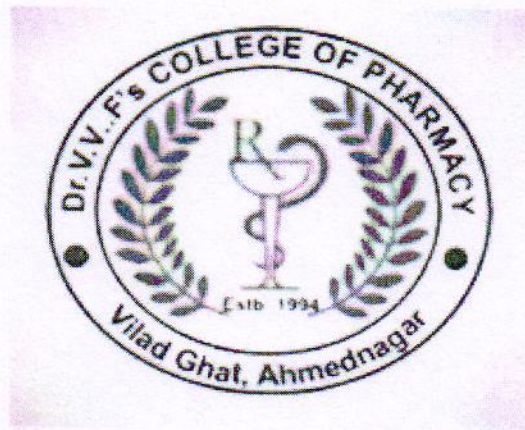


# E-GOVERNANCE POLICY

PREPARED BY



**Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF PHARMACY,  
AHMEDNAGAR**

## E-GOVERNANCE ARCHITECTURE DOCUMENT

### ❖ Introduction:

Electronic governance or e-governance is the use of information and communication technology (ICT) for delivering organizational services, information, communication, integration with organizational non-organizational entities and exchange of services between organizations to stake holders for implementation of good governance.

### ❖ Objectives:

The E-governance is implemented in several functioning of the institution for

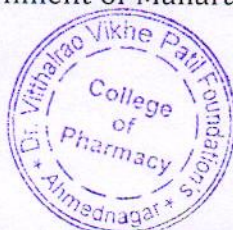
1. Implement and achieve effective and efficient functioning.
2. Enhance and promote transparency and accountability in various institutional functioning's.
3. Implement maximum efforts to reduce paperwork.
4. Expediting online communication between internal and external entities of the institution.
5. Easy access to information.
6. Propagate institutional Goal, Vision, and Mission through enhancing global visibility.

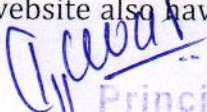
### ❖ Institute E-Governance policies:

With objective of efficient and simplified implementation of governance within institute it was decided in College Development Committee and Governing Body to propagate e-governance in maximum activities of institute functioning.

**1. Institute Website:** The Dr.V.V.P.F's College of Pharmacy plays important role in implementation of E-Governance. The website of the college is updated regularly to cope up with changes as and when required. The institute website provides information related to about organization, Vision and Mission, Institute staff and their profile, Approvals and Affiliation to various regulatory bodies, Admission and admission process, Course offered, Academic calendar and Time table, Student Support and activities, Training and Placement, Co-curricular and Extra-curricular activities, Infrastructure and facilities available etc. To update the institute website the institute website incharge is appointed and responsible to collect the relevant information from respective activity incharge and convey it to website manager for updation.

**2. Student Admission:** The Admission Committee is appointed in the institute and responsible to provide current admission procedure as per the DTE Government of Maharashtra on institutional website. The entire B. Pharm and M. Pharm admission procedure is online and transparently carried out by institute Application Receipt Centre (ARC) coordinator and under the guidelines of Director of Technical Education, Government of Maharashtra. The website also have a provision to



  
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Vilad Ghat, Ahmednagar

apply online for institute level admission through institute website. The Institute head, Student section and ARC coordinators are responsible for implementation of this aspect of the policy.

<http://www.dtemaharashtra.gov.in/>

### 3. Examination:

**Savitribai Phule Pune University online Form-** The institute is affiliated to Savitribai Phule Pune University since from establishment and follows the online examination related rules and regulations advocated by University. The related activities are for Filling of examination forms, revaluation forms, photocopy forms, obtaining hall tickets, receiving of examination papers, uploading of internal marks, etc. The University have appointed the College Examination Officer and responsible for implementation of online examination form filling procedure.  
<http://exam.unipune.ac.in/Pages/ExamFormsOnline.html>

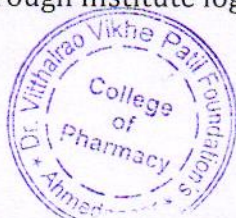
Also internal examinations/assessment of students is conducted using Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.

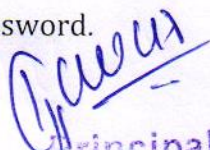
**4. Student Support and Academics:** Online platform for availability to students learning material like faculty notes, e-books, PPT, educational/informative videos can be accessed by students using internet facility provided by college. Teachers provide PPT of respective subject in the class also students can access PPT through visiting uploads by staff on social media network like slide share and YouTube. The study material can be accessed by the students through Learning Material distribution Module.

Student Information System is utilized to collect student data more accurately and comprehensively and to inform policy and programmatic decisions related to student section, student profile and other requirements by using Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.

**5. Accounts:** For maintaining of ease and transparency in accounts institute have Tally ERP 9 software and Sinewave TDS software. The institute accountant maintains the students fees accounts, cheque, invoice, online transductions in the tally software. The institute has facility for payment of student's fees and other fees through online system as well.

**6. Library:** Institute have "Digi soft Lib software Version 5" for proper management of books, their issuance and return installed in library. The book accession numbers are used against the student name and student number for issuance of book. The barcode is given to each book as well as students and it is scanned during management of book issue and return by the student. The library also have e- journal subscription like Shodhganga, K-Hub and Del-Net for students and faculty members and can access the journal through institute login ID's and password.

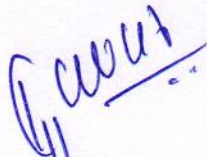


  
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**7. Administration:** The Information related to general management of the institute and work related to administrative office faculty member eNotice and Leave management is controlled by administrative office using Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.

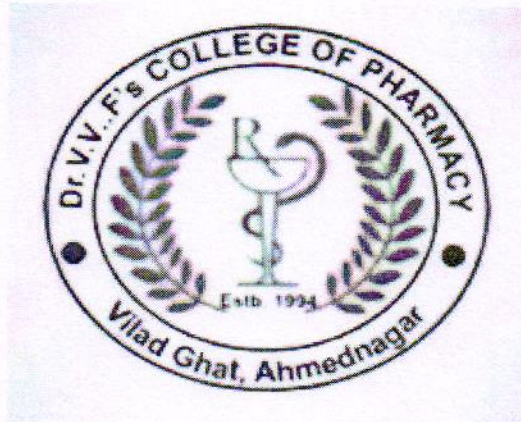
**8. Feedback:** The online feedback system is used to collect the feedback from the stake holders regarding the institute. The important is the identity remains undisclosed and unbiased feedback results are obtained. The feedback is collected though Smart School MIS system purchased from Twinkle IT solutions Pvt. Ltd., Pune.



  
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# STAFF WELFARE POLICY

PREPARED BY



**Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF PHARMACY,  
AHMEDNAGAR**

## INTRODUCTION

This scheme provides welfare measure for teaching /non-teaching staff during the employment at the institute. The policy document is prepared in consideration of different aspects for overall development and satisfactory employability to staff. The document emphasizes on policies in the areas of academic freedom and areas of personnel prosperity as per eligible criteria and norms of the management.

## OBJECTIVE

The objectives of welfare measures are as follows

- To enhance the overall development of staff provinces of life
- To provide ample opportunities for welfare of staff (Financial/Medical/Personal)
- To provide opportunity to acquire higher education in continuation with service
- To provide facilities to carry out research/Ph.D coursework.
- To provide opportunities to excel academic/administrative excellence through various activities.

## ELIGIBILITY

For full time teaching/Nonteaching staff of the institute.

## NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME

### 1. Employee Provident Fund-

Institute shall provide EPF scheme to all teaching and Non-teaching staff. Every month the specified amount will deduct from employees salary and deposited with management share to employees PF Account. The employee can contact to institute accountant/Administrative staff for further details.

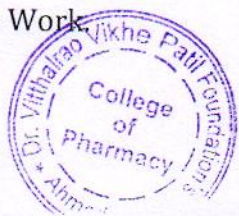
Also Gratuity benefit provided for retired staff.

### 2. Employee Group Insurance

The college has employee Group Insurance for both teaching and not teaching staff.

### 3. Facilities for carry Research work/ Acquire Higher Qualification

Teachers will get financial assistance for purchase of chemicals/glassware to perform their Ph. D research work in the college/and other research projects, for AVISHKAR research competitions. Teachers can use the equipment/instrument/library facilities to obtain higher qualification/carry Research Work



*[Signature]*  
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#### 4. Leave

1. Leave is a privilege and not a right: it may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service so demand.
2. Leave application: The leave application shall be submitted on prescribed form well in advance and shall be got sanctioned before availing of the leave. The faculty members shall make alternate arrangement/internal adjustment among the faculty members of his/her any other department to keep the students engaged.
3. No leave can commence unless it has been sanctioned :  
Mere submission of leave application does not authorize an employee to avail the leave applied for. Availing of leave without getting the same sanctioned makes the employee liable to disciplinary action penal deductions.
4. Acceptance of alternate: Employment/engaging in trade/business etc. causing him/her the monetary/personal gain is an offence and the employee shall refrain from the same.
5. No leave will be sanctioned on telephone: Except in case of extra ordinary circumstances/sudden illness, etc. This shall however, be recognized immediately on joining the duty in writing.
6. Continued absence of more than fifteen days, or repeated irregularity without intimation of any kind may render an employee liable disciplinary action including termination of services besides penal deduction.

#### A) Kinds of leave :

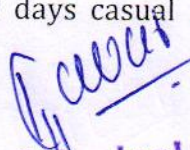
- a) Casual Leave (CL)
- b) Compensatory Off (CO)
- c) Medical Leave (ML)
- d) Earned Leave (EL)
- e) Extra Ordinary Leave/Leave Without pay (LWP)
- f) Duty Leave (DL)
- g) Study Leave
- h) Vacation Leave
- i) Maternity Leave
- j) Special Leave

#### a) Casual Leave :

Casual Leave is intended to meet special circumstances for which provision cannot be made by exact rules.

1. For teaching staff 15 days and non-teaching staff 12 days casual leave in one calendar year.



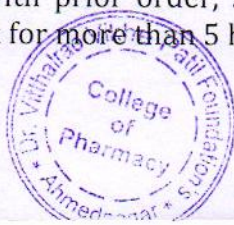
  
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2. Casual Leave can be enjoyed at proportional rate commencing from the beginning of the calendar year.
3. If any member of staff avails casual leave more than the proportionate, the leave may be considered as extra ordinary leave (i.e., leave without pay) by the sanctioned authority.
4. Not more than 3 days casual leave can be enjoyed at a time, to be extended to 5 days in most exceptional circumstances.
5. Total period of casual leave and holiday enjoyed at a time should not exceed 3 days. Only in exceptional circumstances casual leave can be extended to five days, if it is due.
6. Absence on a half working day should be treated as full day's casual leave.
7. Casual leave cannot be affixed or prefixed with Earned leave, Medical leave vacation.
8. Casual leave should not be availed without prior sanction and without making alternate arrangement of the work in consultation with HOD.
  - (a) Employee are expected to attend regularly as per the collage timings , if an employee comes more than 10 minutes late , he/she must sign the muster roll marking the time at which he/she reports for duty .
  - (b) If an employee comes more than 10 minutes late 3 or more timings during a month his/her casual leave accounts shall be debited at the rate 1 day's casual leave for 3 days late attendance.
9. If there is tendency to fritter away leave , the following steps may be taken against the person concerned :
  - (a) Refusal of casual leave, if it is believed that it is asked for without adequate ground.
  - (b) Treatment of absence as leave without pay when a person has remained absent without alternative arrangements for his periods/work.

**b) Compensatory Off:**

No compensatory off will be allowed for completion of academic work allotted to teaching staff members.

Employee if asked to work ( except academic work ) on Sunday/Public holidays by the competent authority, with prior order, shall be entitled to have compensatory holiday, provided they work for more than 5 hours on that day.



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Compensatory holidays should not be accumulated more than three days at a time. No compensatory off will be permissible if he has an already 3 compensatory offs at his credit. Compensatory offs are to be enjoyed on full day basis (no half day compensatory off permissible).

Compensatory off should not be availed without prior sanction. Compensatory cannot be affixed and prefixed with earn leave/medical leave or vocation.

No compensatory off is allowed to carry over to the next calendar year.

No compensatory off is permissible for attending the remunerative work on Sundays or public holidays.

While asking for extra work (other than academic one), the competent authority should issue an office order in writing.

**c) Medical leave :**

1. All teaching and non-teaching staff members get medical leave for 10 days on commutation or 20 days on half of pay for each calendar year.
2. Medical leave may be granted in case of sickness of the employee and not his/her dependents. A medical certificate from doctor or a registered medical practitioner would be required in case where more than three days the person was sick.
3. Medical leave cannot be sanctioned between two holidays. (i.e., one side holiday, student) otherwise it will be counted in medical leave.
4. Employee applying for a medical leave should produce treatment certificate with their application and at the day of joining duty he/she should submit fitness certificate.
5. If the employee avails medical leave for more than one month, he has to produce fitness certificate from civil surgeon at the day of joining duty.

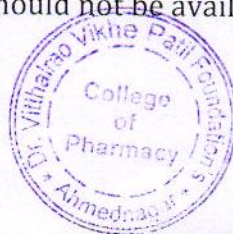
**d) Earned leave :**

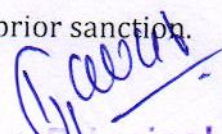
I) Teaching :

No earned leave for teaching faculty; however vacation can be converted to earned leave. The basis rate for conversion is one day for two consecutive days.

II) Non-teaching :

1. Earned leave is admissible to all non-teaching staff. (Excluding department technical staff). Employees should get earned leave for 30 days in each calendar year.
2. Earned leave can be accumulated up to 240 days.
3. Earned leave can be availed minimum 3 days at a time.
4. Earned leave cannot be affixed and prefixed with holidays or Sundays or C.L. from both sides.
5. Earned leave should not be availed without prior sanction.



  
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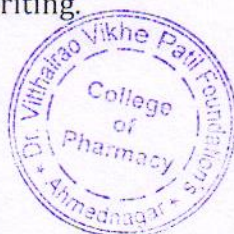
6. If a person is absent without prior sanction of leave or without making alternate arrangement, his absentee for the day will be treated as extra ordinary leave i.e. leave without pay.
7. If employee avails earned leave, no other type of leave will be sanctioned in continuation with earned leave. In the situation when earned leave is prefixed with holidays or Sundays, the leave immediately after holidays and Sundays will be treated as earned leave.

**e) Extra ordinary leave/leave without pay :**

1. For reasons beyond ones control, if an employee has to avail leave in excess of one's authorization, he may be granted, "Extra Ordinary Leave/leave without pay "at the discretion of the Principle/Director/Management subject to exigencies of service. Such leave shall not exceed 3 months in a calendar year at a time.
2. Maximum for 6 months, as above on medical ground where the staff has completed 3 years of continuous service
3. Maximum for 12 months, on medical grounds where the staff has completed 5 years of continuous service.
4. Maximum for 12 months, for undergoing treatment on TB, Leprosy etc. Where the staff has completed one year completed serve.
5. Maximum for 18 months for undergoing treatment on TB, Leprosy etc. Where the staff has completed one year completed service.
6. Maximum for 24 months for undergoing treatment on TB, Leprosy etc. Where the staff has completed one year completed service.

**f) Duty Leave:**

1. An activity of an employee which can bring recognition to the institute may be considered for grant of this leave.
2. Duty leave may be granted for one or more of the following purposes:
  - a) To deliver academic lecture.
  - b) To work on behalf of the university/college.
  - c) To read/present a research paper in a conference/symposium of national /international level or to attend workshop/seminar.
  - d) To attend selection committee or other such like committee meeting provide they are convened by a statutory body /university recognized by the Government.
  - e) To inspect academic institution attached to a statutory body or a university recognized by the Government.
3. The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions :
  - There exist a written request from the competent authority.
  - The paper has been accepted for presentation and a communication to this effect received in writing.
  -



*[Signature]*  
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Dr. V.V.P.F's College of Pharmacy  
Vilad Ghat, Ahmednagar

**g) Study leave:**

1. Leave for up to a maximum of TWO years may be granted ONCE in the tenure of service for pursuing higher studies at the recognized institute.
2. Study leave may be granted after an employee has rendered at least 3 years of unblemished service to the institute. He/she will be required to furnish a bond for that will serve the institute at least for a period of 3 years after return the study leave.

**h) Vacation leave :**

1. All teaching and non-teaching technical staff is entitled for summer and winter vacation in one calendar year as per the rules of university.
2. The vacation leave shall be got sanctioned in advance in writing as any other leaves.
3. The vacation period amongst the faculty members shall generally be staggered to ensure that the institute functioning is not hampered.

**i) Maternity leave :**

Maternity leave may be granted to a permanent female employee who have completed two years continuous service, having not more than two living children, shall be entitled to maternity leave on full pay for a maximum period of 90 days, subjected to production of medical certificate.

**Medical Benefit:** 50% medical benefit in investigation, surgery in foundations hospital  
(Excluding medical expenses)

**Medical policy:** Medical policy for both teaching and non-teaching staff.

**Concession in Tuition fees:** 20 to 30% for the ward of staff members studying in the institute

**Permission/Movements:** Depending on urgency of the mater Principal/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

**Women's grievances redressal Cell:**

Institute constituted an Internal Complaint Committee/Women's grievance redressal cell to address issues related to women employees/Girl students. The mechanism has been established to register/handle and solve the women's grievances as per the norms of regulatory authority.



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Principal

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## **Transport facility**

The institute has transport department and ensures transport facility to teaching/Non-teaching staff. Employees can avail the transport facility for official work. The procedure to apply for transport facility is defined and employees should apply to avail the same.

## **Residential Facility for Non-teachingstaff**


Institute management provides in campus residential facility to teaching and non-teaching staff. The allocated residential area is provided for staff with facilities like electricity/Water/garbage collection and common area cleanliness etc. The employees who want to avail residential facility shall make application for the same to the foundation office.

**Festival Advance:** Festival advance for Diwali occasion

## **PROCEDURE OF APPLYING FOR THE SCHEME AND APPROVAL**

The procedures are will discussed and defined to avail the welfare scheme for teaching and non-teaching staff. Employee shall follow the procedure and apply through proper channel to avail the welfare scheme. The higher authority Principal/Director Technical Directors/ Secretary General shall provide the decision based upon eligibility criteria and norms of management. Any dispute or disagreement will be addressed by higher authority as per the norms and employees shall bind to the same.



  
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**POLICY REGARDING FINANCIAL SUPPORT  
FOR  
CONFERENCE/WORKSHOP/SEMINAR/SYMPOSIA/  
MEMBERSHIP[RESEARCH]**

PREPARED BY:



**Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF  
PHARMACY, AHMEDNAGAR**

## **INTRODUCTION:**

The teachers who wish to avail financial assistance for Ph.D research work should submit the chemical/glassware requirement, approved by principal, to the stores section.

The teachers who wish to avail financial assistance under this scheme should submit their receipt of registration along with application in the prescribed format within three days after attending seminar/workshop/conference/symposia or after obtaining professional membership to the accountant of college.

## **OBJECTIVE**

Objectives of financial assistance are as follows

- Inculcating research aptitude and upgrading academic as well as administrative skills amongst the faculty.
- Upgrading educational qualifications of teaching and non-teaching staff.
- Creating platform for teachers to share and exchange their knowledge and expertise.
- Enhancing knowledge teachers through interaction with eminent academician and experts from research institutions.
- Improving interaction of faculty with advancements in outside world.

## **ELIGIBILITY**

Financial assistance will be available for full time teaching and non-teaching faculty of institute.

## **NATURE OF ASSISTANCE AVAILABLE UNDER THE SCHEME**

Teachers will get financial assistance for purchase of chemicals/glassware to perform their Ph. D research work in the college/and other research projects meant for various research activities.

Staff will be eligible for assistance to attend COLLEGE/STATE /NATIONAL/INTERNATIONAL level SEMINARS/WORKSHOPS/ CONFERENCES/ SYMPOSIAS in the field of pharmaceutical sciences or related fields.

Staff will also get financial support to obtain professional membership of relevant field.

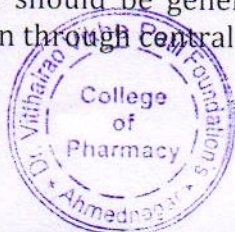
## **PROCEDURE OF APPLYING FOR THE SCHEME**

The staff willing to avail financial assistance for Ph.D research work should submit the chemical/glassware requirement, approved by principal and then submit to the stores section.

The staff availing financial assistance under this scheme should submit their receipt of registration along with application and report with necessary supporting documents within three days after attending seminar/workshop/conference/symposia or after obtaining professional membership to the accountant of college with remarks of the Principal.

## **PROCEDURE FOR APPROVAL**

The chemicals/glassware's requirement for Ph. D research work/ research projects shall be communicated to head office for final approval by Secretary General, Dr.Vithalrao Vikhe Patil Foundation. The purchase orders should be generated after approval by Secretary General, Dr.Vithalrao Vikhe Patil Foundation through Central purchase office.



*[Signature]*  
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Dr.V.V.P.F's College of Pharmacy  
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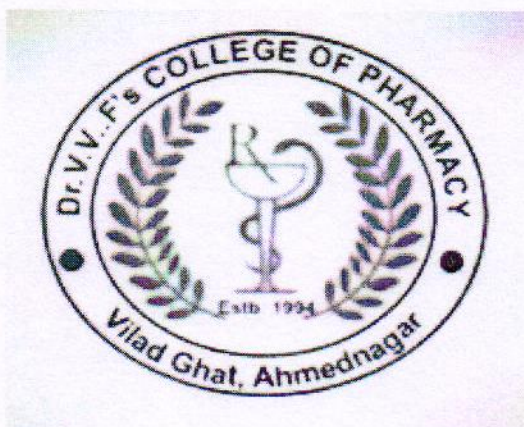
The staff has to submit the certificate of attendance of Seminar /Conference / Workshop /Symposia/Professional Membership to office with proper remarks of the Principal. After submission of required certificate college accountant may release amount with the permission of Principal.



*[Handwritten Signature]*  
**Principal**  
Dr.V.V.P.F's College of Pharmacy  
Vilad Ghat, Ahmednagar

# **POLICY FOR RESOURCE MOBILIZATION**

PREPARED BY:



**Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF  
PHARMACY, AHMEDNAGAR**



## INSTITUTE'S PHILOSOPHY:

- To provide specialized high quality education to build professionals in pharmaceutical business industry.
- To explore the frontiers of knowledge from industry through independent research, as well as in collaboration with other entities in pharmaceutical business or education.
- To equip the students with high level of conceptual, analytical and descriptive abilities to handle pharmaceutical industry problems.
- Strong interaction with business and industry particularly in the areas of teaching, seminars, training and placement in Pharma industry.

## OBJECTIVE:

1. Spread and expand resource for the achievement of the strategic plans, intended goals for the overall growth of the institute.
2. Identify and analyze the resources available for various activities, policies and efficient budget allocation.
3. Explore institute's current funding scenario, various resources available and to expand proportionally.
4. Judicious use of generated funds so as to expand in relation with stakeholders.

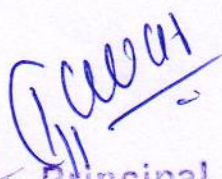
## RESOURCE MOBILIZATION:

**This is done through planning and control. For this the budget system is followed as under –**

### a. Planning -

- Requirement of the human and non-human resources like laboratories etc as per the syllabus change, university change etc is prepared by the respective faculties/lab in charge and section in charges.
- Head of Department scrutinize & compiles the requirements received from the lab in charges and section in charges. Detailed departmental requirements for non-recurring and recurring expenditure for each financial year are submitted to the Principal.
- After scrutiny by the Principal, these are forwarded to the HO.
- The proposals are reviewed by Management in line with overall organizational goals, availability of funds, current academic and other environment etc. After their review the same is forwarded for approval by Executive Committee and Honorable Trustees



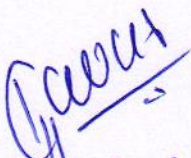
  
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Dr. V.V.P.F's College of Pharmacy  
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- Executive Committee and Honorable Trustees approve the budget after discussion and deliberations with the Management and College Principal and faculty members. Accordingly instructions are given for provisioning of finances to meet the gaps.

**b. Control –**

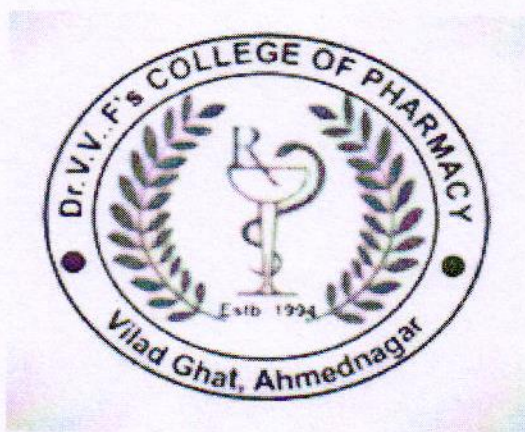
- Actual expenditure is monitored through budget note which shows the actual expenditure vis-à-vis the budgeted amount for each head of expenditure.
- In case there are additional requirements over and above the budget, then inter-head transfers are permitted, that is, within the overall budget, additional expenditures are permitted.
- Periodic review is held by the Head Office in which a comparison between actual and budgeted expenditure is done. Amounts budgeted but not spent are reviewed and the reasons are analyzed.
- Efficiency in use of resources is ensured through proper negotiation with vendors and suppliers of services so that the purchases of goods and services are at the best rates.
- Whenever donations are received by the Trust, the same is allocated among the institutes as per individual requirement.



  
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Vilad Ghat, Ahmednagar

**POLICY FOR  
PERFORMANCE APPRAISAL SYSTEM FOR  
TEACHING AND NON-TEACHING STAFF**

PREPARED BY:



**Dr. VITHALRAO VIKHE PATIL FOUNDATION COLLEGE OF PHARMACY,  
AHMEDNAGAR**

## **PERFORMANCE APPRAISAL SYSTEM FOR TEACHING AND NON-TEACHING STAFF**

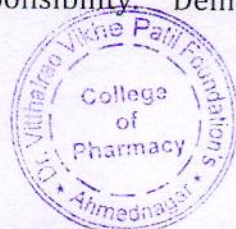
Institute has performance appraisal system for teaching and non-teaching staff. The performance of teaching and non-teaching staff is assessed on yearly basis.

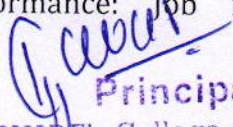
### **For Teaching staff-**

Teaching staff performance appraisal is based on determination the performance index of every faculty. The assessment of performance index involves various parameters like Teaching-learning ( academic performance of students in subject taught by teacher, modes of teaching used by teacher, percentage attendance of students), Participation in co-curricular/extension activities (organization of guest lecture/seminar, additional academic responsibilities etc.), Research contribution (publications/projects and seminar/workshop/conference/FDP attended by teacher), leave details, status of higher education, contribution of teacher as to the development of department and Institution. The principal of institute appeals the entire teaching faculty to fill the performance appraisal form and attach the supporting documents with reference to various activities carried out in academic year. The assessment is carried out by HOD for the concerned staff on parameters like(Personal Qualities: Punctuality in work, Ingenuity and initiative, Verbal & written expressions, loyalty to institute.Demonstrated performance: Professional knowledge & its application, Instruction abilities, academic conduct). Further Principal assess recommendation given by HOD and grades the performance along with recommendation and appraisal report is submitted to the management for further action. If the performance of staff is found to be unsatisfactory the appraisal is withhold and the staff is intimated above the same for further improvement.

### **For Non-Teaching staff-**

Non-Teaching staff performance appraisal is based on determination the performance index of every non-teaching employee. The assessment of Performance index involves various parameters like attitude towards job profile, attendance and punctuality, Job knowledge and performance, Dependability, contribution to institutional responsibilities. The assessment is carried out by HOD for the concerned staff on parameters like (Personal Qualities: Relation with superior, Relation with colleagues, Ingenuity and initiative, Verbal & written expressions, job responsibility. Demonstrated performance: Job related



  
**Principal**  
Dr. V.V.P.F.'s College of Pharmacy  
Vilad Ghat, Ahmednagar

knowledge, Application of skills, Punctuality, Dedication to work. Further, Principal assess recommendation given by HOD and grades the performance along with recommendation and appraisal report is submitted to the management for further action. If the performance of staff is found to be unsatisfactory the appraisal is withhold and the staff is intimated above the same for further improvement.

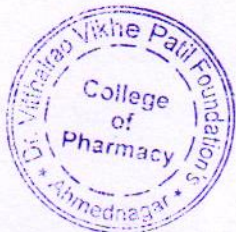
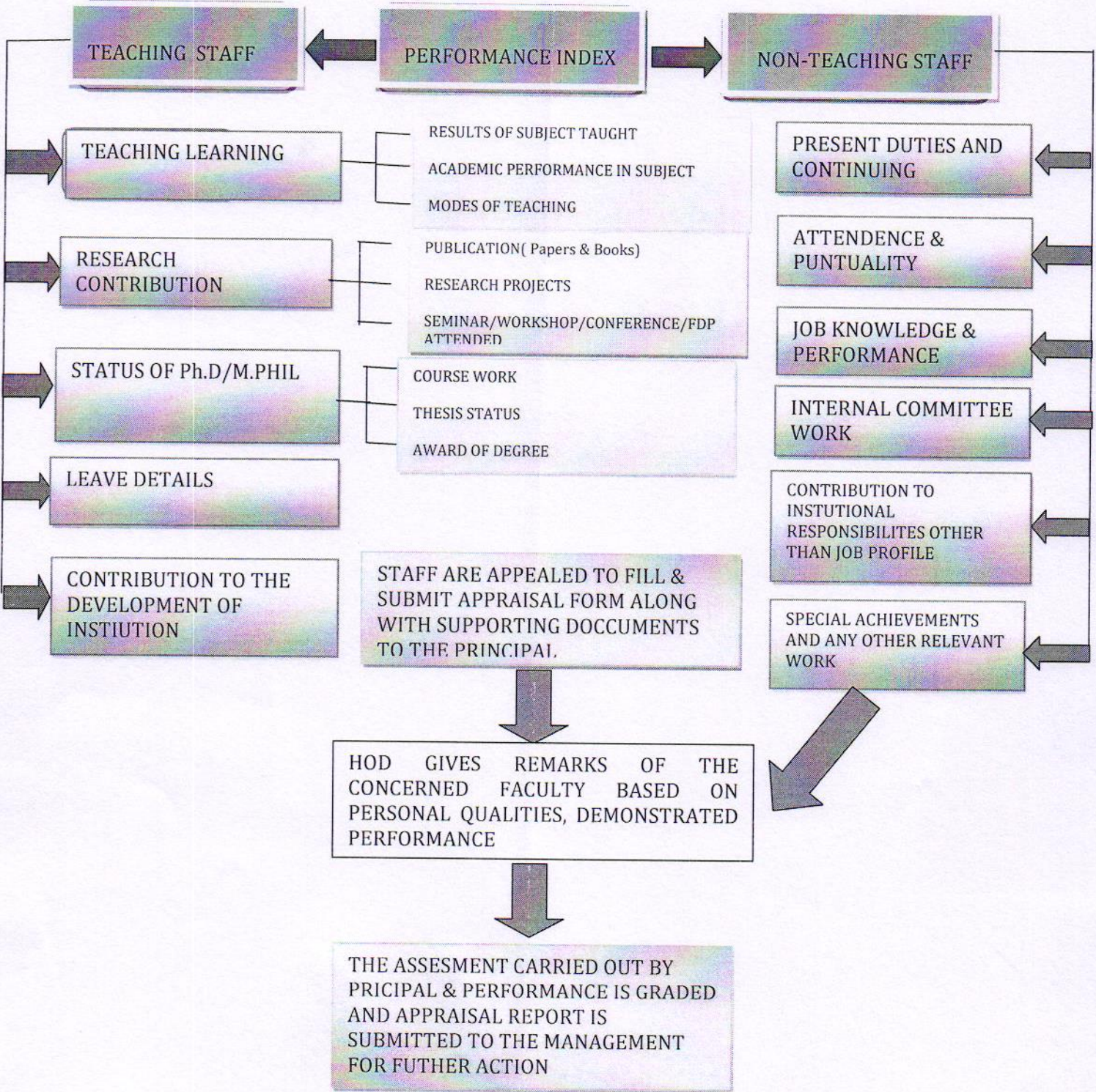


A handwritten signature in blue ink, appearing to read "G. C. Patil".

Principal

Dr.V.V.P.F's College of Pharmacy  
Vilad Ghat, Ahmednagar

# MECHANISM OF PERFORMANCE APPRAISAL



*[Handwritten Signature]*

**Principal**

Dr.V.V.P.F's College of Pharmacy  
Vilad Ghat, Ahmednagar