

**Oriental Education Society's**  
**Oriental College of Pharmacy, Sanpada**  
(Approved by AICTE, PCI, DTE, Affiliated to University of Mumbai & Certified by  
9001-2015)



**HR Policies Handbook**



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### **Introduction:**

The **Oriental Education Society** was established in the year 1992 under the dynamic leadership of **Prof. Javed Khan**, a well-known educationist and former minister of education of the Government of Maharashtra. The objective of the society is to provide quality education for excellence with fine exposures to practical knowledge of industry and business houses. **Prof. Javed Khan** strongly regards the fact that the base for all development is education and hence the need for setting up a society for educational activities was initiated. All the OES institutions aim at identifying and harnessing the potential of youths to the greatest heights in areas that provide a competitive edge into the future job market.

**Oriental College of Pharmacy (OCP)** was founded in 2004 under the aegis of *Oriental Education Society*. It is approved by Pharmacy Council of India (PCI), New Delhi, and Directorate of Technical Education (DTE) Mumbai and is affiliated to the University of Mumbai. Building on its mission and tradition of excellence, the college offers a well-developed and modern curriculum based graduate, post-graduate and doctoral studies program in Pharmacy education.

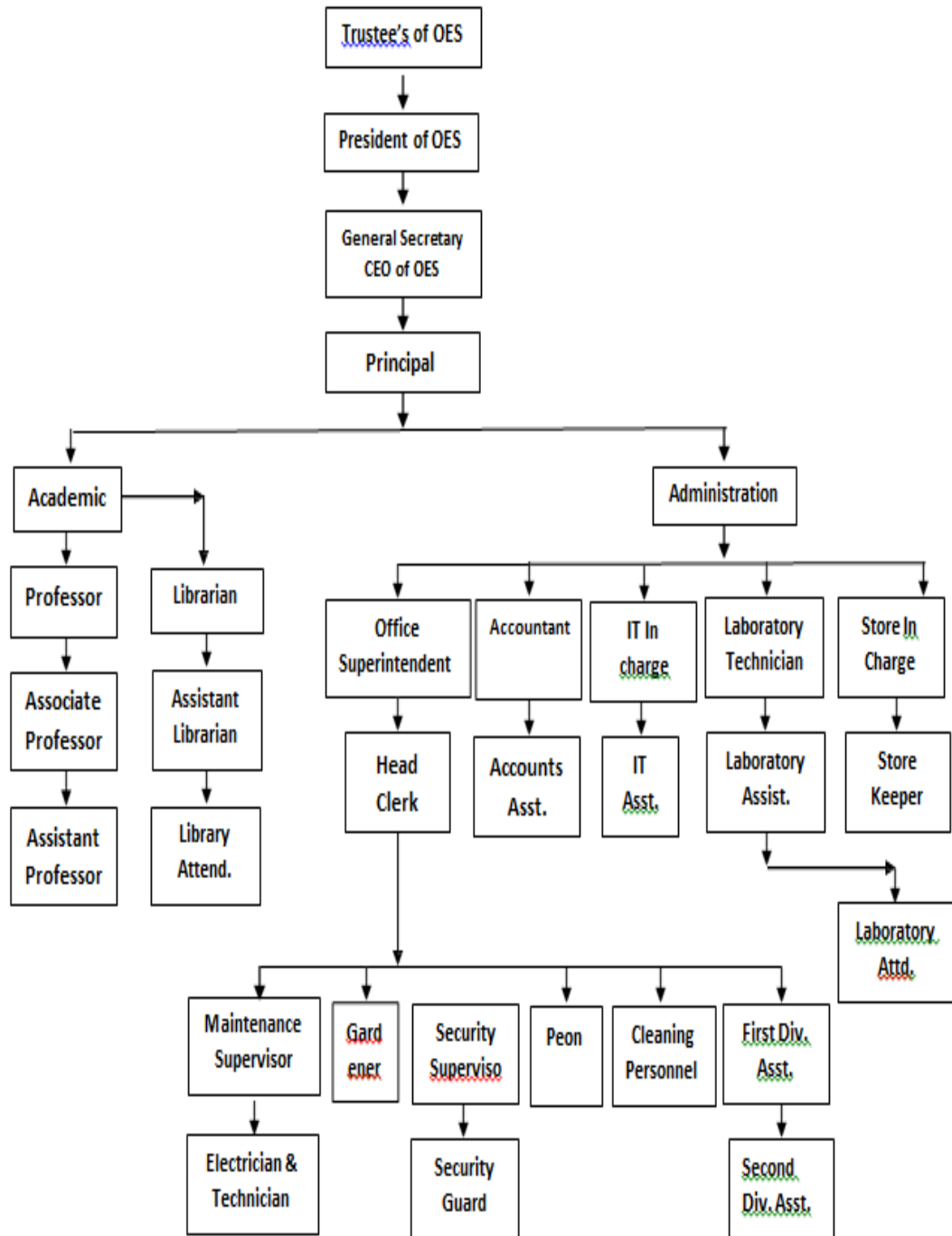
The Institute is headed by Principal, Prof. (Mrs.) Sudha Rathod, since Sept. 2010 and works with the vision to create competent pharmacy graduates to contribute in the development of healthcare profession. Currently the Institute conducts **B. Pharm.** Course with **100 intake** and **M. Pharm.** Courses in three disciplines i. e. Quality Assurance, Pharmaceutics and Pharmacology with intake of 15 each. The Institute also conducts **Ph.D.** Programs in the branches of Pharmaceutics (Intake 07) and all programs are affiliated to University of Mumbai.

### **AWARDS & ACHIEVEMENTS:**

- **NIRF Ranking:** The Institute has been consistently participating in National Institutional Ranking Framework (NIRF). The Institute has been ranked 76-100 rank among Pharmacy institutes across the nation at NIRF 2018.
- **Aavishkar Research Convention:** The Institute has been continuously participating in Inter-Collegiate/Institute/Department Aavishkar Research Convention, University of Mumbai” in Medicine & Pharmacy category. In 18<sup>th</sup> Aavishkar Interuniversity Research Convention, final year students secured first rank. OCP has been participating in this event has won **many awards** in different categories.
- **NAAC Accreditation:** The College has been accredited by NAAC with Grade ‘A’. NAAC inspection was held on 3rd and 4th April 2024.
- **Institute Innovation Cell (IIC) Ranking:** The Institute has set up an Institute Innovation Cell (IIC) as per the directives of MHRD, Government of India.
-

- **ISO Certification:** The Institute is certified as International Organization for Standardization (ISO 9001:2015) by Royal Assessments Pvt. Ltd, certification valid until 13/02/2025.
- **Patents:** Many Patents have been filed by the college till date. Dr. (Mrs.) Sudha Rathod Madam has commercialized 2 patents with M/s Medrotics Innovation Pvt. Ltd, Ujjain M.P.
- **Publications:** Various research & review articles have been published by the faculty members in National & International Journals with good impact factor
- **University Results:** - 100 % Results are obtained for all streams of M. Pharm. Every year University Toppers in B. Pharm. & M. Pharm. course are from Oriental College of Pharmacy.
- **Research and Development:** - Our faculties and M. Pharm students continuously work on different drug delivery systems and allied projects. Students are encouraged to publish their research work in reputed journals. Research Projects are also a part of Final Year semester VIII curriculum. This helps the undergraduate students to get acquainted with the research methodologies.
- **Placement & Career guidance cells:** - The Institute gives utmost importance to placements of graduate and post graduate students. There has been tremendous growth in Industry-Institute interactions for student placements over the years. Students are also given prior training to improve their communication skills, technical knowledge and make them corporate ready.
- **MOU's with Industries and Academic institutions:** - Memoranda of Understanding (MOUs) with industries and academic institutions foster strategic partnerships that promote collaborative research, knowledge exchange, skill development, and innovation, driving advancements in education, technology, and societal impact."

**Organizational Chart - OCP - Sanpada**



**QUALIFICATION, EXPERIENCE & ELIGIBILITY criteria FOR teaching staff POSTS: As per University of Mumbai Circular dated 11.01.2021 & Government Resolution No. ककककक-1111/ Pra.Kra.44/19/ Tanshi 2, dated 11.09.2019**

| Program  | Cadre               | Qualification   | Experience   |
|----------|---------------------|---|--|
| Pharmacy | Assistant Professor | B. Pharm. and M. Pharm. / Pharm. D. in the relevant specialization with First Class or equivalent in any one of the two Degrees.  |  |
|          | Associate Professor | Ph.D. in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.<br><b>AND</b><br>At least total 6 research publications in SCI Journals/ UGC/ AICTE approved list of journals  | Minimum of 8 years' experience in teaching / research / industry out of which at least 2 years shall be post PhD   |
|          | Professor           | <i>Ph.D. in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.</i><br><br><i>AND</i><br><i>At least 6 research publications at the level of Associate Professor in SCI Journals/ UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor/ Co-supervisor till the date of eligibility of promotion.</i><br><b>OR</b><br><i>At least 10 research publications at the level of Associate Professor in SCI Journals/ UGC/ AICTE approved list of Journals till the date of eligibility of promotion.</i> | Minimum of 10 years of experience in teaching/ research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor |

|  |           |  |   |
|--|-----------|--|---|
|  |           | <p>a) <i>Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch.</i></p>   | <p>Minimum 15 years of experience in teaching / research / industry out of which at least 3 years shall be at the post equivalent to that of Professor.</p>   |
|  | Principal | <p>b) <i>At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.</i></p> | <p>Notes:</p> <ol style="list-style-type: none"> <li>1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance.</li> <li>2. Performance assessment shall be carried out through a committee appointed by the affiliating university.</li> <li>3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.</li> </ol> |

## Recruitment Policy

### Objective

Effectiveness of an institution depends on the competence and quality of its human resources. The objective of this policy is to ensure a streamlined recruitment process in identifying and hiring best qualified candidates for all given positions.

**Applicability: - All new recruits in all grades.**

### Policy & Procedure Teaching Staff

**(For appointment of Principal, Associate Professor & Assistant Professor)**

To comply the Student Teacher ratio (B. Pharm. 15 : 1 & M. Pharm. 10 : 1), as per required norms prescribed by regulatory authorities (Pharmacy Council of India, All India Council of Technical Education, University of Mumbai & DTE), Principal presents the requirement of Teaching staff the Governing Body Meeting/ College Development Committee and further takes it forward for recruitment of full time/ part time faculty.

#### Procedure of Appointment of full-time faculty:

- To approve the advertisement draft cadre wise from University of Mumbai, for the appointment of teaching staff.
- To publish the advertisement for the posts, approved by the University of Mumbai, in the National Newspaper.
- To receive applications for the said posts within 15 days of publication of advertisement.
- Applicants who are already employed required submitting their applications through proper channel.
- To constitute the interview panel for the conduct of Staff Selection Committee as prescribed by the University of Mumbai
- The date of the meeting of the Staff Selection committee should be fixed such that at least 15 days prior intimation is given to to each member of the committee and candidates.
- The Place, date and time of the meeting of the Staff Selection Committee shall be intimated to Vice Chancellor's nominee and also to university experts.
- The Marking Scheme to be adopted by the Selection Committee at the time of interview to judge the merit of the candidates accordingly.
- Offer letter is issued by the principal. The joining date is intimated by the candidate in reply to the offer letter
- On joining the duty, the Trustee in charge issues a final appointment order in the prescribed format
- Selected candidates should submit the recommendation of the Selection Committee to university of Mumbai in 7 pages prescribed form within 15 days from the date of interview along with the detailed statement of marks allotted to the concerned candidates by Selection Committee



**Procedure for ad-hoc appointment of faculty members:**

- Available applications are scrutinized and Candidates are shortlisted based on the requirement and eligibility and called for interview.
- Candidates were evaluated based on the demo lecture and Principal with senior teachers assign marks in the prescribed score sheet format
- Finally, identified candidates are interviewed by the Trustee In Charge and offer letter is issued by the principal.
- On joining the duty, the trustee in charge issues a final appointment order in the prescribed forma

**Procedure for appointment of Non-Teaching staff:**

Requirement of Non-Teaching staff post is also presented in Governing Body/ College Development Committee Meeting and appointment will be done on the basis of decision taken by the Governing Body/ College Development Committee.

- Available applications are scrutinized and Candidates are shortlisted based on the requirement and eligibility and called for the interview.
- In the absence of applications in the repository, the vacancy for the said post is advertised in Newspaper  
Preliminary round of interview was conducted by the Principal, respective, Department In charge for Lab Assistant & Lab Attendant, if applicable and office Superintendent. Final interview was conducted by the trustee in Charge or his representative (Administration advisor/coordinator)
- Offer letter is issued by the principal.

**Joining Formalities:**

- On joining the duty, the principal issues a final appointment order in the prescribed format and the candidate is asked to fill the Joining report which is signed by him/her and in warded the same.
- To complete all the joining formalities i.e. Biometric, Creation of official Email ID and to collect details pertaining to Employee ID card,
- To maintain Personal File, Service Book etc.
- The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.
- The service of the teacher on leave, in foreign service or on deputation, shall commence from the date he/she assumes charge before 12 noon, otherwise from the next date.

The service of the teacher shall cease from the date on which he/she relinquishes the post before 12 noon, otherwise from the next date.

**Duties & Responsibilities of Teaching Faculties:**

**{Framed under Section 72 (10) read with Section 71(20) of the Maharashtra Public Universities Act, 2016}**

- (a) Subject to the supervision and general control of the Management and the Principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, In- service programme, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.
- (b) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- (c) The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the Principal.
- (d) The teacher shall observe the provisions of the University Act, Statutes, Ordinances, Regulations and Rules in force and as modified, from time to time and abide by the decisions of the University, Management, Principal and shall ensure the interest of the University, College or Recognized Institution. Such decisions, however, shall not be inconsistent with the provisions of the Act, Statutes, Ordinances, Regulations, etc. If it is found by the Management that damage or loss has been caused to the College or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- (e) In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the University, College and Recognized Institution and administrative and supervisory work and maintenance of records and self-reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.
- (f) The teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- (g) In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

### **Work-load of Teachers & Remission:**

- (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours per week should be as follows:

Assistant Professor: 16 hours

Associate Professor and Professor: 14hours

Principal: 4 hours

A relaxation of two hours in the workload may, however, be given to Head of Department/Vice Principal and to those who are working as supervisors to Ph.D. students of the University. In no case relaxation will be more than 4hours.

Provided that the workload of the teachers working in the affiliated college/recognized institution shall be as recommended by the University Grants Commission/AICTE/other Apex bodies and accepted by the Government and the University, from time to time.

The number students per batch for professional courses shall be as per the norms of the respective apex regulatory body.

### **Seniority of Teachers**

**Seniority of the teachers working in the College or Recognized Institution shall be determined as below:**

- The Principal/Director of the College or Recognized Institution shall be the senior most teacher.
- The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
- The Seniority of the teachers working in the College or Recognized Institution shall be based on their total teaching experience and date of joining of the duties in the College or Recognized Institution, under the same category;

**Provided that, in the case of the Management which runs more than one College or Recognized Institution, seniority shall be decided on the basis of the first joining of the duties in the Management.**

- In case if more than one teacher from the same cadre joins the duties on the same day in the college or Recognized Institution, the seniority shall be decided on date of birth.

## **Probation Policy**

### **Objective**

To provide a policy framework for confirmation of regular employees after completion of the probation period

### **Eligibility & coverage**

All new recruits of the institute in all grades

### **Policy & procedural formalities to complete probation period**

- Teaching staff probation period is 2 years.
  - Non-teaching staff probation period is 1 year.
1. The appointment to a permanent post by selection shall be on probation for a period of two years. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.
  2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
  3. a) The principal shall be the Assessing Authority under whom the teacher on probation is working. During the probation period the teacher shall submit Annual Self-Assessment for the performance-based appraisal system (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.  
b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his/her guidance, improvement and receive his/her say, if any.
  4. On receipt of the last PBAS and consideration of all the reports, the Appointing authority will discuss the same in the Governing Body / College Development Committee Meeting and decision will be taken accordingly i.e. -
    - a) confirm the teacher on probation in the service from a specific date;

*OR*

    - b) terminate his/her service after giving him/her one month's notice in writing, provided that if will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he/she has not completed his/her probation satisfactorily.

**If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his/her probation period.**
  5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his/her period of probation shall be deemed to have been extended to that extent.

## Retirement

A confirmed teacher shall remain in service at the college or recognized institution until reaching the retirement age set by the government, subject to updates from time to time.

## Resignation

- A teacher wishing to resign must submit a formal resignation letter to the Competent Authority, which will be recorded in the Inward Register.
- Resignation requires prior written notice to the Competent Authority:
  - **Permanent teachers:** Three months' notice is mandatory.
  - **Temporary, ad hoc, or probationary teachers:** One month's notice is required.
- If the teacher fails to provide the required notice, they must compensate the Management by paying an amount equivalent to their basic salary for the notice period. This amount may be deducted from any dues payable to the teacher.
- Faculty resignation and relieving will only proceed after clearance from the academic and administrative heads, ensuring no pending tasks or responsibilities remain.

## Handing Over the Charge

1. Before leaving, the teacher must formally hand over responsibilities using the prescribed "No Due Clearance" format to the principal or an authorized representative.
2. The teacher must:
  - Return all library books, loans, and advances, including Consumer Society Loans, if applicable.
  - Settle maintenance charges for any accommodation provided.
  - Vacate the allocated quarters before handing over responsibilities.
3. The institution will ensure:
  - Full payment of any dues owed to the teacher before their final release.
  - Issuance of the discharge (relieving) certificate in the prescribed format and necessary signatures on the Service Book.

A breach of the statutes or any of the following acts will be considered misconduct by a teacher:

**Violation of Rules:** Engaging in activities contrary to the Act, Statutes, Ordinances, Rules

**Non-compliance:** Refusing to accept orders or official communications issued as per the Statutes.

**False Representation:** Securing employment by misrepresenting facts.

**Misappropriation:** Misusing funds or movable/immovable property belonging to the College or Recognized Institution.

**Negligence:** Willful and consistent neglect of assigned duties.

**Insubordination:** Refusing to follow orders from a controlling authority or deliberately ignoring instructions from immediate supervisors.

**Examination Misconduct:** Engaging in or promoting unfair practices in college, institutional, or university examinations.

**Dishonesty:** Theft, fraud, or dishonest actions.

**Damage to Property:** Willful or careless damage to property belonging to the College or Recognized Institution.

**Intoxication:** Reporting to duty under the influence of intoxicants or causing disruptions during working hours.

**Misconduct with Others:** Misbehaving with students, colleagues, staff, or parents.

### **Explanation**

**Wilful negligence of duty** includes:

- a) Failing to engage assigned classes or complete the prescribed syllabus without justifiable reasons.
- b) Ignoring academic, administrative, extracurricular, or co-curricular responsibilities assigned by the Principal, in accordance with the Act, Statutes, Ordinances, Rules, or Regulations.

### **Disciplinary Authority**

The Management serves as the **Disciplinary Authority** for teachers working in Colleges and Recognized Institutions. However, the Principal is authorized to impose minor penalties on teachers as necessary.

### **Penalties**

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed only after sufficient opportunity is provided to the teacher for being heard and to defend himself.

- (a) Minor Penalties:
  - (i) censure,
  - (ii) fine,
  - (iii) withholding of increment of pay for specific period,
  - (iv) recovery from his/her pay, or such other amount as may be due from him/her.
- (b) Major penalties:
  - (i) stoppage of increment with or without effect on future increments,
  - (ii) reduction to a lower scale of pay, grade, post or service,
  - (iii) compulsory retirement,
  - (iv) removal from service,
  - (v) Termination of service.

*Explanation (1)* : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

*Explanation (2)* : The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the College/Recognized Institution by negligence or by breach of orders.

*Explanation (3)* : Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he/she was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he/she was reduced, and seniority and pay on such restoration.

*Explanation (4)* : The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

*Explanation (5)* : Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognized Institution.

*Explanation (6)* : Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognized Institution.

### **Suspension:**

1. The Disciplinary Authority may, by an order in the form prescribed, place the teacher under suspension under the following circumstances:
    - (a) (i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
    - (ii) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the College/Recognized Institution and;
    - (iii) where there is a strong reason(s) to believe that his/her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely to tamper with the official record or document(s).
  - (b) where the case against him/her in respect of any criminal offence is under investigation, enquiry or trial in a court of law.
2. The teacher shall be deemed to have been placed under suspension.:
    - (a) with effect from the date of his/her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;

- (b) with effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
3. While under suspension, the teacher shall not be allowed to resign.
4. If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his/her retirement.
- (1) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service. The competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
- (2) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay and allowances admissible pending regular enquiry.
- (a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
- (b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub- clause (a) above.
- (c) Explanation :
- 1) While under suspension, the resignation of a teacher shall not be accepted.
- 2) No leave shall be granted to a teacher while he is under suspension.
- 3) The suspension order shall be served in the form as specified.
- (3) The teacher shall furnish the following certificate before he/she is paid the subsistence allowance: "I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension";  
Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary, through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.
- (4) (a) If the teacher under suspension is undergoing a trial in a criminal court or departmental enquiry under these statutes, he/she shall be provided with the subsistence allowance under Clause (2).
- (b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he/she undergoes punishment or till he/she is deemed to be in the service of the University,



- (c) If the teacher under suspension is acquitted in appeal, he/she shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.
- (5) If the teacher under suspension attains the age of superannuation, he/she shall be deemed to have been retired and shall not be entitled to any subsistence allowance. If he/she is covered by the Contributory Provident Fund (CPF) scheme, he/she shall be entitled to have his/her own share of contribution but shall not be entitled to the College/Recognized Institution share. If he/she is covered by the Pension scheme, he/she shall be entitled to provisional pension not exceeding the maximum pension admissible to him/her for qualifying service up to the date of suspension. The University share of CPF or the final pension and the gratuity shall not be paid to him/her as per the final decision of proceedings against him/her.
- (6) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he/she would have been entitled had he/she not been so suspended.

If the person is not fully exonerated, he should be given pay equal to:

- (i) subsistence allowance or
- (ii) certain percentage of pay depending upon the merit of the case.

The period can be converted into leave due and admissible only at the express desire of the teacher concerned.

If the teacher is found fully guilty, and hence removed, terminated or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.

- (7) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state:
- (a) whether the said period be treated as duty leave or leave not due, and
  - (b) the nature of pay and allowances to be paid for the period.
- (8) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (9) In case the College/Recognized Institution fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the College/Recognized Institution.

**Procedure for imposing Minor Penalty** (Ref. Uniform Statutes framed under section 72 read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

**Action not Amounting to Penalty:** (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

**Appointment of non -teaching staff**

The terms and conditions for services and appointment of non-teaching staff will be as per the Maharashtra Civil Services, Ref. Mumbai University Circular No. 2/2013-14 dated 22.05.2013.

Duty of employee to maintain integrity, devotion to duty etc

- (1) Every employee shall at all times-
  - (i) maintain absolute integrity;
  - (ii) maintain devotion to duty; and
  - (iii) do nothing which is unbecoming of an employee.
- (2) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority.
- (3) No employee shall, in the performance of his official duties or in the exercise of powers conferred to him, act otherwise than in his best judgement except when he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.
- (4) Nothing in sub-rule (3) shall be construed as empowering a employee to evade his responsibilities by seeking instructions from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

**Misconduct:-**

It is duty of employee to be loyal, diligent faithful and obedient. The liability to respect and the recognition of a subordinate role on the part of an employee also flows from the nature of contract.

Thus disobedience is subordination and acts subversive of discipline are the recognized misconducts because these acts are contrary to the obligations imposed on an employee by the nature of contract itself and can freely be treated as implied. The foremost implied obligation of a servant is obedience, fidelity and faithfulness being other implied conditions of employment. It would be open to the employer to consider reasonably what conduct can be properly treated as misconduct. Acts which are subversive of discipline amongst the employees would constitute misconduct, rowdy conduct in the course of working hours would constitute misconduct, misbehavior committed even outside working hours but within the precincts of the concern and directed towards the employees of the said concern may, in some cases, constitute misconduct, if the conduct proved against the employee is of such a character that he would not be regarded as worthy of employment, it may, in certain circumstances, be liable to be called misconduct. .

- (i) Where the act or conduct of the servant is prejudicial or likely to be prejudicial to the interests of the Master or to the reputation of the master,
- (ii) Where the act or conduct of a servant is inconsistent or incompatible with the due or peaceful discharge of his duties to his master;
- (iii) Where the act or conduct of a servant makes it unsafe for the employer to retain him in service;

- (iv) Where the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted;
- (v) Where the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee;
- (vi) Where the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (vii) Where the employee is abusive or he disturbs the peace at the place of his employment;
- (viii) Where the employee is insulting and insubordinate to such a degree as to be incompatible with the continuation of the relation of master and employee;
- (ix) Where the employee is habitually negligent in respect of the duties for which he is engaged; and
- (x) Where the neglect of the servant, though isolated, tends to cause serious consequences, it would constitute misconduct. This enumeration is not exhaustive.

In order to enable a master to take disciplinary action against his employee it is not a condition precedent that the misconduct on the part of the employee must arise within his employment and not outside his employment. The test in each case will be whether the servant is conducting himself in a way inconsistent with the faithful discharge of his obligations undertaken by him either expressly or impliedly in accepting the service. The inconsistency may arise on account of any act of the employee, either in the course of his employment or outside it. Which injuries or has the tendency to injure his master's business or reputation.

It is not necessary that a member of the service should have committed the alleged act or omission in the course of discharge of his duties as a servant in order that it may form the subject-matter of disciplinary proceedings. The point arose in the case of an officer, who was appointed as a Commissioner and was under the statute Corporation sole. It was held that the existence of relationship of master and employee is not necessary for taking disciplinary action against a person in service.

The discharge of an employee without motive may be justified for the following causes;

- (i) Willful disobedience of any lawful order of his master.
- (ii) Gross moral misconduct, whether pecuniary or otherwise, which is inconsistent with the fulfilment of his conditions of service;
- (iii) Negligence in business or conduct calculated seriously to injure his master's business.

The broad principle, constantly stated in the relative case law, as always justify the summary dismissal of an employee is either such incapacity as prevents the employee from fulfilling his contract, or conduct on his part incompatible with the faithful discharge of his duty. To this may be added the principle, which is applied in case where an employee's though not in direct relation to those duties, is such as might bring his master's concerns into disrepute

**Requirement of non teaching staff (As per PCI norms)**

| S. No | Designation                         | Required Number           | Required Qualification      |
|-------|-------------------------------------|---------------------------|-----------------------------|
| 1.    | Laboratory Technician               | 1 for each department     | D.Pharm.                    |
| 2.    | Laboratory Assistants/<br>Attenders | 1 for each Lab. (minimum) | SSC                         |
| 3.    | Office Superintendent               | 1                         | Bachelor's Degree           |
| 4.    | Accountant                          | 1                         | Bachelor's Degree           |
| 5.    | Store Keeper                        | 1                         | D.Pharm./ Bachelor's Degree |
| 6.    | Computer Data Operator              | 1                         |                             |
| 7.    | Office Staff I                      | 1                         | Bachelor's Degree           |
| 8.    | Office Staff II                     | 2                         | Bachelor's Degree           |
| 9.    | Peon                                | 2                         | SSC                         |
| 10    | Cleaning Personnel                  | Adequate                  | --                          |
| 11    | Gardner                             | Adequate                  | --                          |

**RULES FOR NON-TEACHING STAFF:**

- ❖ Non-Teaching employee is appointed in the Scale/ lump sum as agreed upon at the time of appointment. The appointment will be initially ADHOC/PROBATIONARY/ TEMPORARY as mentioned in the appointment letter. This will be confirmed at the end of period subject to satisfactory performance of the duties entrusted and reports from superior/s, Non-issue of letter from the management at the end of Adhoc/Probationary/ Temporary period, should not be taken as extension of Adhoc/ Probationary/ Temporary service and any employee doing so will be on their own risk and cost. However, services can be terminated immediately if he/she breaks the general disciplines and acts in the manner which may spoil the academic & disciplinary atmosphere of the Institute.
- ❖ No employee will ordinarily be made permanent unless he has completed TWO YEARS OF SERVICE after getting approved by competent authorities.
- ❖ A person shall become permanent employee only when his appointment as Permanent Employee is approved by the College and an order is given to him in writing.
- ❖ Every employee shall retire on completion of 58 years of age, irrespective of period of service. Unless his period of service is extended for such period and on such terms as it considers proper. Extension shall be for two years or such lesser period as the management may decide.
- ❖ No increment can be claimed as of right. The increment will depend upon the quality of work and the conduct of the individual and various other factors as the management may consider appropriate in its sole discretion.
- ❖ The management shall take such action, as it deems fit in the case of permanent employee who in its opinion is found incapable of performing such work as he /she may be

reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the College or incompatible with due fulfillment of condition of contract or employment either express or implied. However, he/she shall be given opportunity of being heard before any action is taken.

- ❖ Service of permanent employee may be dispensed with by the College by giving Three (1) months' notice or Three months' pay in lieu of notice or proportionate pay for short notice. Conversely, in case, a permanent employee wants to leave the services of the College, he shall give three months' notice in writing to the authorities or lieu of such notice an amount equivalent to three months' pay or proportionate pay for short notice.

Service of Temporary Employee and those on adhoc basis may be dispensed with the college by giving One (1) month notice or One (1) months' pay in lieu of notice or proportionate pay for short notice.

In case of promotion, by virtue of seniority and/or by recommendation of Dept. Head, if there is insubordination or disobedience of instructions/ unsatisfactory report, management reserves the right to revert back to original position/ designation with relevant pay scale, before the promotion.

- ❖ As Non-Teaching staff shall during the period of his/her service, employee himself/ herself honestly and efficiently under the orders/instruction of the Institution under whom they may be placed and shall make themselves in all respects, generally useful to the Institute. They shall devote their whole time to the duties of the institute and shall not on their own account otherwise directly or indirectly on or be concerned in any trade or business or undertake an active part in any public activity or employment whatever, without having first obtained the written permission of the college.
- ❖ In the case of insubordination, neglect of duty or misconduct it shall be open to management to dispense with the services of an employee with notice.
- ❖ Employee is transferable within the institute in any department.
- ❖ Employee should not work in any other organization

**DUTIES & RESPONSIBILITIES OF THE NON TEACHING STAFF**

{Ref. STANDARD CODE Rules hand book, 1984}

**Office Superintendent (In the absence of Registrar)**

1. The office Superintendent shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Office Superintendent to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he/ She deems fit to regularise and to improve the working of the College.
2. The Office Superintendent shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
3. The Office Superintendent shall be the custodian of the records, the commons seal and such other property of the College as the Principal may commit to his charge.
4. The Office Superintendent shall keep the Minutes of all the meetings, and records of such meetings attended by him / her as ex-officio member- secretary.
5. The Office Superintendent shall co-ordinate the work in the college amongst the teaching and the non-teaching staff.
6. The Office Superintendent shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the college and/ or is not in the interest of the institution/ College.
7. The Office Superintendent shall maintain the enquiry service for students, staff and also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.
8. The Office Superintendent shall sign letters issued from the College Office of routine nature.
9. The Office Superintendent shall watch over the work of college affiliation, staff recognition and follow procedure for appointments. He shall also watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep the check on Accounts of the College.
10. The Office Superintendent shall look after the Examination work (College/ Board/ University) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.
11. The Office Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to these subordinates who shall be directly responsible to him/her with the prior approval of Principal.
12. He/ She shall convene the regular meeting of the office staff and laboratory assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
13. He/ She shall inspect attendance register of the non-teaching staff and take such action as he/ she may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take the disciplinary action, in case, the same employee shows no improvement.
14. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through

15. Principal to Government, University, University Grants Commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
16. He/ She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.
17. He/ She shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He/ She shall be responsible for preserving of the documents, etc. concerning his section.
18. The Superintendent shall personally look into the court cases concerning the college and obtain orders from Principal whenever necessary.  
The Superintendent shall mark and distribute the letters in the names of dealing Assistant or to Heads of Departments in the College. He shall exercise check and follow up letters received from the Government, University Grant Commission, University, Management etc.
- 19. He/ She shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and**
- 20. Implications etc. or special cases and submit to higher authority i.e. Principal and give interim replies.**
21. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned.
22. The Superintendent shall scrutinise notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Principal.
23. The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

**Personal Assistant:**

1. The Personal Assistant shall be responsible to the Principal.
2. He/ She shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
3. He/ She shall perform the duties and responsibilities assigned to him by the Principal from time to time.
4. He/ She shall maintain programme sheets of Principal, prepare drafts of meeting and correspondence of routine nature. He/She shall organize plan and follow tour programme of Principal.
5. He/ She shall maintain the confidential and other files as per requirements and make suitable arrangement for the safe custody.
6. He/ She shall issue reminders etc. in respect of such cases, where the Principal has called for information/ date or has suggested or ordered immediate action in any of the cases. He / She shall maintain absolute confidentiality and integrity in respect of the work assigned to him/ her.
7. Any other work assigned from time to time by Principal.

**Senior Clerk / Junior Clerk and Equivalent Cadres:**

1. To enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addresses to Principal by name will be received by the officers themselves or through P.A's Stenographers / Secretaries.
2. To send relevant extracts or any part or a receipt, through Superintendent to the Section, branch concerned for remarks and / or necessary action.
3. To open and maintain service-book / new file(s) note book(s), do copying work/rubber stamping and to attend to all types of administrative / clerical work.
4. To maintain different registers, forms etc.
5. To keep a note-book to watch timely disposal of Urgent papers.
6. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/ files, if any, refer to any receipt and any other relevant material etc.
7. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
8. To prepare routine letters/ replies for approval where noting is not required issue reminders.
9. To maintain daily work sheet, and to submit weekly arrears report to the Section Officer and / or Assistant Section Officer.
10. To prepare monthly arrears report and submit it to the assistant Section Officer and / or Section officer for perusal and guidance / instructions.
11. Any other work assigned from time to time by Principal.

**Clerk (Accounts) :-**

1. To maintain various books of accounts such as ledger, salary registrar, income tax registers.
2. To ensure filling of vouchers and papers.
3. To prepare bills for payment.
4. To file various returns.
5. Any other work assigned from time to time by Principal.



**Clerk (Examination) :-**

1. Arrangement of blocks as per instructions given by Examination In-charge
2. Holding of stock of stationery required for examination and supplying the same day-to-day to Senior supervisor of the examination
3. Follow up of Question Paper and Evaluated Answer Sheets of examination
4. Follow up with the University for Results, Revaluation results & other correspondence with the University.
5. Timely submission of examinations forms submitted by students.
6. Maintenance of Register and Records of examination.
7. Making of Results and Mark sheets in co-ordination with Examination co-ordinator
8. To maintain confidentiality of all examination records
9. Any other duties assigned by Principal & Examination In-charge

**Laboratory Technicians / Assistant:-**

1. To assist students and teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.
4. To supervise the work of Laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakage/losses in laboratory, to his superiors.
7. To report to In charge of Laboratory about misbehaviour inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the Laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the head of the Department.
10. Any other work assigned from time to time by Principal.

**Laboratory Attendants/Library Attendent:**

1. To clean laboratory and to keep laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to Students, Teachers and other Laboratory Staff in movement of Laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other Laboratory staff in physical stock verification of laboratory equipment, instruments, chemical and other materials.
4. To render Physical assistance to students and teachers in conducting practical's and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and a gate of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the laboratory staff, with the approval of In charge of the Laboratory.
9. Any other work assigned from time to time by Principal.

**Peons/Peons-cum-Hamal:**

Persons shall-

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of Office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with Instructions of the Seniors, and also do the work of sticking agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one placeto another inside and outside as the case may be.
6. Carry out any other work of similar nature which the Officer incharge/ Principal / Office Superintendent, may instruct.
7. Serve drinking water to employees and to visitors, when required.
8. Dispatch letters including letters by hand delivery (all peons getting bank duty allowances shall take cash / cheques etc. to banks, as per instructions.)
9. Any other work as may be assigned to him by the concerned officer / Principal from time to time.
10. Peon-cum-Hamal shall also have to attend to the duties assigned to Hamals.

**Hamals/Hamal-cum-peons:**

Sweeping, cleaning rooms and furniture's and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs.

Any other work as may be assigned to him by the concerned officer from time to time.

Hamal-cum-Peon shall also have to attend to the duties assigned to peon.

**Sweepers:**

Sweeping and cleaning the Lavatories, Latrines, floors in the building and College premises and any other office work related to cleaning as assigned by the Officer.

Any other work as may be assigned to him by the concerned officer from time to time.

**Assistant Librarian:**

The Assistant Librarian is responsible for all the matters connected with the library.

**Job Description:**

- Responsible for the development, modernization. upkeep and management of the college library.
- Custodian of all books, periodicals, manuscripts, journals and library equipments and ensure that these are maintained properly and not lost.
- Take periodic verification of the stock.
- Cataloguing and classification of books and Periodicals.
- Process the purchase of library books by making comparative statements
- Supervise over the maintenance of Photocopy machine and maintain records of the same.
- Any other work assigned by the Library In charge teacher and Principal

**Library Assistant:**

The Library Assistants are responsible to Assistant Librarian and the Librarian.

- Issue and receiving of books.
- Restoring the books and periodicals.
- Any other work assigned from time to time by Principal.

## **LEAVE POLICIES**

These rules shall apply to all employees of the Institute.

Leave cannot be claimed as a matter of right. The OES may, due to exigencies, refuse, postpone, curtail or revoke leave of any type (except sick leave) or recall to duty any employee already on leave.

Normally an application for leave should be submitted in the prescribed form to the reporting officer sufficiently in advance from the date of commencement of leave.

### **a) Casual Leave:**

- The leave may be granted up to a maximum of 12 days in a calendar year. In case of employees appointed during the course of a year, casual leave may be allowed on a pro-rata basis.
- Casual leave not availed during a calendar year shall lapse at the end of the year.
- Clubbing with any other type of leave shall not be permitted.
- Intervening Sundays/ holidays shall not be counted as casual leave. However, absence from duty on account of casual leave including such Sunday/holidays shall not exceed 5 days at a stretch.
- Casual leave should be applied for sanction at least one day in advance. Only in emergencies the need for leave can be informed through phone/Fax/ E-mail/ Telegram to the reporting officer.
- If a teacher wishes to apply for the casual leave, it is their duty to substitute their lecture/practical falling on that day and accordingly inform the Time Table Incharge.
- Full salary and allowances shall be paid for the period of casual leave.
- A record of all casual leave of all staff shall be maintained. Full pay with all admissible allowances shall be given during the period of casual leave.
- For vacation staffs, a casual leave cannot be taken on the last working day and first re-opening day after the vacation. A leave taken on one of these days amounts to a loss of salary of 15 days and leave taken on both the days amounts to loss of salary of 30 days.

**b) Medical Leave**

- Each faculty member can avail maximum 8 medical leaves/ year. Medical leave more than 4 days needs a management approval (paid / unpaid) along with the necessary medical documents / certificates.

**c) Earned Leave**

An employee who is not entitled to vacation shall be entitled to the earned leave at the rate of one eleventh of the period spent on duty, subject to the accumulation of maximum of three hundred days of leave. The employee may be granted not more than 120 days earned day at a time.

**d) Vacation Leave**

It is entitle to only a teaching staff for 20 days in the month of May or June. 07 days in Diwali vacation.

**e) Resumption of duty**

An employee must resume duty immediately on expiry of the leave sanctioned, unless extension has been applied in advance and sanctioned in writing. If this written permission is not received, the extra days taken are unauthorized leave and will be considered as misconduct and may invite disciplinary action.

**f) Duty Leave:**

- Each faculty member can avail maximum 6 duty leaves/ year and a budget of not more than Rs.5000/year for registration fee to attend the seminar. The duty leaves for seminars is not a matter of right
- Duty leave would be given for examination work of Mumbai University only, if any faculty member wishes to take up examination work of other universities, they would have to take casual leave which is not a matter of right.
- Participation by faculty members as a resource person in
  - ❖ Seminar/ Workshop (2 days per year)
  - ❖ Faculty Members invited to deliver a guest lecture (2 days per year)
  - ❖ Faculty members invited to deliver a talk to industries ( 2 days per year)
  - ❖ For FDP, 5 to 6 days are allowed in a year for one faculty
- To fulfill the research endeavors, faculty can take duty leave to examine dissertation and M. Pharm./ Ph.D. as a referee at Universities other than the affiliated university.

In special circumstances, Duty Leave over and above 6 days can be granted for the same purpose subject to approval by Principal & Management, provided the total leave does not exceed 15 days under any circumstances.

**Procedure for availing leave:-**

- All leave applications must be recommended by the HOD before being forwarded to the Principal for approval. Applications should be submitted to the Principal via the office, and all leaves must be pre-approved.
- If leave is not pre-approved (e.g., casual or sick leave for less than three days), the employee must inform the HOD via email, with a copy (CC) sent to the Principal and the relevant office staff. The leave application, recommended by the HOD, should be submitted to the office within two days of returning to work. The HOD is required to acknowledge the email and respond with their recommendation or lack thereof.
- For any concessions, requests must be emailed to the HOD with a justification, CC to the Principal. The HOD should respond with their recommendation or lack thereof.
- Long leaves or sick leaves exceeding three days must be approved by the Principal through both an email request and a formal application.
- To track leave records, employees can refer to the hard copy maintained by the office.

**Oriental Education Society's  
Oriental College of Pharmacy  
Sector2, Plot No. 3, 4, 5 Near Sanpada Railway Station Navi Mumbai 400 705**

**Teaching Staff Leave Form**

Date.....

Name .....  
Designation.....

CL / DL/ Medical Leave From:..... To..... No. of days.....  
Purpose.....

Address on Leave:  
.....

Contact /Phone No:.....

Scheduled engagements and the alternative arrangement made are as follows:

| Scheduled Engagements |  |  | Alternate Arrangements |           |
|-----------------------|--|--|------------------------|-----------|
|                       |  |  | Name                   | Signature |
|                       |  |  |                        |           |

1. Whether there is any other professional commitment during leave period \_\_\_\_\_
2. If yes, why leave cannot be postponed? \_\_\_\_\_
3. Who will share the given responsibility? \_\_\_\_\_

Signature of the applicant .....

No. of leaves available as on: ..... (To be filled by office only)

CL..... SL..... ML : ..... Compensatory: .....

1. **Recommended / Not Recommended by HOD** .....
2. **Sanctioned / Not Sanctioned by Principal and Remarks**.....

**Remarks: -**

1. During leave period, you are required to be contactable and for **any emergency** requiring your presence you need to report to the Institute urgently

**Oriental Education Society's**  
**Oriental College of Pharmacy**  
 Sector2, Plot No. 3, 4, 5 Near Sanpada Railway Station Navi Mumbai 400 705

**Non-Teaching Staff Leave Form**

Date.....

Name .....  
 Designation.....

CL / ML/ Comp. Leave From:..... To..... No. of days.....  
 Purpose.....

Address on Leave: ..... Contact Phone  
 No:.....

Scheduled engagements and the alternative arrangement made are as follows:

| Scheduled Engagements |  |  | Alternate Arrangements |           |
|-----------------------|--|--|------------------------|-----------|
|                       |  |  | Name                   | Signature |
|                       |  |  |                        |           |

1. Whether there is any other professional commitment during leave period \_\_\_\_\_
2. If yes, why leave cannot be postponed? \_\_\_\_\_
3. Who will share the given responsibility? \_\_\_\_\_

Signature of the applicant ..... No. of leaves available as on: \_\_\_\_\_ (To be filled by office only)

CL..... SL..... ML : ..... Compensatory L: .....

1. **Recommended / Not Recommended by .....**
2. **Sanctioned / Not Sanctioned by Office Superintendent and  
 Remarks.....**

**Remarks: -**

1. During leave period, you are required to be contactable and for **any emergency** requiring your presence you need to report to the Institute urgently.



**Oriental Education Society's**  
**Oriental College of Pharmacy**  
Sector2, Plot No. 3, 4, 5 Near Sanpada Railway Station Navi Mumbai 400 705

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Date :

To,  
The Principal  
VES College of Pharmacy  
HAMC, Chembur, Mumbai - 400074

**Subject : Permission for duty leave**

- i) To attend Conference/ Seminar/ Workshop as resource person.
- ii) To deliver a guest lecture.
- iii) To deliver a talk to Industry.
- iv) Any other duty (Specify)

Dear Madam,

I, \_\_\_\_\_, request you to grant me a duty leave to deliver a lecture or to attend State/National/ International level conference entitled \_\_\_\_\_ organized by the host Institute \_\_\_\_\_ dated \_\_\_\_\_ on the topic \_\_\_\_\_, as a resource person

OR

Specify any other duty “ \_\_\_\_\_ ” at

\_\_\_\_\_ on \_\_\_\_\_ (date).

I believe that the interaction will be beneficial for achieving organizational goals at VESCOP and I have taken due care to ensure no compromise with my academic and administrative duties during my absence.

Sincerely Yours,

\_\_\_\_\_

Name of Faculty

Recommended by Principal : \_\_\_\_\_

**Oriental Education Society's**  
**Oriental College of Pharmacy**  
**Sector 2, Plot No. 3, 4, 5 Near Sanpada Railway Station Navi Mumbai 400 705**

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**SOP for Full Time Faculty Members desirous to pursue Ph.D. while in Service**

This SOP is applicable to all **full time faculty** members of OCP who wish to pursue Ph.D. while in service. Such faculty is referred as "**candidate**" henceforth in the following guidelines.

**PRE-REGISTRATION:**

1. Application for Ph.D. should be made only after taking '**NOC**' from the **Principal**, in prescribed format.
2. For attending any preliminary meetings or interviews, '**duty leave**' **cannot be granted**. The faculty members need to apply for casual leave.
3. For any outside visit, **attendance certificate** etc. required with timing of reporting and returning and Photocopies of tickers journey.
4. No financial support would be provided by the institute for any purchase or so, required by the candidate.

**POST-REGISTRATION:**

5. Since College is at the inception stage, there are number of developmental activities on-going such as purchases of equipments, infrastructure developments, setup of laboratories, academic activities, research proposals etc. **Under these circumstances, there cannot be a provision of full time study leave.**
6. It is mandatory that **academic and administrative responsibilities** are fulfilled without any concession.
7. The **instrumental, laboratory, library & computer facilities** will be provided to the faculty members for research **excluding** reagents, solvents, chemicals and glassware, stationary, photocopying and printing of the data.
8. It is desirable that, the candidate should use **vacation period** for research purpose. If the work is required to be continued during academic schedule, it is expected that it will not be done during the duty hours of 9.00 a.m. to 4.00 p.m. However, **some flexibility** can be granted based on case-to-case basis and institutes' priorities.
9. The **documentation of the lab work** during Ph.D. should be meticulously done with endorsement from time to time by the Research Guide.
10. A laboratory **entry/exit register** should be maintained by each candidate separately. It should be **duly signed** by the Head of the Department of that laboratory and Principal, time-to-time. Number of hours put in for research should be recorded with started time and ending time.
11. Candidate is requested to follow **strict safety guidelines** during his/her lab work.
12. The candidate should also submit six-months **Progress Report** to the Principal for record purpose.

- i. History
  - ii. Edit items
  - iii. Clear all browsing data
- // Also it's preferable that you use clean-up software like tune up utilities or c-cleaner etc.

6. Try not to run too many programs and tabs at once. Close any programs and tabs you don't need, to avoid freezing your computer.

#### **A. Reimbursement Policy:**

7. In case of damage to the devices, the user would be completely responsible for repairs or payment of charges towards the repair.
8. If the repairs are done by the users, then the quality should be ensured. In case the device is malfunctioning again in 3 months' time then it will be again the responsibility of the user to repair it again.
9. If the damage is irreparable, the user is liable to replace the damaged piece with the brand-new piece of same configuration.

**Induction policy /Employee Orientation**

**Induction**

To facilitate smooth assimilation of new employees into the institute & help them to understand the institution as a whole, make them familiar with all aspects of their job, their responsibility, applicable policies, traditions of the institute.

**Applicability**

All new employees of the institutes

- HR Department shall ensure that every employee, irrespective of grade, goes through a **Comprehensive Orientation Program (COP)**, which will be mandatory for all employees to attend & give feedback.
- Duration of the COP may vary with the grade of the employee.

**Employee Orientation Form**

All new employees need to complete the COP.

|                      |  |                   |  |
|----------------------|--|-------------------|--|
| <b>Employee Name</b> |  | <b>Date</b>       |  |
| <b>Designation</b>   |  | <b>Department</b> |  |
| <b>College Name</b>  |  | <b>Location</b>   |  |

| Sr.No | Particulars                                 | Employee Feedback |    |
|-------|---|-------------------|----|
|       |   | Yes               | No |
| 1     | Job history                                 |                   |    |
| 2     | The work environment                        |                   |    |
| 3     | Company culture                             |                   |    |
| 4     | Understood department structure & functions |                   |    |
| 5     | Understood new job description              |                   |    |
| 6     | Employee benefits & benefits eligibility    |                   |    |
| 7     | Understood HR Policies                      |                   |    |

## Incentive policy for research & publication

**This policy aims to encourage faculty members and researchers to engage in high-quality research and contribute to academic advancement through publications and innovation.**

### **Objective**

1. Promote a research-driven culture within the institution.
2. Recognize and reward faculty for publishing in reputable journals, presenting at conferences, and obtaining patents.
3. Support the pursuit of research grants and collaborative projects.

### **Scope**

**This policy applies to all faculty members, researchers, and staff actively engaged in research and publication at the institution.**

### **Applicability**

To all teaching staff

### **Incentive Criteria**

#### **1. Publications:**

- Publications in high-impact, peer-reviewed journals (e.g., indexed in Scopus, Web of Science, or UGC-CARE) will receive monetary incentives.
- Rewards vary based on journal impact factor and indexing tier:
  - **High Impact (IF > 5)**
  - **Medium Impact (IF 2–5)**
  - **Indexed but no impact factor**

#### **2. Books and Book Chapters:**

- Publishing academic books with reputed publishers will qualify for incentives, with higher rewards for international publishers.
- Contributions to edited volumes or book chapters are also eligible.

#### **3. Conferences:**

- Financial support for presenting research at national or international conferences.
- Additional incentives for "Best Paper" or similar awards.

**4. Research Grants:**

- Incentives for securing external research funding based on the grant size.
- Recognition for collaborative projects with industry or government organizations.

**5. Collaborations and Citations:**

- Incentives for international research collaborations.
- Additional rewards for publications with high citation counts over a specified period.

**Conditions**

1. Publications must acknowledge the institution’s affiliation.
2. Incentives are subject to verification of authenticity and plagiarism checks.
3. Only research output published within the policy’s defined academic year is eligible.
4. Conference presentations must be pre-approved by the institution.

**Procedure for Availing Incentives**

1. Submit an application with supporting documents (e.g., publication copy, conference certificate, patent filing) to the Research Committee.
2. The committee evaluates the submission based on defined criteria.
3. Approved incentives will be disbursed within 30 days of approval.

**Review and Monitoring**

The policy will be reviewed annually by the Research Committee to ensure alignment with institutional goals and emerging trends in research.

## Domestic travel policy / Local conveyance reimbursement policy

### 1. Purpose

To compensate employees for expenses incurred during local travel for official purposes.

### 2. Eligibility

Employees using personal or public transportation for work-related travel within the city

### 3. Modes of Transportation

- **Public Transport:** Reimbursement for metro, bus, or train fares.
- **Taxi/Rideshare:** Approval required for use of cabs like Uber or Ola.
- **Personal Vehicle:** Reimbursement based on mileage (e.g., ₹10/km for two-wheelers, ₹15/km for four-wheelers).

### 4. Documentation Required

- Original receipts or tickets.
- Log of travel dates, destinations, and purpose.
- Mileage logs for personal vehicles.

### 5. Claim Process

- Claims should be submitted within 30 days of travel.
- Use the company's designated expense claim form.
- Attach all supporting documents, including receipts and approvals.

### 6. Limits

- Travel within a 10 km radius of the office is generally not reimbursed unless explicitly authorized.
  - Maximum daily reimbursement limits may apply based on company policy.

### **General Guidelines**

- Employees are encouraged to minimize expenses while maintaining quality.
- Non-submission of valid receipts may result in rejection of the claim.
- Misuse of reimbursement policies may lead to disciplinary action.

Regular employees of OES, working in Administration, Accounts, Training & Development, Marketing, other shared services, etc. depending upon the work exigencies and special approval from the Management and Principal or Director – Education.

Employees using public transport or autos will be allowed reimbursement at actual.

**Conveyance reimbursement – claim Form.**

Name of the Institute : \_\_\_\_\_

Employee Name : \_\_\_\_\_

Designation : \_\_\_\_\_

Department : \_\_\_\_\_

Date of travel : \_\_\_\_\_

Period (To & Fro) : \_\_\_\_\_

Location : \_\_\_\_\_

Reason for travel : \_\_\_\_\_

Total Expenses (in INR) : \_\_\_\_\_

Signature of employee  
\_\_\_\_\_

Approved by HOD/Supervisor/Principal  
\_\_\_\_\_



## Personal loan policy

### **1. Purpose**

To provide financial assistance to faculty and administrative staff through personal loans, ensuring a balance between institutional support and responsible lending practices.

### **2. Eligibility**

Permanent employees who have completed at least 2 years of continuous service. Contractual employees may be considered if explicitly approved by the college's governing body. Employees must not have any outstanding loans exceeding the limit specified in this policy.

### **3. Objective**

Personal Loans / Salary Advances will only be granted where there is a serious need or where emergency relief is required due to circumstances that could not have been foreseen by the employee or where emergency relief is required. The management reserves the right to refuse any loan application either in full or part thereof if it is deemed that the loan amount falls outside of the employee's reasonable affordability.

### **4. Applicability**

To all employees who successfully completed probation period

### **5. Policy**

- Personal loans may never exceed the employee's net salary for Three month. A loan agreement will be drawn up and repayment terms will be stipulated therein.
- Repayments are to be deducted in accordance with the loan agreement from the employees' monthly salary and must be repayable within a maximum of 12 months from the start of the loan agreement.
- Repayments should never exceed 20% of the employee's monthly net remuneration.
- All approved Personal loans will be paid out to the employee within 7 days.
- All applications must reach the Finance Department timely to ensure that this process is not delayed unnecessarily.
- No loans will be available to any employee within their initial probation period; any exception to this constraint would be solely at the discretion of the Management.

- All loan documents and supporting details will be filed on the employee’s personal file.
- At least 2 guarantors’ details are required to submit along with loan application form (Photo, Identity proof & address proof).

### **6. Documentation Required**

- Loan application form.
- Proof of purpose (e.g., medical bills, education fee receipts, etc.).
- Last 3 months’ salary slips.
- Undertaking for salary deduction.

### **7. Approval Process**

- Loan requests must be submitted to the HR department.
- Approval hierarchy:
  - Head of Department (HOD) → Registrar → Governing Body/Finance Committee.
- The Finance Committee reserves the right to reject applications based on creditworthiness or institutional budget constraints.

### **10. Restrictions**

- Employees cannot apply for a second loan if a previous loan is still outstanding.
- Loan applications may be rejected if the institution's financial health is constrained or the employee has a poor repayment history.
- Loans will not be granted for speculative purposes (e.g., investments, stock trading).

### **11. Special Provisions**

- In case of unforeseen circumstances (e.g., death or permanent disability of the borrower), the outstanding loan amount may be:
  - Waived partially or fully, subject to the approval of the Governing Body.
  - Recovered from applicable insurance if the loan is insured.

### **12. Confidentiality**

All loan applications and associated documentation will be handled with the utmost confidentiality.

### **General Guidelines**

- The policy aims to support employees while ensuring institutional financial stability.
- Misuse of funds or falsification of loan purposes will lead to disciplinary action.

## POLICY ON PREVENTION OF SEXUAL HARRASMENT AT WORKPLACE

### Purpose

To ensure a safe, secure, and respectful work environment by preventing, prohibiting, and addressing incidents of sexual harassment in compliance with the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, and Redressal) Act, 2013 (POSH Act) or similar applicable laws.

### 1. Applicability

- All employees, including teaching and non-teaching staff, contractors, interns, consultants, and volunteers.
- Students and visitors present on the college premises.
- Incidents occurring at the workplace or during work-related activities (e.g., conferences, off-site programs, or travel).

### 2. Definition of Sexual Harassment

**Sexual harassment includes any unwelcome behavior (physical, verbal, or non-verbal) of a sexual nature, such as:**

- Physical advances or inappropriate touching.
- Demand or request for sexual favors.
- Making sexually colored remarks.
- Displaying pornographic material.
- Any other unwelcome behavior of a sexual nature that violates an individual's dignity.

### 3. Internal Complaints Committee (ICC)

The college shall constitute an **Internal Complaints Committee (ICC)** to handle complaints of sexual harassment.

- **Chairperson:** A senior woman employee.
- **Members:** At least 2 members from the staff.
  - At least one external member experienced in handling sexual harassment cases or familiar with law, social work, or women's issues.
  - Adequate representation of gender diversity.

### 4. Reporting a Complaint

- Complaints must be filed in writing with the ICC within **three months** of the incident.
- Assistance will be provided to individuals unable to write their complaints.
- The complaint must include:
  - Name of the complainant and respondent.
  - Detailed description of the incident(s), including dates and locations.

## 5. Redressal Process

### a. Preliminary Inquiry

- Upon receiving a complaint, the ICC will conduct a preliminary inquiry to determine if the matter falls under the purview of sexual harassment.
- Confidentiality will be maintained throughout the process.

### b. Investigation

- The ICC will investigate the complaint by interviewing the complainant, respondent, and witnesses
- Both parties will have an opportunity to present evidence and respond to allegations.

### c. Resolution Timeline

- The ICC will complete its inquiry within **90 days** of receiving the complaint.
- The final report will be submitted to the Principal/Management for further action within **10 days** of completing the inquiry.

### d. Disciplinary Action

- If the complaint is substantiated, disciplinary actions may include:
  - Written apology.
  - Counseling.
  - Warning or reprimand.
  - Suspension or termination of employment or enrollment.

## 6. Confidentiality

- All information related to the complaint will be kept strictly confidential.
- Breach of confidentiality by any member of the ICC or involved parties may result in disciplinary action.

## 7. Protection against Retaliation

- The institution prohibits retaliation against any individual for reporting sexual harassment or participating in an investigation.
- Complaints of retaliation will be treated as seriously as the original complaint.

## 8. False Complaints

- Deliberately false complaints or evidence may lead to disciplinary action against the complainant, without deterring genuine complaints.

## 9. Awareness and Training

- The college will regularly conduct awareness programs and workshops for employees and students to sensitize them about the policy and their rights.
- The ICC members will receive periodic training to handle cases effectively.

## GRIEVANCE MANAGEMENT POLICY

### Purpose

To establish a systematic and transparent process for addressing and resolving grievances raised by employees, faculty, staff, and students within the institution in a fair and timely manner, fostering a harmonious and productive work and learning environment.

### 1. Scope

This policy applies to:

- All employees, including teaching and non-teaching staff.
- Students and interns associated with the institution.
- Contractual workers or consultants engaged with the institution.

### Grievances may include, but are not limited to:

- Workplace issues such as discrimination, harassment, or unfair treatment.
- Concerns related to working conditions, facilities, or administrative decisions.
- Academic issues faced by students, such as unfair evaluations or misconduct by staff.
- Any other dissatisfaction impacting work, learning, or campus experience.

### 2. Objectives

- To provide a structured mechanism for raising grievances.
- To ensure all grievances are handled with impartiality, fairness, and confidentiality.
- To foster a culture of trust and accountability within the institution.
- To comply with applicable laws and institutional policies.

### 3. Principles

- **Fairness:** All grievances will be addressed impartially.
- **Confidentiality:** The identity and details of the complainant will be kept confidential.
- **Timeliness:** Grievances will be resolved within a specified timeframe.
- **Transparency:** Procedures will be clear and consistent.
- **Non-Retaliation:** No individual will face retaliation for raising a genuine grievance.

### 4. Grievance Handling Structure

The grievance mechanism involves the following levels:

#### a. Grievance Redressal Committee (GRC)

- **Composition:**

- Chairperson (Senior faculty member or administrator).
- At least two faculty or staff members.
- One external member (optional, for impartiality).
- Student representative (for student grievances).

### **b. Ombudsperson (Optional)**

An independent individual appointed by the institution to oversee grievance management and act as an escalation point for unresolved issues.

### **c. Departmental Grievance Coordinator**

Each department may appoint a coordinator to address informal grievances before escalation to the GRC.

## **5. Grievance Filing Process**

### **a. Informal Resolution**

- Employees or students are encouraged to resolve grievances informally by discussing the matter with their immediate supervisor, mentor, or departmental grievance coordinator.
- If unresolved, they may proceed to the formal grievance mechanism.

### **b. Formal Resolution**

#### **1. Submission:**

- A grievance must be submitted in writing to the GRC or through the institution's designated grievance portal.
- The complaint should include:
  - Complainant's name and contact details.
  - Details of the grievance, including dates and events.
  - Supporting evidence (if any).

#### **2. Acknowledgment:**

- The GRC will acknowledge receipt of the grievance within **5 working days**.

#### **3. Investigation:**

- The GRC will conduct a thorough inquiry, including interviewing the complainant, respondent, and witnesses (if applicable).
- Relevant documents and evidence will be reviewed.

#### **4. Resolution and Response:**

- The GRC will provide a written response to the complainant within **30 working days** of receiving the grievance, outlining the findings and any corrective actions.

#### **5. Escalation:**

- If the complainant is dissatisfied, they may escalate the grievance to the Ombudsperson or the higher management, as applicable.

## **6. Confidentiality and Protection**

- Information related to grievances will be disclosed only to individuals directly involved in the investigation or resolution process.
- Retaliation against complainants or witnesses is strictly prohibited and will result in disciplinary action.

## 7. Monitoring and Reporting

- The GRC will maintain a record of all grievances, including resolutions and timelines.
- A periodic report will be submitted to senior management summarizing grievance trends and recommendations for institutional improvements.

## 8. Appeals Process

If the complainant is dissatisfied with the resolution:

- An appeal may be filed with the Ombudsperson or Governing Body within **15 working days** of receiving the resolution.
- The appeal will be reviewed, and a final decision will be communicated within **30 days**.

## 9. Awareness and Training

- Regular training programs will be conducted for employees, faculty, staff, and students on grievance redressal mechanisms.
- Information about the grievance process will be made available through handbooks, portals, and notice boards.

## 10. Policy Review

The grievance management policy will be reviewed annually by the institution's management to ensure compliance with legal updates and institutional needs.

## GENERAL SAFETY RULES & POLICY

A well-defined set of safety rules and policies in a college ensures the safety and well-being of students, staff, and visitors. Below is a general outline of common safety rules and policies implemented in most colleges:

### General Safety Rules

#### 1. Emergency Preparedness:

- Familiarize yourself with emergency exits, fire alarms, and evacuation procedures.
- Participate in regular drills for fire, earthquake, or other emergencies.
- Keep emergency contacts readily accessible.

#### 2. Fire Safety:

- Do not tamper with fire alarms, extinguishers, or other fire safety equipment.
- Avoid using open flames or smoking in restricted areas.
- Report any fire hazards immediately.

#### 3. Health and Hygiene:

- Maintain personal hygiene and cleanliness in shared spaces like cafeterias, libraries, and restrooms.
- Follow proper waste disposal practices.
- Stay home if feeling unwell, especially with contagious illnesses.

#### 4. Campus Security:

- Always carry your college ID card.
- Report suspicious activities or individuals to campus security.
- Avoid sharing personal information with strangers.

#### 5. Laboratory Safety:

- Wear appropriate safety gear (goggles, gloves, lab coats) when in labs.
- Follow all chemical handling protocols and equipment usage guidelines.
- Dispose of hazardous materials in designated containers.

#### 6. Traffic and Parking:

- Follow speed limits and traffic rules within the campus.
- Park vehicles only in designated areas.
- Use pedestrian crossings and follow traffic signals.



**7. Prohibited Items and Substances:**

- Do not bring weapons, alcohol, drugs, or other prohibited substances onto campus.
- Refrain from using any items that could cause harm to others.

**8. Cyber Safety:**

- Use the college's internet responsibly and adhere to the IT usage policy.
- Avoid downloading unauthorized software or visiting malicious websites.
- Protect your login credentials and personal information.

**Policies for Safety:**

At OES, no phase of the operation is considered more important than accident prevention. It is our policy to provide and maintain safe working conditions and to follow operating practices that will safeguard all employees. No job will be considered properly completed unless it is performed in a safe manner.

OES is concerned about the health and good work habits of its employees. In the event you are injured or unable to perform your job, we want to help you obtain the best treatment, so you can return to your regular job as soon as possible.

**1. Code of Conduct:**

- All students and staff must adhere to a code of conduct promoting respect, diversity, and integrity.
- Harassment, bullying, and violence are strictly prohibited.

**2. Anti-Harassment Policy:**

- Report any incidents of harassment or discrimination to the designated campus authorities.
- Confidentiality and a safe reporting environment will be maintained.

**3. Substance Abuse Policy:**

- Zero tolerance for drug use or alcohol consumption on campus.
- Counseling and support may be provided for individuals struggling with substance issues.

**4. Disaster Management Policy:**

- Ensure preparedness for natural disasters such as earthquakes, floods, or hurricanes.
- Regular training for staff and students on emergency response.

**5. Health Services:**

- On-campus health centers to provide first aid and medical assistance.
- Vaccination and health check-up drives to ensure community wellness.

**6. Visitor Policy:**

- Visitors must register at the entrance and wear visitor badges while on campus.
- Unauthorized individuals are not allowed in restricted areas.

**7. Incident Reporting:**

- Accidents, injuries, or unsafe conditions must be reported immediately to the concerned authorities.
- Incident reports will be documented for preventive actions.

**8. Technology and Data Privacy:**

- Ensure secure handling of sensitive data like student records.
- Regular updates to firewalls and antivirus software for campus IT systems.

**Enforcement:**

- Violations of safety rules and policies may result in warnings, fines, suspension, or expulsion, depending on the severity of the offense.
- A dedicated safety committee ensures continuous monitoring and improvement of safety measures.

I have read OES culture statement and understand the commitment to the safety and health of employees and customers/clients.

---

(Applicant's/Employee's Name)

---

(Applicant's/Employee's Signature)

## SAFETY RULES

- Report to work in alert, rested and in good physical condition.
- Personal protective equipment (such as safety glasses, hearing protection, protective clothing, and footwear) must be worn when required for specific job tasks or work areas.
- All accidents, incidents and injuries, regardless of how minor, shall be reported immediately to the supervisor in charge.
- All work is to be performed in a safe manner according to our written policies and procedures. If you have a concern about the safety of a task, bring this to the attention of your immediate supervisor.
- Understand your work assignments and perform only the job functions in which you are fully trained. Discuss any unfamiliar work assignments with your supervisor prior to beginning the task.
- Possession of firearms or other weapons is prohibited on Company property, or while you are on institutes business.
- Use or being under the influence of, intoxicants or drugs while on the job is prohibited and shall be considered cause for dismissal.
- A worker shall not operate a machine unless the guarding mechanisms place and functioning properly.
- All employees shall correct an unsafe condition or practice to the extent of their authority and/or report the hazard to their supervisor.
- Ignoring safe work practices, policies, procedures, rules, or other safety instruction is cause for disciplinary action up to and including termination of employment.

## PROHIBITED ACTIVITIES

OES wishes to create a work environment that promotes job satisfaction, respect, responsibility and value for all of our employees, client's customers and other stakeholders. Every employee at OES has shared responsibilities toward improving the quality of the work environment.

Following are the examples of conduct considered improper which may result in discipline, including Termination. (This is not a complete list and understands that other behaviors may also result in discipline)

- Possessing, using, selling, negotiating the sale of, or being under the influence of alcohol, drugs or other controlled substances during working hours.
- Theft or destruction of company property or that of visitors, clients of fellow employees.
- Possession of potentially hazardous or dangerous property, such as firearms, weapons, chemicals etc. without prior authorization.
- Fighting with or harassment of, any fellow employee or customer.
- Unauthorized or excessive use of company property of any visitors, customers, fellow employees, including but not limited to vehicles, supplies, telephones, mail & computers.
- Disclosures of company trade secrets or any other confidential or proprietary information of the institute, its customers or fellow employees.
- Failure to follow or general neglect of safety rules and procedures.
- Excessive tardiness or absence.
- Smoking in non-designated areas.
- Failure to keep your work place in a neat and sanitary condition.
- Use of obscene or otherwise inappropriate language or conduct in the work- place.
- Criminal activity at, or outside of, the workplace.
- Gambling on institute premises.
- Sleeping or neglect of job duty
- Being away from the work area without prior authorization.
- Harassment of or discriminating against an employee, customer or visitor because of that person's race, religion, color, sex, age, disability or national origin.
- Spreading rumors.

## WORKPLACE VIOLENCE PREVENTION POLICY

### **Policy Statement**

Oriental College of Pharmacy is committed to maintaining a safe and secure environment, free from threats, intimidation, and acts of violence. Any form of violence or threatening behaviour is strictly prohibited and will be addressed promptly and effectively.

### **Purpose**

The purpose of this policy is to:

1. Protect employees, students, and visitors from workplace violence.
2. Define workplace violence and unacceptable behavior.
3. Provide a clear procedure for reporting, investigating, and addressing incidents.
4. Promote a culture of respect and safety.

### **Scope**

This policy applies to:

- All employees, contractors, students, visitors, and vendors.
- Incidents that occur on campus, at off-site college events, during work-related travel, or via electronic communication.

### **Definition of Workplace Violence**

Workplace violence includes but is not limited to:

- Physical assault (hitting, pushing, kicking).
- Threats of harm, whether verbal, written, or implied.
- Harassment or bullying that creates fear or discomfort.
- Possession of weapons or dangerous materials on campus (unless authorized).
- Vandalism or destruction of property with the intent to intimidate.
- Stalking or inappropriate communication.

### **Prohibited Behaviors**

The following behaviors are strictly prohibited:

1. Physical violence or aggressive behavior.
2. Verbal threats, shouting, or use of abusive language.
3. Harassment, including sexual harassment or bullying.
4. Carrying firearms or other weapons without authorization.
5. Intimidation through gestures or electronic communication.

## Responsibilities

### Management and Leadership:

- Create a safe work environment.
- Act promptly on reports of workplace violence.
- Provide training on violence prevention and response.

### Employees:

- Refrain from engaging in or tolerating violent behavior.
- Report incidents or threats immediately.
- Cooperate with investigations and safety measures.

### Campus Security:

- Respond swiftly to reported incidents.
- Provide security assessments and recommendations.
- Maintain a visible presence to deter violence.

## Reporting Procedures

### 1. **Immediate Reporting:**

- Employees or students must report incidents of workplace violence immediately to their supervisor, human resources, or campus security.

### 2. **Confidentiality:**

- All reports will be treated with confidentiality, shared only with individuals involved in the investigation.

### 3. **No Retaliation:**

- Retaliation against anyone reporting workplace violence in good faith is strictly prohibited.

## Investigation Process

### 1. **Initial Review:**

- Assess the immediate risk and take steps to ensure safety.

### 2. **Fact-Finding:**

- Collect statements, evidence, and any relevant documentation.

### 3. **Resolution:**

- Implement corrective measures, which may include disciplinary action, counseling, or changes to work conditions

## Preventive Measures

### • **Training:**

- Provide regular training to employees and students on recognizing and preventing workplace violence.
-

- **Threat Assessment:**
  - Conduct risk assessments to identify potential threats and vulnerabilities.
- **Clear Communication:**
  - Ensure all members of the college community are aware of this policy and reporting mechanisms.
- **Support Services:**
  - Offer counseling and support to individuals affected by workplace violence.

### **Consequences for Violations**

Violations of this policy will result in disciplinary actions, which may include:

- Warnings or reprimands.
- Suspension or termination of employment.
- Expulsion (for students).
- Referral to law enforcement for legal action.

### **Review and Evaluation**

This policy will be reviewed annually to ensure its effectiveness and relevance. Updates will be communicated to all employees, students, and relevant stakeholders.

OES does not tolerate workplace violence and is committed to maintaining a safe workplace for all Teaching, Non-teaching, supervisors, vendors, contractors, and visitors. Institute sponsored event, or if the conduct has an impact on the workplace, regardless of where the conduct occurs. OES defines workplace violence as words, actions or behaviors that are disruptive, intimidating, aggressive, hostile or emotionally abusive, generate anxiety, or create a climate of distrust and fear. This includes any communicated threats (verbal or physical) or threatening behavior, bullying, stalking, domestic/partner violence, all forms of harassment, overt acts of violence causing physical injury and words or actions indicating that an employee might harm him or herself. Additionally, workplace violence includes the destruction of, attempted destruction of, or threats to destroy OES and/or personal property.

OES policy requires an immediate response to all reports of violence. All threatening incidents will be investigated and documented by the Workplace Violence Prevention Team. It is the responsibility of all employees to report all threatening behavior, or any disturbing circumstance that may raise a concern for safety, as soon as possible. Employees are responsible for reporting this information regardless of the relationship between the individual who initiated the threat or threatening behavior and the person(s) threatened. Incidents or concerns can be reported to Workplace Violence Prevention Team.

## FACULTY PERFORMANCE APPRAISAL SYSTEM

The policy document is designed by HODs of all departments in consultation with the Principal. It is discussed with teaching and non-teaching staff in department meetings. The inputs and suggestions are taken into account for designing policy. The policy document is approved in the meeting of HODs, the Principal.

Faculty performance appraisal aims at a variety of activities through which organizations seek to assess employees and develop their competence, improve performance, and allocate rewards. Further, faculty members take measures to improve the quality of student learning experience in their courses. It also includes structured classroom observations, teacher contributions to student achievement growth, and student perceptions of teacher effectiveness and classroom instructional climate.

The Faculty appraisal is to be carried out on the following parameters:

| Sr. | Parameter                  | Weightage |
|-----|----------------------------|-----------|
| 1   | Teaching Process           | 25        |
| 2   | Student's Feedback         | 25        |
| 3   | Departmental activities    | 20        |
| 4   | Institute activities       | 10        |
| 5   | Contribution to society    | 10        |
| 6   | Annual confidential report | 10        |

**The student's feedback** is taken in the form of questionnaire for quality of teaching is taken once/twice in a semester/year. This gives idea regarding how faculties are currently performing and how they can improve.

**Teaching process includes** effective execution of lesson plan (theory and practical) - Availability of teaching material to students - Guidance and support to students - Personal development - Research and development activities - Contribution in co-curricular and extra-curricular activities - Contribution and initiative for the development of department and college - Involvement in University related assignments, etc..



**Departmental activities include**

Research/Review paper publication, Conference/webinar/FDP/MOOCs organized and attended, Laboratory charge

**Institute activity includes**

Exam incharge/Cultural in charge/Class in charge/Alumni in charge/Timetable incharge/Placement in charge etc, Co-ordinator appointed by Principal, Contribution to Training and placement of students, mentoring of students.

**Contribution to Society includes**

Induction Program, Unnat Bharat Abhiyan, Yoga Classes, Blood Donation/any other social activities

**ACR (Annual Confidential Report)** maintained at institute level (To be filled by Principal)

**Appraisal for Non-Teaching Staff**

It will be done on following parameters: Job knowledge and skills, Understanding the job responsibility, Knowledge and skills necessary to perform the job effectively, Willingness to learn new skills, methods, Multitasking abilities, Regularity and punctuality, Quality of students service, Interpersonal skills, cooperation and collaboration, Documentation, Leadership and teamwork Overall evaluation

**Calculation of final grade and conclusion**

For deciding the final grade of the faculty, grades of above parameters i.e. student's feedback, teaching process and appraisal by HOD and Principal will be taken into consideration. The grade in each parameter is converted to extraordinary, excellent, very good, good and satisfactory

**FACULTY APPRAISAL DOCUMENT (A.Y.) -----**

|                      |  |
|----------------------|--|
| <b>Name</b>          |  |
| <b>Designation</b>   |  |
| <b>Department</b>    |  |
| <b>Academic Year</b> |  |

**A. Teaching Process (Max Credit Point 25)**

| S. No.       | Semester | Course Code/<br>Name | No. of<br>Scheduled<br>Classes | No. of actually<br>held classes | Points<br>earned |
|--------------|----------|----------------------|--------------------------------|---------------------------------|------------------|
| 1            |          |                      |                                |                                 |                  |
| 2            |          |                      |                                |                                 |                  |
| 3            |          |                      |                                |                                 |                  |
| 4            |          |                      |                                |                                 |                  |
| 5            |          |                      |                                |                                 |                  |
| 6            |          |                      |                                |                                 |                  |
| 7            |          |                      |                                |                                 |                  |
| <b>Total</b> |          |                      |                                |                                 |                  |

**B. Students' feedback (Max Credit Point 25)**

| S. No. | Semester | Course Code/Name | Average Student feedback<br>on a scale of 25 |
|--------|----------|------------------|--|
| 1      |          |                  |  |
| 2      |          |                  |  |
| 3      |          |                  |  |
| 4      |          |                  |  |
| 5      |          |                  |  |
| 6      |          |                  |  |
| 7      |          |                  |  |
|        |          |                  |  |

**C. Departmental Activities (Max credit Points 20)**

| S. No. | Semester | Activity | Points earned | Enclosure No. | Remarks |
|--------|----------|----------|---------------|---------------|---------|
| 1      |          |          |               |               |         |
| 2      |          |          |               |               |         |
| 3      |          |          |               |               |         |
| 4      |          |          |               |               |         |
|        |          |          |               |               |         |

Consultancy & project =5 Accreditation work=4, Conference/webinar/FDP / MOOCS organized = 3, Journal Publications/book publications=3, Lab in charge=3, Conference/webinar/FDP / MOOCS attended = 2

**D. Institute Activities (Max Credit Points 10)**

| Sr.No | Semester | Activity | Points earned | Enclosure No. | Remarks |
|-------|----------|----------|---------------|---------------|---------|
| 1     |          |          |               |               |         |
| 2     |          |          |               |               |         |
| 3     |          |          |               |               |         |
| 4     |          |          |               |               |         |
|       |          |          |               |               |         |

Exam Incharge/Cultural in charge /Class in charge/Alumini in charge/Timetable incharge/Placement in charge etc. =3, Contribution to Training and placement of students = 3, Mentoring of students=2 Co-coordinator appointed by Principal= 2, Contribution to Society (Max Credit Points 10)

**E. Contribution to society**

| S. No. | Semester | Activity | Points earned | Enclosure No. | Remarks |
|--------|----------|----------|---------------|---------------|---------|
| 1      |          |          |               |               |         |
| 2      |          |          |               |               |         |
| 3      |          |          |               |               |         |
| 4      |          |          |               |               |         |
|        |          |          |               |               |         |

Induction Program = 2.5, Unnat Bharat Abhiyan= 2.5, Yoga Classes= 2.5, Blood Donation/any other social activities= 2.5

**E.ACR (Annual Confidential Report) maintained at institute level (Max Credit 10)**

(To be filled by Principal)

| Extraordinary | Excellent | Very Good | Good | Satisfactory |
|---------------|-----------|-----------|------|--------------|
| 10            | 9         | 8         | 7    | 5            |
|               |           |           |      |              |

| <b>Summary</b>                             |  |
|--|--|
| A. Teaching Process (MaxPoints25)          |  |
| B. Students' feedback (MaxPoints25)        |  |
| C. Departmental Activities (MaxPoints20)   |  |
| D. Institute Activities (MaxPoints10)      |  |
| E. Contribution to Society (Max Points 10) |  |
| F. ACR (Max Points 10)                     |  |
| Total (Max Points 100)                     |  |
| Total on 10 Point scale                    |  |

**Signature of Principal**

Date:

**Signature of faculty Member**

Date:

**Signature of HOD**

Date:

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**Confidential Assessment Self – Assessment regarding ability and character of Non-Teaching staff**

|    |  |   |                            |                             |             |       |          |
|----|--|---|----------------------------|-----------------------------|-------------|-------|----------|
| 1. | Name: _____  |   |                            |                             |             |       |          |
|    | (First)  |   | (Middle)                   |                             | (Surname)   |       |          |
| 2. | Period of report                                       | : | 1 <sup>st</sup> April 20__ | 31 <sup>st</sup> March 20__ |             |       |          |
| 3. | Post or posts held during the period of report         | : |                            |                             |             |       |          |
| 4. | Department   | : |                            |                             |             |       |          |
| 5. | Leave taken during the period<br>E.L./C.L./Other Leave | : | E.L                        | C.L                         | Other Leave | Leave | Vacation |
|    |  |   |                            |                             |             |       |          |

**Performance Assessment**

| Sr. No.             | Item                              | V. Good | Good | Fair | Average | Below Average |
|---------------------|-----------------------------------|---------|------|------|---------|---------------|
|                     |                                   | A       | B    | C    | D       | E             |
| <b>I. Technical</b> |                                   |         |      |      |         |               |
| 1.                  | Initiative                        |         |      |      |         |               |
| 2.                  | Neatness                          |         |      |      |         |               |
| 3.                  | Accuracy                          |         |      |      |         |               |
| 4.                  | Punctuality in work               |         |      |      |         |               |
| 5.                  | Methodical and Systematic working |         |      |      |         |               |
| 6.                  | Promptness in attendance          |         |      |      |         |               |
| 7.                  | Regularity in attendance          |         |      |      |         |               |
| 8.                  | Relations with superiors          |         |      |      |         |               |
| 9.                  | Relations with Colleagues         |         |      |      |         |               |
| 10.                 | Relations with members of public  |         |      |      |         |               |

|                               |   |                |             |             |                |                      |
|-------------------------------|---|----------------|-------------|-------------|----------------|----------------------|
| 11.                           | Dependability   |                |             |             |                |                      |
| 12.                           | Capacity to get work done   |                |             |             |                |                      |
| <b>Sr. No.</b>                | <b>Item</b>   | <b>V. Good</b> | <b>Good</b> | <b>Fair</b> | <b>Average</b> | <b>Below Average</b> |
|                               |   | <b>A</b>       | <b>B</b>    | <b>C</b>    | <b>D</b>       | <b>E</b>             |
| <b>II. General Impression</b> |   |                |             |             |                |                      |
| 1.                            | General Impression and grasp  |                |             |             |                |                      |
| 2.                            | Leadership qualities  |                |             |             |                |                      |
| 3.                            | Level of knowledge (related to the department)  |                |             |             |                |                      |
| 4.                            | Tech. Ability (wherever relevant)   |                |             |             |                |                      |
| 5.                            | Spl. Complementary aptitude qualities.  |                |             |             |                |                      |
| <b>III. Recommendation</b>    |   |                |             |             |                |                      |
| a.                            | Administrative ability including judgment, initiative, promptness and drive               |                |             |             |                |                      |
| b.                            | Fitness to continue in the present post   |                |             |             |                |                      |
| c.                            | Fitness for promotion   |                |             |             |                |                      |
| d.                            | Any other item not covered but which you would like to record. please specify the subject |                |             |             |                |                      |

Date: \_\_\_\_\_

Place: Mumbai

Signature \_\_\_\_\_

(Principal)

Remarks of Principal:


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**SOP for handling laptops and computers:****Policy Statement**

|         |   |
|---------|---|
| Purpose | The purpose of this standard operating procedures document is to spell out Dos and Don'ts while handling laptops and computer at the Oriental Education Society's Oriental College of Pharmacy                          |
| Scope   | The SOP applies to all staff members at OCP, including: <ul style="list-style-type: none"> <li>● Non-teaching and technical staff</li> <li>● Part-time, full time, contractual and permanent faculty members</li> </ul> |

**B. Issue and submission of the laptops and computer**

1. The laptops and computers and related gadgets should be issued from compute centre following the usual protocol. Nothing should be taken without proper record.
2. Once the usage is over or in case of leaving the institute all the gadgets should be submitted back in working condition
3. In case of leaving the institute, a proper no dues clearance documents should be taken from centre computer in-charge
4. While handing over the computer, please make sure that data has been backed up and wiped from the computer.

**C. Handling of computers and laptops**

10. The computer and its parts should not be taken to residence.
11. The laptops shouldn't be taken to residence without proper permissions and information.
12. Never try to repair the computers/Laptop on your own please inform the computer centre in-charge and hand over it to the personnel.
13. The computer and laptop should be used for only official purposes. Strict action will be taken if instance of unethical usage is identified.
14. The computer should be run with licensed versions of software only.
15. The computer/laptop is must to have valid antivirus software. In case of expiry inform the concerned staff and get it fixed.
16. The computers should be cleaned regularly for dust. Use a clean damp cloth to clean the computer's external casing. Clean the keyboard properly. Clean the screen very carefully.
17. The computers should be cleaned from inside (at least once in a quarter) by the personnel at computer centre. Never forget to fix appointment for it.
18. Place your computer/Laptop in a clean, cool and dry place.
19. Do not place your computer/Laptop under the direct heat of sunlight or in a place where it might get wet.
20. Hold and lift the computer by its base, not by its LCD display (the screen).
21. Don't expose your laptop to rapid temperature changes. *e.g* do-not use the laptop in kitchen rooms and near source of heat (press, heater or stove).

22. Laptops need to be placed in a stable flat, clean surface while in use and during storage to avoid falling down and physical damage. Don't use your laptop on the bed.
23. Laptops need to be carried in proper bag/carrying cases with due care to avoid damage during travel.
24. Don't eat and drink while using your computer/Laptop. Small particles of food might fall on your computer and attract insects to feed on them. Liquids, when spilled on your computer/Laptop, might destroy it.
25. Avoid using computers in case of electrical fluctuations.
26. Charge the Laptops with the provided charger only. Electrical points should be checked prior to use.
27. The laptop should not be run till it is discharged completely, connect well in advance to electric supply.
28. Never overcharge the battery or leave the laptop on charger overnight. When the charging is done, unplug the power cable, or remove the battery. You should also charge your battery fully before unplugging the power cable.
29. Never directly switch off your computer/laptop. Always use a proper command or button.
30. Don't pull on the power cord. And take care of it while using, avoid it being crushed and cut.
31. If laptops are provided with cooling pads never use it without one.
32. Protect the LCD display monitor. When you shut your laptop, make sure there are no small items, such as a pencil or small ear-phones, on the keyboard. Gently open and close the lid of laptop.
33. Do not install too many of unnecessary programs. Uninstall which are not being used.
34. Be sure to plug accessory devices into their proper slots. Always safely remove the devices. It can not only harm the device but also the ports.
35. Never try to reformat it on your own.
36. Following should be done periodically for efficient functioning
  - I.* Get rid of old files you don't need anymore. Use Disk Cleanup to delete temporary files, files in the recycle bin, and other files you don't need anymore.
    - i. To access Disk Clean-up:
    - ii. Click Start
    - iii. All Programs
    - iv. Accessories
    - v. System Tools
    - vi. Disk Clean-up
  - II.* You should also clean out your browsing and download history if you don't need them anymore.
    - i. If you're using Google Chrome, go to:
    - ii. Settings (wrench icon on the right)



**EMPLOYEE DECLARATION**

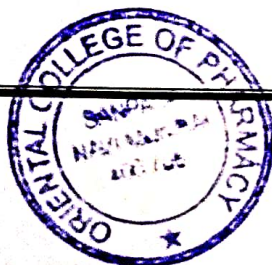
Employee Name : \_\_\_\_\_  
 Designation : \_\_\_\_\_  
 Department : \_\_\_\_\_  
 Location : \_\_\_\_\_  
 Name of the college : \_\_\_\_\_

| Sr. No | Particulars  | Check Box |    |
|--------|--|-----------|----|
|        |  | Yes       | No |
| 1      | Issuance of employee identity card                           |           |    |
| 2      | Bio-metric attendance done                                   |           |    |
| 3      | Issuance of Laptop / Desktop                                 |           |    |
| 4      | Employee workplace arrangements<br>(Workplace Station No __) |           |    |
| 5      | Employee Induction/ Orientation Done                         |           |    |

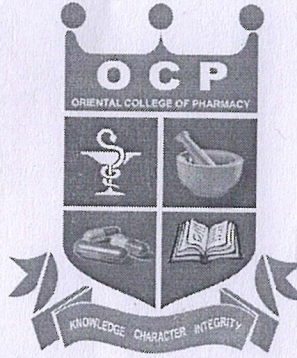
**PLEASE READ CAREFULLY AND ACKNOWLEDGE THAT YOU UNDERSTAND AND ACCEPT THIS ABOVE INFORMATION :**

I \_\_\_\_\_ hereby acknowledge that I have gone through the service rules & policies, understood & accepted the same.

| Signature of employee : | Date : | Place : |
|-------------------------|--------|---------|
|                         |        |         |



*Sudha*  
**Dr. (Mrs.) Sudha Rathore**  
 Principal  
 Oriental College of Pharmacy  
 Plot No. 3, 4 & 5, Sector-2,  
 Sanpada, Navi Mumbai.



# **Oriental College of Pharmacy**

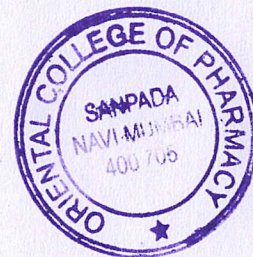
**Plot No. 3,4,5, Sector 2, Sanpada (W), Behind Sanpada Railway Station,**

**Sanpada, Navi-Mumbai – 400705**

**Maharashtra, India**

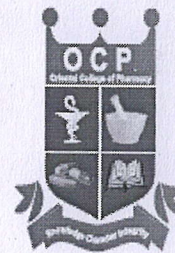
## **CODE OF CONDUCT FOR GOVERNING BODY**

**Dr. (Mrs.) Sudha Rathod**  
**Principal**  
**Oriental College of Pharmacy**  
**Plot No. 3, 4 & 5, Sector-2,**  
**Sanpada, Navi Mumbai.**



ORIENTAL EDUCATION SOCIETY'S  
**ORIENTAL COLLEGE OF PHARMACY**

(Approved by AICTE, PCI, D.T.E., Affiliated to University of Mumbai & Certified by ISO 9001:2008)



## **CODE OF CONDUCT FOR GOVERNING BODY**

### **1. Introduction**

The Oriental College of Pharmacy (OCP) 's governing body has been constituted by the All India Council for Technical Education (AICTE) guidelines, as outlined in Appendix 18 of the AICTE Approval Process Handbook. To ensure effective governance, members of the Governing Body must adhere to a clearly defined Code of Conduct that outlines their responsibilities and ethical standards.

This document is a comprehensive guide to the Code of Conduct for Governing Body members. Copies are available upon request and are published on the official OCP website.

### **2. Scope of the Code of Conduct**

This Code applies to all members of the OCP governing Body and aims to ensure they always act in the institution's best interest.

### **3. Objectives**

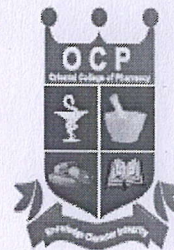
- a) Ensure adherence to ethical principles.
- b) Foster and sustain trust among stakeholders.
- c) Comply with all applicable laws and regulations.
- d) Promote best practices in governance and management across institutional activities.

### **4. General Guidelines**

All Governing Body members must adhere to the following principles:

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#### **4.1 Selflessness**

Members shall act solely in the best interest of OCP.

#### **4.2 Integrity**

- a) Avoid obligations to individuals or organizations that may influence decisions on institutional matters.
- b) Please refrain from making decisions resulting in personal, financial, or material gain for yourself, your family, or your friends.
- c) Abstain from giving or receiving gifts, hospitality, or preferential treatment that may compromise impartiality.
- d) Compete ethically and honestly with other institutions, striving for excellence.
- e) Use institutional resources solely for the benefit of OCP and not for personal or external gains.

#### **4.3 Confidentiality**

- a) Respect the confidentiality of sensitive information, including:
- b) Personal data.
- c) Commercially sensitive information.
- d) Information received in confidence or critical to the Institute's reputation.
- e) Maintain discretion regarding discussions and decisions made during the Governing Body meetings.

#### **4.4 Obligations/Commitments**

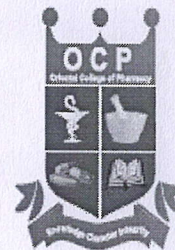
- a) Attend all Governing Body meetings whenever possible.
- b) Prepare thoroughly by reviewing relevant materials in advance.
- c) Participate in induction and continuous professional development to enhance governance capabilities.
- d) Monitor and enforce established institutional procedures.

#### **4.5 Loyalty**

- a) Demonstrate loyalty to OCP, contributing actively to its growth while respecting academic freedom.
- b) Uphold the highest standards of ethics in all decisions and actions.

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#### 4.6 Building and Maintaining Relationships

- Foster effective relationships with OCP leadership, staff, and stakeholders.
- Communicate respectfully, courteously, and inclusively.
- Support the Chair in leading the Governing Body effectively.

#### 4.7 Declaration of Conflicts of Interest

- Disclose any business, personal, or other interests that may conflict with the Institute's objectives.
- Declare conflicts of loyalty at the start of meetings and excuse oneself from discussions and voting on such matters.
- Act in the best interest of OCP without representing specific groups.

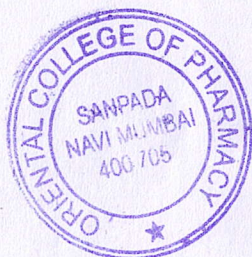
#### 4.8 Transparency

Accept that, in the interest of transparency, full names, dates of appointment, terms of office, roles, and attendance records will be published on the OCP website.

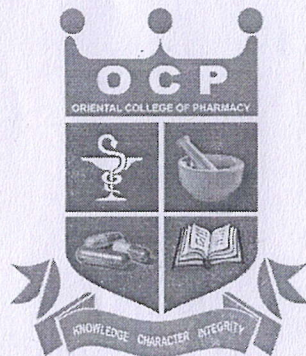
#### 5. Review

This Code of Conduct will be periodically reviewed to ensure its continued relevance and effectiveness in governing the activities of the Institute.

This document reflects the commitment of the Governing Body to uphold the highest standards of governance and ethical conduct.



*S. Rathod*  
Dr. (Mrs.) ~~Sushma~~ ~~Rathod~~  
Principal  
Oriental College of Pharmacy  
Plot No. 3, 4 & 5, Sector-2,  
Sanpada, Navi Mumbai.



# Oriental College of Pharmacy

Plot No. 3,4,5, Sector 2, Sanpada (W), Behind Sanpada Railway Station,

Sanpada, Navi-Mumbai – 400705

Maharashtra, India

## CODE OF CONDUCT FOR TEACHING FACULTY

Dr. (Mrs.) Sudha Rathod  
Principal  
Oriental College of Pharmacy  
Plot No. 3, 4 & 5, Sector-2,  
Sanpada, Navi Mumbai.





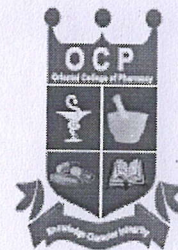
## CODE OF CONDUCT FOR TEACHING FACULTY

Our institution is esteemed for the values it imbues in its students. Therefore, the institution drafts a code of conduct for its staff members to ensure discipline and ethical behavior, setting a worthy example for students.

1. Teachers must attend all scheduled classes unless they have obtained prior approval from the Principal for their absence.
2. Faculty members are not allowed to leave the institution during working hours without prior approval from the Head of the Institution. They must provide their whereabouts when on official duty elsewhere.
3. Teachers must not engage in or encourage disorderly behavior within the campus premises, setting an example of discipline for students.
4. Faculty members must avoid making false accusations against colleagues, students, or the administration, maintaining integrity and honesty in all interactions.
5. Teachers must not provoke or incite students or staff against one another or against the administration, fostering a spirit of cooperation and mutual respect.
6. Teachers must maintain decorum inside and outside the classroom and set a good example for students.
7. Faculty members should respect and adhere to institutional policies and processes, aligning their actions with the organization's goals and objectives.
8. Teachers must avoid making baseless allegations against institutional management, colleagues, or students.
9. Faculty members should handle the subjects assigned by the Department head and complete the syllabus on time.
10. Teachers must fulfill the required seven-hour workday, reporting between 9:00 a.m. and 10:00 a.m. and ensuring availability for academic and administrative duties throughout the day.
11. Faculty members should promote interdisciplinary collaboration and encourage students to explore various fields and expand their academic horizons.
12. Teachers should participate in professional development opportunities such as workshops, seminars, and conferences to enhance their skills and knowledge.

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13. Faculty members must not engage in political activities that interfere with their professional duties, ensuring their focus remains on academics.
14. Teachers must not engage in private tuition or gainful economic activities during working hours or within institutional premises.
15. Faculty members may undertake paid consultancy work only with prior approval from the institution or university, provided it does not interfere with their primary teaching responsibilities.
16. Faculty members are strictly prohibited from engaging in any behavior that constitutes sexual harassment toward colleagues, students, or staff.
17. Teachers must not use their professional positions to propagate political, religious, or personal ideologies to students or staff.
18. Teachers must treat students justly and impartially regardless of their religion, caste, political, economic, social, or physical characteristics.
19. Faculty members must uphold and promote ethical practices in teaching, research, and other professional responsibilities.
20. Teachers must respect students' rights and dignity in expressing their opinions, fostering an open and inclusive environment.
21. Teachers should be good counselors and facilitators, guiding, encouraging, and assisting students to ensure the effectiveness of the teaching-learning process.
22. Faculty members must monitor the academic and personal activities of students assigned to them through the tutor system.
23. Teachers must constructively mediate student disputes, fostering mutual respect and understanding.
24. Faculty members must maintain fairness and transparency in evaluating students' work, ensuring that grades and feedback reflect their performance.
25. Teachers must not exploit students for personal or professional gain, prioritizing their welfare and development.
26. Teachers must actively contribute to the institution's growth, participating in initiatives that enhance academic and extracurricular offerings.



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27. Faculty members should encourage environmentally conscious practices within the institution and integrate sustainability topics into relevant curricula.
28. Faculty members are encouraged to engage in community outreach programs that benefit society and uphold the institution's commitment to social responsibility.
29. Teachers must protect institutional property, promptly reporting any damage to the appropriate authority.
30. Male faculty members must wear pants, shirts, and formal shoes.
31. Female faculty members must wear sarees or suits.
32. Teaching staff must always wear identity cards within the institutional premises.
33. Faculty members must ensure the teaching-learning process remains uninterrupted and productive.
34. Teachers must not participate in decisions related to the appointment of relatives to maintain transparency and avoid conflicts of interest.
35. Faculty members must respect the institution's requirement to report for duty during vacations if necessary.
36. Usage of cell phones inside the classroom is strictly prohibited.
37. Faculty members must ensure discipline among students and act responsibly to address any disruptions.
38. Teachers must correct practical records, classwork, and homework on time.
39. Faculty members may express genuine criticism or opinions about institutional policies, provided they do so constructively and respectfully.
40. Teachers must not engage in movements or organizations that disrupt law and order or threaten the institution's reputation.
41. Subject to approval, faculty members may attend seminars and conferences for up to six days per academic year, with a maximum registration budget of ₹5000.

*This code of conduct aims to establish a culture of professionalism, discipline, and ethical behavior among the teaching faculty, ensure a conducive learning environment for students, and foster the institution's reputation for excellence.*

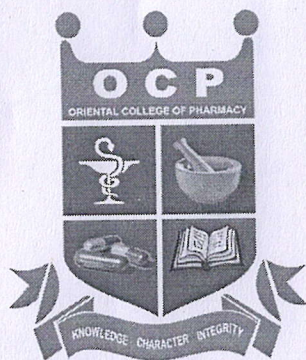


*S. Rathod*  
Principal

Dr. (Mrs.) Sudha Rathod

Dr. (Mrs.) Sudha Rathod  
Principal

Oriental College of Pharmacy  
Plot No. 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100



# **Oriental College of Pharmacy**

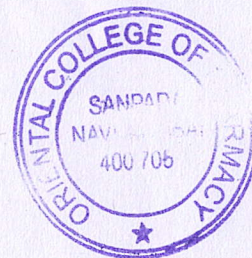
**Plot No. 3,4,5, Sector 2, Sanpada (W), Behind Sanpada Railway Station,**

**Sanpada, Navi-Mumbai – 400705**

**Maharashtra, India**

## **CODE OF CONDUCT FOR NON-TEACHING STAFF**

**Dr. (Mrs.) Sudha Rathod**  
**Principal**  
**Oriental College of Pharmacy**  
**Plot No. 3, 4 & 5, Sector-2,**  
**Sanpada, Navi Mumbai.**



ORIENTAL EDUCATION SOCIETY'S  
**ORIENTAL COLLEGE OF PHARMACY**

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**CODE OF CONDUCT FOR NON-TEACHING STAFF**

(Ref: *STANDARD CODE Rules Handbook, 1984*)

**Office Superintendent (In the Absence of Registrar):**

1. The Office Superintendent shall regulate the work and conduct of staff by the Act, Statutes, Ordinances, Rules, and Regulations. They shall evaluate the performance of non-teaching employees and sections and take necessary measures to regularize and improve the college's functioning.
2. The Office Superintendent shall be able to issue warnings, reprimands, and memos to non-teaching staff with the principal's approval.
3. They shall act as the custodian of records, the common seal, and other property entrusted by the principal.
4. The Office Superintendent shall record minutes of all meetings they attended as ex-officio member-secretary.
5. The Office Superintendent shall ensure coordination between teaching and non-teaching staff.
6. Acts of staff or students detrimental to the institution's interests shall be reported to the principal.
7. The Office Superintendent shall manage inquiries from students, staff, and visitors regarding courses, examinations, admissions, and other significant matters.
8. The Office Superintendent shall sign routine correspondence from the college office.
9. They shall oversee college affiliation processes, staff recognition, appointments, accounts, audits, and grant-related work, ensuring proper account checks.
10. Examination-related responsibilities include overseeing smooth conduct, preparing work distribution charts, and liaising with the Examination Charge.
11. They shall supervise the college office, ensure smooth operations, and allocate duties to subordinates under the principal's approval.
12. The Office Superintendent shall organize regular meetings with office staff and laboratory assistants, assign task timeframes, and supervise performance per prescribed norms.
13. Attendance registers of non-teaching staff shall be inspected, and chronic lateness or absenteeism shall be addressed through written warnings and recommendations to the principal for further disciplinary action.
14. The department's core responsibilities will include maintaining public relations, addressing queries, and providing information to government bodies, universities, and other authorities.
15. Duties shall be carried out impartially, motivating staff for effective and efficient work performance while addressing staff welfare needs.
16. The office superintendent is responsible for confidential departmental work and the preservation of related documents.

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17. They shall personally oversee court cases involving the college and seek instructions from the Principal as required.
18. Letters received from government bodies, UGC, universities, and management shall be marked, distributed, and followed up appropriately.
19. Routine notes and cases shall be handled independently, while exceptional cases shall be submitted to higher authorities with proper references and suggestions.
20. Errors, omissions, or deviations from statutory or customary practices shall be identified and addressed as necessary.
21. Notes or cases prepared by subordinate staff shall be scrutinized, supplemented with remarks or suggestions, and submitted to the principal.
22. Additional responsibilities may be assigned by the Principal or Management as required.

**Personal Assistant:**

1. The Personal Assistant shall report directly to the principal.
2. Responsibilities include managing the principal's personal correspondence, appointments, and engagements beyond routine office duties.
3. Duties assigned by the principal shall be executed diligently.
4. Maintaining the Principal's schedule, drafting meeting notes, and organizing tour plans shall be handled efficiently.
5. Confidential files and documents shall be securely maintained.
6. Mail sorting and prompt dispatch to relevant sections shall be ensured.
7. As instructed by the principal, reminders for pending cases shall be issued.
8. Confidentiality and integrity in assigned tasks shall always be maintained.

**Senior Clerk/Junior Clerk and Equivalent Cadres:**

1. Correspondence addressed to the principal shall be appropriately received and acknowledged.
2. Dak shall be submitted daily to the Section Officer or Assistant Section Officer to ensure proper registration entries are made.
3. Fortnightly lists of unanswered correspondence shall be prepared, and reminders issued as needed.
4. Relevant extracts of receipts shall be sent through the Superintendent to respective sections for action.
5. Service books, files, notebooks, and clerical and administrative tasks shall be maintained.
6. Urgent papers shall be tracked for timely disposal using a notebook.

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7. The material required for action on receipts, including files, references, and supporting documents, shall be collected.
8. Routine letters and replies shall be prepared for approval, and reminders shall be issued where necessary.
9. Daily worksheets and weekly arrears reports shall be submitted for review.
10. Monthly arrears reports shall be prepared for the Assistant Section Officer or Section Officer.

**Accounts Clerk:**

1. Books of accounts, such as ledgers and salary registers, shall be maintained accurately.
2. Filing of vouchers and papers shall be ensured.
3. Bills for payment shall be prepared efficiently.
4. Returns filing shall be undertaken as required.
5. Additional tasks assigned by the principal shall be carried out.

**Examination Clerk:**

1. Examination blocks shall be arranged as per instructions.
2. The stock of examination stationery shall be maintained and supplied as needed.
3. Follow-up on question papers, evaluated answer sheets, and correspondence with the University shall be conducted.
4. Timely submission of examination forms and maintenance of related records shall be ensured.
5. Examination results and mark sheets shall be coordinated with the Examination Coordinator.
6. Confidentiality of examination records shall be maintained.
7. The Principal or Examination Charge may assign additional duties.

**Laboratory Technicians/Assistants:**

1. Assistance to students and teachers during practicals shall be provided.
2. Deadstock and consumable registers shall be maintained, including physical stock verification.
3. Procurement of laboratory materials shall be supported.
4. Laboratory attendants shall be supervised.
5. Routine administrative matters related to the laboratory shall be handled.
6. Breakages and losses in the laboratory shall be reported.
7. Misbehavior in the laboratory shall be reported to superiors.
8. Laboratory security shall be ensured, including locking cupboards and doors.



9. The principal may assign additional responsibilities.
10. Laboratory Attendants/Library Attendants:
11. Laboratories shall be cleaned, and materials appropriately organized.
12. Assistance shall be provided in transporting laboratory equipment and materials.
13. Physical stock verification shall be supported.
14. Assistance during practicals shall be rendered to students and teachers.
15. Losses or damages in the laboratory shall be reported.
16. The laboratory's Cupboards, doors, and windows shall be secured.
17. Delivery of letters connected to laboratory operations shall be attended to.
18. Additional duties may be assigned by laboratory staff with approval from the person in charge.

#### **Computer Lab Technician:**

1. Computer labs and systems shall be kept clean and orderly.
2. Systems, including hardware, operating systems, software, and antivirus, shall be maintained.
3. Complaint registers for each lab shall be updated regularly.
4. IP addresses and system details shall be checked periodically.
5. Systems and software shall be updated as per university requirements.
6. LAN and internet connectivity shall be monitored.
7. Antivirus updates and regular system scans shall be performed.
8. Temporary and cache files shall be cleared routinely.
9. Printers and scanners shall be maintained with proper records.
10. Internet accessibility for staff and students shall be ensured.
11. Official files shall be stored only on servers, not local systems.
12. Lab technicians shall report to lab in-charges and address complaints as instructed.

#### **Peons/Peons-cum-Hamal:**

1. Windows, fans, and lights shall open and close as needed.
2. Office furniture and equipment shall be dusted, and necessary arrangements made for operation.
3. Paperwork shall be carried out per instructions, including pasting and sorting.
4. Stamping, sealing, and packaging of correspondence shall be undertaken.
5. Messages, documents, and materials shall be delivered efficiently.
6. Drinking water service to employees and visitors shall be provided.
7. Bank-related tasks, if assigned, shall be handled responsibly.

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8. Additional tasks may be assigned by the Officer Charge, Principal, or Superintendent.

## Code of Conduct for Physical Education Director

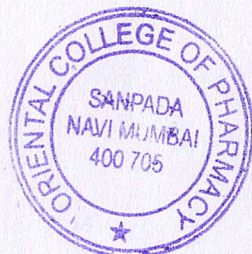
1. The Physical Education Director oversees all Physical Education activities within the institution.
2. The Director organizes physical fitness camps for students and staff to promote health and wellness.
3. The Director shall ensure the procurement, maintenance, and proper management of sports equipment, playfields, and other items associated with Physical Education.
4. The Director will coordinate and facilitate Intra-College, Inter-College, Inter-University, and Inter-State competitions for various sports disciplines.

## Hostel Warden:

1. Allotment of hostel rooms to students shall be managed.
2. Hostel maintenance shall be ensured.
3. Food quality in hostels shall be monitored.
4. Discipline regarding students' entry and exit from the hostel shall be enforced.
5. Cases of indiscipline or misbehavior shall be reported to the principal.
6. Genuine grievances or complaints of students shall be addressed.
7. First aid and emergency hospitalization arrangements shall be organized.

## Misconduct:

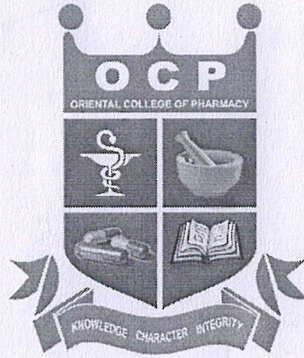
Failure to adhere to the above rules shall be considered misconduct.



*S. Rathod*  
Principal

Dr. (Mrs.) Sudha Rathod

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Sanpada, Navi Mumbai.



# Oriental College of Pharmacy

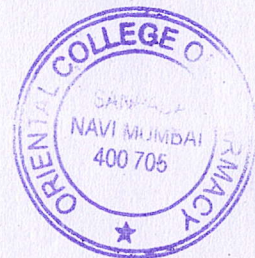
Plot No. 3,4,5, Sector 2, Sanpada (W), Behind Sanpada Railway Station,

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Maharashtra, India

## CODE OF CONDUCT FOR STUDENTS

Dr. (Mrs.) Sudha Rathod  
Principal  
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## DISCIPLINE POLICY AND GUIDELINES FOR STUDENTS

### 1. Discipline

Students must uphold high standards of behavior within and outside the college. Misconduct such as accessing inappropriate material online or personal internet use is prohibited. Entry or exit from class during sessions requires faculty permission. Loitering in corridors or common areas is not permitted; free time should be utilized productively. Sitting on desks or furniture inappropriately is not permitted.

### 2. Identity Card

Students must always wear their college identity card on campus. Non-compliance may result in denied entry. The identity card ensures security, distinguishes students, and fosters a sense of belonging.

### 3. Attire

Students must maintain hygiene and wear modest, appropriate attire that reflects professionalism and the institution's dignity.

### 4. Attendance

Students must maintain at least 80% attendance per semester to appear for exams. Absences due to emergencies require timely intimation and valid documentation. Academic negligence, disruptive behavior, or misconduct may result in disciplinary actions.

### 5. Usage of Mobile Phones

Mobile phones must be off or on silent during classes, labs, and in the library. Unauthorized use in restricted areas may result in confiscation or disciplinary action.

### 6. College Property

Students must maintain cleanliness and respect college property. Writing on walls or affixing posters without permission is prohibited. Damage to property, intentional or otherwise, will be investigated and penalized.

### 7. General Compliance

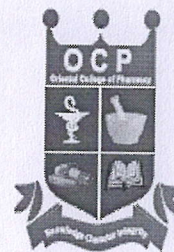
Students must follow all college rules and any updates introduced to improve the academic environment. The principal, whose decision is final, will address non-compliance.

### 8. Punctuality and Deadlines

Students must be punctual for classes, exams, and assignments. Delays may lead to penalties or mark deductions.

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**9. Honesty During Admission**

Providing false information during admission or academics will result in immediate disciplinary action, including admission cancellation.

**10. Respect and Dignity**

All staff and students must be treated with respect and fairness. Discrimination, harassment, or disrespectful behavior is strictly prohibited.

**11. Anti-Social and Anti-National Activities**

Participation in unlawful, anti-social, or anti-national activities will result in severe disciplinary actions, including expulsion.

**12. Smoking, Alcohol, Drugs, and Narcotics**

Smoking and consuming alcohol or drugs on campus are prohibited. Violators face suspension, counseling, or legal action.

**13. Sports Room Facilities**

Sports facilities must be used only during designated leisure hours and without disrupting academic activities.

**14. Prohibited Games**

Activities like gambling or games with monetary stakes are banned on campus and will lead to disciplinary actions.

**15. Prior Permission for College Property Usage**

Using college property for non-academic purposes requires prior authorization.

**16. Communication Channels**

Students must address concerns through proper channels. Unresolved issues may be escalated to the Head of the Institute.

**17. Examination Conduct**

Cheating or possessing unauthorized materials during exams will result in disqualification and further disciplinary actions.

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## 18. Reputation of the College

Students must avoid actions that tarnish the college's reputation and will be held accountable for any misconduct.

*This Code of Conduct ensures a disciplined, respectful, and academically enriching environment. College authorities will take disciplinary action if violations are found.*

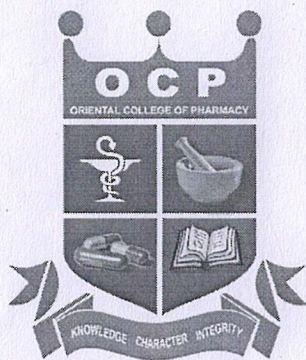


*Sudha*

Principal

**Dr. (Mrs.) Sudha Rathod**

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# Oriental College of Pharmacy

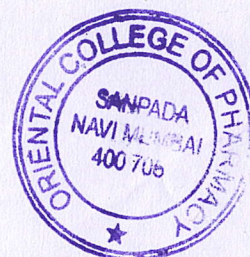
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Maharashtra, India

## HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

**Dr. (Mrs.) Sudha Rathod**  
Principal  
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## HANDBOOK ON HUMAN VALUES AND PROFESSIONAL ETHICS

### 1. Introduction:

Education is one of the six fundamental rights enshrined in the Indian Constitution for every citizen. Higher education is critical for advancing one's career and plays a pivotal role in shaping future leaders while contributing to the social and economic development of society and the nation. Consequently, Higher Education Institutions (HEIs) bear significant responsibility.

The objective of education, notably higher education, is to enable individuals to reach their full potential by fostering human values and professional ethics among stakeholders, including administrators, faculty members, and students. Elevating the status of the teaching profession is essential to preserve its dignity and integrity. Hence, it is imperative to establish a code of ethics that the teaching community develops and adheres to. HEIs must institute high-quality systems and foster an environment grounded in human values and professional ethics to uphold their dignity and integrity.

Institutions must evolve their physical and psychological knowledge bases and financial infrastructure in alignment with ethical principles. As the cornerstone of education, teachers engage in critical areas of professional activity guided by specific principles. This *Handbook of Code of Ethics* delineates the principles and guidelines to be observed by all stakeholders of Oriental College of Pharmacy (OCP).

### 2. Human Values:

Human values encompass intrinsic moral qualities such as compassion, honesty, loyalty, love, peace, sympathy, and truth, which contribute to the fundamental goodness of individuals and society. These values form the foundation for understanding situations and influencing attitudes, motivations, and behaviors. They provide a framework for distinguishing right from wrong while fostering a deeper understanding of individuals and organizations.

The core human values include:

1. **Love and Compassion:** Representing genuine concern for others, kindness, empathy, and charity. Compassion stems from unconditional love and is expressed through acts of mercy and kindness.
2. **Peace:** Encompassing humility, optimism, patience, forgiveness, self-control, and self-esteem. Peace operates at individual, societal, and global levels.
3. **Truth:** Representing eternal and unchanging virtues such as sincerity, fairness, and honesty, essential for fulfilling professional commitments.
4. **Nonviolence:** Advocating refraining from physical, verbal, or psychological harm while fostering compassion and tolerance.



5. **Righteousness:** Establishing a foundation of ethical behavior, including decency, decorum, and adherence to moral values.
6. **Renunciation:** Promoting frugality, self-control, and selflessness; reflecting a compassionate outlook.
7. **Service:** Emphasizing altruism and empathy, performed impartially and without prejudice.
8. **Peaceful Coexistence:** Encouraging harmonious relationships built on values like equality, fraternity, and environmental consciousness.
9. **Discipline:** Advocating order and regulation in personal and professional conduct.

Values are the bedrock of a robust civilization and must be continuously practiced to maintain a strong culture. Administrators and faculty members at HEIs are role models, imparting these values to colleagues and students through their actions. By embracing these principles, OCP has emerged as a leading pharmacy college in Mumbai.

To nurture these values, OCP undertakes initiatives including:

- Ethical governance with transparency.
- Excellence in academics through learner-centric Outcome-Based Education.
- A dedicated faculty with a blend of industrial and academic expertise.
- An innovation and entrepreneurship ecosystem.
- Holistic learner development.
- Research initiatives guided by eminent advisors.
- A robust mentoring system.
- A feedback mechanism involving all stakeholders.

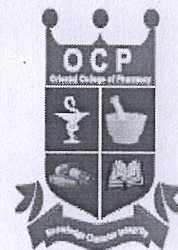
### 3. Professional Ethics:

Human values and professional ethics are interdependent. While human values are personal convictions, ethics encompass organizational rules and standards defining acceptable behavior. Professional ethics ensure consistency in ethical conduct, contributing to an institution's success. The following elements form the cornerstone of professional ethics:

1. **Integrity:** Upholding honesty, transparency, and fairness in all professional endeavors.
2. **Trusteeship:** Managing resources ethically and efficiently with collective accountability.
3. **Harmony:** Promoting tolerance, constructive debate, and forgiveness.
4. **Accountability:** Encouraging responsibility for actions in a trusting and open environment.
5. **Inclusiveness:** Ensuring equal opportunities without discrimination.
6. **Commitment:** Demonstrating dedication to the institution's vision and mission while striving for excellence.
7. **Respectfulness:** Fostering mutual respect, credibility, and fairness in all interactions.

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8. **Belongingness:** Cultivating a shared vision and creating a safe, supportive, and inclusive environment.
9. **Sustainability:** Advocating responsible resource utilization for a secure and enduring future.

#### **4. Codes of Professional Ethics:**

##### **4.1 Administrative Authority:**

Comprising the Principal, Heads of Departments (HODs), and Office Superintendent, the administrative authority is responsible for:

1. Providing value-based academic leadership through policy formulation and resource optimization.
2. Upholding the highest ethical standards in decision-making to benefit the institution and society.
3. Supporting the institution's mission and vision through policy implementation.
4. Promoting a culture of quality, professionalism, and satisfaction.
5. Adhering to applicable laws, rules, and regulations.
6. Preventing any misuse of financial or institutional resources.

##### **4.2 Administrative Staff:**

The administrative staff shall adhere to the Code of Ethics by:

1. Maintaining confidentiality of records and sensitive information.
2. Safeguarding institutional property.
3. Facilitating a conducive and friendly environment.
4. Avoiding any form of discrimination.
5. Ensuring timely completion of assigned responsibilities.

##### **4.3 Teachers:**

Teaching is a noble profession, essential for imparting knowledge and values. Teachers, adhering to the Code of Ethics, shall:

1. Exhibit dedication, passion, and punctuality in teaching, research, and academic activities.
2. Contribute to the profession through research endeavors.
3. Share knowledge by participating in seminars, conferences, and workshops.
4. Engage in academic responsibilities, including admissions, examinations, and evaluations.
5. Innovate teaching methodologies using tools like intelligent classrooms.
6. Serve as role models by maintaining exemplary conduct and character.
7. Encourage student participation in activities of national importance.
8. Adhere strictly to anti-ragging policies and grievance redressal mechanisms.

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9. Treat students impartially, irrespective of religion, caste, or other distinctions.
10. Respect students' freedom of speech and expression.
11. Abide by societal expectations of professional conduct.
12. Mentor students, instilling human values and societal contributions.

#### 4.4 Students:

Students are expected to focus on learning and holistic development. Adhering to the Code of Ethics, students shall:

1. Follow institutional rules and respect its vision, mission, and culture.
2. Exhibit courtesy and dignity towards faculty, staff, and peers.
3. Maintain discipline and regularity in academic engagements.
4. Engage in research to enhance their knowledge.
5. Foster harmony among peers from diverse backgrounds.
6. Uphold academic integrity in their work.
7. Contribute to national issues, including campus cleanliness and gender equality.
8. Protect institutional property.
9. Ensure a ragging-free campus by adhering to the Anti-Ragging Policy.



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