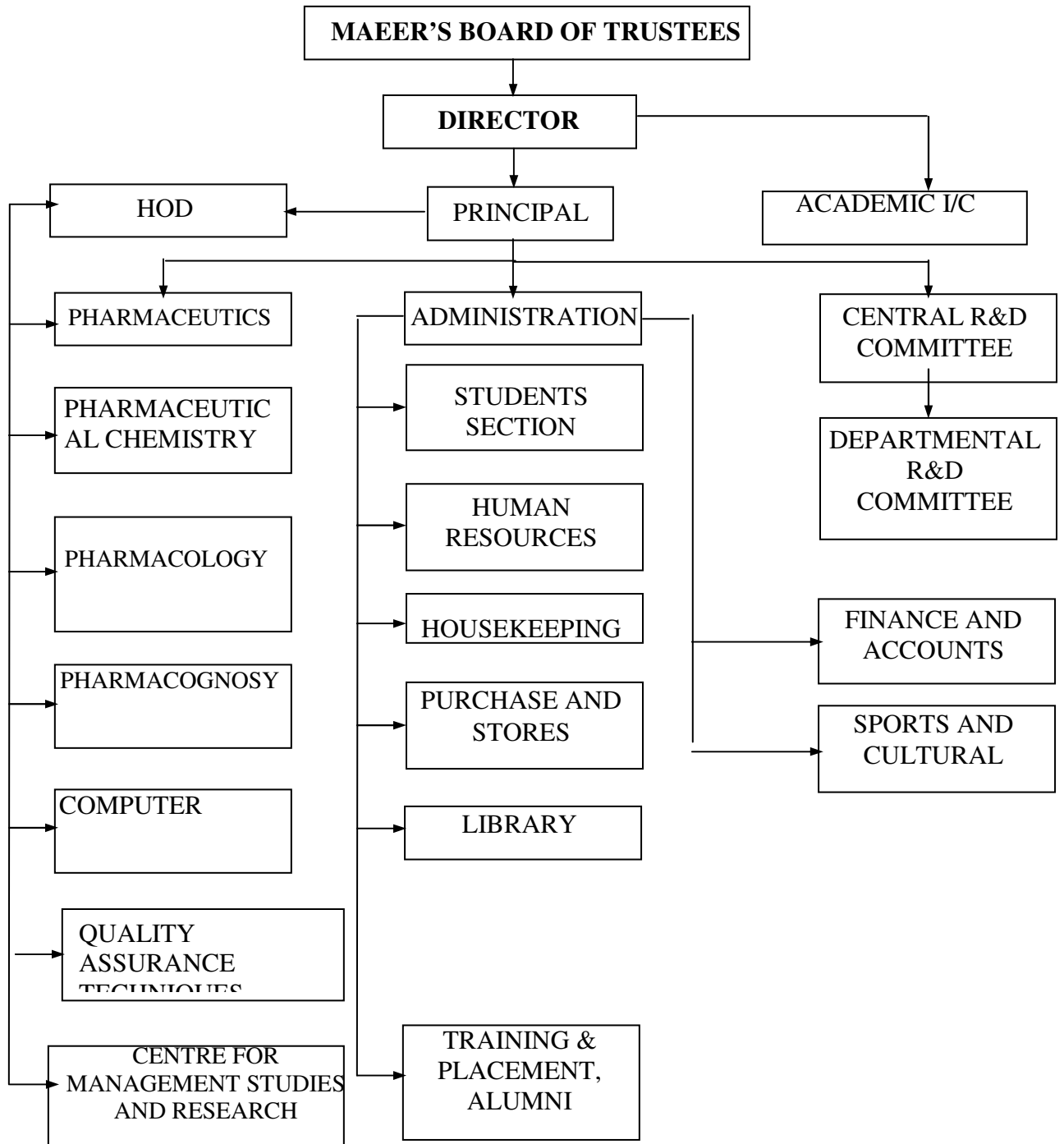


१. रचना, कार्ये व कर्तव्ये

ORGANIZATION CHART



VISION & MISSION STATEMENT

VISION

To emerge as a leading 'Centre for Excellence' in the field of 'Pharmaceutical Education & Research' and evolve world class professionals to serve healthcare needs of an ever changing global society.

MISSION

To impart excellent and quality education through value based system to produce not just global professionals but ingenious thinkers in the field of Pharmacy and Health care.

२. अधिकारी व कर्मचारी यांचे अधिकार व कर्तव्ये

MAEER's Maharashtra Institute of Pharmacy strives to enhance students' satisfaction through excellence in academic, curricular and extracurricular activities with the view of global needs. We are fully committed to impart a “**Quality Education**” to our students. The highly qualified and competent faculty of this institution is fully devoted to inculcate self discipline and sublime sense of character and patriotism in the student's community.

We endeavor to keep our students abreast of the present day sound and vibrant technical as well as skill specific knowledge, which will enable them to achieve their goals in today's highly competitive world.

The student community is groomed with “**Value Based Education System**” so as to make them physically strong, mentally alert, intellectually sharp and spiritually elevated, so as to develop their winning personality.

The institute is committed to educate, train and continually improve the students not only for their own personality development, but also to make them responsible citizens of tomorrow and thereby help in building an integrated holistic society

३ निर्णय घेण्याच्या प्रक्रियेत अनुसरण्यात येणारी कार्यपद्धती, तसेच पर्यवेक्षण आणि उत्तरदायित्व प्रणाली

DECENTRALIZATION OF DUTIES & RESPONSIBILITIES

A. STUDENT RELATED ACTIVITIES:

ACTIVITY	PRIMARY RESPONSIBILITY WITH	OVER ALL RESPONSIBILITY
Participation in extracurricular and co-curricular activities	HOD, Department representative	Sr. Most Faculty
Students Medical check up	Guardian Teachers	Sr. Most Faculty
Alumni records	I/C Alumni	Sr. Most Faculty/ Principal
Sports	Sports in charge	Principal
Gathering & Events Management	Gathering Incharge	Principal, Sr. Most Faculty
University Examinations	Examination Incharge	Principal
Detention list	Examination Incharge	Principal
Third year project work	Examination Incharge	Principal
Cultural activities	Gathering Incharge	Sr. Most Faculty
Students Certificates	Office superintendent	Principal
Students Admissions	Office superintendent	Principal
Students Eligibility	Office superintendent	Principal
Issuance of I-card	Students Section	Office superintendent
Students roll call	Students Section	Office superintendent
Students Feedback	Incharge Students Feedback	Principal/Academic Incharge
Students Council	All student council members	Principal
Examination fees	Accounts section / Students Section	Principal/ Office superintendent
Book bank	Librarian	Principal

B. STAFF RELATED ACTIVITIES:

ACTIVITY	STAFF IN CHARGE	OVER ALL RESPONSIBILITY
Staff Leaves	Establishment Section	Principal
Staff Promotions	Establishment Section	Principal / HOD
Salary fixation / rationalization	Establishment Section	Committee
Faculty development	HOD	Principal
Lecture monitoring	HOD	Sr. Most Faculty
Staff vacation	Establishment Section	Principal
Staff monthly attendance / LWP	Establishment section	Principal

C. OFFICE ACTIVITIES:

ACTIVITY	STAFF IN CHARGE	OVER ALL RESPONSIBILITY
Merit List	Students Section	Principal
Pravesh Niyantran Samiti	Students Section	Principal
Shikshan Shulk Samiti	Accounts section	Principal
Examination summary	Examination Incharge	Principal
University matters & teachers approval	Establishment Section	Principal
DTE reports	Incharge Faculty	Principal
AICTE reports	Incharge Faculty	Principal / Sr. Most Faculty
Legal matters	Legal Officer	Principal
Inward / Outward	Office Clerk	Office superintendent
Record room	Students section, Accounts section	Office superintendent
Maintaining Office Automation records	Computer Lab Technician	Office superintendent

D. CENTRAL ACTIVITIES

ACTIVITY	STAFF IN CHARGE	OVER ALL RESPONSIBILITY
NBA Part – I	Appointed staff & Incharge Faculty	Sr. Most Faculty / Principal
NBA Part-II	HOD & Department representative	Principal
Library	Librarian	Principal
Housekeeping	Office superintendent	Principal
Infrastructure development	Incharge faculty	Principal
Purchase, Stores	Store keeper, Purchase in charge	Principal
New Proposals (UoP, AICTE, DTE)	Incharge faculty	Principal
Compliance Report	Incharge faculty	Principal
Mandatory Disclosure	Incharge faculty	Principal
Website maintenance	Network Administrator / Computer Lab Technician	Principal
Networking	Network Administrator / Computer Lab Technician	Principal
Training & Placement	Training & Placement Incharge	Principal
Industry Institute Interaction	Training & Placement Incharge	Principal
ISO	Appointed staff	Principal
College Magazine	Magazine Secretary, Staff incharge	Principal/Sr. Most Faculty
Dead stock verification (including library)	Head of Stores Dept.	Principal
Attendance Monitoring	Academic Incharge	Principal
Central programmes of MAEER	Committee	Principal, Sr. Most Faculty

४. स्वतःची कार्ये पार पाडण्यासाठी त्यांच्याकडून ठरविण्यात आलेली मानके

Chapter 9: Performance Evaluation (HR Policy)

9.1 *Job Evaluation:*

It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work. The staff must complete the 'Self appraisal form' after the completion of an academic year.

9.2 *Performance Appraisal:*

Job evaluation is a prerequisite in order to form a proper job matrix in the institute so as to meet authority with corresponding responsibility heading.

9.3 *Performance Appraisal Factors:*

Factors used to appraise an individual's performance in a job collating the following:

- **EDUCATION** - depth of knowledge normally acquired through education or specialized formal training
- **EXPERIENCE** - depth and breadth of knowledge or skill in terms of related work experience and on-the-job training
- **JOB SCOPE** - decision-making requirements including job complexity, independence of action, analytical and creative job requirements
- **INSIDE RELATIONSHIPS** - responsibility for contacting and dealing with administrative staff, faculty, students and others within the Institute. Relationship with seniors, subordinates, juniors, etc.
- **OUTSIDE RELATIONSHIPS** - responsibility for representing the Institute
- **MANAGERIAL RESPONSIBILITY** - influence regarding important decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development
- **POSITION CONDITIONS** - degree to which the position has certain undesirable working conditions at present
- **INTEGRITY:** Integrity with institute, initiative, ability to shoulder responsibility, etc.

9.4 *Parameters of Evaluation:*

Each employee of the Institute is evaluated in a systematic manner on an annual basis. The immediate superior will lead the Performance appraisals, which will be further reviewed by the HOD, Principal and the Management. Areas to be evaluated will include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

9.4.1 Result Analysis Review: The results of annual theory and practical examinations in each subject will be analysed. Principal, HOD, One Sr. faculty of different department will analyse the results and fill up result analysis review. This will be maintained in Principal's office or person appointed by Principal.

9.4.2 Student Feedback: Confidential student feedback and Parent feedback shall be collected twice in a year and reviewed by the Principal. This will be maintained in Principal's office or person appointed by Principal.

9.4.3 Lecture monitoring: Once in a year, the lecture of each faculty will be monitored. Principal, HOD, One Senior faculty from different department will monitor and evaluate the lecture of the concerned faculty and fill up the Lecture Monitoring form, and then it will be submitted to Principal. This will be maintained in Principal's office

9.4.4 The following formulae may be used as guidelines for the Time Management for working at MIP:

- **Teachers** : 50% - Teaching & Research + 30% - Institutional / departmental work
+
20% - Self-developmental work
- **Others** : 50% - Official + 30% institutional / departmental work +
20% - Self-developmental work

9.5 *Process of Performance Appraisal*

A self-appraisal is the first step in the appraisal process. The employee will be asked to sign the appraisal form. The employee's signature does not imply that the Management / Employer agree with the appraisal, but that the employee has seen it. The employer can discuss the differences with the Management who will then do an independent analysis of the issue. Productivity and not activity is the key word while evaluating any employee. It is the responsibility of the employee to ensure that he/ she has had at least one performance appraisal during twelve months of service. It is to be noted that all performance appraisals will be used to provide a positive and developmental assessment of individuals and will not be used as tools of personal vendetta under any circumstances.

9.6 Training and Development:

- 9.6.1** From time to time the Management will depute staff for training both outside and within the organization on the recommendations of the HOD / Section head. Basic trainings, like ISO 9001:2008 awareness, medical issues awareness etc., will be generally organized in-house. Employees will also be encouraged to go for trainings sponsored by AICTE, ISTE, UoP, DTE, UGC etc.
- 9.6.2** The institute encourages its entire staff to undergo QIPs and attend other trainings and relevant seminars as part of its faculty development programme. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. will be borne by the institute.
- 9.6.3** Each department at the beginning of an academic year will be made aware of the budget allocated for that year, to meet such expenses. Head of departments / sections shall ensure that every employee gets an even opportunity to undergo faculty development programmes.
- 9.6.4** For all paper presentations abroad, the expenses to be borne by the Institute shall be decided on case-to-case basis depending upon merit of the case.
- 9.6.5** A record of trainings will be kept by the Management for all employees in their personal files. The institute will encourage and support the training and development of all its staff members and is committed to promoting a vibrant team of employees
- 9.6.6** The institute encourages its entire staff for higher studies. Faculty members are motivated to do Ph.D. in their respective subjects through Quality Improvement program sponsored by AICTE or University. Other staffs are encouraged to do MBA, MCA etc.

५. त्याच्याकडे असलेले किंवा त्याच्या नियंत्रणात असलेले किंवा त्याची कार्ये पार पाडण्याठी त्याच्या कर्मचारीवर्गाकडून वापरण्यात येणारे नियम, विनियम, सूचना, नियमपुस्तिका आणि अभिलेख

The Staff Policy document is prepared to inform all staff, of at MAEER's Maharashtra Institute of Pharmacy (MIP) about rules and regulations that govern their working in the institute. **The policy is effective from January 1, 2009.** It is expected that staff members should strictly adhere to the rules and regulations spelled out in this document. The management reserves right to change / modify the policies as and when necessary and apply their discretion in specific cases.

MAEER's Maharashtra Institute of Pharmacy is run by MAEER [Maharashtra Academy of Engineering Education and Research] Trust and is located at- Survey No. 124, Paud Road, Pune 411 038. The institute is approved by AICTE and is affiliated to Pune University. Currently there is one undergraduate course B.Pharmacy and three postgraduate courses run by the institute, viz. M. Pharmacy in Quality Assurance Techniques, Pharmaceutical Chemistry and Pharmaceutics. All the rules of University of Pune, State government are followed by the staff and faculty for effective governance of institute.

६. त्याच्याकडे असलेले किंवा त्याच्या नियंत्रणाखाली असलेल्या दस्तऐवजांच्या प्रवर्गाचे विवरण

All the documents related to admission, student section, administrative documents, finance & account section, inspecting bodies documents, examination and academic related documents are available with the institute.

७. धोरण तयार करण्याच्या किंवा त्याची अंमलबजावणी करण्याच्या संबंधात, लोकांशी विचारविनिमय करण्यासाठी किंवा लोकांकडून निवेदने केली जाण्यासाठी अस्तित्वात असलेल्या कोणत्याही व्यवस्थेचा तपशील

Chapter 14: Grievance and Appeal Procedure

14.1 Examiner ship: A Grievance is any complaint by an employee concerning any aspect of the employment relationship other than merit increases, performance evaluations and job reclassifications, unless such exceptions include an allegation of prohibited discrimination or other illegality.

14.2 Every employee shall represent his/her grievance for redress only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning agreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees.

14.3 In addition, grievances may be filed alleging discrimination on the basis of race, colour, religion, sex, sexual orientation, national origin, age, disability, and status.

- 14.4** Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.
- 14.5** Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined below apply to all employees of the Institute after the completion of two years of employment.
- 14.5.1 *First Level*** – The employee attempts to remedy the problem through consultation with his / her immediate superior. However, if the problem pertains with the immediate superior, he / she may proceed directly to the second level.
- 14.5.2 *Second Level*** – The second level includes the HOD / Section head. However, if the problem pertains with the HOD / Section head he / she may proceed directly to the third level.
- 14.5.3 *Third Level*** – If the grievance cannot be resolved satisfactorily at the earlier stages, the employee may present his / her grievance to the Principal.
- 14.5.4 *Fourth Level*** - If the grievance cannot be resolved at the third level, the Office superintendent will arrange for an impartial review by the Principal within ten working days after written request. This evidentiary hearing shall be informal in nature. The grievant may select an advisor, to assist and advise him / her.
- 14.5.5 *Recommendation*** of the members of the grievance redress committee shall be forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Principal through the Office superintendent within twenty days following the written decision of the Principal. This appeal shall state the decision complained of and the redress desired. The decision of the Principal on the appeal shall be final and binding on the employee.
- 14.6 *Co-operation in internal investigation:***
All employees of the Institute shall cooperate to the fullest extend possible in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully shall be grounds for adverse action, including possible termination of employment.

८. एक भाग म्हणून किंवा सल्ला देण्याच्या प्रयोजनासाठी म्हणून घटित केलेल्या दोन किंवा अधिक व्यक्तींच्या मिळून बनलेल्या मंडळांचे, परिषदांचे, समित्यांचे आणि अन्य निकायांचे विवरण आणि त्या मंडळांच्या, परिषदांच्या, समित्यांच्या आणि अन्य निकायांच्या बैठकी लोकांसाठी खुल्या आहेत किंवा कसे किंवा अशा बैठकीची कार्यवृत्ते जनतेला पहावयास मिळण्याजोगी आहेत किंवा कसे याबाबतचे विवरण

All the minutes of meetings of the institute are available in the office. Departmental meetings, college working committee, Local Management Committee, Governing council minutes of meetings are available in the office.

९. अधिकाऱ्यांची आणि कर्मचाऱ्यांची निर्देशिका
Diaries are available with the institute

१०. प्रत्येक अधिकाऱ्याला व कर्मचाऱ्याला मिळणारे मासिक वेतन, तसेच प्राधिरणाच्या विनियमांमध्ये तरतूद केल्याप्रमाणे नुकसानभरपाई देण्याची पद्धती

These are subjected to statutory requirements like those of the government pay scales, University of Pune norms and AICTE. The management will take review of salary of every employee through salary rationalization policy format. Salary is provided as per the norms of University of Pune and state government from time to time.

११. सर्व योजनांचा तपशील, प्रस्तवित खर्च दर्शविणारा, आपल्या प्रत्येक अभिकरणाला नेमून दिलेला अर्थसंकल्प आणि संवितरित केलेल्या रकमांचा अहवाल

Information is available with the finance department of Institute.

१२. अर्थसहाय्य कार्यक्रमाच्या अंमलबजावणीची रीत तसेच वाटप केलेल्या रकमा आणि अशा कार्यक्रमांच्या लाभाधिकाऱ्यांचा तपशील

Information is available with the finance department of Institute.

१३. अर्थसहाय्य कार्यक्रमाच्या अंमलबजावणीची रीत तसेच वाटप केलेल्या रकमा आणि अशा कार्यक्रमांच्या लाभाधिकाऱ्यांचा तपशील

Information is available with the finance department of Institute.

१४. इलेक्ट्रॉनिक स्वरूपात त्यास उपलब्ध असलेल्या किंवा त्याच्याकडे असलेल्या माहितीच्या संबंधातील तपशील

Information is available with the finance department of Institute.

१५. माहिती मिळविण्यासाठी नागरीकांना उपलब्ध असणाऱ्या सुविधांचा तपशील, तसेच सार्वजनिक

वापरासाठी चालविण्यात येत असलेल्या ग्रंथालयाच्या किंवा वाचनालयाच्या कामकाजाच्या वेळांचा तपशील

Working Hours:

At present, the working hours for institute are as follows-

College- Monday to Friday: 09.30 am to 05.30 pm
Saturday 2nd & 4th: 09.30 am to 04.30 pm

Office- Monday to Friday: 10.00 am to 06.00 pm
Saturday 2nd & 4th: 10.00 am to 05.00 pm

Lunch break, Tea break –
as per time-table

१६. जन माहिती अधिकाऱ्यांची नावे, पदनामे आणि इतर तपशील

अनु.क्र	सहाय्यक जन माहिती अधिकारी (एकूण संख्या - १)	जन माहिती अधिकारी (एकूण संख्या - १)	प्रथम अपिलीय अधिकारी (एकूण संख्या - १)
१.	श्री. एल. टी. बोराडे	डॉ. ए. आर. चाबुकस्वार	डॉ. बी. एस. कुचेकर

१७. विहित करण्यात येईल अशी इतर माहिती

Information is available in college office.

डॉ. बी. एस. कुचेकर