



Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

E-mail - carc2006@rediffmail.com / carcakurdi@gmail.com Outlook- acrc_akurdi@pdeapune.org



Strategic Plan

COLLEGE COUNCIL COMMITTEE

Introduction

PDEAs College of Ayurved and Research center, Nigdi, Pune is recognized by ministry of AYUSH and NCISM, New Delhi. It is affiliated to Maharashtra University of Health Sciences, Nashik, Maharashtra. College council committee of this institute was constituted on 23rd July 2012. This committee looks after the various activities such as curriculum and training programmes, research work, academic matters, organization of interdepartmental meetings like clinical meetings and discipline etc. The College Council serves as the plenary governance body indicating the collective interests of the College community.

Aim

1. To draw up the details of curriculum and training programmes enforcement of discipline and other academic matters.

Objectives

1. To improve quality of academic activities of students and teachers.
2. To conduct meetings regularly for discussion of research review, Conduction of various training programmes and interdepartmental meetings in institute, cultural events planning, execution policy related decisions.



For
Principal
P.D.E.A'S

College of Ayurved And Research Centre
Nigdi, Pune - 411 044.



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Constitution

As per CCIM notification published in Part III, section 4, Gazette of India, Extraordinary on 18/07/2012, the constitution comprises of the Principal as Chairperson and includes HODs of all departments as members of the committee. College council Coordinator coordinates all meetings and keeps the meeting minutes' record.

Frequency of meetings – Minimum Four times in a year and as per requirement.

Functions

- Execution policy related decisions
- Conduction of interdepartmental meetings like grand rounds, statistical meetings and clinical meetings
- Periodical research review in the institution
- Strategic planning and execution for university and internal exams
- Planning of Implementation of NABH accreditation work
- Review of recognition and affiliation committees related work by concern authority
- Policy decisions of cultural events such as annual gathering, Ganesh festival planning
- Review of various days' celebrations
- Review of academic activities and annual teaching planner





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- Review of IEC meetings
- Review of various camps, activities organized in hospital
- Planning of skill development programmes
- Up gradation of departmental study material like charts, specimens in museum.
- To confirm minutes of last meeting.

Roles and Responsibilities

Chairman

1. To take policy decisions of institution.
2. To monitor all college and hospital activities.
3. To guide HODs regarding all activities of institution.

Coordinator

1. Coordination with the team members.
2. To schedule the meetings of the committee and maintain all meetings related documents.

Members

1. To coordinate the other staff of their department and implementation of the college activities under the guidance of the chairman of college council committee.

Reference-

<https://www.ccimindia.org/rulesandregulations.php>



[Signature]
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P.D.E.A.'s

College of Ayurved & Research Centre, Nigdi, Pune-44.

College Council Committee

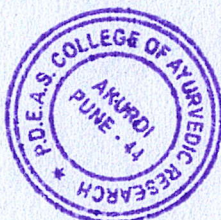
Date of Constitution : 23.07.2012
Date of Amendment : 10.12.2020

Sr.No	Name of Member	Designation
1	Dr.Patil R.R. (Principal)	Chairperson Prof. &H.O.D.- Rognidan
2	Dr. Bobade R.B. (Vice Principal)	Prof. &H.O.D.- Swasthavritta
3	Dr. Chobhe Swati	Prof. &H.O.D.- Kriya Sharir
4	Dr.Tople P.B.	Prof. &H.O.D.- Rachana Sharir
5	Dr. Jamdade Y.A.	Prof. &H.O.D. Samhita Siddhant
6	Dr. Lad M.D.	Prof. &H.O.D.- Dravyaguna
7	Dr.Phadake J.J.	Prof. &H.O.D.- Agadtantra
8	Dr. Chikurte S.N.	Prof. &H.O.D.- Rasashastra & B.K.
9	Dr.Kulkarni Y.R.	Prof. &H.O.D.- Research
10	Dr.Jadhav A.V.	Prof. &H.O.D.- Streerog- Prasutitantra
11	Dr.Deodas M. S.	Prof. &H.O.D.- Kaumarbhritya
12	Dr.Banarase M.S.	Prof. &H.O.D.-Shalya
13	Dr. Virkar C. A.	Prof. &H.O.D.- Shalakya
14	Dr.Sane V.N.	Prof. &H.O.D.- Panchkarma
15	Dr.Joshi M.M.	Prof. &H.O.D.-Kayachikitsa



Principal

College of Ayurved And Research Center
Akurdi, Pune - 411 044



Pune District Education Association's

COLLEGE OF AYURVED & RESEARCH CENTRE

(I.D.No.P.U/P.N./AYU/081/1990)

Sector No.25,Pradhikaran,Nigdi,Pune-411044(Maharashtra State),India

College Council Committee

Date of Constitution: - 23.07.2012

Date of Amendment: - 03.04.2018

Name of Member	Designation
Dr.Patil R.R. (Principal)	Chairperson Prof. &H.O.D.- Rognidan
Dr. Bobade R.B. (Vice Principal)	Prof. & H.O.D.- Swasthavritta
Dr. Deshpande R.R.	Prof. & H.O.D.- Kriya Sharir
Dr.Tople P.B.	Prof. & H.O.D.- Rachana Sharir
Dr. Jamdade Y.A.	Prof. & H.O.D. Samhita Siddhant
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Dr.Phadke J.J.	Prof. & H.O.D.- Agadtantra
Dr.S.N.Chikurte	Prof. & H.O.D.- Rasashastra & B.K.
Dr.Kulkarni Y.R.	H.O.D.- Research
Dr.Jadhav A.V.	Prof. &H.O.D.- Streerog- Prasutitantra
Dr.Deodas M. S.	Prof. & H.O.D.- Kaumarbhritya
Dr.Deshpande B.N.	Prof. & H.O.D.-Shalya
Dr.Virkar C. A.	Prof. & H.O.D.- Shalakya
Dr.Sane V.N.	Prof. & H.O.D.- Panchkarma
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Internal Quality Assurance Cell

Strategic Plan

Internal Quality Assurance Cell (IQAC) is established in PDEA's College of Ayurveda & Research Centre, Pune on 11th February 2020. Internal Quality Assurance Cell is recognized as a mechanism to build and ensure a quality culture at the institutional level. It is meant for planning, guiding and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities of the institute. Since quality enhancement is a constant process, IQAC works towards recognition of the goals of quality improvement, quality sustenance and academic brilliance.

This cell is working on regular basis with periodic meetings & periodical interactions. The IQAC maintains the quality of academic and administrative activity through various committees.

As per guidelines of NAAC, objectives of this cell are

1. Up gradation of performance of academic, extracurricular & administrative functioning through periodic meetings & periodical interactions.
2. To achieve academic and administrative excellence.
3. To emphasis on the performance of college for quality improvement
4. To optimize and integrate the modern methods of teaching, learning and evaluation.
5. To develop an Internal Quality Assurance system
6. To enhance the quality of staff by promoting and encouraging overall faculty development.
7. To enhance Infrastructure for Teaching-Learning and Administration.
8. NAAC Accreditation of the College with a good grade.





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9. To achieve Institutional vision & Mission.

10. Research sharing and networking with other institutions in India and abroad.

Structure & Mechanism for IQAC:

Structure: The IQAC is constituted in institution under the chairpersonship of the Head of the Institution with heads of key academic and administrative units and a few teachers and a few distinguished educationists and representatives of the local management and stakeholders as members.

The composition of the IQAC is as follows-

1. Chairperson: Head of the Institution
2. Teachers to represent all levels (Three to eight)
3. One member from the Management
4. The senior administrative officer (Office Superintendent)
5. One nominee each from the Local Society/Trust, Students and Alumni
6. One nominee each from the Employer/Industrialists/Stakeholders
7. One of the senior teachers as the Coordinator of the IQAC

The IQAC meetings are conducted at least once in every quarter. The quorum for the meeting shall be two-thirds of the total number of members. The Agenda, Minutes and Action Taken Reports are to be documented and maintained electronically in a retrievable format.





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Functions:

- To develop the policies for the purpose of academic, extracurricular & administrative functioning.
- Development of Smart Classroom Facility in all the lecture hall.
- Conduction of FDP, ICT training programs.
- Installation of Clinical skill laboratory.
- Collection and analysis of feedback from all stakeholders on quality-related institutional processes
- Dissemination of information on various quality parameters to all stakeholders
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- Documentation of the various programmes/activities leading to quality improvement
- Augmenting the library through various subscriptions and purchasing of new books regularly
- Periodical conduct of Academic and Administrative Audit and its follow-up
- Development and application of quality benchmarks
- Preparation and submission of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC





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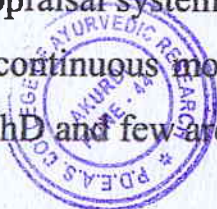
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IQAC Activities -

1. Academic work monitoring by Academic director by supervising day to day activity with the help of Academic coordinator.
2. At the beginning of term IQAC with curriculum committee, prepares a strategic plan for teaching & learning activities.
3. Academic calendar, which indicates all curricular & extracurricular activities is prepared at beginning of academic session and is notified to student & staff through web link & notice board.
4. Promotion of ICT enabled teaching
5. IQAC encourages research, publications, paper presentations and participation in international, national, regional workshops, conferences & symposia.
6. IQAC instruct for the departmental meetings which should be conducted per month & teaching objective are decided (ATP) and innovative teaching inputs are discussed during the meeting.
7. IQAC, through members of academic coordinators & academic director give the input for different activities like teaching timetables, exam timetables, criteria for slow and advance learners and its evaluation, PTM, mentor - mentee scheme, activities regarding experiential training, hands on training, problem of the month, etc.
8. Guidelines for effective implementation of best practices.
9. Performance appraisal systems for teaching and non-teaching staff
10. As a result of continuous motivation and enhancement most of the faculty registered for PhD and few are on the verge of completing PhD.





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Faculty development:

1. IQAC encourages for conducting various seminars/ workshops for the development of teaching and non-teaching faculty. E.g., MET: Medical education, Research Methodology workshop, CME: for teaching faculty.
Tally or account related workshops: for non-teaching faculty.

Research Activities-

Initiatives of IQAC in sensitizing or promoting research environment in the institution;

- i) Parent institute, Principal & IQAC are involved and promote research culture amongst the faculty & students. Adequate support is provided for the consultancy and extension activities. Research department of the college take care of day today research requirements for smooth functioning for research activities.
- ii) College provides all the infrastructural support for conducting research. College helps the faculty & PhD, PG students for their research analysis and guidance from various reputed national institutes, industries and Universities.
- iii) The College encourages and sponsors the faculty to attend research events, to submit research project and to publish research articles in peer viewed journals.
- iv) College also organizes scientific events like conferences, seminar and workshops to acquire updated knowledge and skill of the researchers. Regular lectures of well-known experts are arranged. Staff and students are stimulated to interact with them.





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IQAC take care of following points which are indirectly helping for maintaining quality of Institution.

- i) Implementation of energy conservational devices like LED bulbs
- ii) Waste management, e-waste management
- iii) Water conservation facilities like rainwater harvesting.
- iv) Green campus initiatives
- v) Disabled friendly environment

Conduction of Meetings-

IQAC committee meetings will be held quarterly.




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COMPOSITION OF IQAC COMMITTEE

Date of Constitution : 11.02.2020

SR NO.	NAME	DESIGNATION	POST
1.	Dr. Ragini R Patil	Principal	Chairman
2.	Shri Adv.Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. Rajkumar Bobade	Vice-Principal	Co-ordinator
5.	Dr. Arti Firke	Asso. Professor	Co-coordinator
6.	Dr. Varsha Sane	Professor	Co-coordinator
7.	Dr. Swati Chobhe	Professor	Member
8.	Dr. Jayant Phadke	Professor	Member
9.	Dr. Shweta More	Asst. Professor	Member
10.	Dr. Yogini Kulkarni	Professor	Member
11.	Dr. Ila Bhor	Asso. Professor	Member
12.	Dr. Prashant Tople	Professor	Member
13.	Dr. Yogita Jamdade	Professor	Member
14.	Dr. Dinesh Naik	Asso. Professor	Member
15.	Mr. Pravin More	Administrative Staff/O.S.	Member
16.	Dr. Abhijeet Bhondawe	Alumni Representative	Member
17.	Ms. Snehal Raut	Student Representative	Member
18.	Mrs. Mugdha P. Sardeshpande	Community Representative	Member



Jal
Principal
P.D.E.A.S

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COMPOSITION OF IQAC COMMITTEE

Date of Constitution : 01.01.2021

SR NO.	NAME	DESIGNATION	POST
1.	Dr. Ragini R Patil	Principal	Chairman
2.	Shri. Adv. Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
4.	Dr. Rajkumar Bobade	Vice-Principal	Co-ordinator
5.	Dr. Arti Firke	Asso. Professor	Co-coordinator
6.	Dr. Varsha Sane	Professor	Co-coordinator
7.	Dr. Swati Chobhe	Professor	Member
8.	Dr. Jayant Phadke	Professor	Member
9.	Dr. Shweta More	Asst. Professor	Member
10.	Dr. Yogini Kulkarni	Professor	Member
11.	Dr. Ila Bhor	Asso. Professor	Member
12.	Dr. Madhuri Mahadar	Asso. Professor	Member
13.	Dr. Yogita Jamdade	Professor	Member
14.	Dr. Dinesh Naik	Asso. Professor	Member
15.	Mr. Pravin More	Administrative Staff/O.S.	Member
16.	Dr. Bhondawe	Alumni Representative	Member
17.	Ms. Snehal Raut	Student Representative	Member
18.	Mrs. Mugdha P. Sardeshpande	Community Representative	Member



[Signature]

Principal

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COMPOSITION OF IQAC COMMITTEE

Date of Constitution : 11.02.2020

Date of Amendment : 11.05.2023

SR NO.	NAME	DESIGNATION	POST
1.	Dr. Ragini R Patil	Principal	Chairman
2.	Shri Adv.Mohanrao Deshmukh	Stake holder & Legal adviser	
3.	Shri. Atmaram Jadhav	Management representative	
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5.	Dr. Arti Firke	Asso. Professor	Co-coordinator
6.	Dr. Varsha Sane	Professor	Co-coordinator
7.	Dr. Swati Chobhe	Professor	Member
8.	Dr. Anuja Wadadekar	Asso. Professor	Member
9.	Dr. Shweta More	Asso. Professor	Member
10.	Dr. Yogini Kulkarni	Professor	Member
11.	Dr. Ila Bhor	Asso. Professor	Member
12.	Dr. Madhuri Mahadar	Asso. Professor	Member
13.	Dr. Yogita Jamdade	Professor	Member
14.	Dr. Dinesh Naik	Asso. Professor	Member
15.	Mr. Pravin More	Administrative Staff/O.S.	Member
16.	Dr. Shambhavi Iyyer	Alumni Representative	Member
17.	Ms. Gayatri Kenjale	Student Representative	Member
18.	Mrs. Mrunal More	Community Representative	Member



Handwritten Signature
Principal
P.D.E.A'S

College of Ayurved And Research Centre
Nigdi, Pune - 411 044.

College Development/ Governing Council Committee



। बहुजन हिताय । बहुजन सुखाय ॥

पुणे जिल्हा शिक्षण मंडळ, पुणे

४८/१ अ, एरंडवणा, पौड रोड, पुणे - ४११ ०३८

जा.क्र.पुजिशिम/आस्था-१/सीडीसी/२०२२-२३/१४५-५

दि. 9 NOV 2022

प्रति,

मा.प्राचार्या

आयुर्वेद महाविद्यालय व संशोधन केंद्र, आकुर्डी.

विषय:- महाविद्यालय विकास समितीवरील सभासद निवडीबाबत...

उपरोक्त विषयास अनुसरून कळविण्यात येते की, संस्थेच्या दि.२१/०९/२०२२ रोजी झालेल्या समन्वय समिती सभेतील निर्णयानुसार आपल्या शाखेतील महाविद्यालय विकास समितीवर सन २०२२-२३ ते २०२६-२७ या कालावधीसाठी महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ या कायद्यातील कलम ९७ (१) क नुसार संस्थेचे अध्यक्ष हे पदसिद्ध अध्यक्ष असतील, मा.अध्यक्ष यांचे अनुपस्थितीत त्यांची नामनिर्देशित व्यक्ती मा.राजेंद्र घाडगे हे असतील, कलम ९७ (१) ख नुसार संस्थेचे मानद सचिव असतील, तसेच कलम ९७ (१) च नुसार शिक्षण, उद्योग, संशोधन व समाजसेवा क्षेत्रातील चार प्रतिनिधींची नावे (एक माजी विद्यार्थी) खालीलप्रमाणे निश्चित करण्यात आलेली आहेत.

०१. मा.सुनेत्राताई पवार

०२. मा.सुभाष कदम

०३. मा.ए.एम.जाधव

०४. मा.डॉ.दत्तात्रय गायकवाड

तसेच महाविद्यालय विकास समितीवर महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम २०१६ या कायद्यातील कलम ९७ (१) ग,घ,ड,छ,ज नुसार शिक्षक, शिक्षकेतर व विद्यार्थी प्रतिनिधींच्या नेमणुका या महाविद्यालय स्तरावर नियमानुसार विहित पद्धतीचा अवलंब करून कराव्यात. तसेच झ नुसार महाविद्यालयाचे प्राचार्य हे सदस्य-सचिव राहतील.

वरीलप्रमाणे महाविद्यालय विकास समितीची रचना असून त्यानुसार महाविद्यालय विकास समितीच्या सभा वर्षातून किमान चार वेळा घेण्यात याव्यात. तसेच सभा झाल्यानंतर सभेचा अहवाल सात दिवसांचे आत संस्था कार्यालयाकडे पाठविण्यात यावा. त्यानुसार कार्यवाही करावी.

कळावे.

मा.सचिव

पुणे जिल्हा शिक्षण मंडळ, पुणे.

प्रत:-

०१. मा.सुनेत्राताई पवार

०२. मा.सुभाष कदम

०३. मा.ए.एम.जाधव

०४. मा.डॉ.दत्तात्रय गायकवाड

यांना-

पु.जि.शि.मं.चे
आयुर्वेद महाविद्यालय व संशोधन केंद्र
पिंपरी, पुणे - ४११ ०३८
आवक क्र. 3282/2022-23
दिनांक - 9/11/2022
लेखनिक [Signature] - (3)
प्राचार्य [Signature]

आपली वरील महाविद्यालयातील विकास समितीवर निवड करण्यात आलेली आहे. सदर शाखेने आयोजित केलेल्या महाविद्यालय विकास समिती सभेस उपस्थित राहून योग्य ते मार्गदर्शन व सहकार्य करावे ही विनंती.





॥ बहुजन हिताय । बहुजन सुखाय ॥
पुणे जिल्हा शिक्षण मंडळ, पुणे

४८/१ अ, एरंडवणा, पौड रोड, पुणे - ४११ ०३८

Website - www.pdeapune.org Email - honsecretary@pdeapune.org

जा.क्र.पुजिनिमं/अस्था- १/२०२२-२३/१३८-१२

दि

15 OCT 2022

प्रति,

मा.प्राचार्य

पुणे जिल्हा शिक्षण मंडळ, पुणे

(सर्व महाविद्यालये).

विषय:- महाविद्यालय विकास समिती सभेबाबत...

उपरोक्त विषयास अनुसरून कळविण्यात येते की, महाराष्ट्र सार्वजनिक विद्यापीठ अधिनियम, २०१६ मधील नियम क्र.९७ मध्ये महाविद्यालय विकास समितीची रचना विशद करण्यात आलेली आहे. त्यामध्ये ९७ (१)-(क) नुसार व्यवस्थापनाचा अध्यक्ष किंवा त्याची नामनिर्देशित व्यक्ती-पदसिद्ध अध्यक्ष याप्रमाणे रचना आहे. संस्थेचे मा.अध्यक्ष साहेब हे सर्व महाविद्यालयांच्या महाविद्यालय विकास समिती सभांना उपस्थित राहू शकत नाहीत. त्यामुळे संस्थेचे मा.अध्यक्ष साहेब यांची नामनिर्देशित व्यक्ती म्हणून संस्थेचे उपाध्यक्ष मा.राजेंद्र घाडगे हे सभेला उपस्थित राहतील. त्यानुसार कार्यवाही करावी.

कळावे.

मानद सचिव

पुणे जिल्हा शिक्षण मंडळ, पुणे

पुणे जिल्हा शिक्षण मंडळ
आयुर्वेद महाविद्यालय, पुणे - ४११ ०४४
आवक क्र. 305/1202-2-23
दिनांक - 17/10/2022
लेखनिक <i>[Signature]</i> ① ③ प्राचार्य

४९ जेष्ठ २०२२ ईश्वर आनंद
प्राचार्य



010

पुणे जिल्हा शिक्षण मंडळाचे,

आयुर्वेद महाविद्यालय व संशोधन केंद्र

(आय.डी.नं.पी.यु./पी.एन./आयु./०८१/१९९०)

सेक्टर नं. २५, प्राधिकरण, निगडी, पुणे-४११ ०४४. (महाराष्ट्र) भारत.

फोन : (०२०) - २७६५९५७८, २७६५३९६५ (फॅक्स) : (०२०) २७६५९५७८.

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आऊटलुक मेल :- acrc_akurdi@pdeapune.org

संस्था पदाधिकारी :

अध्यक्ष-अजित पवार, उपाध्यक्ष-राजेंद्र घाडगे, मानद सचिव-संदीप कदम, खजिनदार-अॅड. मोहनराव देशमुख,
उपसचिव-एल.एम.पवार प्राचार्या-डॉ.आर.आर.पाटील

जा.क्र. :- 93/2023-24

17 APR 2023

प्रति,
डॉ.दिनेश नाईक,
अध्यापक प्रतिनिधी
आयुर्वेद महाविद्यालय व संशोधन केंद्र,
निगडी पुणे ४४

विषय: महाविद्यालय विकास समितीवरील अध्यापक प्रतिनिधी म्हणून निवडीबाबत.
संदर्भ: पुजिशिमं/आस्था-१/सीडीसी/२०२२-२३/१४५-५ दिं ९/११/२०२२

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की पुणे जिल्हा शिक्षण मंडळाचे मार्गदर्शक तत्वानुसार
महाविद्यालयातील महाविद्यालय विकास समितीवर सन २०२२-२३ ते २०२६-२७ या कालावधीसाठी आपली अध्यापक
प्रतिनिधी म्हणून निवड करण्यात आली आहे.

तरी आपण महाविद्यालय विकास समितीवर सदस्य म्हणून(अध्यापक प्रतिनिधी) आपण कामकाज पहावे ही विनंती.


प्राचार्या
प्राचार्या
पु.जि.शि.मं.चे

आयुर्वेद महाविद्यालय व संशोधन केंद्र,
निगडी, पुणे - ४११ ०४४

Received
18/4/2023



पुणे जिल्हा शिक्षण मंडळाचे,
आयुर्वेद महाविद्यालय व संशोधन केंद्र

(आय.डी.नं.पी.यु./पी.एन./आयु./०८१/१९९०)

सेक्टर नं. २५, प्राधिकरण, निगडी, पुणे ४११ ०४४. (गहाराष्ट्र) भारत.

फोन : (०२०) - २७६५९५७८, २७६५३९६५ (फॅक्स) : (०२०) २७६५९५७८.

वेबसाईट : www.pdeacarcayu.com ई-मेल :- carc2006@rediffmail.com / carcakurdi@gmail.com

आऊटलुक मेल :- acrc_akurdi@pdeapune.org

संस्था पदाधिकारी :

अध्यक्ष-अजित पवार, उपाध्यक्ष-राजेंद्र घाडगे, मानद सचिव-संदीप कदम, खजिनदार-अॅड. मोहनराव देशमुख,

उपसचिव-एल.एम.पवार प्राचार्या-डॉ.आर.आर.पाटील

जा.क्र. :- 92/2023-24

17 APR 2023

प्रति,
डॉ.माधवी बनारसे,
अध्यापक प्रतिनिधी
आयुर्वेद महाविद्यालय व संशोधन केंद्र,
निगडी पुणे ४४

विषय: महाविद्यालय विकास समितीवरील अध्यापक प्रतिनिधी म्हणून निवडीबाबत.

संदर्भ: पुजिशिमं/आस्था-१/सीडीसी/२०२२-२३/१४५-५ दि ९/११/२०२२

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की पुणे जिल्हा शिक्षण मंडळाचे मार्गदर्शक तत्वानुसार महाविद्यालयातील महाविद्यालय विकास समितीवर सन २०२२-२३ ते २०२६-२७ या कालावधीसाठी आपली अध्यापक प्रतिनिधी म्हणून निवड करण्यात आली आहे.

तरी आपण महाविद्यालय विकास समितीवर सदस्य म्हणून(अध्यापक प्रतिनिधी) आपण कामकाज पहावे ही विनंती.

Received

msb@anar

18/04/2023



प्राचार्या

प्राचार्या

पु.जि.शि.मं.चे

आयुर्वेद महाविद्यालय व संशोधन केंद्र,

निगडी, पुणे - ४११ ०४४



014

पुणे जिल्हा शिक्षण मंडळाचे,

आयुर्वेद महाविद्यालय व संशोधन केंद्र

(आय.डी.नं.पी.यु./पी.एन./आयु./०८१/१९९०)

सेक्टर नं. २५, प्राधिकरण, निगडी, पुणे-४११ ०४४. (महाराष्ट्र) भारत.

फोन : (०२०) - २७६५९५७८, २७६५३९६५ (फॅक्स) : (०२०) २७६५९५७८.

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आऊटलुक मेल :- acrc_akurdi@pdeapune.org

संस्था पदाधिकारी :

अध्यक्ष-अजित पवार, उपाध्यक्ष-राजेंद्र घाडगे, मानद सचिव-संदीप कदम, खजिनदार-अॅड. मोहनराव देशमुख,
उपसचिव-एल.एम.पवार प्राचार्या-डॉ.आर.आर.पाटील

जा.क्र. :- 94/2023-24

17 APR 2023

प्रति,
श्री.नितीन शितोळे,
अध्यापकेतर प्रतिनिधी
आयुर्वेद महाविद्यालय व संशोधन केंद्र,
निगडी पुणे ४४

विषय: महाविद्यालय विकास समितीवरील अध्यापकेतर प्रतिनिधी म्हणून निवडीबाबत.

उपरोक्त विषयास अनुसरून आपणास कळविण्यात येते की पुणे जिल्हा शिक्षण मंडळाचे मार्गदर्शक तत्वानुसार
महाविद्यालयातील महाविद्यालय विकास समितीवर सन २०२२-२३ ते २०२६-२७ या कालावधीसाठी आपली अध्यापकेतर
प्रतिनिधी म्हणून निवड करण्यात आली आहे.

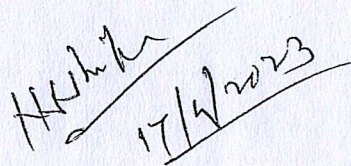
तरी आपण महाविद्यालय विकास समितीवर सदस्य म्हणून (अध्यापकेतर प्रतिनिधी) आपण कामकाज पहावे ही विनंती.



प्राचार्या
प्राचार्या

पु.जि.शि.म.चे

आयुर्वेद महाविद्यालय व संशोधन केंद्र,
निगडी, पुणे - ४११ ०४४





पुणे जिल्हा शिक्षण मंडळाचे,
आयुर्वेद महाविद्यालय व संशोधन केंद्र

(आय.डी.नं.पी.यु./पी.एन./आयु./०८१/१९९०)

सेक्टर नं. २५, प्राधिकरण, निगडी, पुणे-४११ ०४४. (महाराष्ट्र) भारत.

फोन : (०२०) - २७६५९५७८, २७६५३९६५ (फॅक्स) : (०२०) २७६५९५७८.

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आऊटलुक मेल :- acrc_akurdi@pdeapune.org

संस्था पदाधिकारी :

अध्यक्ष-अजित पवार, उपाध्यक्ष-राजेंद्र घाडगे, मानद सचिव-संदीप कदम, खजिनदार-अॅड. मोहनराव देशमुख,
उपसचिव-एल.एम.पवार, प्राचार्या-डॉ.आर.आर.पाटील

जा.क्र. :- 971223-24

दिनांक :-

17 APR 2023

प्रति,

कु.साक्षी कातळे

विद्यार्थी प्रतिनिधी

आयुर्वेद महाविद्यालय व संशोधन केंद्र,

निगडी पुणे ४४

विषय: महाविद्यालय विकास समिती/गव्हर्निंग कौन्सील समिती सभेबाबत.

आयुर्वेद महाविद्यालय व संशोधन केंद्र, निगडी, पुणे ४११ ०४४ या महाविद्यालयाची महाविद्यालय विकास समिती/गव्हर्निंग कौन्सील समिती सभा मंगळवार दि २/ ५/२०२३ रोजी सकाळी ११.३० वा.आयोजित करण्यात आलेली असून सदर सभेस आपण उपस्थित रहावे.

आपली विश्वासू

डॉ.सौ.आर.आर.पाटील

प्राचार्या

पु.जि.शि.मं.ये

आयुर्वेद महाविद्यालय व संशोधन केंद्र,
निगडी, पुणे - ४११ ०४४

सोबत: विषयपत्रिका



olc

पुणे जिल्हा शिक्षण मंडळाचे,

आयुर्वेद महाविद्यालय व संशोधन केंद्र

(आय.डी.नं.पी.यु./पी.एन./आयु./०८१/१९९०)

सेक्टर नं. २५, प्राधिकरण, निगडी, पुणे-४११ ०४४. (महाराष्ट्र) भारत.

फोन : (०२०) - २७६५९५७८, २७६५३९६५ (फॅक्स) : (०२०) २७६५९५७८.

वेबसाईट : www.pdeacarcayu.com ई-मेल :- carc2006@rediffmail.com / carcakurdi@gmail.com

आऊटलुक मेल :- acrc_akurdi@pdeapune.org

संस्था पदाधिकारी :

अध्यक्ष-अजित पवार, उपाध्यक्ष-राजेंद्र घाडगे, मानद सचिव-संदीप कदम, खजिनदार-अॅड. मोहनराव देशमुख,

उपसचिव-एल.एम.पवार प्राचार्या-डॉ.आर.आर.पाटील

जा.क्र. :- 95/2023-24

17 APR 2023

प्रति,
श्री.अविनाश पाटील,
अध्यापकेतर प्रतिनिधी(रुग्णालय)
आयुर्वेद महाविद्यालय व संशोधन केंद्र,
निगडी पुणे ४४

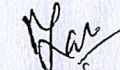
विषय: महाविद्यालय विकास समितीवरील अध्यापकेतर प्रतिनिधी म्हणून निवडीबाबत.

उपरोक्त विषयास अनुसरुन आपणास कळविण्यात येते की पुणे जिल्हा शिक्षण मंडळाचे मार्गदर्शक तत्वानुसार

महाविद्यालयातील महाविद्यालय विकास समितीवर सन २०२२-२३ ते २०२६-२७ या कालावधीसाठी आपली अध्यापकेतर

प्रतिनिधी म्हणुन निवड करण्यात आली आहे.

तरी आपण महाविद्यालय विकास समितीवर सदस्य म्हणुन(रुग्णालय अध्यापकेतर प्रतिनिधी) आपण कामकाज पहावे ही विनंती.



प्राचार्या

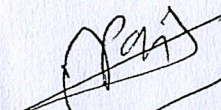
प्राचार्या

पुणे जिल्हाचे

आयुर्वेद महाविद्यालय व संशोधन केंद्र

निगडी, पुणे - ४११ ०४४




17/4/2023



Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

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Strategic Plan of College Grievance Redressal Committee

Introduction

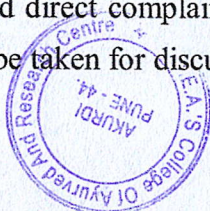
The Committee came into existence in the year 2018 in accordance with the University Grants Commission regulations 2012 (The Gazette of India, March 23, 2013). According to UGC guidelines "College Grievance Redressal Committee" means a committee constituted under these regulations, at the level of a college. The function of the Committee is to look into the objection raised by any student or staff member and follow the grievance procedure in accordance with the rules and regulations decided by the College. Grievance Committee strives to solve student's academic and exam-related problems and at the same time deals with the problems faced by staff. Grievance Committee recognizes and analyses the nature and pattern of the grievances in a strictly confidential manner. In all cases the aggrieved student/ staff member was informed of the measures taken and checks in the system were introduced to ensure there was no repetition of the same.

Objectives of Grievance Committee

- To support those students/ staff members who have been deprived of the services offered by the College, for he/she is entitled.
- To make officials of the College responsive, accountable, and courteous in dealing with the students.
- To ensure effective solutions to the student's grievances with an impartial and fair approach
- To co-ordinate between students, teachers & administration to redress grievances.
- To guide ways and means to the staff & students to redress their problems.

Inclusion-

- Any kind of mental or physical harassment complaints regarding classroom management, classroom teaching, teaching methods of teaching, completion of syllabus, etc., if and when they arise
- Certain misgivings about essential amenities, preparation of food, accessibility of transport, and victimization by teachers.
- If staff members inward direct complain in the office it will be considered under the grievance and will be taken for discussion in the grievance meeting.



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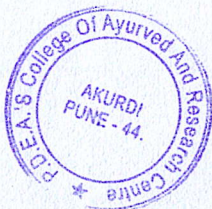
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- Matters related to copy in the exam will be considered unfair means and will be included under the exam committee. If anyone complains against the exam committee regarding action on unfair means will be included in the grievance.
- Delay in the conduct of examinations or declaration of results beyond the specified schedule in the academic calendar.
- Nontransparent or unfair evaluation practices.
- Internal evaluation and assessment marking.

Exclusion –

- Writing a complaint without a name will not be considered a grievance.
- Irregularity in the admission process adopted by the institution as per guidelines of authority.
- Refusing admission in accordance with the declared admission policy of the institution.
- Withhold or refuse to return any document in the form of certificates of degree, diploma, or any other award or other document deposited with it by a student for the purpose of seeking admission in such institution, to induce or compel such student to pay any fee or fees in respect of any course or program of study which such student does not intend to pursue.
- Demand of money in excess of that specified in the declared admission policy to be charged by such institution.
- Nonpayment or delay in payment of scholarships to any student that such institution is committed, under the conditions imposed by the University Grants Commission, or by any other authority.
- The College Grievance Redressal Committee shall not consider any grievance of general applicability or of collective nature raised collectively by more than one employee/student.
- Decisions of the academic council / Board of studies and other academic / administrative committees constituted by the college.
- Decisions made by the college under discipline rules and misconduct.
- Issues related to ragging.
- Sexual harassment-related specific issues.





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Rules according to UGC

In the case of colleges, all complaints shall first be addressed to College Grievance Redressal Committee (CGRC) whose composition shall be as follows

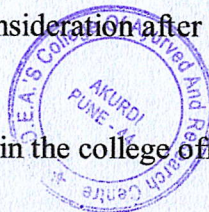
- Principal- Chairman
 - Coordinator
 - Member (teaching)
 - Member (non-teaching staff representative)
- The tenure of the members shall be two years.
 - The quorum for the meeting shall be three.
 - The CGRC shall follow the principles of natural justice while considering the grievances of the students.

Method for implementation of the committee

- A box marked 'Grievance Box' is placed on the ground floor near the college office, near the UG library, and outside the Boys and Girls Hostel. The box will be opened once a week by a staff member. The Flex board is fixed near the office with the committee member list and contact number of the coordinator.
- The committee will deal with all genuine grievances of the student as well as the staff of the college.
- The committee will meet at least once every six months to conduct the meeting if no grievance will be initiated.
- Confidentiality and privacy will be maintained while handling the case. The Grievance Committee will act upon those cases which have been forwarded along with the necessary documents.

Procedure

- The written complaints are required to be submitted in the drop box by writing with name, date, and class or any other relevant information regarding identity on paper.
- The complaints will be taken into consideration after opening the box which will be open every day.
- After that application will be inward in the college office.





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- The notice will be given to all grievance members for the meeting.
- First, all members will hear the matter from the complainants and defendants(a person against whom a complaint was received)
- Then after hearing all the matters from both sides, only Grievance Committee members will discuss the matter.
- The final report based on the grievance received and resolved will be submitted to the principal.
- Further course of action will be decided and the same shall be intimated to the students and staff within 15 days. The decision by the chairperson of the committee will be final.

Functional Committee

Chairman- Dr. Ragini Patil

Member – Dr. Rajkumar Bobde

Member – Dr. Meenal Lad

Member- Dr. Chandana Virkar

Member – Dr. Yogita Jamdade

Member- Chavan Maya (non-teaching staff representative)

Coordinator – Dr. Sangita More

Scope-

Responsibility of chairman

- To approve or to change the policy of the grievance Redressal system.
- Periodic review to improve the effectiveness of the grievance Redressal system.
- To grant the final resolution of grievances.





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Responsibility of the coordinator of the Grievance Committee

1. To study and make thoroughly the Grievance Committee policy and revise it as necessary.
2. Coordinate with all other team members.
3. If any complaint or Grievances are observed, it should inform the committee and arrange the meeting within 7 days.
4. To conduct meetings of the Grievance Committee when required or call a meeting at least once in six months if no grievance will be initiated.
5. Make documentation of minutes of meetings after each meeting and if no grievance is found in a whole year, then the report should be written as Nil.
6. To work as per UGC, State Government, and MUHS guidelines.
7. To convey the decision of the committee in writing to the complainant.

Responsibility Member of the Grievance Committee

1. To investigate the complaints lodged by any student and judge its merit.
2. To enquire and analyze the nature and pattern of the grievances in a strictly confidential manner and to take prompt action on any grievances.
3. To co-ordinate between students and departments/sections to redress grievances.
4. To guide ways and means to the students to redress their problems.
5. To ensure effective solutions to the student's grievances with an impartial and fair approach.
6. To work as per UGC, State Government, and MUHS guidelines.




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Strategic Plan Vishakha Committee

(Prevention of sexual harassment Committee)

Introduction-

In India the no of working women is increasing day by day. Education, economic status of country, Healthy atmosphere are some of the important reasons for this condition. Medical faculty is a noble profession. To provide a safe and secure atmosphere to all Faculty, students, non-teaching staff of college, Paramedical staff and other staff from hospital at working place is a prime responsibility of the concern institute.

In our PDEA's College of Ayurveda & Research Centre, Akurdi, along with attached Ayurveda Rugnalay & Sterling Multi Specialty Hospital, Nigdi, Pune 44 the Sexual Harassment of women at workplace committee established in July 2013, under the guidance of respected Principal Dr. Ragini Patil as per the gazette of India published by authority on April 23,2013/Vishakha 3,1935(SAKA).

Aim -

To provide Protection to all Staff and Students at work place against Sexual Harassment.

Objectives-

- To provide a safe & secure atmosphere at workplace.
- To aware all staff & students regarding Sexual Harassment.
- For the prevention & redressal of complaints of sexual harassment & matters connected there with.

Quality Policies-

- Constitution of committee as per Gazette.
- To introduce the law to all staff members & students.
- To guide the staff & students regarding how to launch complaints.
- To guide the staff about their duties.
- To guide and aware students by organizing lectures, poster or workshops on Gender Sensitivity.




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The members for Internal complaints committee are as follows-

Sr. no	Name	Post
1	Dr Ragini Patil	Chairperson
2	Mrs Bharati Nalawade	Member 3 rd party
3	Dr Madhavi Deodas	Secretary
4	Dr Arti Firke	Member
5	Dr Meenal Lad	Member
6	Dr Rajakumar Bobade	Member
7	Adv.Mohanrao Deshmukh	Legal Advisor
8	Dr Vrinda Kurunde	Member
9	Students representative	Member

As per gazette the Internal complaint committee has been working till date. The meetings with staff members are conducted half yearly & record of the same is submitted to MUHS & UGC yearly or as per guideline.

Sexual Harassment Has been defined as: ***An act of sexual harassment includes any one or more of the unwelcome acts or behavior, whether directly or by implication.***

- Physical contact and advances, or
- A demand or a request for sexual favors, or
- Making sexual colored remarks, or
- Showing pornography, or
- Any unwelcome physical, verbal or non-verbal conduct of sexual nature.

Roles and Responsibilities

The committee has to ensure enough steps to create awareness on the topic. If in case any person approaches to any one of the committee member, the member is immediately required to inform others.

A written complaint is required to be taken from the aggrieved person, necessary action to be taken, preferably to settle the matter through counselling and conciliation as soon as possible. In case the matter is not so sorted, inquiry to be conducted and matter to be sorted out within 10 days from the date of complaint. The member to be vigilant all the time and ensure that there is no such incident taking place in campus by creating awareness and having an open dialogue with all the students.

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SOP / Strategic Plan of Anti – Ragging Committee

Introduction: -

Ragging is defined as any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, face, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic identity, place of birth, place of residence or economic background¹. Ragging is a criminal, cognizable offence i.e. offence for which police officials can arrest without warrant.

We are taking initiative to provide safe and secure environment to the students of our institute. We have vigilant Anti Ragging Committee in force since 1998. Anti-Ragging Committee is constituted as per norms of University Grant Commission and guidelines of NCISM & MUHS (Student's Welfare Department). It is the supervisory and advisory committee including various representatives from faculty, students, civil administration and police department etc.

Aim: -

To prohibit, prevent and eliminate ragging in College, Hostel & Hospital premises (Ragging free campus)

Objectives: -

1. To provide safe & secure Ragging free atmosphere for education.
2. To educate students and their parents by multiple activities (e.g. lectures, displaying charts)
3. To take appropriate action against any ragging incidence if happened.

Composition of Anti Ragging committee:

1. Dean / Principal
2. Representative of Civil Administration
3. Representative of Police Administration

¹ Expanded definition of Ragging as per 3rd Amendment in UGC Regulations dated 29th June 2016





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4. Representative of Local Media
5. Representative of NGO involved in Youth Activity
6. Faculty Representative: one from each year
7. Rector – Boys Hostel
8. Rector – Girls Hostel
9. Administrative Officer / Office Superintendent
10. Parents: - 2 in number
11. Representative of Non – teaching Staff Member
12. Student Representatives: - 1 representative from newly admitted students & 1 representative from senior students

Composition of Anti-Ragging Squad: 2 males and 2 female representative from faculty nominated by Principal of the institute.

Nodal Officer: one of the faculty member is deputed as nodal officer by the principal whose contact number is also displayed on website

Role and Responsibility:

- To keep vigilance and prohibit any incidences of ragging in college campus.
- To create awareness in newly admitted students and their parents regarding measures undertaken by the institute in first parent teacher meeting (Orientation program).
- To educate students by adopting various means like displaying posters regarding effects of ragging and actions or punishments prescribed for the same.
- To guide students how to lodge a complaint regarding ragging.
- To handle ragging cases within seven working days and to take appropriate action according to the severity of the reported incidences.
- **Nodal Officer:**
 1. To submit online compliance of anti-ragging regulations.
 2. To report any cases of ragging occurred in the institution.
 3. To arrange meeting in cases of reporting of such incidences.
- **Anti-Ragging Squad:**





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1. As a preventive measure surprise visits in college campus by anti-ragging squad in vulnerable areas like hostel, canteens, rest cum common rooms etc.

Quality Policy:-

1. Constitution of Anti-ragging committee and Anti-Ragging Squad:

- a. Anti-ragging committee is constituted as per UGC & MUHS guidelines.
- b. Faculty and Anti-Ragging Squad members are nominated by the principal.
- c. Representatives of students and parents are updated yearly as per their academic year.
- d. Faculty members are changed as per necessity.
- e. Police and other administrative representatives are changed when there is transfer of previous personnel.

2. Efforts undertaken to prevent ragging:

a. Education of students:

- i. "Students and Parents" are educated in periodical parent-teacher meetings. Special instructions are given to newly admitted students during the first orientation program.
- ii. Procedure for reporting of incidence is conveyed to them in these meetings.
- iii. Students are encouraged to communicate with their mentors during all academic years about any issues regarding ragging. Instructions are given to the mentors to counsel these students and report any incidence to the anti-ragging committee.
- iv. Assistance of 'professional counselor' is provided in our institute to help students to adjust with the new environment.

- b. **Anti-ragging undertaking from fresher's (I-BAMS) & their parents:** Anti ragging undertaking from fresher's (I-BAMS) & their parents are obtained in online Proforma provided by UGC and MUHS , which is to be filled on websites <http://www.antiragging.in> These undertakings of students will be preserved till the completion of the course.





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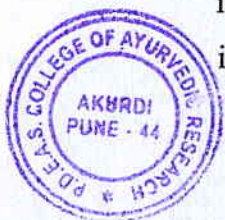
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-
- c. **Display:** Posters received from "MUHS Student Welfare Department" are prominently displayed in boys and girls hostels, canteen and college corridors. Helpline numbers and numbers for contact to report incidences related to ragging are displayed on the same. List of anti-ragging committee members is displayed in college corridors. Contact number of coordinator / nodal officer is displayed on this board.
 - d. **CCTV surveillance :** CCTV cameras are installed in all the classrooms, corridors and canteen.
 - e. **Warning:** Anti-Ragging warning is mentioned in prospectus and information booklets of our institution which are circulated at the time of admission
 - f. **Website:** website of our institute is updated regularly. Function of anti-ragging cell is displayed on the same. Contact information of nodal officer is provided on this page.
3. **Submission of online compliance of anti-ragging regulations :** To reduce the menace of ragging in our institution we are submitting online compliance of anti-ragging regulations once a year as per the guidelines given by UGC at <http://antiragging.in>
4. **Anti-Ragging Squad:**
- a. As a preventive measure surprise visits in college campus by anti-ragging squad in vulnerable areas like hostel, canteens, rest cum common rooms etc.
 - b. Frequency of this raid on hostels is twice a year.
5. **Meetings of Anti Ragging Committee:**
- a. Meetings of anti-ragging committee will be conducted twice a year.
 - b. Additional meetings will be conducted if a case of ragging is reported.
6. **Ragging Complaint redressal:**
- a. Any act resulting in one of the following will be considered as a ragging:
 - i. Mental /physical / sexual abuse
 - ii. Verbal abuse
 - iii. Indecent behavior
 - iv. Criminal intimidation / wrongful restraint





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v. Undermining human dignity

vi. Financial exploitation

vii. Use of force

b. Reporting: Students can lodge a complaint of ragging in three ways i.e verbal, written and telephonic. All these reports will be kept confidential.

c. Scrutiny and analysis:

i. Coordinator will inform all the committee members regarding the incidence.

ii. Remedial action is initiated and completed within a week of the incident itself by arranging meeting of the committee members as early as possible.

iii. A register will be maintained for record of these complaints.

iv. After discussion, according to severity of the incidence appropriate action will be taken on the defaulter student.

v. In a case under the penal laws, First Information Report (FIR) will be lodged to police and local authority within 24 hours by the member of committee as per guidelines of UGC prescribed in June 2009.

d. Punishments:

The Anti-Ragging Committee depending on the nature and gravity of the guilt established by the Anti-Ragging Squad can prescribe one or more of the following punishments to those who are found guilty,

i. Suspension from attending classes and academic privileges

ii. Withholding/ withdrawing scholarship/ fellowship and other benefits,

iii. Debarring from appearing in any test/ examination or other evaluation process.

iv. Withholding results,

v. Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.

vi. Suspension/ expulsion from the hostel,

vii. Cancellation of admission





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- viii. Rustication from the institution for period ranging from one to four semesters.
- ix. Expulsion from the institution and consequent debarring from admission to any other institution for a specified period.

Reference:

a. The medical council of India rule:

<https://www.muhs.ac.in/showpdf1.aspx?src1=Rvf1Y1ppT%2fVEG%2bHMUGsWaEK1Ah6dPRcAIcHZBZuE8RbwLWIOS%2fN67GJWCEKT95TE>

b. UGC guidelines dated June 2009

<https://www.muhs.ac.in/showpdf1.aspx?src1=Z6Ui7k6WUahtws%2bh6Tjga8wj33HdNbOf1eW1YjfkHpQAOQ3vcTPZdCuPHIZjV37VfQLZzWj1XvjYCecg%2bwuXr9%2ffsoEwqctfEBik1hYl6gs%3d>



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STRATEGIC PLAN COLLEGE STUDENT COUNCIL

Introduction: College student council is constituted as per the guidelines given by MUHS, which involves representation of students of UG & PG program. It provides opportunities to the students for planning, execution and participation in curricular, extracurricular, social and welfare activities through which personality development and leadership skills among the students are shaped. Sense of self dependence, social responsibility towards nation & motivation for learning is enhanced.

Reference: 1) MUHS Ordinance No. 07/2010 (Under section 50(11) of the MUHS act 1998)

2) MUHS Ordinance No. 01/2021 (Under section 50(11) of the MUHS act 1998)

Aim: To encourage student welfare activities in the college.

Objectives:

1. To organize the extracurricular and welfare activities of the students.
2. To promote student's participation in academic, extracurricular and other social activities.
3. To build up personality development skills and leadership qualities in students.

Constitution

- a) Chairman- Dr. Ragini Patil (Principal)
- b) One teacher nominated by principal- Dr. Rajkumar Bobade
- c) NSS program officer- Dr. Rajesh Mhaske
- d) Sports director- Dr. Rajesh Mhaske
- e) Office in charge of cultural activities- Dr. Shweta More





Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

Sector No. 25, Pradhikaran, Nigdi, Pune-411 044 (Maharashtra State), India.

Phone - 020 - 27653965 / 27659578, Fax :- 020 - 27659578, Website - www.pdeaayurvedcollege.edu.in

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Principal nomination:

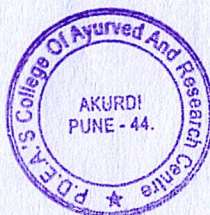
- f) One student of each class (UG & PG) nominated by the Dean / Principal - Who is engaged in full-time studies in the college and have secured highest number of marks in the preceding annual examination.
- g) One student each for outstanding performance from-Sports, NSS, Cultural activity & Research.
- h) Two lady students nominated by principal (Cultural/ NSS/ Sports outstanding performance)
- i) Student Secretary- Selected from amongst student members other than the students of first year, internees and PG

Scope of student Welfare work-

- Academic / Research
- Extracurricular Activities
- NSS activities
- Student Welfare Schemes
- Mentor-Mentee Scheme

Policy:

1. Meeting frequency- twice in an academic year to plan and review extracurricular and welfare activities of the students.
(Meeting quorum including office staff admin and Accountant)
2. Involvement of students in academic & administrative bodies (LMC, Anti ragging, library, cultural and sports committee) are encouraged.
3. Discussion and planning with innovative and creative ideas from students are entertained.
4. Student participation in various activities and welfare schemes are motivated.




Principal
P.D.E.A.S
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Strategic Plan of College Curriculum Committee

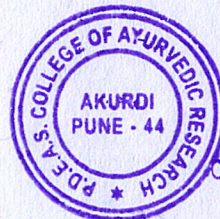
Introduction:

Pune District Education Association is our alma mater under whose Patronage College of Ayurved and Research Centre, Nigdi, Pune has flourished in last three decades. Our institute is recognized by ministry of AYUSH and NCISM, New Delhi. It is affiliated to Maharashtra University of Health Sciences, Nashik, Maharashtra.

The institution offers UG, PG, Ph.D. Programs and Fellowship courses in our institute. Bachelor of Ayurved Medicine and Surgery (BAMS) is offered for undergraduate students who want to pursue career in holistic science of Ayurved. Institution also offers post-graduation in 14 subjects of Ayurved. College is acknowledged as official center for Ph.D. in 10 subjects of Ayurveda and it also provides platform to graduates in Ayurveda for various fellowship courses. All these programs which are offered by the institute follow the curriculum designed by authorities like AYUSH, NCISM and MUHS.

Curriculum delivery is planned according to the academic term / session schedule for the respective year which is provided by MUHS, Nashik at the commencement of academic year. Distribution of working hours and exam schedule all are planned depending on this schedule. Guidelines by concerned authority regarding training of teaching faculty in Medical Educational Technology and research methodology is also strictly followed by our institute.

To ensure this effective curriculum planning, delivery and evaluation, **College Curriculum Committee** is constituted. Plan of action of this committee is described in this policy. The committee caters the different needs of all programs according to their academic level.



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AIMS and OBJECTIVES:

1. To implement curriculum prescribed by NCISM and MUHS
2. To ensure effective curriculum planning
3. To monitor effective delivery of curriculum
4. To prepare plan for evaluation

COMPOSITION: The College Curriculum Committee is an integrated body consisting of representatives of all professional years and coordinators allotted to various programs.

- **Chairman of the committee:** Principal
- **Co-chairman:** Vice Principal
- **Members:**
 - **UG Academic Director**
 - **PG Academic Director**
 - **PhD coordinator**
 - **Fellowship course coordinator**
 - **Academic Coordinators of all years:**
 - 1st Year Academic Coordinator
 - 2nd Year Academic Coordinator
 - 3rd Year Academic Coordinator
 - 4th Year Academic Coordinator





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FUNCTIONS:

1. College Curriculum committee functions in accordance with the NCISM and MUHS academic guidelines for the overall planning and implementation of curriculum of BAMS , MD / MS and other courses conducted in our institute.
2. **For UG and PG:**
 - a. To frame timetable in accordance with theory and practical hours as allotted by NCISM and MUHS.
 - b. Coordination with individual department regarding ATPs which are prepared by individual departments covering all topics allotted in their respective subject in stipulated period.
 - c. To monitor whether this ATPs are being followed by conducting internal audit every 3 months
 - d. To conduct internal examinations (Evaluation) as per the exam pattern prescribed by NCISM and MUHS. **(For UG only)**
 - e. **For postgraduate student's** submission of progress report to evaluate completion of dissertation work, house post and mandatory curricular activities like seminars, research paper publication, paper/ poster presentation and UG lectures conducted by post graduate students.
3. **For Ph.D.:** To conduct coursework and thesis work as per MUHS guidelines. Progress reports are mandatory for all PhD enrolled students every six monthly and minimum six progress reports should be submitted.
4. **For Fellowship courses:** To conduct Fellowship course as per guidelines.
5. To review the ongoing process and to discuss any modifications needed in the current programs; meeting is conducted every 6 monthly (term wise).
6. To review suggestions obtained in feedback on curriculum or syllabus.
7. To suggest appropriate actions on the above suggestions and monitor implementation.





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Roles and Responsibilities:

❖ Chairman & Co- Chairman:

1. To monitor all academic activities conducted in the institution.
2. Grievance redressal regarding curriculum.

❖ UG Academic Director:

1. To keep vigilance on all UG activities conducted in all academic years.
2. To prepare academic calendar with the help of academic coordinators.

❖ PG Academic Director:

1. To prepare plan of action for post graduate students.
2. To monitor research related work of synopsis and dissertation.
3. To assess progress through progress reports of final year postgraduate students every six monthly.

❖ Ph.D. coordinator:

1. To plan coursework and monitor thesis work.
2. To assess progress through progress reports of PhD students every six monthly.

❖ UG Academic Coordinators:

1. To frame timetable of their respective academic years (professionals) as per norms of NCISM and MUHS.
2. To collect ATP from all departments regarding, theory, practical, clinical postings and proposed educational visits at the beginning of every academic year.
3. To conduct internal audit at the end of 3 months.
4. To report fallacies observed in internal audit to college curriculum committee and to take necessary actions on defaulters if any.





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5. To prepare schedule of term wise internal examination as per NCISM and MUHS norms with the help of exam cell.

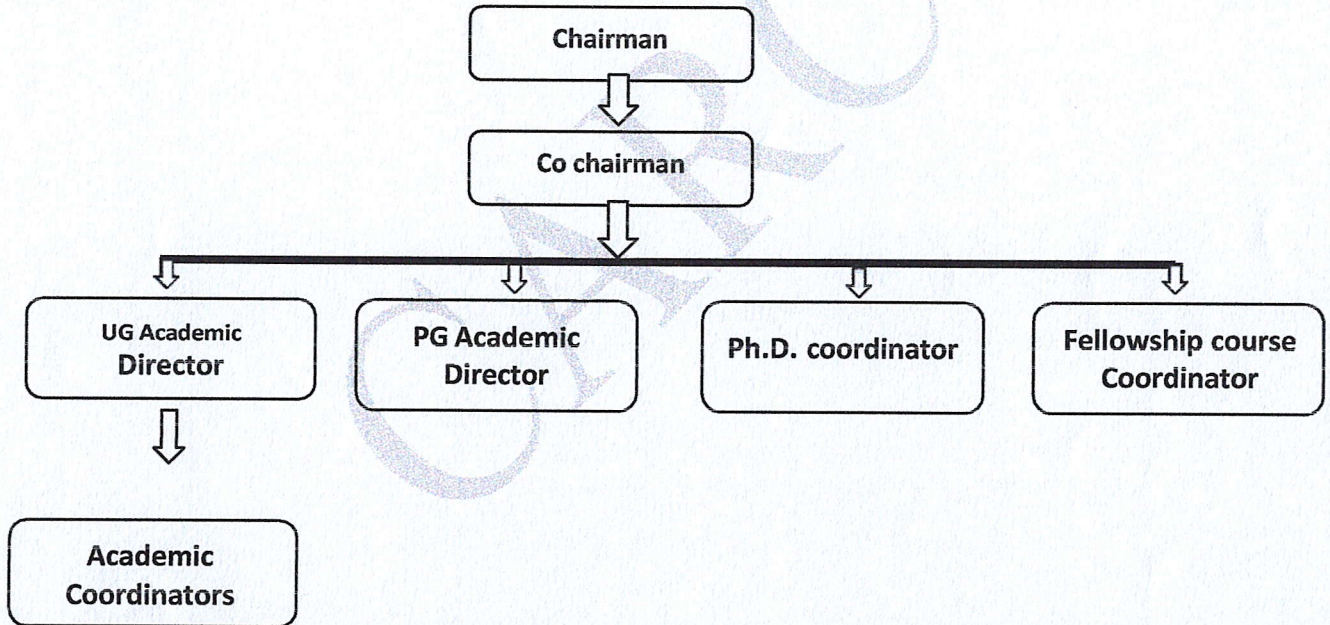
❖ **Fellowship course coordinator:**

1. To monitor smooth conducting of fellowship certificate courses.

❖ **College Curriculum Committee Co-ordinator:**

1. Coordination with the team members.
2. To schedule the biannual meetings of the committee and maintain all meetings related records.

ORGANOGRAM:





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SOP/ STRATEGIC PLAN:

The institute adopts the curriculum prescribed by the respective regulatory councils i.e. AYUSH & NCISM and the affiliating University i.e. MUHS, Nashik. The institute ensures effective curriculum planning, delivery and evaluation. For this purpose, the institute has established college curriculum committee.

UG /BAMS :

1. Curriculum Planning:

- Advance Teaching Planner (ATP):** Subject wise distribution of topics of curriculum of concern year is done by H.O.D. of the concern department to each faculty according to their strength and specialty. The faculty members have to prepare month wise ATP of their subject topics, before commencement of academic year. Coordinator of concern year collects the ATP from each department.
- Timetable:** Coordinators of concern academic year prepare timetables before academic year commences. Changes are also made from time to time according to the need. Timetable of theory, practical & clinical posting (as per concern year) is prepared as per the guidelines prescribed by NCISM, MUHS regarding subject wise theory and practical hours allotment.
- Internal Audit:** Committee members of curriculum committee keep vigilance that teachers are completing topics according to ATP & following timetable. There is internal audit of ATP at the end of every 3 months. Teachers mark the topics they have covered in 3 months as per expected schedule & also mention about incomplete portion with satisfactory explanation. Coordinators also collect same information from student representative. Both collected information is counter checked.





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2. Curriculum Delivery:

Different types of media are used to deliver curriculum topics. Following tools are being used currently in this institution:

- Lectures:** Teachers can use blackboard or LCD projectors or power point presentations during their lectures.
- Museums:** Well-maintained museums are also used to deliver curriculum topics. Charts, specimens, models available in museum are effective media to deliver knowledge.
- Laboratory:** Practical in labs is also an effective media to deliver curriculum. Demonstrations, in hand practical are effective media to improve student's knowledge.
- Clinical postings:** Clinical postings are also one of the effective media to deliver curriculum. As B.A.M.S. is a professional course, actual field work is important to improve student's knowledge.
- Field visit, medical camps, exhibitions, NSS activities are also arranged to supplement effective delivery of curriculum. These are planned for every academic year.
- Slow Learner and Advance Achiever:** Slow Learner and Advance Achiever are identified. Assignments are given regularly for slow learners and their improvement is assessed periodically. Advance achievers are given topics for presentation. Presentation skills are assessed and instructions for improvement are given to the students.





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3. Curriculum Evaluation:

Evaluation of curriculum delivered to students is done in following ways:

- Internal assessment: Internal exam is one of the effective methods of evaluation. There are two internal exams as per the MUHS norms. Papers are set as per the MUHS exam pattern & evaluated as per MUHS CAP rules. Practical exams are also conducted as per MUHS rules.
- For improvement and practice, assignments are regularly conducted throughout the academic year. Improvement in slow learners is assessed on the basis of evaluation of these assignments.
- Problem solving question (based on curriculum) of each department is displayed on notice board for students. This helps in development of problem centric understanding and thinking capacity of students.
- Student's feedback is also one of the effective tools of evaluation of whether curriculum is delivered effectively. In this institute student's feedback is taken at the time of term end examination.
- Progress of the students is communicated with the parents through the medium of Parent – Teacher's Meetings after each term.





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PG: for postgraduate student's same guidelines as per UG are followed for lectures and practical. But more emphasis is given on research methodology, synopsis and dissertation work. As per the prescribed syllabus of individual course facilities of trainings in pharmacy or modern unit are provided to the students.

Rules and regulations prescribed by MUHS, Nashik regarding lectures, seminars, study tour, field visit, presentations and article publication by PG students are strictly followed and assessed in every six monthly progress report by PG director.

Ph.D.: For conduction of Ph.D. program, Ph.D. direction 01-2020 of MUHS is followed. According to this direction, Ph.D. student after enrollment should complete coursework within one semester. 16 credits coursework is compulsory for completion. Progress of PhD students is monitored by Research Advisory Committee every six monthly.

Fellowship courses: Fellowship courses are type of skill development program offered to Ayurved graduate. These courses are conducted as per the direction of these courses by MUHS (Direction No: 05/2017(Amended)) . More emphasis is given on hands on training of these candidates. Examination is carried out as per the MUHS guidelines.





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Feedback for curriculum:

Feedback for curriculum is obtained from students, teachers, professional, alumni and employers. Google forms are used for this purpose. Feedbacks are obtained once in a year. Analysis of these feedbacks is done and suggestions received are presented in meetings of college curriculum committee.

Conduction of Meetings:

Meetings for planning and review are scheduled twice a year. All records of these meetings are preserved. In this meeting points related to planning of academic year, timetable, ATP and schedule of examinations are discussed. To assess effective delivery of curriculum; attendance of students to theory and practical hours, their results in internal assessment and MUHS final exam is also reviewed.

Feedback for curriculum is collected from various stakeholders. Its analysis and suggestions received are discussed in the meeting. Suggestions which are specific to planning and delivery are considered and actions are taken to improve. Suggestions which are related to change in curriculum or syllabus are informed to BOS / MUHS / respective councils.





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College Curriculum Committee Members

Sr. No.	Name of the Member	Designation
1.	Dr Ragini Patil (Principal)	Chairman
2.	Dr Rajkumar Bobade (Vice Principal)	Co-chairman
3.	Dr Milind Mokashi (UG Academic Director)	Member
4.	Dr Yogini Kulkarni (PG Academic Director)	Member
5.	Dr Meenal Lad (PhD coordinator)	Member
6.	Dr Prashant Tople (Fellowship course coordinator)	Member
7.	Dr Manisha Bhanage (1 st Year Academic Coordinator)	Member
8.	Dr Divyashri K S (2 nd Year Academic Coordinator)	Member
9.	Dr Deepali Manore (3 rd Year Academic Coordinator)	Member
10.	Mrs. Swati Dhamdhare (4 th Year Academic Coordinator)	Member
11.	Dr Mayura Jadhav (4 th Year Academic Coordinator)	Member



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Cultural & Sports Committee

PATRON

Dr. Ragini Patil

Principal

Chairman Cultural

Dr. More Shweta

Chairman Sports

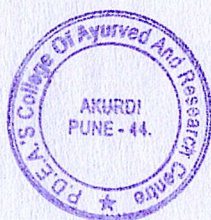
Dr. Rajesh Mhaske

Members

Dr. Anuja Wadadekar

Dr. Vijaya Nyahalase

Dr. Chinmay Phadke





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STRATEGIC PLAN OF INSTITUTIONAL CULTURAL & SPORTS COMMITTEE

- **Introduction:** - Education not just deals with gaining academic knowledge but it is also concerned with the overall development of the student. Sports and cultural activities play important role in refreshing students' minds from the rigorous studies. These activities are planned to explore their innate talent & to build team and sportsman spirit in students which help students in personality development and evolving leadership skills.
- **Aim:** - To promote innate talent of students by providing enough opportunities, for relaxation and improve physical and mental strength amidst rigorous academics.
- **Objectives:** -
 1. To provide opportunities for students to collaborate and build their organizational skills while managing events.
 2. To explore their talents in creative manner and showcase their abilities.
 3. To plan and organize various intra & inter collegiate sports and cultural activities.
 4. To encourage students for active participation in all such sports and cultural activities
 5. To promote team spirit and leadership qualities among the students.





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Constitution

Designation	Person	No.
Patron	Principal	1
Chairman	Faculty	2
Members	Faculty	3
Student cultural & Sports head	Students from final year	2

Responsibilities

Chairman –

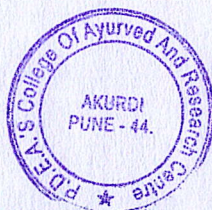
1. To receive notifications regarding cultural & sports competitions from office.
2. To communicate with committee members for notice/flyer/message Preparation to inform students regarding cultural or sports activities/competitions.
3. To take follow up of work from committee members.
4. To organise meetings (probably Feb & Aug months) prior to Annual function, Ganeshotsav and as and when required.
5. To coordinate with Principal and vice principal regarding intra and inter Collegiate cultural and sports activities/competitions.

Members-

1. To communicate with student cultural and sports head for cultural and sports competition notice preparation and display.
2. To take follow up of work regarding cultural & sports activity from student heads and communicate with chairman.
3. To keep check on student activities and guide them accordingly.

Student head for cultural & Sports

1. To Prepare and display notice of Cultural & sports competitions.
2. To collect entries for the same from students.





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3. To display art work made by students on student corner display board with the permission of Cultural committee chairman.
4. To write applications for permission or granting budget prior to any cultural/sports activity and submit it to respective chairman.
5. To prepare report of cultural/sports event and get it checked by respective chairman.
6. To submit bill receipts with chairman signature to accounts department.

Management -

1. To provide necessary facilities for cultural & sports activities to the students.
2. To permit and sanction the budget proposed if find appropriate.
3. To take a review of work of cultural & sports committee.

Facilities available

Sr. No	Particulars
01	Constructed fixed stage
02	Spacious auditorium
03	Sound & mic system
04	Television, LCD projector
05	Digicam
06	Computers with printers
07	Practice hall
08	Decorative materials & accessories





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09	Musical Instruments- harmonium, Tabla, Tambourine, shaker, ghungroo ring
10	Outdoor sports ground
11	Indoor sports hall
12	Open gym
13	Open badminton court
14	Sports equipments

POLICY

- 1) Biannually meetings are conducted by chairman with members and student heads to plan and execute the work of cultural & sports activities.
- 2) Organization and coordination of various cultural and sports activities/competitions (Annual function, Sport competitions Ganeshotsav, National Youth Day, Freshers etc.) at college.
- 3) student motivation for participations in college level, university level, state level, national level, international level cultural & sports competitions.
- 4) Reports of activities of cultural & sports organised at college level should be submitted by committee.




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Date :- / /
Metric No.

Strategic plan Library committee

Aims:

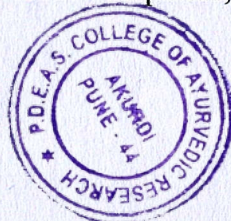
The aim of library committee is to establish well organized library and to become a good source of Knowledge for students and teachers for academic development of the institution.

Objective:

- 1) Communication with library Staff.
- 2) Supervision on Library work.
- 3) Easy issuing and returning of books.
- 4) Purchasing of essential book every year.
- 5) Subscription of research journals , magazines , e journals
- 6) Communication with teachers and Students for up gradation of book.
- 7) Organization of meeting of library committee 4 times in a year

Policy:

- 1) Institution has provided separate area for UG and PG library.
- 2) Administration has constituted library committee for smooth functioning of library
- 3) Library committee constitutes UG and PG librarian, three teachers & student representatives.
- 4) Library committee ensures smooth functioning of library, also looks into purchasing of latest edition of reference books.
- 5) Library committee communicates with principal regarding purchase list, unavailability of the books.
- 6) Library committee also takes care of student's convenience when it comes to issuing and returning of the books.
- 7) Students are benefited with easy access to computers, internet, journals etc.





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Metric No.

8) Quarterly meetings of library committee are held 4 times a year to take review of library working, new purchase of the books etc.

Members of committee

Sr.No	Name of Member	Designation
1	Dr.Patil Ragini Rajan	Principal
2	Dr.Bobade Rajkumar Bhiku	Vice Principal
3	Maya Ramesh Chavan	Librarian
4	Dr.Chobhe Swati Kiran	Member
5	Dr.Firke Arati Rajendra	Member
6	Dr.Virkar Chandana	Member
7	Dr.Phadke Chinmaya Pradeep	Member
8	Naste Maya	Member
9	Pawar Shruti Chandrashekhar	Student representative




Principal
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Nigdi, Pune - 411 044.



Pune District Education Association's

College of Ayurved & Research Centre

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Metric - 2.3.4

Strategic Planning for Mentor-Mentee Committee

Introduction

The aim of mentor-mentee scheme is to provide psychological and academic support to improve the academic performance of the students by reducing the academic stress.

Aims & Objective-

- Constitution of Mentor-Mentee committee to bring together all teachers for mentoring the students
- Meeting with teachers and selection/nomination of co-coordinator for each batch.
- Preparation of format of personal information of student (mentee) and format of mentor-mentee meeting for record.
- Batch wise distribution of students (mentee) to related teachers (mentor) of that batch.
- Meeting of mentee and respective mentors at the end of each term.

Constitution of the Committee

- As guided by MUHS & NAAC, committee is formed to streamline the working of Mentor mentee scheme
 - Chairperson - Principal
 - Co-chairperson - Vice principal
 - Chief coordinator
 - Coordinators
- 1 Teacher of every academic course (1st /2nd /3rd /4th BAMS) is appointed as a coordinator of the Mentor- Mentee committee.
 - 1st year BAMS coordinator of Mentor- Mentee committee
 - 2nd year BAMS coordinator of Mentor- Mentee committee
 - 3rd year BAMS coordinator of Mentor- Mentee committee
 - 4th year BAMS coordinator of Mentor- Mentee committee

Roles & Responsibility

Chairperson

- To take feedback of committee work from Chief coordinator.
- Monitor & guide all coordinators for proper functioning of the committee

Co-Chairperson

- To communicate with coordinators of Mentor- Mentee committee to streamline the working of the committee
- To solve issues of mentees conveyed by mentors
- To convey issues of mentoring if any to chairperson





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Metric - 2.3.4

Chief coordinator

- To communicate with all coordinators of Mentor- Mentee committee for smooth functioning of the committee.
- To organize meetings of coordinators of Mentor- Mentee committee.
- To take review of distribution of mentee to each mentor and mentor mentee meetings.

Coordinators

- To coordinate with mentors of the respective academic course
- Distribution of mentees among mentors.
- To organize meetings as per policy
- To communicate with co-chairperson & chairperson regarding core issues faced by mentees if any

Policy for Frequency of Coordinators Meetings

- Chief coordinator will organize 2 meetings in each academic year with all coordinators of Mentor- Mentee committee to streamline the work and to take review of committee work.

Mentors

- To conduct meetings with mentees as per policy.
- To communicate with the mentees to support them in academics
- To encourage mentee in extracurricular activities
- To give psychological support to mentees.
- Help mentees to develop interest in the difficult subjects.

Policy for Mentor-Mentee Ratio

Minimum 2 to maximum 6 mentees will be allotted to each mentor in each professional year of BAMS program.

Policy for frequency of the Mentor-Mentee meetings- 1st year BAMS

1. 1st year BAMS has 3 academic terms (1.5 yr batch).
2. The frequency of mentor –mentee meeting is 1 meeting after each term end exam result to take review of academic progress of mentee.
3. The mentor (teacher) is always ready to counsel their mentee regarding study related problems like language, subject understanding, and remedial teaching support is provided as per the need of a student. Also hostel problems, personal or health problems are also discussed in the meetings.

From academic year 2023-24, As per National Commission of Indian System of Medicine (NCISM), 2nd year BAMS will also have 1.5 years' duration with 3 terms. So, 2nd year BAMS will also follow this schedule of mentor mentee meeting from academic year 2023-24.





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Metric - 2.3.4

Policy for frequency of the meetings- 2nd year BAMS (till Academic year 2021-22), 3rd & 4th year BAMS

1. 2nd BAMS (till Academic year 2021-22), 3rd year BAMS & 4th BAMS comprises of 2 academic terms.
2. The frequency of mentor –mentee meetings is 1 meeting after each term end exam.
3. The mentor (teacher) is always ready to counsel their mentee regarding study related problems like language, subject understanding, and remedial teaching support is provided as per the need of a student. Also hostel problems, personal or health problems are also discussed in the meetings.


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Policy & Strategic plan of maintenance committee

Introduction-

CARC premises consist of spacious facilities including College Building, Hostel and Canteen with a total constructed area of 3996.04 Sq.mt. Campus is developed, landscaped and ample parking space is available for the staff and students. These physical assets need to be properly maintained and utilized appropriately to ensure that they continue to function as efficiently and effectively as possible. At the same time this will help to avoid future financial burdens, health and safety issues, and other critical issues that might affect the services provided by our institute.

Separate maintenance policy for Ayurved Rugnalaya & Sterling Multispecialty Hospital is designed & system is set under guidelines of NABH.

Aim-

- To ensure regular maintenance of the college building, equipment campus, ground, sports facility, laboratory equipment, furniture, library, hostel and herbal garden.
- To monitor routine maintenance in the institute on daily basis
- To monitor routine annual maintenance, cleanliness and upgradation of the institute
- To monitor and arrange major and minor repairs of laboratory equipment and office accessories.

Objectives-

- To perform maintenance of college building & campus with hostels periodically to keep assets functional.
- To identify potential maintenance requirements early within the context of planned maintenance so that corrective action may be planned.
- Ensure to keep college facilities up to date & ready to use.
- To keep hospital maintenance record separate from college as there is separate maintenance system for Ayurved hospital

MAINTENANCE POLICY:

The maintenance policy is directed towards -

- Providing service to teaching and other sections of college.
- Priorities maintenance work based on effect on service and to reduce risk.
- Ensure most effective use of available funds & other resources.
- Ensure appropriate and efficient functioning of all physical, academic & support facilities.
- Ensure all statutory and technical requirements are properly met to guarantee health, safety precautions and consistency.





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MAINTENANCE CATEGORIES:

Based on cost of maintenance, the activities are categorised as:

- **Major Maintenance:** All structural, functional, and components of major failure fall under this category. Any refurbishment or repair work also comes under this category.
- **Minor Maintenance:** All daily work repairs costing not more ₹500/- falls under this category.

Maintenance activities are carried out according to following criteria:

- **Periodic Maintenance**
- **Daily Maintenance**
- **SOS Maintenance**

Periodic Maintenance: Maintenance of building structural components, mechanical, and electrical services is done in a pre-planned way to prevent major failure and reduce total maintenance cost over time. This includes AMCs. This is carried out under the supervision of the Maintenance officer & Maintenance Secretary.

Daily Maintenance (Servicing/Repair): This is undertaken at predetermined intervals to comply with manufacturer requirements and services. This includes antivirus licenses of all computers, generator backup and electrical contracts. Daily cleaning of the entire facility including classrooms, library, open space, and laboratories etc. is carried out. Facilities are divided among non-teaching staff and routine maintenance of these facilities is carried out under the supervision of the office superintendent & Maintenance Secretary.

SOS Maintenance: Any asset requiring refurbishment, replacement or disposal comes under this category. All equipment, models, specimens, and charts are inspected and maintenance activities are carried out as per requirement. This is carried out under the supervision of the Maintenance officer & Maintenance Secretary.

MAINTENANCE AREAS:

- Open space (including Herbal Garden)
- Sports Area
- Open Gym
- Parking
- Classrooms
- Laboratories & Museums
- Auditorium
- Library
- Computers and other electrical equipments
- College office
- Store

Girls & Boys Hostels





Pune District Education Association's

College of Ayurved & Research Centre

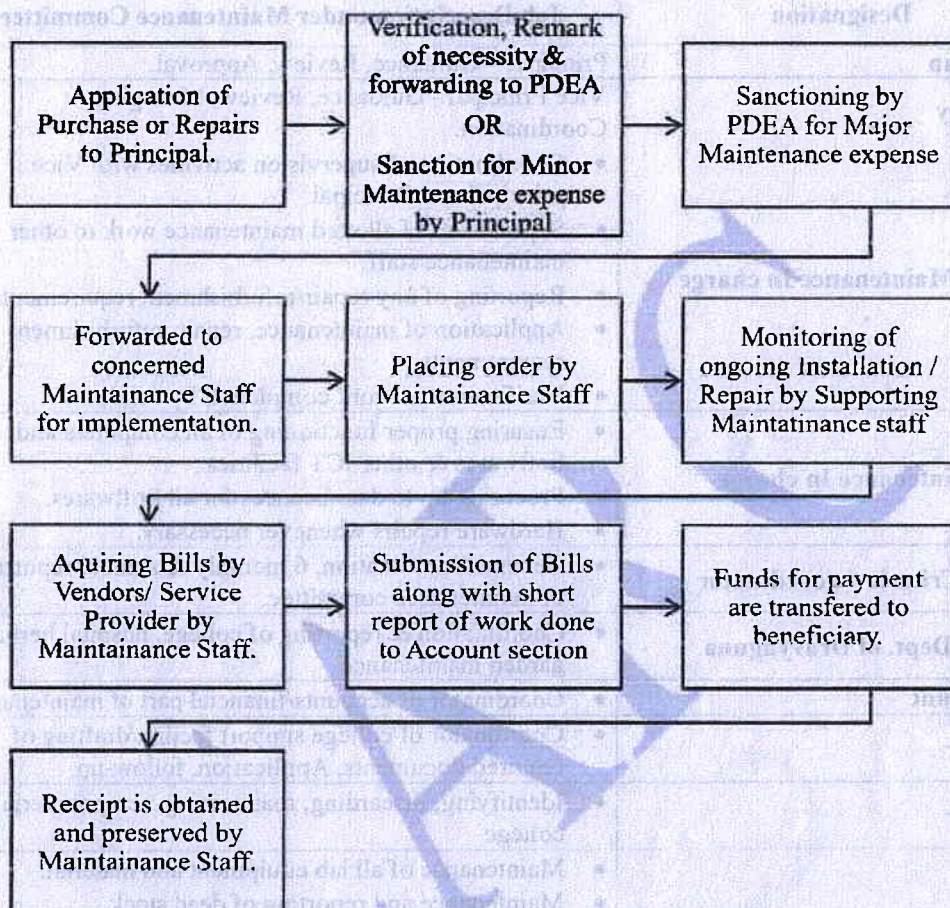
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MAINTENANCE PROCESS:





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MAINTAINANCE COMMITTEE

Sr. No.	Designation	Job Description under Maintenance Committee
1)	Chairman	Principal – Guidance, Review, Approval.
2)	Secretary	Vice Principal - Guidance, Review, Managing, Coordination. • Coordination of supervision activities with Vice principal and Principal. • Supervision of allotted maintenance work to other maintenance staff.
3)	College Maintenance In charge	• Reporting of any repair/refurbishment requirements, • Application of maintenance, repair, refurbishment requirements • Verification of work completion by vendor.
4)	ICT Maintenance In charge	• Ensuring proper functioning of all computers and Softwares & other ICT facilities. • Procuring up to date licences for all Softwares. • Hardware repairs whenever necessary.
5)	NAAC Criteria 4 coordinator	• General Coordination, 6 monthly & Annual reporting of maintenance committee.
	Faculty Dept. of Dravyaguna	• Coordination & reporting of college, hospital herbal garden maintenance
6)	Accountant	• Coordinator of accounts/financial part of maintenance
7)	Member	• Coordinator of college support facility/drafting of required documents, Application, follow-up.
8)	Member	• Identifying, discarding, maintaining scrap material of college
9)	Sharir Kriya Lab Assistant / Technician	• Maintenance of all lab equipment and material. • Maintenance and reporting of dead stock. • Coordinator of maintaining laboratory facility • Handling preparation required for all practical and research activities. • Equipment cleaning.
	Rog Nidan Lab Assistant / Technician	• Maintenance of all lab equipment and material. • Maintenance and reporting of dead stock. • Coordinator of maintaining laboratory facility • Handling preparation required for all practical and research activities. • Equipment cleaning.





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	Dravyaguna Lab Assistant / Technician	- Maintenance of all lab equipment and material. - Maintenance and reporting of dead stock. - Coordinator of maintaining laboratory facility - Handling preparation required for all practical and research activities. - Equipment cleaning.
	Rasashastra Lab Assistant / Technician	- Maintenance of all lab equipment and material. - Maintenance and reporting of dead stock. - Coordinator of maintaining laboratory facility - Handling preparation required for all practical and research activities. - Equipment cleaning.
	Research Lab Assistant / Technician	- Maintenance of all lab equipment and material. - Maintenance and reporting of dead stock. - Coordinator of maintaining laboratory facility - Handling preparation required for all practical and research activities. - Equipment cleaning.
	Rachana Lab Assistant / Technician	- Maintenance of all cadaver dissections equipment and material. - Maintenance and reporting of dead stock. - Coordinator of maintaining dissection & cadaver preservation facility - Handling preparation required for all practical and dissection activities. - Equipment cleaning.
	Pharmacy Assistant	Separate Maintenance policy for Pharmacy is designed and system is set as per NABH guidelines.
10)	Girls Hostel Rector	Coordinator of girls/boys hostel maintenance
11)	Boys Hostel Rector	Coordinator of girls/boys hostel maintenance
12)	Librarian UG	Coordinator of UG/PG library maintenance
13)	Librarian PG	Coordinator of UG/PG library maintenance
14)	Sports In Charge	Coordinator of Sports facilities Maintenance
	Supporting Maintenance Staff	Sweepers - Daily cleaning of allotted work area. - Record of work in Deputed Work Assessment Sheet - Other maintenance work as required from time to time.
		Gardeners - Daily maintenance of herbal garden. - Up keeping all plants.





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		- Preparation of plants for participation exhibitions. - Preparation of requirements of resources for daily upkeep of herbal garden. - Organic waste management
	Peons	- Daily cleaning of allotted work area. - Office related departmental work, e.g. Getting Xerox copies, procuring documents from other departments, getting signature of principal on daily muster. - Helping with preparation activities for various functions, seminars, etc.
	Museum Keeper For concerned Dept.	- Inspection of all museum items and replacement/repair if necessary. - Daily cleaning of all museums. - Maintenance of all dead stock. - Daily work assessment sheet to be filled.

Frequency of Meeting - Six monthly

COMPOSITION OF MAINTENANCE COMMITTEE

Sr No	Name	Designation
1	Dr Ragini R.Patil	Chairman-Principal
2	Dr Rajkumar B.Bobade	Secretary- Vice principal
3	Dr Ila S.Bhor	NAAC Criteria 4 Chairperson & Faculty Dept., of Dravyaguna -For maintenance of herbal garden
4	Dr P.B.Tople	Member- identifying, discarding, maintaining scrap material of college
5	Mrs Sunita Joshi	Accountant
6	Mr Vaibhav Navagire	ICT Maintenance InCharge
7	Mr Kishor Khalate	College maintenance InCharge
8	Mrs Anjali Ingale	Lab technician
9	Mrs Maya Chavhan	Librarian UG
10	Mrs Maya Nashte	Librarian PG
11	Mrs Mehata	Rector- Girls hostel
12	Dr Chinmay Phadke	Member
13	Dr Rajesh Mhaske	Sports In charge
14	Mr Satish Kale	Rector-Boys hostel



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Strategic Plan/ Sop

Monitoring Committee

Introduction- This Committee is formed for monitoring the Code of Conduct implemented in the Institution for the students, non-teaching staff, teachers, administrators and other stakeholders of the institution. It guides the organization for different programs on ethics, values, culture and other important areas for the betterment of the college.

Composition

Chairperson- Dr. Ragini Patil, Principal.

Secretary- Dr. Rajkumar Bobade, Voice Principal.

Coordinator- Dr. Dinesh Naik

Members- 1) Dr. Minal Lad

2) Dr. Milind Mokashi

3) Dr. Yogini Kulkarni

4) Dr. Nitin Bhalerao (R.M.O.)

5) Mr. Pravin More (O.S.)

Aim- To conduct the working of the institution in accordance with the applicable laws and regulations and with the highest standards of ethics and values for all the stakeholders.

Objectives-

- 1) To implement the code of conduct for students and employees.
- 2) To monitor the behaviour of students and take disciplinary actions.
- 3) To organize professional ethics programs for students and employees.
- 4) To suggest the recommendations and amendments for revising the Code of Conduct Hand book.

Scope-





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- 1) The policy ensures that the students and employees follow their rules effectively.
- 2) It maintains active and confidential communication between the committee members and the students, employees.
- 3) Violation of the rules by the students and employees shall be dealt by disciplinary action.
- 4) All are assured that the authorities will be acting impartially and will try to resolve the matters as soon as possible.

Action Plan of the Code of Conduct Committee

- 1) Arranging Meetings for the Code of Conduct.
- 2) Conducting orientation programs on Code of Conduct, Professional Ethics and Human Values for students, faculty, non-teaching staff and administrators.
- 3) To resolve any dispute arising in the institution.
- 4) The committee monitors whether the staff adheres to the rules, regulations and responsibilities. Noncompliance of the rules regulations and responsibilities will be treated as negligence of duties and suitable disciplinary action will be initiated against such employees.

Meeting Schedule- The Committee meets once in the year. An emergency meeting can be called any time during the year.




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Strategic Plan of Purchase Committee

Introduction –

Purchase Committees (PC) is established and managed by the head of the Institute in order to ensure that the various departmental and institutional requirements are procured in a timely manner, thereby maintaining the effective functioning of the institution. The Hon. Secretary of Pune District Education Association, Pune approves the purchase of all material of the college.

Aim – Facilitate purchase in the institute

Objectives-

- Consolidate the requirement received from all the departments.
- Place the same before purchase committee for scrutiny, review and recommendation for purchase.
- To supervise all the purchases made in the campus.
- To analyze quotations provided by the office, and provide recommendation for approval.
- Ensuring all necessary procurement procedures are properly followed
- To Ensure the Quality of the equipment.

Procedures:

The detailed information about the purchase in the Ayurveda College of Pune District Education Association is as per the rules of the organization is as follows

1. E-tender -

- Items required for the college are chairs, tables, stools, lab materials, stationery, books, sports materials, educational facilities, cleaning materials etc. For this, the demand has to be registered in the e-tender portal of the organization.
- Requisitions are made through the department for the purchase of items which are required as per NCISM standards in various departments of the college and which are not currently available in the department.
- Permission is granted through the Head of the institute as per the provision for purchase in the college budget
- The demand for the items approved by the head of the institute through the college office is registered in the e-tender portal of the organization.
- Inviting tenders, appointing vendors etc. as per the demand of various branches of the organization is processed in the head office.
- Supplies are made available as per the demand of the college through the vendor.





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- After receiving the material all procedures are done in the account section as per the policy.
- The material is sent to concern department for further procedures like entry in the dead stock and consumable register etc. which is confirmed by head of the department
- After completing procedure by concern department cheque is prepared by account section & checked by internal auditor of the parent institute after approval of Principal & sign the cheque by authority of parent institute.

2. Purchase other than e-tendering -

- Demand is made through the department for the purchase of items which are required as per NCISM standards which could not be made available through the e-tender of the organization.
- Permission is granted through the Head of the institution as per the provision for purchase in the college budget
- If the amount of material costs more than 1000/- three quotations are invited. By comparing those quotations, the quotation with lowest quote & good quality is recommended to the parent institute for approval.
- Purchase order (P.O.) is placed after approval.
- After receiving the material all procedures are done in the account section as per the policy.
- The material is sent to concern department for further procedures like entry in the dead stock and consumable register etc. which is confirmed by head of the department.
- After completing procedure by concern department cheque is prepared by account section & checked by internal auditor of the parent institute after approval of Principal & sign the cheque by authority of parent institute and paid to concerned vendors.

3. Cash –

Essential materials having cost up to Rs.1000 can be purchased by cash with the permission of Principal as per the policy of PDEA.

Frequency of meetings - Minimum 02/year or whenever required





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Constitution of Purchase Committee

Sl. No.	Name	Designation
1	Dr. Patil Ragini R.	Chairman
2	Dr. Bobade Rajkumar B.	Secretary
3	Dr. Mokashi Milind G.	Member
4	Mrs. Joshi Sunita P.	Member
5	Consent HOD	Member



Principal

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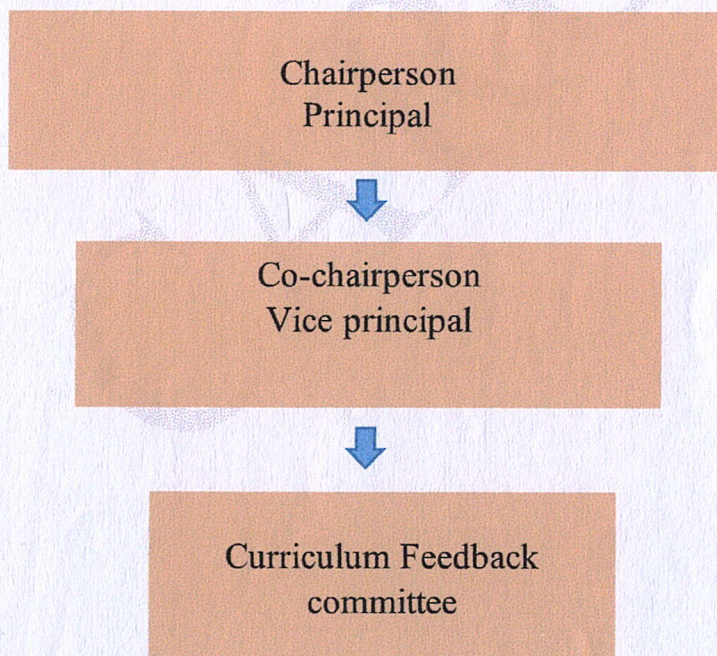


Curriculum Feedback Committee - SOP

1. Introduction:

PDEA'S College of Ayurveda & Research Centre believes in effective teaching learning process for students. Hence the Curriculum feedback committee has been established in December 2015.

2. Organogram.




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Curriculum feedback committee composition:

Chairperson	Dr Ragini Patil
Co- Chairperson	Dr Rajkumar Bobade
Committee Members	Dr Madhuri Mahadar
	Dr Divyashree K S
	Dr Anuja Wadadekar
	Dr Priya Bangar

3. Aims:

- To improve teaching learning process in PDEA'S College of Ayurved & Research Centre.
- To observe and improve the execution of curriculum of all the programs offered in the institute.

4. Objectives:

- To maintain a database of all the students for a survey.
- To prepare a standard feedback program for the survey.
- To establish a policy in PDEA.S College of Ayurveda & Research Centre for student satisfaction feedback.
- To conduct regular surveys for all students.
- To monitor and assess the feedback acquired from the students.
- To take effective measures to improve the teaching learning process.
- To take feedback on curriculum from stakeholders – Students, Teachers, Alumni, professionals and employers.





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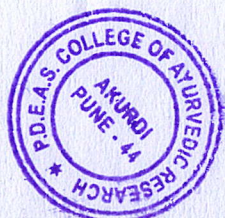


5. Roles and Responsibilities:

Task	Responsibilities	Frequency
To prepare and update proforma for a feedback system.	Committee members, co-chairperson., Chairperson	Yearly once or whenever required
To conduct feedback	Committee members	Twice in a year
To take feedback on curriculum from stakeholders	Committee members	Once a year
Assessment of feedback	Committee members	Twice in a year
To take effective measures	Concerned teacher, Co-chairperson ,Chairperson	Whenever required

6. Policy & Procedure

- PDEA'S College of Ayurveda & Research Centre has prepared a standard proforma (format) for student satisfaction feedback.
- Database of all the students which includes name, class, gender, student ID, Adhar ID, No. Mobile no, Email ID, Degree program is collected from the office in the beginning of each academic year.
- Student satisfaction feedback has been conducted regularly (annually) for all the four year batches since December 2015. It was carried out on an experimental basis (pilot study). If the performance of the teacher was unsatisfactory (<50%), the concerned teacher was informed to take corrective actions. During the survey it was noted that to improve the quality of teaching survey should be conducted twice a year. So that the improvement in teaching quality of the concerned teacher can be assessed. Hence from January 2018, the survey is conducted twice a year (at the end of each term) for each Batch.
- In March 2019 the Student satisfaction survey committee, under the guidance of the Principal, decided to collect feedback online. Henceforth from April 2019, the survey is being conducted online.
- Student Satisfaction feedback is regularly monitored and assessed by committee members.





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- Committee was reformed as per minutes of meetings held in February 2019 and new members were appointed in this committee.
- Committee members prepare Online feedback proforma and create a link ,this is distributed on mobile phones of students on the day of survey. Students go on to the link and fill up their feedback form and submit it . The whole process of taking feedback is confidential .
- Responses from students are received by the committee members on the email account of the committee. Committee members assess the feedback according to the marks given to the teacher by student. Each Teacher's performance is assessed on the basis of survey.
- Based on the feedback the mechanism of taking effective measures is established to improve teaching learning process.
- The report of assessment is submitted to chairperson after each survey.
- If the performance of the teacher is below average (<50%) the concerned teacher is informed and counseling is done as per requirement by chairperson. It is responsibility of the concern teacher to take corrective measures for improvement. His/Her performance is monitored in next survey.

Feedback from stakeholders:

- Google forms are prepared to take feedback from stakeholders regarding the curriculum. These forms are mailed by the institute office to various stakeholders in the month of December each year. The received feedbacks are analyzed by the committee members and suggestions procured from them are forwarded to the IQAC for further action.
- All the data related to survey is preserved for five years by the committee.

Annexure:

- Student Feedback proforma.
- Links of Online Feedback Format of Each year.
- Google forms of feedbacks on curriculum from various stakeholders.




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STRATEGIC / STANDARD OPERATING POLICY FOR WEBSITE COMMITTEE

Introduction

Website is a collection of related web pages including multimedia contains typically identified with a common domain name and published on at least one web server.

Now a day's information is available at the fingertip of a person, like mobile device and computer. Thus, it is easy to promote college and hospital information through website. The college website is the digital front door of the institute, a place to welcome all virtual board of educational recourses. Website aids to enhance conversation and strengthen institutional perspective.

CARC has its website www.pdeaayurvedcollege.edu.in which is an organizational website dedicated to providing information to all about College and Hospital. It also complies with NCISM MSR¹ and NAAC Unified Manual for Health Sciences Colleges.

End User:-

The end user of our website is

1. Students.
2. Parents.
3. Medical and Paramedical Staff.
4. Board of educational studies such as
 - a. NCISM
 - b. MUHS
 - c. NAAC.
5. Patients.
6. Practitioners
7. Stakeholders

This SOP gives information about the formation and organization of website committee and the scope of duties performed by this committee.

Aim:-

1. To document policies and procedures those guide the policy for institutional website services.
2. To maintain and periodic Updation of the college and hospital information on institutional website.
3. To help and influence our end users.

¹ The gazette of India: Extraordinary Part III, Sec. 4, Page 47.




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Objectives:-

1. To ensure all the required information is uploaded on the website.
2. To ensure easy and effective access to the information to end users.
3. To ensure authenticity of the information displayed on website.
4. To ensure all domains are under the one roof considering the end user.
5. To provide knowledge based information on single click.

Quality Policy:-

1. NCISM MSR, NCISM MSE, NAAC manual is followed while updating the website.
2. MUHS Mandate is followed while updating the website.
3. Information displayed on website is authenticated.
4. Periodic Updation of website is important to publish ongoing and upcoming events, Activities etc.
5. To facilitate easy communication with end users.
6. Common format for all the documents will be followed.

Composition:-

The committee comprises of members from CARC. The composition of committee is as follows:

No.	Name of the Member	Designation	Assigned work
1.	Dr. R. R. Patil	Chairperson	Guidance & Control
2.	Dr. R. Bobade	Co-Chairperson	Guidance & Control
3.	Dr. Lad M. D.	Secretary	To Monitor periodic updation of website. Updation of MUHS Mandate
4.	Dr. Nyahalse V. B.	Coordinator	Monitor periodic updation according to NCISM Documents of NAAC Criteria 5, 6.
5.	Dr. Phadke C.P.	Member	Monitor periodic updation according to NCISM, Documents of NAAC Criteria 3, 4.
6.	Dr. Chaudhari S. C.	Member	Monitor periodic updation according to NCISM Documents of NAAC Criteria 1, 2.
7.	Dr. Shinde S. S.	Member	Monitor periodic updation according to NCISM Documents of NAAC Criteria 7, 8.
8.	Mr. Shete M	Member	Communicate with website developer. Website updation with help of given access

Frequency Of Meetings:- Tri monthly.



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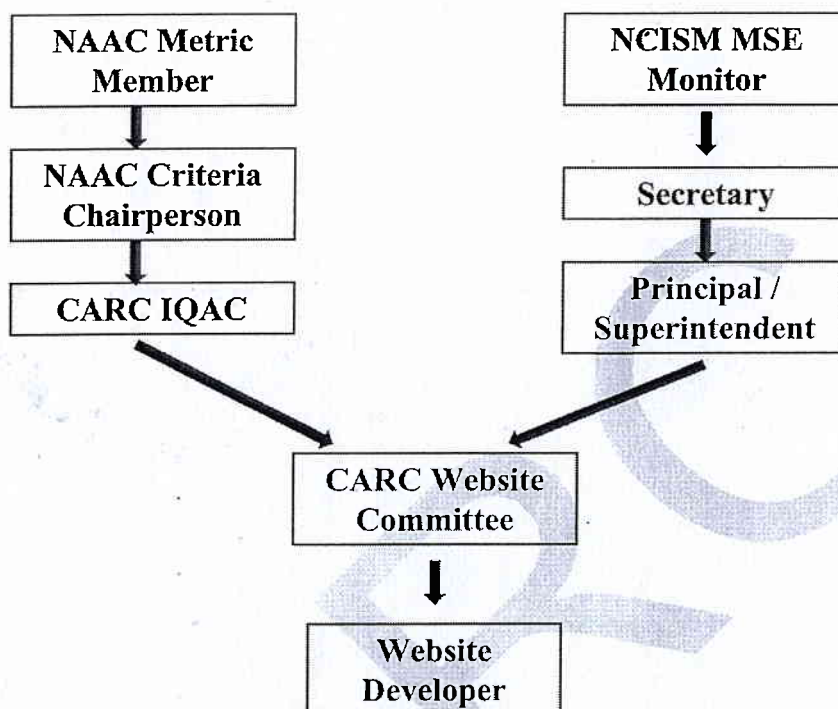
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Working Policy of Committee:



Common Format for Documents

1. Use College Header Footer templet provided by college office
2. Document Title – Bold, Capital, font size 18
3. Sub - Headings – Bold, Capitalize each word.
4. Text format -
 - a. Font – Times New Roman
 - b. Font Size – 12
 - c. Line Spacing – 1.15
5. All diagrams and Tables in centrally aligned, Text Wrapping – Top and Bottom
6. While printing - Convert to PDF then Print



[Signature]
Principal
P.D.E.A'S
College of Ayurved And Research Centre
Nigdi, Pune - 411 044.



Strategic plan of Institutional Research Committee (IRC)

Introduction-

To comply with the mission of 'commitment to **Discover** task' Institutional Research Committee is looking after promotion of research among the students and teachers, planning and execution of quality of research in the field of Health sciences in general and in the field of Ayurved in particular.

Aim –

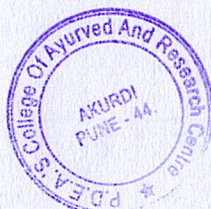
To develop quality Ayurveda research work of post graduate students and PG guides

Objectives –

- To give recurrent training and guidance to UG, PG, Ph.D Students and PG Guides regarding Research
- To monitor Ayurveda Research work taken by PG, Ph.D students and PG guides
- To encourage the students for participation in different research competitions
- To motivate the departments for getting different research grants & participation in research competitions

Constitution-

Sr. No.	Name	Designation
1	Dr. Ragini R. Patil (Principal, Professor & H.O.D. Nidan)	Chairman
2	Dr. Rajkumar Bobade (Vice principal Professor & H.O.D. Swasthvrutta)	Co-Chairman
3	Dr. Yogita Jamdade (Professor & H.O.D. Samhita)	Secretary
4	Dr. Yogini Kulkarni (Professor & H.O.D. Research)	Member
5	Dr. Meenal Lad (Professor & H.O.D. Dravyaguna)	Member
6	Dr. Ila Bhor (Associate Professor Dravyaguna)	Member
7	Dr. Dinesh Naik (Associate professor Rachana Sharir)	Member
8	Dr. Sudha Singh (Associate Professor Balroga)	Member
9	Dr. Vijaya Nyahalase (Assistant professor kriya Sharir)	Member





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Conduction and working of meetings –

- ✓ Constitution of Committee will be changed after every 3 years.
- ✓ The research committee meetings will be held quarterly.
- ✓ If attendance is less than half, then the meeting will be adjourned
- ✓ Meeting notice with agenda should be circulated before week of the meeting by secretary
- ✓ Meeting minutes should be preserved with the signatures of present members by secretary
- ✓ In the absence of chairman, co-chairman can conduct the meeting
- ✓ PG students yearly planning and implementation will be done by PG director academics
- ✓ Ph.D. Students yearly planning and implementation will be done by Ph.D Coordinator
- ✓ PG Research Awareness will be implemented by Dr. Naik and Dr. Sudha Singh
- ✓ UG Research Awareness will be implemented by Dr. Nyahalase
- ✓ Research project co-ordination by secretary




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Strategic Plan/SOP for Institutional Ethics Committee-I & II

1. Introduction

For the sake of accessibility and smooth functioning IEC of PDEA is separated as IEC-I meant for review of M.D. student's research work and IEC-II for the review of research proposals of Ph.D. students, sponsored clinical research projects as well as funded projects. This SOP is adopted by the Institutional Ethics Committee-I & II(IEC) of Pune District Education Association's, College of Ayurved & Research Centre, Pune (CARC) to ensure reliability, consistency, quality and ethicality in the research involving human beings.

2. Aim :-

The aim of IEC-I & IEC-II is to follow ethical issues prescribed by Indian Council of Medical Research (ICMR) and national ethical guidelines for bio-medical clinical research on human subjects. In addition to this to follow the Declaration of Helsinki - Ethical Principles for Medical Research involving Human Subjects.

3. Objectives:

- 1) To ensure that following of ethical issues prescribed by ICMR & National ethical guidelines/principles for bio-medical clinical research is done properly.
- 2) Function & comply with regulatory requirements of ICMR without deviating cardinal principles of ethics in research.
- 3) To review & approve all MD/MS/Ph.D./ students clinical/other research proposals with funded/non funded as per requirement with a view to safeguard the dignity, rights, safety & well-being irrespective of the source of funding.

4. Name - P.D.E. A's, C.A.R.C.'s, Institutional Ethics Committee-I&II for Human Research.

Address of the IEC-I&II

Office: -

Pune District Education Association's,
College of Ayurved & Research Centre,

Sector No. 25, Pradhikaran, Near Vitthal Rukmini Temple,
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5. Policy of IEC-I & II: -

- A. IEC-I is constituted to function independently to review ethics involved in proposed clinical studies of MD students before initiation, monitor and review the ongoing project regularly following Good Clinical Practices (GCP) in planning, execution and reporting in the study and to study final outcome of research.
IEC-II is constituted to function independently to review ethics involved in proposed clinical studies of Ph.D. students & sponsored clinical research projects as well as funded projects before initiation, monitor and review the ongoing project regularly following Good Clinical Practices (GCP) in planning, execution and reporting in the study and to study final outcome of research.
- B. IEC -I&II is functioning and complying with the regulatory requirements of ICMR, DCGI and/or national ethical guidelines for clinical studies without deviating cardinal principles of ethics in research.
- C. The functions of IEC-I& II are to review and approve all clinical research proposals of MD, Ph.D students & research projects respectively, involving human participants with a view to safeguard the dignity, rights, safety and wellbeing irrespective of the source of funding. It will also take care that the objectives of the research, however, important, should never be permitted to override the health and wellbeing of the subjects under study.
- D. The IEC-I II ensures that all the cardinal principles of research ethics viz, autonomy, beneficence; non-maleficence, plagiarism and justice are taken care of in planning, conduct and reporting of the proposed study. It looks into the aspects of inclusion as well as exclusion criteria, informed consent process, risk benefit ratio, distribution of burden/benefit and provisions for appropriate compensations wherever required. It reviews the clinical research of M.D. & Ph.D. students affiliated to M.U.H.S.& research projects. The proposals are being reviewed before start of the study as well as monitored at certain time interval throughout the study and after completion of the study through periodic reports, final report and site visits to verify the documentation etc. For that purpose, review of necessary steps is followed of protocol, presentation to guide-department-pre-IEC & research approval – final IEC in the institution before approval.
- E. In general IEC ensures compliance with all regulatory requirements, applicable guidelines and laws.

6. Composition of IEC-I

The composition of IEC-I is odd in number, and ensures gender, age, community representation, experts from different disciplines as per ICMR guidelines. The Chairperson of the committee is not Head / former Head of Pune District Education Association's, College of Ayurved & Research Centre. However, Member Secretary is from Pune District Education





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Association's, College of Ayurved & Research Centre, who is responsible to conduct the functioning of IEC.

The composition of IEC-I is as follows:

1. Chairperson
2. Basic medical scientist (2)
3. Clinician (2)
4. Legal expert (2)
5. Social scientist / representative of non-governmental voluntary agency (1)
6. Educated person from the community (1)
7. Member-Secretary.
8. Alternate member secretary (1)

The composition of IEC-II is as follows:

1. Chairperson
2. Basic medical scientist (2)
3. Clinician (3)
4. Legal expert (1)
5. Social scientist / representative of non-governmental voluntary agency (1)
6. Educated person from the community/Lay person (1)
7. Member-Secretary. (1)
8. Alternate member secretary (1)

The committee is normally constituted every after 3 to 5 years by changing some members.

4. Membership duration and responsibilities

- A. Duration of the membership is 3- 5 years, if necessary, this may be extended for additional period.
- B. About one to two members are replaced at the end of the term those are continuously absent for successive 3 meetings. In the event of long-term absence of member(s), the authorities of Pune District Education Association's, College of Ayurved & Research Centre suggests replacement for the same.
- C. All members provide their bio-data and sign confidentiality form.
- D. Member declares any conflict of interest for any project at the beginning of IEC-I & II meeting in writing for documentation.
- E. Members of committee are encouraged to attend national and international training programs / conferences / seminars concerned with research ethics; this helps and improves the quality of research protocols, review procedures and / or functions of the IEC.

7. Conduct of the Meeting

The Chairperson conducts all meetings of the IEC-I & II. In the absence of Chairperson, chairperson nominates one of the members as a chairperson. The Member Secretary organizes the meetings, prepare agenda in consultation with the Chairperson,





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circulate the proposals, prepare minutes of the meeting and get approval for the same by the Chairperson. The Secretary maintains the records of the meetings in the archives, and communicates with all members.

The minimum quorum for the meeting is kept five. For some exceptional situations like Covid-19 with due permission of chairman meetings are conducted through mail circulation/ ONLINE.

8. Submission and processing of the proposal

- a) Principal investigator (PI)/Student submits 10 copies of the proposal with soft copies through head of departments of Pune District Education Association's, College of Ayurved & Research Centre to the Member Secretary. If the proposal is in collaboration with other institution, then it is signed by Co-principal investigator (CO-PI) and forwarded through the head of the respective institute along with the IEC approval of concern institute.
- b) The Member Secretary & PG Director acknowledges the same immediately and indicates any deficiency in proposal using the Check List as per MUHS guidelines within one week after the receipt of the proposal. The compliance for the same is done by PI/student as early as possible.
- c) The Member Secretary circulates the final proposal to all members as early as possible. At least one or two weeks prior to the meeting of IEC-I & II.
- d) The Member Secretary informs the date and time of the meeting to PIs/students and respective guides for their availability for the same for any clarification, if any.

9. Review Procedure

- 1) The IEC-I & II meeting are held at least twice in a year (as per MUHS schedule). If necessary, additional meeting is arranged physically or through mail circulation/online.
- 2) The proposals are circulated to all IEC-I&II members at least one-two weeks in advance along with the minutes of the previous meeting to confirm them at the time of meeting.
- 3) Discussions on proposal are done in presence of students, guides in the meeting. The guide may be invited to offer Clarifications, if necessary. However, the decisions are taken in the absence of investigator / co-investigator / sponsor/student. Usually, decisions are taken after the consensus (after discussions), otherwise voting is resorted for the decision.
- 4) In case of conflict of interest a member informs IEC-I &II, prior to review of the proposal and withdraw from the meeting and the same is recorded in the minutes of the meeting.
- 5) For approved proposals the following standard conditions are mandatory. PI/student should inform Serious Adverse Event (SAE), if any, and action taken within 48 hours to Chairman/ Secretary of IEC -I &II. In addition, PI/student should submit annual report of ongoing project, and final report after the completion of the project, any amendments in the protocols, premature termination of project to IEC-I &II.
- 6) The decisions of the meeting are recorded in the minute's document and is confirmed after final version of corrected synopsis/proposal submitted to the secretary with signature of





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the Chairperson on appendix B page of MUHS and all signatures of members on the final page of minutes of meeting is preserved.

7) Usually for minor review the expedited review is carried out by Chairman, if necessary, he/she may appoint a sub-committee in consultation with member secretary to review such proposal, and based on their recommendations, the decision is given by the Chairperson. Member Secretary reports such decision in next IEC-I/II meeting. The revised form of proposal requiring major changes are reviewed at the next / additional IEC-I /II meeting.

8) Following points are important while reviewing the proposals-Design and conduct, assessment of risk / benefit from the study, inclusion / exclusion / withdrawal criteria for subjects, sample size, patient information sheet, consent form in bilingual English / Hindi / Local language including confidentiality of subject, handling of the medicine, data analysis and reporting, handling of the adverse events and provision for compensation, competence of investigator students and research as well as supporting staff, facilities / infrastructure at site.

9) The committee conducts work of scientific review committee as well as to check ethical issues.

10. Submission of Application: -

The researcher /students submit an application in a prescribed format along with the study protocol.

11. Decision Making Process: -

The following points are considered while decision making

1) The decision is taken by a broad consensus after the quorum requirements are fulfilled to recommend / reject / suggest modification for a repeat review or advice appropriate steps. The member secretary communicates the decision in writing to the PI/student.

2) A negative decision is always being supported by clearly defined reason.

3) An IEC -I /II may decide to reverse its positive decision on a study if it receives information that may adversely affect the risk / benefit ratio.

4) The following circumstances require the matter to be brought to the attention of IEC-I /II

a. Any amendment to the protocol from the originally approved protocol with proper justification.

b. Serious and unexpected adverse events and remedial steps taken to tackle them.

c. Any new information that may influence the conduct of the study.

5) If necessary, the applicant / investigator may be invited to present the protocol or offer clarifications in the meeting.

6) Minutes of the meeting are approved and signed by the Chairman / designated member of the committee.

12. Review Process: -

Review is done by all reviewers and then finally by & Chairman in which case a brief summary of the project with informed consent and patient information sheet, is circulated to all the other members.





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13. Periodic Review -

The ongoing research is reviewed at regular intervals of 6 months as per guidelines of MUHS.

Continuing Reviews: -

The IEC-I&II has the responsibility to continue reviewing approved projects for continuation, new information, adverse event monitoring, follow up and later after completion if needed.

14. Monitoring: -

Once IEC gives a certificate of approval it is the duty of the IEC-I &II to monitor the approved studies, therefore an oversight mechanism is conducted in place.

Actual site visits are made especially in the event of reporting of adverse events or violation of human rights.

Periodic/monthly status reports are asked for an appropriate interval based on the safety concerns and the record is maintained in form of KPIs for NABH.

SAE reports/Protocol deviation if received from the site as well as other sites are reviewed by IEC-I &II and appropriate action is taken when required.

15. Record Keeping: -

All documentation and communication of an IEC-I &II are dated, filed and preserved according to written procedures. Strict confidentiality is maintained during access and retrieval procedures. The following records are maintained -

- i) The constitution and composition of the IEC-I &II
- ii) Signed and dated copies of the synopsis/proposals (3 years).
- iii) Standing operating procedures of the IEC-I &II.
- iv) National and International guidelines.
- v) All correspondence with IEC-I &II members and investigators/students regarding application, decision and follow up.
- vii) Agenda of all IEC-I &II meetings.
- viii) Minutes of all IEC-I&II meetings with signature of the Chairperson/ Secretary.
- vi) Copies of suggestions communicated to the applicants.
- x) Record of all notification issued for premature termination of a study (if reported) with a summary of the reasons.
- xi) Final completion report of the study.

All records are safely maintained after the completion of the study for a period of 3 years.





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P.D.E.A'S College of Ayurved& Research Centre, Akurdi,Nigdi, Pune-44, EC-1 composition, specific role-(from Jan 2022 onwards)

Sr No	ICMR Guidelines	CARC-IEC members Current existing
1	Chairperson Non affiliated (Experience of having serving in an EC)	Dr V.V.Doiphode
2	Vice Chairperson(optional) Non affiliated (Experience of having serving in an EC)	Dr R.R.Patil
3	Member Secretary Affiliated (Staff member having experience in clinical research & good communication skills)	Dr IlaBhor
4	Basic Medical Scientists-1Pharmacologist& 1 Dravyaguna/research field Affiliated/Non affiliated With qualification in basic medical sciences	Mr Sunil Bakliwal Pharmacologist
5	Research & legal expert	Dr Vishnu Joglekar
6	Research experts from ASU	Dr Yogini Kulkarni
7	Physiologist	Dr R.R.Deshpande
8	Statistician	Mrs Namrata Jain
9	Clinicians-2 Affiliated/Non affiliated (Expert in clinical trials research)	Dr Jayant Mahajan
10	Clinician-1	Dr HrushikeshRangn ekar
11	Legal expert Affiliated/Non affiliated Basic degree law/Training in medical law	Dr MohanraoDeshm ukh
12	Social Scientist /Philosopher/ Lay person	Dr Sudhir Kate
13	Assistant Secretary	Dr Vijaya Nyahalse

P.D.E.A'S College of Ayurved& Research Centre, Akurdi,Nigdi, Pune-44, EC-2 composition, specific role-(from Jan 2022 onwards)





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Sr No	ICMR Guidelines	CARC-IEC members Current existing
1.	Chairperson	Dr.Supriya Bhalerao
2.	Member Secretary	Dr. Yogita Jamdade
	Alternate Member Secretary	Dr.D.B.Naik
3.	Basic Medical scientists	Dr. Ashish Kulkarni Dr.Meenal Lad
4.	Clinicians	Dr. Abhishek Karmalkar Dr.Medha Joshi Dr.Ajit Kolhatkar
5.	Legal Expert	Mrs.Pratibha Dalal
6.	Social Scientist/Philosopher	Mrs.Anjali Oak
7.	Lay Person	Mr.Sanjiv Alurkar

CARC


Principal

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STRATEGIC PLAN FOR SCIENTIFIC JOURNAL COMMITTEE

PDEASIJRAAS (PDEAS International Journal of Research in Ayurveda and Allied Sciences) is the research journal of the college which provides a vibrant platform for scientists, practitioners, and researchers from diverse backgrounds to come together and share their knowledge, insights, and perspectives. The committee will actively bridge the gap between various disciplines, promoting interaction and nurturing innovative research avenues.

AIM:

1. To publish peer-reviewed research journal.
2. To provide a platform to students and teachers of Ayurved, Pharmacy and allied sciences to publish research articles.

OBJECTIVES:

1. Formation of committee to establish plan of work, and scrutiny and shortlist research articles.
2. Publish peer-reviewed scientific journal in print as well as online format.

PURPOSE:

This policy provides orientation about the various steps involved in the publication of CARC's scientific journal.

POLICY:

1. The journal will be published with the goal of contributing to the progress and extent of knowledge for the good of society in Ayurveda and Allied subjects and in collaboration with P.D.E.A.'s S.G.R.S. College of Pharmacy, Saswad and P.D.E.A.'s S.U.College of Pharmaceutical Sciences and Research Centre, Kharadi.
2. Journal will be published half yearly (Biannually)
3. Only original research articles will be short listed for publication. All articles will be scanned for plagiarism.
4. All articles will need to be submitted in standard format as per published guidelines for authors on www.pdeasijraas.com.
5. Submitted articles will be send for review and corrections suggested by reviewer will be send to concern author. After corrections article emailed to reviewer for final approval. This review procedure will be done in an unbiased way by masking author's identity.
6. All articles (Original Clinical trials/ studies, Literary researches, review articles, Case Studies, Book Reviews, Research letters) will be published according to standard format as per each category in online and print current issue.
7. All payments for publishing articles will be accepted through NEFT/RTGS only.





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8. A team of Patrons, Advisory board, Editorial board containing Chief and Executive Editors, Associate editors and Scientific committee members, Review board, will ensure timely and proficient publication of the peer-reviewed scientific journal.
9. Sufficient budget will be allocated by the head institute for publication of journal.
10. Rasamrut publishers (which is approved by P.D.E.A.) will be published final issue after technical review on www.pdeasijraas.com. Biannually.
11. Print issue will be published by Apex subscription (which is approved by P.D.E.A.) and dispatch of Print Journal to all subscribers.
12. Budget allocation, rate of print articles, and rate of online articles will be discussed in the journal committee meeting and finalized by P.D.E.A. authority. Annual audit of PDEASIJRAAS will be done by external auditor and head accountant of CARC and e filing will be filed on RNI website in month of May (before 31st May) every year.
13. Meetings of scientific journal committee will be organized twice in a year before publication of issue.
14. Minimum quorum for the conduction of meeting will be one third of working committee members.

MEMBERS OF SCIENTIFIC JOURNAL COMMITTEE:

Name	Designation
Mr Shri Sharad Pawar	Patron
Mr Shri Ajit Pawar	Patron
Vice Chancellor, Muhs	Patron
Mr Shri Sandeep Kadam	Advisory Board
Mr Shri Rajendra Ghadge	Advisory Board
Dr Manjo Nesari	Advisory Board
Dr Anand Choudhary	Advisory Board
Dr V B Doiphode	Advisory Board
Dr Sadanand Sardeshmukh	Advisory Board
Dr Ram Mohan	Advisory Board
Dr Bhushan Patwardhan	Advisory Board
Dr Atmaram Pawar	Advisory Board
Dr Mrs R R Patil	Chief Editor
Dr. Rajashree Sunil Chavan	Executive Editor
Dr Ashok Bhosale	Executive Editor
Dr Subhash Ranade	International Board Members
Dr. Asavari Manvikar	International Board Members
Dr R B Bobade	Associate Editor (Ayurveda)
Dr M D Lad	Associate Editor (Ayurveda)
Dr Swati Chobhe	Scientific Committee
Dr Yogini Kulkarni	Scientific Committee
Dr. Yogita Jamdade	Scientific Committee
Mr. Vaibhav Chandrakant Shilimkar	Scientific Committee
Dr Vijaya Barge	Scientific Committee
Dr. Amit Kasabe	Scientific Committee





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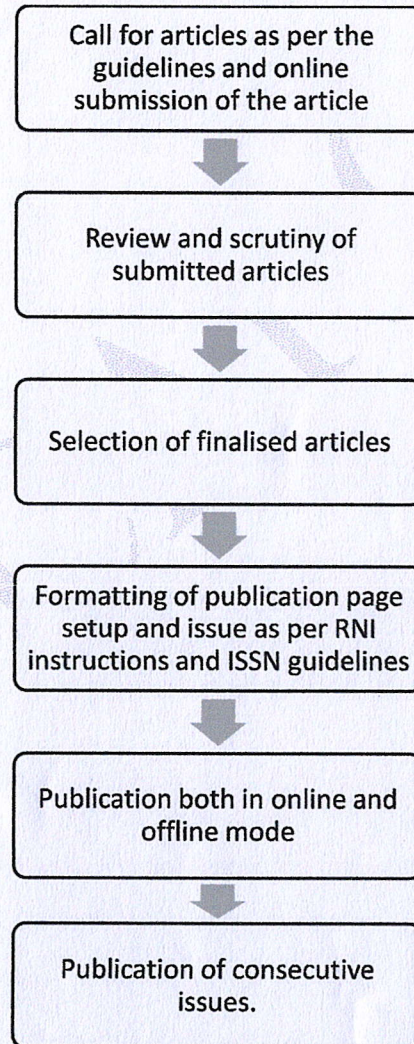
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WORKING COMMITTEE MEMBERS:

1. Dr. Ragini Patil
2. Dr. Rajkumar Bobade
3. Dr. Meenal Lad
4. Dr Swati Chobhe
5. Dr Yogini Kulkarni
6. Dr Yogita Jamdade
7. Dr. Sangita More
8. Dr. Madhura Phadtare

PROCESS OF PRINT ISSUE PUBLICATION:




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Strategic plan of Health Sciences Education Technology committee (HSET)

Introduction – The committee is established to train our faculty members of Ayurveda by various education technologies. So that under graduate and post graduate education will be improved committee established from 2015

Aim-

To train all faculty member s for different educational technologies to improve Ayurveda UG and PG education

Objectives –

To encourage faculty members to take educational research projects

To monitor different education techniques used in UG and PG teaching

Composition of committee –

Chairman – Dr. Ragini Patil - Principal

Co-ordinator- Dr. Yogini Kulkarni - PG academic Director

Member – Dr. Swati Chobhe – HOD and Professor Kriya sharir

Dr. Ila Bhor- Associate Professor Dravyaguna

Conduction of Meetings-

Six monthly meeting are to be conducted




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NAAC Cr 5-5.4.1

Strategic Plan /Sop of Alumni Committee

INTRODUCTION:

Pune District Education Association is our parent institute under which our College of Ayurveda and Research centre Nigdi, Pune has flourished in last three decades. Since 1990, the year establishment of college 27 batches have passed out and all our alumni have very much flourished career.

Regular membership in the Association shall be extended to all Registered Alumni, including graduates of PDEAS's College of Ayurved, Nigdi, Pune and all other former students who have earned credit hours towards degree, Post Graduate Degree, Ph.D & Certificate courses.

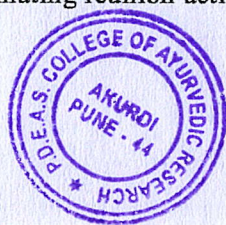
Honorary members of the Association shall be those members who have evidenced particular interests in the welfare of PDEAS's College of Ayurved, Nigdi, Pune and desired to associate themselves in the activities of this Association shall be admitted.

AIMS

- 1) To support the parent organizations goals and to strengthen the organization and student's unity.
- 2) To Support a network of Former graduates who will, in turn help to raise the profile of the Institute

OBJECTIVES:

- 1) To keep a record of the all alumni of college and their pertinent data and maintaining the updated and current information of all alumni
- 2) To encourage, foster and promote close relations among the alumni.
- 3) To promote a sustained sense of belongings and to provide the information regarding alumni to parent institute.
- 4) To Raise funds for the development.
- 5) To guide and assist alumni who have recently completed their Graduation from CARC to keep them engage in productive pursuits useful to the society.
- 6) To provide Forum for the alumni for the exchange of ideas on academic, cultural and social issues of the day by organizing and coordinating reunion activities of the alumni.



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COMPOSITION:

PATRON: Dr. Patil Ragini (Principal & Dean)

Co-Patron: Dr. Thorat Dnyaneshwar
Dr. Gaikwad Dattatraya
Dr. Awari Sunil

President: Dr. Bhondve Abhijit

Vice President: Dr. Sandbhor Sandeep

Executive Secretary: Dr. Joshi Shrikrishna

Joint Secretary: Dr. Jadhav Jayesh

Treasurer: Dr. Mahadar Madhuri

Co-Ordinator: Dr. Pathanu Madhu

Working Committee Member: Dr Lad Meenal

Executive Committee Members: Dr. Bhor Ila
Dr. Bhanage Manisha
Dr. Jadhav Mayura
Dr. Singh Satyendra
Dr. Divyashree K.S

ROLES and Responsibilities:

A. PRESIDENT:

The President of the Association will be its chief executive. The President shall preside over all meetings of the Association & all other meetings of the EC members and Board of Directors. The President shall represent the association in and at all functions & Activities required by his or her office, including meeting with Board of Trustees of THE ALUMNIASSOCIATION OF PDEA'S COLLEGE OF AYURVED, NIGDI, PUNE.





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B. VICE- PRESIDENT:

The Vice- President shall be an assistant to the President of the Association and in the absence of the President shall exercise the power of the president & shall serve on the executive committee.

C. EXECUTIVE SECRETORY:

The Executive Secretary of the Association shall serve on the Executive Committee.

The duties of Executive Secretary are to

I] be the chief assistant to the Association.

II] keep minutes of all Association meetings.

III] be the chief financial officer of the Association.

IV] manage the affairs & daily operations of the Alumni Office.

D. JOINT EXECUTIVE SECRETORY:

The Joint Executive Secretary shall be an assistant to the Executive Secretary of the Association and in the absence of the Executive Secretary shall exercise the power of the Executive Secretary & shall serve on the executive committee.

E. TREASERUR:

The Treasurer shall be responsible for all the financial activities and commitments of the Association. He / She shall be in complete knowledge & authority of handling financial transactions of the Association with consent from the Executive Committee members & shall also serve on the executive committee.

F. CO-ORDINATOR:

The Coordinator shall act as a bridge between the Executive Committee & the subcommittee members. He shall also be functional in coordinating within the Executive Committee.

E. Executive Committee Members:

These members should conduct the various activities of the alumni committee under the guidance of Secretary.

Keep a record of activities.





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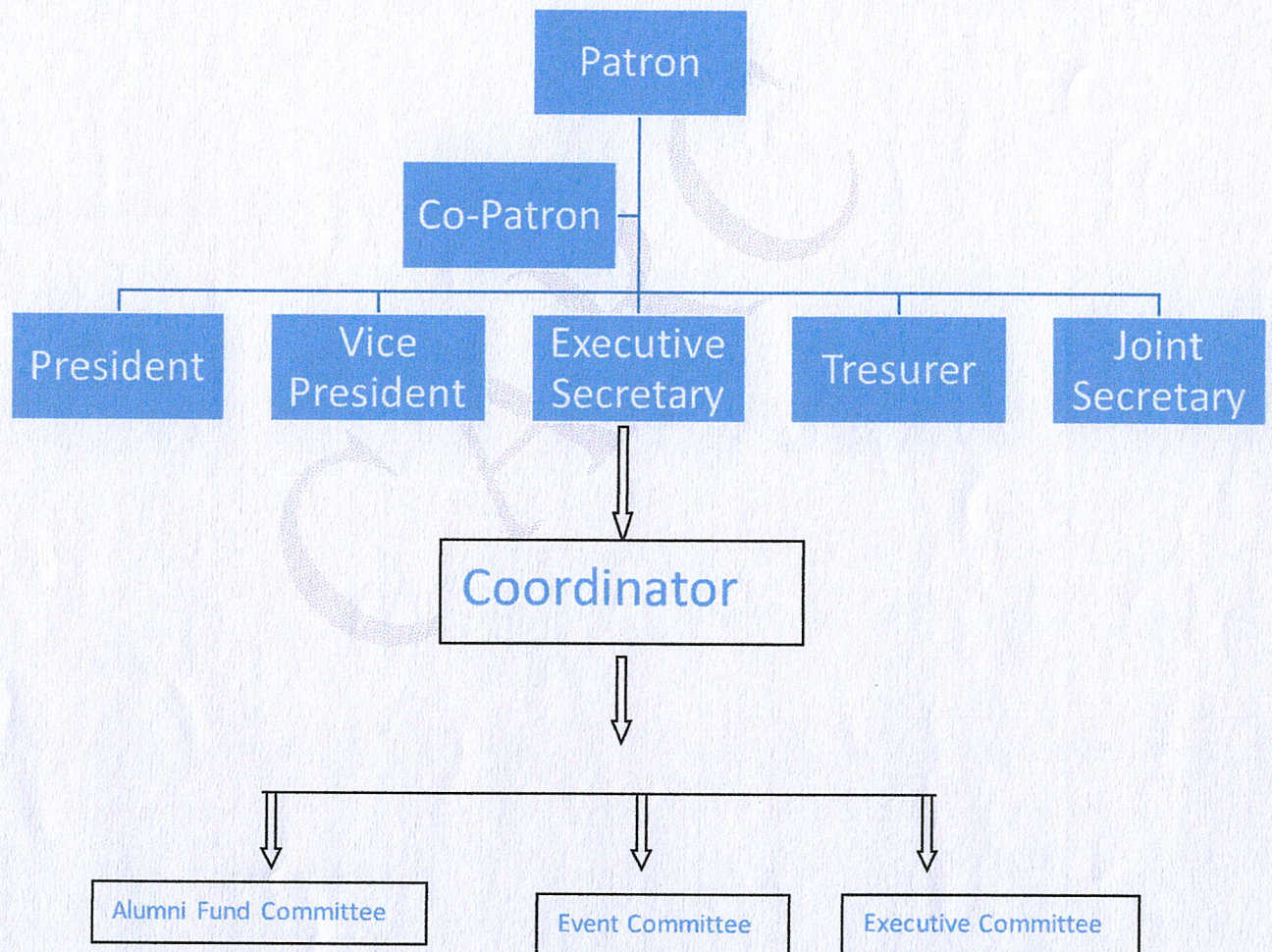
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ORGANOGRAM





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SOP/Strategic plan:

FUNCTIONS:

1.Enrollment of alumni with association: Alumni association shall enroll all the degree holders. The office staff will provide and collect the filled enrolment form with the prescribed registration fees of respective chapter as per bylaws, from the degree holder. The cashier shall provide the receipt with permanent Alumni Id number to the respective Alumni.

2) Activities: alumni association shall conduct at least minimum two activities per year. The activities shall include social activities, donation, carrier guidance seminar, Alumni get to gather, community outreach program etc. the copy of the final activity report with all the related proof for each activity should be given to the president of the governing body in both hard and soft copy. All the activity reports with proof also have to be maintained

3)The Alumni Association will work with 3 Sub Committee's

- 1] Alumni Fund Committee: Dr. Swapnil Chaudhari
Dr. Akshay Malshikare
Dr. Dilkhush Tamboli
Dr. Ajit Kadam
Dr. Aishwarya Supekar





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2] Event Committee :

Dr. Harshwardhan Gaikwad

Dr. Parth Shinde

Dr. Manisha Babar

Dr. Ahefas Mulani

Dr. Prachi Ghode

3] Executive Committee :

In Addition to selected Executive members at first meeting following members have been nominated as E.C. members of Association.

Dr. Ila Bhor

Dr. Mayura Jadhav

Dr. Manisha Bhanage

Dr. Satyendra Singh

Dr. Divyashree K.S

CONDUCTION OF MEETINGS:

The meeting is conducted at governing body twice a year. The minutes of meeting will be maintained by the secretary of Governing body of the association. The secretary of governing body shall circulate the agenda at least seven days prior to the commencement of meeting. The secretary shall procure the action taken report as per requirement before commencement of next meeting.

FEED BACK:

Feedback from Alumni regarding curriculum will be taken once a year. The copy of final feedback analysis and report shall be submitted to the President of governing body for further action. The president shall analyze & compile the feedback report.




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STRATEGIC PLAN OF PHARMACOVIGILANCE COMMITTEE

INTRODUCTION:

This Policy gives information about the process of reporting and analyzing incidences of adverse drug reactions of Ayurvedic drugs used at ARSMH.

PURPOSE:

To document policies and procedures for reporting, monitoring and analyzing Adverse Drug Reactions.

SCOPE:

Dispensing Unit, OPD, IPD, Nursing Stations at ARSMH, and all patients of ARSMH including patients who are part of any trial studies at ARSMH, Pharmacovigilance Committee, Pharmaco-therapeutic Committee, Institutional Ethical Committee.

DEFINITIONS:

Adverse Drug Event (ADE): Any harm caused by a drug, harm caused by drug use, and medication error with or without harm is known as adverse drug event.

Adverse Drug Reactions (ADR): A response to a drug which is harmful and unintended and which occurs at doses normally used in humans for prophylaxis, diagnosis, or therapy of disease or for the modification of physiologic function is known as adverse drug reaction.

IDENTIFYING AND CAPTURING OF ADVERSE DRUG REACTIONS/ EVENTS:

In order to identify any occurrences of ADRs, they have been classified into following categories depending on severity of adverse event.

Serious Adverse Events (SAE):

Means an adverse event, adverse reaction or unexpected adverse reaction respectively that,

- Results in death
- Is life threatening
- Requires hospitalization or prolongation of existing hospitalization
- Results in persistent or significant disability or incapacity
- Consists of a congenital anomaly or birth defect.
- Other (as per clinical inference – to be specified by consultant during reporting e.g. neurological)
- Abnormal lab or diagnostic investigations needing emergency treatment.




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Intermediate Severity Adverse Event:

- Immediate treatment required after administration.
- Immediate stoppage of treatment.
- Abnormal lab values or diagnostic tests that required initiation of other treatment.
- Severe impact on day to day activity.

Minor Severity Adverse Event:

All other symptoms/ signs/ or abnormal lab values and/or diagnostics which are unexpected to during care of patient.

SYMPTOMS:

Acute Onset:

Rash/ Change in respiratory rate, respiratory sounds, heart rate, hearing, or mental state /Seizure/ Anaphylaxis/ GI disturbances such as nausea, vomiting, diarrhea/ Fever/ Oedema/ Anorexia/ Severe headache/ Vertigo/ Loss of gait/ Pain.

Late Onset:

Loss /gain of weight/ Difficulties in ADLs (activities of daily living)/ Occurrences of other conditions, e.g. anaemia, jaundice, hypertension, etc/ Hair loss/ Fatigue/ Loss of libido/ GI disturbances such as repeated constipation/diarrhea/ Longstanding anorexia and nausea/ Sleep disturbance/ Hormonal imbalances

IDENTIFYING AND CAPTURING ADRs:

Any occurrences of adverse drug reactions are to be reported by the consultants when they are identified in the time span mentioned in the protocol below based on the severity of the drug reaction.

REPORTING OF ADEs:

Time Frame for Reporting Adverse Drug Events:

- Any ADEs are reported to concerned PTC member or IEC secretary; and to the Pharmacovigilance Committee chairperson within 24 hours.
- ADRs are then analyzed and reported to the Peripheral Pharmacovigilance Centre within 7 working days after analysis.





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Time Frame for Analyzing Adverse Events:

- Severe Adverse Events: Initial Reporting of SAE is to be done immediately after identification of adverse event. Written report for the same is to be done by filling SAE Form within 24 hours. Analysis will be done within 3 working days.
- Intermediate Adverse Event: Initial reporting is to be done in written by filling SAE Form within 3 working days. Analysis will be done within 7 working days.
- Minor Adverse Events: Reporting of minor adverse events is to be done within 15 days and analysis will be done on a monthly basis.

Reporting of ADEs to Peripheral Pharmacovigilance Centre (PPvC): Within 15 working days after analysis of ADEs.

Frequency of meetings: Trimonthly

Quorum: At least 3 members

TRAINING: Training will be given to all concerned staff through the Pharmaco-Therapeutic Committee in the format mentioned below:

Sr. No.	Name of Training	Frequency
1	Regular Training	Yearly
2	On field Training	As and when ADRs happen

Composition of Pharmacovigilance Committee:

Sr. No.	Name	Designation
1	Dr Pravin Tate	Chairperson
2	Dr Abhishek Taksale	Secretary
3	Dr Yogini Kulkarni	Member
4	Dr Sharada Chikurte	Member



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STRATEGIC PLAN / SOP POLICY FOR HRM COMMITTEE

INTRODUCTION

The most important resource of the college is the human resource. Human resource is an asset for effective and efficient functioning of college.

This contains the human resources management policies of the P.D.E.A's College of Ayurved & research centre that every employee should be aware of. In addition to the specific terms and condition as mentioned in the appointment letter issued to each employee, their employment with the college shall also be subjected to the general terms and conditions as mentioned in MUHS statutes.

Aims

- 1 To fulfil the staff as per MSR of NCISM.
- 2 To maintain teaching & Non-teaching staff up-to-date as per the norms of NCISM Delhi.
- 3 To fulfil & execute norms of Maharashtra University of Health sciences, Nasik.

Objectives

- 1 To ensure healthy atmosphere in college campus.
- 2 To solve the service difficulties of teaching & Non-teaching staff.

Composition of Committee

- HRM committee will be of four members.
- One of the member shall be Chairman.
- Frequency of Meetings – Six Monthly
- Minutes of Meetings - Minutes of Meetings shall be well documented.

COMPOSITION OF HRM COMMITTEE

Sr No	Name	Designation
1.	Dr. R. B. Bobade	Chairman
2.	Dr. R. G. Mane	Coordinator
3.	Shri Pravin V. More	member
4.	Shri Rajendra V. Ajabe	member





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Roles & Responsibilities

Chairman

- 1) To take policy decisions related to staff.
- 2) To monitor overall work of committee.
- 3) To guide all committee members.

Coordinator

- 1) Coordination with all committee members
- 2) To schedule meetings of the committee.
- 3) To prepare meeting related documents with the help of other committee members.

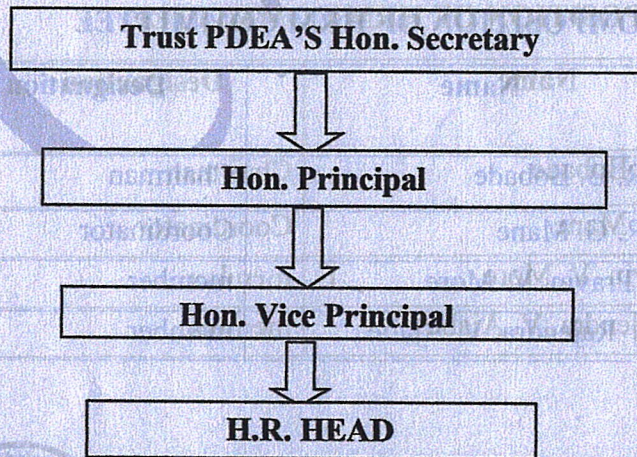
Member No. 3

- 1) To monitor the record of staff.
- 2) To update record of staff as per norms of NCISM (India) & MUHS, Nasik.
- 3) To verify the record prepared by Member No. 04.

Member No. 04.

- 1) To prepare the individual files of every teaching & non teaching staff.
- 2) To maintain the updated documents in individual staff files, as per norms of NCISM (India) & MUHS, Nasik.
- 3) To maintain the number wise sequence of individual staff files.

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Strategic Plan International Students Cell

'Ayurveda' is an Indian medicinal science; it is gradually receiving international acclamation.

After COVI-19 pandemic, world is now looking at Ayurveda with a great hope to stay fit & for finding solutions to health problems natural way

We are aware that Globalization of Ayurveda has many barriers but still doctors from all comers of the world are eager to know about Ayurveda.

Not only doctors but people around the world of diverse professions are becoming curious about our very own ancient Ayurveda for better health and lifestyle natural way!!!

AYUSH Ministry is our regulatory body is working hard to get worldwide acclamation for Ayurveda

Celebration of Ayurveda day on the first day of festivals of light, "Diwali" (Dhanatrayodashi) and Celebration of International Yoga day on 21 June are the important steps taken by the AYUSH Ministry in the year 2015, which our institution is following meticulously every year!

For the propagation of Ayurveda, Ayurveda Chair has been introduced in the different countries like Slovenia, Portugal, Brazil etc & eminent professors are selected for the chair through strict selection process. In the year 2019, faculty from our institute had been scrutinized and selected for the interview for the post of international chair.

MUHS has active international student cell called as "International Student Hub" & in the near future, MUHS will work with its affiliated Ayurveda teaching institutes at international level.

Through "International Student Hub", MUHS has done 82 memorandums of understanding (MOU) with international universities & institutions. Due to this cell, knowledge sharing, faculty exchange has been eased. Pretty soon, MUHS along with its affiliated Ayurvedic colleges might establish Ayurvedic short courses to attract international students for the international propagation of Ayurveda.

Since 1992, PDEA's CARC is actively participating in the international propagation of Ayurveda by organizing visits of foreign delegates to our institution & hospital. Our many faculties have been allowed & encouraged to visit foreign countries like Poland, Tel Aviv University Israel, USA, Netherlands for the propagation of Ayurveda.

For globalization of Ayurveda. PDEA's CARC, Nigdi, Pune has established committee to run international student cell successfully.




Principal
P.D.E.A.'S

College of Ayurved And Research Centre
Nigdi, Pune - 411 044.



Pune District Education Association's

College of Ayurved & Research Centre

(I.D.No. P.U./P.N./AYU./081/1990)

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International Student Cell Committee Composition

Prof. Dr Swati Chobhe	Chief Coordinator
Dr Madhuri Mahadar Dr Shambhavi Ayyer	Co-coordinator
Mr. Navagire Mrs Anajali Ingale	Technical Support

Objective of international student cell Committee

- Globalization & Propagation of Ayurveda scientifically.
- Communication with the students registered for the different program
- Coordination with the faculties for the smooth running of the program

Programs Offered

- Basic course in Ayurveda
- Yoga for health
-

Details of the program: duration, curricula, registration, fees etc.

- Published on Institutional website




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STRATEGIC PLAN**STUDENT ADMISSION COMMITTEE****Introduction**

PDEAS College of Ayurved and Research centre, Nigdi, Pune is recognized by ministry of AYUSH and NCISM, New Delhi. It is affiliated to Maharashtra University of Health Sciences, Nashik, Maharashtra. This committee looks after the various activities such as admission process of UG, PG, PhD, Fellowship. It is one of the Institutional Statutory Committee.

Aim

The aim of this committee is to conduct smooth, effective, transparent and fair admission process of the students in college.

Objective

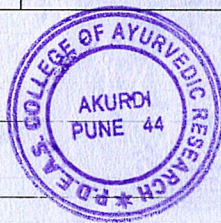
In each academic year the courses in which admissions are expected are BAMS, MD/MS, Ph.D. and Fellowship

1. The objective of this committee is to conduct effective, transparent and fair admission process.
2. To increase number of admissions in above mentioned courses.
3. To advertise vacant seat position in newspaper during admission process.
4. To counsel those students and parents who desires admission to above mentioned courses for which he/she is eligible.
5. To create awareness in the official staff regarding their responsibilities in admission process.

Constitution

For academic year 2022-23 to 2024-25 following members will work for this committee.

Sr no.	Name	Designation
1	Dr Ragini Patil	Principal and Chairperson
2	Dr Rajkumar Bobade	Vice-Principal
3	Dr Milind Mokashi	UG-PG Director and Convener
4	Dr Prashant Tople	Fellowship Coordinator
5	Dr Meenal Lad	PhD Coordinator
6	Mr. Pravin More	Office Superintendent
7	Mr. Nitin Shitole	Office Clerk



Frequency of meetings

- In Each academic year at least 2 meetings should be conducted of this committee.
- One meeting before commencement of the admission process and one meeting after conclusion of the process.

Functions

- This committee will be in action for 3 academic years from its formation. After 3 years' new members will be nominated for this committee or upon the indication by Principal same members can be reappointed.
- This newly formed committee will be in action for next 3 academic years.
- The process of admission will be conducted compulsorily on the guiding principles of apex bodies mentioned ahead.

1. NCISM, New Delhi.
2. Maharashtra CET CELL Mumbai.
3. AYUSH Directorate, Maharashtra State, Mumbai.
4. Admission Regulating Authority, Maharashtra State, Mumbai.
5. Fee Regulating Authority, Maharashtra State, Mumbai
6. MUHS, Nashik.

- Once the process is completed following related documents will be presented in the given stipulated time as per Performa given by apex bodies.
 1. Report of the Admission Process.
 2. List of Admitted Students.
 3. Original document verification will be done according to guidelines by above mentioned apex bodies as per their schedule.

Roles and Responsibilities**Chairperson**

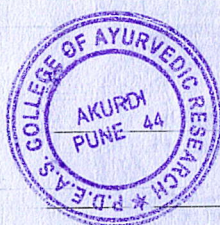
1. To take policy decisions of institution regarding admission process
2. To monitor all admission process related activities.

Convener

1. Coordination with the committee members.
2. To schedule the meetings of the committee and maintain all related documents.

Members

To coordinate admission process related activities under the guidance of the chairperson of committee.




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Strategic plan of exam cell

Introduction -

P.D.E.A.'s College of Ayurved and Research Centre, is recognized by NCISM, New Delhi and affiliated to MUHS, Nashik. Our role in the education of Ayurveda is implementation of the curriculum prescribed by these two authorities. Hence along with curriculum delivery and implementation, assessment of the curriculum is also important.

As per the guidelines of UG and PG programme, university conducts final examination at the end of each professional year. For UG programme, internal examinations are allotted for continuous evaluation. The Examination cell conducts internal examinations held by the college at the end of term as prescribed in the curriculum of admitted students of a particular academic year.

Examination cell helps in smooth conduction of internal examinations as per academic calendar. Examination cell cooperates the team allotted by the head of institute for conduction of external examinations.

Aim -

- To conduct internal examinations as per guidelines of NCISM, New Delhi and MUHS, Nashik
- To assist in conduction of external examinations of MUHS, Nashik

Objective -

- To conduct the Internal (Theory & Practical) Examinations for UG programme as per curriculum of admitted students of a particular academic year.
- To prepare Time Table for internal examinations in advance and inform the students about the same.
- To coordinate with concerned departments regarding timely syllabus notice and question paper preparation.
- To monitor proper sitting arrangement.
- To collect all the supporting documents required.





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To redress the grievances/ complaints of the students and staff concerning exam-related issues.

Composition of exam cell:

1. Principal
2. Vice-principal
3. Exam cell in-charge
4. Exam cell Co-ordinator
5. Academic director
6. Academic coordinators of all professional years

Roles and responsibility:

Designation	Responsibility
Principal	- To monitor work of exam cell. - Grievance redressal regarding examinations.
Vice-principal	- To monitor work of exam cell. - Grievance redressal regarding examinations.
Exam cell in-charge	- Policy decisions about organization and improvement regarding internal examinations. - Grievance redressal regarding examinations. - To analyse final year result. - To coordinate with academic director and coordinators.
Exam cell Co-ordinator	- To assist examination cell in-charge. - To maintain documentation for college administration and NAAC record.
Academic director	- To keep vigilance on all UG internal examinations conducted in all academic years. - To prepare internal examination timetables with the help of academic coordinators.





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Academic coordinators of all professional years	• To prepare schedule of termwise timetable of internal examination as per NCISM and MUHS norms. • To preserve internal assessment record (Markshits of all exams) of respective batches.
---	--

Procedure -

Continuous Internal Evaluation:

- The Exam Cell of the College has been established and is responsible for the fair conduction of the internal exams as per the University guidelines.
- It ensures that the internal exams are conducted in a transparent and fair manner for each professional year as per the University guidelines.
- Syllabus for Internal exams is informed to students well in advance by concern departments.
- Proposed dates of internal examinations of I to Final year BAMS are planned by the Exam Cell. The notice of timetable is displayed on notice board before sufficient duration for the information to students.
- Printed answer books are provided to students, to make students familiar with the university examination. The attendance report of the students appearing for the examination is prepared.
- Students may approach the exam cell for any queries regarding the exam.
- After the assessment of answer papers of internal examination by the respective faculty, a copy of the marklist is submitted to the respective academic coordinators. Final internal assessment mark sheet is submitted in the office & one copy should be submitted to Exam cell.
- Each department discusses the paper in the class during lecture and marks are shown to each student, Results are displayed on the notice board. If any discrepancy regarding questions or marks, the issue will be sorted by exam cell.





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- Evaluation of PG, Ph.D. and fellowship student's is done as per MUHS guidelines.

M.U.H.S. university exams

Our institute is an authorized exam centre for university examinations. These exams are conducted twice in a year (Summer & Winter). For this, required infrastructure with adequate number of classrooms & CCTV surveillance facilities are fulfilled as per MUHS norms.

For these examinations, centre observer is appointed completely by MUHS. Centre in charge and Internal Vigilance Squad are appointed by MUHS, which are nominated by the Principal of college. Which are nominated by Institute. Senior and Junior supervisors are appointed at institutional level. Exam cell cooperates and assists the above team in smooth conduction of university exams.

Mechanism to deal with examination-related grievances –

Exam cell will follow guidelines of MUHS to deal with grievances related to internal examinations.

Grievances related to college examination

- Following incidences will be considered as grievances related to internal examinations.

These grievances will be solved by College examination cell.

- Asking questions out of syllabus,
- Damaging answer sheets,
- Improper mark distributions,
- Wrong marking,
- Leaving unassessed answers,
- Unfair means by student and supervisor

- **Method of registration/ filing a complaint:**

The teacher or student has to report the complaints in written form to the exam cell in-charge. The exam cell in-charge informs the other committee members. Meeting of all the members of exam cell will be conducted in seven working days.

After the discussion & grievance redressal, a report of that grievance is prepared & preserved by the exam cell. After taking all necessary action complainant is informed about his complaint redressal.





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Grievances related to university examination

- As our institute works as an exam centre for university exams, Grievance of university exams are handled by the appointed faculty members by the university & institute such as Centre in charge, Junior supervisor, Internal vigilance squad & Centre observer. All these members work as per the SOP provided by the university.
- Grievances raised by the college students regarding marks/grades (Result) of University examinations are forwarded to the university through proper channels in a transparent manner. Further instructions from university are followed by the institute.
- If students are not satisfied with marks they can apply for verification/retotalling of marks of theory, practical & oral, and /or photostate copies of answer books and/or mark slips as per guidelines of M.U.H.S.

Frequency of Meeting:

- Regular meeting is conducted once a year.
- Meetings will be conducted in case of grievance redressal as and when necessary.




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Exam Cell Committee for The Academic Year 2022-23

No.	Name of the Member	Designation	Mob. No.
1.	Dr. Patil Ragini R(Principal)	Chairman	9422300242
2.	Dr. Bobade Rajkumar B (Vice Principal)	Member	9403928005
3.	Dr. Jadhav Anjali ((Professor & HOD Prasuti & Streeroga Department))	Exam cell In-charge	9284165929
4.	Dr. Singh Satyendrakumar (Associate Professor, Rognidana & Vikriti Vigyan Department)	Exam cell Co-ordinator	8888080218
5.	Dr. Milind Mokashi (Rognidana & Vikriti Vigyan Department)	Academic director	9028688982
6.	Mrs. Dhamdhare Swati (Associate Professor Samhita Department)	Academic coordinator of 4 th Professional BAMS	9767500255
7.	Dr. Jadhav Mayura (Assistant Professor, Panchakarma Department)	Academic observer of 4 th Professional BAMS	7276866831
8.	Dr. Manore Deepali J (Associate Professor SwasthvrittaDept)	Academic coordinator of 3 rd Professional BAMS	9881650526
9.	Dr. Divyashree K. S. (Assistant Professor Samhita Department)	Academic coordinator of 2 nd professional BAMS	9518589780
10	Dr. Bhanage Manisha (Assistant Professor Rachana Sharir Department)	Academic coordinator of 1 st professional BAMS	9130099663





Strategic Plan of Placement Cell

Introduction:

Placement cell organizes on campus and off campus recruitments for in need and eligible BAMS pass out doctors. Preparation of campus interview, Pre placement activity and career counselling programme are organized by Placement cell.

Placement cell has Coordinator and Student representative of every final year batch (UG) and for PG information, guidance of PG academic director is taken. Placement cell works under the guidance of Principal Dr. Mrs. Ragini Patil.

Aim: To encourage students for pre placement activities and to give opportunities for placement in different health sectors.

Objectives:

1. To organize the Pre placement activities for the students.
2. To conduct career counselling program.
3. To build up personality development skills in students.
4. To create awareness regarding the opportunities available for BAMS, PG (MD/MS Ayurveda) graduates.

The committee comprises of members from CARC. The composition of committee is as follows;

Sr. No.	Name	Designation	Assigned Work
1.	Dr. Ragini Patil (Principal)	Chairman	Guidance.
2.	Dr. Rajkumar Bobade	Secretary	To supervise all placement cell related work.
3.	Dr. Vijaya Nyahalse	Coordinator	To Coordinate all placement cell work.
4.	Student from last year batch	Student representative (Placement)	To coordinate with their batch for vacancy notice and self-employment.





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Mechanism:

1. Placement cell conducts Career counselling program for all UG and PG students, to make them aware about the opportunities available after BAMS and MD/MS Ayurveda.
2. Placement cell organizes 'Pre placement activity' in Internship Orientation Program every year.
3. Placement cell collects information of every final year student every year.
4. Campus interview is organized as per vacancy created by respective recruiters.
5. Placement cell collects information for self-employment and Placed details from UG and PG pass out students every year.

Our recruiters; (Approximately 5)

- BVG India LTD
- Jiva Ayurved Pharmacy
- MD India
- Aditya Birla hospital, Pune.
- Nuclius health Pvt Ltd.

Student Placement Representative list;

Sr. No.	Name of the student	Batch	Contact Number
1	Dr. Sayali Gawade	2017-18	9130356672
2	Dr. Swapnil Chaudhari	2018-19	9665449765
3	Dr. Gargi Vaidya	2019-20	9822646844
4	Dr. Sanika Virkar	2020-21	9766748441
5	Dr. Ashish Phalake	2021-22	8446517435
6	Dr. Rutwik Shendge	2022-23	7020478708



Hak
Principal
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STRATEGIC PLAN OF NATIONAL SERVICE SCHEME UNIT (N.S.S.)

Introduction: -

The overall aim of National Service Scheme is to give an extension dimension to the higher education system and orient the student youth to community service while they are studying in educational institution. The educated youth who are expected to take the reins of administration in future are found to be unaware of the problems of the village/slums community and in certain cases are indifferent towards their problems. Therefore, it is necessary to arouse the social conscience of the students, and to provide them an opportunity to work with the people in the villages and slums. It is felt that their interaction with common villagers and slum dwellers will expose them to the realities of life and bring about a change in their social perception.

AIM-

Goal of N.S.S. Education through Community Service and Community Service through Education.

Motto of N.S.S.

- Not Me But You

OBJECTIVES

The broad objectives of NSS are to:

- 1) Understand the community in which they work
- 2) Understand themselves in their community.
- 3) Identify the needs and problems of the community and involve them in problem solving progress.
- 4) Develop among themselves a sense of social and civic responsibility.
- 5) Develop competence required for group living and sharing of responsibilities.
- 6) Gain skills in mobilizing community participation.
- 7) Acquire leadership qualities and democratic attitude.
- 8) Develop capacity to meet emergencies and natural disasters





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9) Practice National integration and social harmony.

CONSTITUTION-

Sr. No	Name	Designation
01	Dr. Mrs. Ragini R. Patil (Principal, Professor & H.O.D. Rognidan)	Chairman
02	Dr. Rajkumar B. Bobade, Vice Principal, Professor & H.O.D. Swasthavritta	Co- Chairman
03	Dr. Rajesh Mhaske, Asso. Professor, Rognidan Department	N.S.S. Programme Officer

Meetings-

N.S.S. unit is running all the activities denoted by MUHS, State Government, Central Government & UGC timely.

To monitor & review the N.S.S. activities and for improvement, a yearly meeting with Hon. Chairman & Hon. Vice chairman will be held.

IMPORTANT PARTICULARS ABOUT N.S.S.

- 1) Meaning of N.S.S.
 - National Service Scheme
- 2) Nature of N.S.S.
 - Social service a scheme for students sponsored by Ministry of Youth Affairs & Sports. Government of India for the under-graduate students.
- 3) Birth of N.S.S.
 - September 1969 during Gandhi Centenary year and during 4th five-year plan 1969-74
- 4) Motto of N.S.S.
 - Not Me But You
- 5) Goal of N.S.S.
 - Education through Community Service and Community Service through Education.





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6) N.S.S. Volunteers

- Under graduate students, Boys and Girls.

7) Obligation of N.S.S. Volunteers

- To work for two continued years along with their studies, putting in 120 hours service each year and participating in one special camping programme.

8) Pride of N.S.S. volunteers

- 10 additional marks will be given for the 240 hrs of NSS activity and 1 special camp at the final year.

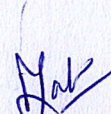
9) NSS Programme officer at college level

- The college should appoint a teacher as a Programme Officer for NSS.

10) Enrolment of students

- Each year half of the volunteers were released after completing their 240 hrs of working with NSS i.e. 2 yrs., and the same number of students were enrolled in NSS.
- Students were asked to fill a NSS enrolment form to get enrolled in N.S.S. Selection done on the basis that to maintain equal number of boys and girls & category wise selection by scrutinizing the received forms.




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