

# GOVERNANCE AND ADMINISTRATION



**ISF College of Pharmacy,**

**FUNCTIONS OF PROFESSOR IN-CHARGE AICTE/PCI/UGC**

- Preparation of SIF forms and compliance report w.r.t. PCI.
- All necessary Communications with Regulatory Authorities,
- Collection and Compilation of all Records/data in the required format.
- Updating documents from time to time.
- Overseeing schedule of inspector's visit and to make all arrangements related to the visit of the expert(s)/inspector(s) including keeping documents ready in consultation with the Chairman and with the help of the Principal/Director.
- To regularly check the websites of AICTE/PCI/PTU/UGC and to inform Principal about same.
- Filling and submitting application(s) for extension of approval/introduction of new courses/increase in intake every year well before the last date and submit to concerned agencies after consulting Principal.
- Co – ordinating with various departments regarding deficiencies as per norms and communicating the same to Director/Principal well in advance.

**FUNCTIONS OF PROFESSOR IN-CHARGE FEED BACK**

- To get feedback on the prescribed Performa from the students and its compilation (Twice in a semester).
- To get feedback from parents and its compilation (Once in a semester).
- Feedback form from Companies regarding Placements (Once in a year).
- To get feedback from Alumni and its compilation (Once in a year).
- To collect feedback from suggestion boxes across college and hostel.
- Summative assessment reports of all feedback(s) should be submitted to Principal for review and necessary action during feedback monitoring meeting every trimester.
- Devising and updation of required feedback forms from time to time.

**FUNCTIONS OF DEAN, STUDENT AFFAIRS/CLASS ADVISORS**

- Collection and maintenance of students record like Reg. form, Bio-data, certificates etc.
- To collect compiled feedback data from professor in charge feedback and report to Principal for necessary measures.
- Students' co-curricular activities. (Sports, NSS, Blood Donation, Environment day, English speaking/ Personality development workshops etc.)
- Maintenance of discipline.

- To provide information to parents regarding attendance and academic record of students.
- Compilation of students' attendance at the end of each semester and forwarding it to college authorities and parents.
- Maintenance of NSS Records for PTU.
- To conduct meetings with students on bimonthly basis and submit report to Principal.

**FUNCTIONS OF PROFESSOR IN-CHARGE NON-TEACHING**

- Non teaching admin in regards to sanction of leave, assignment of duty and any other issue related to them.
- Monitoring of sanction of leave and alternate arrangements to be made in such cases.
- Job allotment to non teaching staff and its monitoring.
- Job monitoring of non teaching staff as per Performa and its reporting to Principal.
- To carry out monthly meeting with Principal on related issues.

**FUNCTIONS OF PROFESSOR IN- CHARGE ALUMNI ASSOCIATION**

- Compilation of old students record.
- Organizing Annual Alumni Meet and General Body Meeting.
- Registration of New Entrants as Student Members.
- Record Keeping of Alumni information.
- Felicitation of students' and alumni members for their achievements.
- Maintenance of records.
- Establishment of mechanism for the live interaction with alumni through telephone, e mails and social networking sites like facebook.
- To create and monitor facebook account of the college, adding current students and alumni to this on a regular basis and updating our achievements and information's through the same.
- Collection of Alumni feedback as per requirement of NBA and its follow up in consultation with Principal.
- Collection of information of available vacancies/job opportunities at alumni's organization and timely sharing of the same with placement cell.

**FUNCTIONS OF PROFESSOR IN-CHARGE HOSTELS**

- To carry out routine inspection of hostels to ensure smooth functioning.
- To get regular feedback from students and warden and report to Principal, if necessary.
- Monitoring of yearly registration, room allotment and fee submission by hostlers.
- To organize hostel level events on a regular basis.
- To constitute 'Mess Committee' on rotation basis and quality control in mess/canteen.
- Preparation of Gate Pass for hostlers & Issue of Gate Pass.
- Maintenance of hostel assets records room wise.
- Maintenance of room wise records of students.
- Leave Record of Hostlers.
- To resolve any hostel related issue.
- To provide Medical assistance, if required.
- To carry out monthly meeting with Principal on related issues.

**FUNCTIONS OF PROFESSOR IN-CHARGE INTERNAL EXAMINATION**

- Preparation of the Date Sheet and its notification related to the Internal Examinations.
- Coordination for Question Papers.
- Conduct of Practical Examinations.
- Planning and Announcement of Supervision duties,
- Planning for the Conduct of Examination,
- To monitor Assessment and Maintenance of Records
- Timely display of syllabus and eligibility list for internal examinations as per academic calendar.
- Dispatch of internal sessional marks and attendance list to parents as per schedule.
- Maintenance of the answer scripts of all semesters for three years.
- Supply of all Question papers to the Library,
- Dealing with UFM Cases.
- All Internal examination related issues.
- Completion of Data as per AICTE / PCI norms.

- Data feeding at PTU Website.
- Display of detained list and to take necessary actions for that.
- To carry out meeting with Principal within 7 days of completion of Sessional examination.

**FUNCTIONS OF PROFESSOR IN-CHARGE EXTERNAL EXAMINATION**

- To co-ordinate with Examination section of Punjab Technical University.
- To see that the examination forms are submitted online in time.
- To see that the examination fee is collected from the students and sent to PTU.
- To check the Date sheets with the syllabus, examination plan and students appearing from ISFCP.
- To see that Admit Cards, Seating Arrangement, Supervision Duties and Coordination w.r.t Question Papers are planned properly.
- Planning and Announcement of Supervision duties,
- Planning for the Conduct of Examination,
- Supply of all Question papers to the Library,
- Dealing with UFM Cases.
- To arrange for Central Assessment and Maintenance of Records.
- Receiving of papers from PTU & Assign examiners accordingly.
- Preparation & maintenance of Result Sheets as per AICTE / PCI.
- Display of detained list and to take necessary actions for that.
- To communicate with university in case of any problem related to conduct of exam or of students.
- Regular updation of rules and regulation to Principal.
- To carry out meetings 10 days prior to start and 7 days after completion of exams with Principal.

**FUNCTIONS OF PROFESSOR IN- CHARGE RESEARCH & CONSULTANCY**

- Regular review of Research Projects (Minor Research Projects and Funded Projects)
- Promotion of Consultancy & Collaboration by arranging regular meeting with the Industry & other Institutes,
- Record keeping of Research & Consultancy details (Ph.D. Students & Faculty Members).

- To explore possibilities of industrial collaboration and inform the same to IIPC.
- Regular review of Govt. funding agencies for various schemes /calls and related opportunities and information sharing with Principal.

**FUNCTIONS OF PROFESSOR IN-CHARGE U.G. TEACHING/DIPLOMA/PHARM D.**

- Completion of student record as per AICTE/PCI (Attendance, Results, Internal Assessment).
- Submission of course plan & lesson plan details from allotted faculty.
- Trimonthly monitoring of the same & follow up in consultation with Director, Academics and Principal.
- Distribution, collection and monthly monitoring meetings w.r.t. class monitoring Performa.
- Execution and follow up of alternate class arrangements in case of leave.
- Daily supervision of practical lab. & Theory classes.
- Practical Record availability
- Planning & announcement of External Viva.
- To compile Attendance information & provide detained candidates list to the Internal exam in-charge and External exam in-charge.
- To co-ordinate with class advisors for all related issues.

**FUNCTIONS OF PROFESSOR IN-CHARGE PTU/ PSBTE**

- Reply to all correspondence related to PTU/ PSBTE.
- Daily Check up of PTU/PSBTE website and reporting to Principal.
- To provide Scholarship/ Fellowship information to the students and follow up.
- To get information and necessary follow up of funding schemes of PTU/PSBTE and reporting to Principal.

**FUNCTIONS OF PROFESSOR IN- CHARGE PLACEMENT & TRAINING – TPO**

- Correspondence for Placement & training of UG & PG students,
- Conduct orientation sessions & video conferencing for industry experts for development of students in terms of employability skills.
- Placement details monitoring (on-campus & off-campus).
- To identify individual student skill/interest as per sector and mould them accordingly relevant exposure in focused manner.
- Regular display of recruitments available.

- Communicating all placements to website admin.
- Arrangements of lectures on career, opportunities for Pharmacists.
- Preparing students for Interview by Mock rounds, organizing campus interview,
- Record keeping of relevant documents & Information.
- Record keeping of students appearing for outside competitive exams other than GPAT (i.e. CAT, GMAT, GRE, TOEFL, IELTS, UPSC, GPSC, etc.)
- To organize industrial tours for students.

**FUNCTIONS OF PROFESSOR IN- CHARGE GPAT PROMOTION CELL**

- Gathering of information about other competitive exams like NIPER/IIT/NET etc and sharing with students.
- Selection of Committee member and revision of committee composition every semester, if required.
- To arrange meetings about GPAT information and guidance starting from the first year students.
- Arrangements for extra classes interaction of students with teachers.
- Syllabus division for Pre-GPAT exams.
- Collection of Forms from Interested students.
- Conduction of Regular **Weekly/Monthly / Bi-monthly** exams.
- Record keeping of all question papers & GPAT score/rank of the students.
- To carry out bimonthly meeting with Principal on all related issues.

**FUNCTIONS OF PROFESSOR IN-CHARGE PROJECT GUIDE (UG)**

- Allocation of Guides (for UG only).
- To monitor the projects from time to time and completion of progress monthly.
- Collection of Project Thesis (Hard Copy & Soft copy) from each student at the end of Project for keeping in the Library.
- Compilation of Project Details.
- Organizing Poster competition for students on projects.
- To prepare date sheet for presentations.
- To monitor incorporation of suggestions from experts before final submission.

**FUNCTIONS OF PROFESSOR IN-CHARGE IT (WEBSITE DEVELOPMENT AND CHALK PAD)**

- Revision of website on regular basis.
- Monitoring of Dynamic Modules, New student Profile approvals, Student Promotion, Student to Alumni Transfer, Faculty profiles, Student update, Alumni Update, Marquee & News detail for Upcoming events etc.
- Course updating on the website, Issues related to dynamic and static website.
- Distribution of Login and Password to students. All issues related to website of the College.
- Upload of mandatory disclosure (after six month) in coordination with Prof. in charge AICTE/PCI and Principal.
- Modification and amendments in the s/w as per needs of institute (Academic/Admin).
- All issues regarding smooth functioning and maintenance of Chalk Pad.

**FUNCTIONS OF PROFESSOR IN- CHARGE STUDENT WELFARE AND CULTURAL ACTIVITIES**

- Co-ordination of Student Welfare activity at University level (Sports, Ramzat, Inter-institute competitions, etc).
- Organization of Foundation Day, National Pharmacy Week Programme / Record Keeping of all the relevant documents, AIDS Day, Teachers Day etc.
- Screening of students for Inter-institute participation where numbers are restricted.
- To encourage students participation in co-curricular activities
- Intimation to students about activities, approval to UG students for participation in Conference/workshop/Students representation in all the events outside the Institute.
- To carry out bi monthly meeting with Principal on related issues.

**FUNCTIONS OF PROFESSOR IN- CHARGE ANTI-RAGGING**

- Collection of Undertaking forms from the Students.
- Surprised rounds in Institute, Hostels, and Canteens specially during Lunch time and evening.
- Organizing Anti-Ragging Poster Competition.
- Awareness about ragging.
- Record keeping of any Ragging Activity report & action taken.

**FUNCTIONS OF PROFESSOR IN- CHARGE COMPUTER DEPARTMENT**

- Maintaining the Computer Lab. for conducting UG classes.
- Networking of all computers and its maintenance.
- Maintain of record register no. of computer, printer, multimedia PC, projector & other audio visual aids on the campus.
- Display systems through computer (Classroom, Audio, LCD)
- Procurement of requirement regarding PC, parts or any other IT items and collection of quotations for their requirement.
- Chalkpad maintenance in consultation with in-charge

**FUNCTIONS OF PROFESSOR IN- CHARGE LIBRARY**

- Record Maintenance of Books and Periodicals available.
- Purchase of New books, Periodicals, Online Journal Subscription (as per Budget allocation).
- Maintenance of Photos of all events, Collection of Hard Copy & Soft Copy (in Required Format) of Publication, Presentation, Thesis (UG,PG,PhD), Exam Papers, Proceedings of Seminar/Conference etc.

**FUNCTIONS OF PROFESSOR IN-CHARGE ADMISSION**

- To plan and execute 'Awareness Programs" and inter school events for student's orientation towards pharmacy courses.
- To see that the announcement of Admission to all the courses is made well in time.
- Preparations of application form Information brochure/prospectus.
- To prepare Merit lists.
- To plan for Counseling Process Co-ordination and data maintenance.
- To deal with all the admission related issues.
- To prepare yearly action plan on counseling, admission related activities and to co-ordinate accordingly.

**FUNCTIONS OF PROFESSOR IN- CHARGE - PURCHASE COMMITTEE**

- Budget Preparation for the financial year in coordination with the Chairman
- Coordination of Purchase Process of Equipment and Chemicals (Inquiry, purchase & installation of the equipment)

- Utilization & Status of Purchase (Equipment as well as all other budget heads) by Regular monthly meeting with HODs.
- Maintenance of records of chemicals and equipments of institute as per PCI & AICTE format.
- Record maintenance of equipment/chemicals purchased under funded research projects by respective PI.

**FUNCTIONS OF PROFESSOR IN-CHARGE ORIENTATION PROGRAMME, PERSONALITY DEVELOPMENT PROGRAMME, TIME TABLE & ACADEMIC CALENDAR**

- Organizing orientation Programme for the New Entrants and Existing Students.
- Arrangements for medical examination of all the new entrants.
- Preparation of Informational Booklet for new entrants.
- Allotment of Faculty Counselors to new entrants. Preparation of Time Table and Academic Calendar one month before the commencement of the next semester.
- Record keeping of all time tables and academic calendars and work load of each teacher as per AICTE/PCI norms.
- Display of time table on Notice Board.

**FUNCTIONS OF PROFESSOR IN-CHARGE PUBLICATION OF RESEARCH PAPERS /PATENTS/PHARMA ASPIRE**

- Collection of data regarding participation in International/National conferences /Seminars /Workshops by faculty and students separately.
- Record maintenance as per format of regulatory agencies.
- Preparing the College news letter.
- Collecting the data regarding publications in national and international journals from the faculty.
- Publication of Pharma Aspire.
- Collection of information about various Calls and Schemes of funding by Govt. agencies and inform to all faculty about the same.

**FUNCTIONS OF PROFESSOR IN-CHARGE PG TEACHING & RESEARCH**

- Preparation of M. Pharm Students' list, Department wise
- Preparation of M. Pharm Time-Table (I & II year)
- Maintenance of attendance & preparation of 'detained candidates' list.
- Conduct of classes & practical.

- Regular visit to Practical classes.
- Allotment of guide & projects.
- Conduct of Approval presentation, Mid-Term presentation & pre-submission presentation.
- Maintenance of records of presentation & implementation.
- To provide information of projects from funding agencies (AICTE, DBT, DST, UGC, CSIR, DRDO, ICMR etc.) to the students.
- Maintenance of records regarding funded projects.
- Maintenance of record regarding 'PG students' outside training.
- To co-ordinate with external experts/industry experts for attending topic selection and pre-submission meeting online/personally.

**FUNCTIONS OF PROFESSOR IN-CHARGE ANIMAL HOUSE INCHARGE**

- Monitoring of Animal House and other related facilities.
- Procurement of sufficient Animals & its food as per Project/Experiments approved by IAEC.
- Compilation of Form-B from all Guides as per Rules & Regulations of IAEC
- Arrangement of Internal scrutiny and presentations before forwarding to CPSCEA
- To forward to CPSCEA the protocols, Organizing IAEC meeting and all related
- Correspondence regarding all issues related to CPSCEA
- Record keeping (i.e. Animal quantity, usage, Log book) as per IAEC guidelines.
- Co-ordination with Veterinary Doctor (identification, assistance in appointment order, Remuneration bill approval as per visit).
- All animal house related issues.

**FUNCTIONS OF PROFESSOR IN- CHARGE FOR CONDUCT OF FACULTY MEETING**

- Organizing Meeting (All Professor in Charge & chairman) on monthly basis, Circulation of Minutes of Meeting within One week. Preparing the agenda for faculty meeting.
- Organizing HOD meeting fortnightly and Circulation of agenda and preparation of minutes of the meeting.
- Submission of MOM within one week of meeting to Chairman.

**FUNCTIONS OF PROFESSOR IN-CHARGE IIPC & Ph.D.**

- To take initiative for industrial collaborations & MOU thereafter.
- To take initiative for industrial research.
- Conduct of PG Diploma Courses through IIP Cell.
- Conduct of course work, preparation of timetable, Internal examination etc for PG Diploma course.
- To co-ordinate all professional activities of the college.
- To establish Technology Business Incubation unit.

**FUNCTIONS OF PROFESSOR IN-CHARGE ISFAL**

- Establishment, Management and Maintenance of ISFAL as per regulatory requirements.
- Establishment of ISFAL including developing various SOPs and documentation required for approved lab.
- To ensure implementation of Good Laboratory Practices & Good Documentation Practices in ISFAL.
- Management & Approval of SOPs, Protocols and other documents for various testing equipments of ISFAL.
- Check on Calibration & Validation of various Equipments.
- To ensure that the analysis is done in time for the incoming materials and samples and results are reported to the customer.
- To provide periodic training / guidance to Analysts/Trainees to improve their performance & efficiency to work in ISFAL.
- To ensure operation, upkeep, qualification, calibration & maintenance of analytical instruments of ISFAL.
- To lead Quality Control lab related inspections, audits and assessments on Quality, Safety etc.
- Promotions and Marketing of ISFAL.
- Approaches for Interactive collaboration with Pharma. Industry for commercial testing of raw materials/pharmaceuticals, APIs & formulations at ISFAL.
- Regular Reporting of the activities Chief Coordinator of ISFAL.

**FUNCTIONS OF PROFESSOR IN-CHARGE CONFERENCES, SEMINARS, WORKSHOPS, VISITING FACULTY**

- Record of Speakers / Conference / Workshops organized at ISFCP in last few years.
- Audio-Video recording/ Abstract & Presentation / One page write up of Speakers along with their CVs / Photographs.
- Identifying & inviting the expert faculty and organizing the event at ISFCP.

- Lectures related Notice and its circulation through professor In-charge.
- Institutional visit of the Guests/ invited speakers.
- Arrangement of TA/ DA & Felicitation of the Speakers.

**FUNCTIONS OF PROFESSOR IN-CHARGE SOPHISTICATED ANALYTICAL INSTRUMENTS CELL**

- Regular review of the plan for usage of sophisticated analytical instruments available at ISFCP, Moga.
- To ensure proper maintenance of the instruments.
- To control and minimize the misuse of instrumental facilities.
- To ensure proper use of log books of the analytical instruments.

**FUNCTIONS OF PROFESSOR IN-CHARGE TEACHER – GUARDIAN SCHEME**

- To coordinate and collect all faculty w.r.t. submission of TGS forms by faculty members within 7 days duration after every sessional exam.
- To conduct TGS – Monitoring meeting with Principal on 10<sup>th</sup> day after every sessional exam and to submit report of the same.

**Role of TGS:**

- Teacher guardian will maintain all the records of students, such as attendance, sessional marks, achievements, extracurricular activities, disciplinary action etc.
- TG will do all the follow up regarding attendance of students under his supervision.
- TG will monitor academic performance of students.
- TG will send letters regarding academic performance and attendance to Exam Department and Dean Student affairs within ten days of completion each sessional.
- TG will maintain the address and phone numbers of parents of their students.
- TG shall try to improve the poor performance of the students through counselling.
- TG will try to solve the domestic problems of students.
- The approval from TG is mandatory to appear for placement interview.
- In case of any serious problem, TG should report to the Principal immediately.

**FUNCTIONS OF PROFESSOR IN-CHARGE WOMEN REDRESSAL COMMITTEE**

- Women Redressal committee will handle all issues related to girl students of the college Vis. Academic, Co & Extracurricular, their stay at hostel and outside etc.
- To conduct bimonthly meeting with girls regarding their performance, activities and problems if any and report about this to Principal.
- To discuss and solve related issues as per direction of Principal.
- To maintain address and phone numbers of the Girl students and their parents/Guardians.
- In case of any serious problem, In-charge should report to the Principal immediately.

## **HUMAN RESOURCE**

### **PLANNING**

#### **Human Resource Planning**

- The Principal shall assess in the month of April every year the staff requirement for the subsequent academic year.
- He will obtain the staff requirement lists from all the heads of the department and arrive at the number of faculty members and administrative staff required with the following guidelines in mind.
- The teacher student ratio shall be 1:15 and for this purpose the Professor shall also be included in counting the number of teachers.
- Principal will appoint a selection committee for recruitment in each discipline, composed of the HOD, one senior staff member and the Department's Advisors/Experts. University experts will be taken as per University norms.
- Recruitment
- The selection committee shall prepare a job description and job specification for the candidates to be recruited.
- The committee shall augment candidature in a ratio of 1:3 for every position to be filled, from any or all of the following sources:
  - Advertisement in the Newspaper
  - Files maintained for storing the unsolicited applications
  - Internet and e-mail.
- The committee deems it fit, may also conduct walk in interviews for augmenting the required candidates.
- The committee shall short list the candidates personal Interviews
- The committee shall finalize the short listed candidates and submit their recommendation along with the Personal Data sheets of the candidates and MOM to the Principal who in turn decides the appointment and seeks management approval.
- An offer of Appointment shall be released by the Principal/Chairman.
- Qualifications will be followed as per AICTE and ISFC norms.

**Assistant Professor:** 1st Div. in M.Pharm from AICTE & PCI recognized institute.

**Associate Professor:** Ph.D. with 1<sup>st</sup> Div. in M.Pharm with three years teaching/industry/research experience

**Professor:** Ph.D. with 1<sup>st</sup> Div. in M.Pharm with ten years teaching/industry/research experience or M.Pharm from Industry/Profession with minimum ten years of research experience is eligible for appointment as Professor.

#### **Certificates (Deposit/Return)**

All staff members will submit original certificates, Experience letters and Documents for verification. Original certificates will be returned along with record of service/salary certificate after verification and the attested photo copies will be retained.

Soft copies of all such documents in two sets should be submitted through e-mail to Principal at principal@isfcp.org.

**Documents to be submitted at the time of joining:**

1. Recent passport size photograph (6).
2. Detailed Bio data
3. Previous Experience Letter
4. Mark sheets/Certificates
5. First page of previous publications/patents
6. PAN Card.
7. Driving License
8. Voter ID/ Passport
9. Pharmacist Registration Certificate.

**Orientation and Induction of New Faculty Member:**

- Every teacher appointed in the College shall be given a brief introduction about the College by the Principal or his nominee on the day of his/her joining.
- The HOD will explain his/her responsibilities academic, examination system, related documentation, work load, performance appraisal, dress code etc. She/he should be informed specifically about the subjects allotted and syllabus. If some reference books are needed, she/he may be advised to get issued from library. A person from the department concerned may introduce him/her to Library.
- The Principal shall take/send him/her to the department of his/her work and introduced to the Head of the Department.
- The HOD will give a brief introduction of the department and will introduce the new incumbent to all the teaching and non-teaching members of his team.
- The Principal shall let him/her know the expectation of management, strengths, and weaknesses and achievements of college. Vision Mission and Goals of college. In case of a senior faculty, Principal will also arrange his/her meeting with chairman.
- HOD will also take him/her on a tour of the campus, explaining him/her the various codes of conduct observed in availing the facilities in the college.
- The HOD will also ensure that all the registration formalities, including submission of joining report etc. by obtaining the assistance of the Office team.
- The HOD will introduce the new faculty member in the first class he/she is going to handle in every section of his assignment.
- The Administrative Officer (AO) shall introduce new faculty to office and accounts staff and explain him the system of payment, deductions and leave approval procedure. AO will also organize ID card of the person. A will also instruct web administrator to prepare a college mail ID. AO will explain rules & regulations of the college and assist him/her in case of any clarification. AO will do all necessary formalities like issue of Appointment Letter, Joining Report, attestation & collection of documents regarding his/her qualification, past experiences and other professional activities along with his/her latest CV and six passport size photographs. AO will also introduce new faculty member to Chalk-Pad coordinator for his inclusion and required details.
- The Chalk-Pad coordinator will introduce him to the system and make him/her familiarize with the online system through Chalk-Pad.

**GUIDELINES ABOUT GENERAL LEAVES**

1. Leave Sanction Authority for Principal, Director, Director (PG Studies) and Director (Herbal Research) will be Chairman. For rest of teaching and non-teaching staff, Principal will be the authority for the same.
2. HOD and Associated HOD will not be entitled for leave in same duration. Presence of atleast one of them should be ensured for smooth functioning of all departments.
3. There will be 20 general leaves (GL) in one academic year (July to June) for regular faculty members. GL will include casual and sick leaves.
4. Total no of GL available will be counted on quarterly basis. No advance GL will be given, if no balance GL remains Available leave will be treated as LWP.
5. During probation period, leave will be given on pro data basis i.e. maximum 1 GL after service of every month.
6. List of holidays in accordance with PTU will be announced well in advance at the start of academic session and will be applicable for the period.
7. The leave admissible under this shall be exclusive of all holidays declared by PTU. In the event of change in date(s) of the holiday(s) announced by PTU through the media, then the college shall automatically observe the subject holiday(s) accordingly by informing in advance through internal circular.
8. Faculty members going on leave must arrange for the adjustment of their lectures, research guidance of PG/Ph.D. students, committee, departmental activity and other responsibilities and mention the same on application form and on Chalk Pad. Concerned HOD/Academic I/C will make sure to check and follow such alternate arrangements during the leave period. Substitute faculty, who has taken responsibility in case of absence of applicant will not be entitled for leave in the said duration.
9. Irrespective of no. of leaves taken, total no. of classes (theory and practical) taken by concerned faculty should be strictly as per norms of regulatory bodies. In case of lesser classes, faculty will conduct extra classes beyond the time table to ensure fulfillment of norms.
10. The faculty members availing leave will mention his/her address and contact numbers during the leave period.
11. Informing on phone should be strictly avoided unless and until it is very urgent. All such cases shall be sent to Principal for final decision.
12. Before availing GL, application should be duly forwarded by concerned HOD and Academic I/C and approved by the Principal at least two days before the date of leave required.
13. Those who are in examination duty and wish to take leave shall also get forward their application through Exam Superintendent and duly approved by the Principal.
14. Prior sanction of the leave (on paper and through Chalk Pad) is must and any unapproved absence will lead to deduction of double the leaves from the balance GL of respective faculty. Such leaves will be marked as leave without pay (LWP).  
Faculty member has to report Principal prior to joining the duty on subsequent working day otherwise he will be treated absent. After allotted balance of 20 days for GL, salary of single day will be deducted for each of next 5 approved LWP. After which, salary equal to two days will be deducted up to next 5 LWP.
15. A Show-cause notice will be issued upon availing 10 such LWP and suitable action will be taken by the management on unsatisfactory reply.

16. If any member avails any leave immediately before and after the declared holidays/Vacation, the leaves of the holidays/vacation, the leaves of the holidays/vacations will be counted as his/her GL.
17. The timing for half day leave will be 9.00 am to 1.00 pm for early half and 1.00 pm to 5.00 pm for later half. Half day leave should also be duly approved as per procedure laid down for GL.
18. In calculating leave, fraction of leave of less than or equal to half a day shall be treated as half day's leave.
19. In special cases, all teaching /non-teaching staff members should submit a 'Gate Pass' duly signed by Principal to security officer if leaving campus early or for a short time. Report shall be sent to Principal by security officer of person failing to do it. Such activities will not be considered on a regular basis.
20. Staff member are expected to come and leave the campus as per decided schedule and timings. Early leaving and late coming for 5 days will lead to deduction of one GL from the balance.
21. GL, which is not consumed by staff members in one academic year will be encashed at the end on 2:1 basis i.e. payment equals to salary of one end will be additionally given against 2 unconsumed GL to that employee.
22. Staff members are expected not to take more leaves during ongoing session smooth functioning. It will be appreciated if non academic period is utilized for availing leave.
23. Compensatory leave will be given time to time to the staff members if they will be called for activities like admission campaigning and any other work of institute's interest. HOD's/event organizing team/respective co-ordinator will forward names of faculty members involved to Principal within 7 days of completion. Final decision will be taken by Principal/Management in such cases. On duty assignments for first day on holiday/vacation will not be accounted for compensatory leave.
24. No compensatory leave will be give for the purpose of Inspection by regulatory bodies. All faculty members must ensure their presence during the same as per requirement.
25. Project Research Fellows will be admissible to no. of leaves as per rules of funding agency on quarterly basis.
26. The unavailed leave shall not be taken into consideration in computing the period of any notice required to be given before discharge or dismissed.
27. A Show-cause will be issued upon absence of 7 days or more without prior information and approval and if not replied by the staff member within next 7 days, services will be terminated, without prejudice to any reasons what so ever. Such period will not included in his served duration also.
28. The Management reserves the right to call back any member from leave if so required balance GL, not availed due to this will be adjusted accordingly.
29. In case of any medical emergency/special circumstances, Management Committee will take the final decision on application by staff member.
30. The Management reserves the right to relax any of the rules stated above in interest of the college on a case to case basis. Such considerations should not referenced in future by any other staff member. Decision of Principal in consultation with Management will be final in case of any dispute.

**GUIDELINES ABOUT SUMMER/WINTER VACATIONS**

The conditions to be followed with reference to summer/winter vacations to teaching staff members are as follows.

1. A faculty member is eligible to avail summer/winter vacation only after completion of at least 6 months service immediately prior to the applied vacation.
2. Faculty members will be entitled of 25% and 50% of the total days of such vacations in normal circumstances, if he had completed more than 4 and 5 month of service respectively. First summer/Winter vacation will not be approved if service period will be less than 4 months.
3. The vacation period for summer and winter will be 20 days and 10 days respectively in one stretch including intermediate Sundays/holidays. However Sunday/holidays prefixed or suffixed to vacation will not be counted.
4. Summer and winter vacations will be taken in stipulated time period (in two slots) only as decided by Principal. No individual adjustments will be approved.
5. Summer and winter vacations cannot be taken in parts.
6. Summer and winter vacations will not be accumulated. However faculty members retained during these vacations for purpose of college's interest. will be adjusted accordingly. Respective faculty members have to get it sanctioned well in advance by Principal.
7. Applications for summer and winter vacations will be forwarded through HOD & Exam Superintendent at least 15 days before the commencement of leave period and duly approved by Principal.
8. Concerned HOD will ensure that about 50% faculty is present in department during each slot. In special circumstances, HOD will consult Principal in advance.
9. Leave without information and prior approval, suffixed or prefixed to summer/ winter vacations will be treated as LWP. No balance GL/Compensatory leave will be given prefixed/suffixed to Summer/Winter vacations.
10. The period and duration of vacations may alter as per direction of Management. In case of any changes, Principal will circulate the same among faculty members.

**GUIDELINES FOR ATTENDING CONFERENCE /SEMINAR /WORKSHOPS/ SDP/SUMMER OR WINTER SCHOOLS**

The no. of on-duty leaves maximally admissible under different categories for teaching staff members are as follows:

S.No.	Max. no. of days admissible	Category
1	5 Days/Year	Paper/Poster presentation at abroad
2	3 Days/Year	Paper/Poster presentation in india
3	3 Days/Year	For PH.D. Thesis viva-voce
4	2 Days/Year	For Guest Lectures
5	2 Days/Semester	To Conduct exams at UG & PG Level
6	15 Days/3 Year	To participate in SDP/ School

- Out of the categories (1-5) stated above, maximum no. of leaves which may be sanctioned/ year will be 6 only for each faculty member. Faculty members are advised to flex their admissibility accordingly. Any other on duty assignments given by College authorities like discussion related to project work etc. will not be included in this limit.
- Faculty members will be allowed to participate in SDP/Summer/Winter School for maximum duration of 15 days once after completion of service for 3 years only.
- Faculty members going to take examinations at UG/PG/Ph.D. level should submit the certificate issued by host institution after the leave within 2 days for final approval.
- Staff members interested in attending any of the event stated above may be permitted provided:-
  1. The leave will be considered only for presenting a paper by oral/poster mode. Leave will not be given in case of participation only.
  2. They should publish at least one paper in previous year with affiliation of ISFCOP.
  3. Their application have been forwarded by HOD and duly approved by Principal well in advance for attending the same. Separate format of application is available with office.
  4. The proceedings of the conference/seminar attended must be deposited with college library.
  5. The applicant faculty will also submit photocopy of cover page of the abstract Book/Proceeding along with abstract/paper published and certificate to incharge, AICTE/PCI/regulatory agencies for record. Final sanction of OD leave for the same will be approved only after that. Refer application format for the same.
  6. Selection of the organizers/Institution/level of the event to be participated should be an important consideration. This should be done in consultation with HOD.

#### **STUDY LEAVE**

1. The teaching staff of the College will be granted leave for advancement of their education in India or abroad.
2. The teacher who is going on leave as aforesaid will have lien on employment,
3. The teacher will sign an agreement with the college specifying the terms and conditions of leave as aforesaid, as determined by the Principal/Chairman on case to case basis.
4. Staff members availing facilities for full time study need to sign agreement with the management to serve the institution for five years (Ph.D.) or three years (M. Pharm or Ph.D. course work), along with sureties.
5. Staff members undergoing part time programs need to sign agreement with the management to serve the institution for One year after obtaining the qualification along with sureties. In case of breach of agreement, staff member has to repay amount equivalent towards on duties or six months' salary whichever is higher, to compensate losses incurred by the management and towards breach of faith.
6. Staff members undergoing part-time programs can have flexi timing and On-Duties. They can't leave the institution during the program tenure and in case of any pre-mature departure; they have to repay the amount as per the stipulation cited above.
7. Higher educational programs need to be completed in stipulated time of two or three years.
8. The management has right to retain/Not retain such candidates during /after completion of such courses.

### **ON-DUTY ASSIGNMENTS**

1. The College can permit any staff member to take special assignments with other colleges or industrial units, for specific period of time or to attend seminars or training programs.
2. The period of absence due to such assignments shall be treated in the following manner:
  - Where the assignment is under arrangement between the college and the other unit, the staff will continue to receive the pay and perquisites from the college.
  - Where the assignment is arranged by the individual faculty member, with terms and conditions defined by him / her with the unit in which the assignment is to be carried on, he/she will not be eligible for the pay and perquisite from the college.
  - Under such circumstances, the Principal/Chairman shall decide the leave, based on current responsibilities and requirements in the college.
  - Where the staff is proceeding on a training programme duly sponsored by the college, the entire period will be treated as on duty and he/she will be eligible for the pay and perquisites as though he has been working in the college during such period.

### **PROMOTIONS/INCREMENT**

#### **Promotion Policy**

Increments will be based on Self-appraisal as per decided format. Minimum 70% should be scored to get an increment. However appraisal score of >90% may be rewarded by an extra increment as decided by Management Committee on case to case basis.

- All promotions shall be considered on the basis of merit-cum-seniority basis from among the staff subject to the following conditions.
- There shall be a vacancy existing at the next higher cadre as per the AICTE prescribed staff pattern and cadre ratio.
- The staff member should have obtained the qualification prescribed by AICTE for the post to be considered.
- The staff member should have completed the years of service as prescribed here under to be considered for the vacant post.
- All decisions on promotions shall be taken up from the month of June every year.

### **RETIREMENTS**

#### **Retirement from Service**

- All teaching and non-teaching staff shall retire on completing the age of superannuation, which is 70 years for teaching and 60 years for non-teaching.
- The College will communicate in writing before date of retirement, as a measure of assistance to the retiring employee.
- The age of superannuation as mentioned above shall not be applicable to the Professors of Emeritus and Special Category appointments.

**Resignation/Termination of employees:**

- During the period of probation an employee may be terminated or he/she can resign giving one month notice through proper channel i.e. Head of the department/Principal or one month's salary in lieu of such notice. Similarly in case of termination employee shall be served one month notice or one month salary lieu of notice.
- After declaration of probation, an employee may be terminated or he can resign giving a month's notice on either side or one month's salary in lieu of such notice.
- 14 Days absence without leave attracts termination of an employee without giving any notice.
- Permanent disability, or any other action, resulting in his / her being unfit for service, the employee may be terminated by serving a notice in advance as per rules mentioned above.
- Resignation during the instruction period will not be accepted. One months notice is required to be given to be relieved in last month of instruction period.
- Balance Leaves will not be accounted in notice period

**DISCIPLINE**

**Code of Conduct for Teachers**

General Ethics for the teachers are given below:

**ETHICAL STANDARDS FOR TEACHERS**

**A Teacher**

Shall live and lead by example in every sphere of conduct particularly to inculcate a culture in students

- to respect parents, teachers, elders
- to express the love of brotherhood to fellow students
- to accept and extend due respect to every religion and social grouping
- to love the nation and commit their endeavors to her progress.

Shall have a sense of belonging to the institution.

Shall assume total dedication to the teaching profession.

Shall always have an urge to excel in professional expertise.

**A Teacher**

Shall wear a respectable attire, befitting the society's expectations.

Shall keep up immaculate personal hygiene at all times.

Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.

Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.

Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling of any sort.

**A Teacher**

Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.

Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.

**A Teacher**

Shall attend to parents as a true representative of the Institution, clarify their doubts with concern and help them understanding the system in a better manner.

Shall confer with them on any special problem pertaining to their wards, assist them in solving the problem and guiding them properly on how and who to approach for further help.

Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the school or of fellow teachers, student or any other member of society:

**A Teacher**

Shall always accept the entity of fellow teachers, honor their sentiments and respect their value system.

Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

**Dress**

- All employees shall be dressed appropriately at all occasions. Uniform where applicable should be worn with pride.
- All employees will wear Identity Cards at College Campus.

**Punctuality**

- All employees shall be punctual to their duties and shall strictly adhere to the College timings. All work/classes/meetings should start and end on time.
- All the employees shall strictly obey the instructions and circulars issued by the authorities from time to time.
- Teachers shall be at the allotted classroom at the schedule time without any exception.
- Every teacher shall take attendance at the beginning of the teaching hour.
- Every teacher shall close the hour punctually at the end of the hour
- A teacher finding a student committing any act of misconduct in the class or in the premises, shall immediately take appropriate action, which shall be taking correctional action fit is within his/her power or reporting the matter to the Principal.
- Every staff member shall attend all the departmental and institutional functions and carry out responsibilities assigned by employing best of their skills and attention. It is mandatory to attend functions on August 15(Independence Day) and January 26(Republic Day).
- Faculties and staff members shall not engage themselves in other activities/businesses, which affect their effective contribution in the department and the college.

- Faculties and Staff members shall not receive gifts of any kind from the students or their parents for any favouritism.

Teachers shall maintain a respectable work conduct in terms of

- Preparation for the particular day's classes, with latest information added to earlier course content.
- Keeping all teaching and material required for conducting the class in an orderly manner.
- Going according to session plan for the day and completing the syllabus for the semester without any backlog.
- Following up assignments and tests given to students, evaluating on time and giving feedback to the students.
- Ensuring the orderly arrangement of class room and its cleanliness with the help of students and the cleaning staff, wherever appropriate.
- Obtaining prior sanction for leave of absence and forewarning the students of such absence as a measure of courtesy.

Teachers shall observe good personal conduct in terms of

- Not using any abusive language towards students, fellow teachers, parents and other members of public.
- Not entering into quarrels, fights or any act of disrespectful nature.
- Not engaging in any activity / business inside the college premises including money lending, canvassing for the sale of any articles or distribution of any commodity.
- Not to affiliate with any political organization, which might cause conflict of interest with the duties of a teacher and the reputation of the institution.
- Faculties shall conform to the ethical standards of a teacher as described in Annexure 1.

### **Discipline**

- Any teacher who is violating the code of conduct defined in this manual will be subjected to appropriate disciplinary action by the Principal/Chairman.
- If a teacher commits an act of misconduct or misdealing or by violating the code of conduct, anyone can report in writing to the Principal.
- The Principal shall hold a preliminary enquiry on the matter, by calling the person on whom the report is given, as quickly as possible and such enquiry shall be held in presence of the complainant.
- If the Principal is satisfied with the facts of the Complaint on such enquiry, he shall proceed with the disciplinary process, depending upon the veracity of such violation.
- He shall proceed with issuing a Show Cause Notice, fully describing the offence and the action proposed to be taken, giving sufficient time for the accused teacher for giving his/her explanation.
- On receipt of the explanation, or after the expiry of the time stipulated for submission of explanation, the Principal shall go through the merit of the explanation and decide on the course of action, which may include a punishment.
- The course of action for disciplining a teacher shall be under the following categories:
  - Memo and Censure.
  - Warning in writing, with recovery of amount, where financial loss is involved in the act.

- Suspension from work without remuneration.
  - Dismissal or discharge from service.
- Where the punishment proposed is in the categories above, the Principal herewith constitute a one/two man court of domestic enquiry to go into details in the presence of the accused, giving fair opportunity to the accused to present his/her case, observing principle of natural justice.
- The Principal shall report the proceeding periodically to the Chairman.

#### **CONSULTANCY, R & D AND TEACHING ASSIGNMENTS**

##### **Behavior**

- No employee should use disrespectful language while speaking. Due respect should be given to the superiors for their position, rank, qualifications and knowledge.
- No employee should indulge in any derogatory loose talk against college, members of management, his or her colleagues, superiors, subordinates or students.
- Gifts: No College employee shall himself accept or permit any member of his family to accept from any person any gift which places him in any form of official obligation.
- Subscriptions: No College employee shall, without obtaining the previous sanction of the Principal, ask for or accept or in any way participate in the raising of any subscription or other pecuniary assistance in pursuance of any object whatsoever except for routine farewell and felicitation functions connected with the college.
- All employees are expected to deal kindly with the students within the framework of rules and without sacrificing discipline. Any action on the part of any employee, whether teachers or supporting staff members or members of the ministerial staff, which results in obstruction in the normal work and or puts the administration / management in an embarrassing situation or causes tarnishing of the image of the college in the eyes of the University or general public, shall be seriously dealt with.
- It shall be the duty of every one of the employees to honour the confidence reposed in him by the college and not to divulge any information obtained by him in the course of his official duties to any unauthorized person or to make any improper use thereof. An employee connected with examination work is specially required to be very cautious in the observance of this rule and should not under any circumstances divulge any information that passes through his hands in the discharge of his duties, to unauthorized persons.
- College employees shall not either in any document published by them or in any communication made by them to the Press or in any public criticism of the college administration. In such manner as is repugnant to the dignity of the college employee and causes embarrassment to the administration in its relations with its staff or the students of the College or the University or the government or any other agency.
- Faculty and Lab Staff can not use mobile phones during conduct of classes and labs. Phones should not be carried to classes/labs. Even they should not use cell phone in open.

### **Consulting R & D**

- The College encourages its teachers to take consultancy and R & D assignments within Institution, with other institutions or industries, appropriate to the teacher's competence.
- The teacher shall undertake such assignments.
- When the College is approached for such help and the College assigns such engagement to the particular teacher or
- When the teacher himself/herself is approached by the outside agency for such help.
- In either case the teacher shall take up the assignment by obtaining the approval of the Principal in writing.
- The teacher shall avail the administrative and infrastructure facilities available in the college for carrying out his/her assignments.
- The teacher shall also associate other members of the faculty in working on the assignments.
- The teacher shall levy such professional charge on the benefiting agency, however, the charges shall be shared with the college on the following basis.
  - Where it is a project or R & D type assignment, involving the infrastructure facilities and work time, it shall be 60:40 (40% to College).
  - In all other cases like consultancy assignments, it shall be 70:30 (30% to college).
  - Where members of staff are associated in the assignment undertaken by a faculty, the associated staff members shall be paid honorarium by the faculty appropriately, on approval of Principal.
- The Project -coordinator shall utilize the project funds received as per the rules and regulations agreed upon with the funding agencies.
- In order to motivate faculty members for their involvement in quality research, a total sum equals to 10% of the funding utilized for procurement of instruments in the college will be given as "Professional Reward" to the concerned Principal investigator (PI). However Project related workload will not be counted in his calculation of workload in such cases. In case of more than one investigator, the reward will be given in mutually decided ratio amongst the involved faculty members. Such reward will only be given to faculty members working at ISFCP.
- All the assignments related to the R&D should be intimated to the Director, P.G. Studies and Research.

### **Teaching Assignments**

- ☐ The College permits its teachers to take up teaching assignment with other educational institutions subject to the conditions stipulated in this section.
- ☐ A teacher, who has been approached for giving guest lecture in other educational institutions, shall make a request to the Principal who will go through the nature of the assignment and approve the same.
- ☐ Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.

### **IN HOUSE R & D AND SEMINARS/ WORKSHOPS**

#### **In – House R & D**

- The College encourages its faculties to undertake department wise R & D activities along with students and other staff members.
- Staff members can submit their proposals through the Principal and can avail budget, towards developing a prototype or model.

#### **Seminars/Workshops**

- The College encourages its faculties to organize AICTE funded Seminars and Workshops for the benefits of fellow teachers and students.
- All HOD's must ensure their presence in all academic presentations/Seminars compulsorily.

### **INCENTIVES - STUDENTS**

#### **Students - Incentives and Rewards**

☑The Management is pleased to announce the following incentives and rewards for students:

- ✓ Students securing 1<sup>st</sup> and 2<sup>nd</sup> Ranks in a semester, Rs.500/- and Rs.300/- Cash awards and additional library tokens (But have to get minimum 80% Marks)
- ✓ For any University Rank holder (Top 3 positions), Rs. 2000/- will be refunded. For others (4-10 positions Rs.1000/- will be refunded.
- ✓ There will be a BEST-OUTGOING STUDENT AWARD.
- ✓ There will be BEST STUDENT AWARD (Department wise).
- ✓ There will be free personality development, entrepreneurship, ethics, and communications skills, computing skills and placement specific programs for students.
- ✓ There will be PAPER PRESENTATION reward.
- ✓ There will be POSTER PRESENTATION reward.
- ✓ There will be free and subsidized add-on skills programme as per industrial requirements.

### **HOSTEL RULES & REGULATIONS**

1. Hostel rooms are equipped with Furniture and Fitments. Students occupying the rooms will duly acknowledge the receipt of items by signing in the Inventory Register. Students will be responsible to hand over the items in their original serviceable conditions to Hostel Authorities while leaving the Hostel at the end of the Academic Session.
2. The college has '*Zero tolerance policy*' against ragging as per instruction of Hon. Supreme Court. Hence ragging, in any form, is strictly prohibited. Any student found guilty may be expelled from the college and/or FIR will be launched against involved student(s).
3. Use/Storage of intoxicants, Liquor, Tobacco, Explosive and Weapons (Knife etc.) by the student in the Hostel premises is strictly prohibited.
4. No outsider is permitted to stay in the hostel.
5. Hostel is "out of bound" for day scholars. If day-scholar is found in any room, the allottee of room is responsible and to be fined appropriately.
6. High pitch music is not allowed in rooms.
7. All residents will hand over duplicate key of room to hostel warden.
8. No student of opposite sex is allowed to enter in boys/girls hostel & vice versa.
9. All hostel residents must report their presence by punching biometric machine installed in hostel between 08:30 am to 09:00 am and 09:00 pm to 09:30 pm daily. Students failing to do so will be fined accordingly.
10. Hostel residents are not allowed to leave the college campus without outgoing gate pass duly signed by hostel warden.
11. Upon return from leave, hostel residents must sign arrival date and time on office copy of gate pass held with warden.
12. The hostel residents not attending classes without sufficient reasons would be expelled from the hostel and the hostel fee would not be refunded in all such cases.
13. College Instructional timings are from 9:30 am to 5:00 pm. During this time students should invariably be in their Classes, Library and/or Labs except those who are permitted to stay in their respective rooms by the Warden due to sickness.
14. Damage/injury to hostel property is a serious offence which will be dealt strictly.
15. The hostel residents shall be responsible for safe custody of their personal belongings including cash & valuables and the College shall not be held responsible for any theft, damage etc.
16. Room/furniture will not be changed once allotted/issued.
17. Students are not permitted to use private electrical appliances like heating rods, heaters etc.. They should not tamper with electrical fittings.
18. Student falling sick or feeling symptoms of sickness should report to the Warden. First Aid is available with the Warden. To facilitate evacuation of a sick student to the Hospital, a stand by vehicle is available in the Hostel.
19. All the electric and water connections must be switched off before leaving the room.
20. Only main entry gate will be used for entry/exit in the hostel.
21. Students residing in the Hostel have to compulsorily join the Mess attached to the Hostel. Indoor Cooking including making of Tea/Coffee in the rooms is strictly prohibited. All hostel residents must follow mess rules and timings. Use of mini LPG/kerosene stove in rooms for self cooking is strictly prohibited.

- 22.** Students are required to dine in the Dining Hall. No student is permitted to take food in their room except those who report sick but with prior permission by the Hostel Warden.
- 23.** Hostel will be allotted to the student for a period of one year and fee for the same will be charged in two installments. Rooms/Seats once allotted will not ordinarily be changed.
- 24.** Hostel fee is non refundable. If the student leaves the hostel in mid session, his/her fees will be forfeited and hostel accommodation will only be considered in upcoming session.
- 25.** All hostel residents shall abide by the rules and regulations as decided by the Management Committee from time to time. In case of any violation or indisciplinary activity, student shall be liable to be removed by the Competent authority.

**GUIDELINES FOR M. PHARM. II YEAR STUDENTS**

Specific Laboratory Notebooks are to be used by all the M. Pharm. II year and Ph.D. students.

- All the research work observations are to be written in the notebook and every experiment is to be signed by the supervisor/co-supervisor daily.
- This practical notebook will be the property of the I.S.F. College of pharmacy and is to be returned by the student either to the supervisor or Director, P.G. studies at the time of final submission. No due certificate in this connection has to be obtained by the student.
- All the norms of the 'Faculty Members' w.r.t. teaching load, leaves etc. will be applicable to M. Pharm. II students. A minimum attendance of 260 days is compulsory.
- Any student or faculty member wish to use the instrument after office hours will need to seek authorization from Principal and return the keys after finishing the job at about pre specified time (Supervisor will include a certificate in the Thesis stating that the student has completed working for 260 working days as per norms).

**Eligibility of the supervisors to guide M.Pharm. II year Students:**

- Teachers with Ph. D. Degree.
  - or
- With M. Pharm having 5-years Teaching experience and 3 years experience as co-supervisor and as co-supervisor and at least 3-research papers in the reputed journals can be allotted 2 M. Pharm. Students.
  - or
- Should be a co-supervisor for at least 3 years and is eligible to guide or co-guide.
  - or
- With M. Pharm. having more than 5-years experience but not adequate research publications can be allotted 1 M. Pharm. student, but to gain experience he/she will have to work with one senior faculty member who will act as co-supervisor.

All the guides and co-guides will have to be available to the students throughout the year and will not leave the students in between the academic session.

All the M. Pharm. Guides as well as the co-guides will also be involved in the teaching and/or practical classes of M.Pharm. 1 year and B. Pharm.

**PRESENTATIONS ( M. Pharm. II year)**

**First presentation:** In the first presentation, Title of the project, literature survey. Detailed programme will be discussed. First Presentation to be held in the last week of September.

A presentation to the college Committee is to be done for the requirement of animals for experimental work before presenting it to the Animal Ethical Committee.

**Second Presentation:**

(a) Prior to the second presentation. The action taken/work done w.r.t. to the deficiencies pointed out in the first presentation will be discussed at the time of second presentation. Second presentation to be held in March next year.

(b) Work done/progress made during the period to be discussed in detail.

**Pre-Thesis submission Presentation:**

The Pre-thesis submission presentations have to be like final exam. Presentations, therefore, should include Introduction, result and Discussion, Experimental, References etc. Pre-Thesis submission Presentations will be held in the first week of June.

Supervisors/Guides should ensure motivation and development of research aptitude among students. Spoon feeding in any form is strictly not recommended.

Taking into consideration the attendance of the students during presentation and teachers in the above mention presentations, following points are to taken into consideration.

- (i) Attendance of all the teachers, research scholars and M. Pharm. Students of particular discipline are compulsory.
- (ii) During the presentation i.e. 6-days for 6-programmes of M. Pharm. 1 year teaching of that branch will not be there.

**Allotment of Guides/ Co-guides:**

No dues certificates submission is compulsory prior to allotment of Guides / Co-guides to the M. Pharm. II year students. Only those students will be allotted Guides/ Co-guides who will submit No dues certificate in the office, others will not be considered. The last date for the submission will be decided and intimated to the students in advance.

**Guest lectures** are to be avoided for topics of approved syllabi. These can only be considered for the subject/ topics for which there is no expert at the I.S.F. College of Pharmacy.

**Invited lecture:**

Experts/ Examiners coming to conduct practical examinations/ viva-voce may be requested to give invited lectures.

**Submission of Final Thesis**

- Last date for the M. Pharma. submission of thesis will be 31<sup>st</sup> July of the Year. However if student has worked for at least 260 days and completed his research work as per his/her supervisor and research Monitoring committee, he may be given No-objection certificate to Join in between July 1<sup>st</sup> and July 31<sup>st</sup> in case of his/her placement at reputed industry/Institute. However he/she has to give an undertaking for not receiving any remuneration/salary from other source till completion of his/her tenure of GPAT fellowship.
- If a student is on leave for more than the allotted leaves, his date of submission will be extended accordingly.
- If the thesis is not submitted by 30<sup>th</sup> September of the year, then the theses will be considered for submission in the next year only.

**The Thesis will be signed by**

Supervisor

Co-supervisor

Head of the Department

Director (PG Studies)

The Thesis has to be forwarded to PTU through the Principal of ISFCP.

The name of the candidate is to be kept as First Author as and when research papers are submitted for publications. Affiliation of ISFCP will be a must requirement in associated publications.

Attendance Register is to be kept in the administration block also for the M. Pharm. and Ph.D. Students.

The Thesis has to be typed in the proper format and submitted.

The guidelines will be provided to the students by Director, PG Studies through HOD.

**GUIDELINES for CANDIDATES SELECTED for ADMISSION to Ph.D. PROGRAMME  
THROUGH PTU**

All those, who are registering for Ph.D. shall have to pay to PTU an Annual fee of Rs. 5,000/- by 31<sup>st</sup> March every year. Late fee for delayed payment of annual fee shall be Rs.100/- per month. Thesis submission/evaluation charges shall be Rs. 15,000/- at the time of submission. Late fee with regard to submission of Annual Progress Report shall be Rs.1000, whereas Rs 5,000/- shall be charged for Topic Modification.

The candidate will submit 8 copies of the synopsis giving brief outlines of about 7 – 8 pages, indicating the purpose/objective of the research, brief review of literature, general approach and/or research methodology to be used, tentative plan of work/chapter scheme, bibliography / references etc.

A Research Degree Committee (RDC) consisting of the following will complete all the formalities of the research work of the candidate, from synopsis evaluation till final submission including yearly evaluation of candidate performance:

- (i) Dean Research or Nominee (Chairman)
- (ii) Supervisor/supervisors
- (iii) Two External Experts

(List of minimum six external experts, *with complete address, contact numbers and e-mail IDs*, to be submitted by the Supervisor, out of which, the Vice Chancellor shall appoint two examiners.)

Copies of the synopsis for registration for Ph.D. Degree will be provided to the above said committee members at least one month in advance to the date of RDC meeting or date of presentation of seminar. It is understood that all the deficiencies/improvements to be made in the synopsis will be settled in the meetings of RDC. The quorum for holding the synopsis evaluation will be three members (Supervisor and any two members from the remaining three).

**In the seminar/ presentation:**

- (i) The candidate shall be required to present a seminar pertaining to Registration on the topic of his/her study in the presence of RDC, to which other members of the university /affiliated colleges may also be invited.
- (ii) The RDC, while recommending registration of the candidate for consideration shall send a detailed note about the suitability of the research topic as well as the methodology proposed by the candidate.

The note shall include the names of the members of RDC present at the meeting, the discussions held and its final outcome.

If the RDC approves the synopsis and registration to the Ph.D., his/her provisional registration will be considered as confirmed. In case the RDC does not approve the topic or suggests some modifications in the title, field of work, research methodology etc. the case

will be referred to Dean Research along with reasons and justifications. In such case the candidate may avail one more opportunity with prior permission of Dean Research to resubmit the synopsis, after duly incorporation of suggestions made by the RDC, within six months. In case synopsis is rejected second time, the candidate will have the option to apply for a fresh registration on new topic.

(iii) Letter of confirmed registration will be issued by the university to the candidate.

**General requirements during the period of registration:**

A candidate will have to submit annual progress report, which shall be submitted to the Office of the Dean Research through the supervisor latest by 31<sup>st</sup> March of every year. The report will include all the progress aspects, such as surveys, tours, publications, research work etc. The supervisor of the candidate shall endorse the progress of the candidate. If a candidate is registered between 1<sup>st</sup> December and 31<sup>st</sup> March of a year he/she need not submit annual report by or before 31<sup>st</sup> March of that year. However, all the other candidates shall be required to submit their annual progress report by 31<sup>st</sup> March every year. In case of non-receipt of a progress report or irregular reports the matter shall be put before research Degree committee (RDC) for cancellation of registration.

**Period required for submission of thesis and extension in period:**

The minimum period required for submission of thesis is two and half years and maximum period is five years and for this purpose, the period shall be counted from the date of issue of enrollment letter. However, after five years, a candidate may seek extension for sixth year by paying a fee of Rs 10,000/- and for the seventh year by paying a fee of Rs 15,000. No extension shall be allowed further. Registration of candidates, who fail to submit their thesis within the stipulated period as mentioned above or who fail to apply for grant of extension would automatically stand cancelled.

**Submission of thesis:**

(a) **Pre-Submission:** If a candidate wants to submit Ph.D. thesis, he/she should inform the office of Dean Research through a letter forwarded by his/her supervisor mentioning that he/she intends to submit his/her thesis. For that he/she will also submit five copies of extended abstract of the thesis for pre-submission evaluation.

The candidate will give a pre-submission seminar before submission of Thesis. Annual progress report needs not to be submitted, once the candidate successfully accomplished his/her pre-submission seminar, however, he/she shall produce rough draft of thesis at the time of presentation. The presentations shall be organized by the university. All these presentation shall be carried out by the already constituted Research Degree Committee (RDC).

A report including the copy of the presentation and recommendation of the committee will be sent to the Dean Research for further action.

- (b) **Submission of Expert Panel for Thesis Evaluation:** Immediately after the approval of the expert committee for the submission of Thesis, Supervisor would submit a panel of minimum eight examiners, accompanied by four copies of long abstract of the thesis and list of the major references. In the panel at least half of the examiners will be from within the India and rest half from abroad. Panel should include the full particulars containing designation, area of specialization, Email ID, Complete Address, Contact number etc. of examiners, required to obtain the prior consent for the evaluation of the thesis, along with four copies of long abstract of thesis and the list of major references. The supervisor should preferably recommend only those examiners, whose research work is referred by candidate in his/her research work under evaluation.
- (c) **Thesis Submission:** A candidate must submit the Ph.D. thesis within three months from the date of presentation of pre-submission seminar. In case of non-submission of thesis within the stipulated period, the candidate can seek extension of further three months from the Dean Research with a late fee of Rs. 1000/- .
- (i) Thesis presented by the candidate must be a part of original research work characterized either by the discovery of new facts or by fresh interpretation of facts or theories or should consist of applied work, such as developing and fabricating special instruments or apparatus and should show the candidate's capacity for critical examination and judgment and for lucid presentation.
- (ii) The candidate will not be permitted to submit his/her thesis for the degree unless his/her supervisor is satisfied that the thesis presented is worthy of consideration for the award of the Ph.D. degree.
- (iii) The candidate may incorporate in his/her thesis, the contents of any work, which he/she may have published on the subject and shall inform the examiners, if he/she has done so; but he/she shall not submit his/her thesis on any work, for which a degree has already been conferred on him/her by this or any other University. The candidate may, however, incorporate in his Ph.D. thesis, any work from his/her M.Phil./M.Litt. dissertation with due reference to the thesis and acknowledgement to the Supervisor, provided the work has been carried out at this University. Provided that in case the work was done through collaboration, a certificate duly signed by all collaborators and countersigned by the supervisor concerned, to the effect that none of the collaborators has made or will make use of the joint work (published/unpublished) incorporated in this thesis for the award of any degree/diploma of any University/Institution, shall be furnished along with the thesis. Also, he/she has to submit No Objection Certificate (NOC) from the collaborating organization.

- (iv) At the time of submission of thesis, a candidate will produce evidence of having published two research papers (relating to the research topic on which he/she has been registered for Ph.D. Degree and the academic work included in the thesis) in refereed Journals, with at least one Journal having impact factor equal to or more than one.
- (v) At the time of submission of thesis, the candidate will give a certificate on the prescribed form that there is no plagiarism/word to word copy of matter from any other script or document in the present thesis.
- (vi) Along with five copies of thesis, candidate is required to submit a soft copy (in MS word and PDF format) in the form of CD for keeping in the University & College Library. The same may be submitted to UGC to put on Inflightnet.

**Evaluation of thesis:**

The Vice-Chancellor will appoint two examiners from already submitted panel of examiners for Thesis Evaluation and at least one of them would be from abroad.

The persons recommended for the evaluation of the thesis should invariably be Professor or of equivalent rank. The examiner will be free to seek clarifications on any matter from candidate's supervisor or the co-supervisor through Dean Research. The Dean Research will ensure the secrecy of examiner's identity.

The examiner will state in his/her report:

- (a) Whether he recommends the award of the degree to the candidate without any changes.
- (b) Thesis is acceptable, subject to the satisfactory answer to the queries raised by the examiner during the final viva-voce examination.
- (c) Whether he/she recommends re-submission of the thesis after revision. In case an examiner recommends revision of the thesis, he/she will also indicate the nature of changes.
- (d) Whether he/she recommends rejection of thesis.

In the event of an examiner making recommendations for revision/modification of the thesis, the candidate shall be free to defend his/her point of view through the Dean Academics, if so desires. However, if the examiner is not satisfied with the candidate's defense, the candidate shall be required to carry out necessary revision/modification as finally suggested by the examiner, before his/her case is processed further. It may be added that one examiner can recommend revision of thesis only once. If a second revision is recommended by the same external examiner, then it will be treated as rejection of thesis.

The candidate, who is required to resubmit the thesis, must do so within one year from the date of receipt of comments of the examiner to him/her by the University, irrespective of his/her submission of

defense unless extension is specially given by the Vice-Chancellor. A resubmitted thesis will be examined by the examiner, who has recommended re-submission unless he/she himself is unable to do so or declines to do so.

In the event of one of the examiners recommending the award of the degree and the second examiner recommending rejection of the thesis; on the recommendation of the Vice-Chancellor, the thesis shall be referred to a third examiner to be appointed by the Vice-Chancellor from out of the original panel of examiners. The third examiner shall not be informed of the recommendations of the two examiners. The recommendations of those two examiners who

submit similar recommendations shall be final. This procedure shall also be followed if the examiner, who has suggested modification rejects the revised thesis.

Each examiner shall be given three month's time for the evaluation of thesis. In case report from him/her is not received, he/she may be reminded telegraphically or through e-mail. After the period of three months, if no report is received, the next examiner may be appointed. The first examiner will be requested to send the thesis back to University. If in due course, the report is received from the first examiner, the report will not be considered.

#### **Viva-voce examination**

The candidate is required to appear in an open house viva-voce examination, which shall be compulsory for all the candidates. This will normally be conducted at PTU by one of the two external examiners, who have evaluated the thesis. The Dean Research/Nominee and the Supervisor of the candidate will be associated with the conduct of the viva-voce to be arranged by the university. There will be a presentation by the candidate before the following committee:

1. Dean Research or Nominee
2. Supervisor/supervisors of the candidate
3. One external examiner, who has evaluated the thesis.

The quorum for holding the viva-voce examination will be three members.

In case an external examiner communicates that he/she is unable to conduct a viva-voce, the Vice-Chancellor will appoint an examiner and a copy of the thesis will be sent to the 3<sup>rd</sup> Examiner.

In case report(s) of the examiner(s) of the thesis are not favorable, the viva-voce examination of the candidate shall not be conducted.

The report about the performance of the candidate in the viva-voce examination shall be recorded by the external examiner(s) only.

## GUIDELINES FOR Ph.D STUDENTS AT ISFCP

### 1. Registration

The students seeking admission in Ph. D. course are to register themselves with PTU as per the University norms enumerated in their website [www.ptu.co.in](http://www.ptu.co.in).

ISFCP does not have the responsibility regarding registration with the University.

### 2. Scholarships

- I. Scholarships will be given to the research scholars as per ISFCP norms.
- II. This scholarship incl. annual contingency for chemicals and will be given as per ISFCP norms.
- III. All the norms of Faculty Staff w.r.t. teaching load, leaves etc. will be applicable to the research scholars, getting scholarship by ISFCP. Research scholars working under funded project by any outside Govt/Pvt funding agency have to follow the norms of that particular agency in regard to scholarship.

### 3. Presentation

- The scholar is required to give a presentation to the Scientific Committee about the Selection of Topic & its synopsis before submitting to PTU
- The scholar will submit the progress report of the project on Bi- annual basis to ISFCP Scientific Committee.
- A presentation to the College Committee is to be done for the requirement of animals for experimental work before presenting it to the Animal Ethical Committee.
- **Pre-submission presentation** is to be done to the ISFCP Scientific Committee before presenting the same to RDC of PTU.
- Similar criteria are to be adopted for the **final presentation**.
- The scholar will not be relieved from ISFCP before his/her Final Viva of the thesis, He/she will do so at his/her own risk. The college will in no way be responsible for the consequences arising out of his/her absence. The decision of management will be final in case of his retention in the college before/after viva.
- The Thesis will be signed by
  - Supervisor
  - Co-supervisor
  - Head of the Department
  - Director (P G Studies)
- The Thesis has to be forwarded to PTU through the Director/Principal of ISFCP.
- Four extra printed copies and two soft copies of the Thesis are to be submitted to ISFCP for the Institution's records.
- The format of the thesis should be strictly as decided by Research Committee of ISFCP.
- The scholar has to present his work after award of Ph.D. at ISFCP.
- It is mandatory to mention affiliation of ISFCP in all of his/her publications related to Ph.D. research work, Concerned supervisor will also ensure the same.

**Documentation:**

- Specific Laboratory Notebooks are to be used by all the M. Pharm. II year and Ph.D. students.
- All the research work observations are to be written in the notebook and every experiment is to be signed by the supervisor/co-supervisor daily.
- This practical notebook will be the property of the I.S.F. College of pharmacy and is to be returned by the student either to the supervisor or Director, P.G. studies at the time of final submission. No due certificate in this connection has to be obtained by the student.
- All the norms of the 'Faculty Members' w.r.t. teaching load, leaves etc. will be applicable to M. Pharm. II students. A minimum attendance of 260 days is compulsory.
- Any student or faculty member wish to use the instrument after office hours will need to seek authorization from Principal and return the keys after finishing the job at about pre specified time (Supervisor will include a certificate in the Thesis stating that the student has completed working for 260 working days as per norms).