### 6.2.2. Governing body, administrative setup, functions of various bodies, service rules Procedures, recruitment and promotional policies

The following four statutory committees are functioning in the college to look after the administrative and academic procedures as per the norms stipulated by the University Grants Commission.

Statutory Committee	Number of Members	Functions and Responsibility	Frequency of	Attend ance
Governing Body	11	All the academic, Administrative & Financial matters related to faculty, staff & students.	Twice in a Year	100 %
Academic Council & Board of Studies	10 & HOD, entire Faculty of the department	Scrutinizing and Approval Proposals with or without modifications of BOS with regard to Academic Regulations, Curricula, Syllabi etc., Preparation of Academic Regulations, Curricula , Syllabi etc.,	Once in a Year	100 %
Finance Committee	5 Members	Approval Budget estimation	Twice in a Year	100 %

A few sample minutes and action taken reports are enclosed in Annexure –I.

In addition to the committees or bodies presented above, the college has the following Non-statutory committe

Statutory	Number of	Functions and	Frequency of	Attendanc
Committee	Members	Responsibility		e
Anti Ragging committee	10 members	To create awareness regarding ranging and its serious consequences among students by oral, posters.	Once in a year	100 %



The said committees have been functioning in the college in order to facilitate the successful functioning of autonomy. Each of the committees has been conducting its meetings the minutes of which have been ratified in the governing body meetings from time to time.

The Disciplinary committees have been constituted on a dynamic basis both for academic and for general discipline. Principal constitutes the committees whenever the situation demands

In addition to the above, Anti ragging Vigilance committees are formed with staff of the college with specific schedules and locations in the college especially during the initial months of academic session for the I year students of B.Pharmacy and other programmes.

#### **Grievance Appeal Committee**

The Grievance Appeal committee is intended to undertake the processes of attending to the grievances put forward by the students and staff. It focuses on setting proper facilitation procedures for settling the issues in a cordial atmosphere. The committee is expected to initiate proper or appropriate enquiry or investigative mechanism within 24 hours from the receipt of the complaint in written form duly signed by complainant(s). The committee is expected to meticulously adhere to the standard arbitration procedures of the college.

### Scope of the operations:

The committee shall take into consideration all the redressal criteria and rules and regulations of the college and government of Gujarat both in admitting the complaint and in conducting the enquiry. The committee is expected to commence its operations by constituting a special committee in case of need. The observations, findings, suggestions and recommendations are merely recommendatory in nature and do not carry any legal binding for the college to follow or implement. The committee is expected to submit the minutes of its meetings along with observations, suggestions, if any, and resolutions to the respective statutory committees for further processing the same at the deliberations. The chairman and the members of the committee shall undertake all the operations in coordination mantage with the Heads of the departments and administrative office.

## Composition of the committee

- A senior member of faculty is appointed as Chairman/ Chairperson by the Principal
- 10 members of faculty are nominated by the Principal
- The chairman is expected to undertake all the prime duties of the committee, namely convening the meetings, recording minutes, recording

special observations and suggestions, if any, processing the data and obtaining ratification of the minutes, resolutions, observations, taking necessary steps for tabling the said documents for ratification by the statutory bodies etc.

## Basic functions of the committee:

The following items fall under the purview of the committee. The committee is expected to extend its co-operation to the members of faculty and staff appointed or drafted for specific tasks from time to time like other members of faculty including heads of departments or nonteaching staff appointed or drafted by the Principal for taking up a special enquiry related to any complaint, controller of examinations and other personnel drafted by the principal in case of an examination oriented grievance etc. The activities are classified in two categories Planning, and Monitoring & execution.

#### Planning activity:

- Preparing the grievance redressal procedures from time to time and notifying the tenets to the staff and students
- Studying and compiling the relevant enactments of the Government of Gujarat and Government of India.
- Identifying the relevant on-going litigations and keeping the institution abreast of different verdicts of the Local courts and higher courts or tribunals or other legal bodies including Lokayukta and Human rights commission.





SET'S Campus, Near Railway Station, Dhanvantary College Road, KIM (East), Pin: 394 110,
Dist: Surat, Gujarat, INDIA. Ph.: +91 99041 04830, Fax: +91 2621 231077

email: info@sahkaredu.org.in Website: www.sahkaredu.org.in

Date: 18/06/2015

## Policy for Teaching Faculty

1. Faculty should maintain discipline and distance from the students.

2. Faculty should prepare subject plan of entire syllabus with the date of completion

3. Copy of the subject plan should be given to each student on first day of the class

4. Faculty should counsel the student for irregular attendance

5. Report the name of the irregular students every week

6. Faculty should involve in research activity by guiding PG students, writing research projects, attracting industrial projects

 Faculty should involve in regular evaluation of subject to encourage continuous improvement and the introduction of active teaching innovations that enrich the substance, improve the delivery and ultimately enhances learning outcomes;

8. Faculties are given incentives based on performance in academic, research and other social activities

 Faculty should take whole responsibility of the work and complete within dead line, no regions and excurses are entertained.

10. Faculty have freedom to give suggestions for improvement and growth of the institute

11. Every effort of the faculty is respected and honored in the development of the institute

12. Faculty should also work off the office hours when ever institute require

13. Leaves and other benefits as per Gujarat state government rules





Q. LST.

Secretary Secretary Shree Sahkar Education Trus Surat



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Date: 18/06/2015

# Appreciation and Honor to the faculty members involved in Research Activities

1. Each faculty member is rewarded with Rs 1000 for national publication, Rs 2500/- for international publication specially from Elsevier, Bentham, ACS, Taylor and Francis etc

2. Faculty member is rewarded with 10% of the Overhead cost maximum up to 2.00 lacks

as research grant benefit.

3. Each faculty member is promoted to attend National and International conferences either with the Travel support from the inviting agency or from their individual research grant or by applying grants to other agencies like AICTE, DST, etc. A partial support of Rs. 10,000 may be provided if it is international conference in abroad countries only for oral presentation.

4. Commercialization of the research work profit will be shared in the ratio of 80:20 where

80% for institute and 20% for the investigator involved.

5. Any faculty receive an award from a recognized body (GOVT or private) will be given a cash prize of Rs. 10,000 to 25000/- depending on the nature of the award.

6. Best performing faculty members (as judged by the scientific committee) are supported to take part in the exchange programme with abroad universities

7. Any faculty who will publish a book will be appreciated with Rs 15000/- cash and anyone who will publish a chapter will receive Rs. 10000/- cash award.

8. A teacher who will take a Indian patent will receive Rs. 15000/ cash award and international patent will receive Rs. 25,000/- cash award.



Secretary Secretary Shree Sahkar Education Trust Surat



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18/06/2015

The following agenda have been discussed and approved in the General Council's meeting of SDPC held on 18/06/2015.

- Beautification and highlighting the professional profile of the college premises with information charts. It has been decided to prepare charts on quality policy, profiles of trusty members, vision, mission, role of honours and informative (Subject) charts for the benefit of the students at the cost of approx. Rs.20,000. The location will be decided on physical observation.
- Separate budget proposal for SDPC: It has been decided to allocate 75% to 80% of the income for expenditure towards salaries, library, chemicals, glasswares, equipments, maintenance and miscellaneous. The details will be prepared on going through the particulars of previous year.
- It is proposed to employ a person with MBA (HR) qualification to monitor placement cell in the campus. He may be given the additional duty of SDPARC.
- Library: It is proposed to prepare a list of essential textbooks for all the 1<sup>st</sup> to 8<sup>th</sup> semesters and procure them for issuing to the students.
- It is felt necessary to collect feedback from students before & after Diwali from 5<sup>th</sup>, 7<sup>th</sup> & 1<sup>st</sup>, 3<sup>rd</sup> semester students respectively.
- 6. Constitution of Central Students Counseling Cell.
- It has been authorized Dr.M.N.Noolvi to give suggestions to Mr. Anand Deshmukh for updating the college website.
- 8. It has been decided to systematize the increment policy of all the employers of SDPC.





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- 9. NBA: As NBA accreditation is essential to get funds from AICTE and also to enhance the image of institute, it is decided to take up this work instantly. Formation & functioning of various committees, and documentation will be taken up.
- 10. Advisory Committee: Identifying distinguished personalities and requesting them to be a part of advisory committee of the college. Convening at least one meeting in an academic year.
- 11. Foreign Collaboration: Identifying the institutions of similar kind and planning for M.O.U. for collaborative work.
- 12. Senior faculty should engage at least one class for UG students for motivation.
- 13. All the faculty should maintain the distance with the students. All are strictly instructed not to indulge in personal matters of the students. Only study related queries should be entertained. Sending SMS's to the students should be avoided.
- 14. Every one should maintain the decorum by following the protocol of the trust.
- 15. Every staff member is informed to strengthen his / her biodata by involving himself / herself in research activity which in turn benefit personally as well as to the growth of the institute.
- 16. Every staff member should apply to various funding agencies with relevant project proposals to obtain research grant to enhance the laboratory facilities.
- 17. It is informed to realize the importance of the teamwork.
  - 18. Collaborative research and academic work will be encouraged for mutual benefit.
  - 19. If any faculty handle an industry project, he / she will be financially benefited on case to case basis.
- 20. The faculty who attain a minimum of 80% result in his / her subject is eligible for annual increment or principal's recommendation in special cases.

Shree Sahl



## Shree Dhanvantary Pharmacy College, Kim



### Members of Governing Body

Sr No	N8ame	Designation	Affiliation	
1	Dr N. D Jivani	Chairment	Trustee, SSET	
2	Dr. D.L Sutariya	Members	Trustee, SSET	
3	Mr. R.P Ballar	Members	Trustee, SSET	
4	Dr. K .B Mavani	Members	Trustee, SSET	
5	Dr. T. Aminabhavi	Members	Educationist	
6	Dr. M. D karvekar	Members	PCI nominee	
7	Dr. Shailandrasaraf	Members	AICTE Nominee	
8	Mr. S. D panchal	Members	University Nominee	
9	Mr. Amrutbhai Patel	Members	State Govt Nominee	
10	Dr. Raman Kapoor	Members	Industry Nominee	
11	Dr. M. N Noolvi	Members	Principal SDPC	

Shree Dharmaniary Promisery College
Kim, Dist SURAT





### Shree Dhanvantary Pharmacy College, Kim (NAAC Accredited, B.Pharm Accredited by NBA, New Delhi)



### MINUTES OF MEETING

		LIST OF MEETING HELD IN YEAR -2022-	
SR.NO	DATE	MEETING AGENDA	NO.OF FACULTY PRESENT
Į,	12/4/22	Discussion on result analysis	22
2	17/5/22	Admission process Discussion	14
3	18/6/22	Discussion about academic committee	18
4	21/9/22	Discussion on result analysis	27
5	12/10/22	Instruction related to NBA	28
6	23/11/22	Discussion on admission process and COP	22
7	24/3/23	Discussion on Increment letter	26





### SHREE DHANVANTARY PHARMACY COLLEGE,KIM





Sr. No.	Date	Agenda	No. of Faculty Present
1.	1/1/2014	Work load for even semester	14
2.	1/2/2014	1)Responsibility of class teacher     2) Responsibility of faculty     3) Routine academic activity monitoring     Head	10
3.	15/3/2014	Responsibility for PCI Inspection	13
4.	29/3/2014	Syllabus completion detail     Parents Counseling	14
5.	10/4/2014	Regarding parents meeting of 2 <sup>nd</sup> and 4 <sup>th</sup> sem students	12
6.	19/4/2014	Next semester academic Planning	14
7.	18/6/2014	Regarding various committee and class teacher	12
8.	17/10/2014	Result improvement in academics	23
9,	8/11/2014	1)Remedial Exam     2) third international Conference     3) Regarding 1 <sup>st</sup> sem course completion	18
10.	15/11/2014	How to proceed in carrier orientation program	21
11.	17/12/2014	Planning of even semester	16
12.	23/12/2014	Final time table schedule for extra classes	17
13.	12/2/2015	Meeting for conference	13
14.	30/4/2015	Regarding time table for new academic session	13
15.	5/6/2015	Related to new academic session June 2015	16
16.	12/8/2015	NBA file update	17
17.	11/9/2015	Related to various laboratory	17
18.	4/11/2015	Regarding Carrier orientation program	15
19.	23/11/2015	GUJCOST sponsored Lab inauguration program	14
20.	30/11/2015	1)NAAC accreditation 2) AICTE Proposals	13
21.	9/12/2015	Carrier orientation program 2015-2016	18
22.	11/12/2015	Regarding even semester discussion	15
23.	18/1/2016	1) Time table distribution 2)Studen, file update 3) subject distribution	
24.	21/1/2016	Regarding Pharm D Inspection	र्मान हुन विद्

Shree Dhanvantary Pharmacy College Kim, Dist SURAT

1	Г	25.	18/2/2016	6	Related to 4th international conference	24
1	Г	26.	22/2/2016	5	Sponership collection for international conference	13
		27.	29/2/2016	,	Regarding conference	17
		28.	14/3/2016		Related to Parents meeting	15
		29.	28/3/2016		Conference related follow-up	18
		30.	7/4/2016		Submission of course file, journal, attentance muster for GTU inspection	17
		31.	21/4/2016		NB/ accreditation program	15
		32.	4/5/2016		Revise the stock verification	22
		33.	7/6/2016		Regarding new academic session2016- 2017	14
- 1	3	4.   1	0/6/2016	15	Sub- ission of course file	13
	3	5. 1	5/7/2016	2	) R resher course for Pharmacists ) C astruction of anti-ragging committee and uad	14
	36	i. 3	1/8/2016	D	Occ nentation of GTU remuneration	16
	37	. 6/	10/2016	P	are s meet of 1st semester students	20
	38	. 16	/12/2016	F	or en semester work load distribution	19
	39.	3/	1/2017	N.	B fiscu sion	20
	40.	30.	/3/2017	1)	5 nter itional conference	20
	41.	4/4	/2017	ca	rr orientation program-2017	9
	42.	15/	6/2017	Fo	r v a demic session(2017-2018)	15
Γ	43.	2/8	/2017	NE	3. proc s review meeting	28
	44.	26/8	8/2017	Re	g ing NBA	19
_	45.	14/1	10/2017	Ge		26+6
	46.	21/1	1/2017	Inc	ent a d Promotional meeting	25
	47.	23/1	1/2017	NB		22
	48.	23/1	2/2017	Car	orientation program-2018	19
	49.	1/1/2	AND DESCRIPTION AND ADMINISTRATION OF THE PERSON OF T	Reg		21+6
	50.	25/1/2	2018	NB	scu sion	21
	51.	1/2/20		Re	ing NBA inspection	25
	52.	24/2/2	2018	NB	ocun ents Verification and Pre-	25
		1 10 10 0		NP	nspection	21
		1/3/20		NB	iscu- ion regarding documentation	179/75/
11(22)	. 2.2.5	7/3/20	Light Control of the	Re	ing NBA inspection	20+8
55		9/3/201		Scl	e of NBA inspection	22
56	5.	2/03/1	8 1	NI	le empletion report	22

Principal
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