. P. University of Pune and reservation cell of Govt. of Maharashtra, Pune.
2. After approval release of advertisement approved by Reservation Cell of University and Govt. of Maharashtra in local and state level (any two) news papers. Giving details related to Designation with subjects, Eligibility criteria (refer AICTE and PCI requirements), last date of submission of CV / bio-data.
3. Communicate the information to Employment offices (State Employment Dept. / University / Samaj Kalyan / Tribal Dept.) for probable candidate lists.
4. Receipt of applications from the individuals or from Employment offices, scrutinize, short-listing of eligible candidates.
5. Communication with University for staff selection committee, as per the approved advertisement by University.
6. Receive the details of Staff Selection committee members from University. Finalize the dates for interview in discussion with committee members.
7. Communicate the date to the candidates selected for the interview at least 15 Days prior to the date of interview.
8. On the date of interview, mark the attendance of candidates reporting for the interview. Prepare subject wise list of applications received.

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9. Receive the report from the Committee and submit the report within 72 hrs. to University; issue the appointment letter to the recommended candidates.
10. Fill up the Teacher approval form, Forward Copy of Appointment letter, teacher approval form, selection committee report and copy of advertisement to the University within one month of joining.
11. Receive the Subject wise and Post wise approval letter (Academic / Permanent) from university

B. LOCAL SELECTION COMMITTEE (UNIVERSITY LEVEL):

In urgencies it is not possible to select the staff through Staff Selection committee; in that case, Local committee shall be formed for selection of eligible candidates.

1. If vacancies are not filled by above procedure then candidates are selected as follows from June to September every year.
2. Publish the advertisement in local news paper for required vacancies.
3. Receive the applications, scrutinize the applications as per requirement.
4. Arrange the interviews of suitable candidates.
5. Receive the report from the Committee and submit the report within 72 hrs. to University; issue the appointment letter to the recommended candidates.
6. Fill up the Teacher approval form, Forward Copy of Appointment letter, teacher approval form, selection committee report and copy of advertisement to the University within one month of joining.

C. LOCAL SELECTION COMMITTEE (INSTITUTE LEVEL):

1. If vacancies are not filled by above procedure then candidates are selected as follows.
2. Vacancy is communicated orally.
3. Receive the applications, scrutinize the applications as per requirement
4. Arrange the interviews of suitable candidates.



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5. Inform candidates regarding Interview Schedule telephonically
6. Conduct Interview & recommend suitable candidates.
7. Issue the appointment letter to the recommended candidates.

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**POLICY DOCUMENT FOR PURCHASE OF EQUIPMENTS,
CHEMICALS, FURNITURE, BOOKS AND SUCH OTHER ITEMS**

Objective:

To purchase goods and services as per departmental needs.

Policy:

1. Receive the requirement from the concern staff / Department for the Purchase of Material.
2. Prepare proposal and submit to Management for approval.
3. Call the Quotations from at least 2 / 3 Suppliers from list of approved suppliers
4. Prepare the comparative statement as per evaluation criteria.
5. The Supplier as per above criteria shall be treated as approved supplier who has awarded purchase order / Work order for respective Academic Year
6. Submit comparative statement as per above criteria take approval from higher Authorities
7. Prepare the Purchase Order with information of Supplier, Material Ordered, Quantity, Cost, and expected delivery date and payment terms.
8. In case of any advance amount to be released, prepare the cheque of that amount and get approved from Principal & Management.
9. Issue the advance amount Cheque to Supplier.
10. Receive the material along with the challan and Invoice.
11. Verify the material for quantity and defects against the Purchase Order.
12. Update the Inward Register for the material received.



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13. Prepare verification and certification report and attach the supplier's bills and challans and submit it to Management for approval.
14. After approval from Management Forward the Challan and Invoice to Accounts section for preparing cheque for the amount to be issued to supplier.
15. Issue the cheque to Supplier and take a sign of person receiving the cheque on voucher.
16. Principal is authorized to sanction purchase upto amount of Rs. 5000/-

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POLICY DOCUMENT FOR FINANCIAL ASSISTANCE TO FACULTY

Aim:

1. To promote faculty for publishing research papers and poster presentations in national and international seminars.
2. To support the faculty for attending workshops/FDP for extension of teaching- learning activities to benefit the students.
3. To encourage faculty to broaden their research activities.

Policy:

1. To benefit the financial assistance, faculty shall apply in advance with the relevant program documents.
2. The academic and administrative workload shall be adjusted before applying for the same.
3. The fulltime faculty of the institute is provided with the financial assistance for attending seminars / workshops/FDP etc. (Only TA and Registration fees for the said event shall be paid).
4. There shall not be any DA paid to faculty for attending such program, instead the duty leave shall be granted for the said period of program.
5. In case the event is local i.e. within 30 km from college premises, only registration fees (No TA) for the event shall be granted.
6. The payment shall be made to faculty, only on producing valid receipts of the registration fees and TA forms along with application of the staff sanctioned by principal.
7. The faculty receiving research patent shall be granted up to 50% of fees as a financial assistance for the same, on producing relevant receipts sanctioned by principal.
8. The principal reserves right to change any of the above clauses at any time without intimation.

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POLICY DOCUMENT FOR e-GOVERNANCE

Aim:

1. To implement e-governance in various departmental operations for effective functioning.
2. To minimize human errors with the use of various automated softwares.
3. To enhance ease and working productivity with the use different softwares.
4. To promote paperless working as a part of 'Go-Green Initiative'.

Policy:

The institute shall be adhered to implement e-Governance in its day to day work, in following areas of operations:

1. Admissions:

The admission process shall be conducted through online mode. The sufficient e-facilities shall be provided to students and concerned staff. Also all information regarding admission process shall be published on website. The government websites as prescribed by admission authorities shall be effectively used for admission process.

2. Accounting:

For ease of working and to avoid human errors, the software Tally shall be used as a tool for automated accounting. The ERP software shall be used to generate fee receipts.

3. Student Support:

The Grievance Redressal mechanism and process shall be made available online to students. The online facility for students through ERP shall be made available, to apply for the number of documents like bonafied certificate, fee structure etc. The notice board shall be made available online through ERP sytem.



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4. Academics:

The use of ERP system shall be made in various academic activities like student attendance, student mentoring, timetables, academic planning, faculty workload assignments, various committee meetings etc.

5. Examination:

The 'Online Examination Portal' of university shall be used for various examination activities like examination form filling, application for photocopy and revaluation, downloading hall tickets, online question paper delivery, result display etc.

The ERP software shall be used in internal examination activities like generating question papers, result analysis and conducting examination in the form of online MCQs, wherever necessary.

6. Library:

The software shall be used in library for book transactions. The e-journals shall be made available for students.

7. Alumni:

The online system through ERP or web portal shall be made available for alumni related activities.

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