

Jayawant Shikshan Prasarak Mandal's  
**Rajarshi Shahu College of Pharmacy and  
Research**

Survey No.80, Pune-Mumbai Bypass Highway, Tathawade, Pune- 411 033



## **RULES AND REGULATIONS**

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## **I. VISION, MISSION, CORE VALUES**

JSPM'S Rajarshi Shahu College of Pharmacy & Research, Wagholi, Pune is established in 2006 by great visionary Hon'ble Prof. T. J. Sawant, Founder Secretary, Jayawant Shikshan Prasarak Mandal, in Pune with the objective to provide professional competent pharmacists. The college is affiliated to Savitribai Phule Pune University and approved by Pharmacy Council of India (PCI) and recognized by Government of Maharashtra. Within a short span the institute has emerged as a center of excellence in the field of pharmacy education. The college offers Undergraduate program (B. Pharm) with intake capacity of 100 and post graduate program (M. Pharm) in Pharmaceutics and Pharmaceutical Quality Assurance with intake capacity of 15.

### **VISION**

“To be a premier institution in the field of pharmaceutical education, research and healthcare for the betterment of society”

### **MISSION**

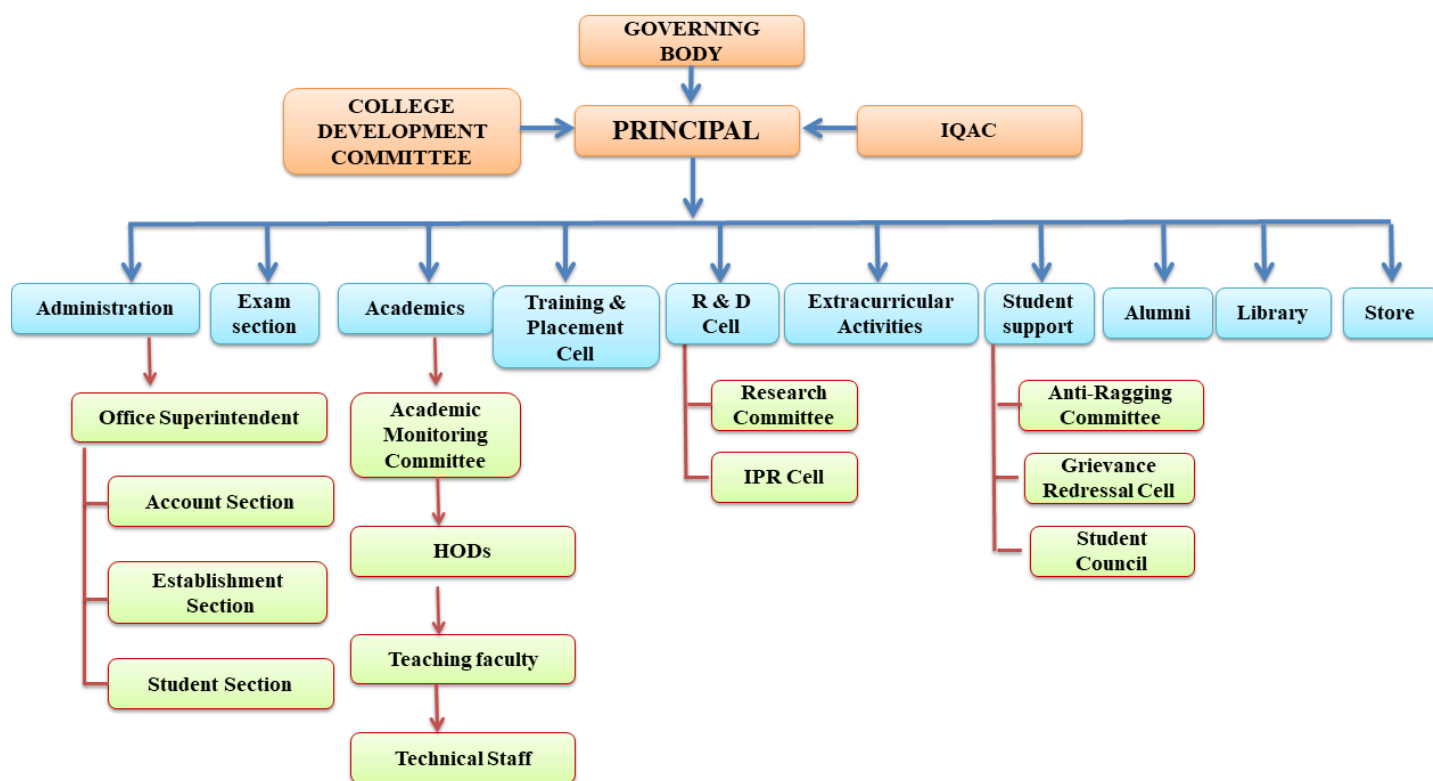
“To provide, nurture and maintain conducive environment for academic excellence, research and entrepreneurship to prepare competent, ethical and socially responsible pharmacy professionals”

### **CORE VALUES**

- ❖ Excellence & Integrity- We strive for excellence and integrity in everything we do.
- ❖ Student Focus- We are committed to fostering the professional and personal growth of all the students by promoting life-long learning and leadership development.

- ❖ Diversity - We seek and respect a diversity of background and opinion among our students, faculty and staff, and deal with all members of our organization fairly and ethically.
- ❖ Ethics- We are committed to the highest standards of Honesty, Fairness, Respect and professional Ethics.
- ❖ Teamwork- We supports our students, Staff and faculty by creating a collegial and positive environment for learning and working.
- ❖ Social responsibly- We are focused on promoting the sense of social responsibility in students by involving them in various social/Healthcare activities.

## II. ORGANISATION STUCTURE



ORGANOGRAM OF JSPM's RAJARSHI SHAHU COLLEGE OF PHARMACY & RESEARCH, PUNE

**III. GOVERNING BODY**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Hon'ble Dr. T. J. Sawant, Founder Secretary, JSPM	Chairman
2	Dr. P. P. Vitkar, Executive Director, JSPM	Member
3	Dr. R. S. Joshi, Director, JSPM	Member
4	Prof. K. N. Barbole, Director Academics, JSPM	Member
5	Mr. S. L. Bhilare, Director, Tathawade Campus, JSPM	Member
6	Nominee of AICTE (Ex-officio)Savitribai Phule Pune University (Awaited)	Member
7	Mr. Ravi Sawant, Educationist	Member
8	Nominee University	Member
9	Nominee of State Government (DTE)	Member
10	Ms. Devika Tilekar	Member
11	Dr. K. R. Khandelwal, Principal, RSCOPR	Member Secretary
12	Dr. (Mrs.) A. P. Pandit, Professor, RSCOPR	Member
13	Ms. P. J. Rodge, Assistant Professor, RSCOPR	Member

**IV. COLLEGE DEVELOPMENT COMMITTEE**

<b>S. No.</b>	<b>Name</b>	<b>Designation</b>
1	Hon'ble Dr. T. J. Sawant	Chairman
2	Dr. Ravi Joshi	Member
3	Prof. Anil N. Tankar	Member
4	Dr. Ashlesh P. Pandit	Member
5	Prof. Nilima Chaudhari	Member
6	Prof. Priya Rodge	Member
7	Mrs. Kanchan Halgekar	Member
8	Mrs. Devika Tilekar	Member
9	Dr. Rahul Bhadre	Member
10	Dr. Pradeep Nalawade	Member
11	Mr. Akshay Nahar	Member
12	Dr. Ujjwala Kandekar	Member
13	Mr. Sumedh Thanambir	Member
14	Ms. Asmita Wadekar	Member
15	Dr. K. R. Khandelwal	Member Secretary

**V. INTERNAL QUALITY ASSURANCE CELL**

<b>Sr. No.</b>	<b>Name of the member</b>	<b>Designation</b>
1.	Dr. K. R. Khandelwal	Chairperson (Head of the Institution)
2.	Prof. Sudhir Bhilare	Asst. Executive Director (Member from Management)
3.	Prof. Anil Tankar	Vice Principal
4.	Dr. Prashant Ghode	Teacher
5.	Dr. Ashlesha Pandit	Teacher
6.	Prof. Priya Rodge	Teacher
7.	Prof. Asawari Pachauri	Teacher
8.	Prof. Nilima Chaudhari	Teacher
9.	Prof. Suvarna Vanjari	Teacher
10.	Ms. Kanchan Halgekar	Senior Administrative Officer
11.	Dr. K.P. Bhadane	Member from local Society
12.	Mr. Ashish Tiwari	Student
13.	Mr. Kiran Pokharkar	Alumnus
14.	Mr. Suhas Wawale	Employer
15.	Dr. Rahul Bhadre	Industrialist
16.	Mrs. Aruna Vidhate	Parent
17.	Dr. Ujjwala Kandekar	Coordinator



**VI. FUNCTIONS AND RESPONSIBILITIES**

<b>Role</b>	<b>Responsibilities</b>
<b>GB</b>	<ul style="list-style-type: none"> <li>❖ To set the strategic direction, vision and ethos of the institute.</li> <li>❖ To monitor and challenge the progress of the institute in achieving its priorities</li> <li>❖ To recruit and manage the teaching and non-teaching staff.</li> <li>❖ To exercise employer responsibility</li> <li>❖ To ensure the institute to meet its statutory responsibilities</li> <li>❖ To ensure financial probity</li> <li>❖ To ensure the premises are well managed and report to the institute's stakeholders.</li> </ul>
<b>CDC</b>	<ul style="list-style-type: none"> <li>❖ To prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable college to foster excellence in curricular, co-curricular and extra-curricular activities</li> <li>❖ To decide about the overall teaching programmes or annual calendar of the college</li> <li>❖ To recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts</li> <li>❖ To take review of the self-financing courses in the college, if any, and make recommendations for their improvement</li> <li>❖ To make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college</li> <li>❖ To make specific recommendations to the management to foster academic collaborations to strengthen teaching and research</li> <li>❖ To make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process</li> <li>❖ To make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college</li> <li>❖ To prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval</li> <li>❖ To formulate proposals of new expenditure not provided for in the</li> </ul>

	<p>annual financial estimates (budget)</p> <ul style="list-style-type: none"><li>❖ To make recommendations regarding the students' and employees' welfare activities in the college or institution</li><li>❖ To discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations</li><li>❖ To frame suitable admissions procedure for different programmes by following the statutory norms</li><li>❖ To plan major annual events in the college, such as annual day, sports events, cultural events, etc.</li><li>❖ To recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution</li><li>❖ To consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc.</li><li>❖ To recommend the distribution of different prizes, medals and awards to the students.</li><li>❖ To prepare the annual report on the work done by committee for the year ending on the 30<sup>th</sup> June and submit the same to the management of such college and the university</li><li>❖ To perform such other duties and exercise such other powers as may be entrusted by the management and the university.</li></ul>
<b>IQAC</b>	<ul style="list-style-type: none"><li>❖ Development and application of quality Initiatives/parameters for various academic and administrative activities of the institution.</li><li>❖ Facilitating the creation of a student-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.</li><li>❖ Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes.</li><li>❖ Dissemination of information on various quality parameters of higher education.</li><li>❖ Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.</li><li>❖ Documentation of the various programmes/activities leading to quality improvement.</li><li>❖ Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices.</li></ul>

	<ul style="list-style-type: none"><li>❖ Development and maintenance of institutional database for the purpose of maintaining /enhancing the institutional quality.</li><li>❖ Development of Quality Culture in the institution.</li><li>❖ Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC.</li></ul>
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## VIII. ADMINISTRATIVE RULES AND REGULATIONS

### 1. RECRUITMENT

#### 1.1. Eligibility Criterion:

- a. As per All India Council for Technical Education, New Delhi, Regulation, 2010 (vide Notification F.No.37-3/Legal/2010, dated 05.03.2010) on minimum qualifications for appointment of Teachers and other Academic Staff.
- b. As per Faculty Norms prescribed by Pharmacy Council of India.

#### 1.1.1. Teaching Staff

##### Faculty Norms Prescribed by AICTE

- i. There shall be only three designations in respect of teachers in Universities and colleges, namely, Assistant Professors, Associate Professors and Professors.
- ii. No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- iii. Faculty designated as Professors as on 05.03.2010 shall continue as Professors.
- iv. The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2.

#### B.Pharmacy

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Pharmacy	Assistant Professor	Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD	Minimum of 5 years experience in teaching /research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional

		or equivalent, in appropriate discipline. Post Ph.D. publications and guiding Ph.D. students is highly desirable.	Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that is for the post of Associate Professor, applicable. Post Ph.D. publications and guiding PhD students is highly desirable.	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry. In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee. If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.

### **M.Pharmacy**

Faculty required 1:10 (Teacher : student ratio)

Cadre ratio 1:2 (Professor: Associate / Assistant Professor)

Qualifications as prescribed above

**1.1.2. LIBRARIAN**

<b>Sr. No.</b>	<b>Cadre</b>	<b>Qualification</b>	<b>Experience</b>
1	Librarian	Master's degree in Library science/information science/ Documentation of and equivalent professional degree with at least 55% marks or its equivalent CGPA and consistently good academic record.  Qualifying in the national level test conducted for the purpose by the UGC or any other agency approved by the UGC or who are or have been awarded Ph.D. Degree	No minimum Experience requirement

**1.1.3. Administrative/Non-Teaching Staff:**

**Norms Prescribed by PCI**

**1.2. Selection Procedure**

The Selection Committee, selection process and mode of appointment of principals and teachers shall be as per the guidelines, directions of the Savitribai Phule Pune University.

**A. Appointment of Principal:**

- i. Principal of the College may be appointed from amongst the teachers of the College or by direct recruitment through selection, and this post shall be considered as non-vacation post.
- ii. The appointment of Principal of the College shall be made by the Competent Authority on the recommendations of the Selection Committee constituted by Savitribai Phule Pune University. The recommendation of the Selection Committee shall be subject to the approval of the Vice-Chancellor. If the Vice-Chancellor does not approve the decision of the Selection Committee, he shall record his reasons in writing thereof and return it to the Selection Committee for reconsideration. After reconsideration, if the Selection Committee desires to pursue its original proposal, it shall refer the matter again to the Vice-Chancellor for his decision, which shall be final.

- iii.** **a.** The Principal who desires to relinquish his post, for personal or other reasons, shall give six months' notice and in lieu thereof six months' total salary to the Competent Authority. If he so desires within first two years of his appointment, the period of notice shall be three months and in lieu thereof he shall pay three months' total salary. He shall ordinarily not give such notice terminating the notice period in the middle of the term. The Competent Authority may waive the notice period.
- b.** The Principal who is selected from amongst the teachers or by direct recruitment and desires to relinquish the post within the first two years of his appointment as Principal, shall do so by giving three months' notice or three-months' salary in lieu thereof and shall have an option to go back to post in the department which he represents. In case of the Principal who is appointed from amongst the teachers of the same college, on going back to his original post, his pay as a teacher shall be fixed in his original scale as if he had continued in the post. In the case of the Principal who was not a teacher of the college at the time of his appointment as Principal, his pay as a teacher shall be fixed in his previous scale as teacher as if he had continued in the post.
- iv.** In the event of the vacancy of the post of Principal, occurring due to illness, leave, retirement, leaving the service, or by any other reason, the current duties of the post of Principal, shall be assigned by the management of the College to the senior most teacher in the college in addition to his own duties as an alternate arrangement in respect of temporary vacancy, till the Principal resumes, and as an alternate arrangement in respect of permanent vacancy, till the post is filled in by, usual procedure.

**B. Appointment of Teachers:**

- a.** All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.
- b.** The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the College, Head of the

Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.

- c. The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.
- d. The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.
- e. The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts.

Provided that where the Appointing Authority proposes to make an appointment otherwise than in accordance with the order of merit arranged by the Selection Committee, it shall record its reasons in writing and refer back to the matter to the Selection Committee for reconsideration within fifteen days from the date of report. There after the decision of the Competent Authority, if approved by the Vice-Chancellor, shall be final.

Major steps in appointment are as follows:

- Approval of Teaching Posts by Savitribai Phule Pune University
- Advertisement for filling teaching positions in leading Newspapers.
- Scrutiny of applications received before last date mentioned in the advertisement
- Selection committee is constituted by the Savitribai Phule Pune University
- Fixing of schedule for conducting interview
- Intimation to candidates regarding date and time of interview
- Reporting of candidate and verification of certificates
- Interview conducted by Selection Committee constituted by Savitribai Phule Pune University
- Submission of selection committee recommendations to Savitribai Phule Pune University for approval



- Issue Appointment letter to the selected candidate
- Joining by selected candidate and inclusion of the candidate in regular muster roll.

**C. Filling in of Temporary Vacancy (Adhoc Appointment at institute level through local selection committee) :**

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy. If the vacancy exceeds a period of a term but does not exceed more than a year the vacancy will be filled in by the Appointing Authority on the recommendations of the Local Selection Committee.

Major steps in appointment are as follows:

- Advertisement of teaching positions in leading Newspapers
- Scrutiny of applications received before last date mentioned in the advertisement
- Fixing of schedule for conduct of interview
- Intimation to candidates regarding date and time of interview
- Reporting of candidate and verification of certificates
- Interview by local selection committee
- Submission of local selection committee recommendations to Savitribai Phule Pune University for approval (for one academic year)
- Issue appointment letter to the selected candidate.

**D. Reservation of Posts:** The college shall reserve the posts out of the total number of posts to be filled in by selection, for the members of the reserved categories as Scheduled Castes, Scheduled Tribes, Denotified Tribe and Nomedic Tribes.

## **2. SERVICE RULES AND REGULATIONS**

### **2.1. Service Conditions including promotion policy**

- A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).

- Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.
- The pay of Principal/Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE  
Principal 37000-67000 AGP 10000, plus a special allowance of Rs. 3000 per month  
Professor 37400-67000 AGP 10000.  
Associate Professor 37400- 67000 AGP 9000  
Assistant Professor 15600-39100 AGP 6000, 7000 & 8000
- The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.
- The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply.
- The Management may however make ad-hoc appointments in Specific cases or recruit by deputation. No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

## **2.2. Probation policy**

- The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.
- Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.

- If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment. Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

### **2.3. Service Book**

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University /College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained.

### **2.4. Assessment of Teachers Work**

In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year.

In addition, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:

- a. For evaluation of six monthly report during the period of probation.
- b. For confirmation in service.
- c. For Assessment at the time of crossing Assessment Bar in 2[pay scales.]
- d. For consideration at the time of interview for a higher post.
- e. Once every three years for determining whether the teacher continues to take his work seriously.

### **2.5. Increment**

- Increments will be sanctioned only on satisfactory report of performance of the employee.
- An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

## **2.6. Promotion**

- i. Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- ii. Other things being equal, seniority will be the deciding criterion.

## **2.7. Seniority of Teachers**

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

- Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College/Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.
- The Head of the University Department/Principal of the College/Head of the Recognized Institution shall be considered senior to other teachers only for the period during which he holds the said post.
- As between the permanent teacher and the temporary teacher, the permanent teacher shall be considered senior irrespective of the length of service.
- The teacher appointed on probation in a permanent vacancy shall be treated as senior to one who is appointed on a temporary basis.

- Seniority among temporary teachers shall be determined on the basis of their dates of joining duties and length of service.
- Notwithstanding anything contained in the aforesaid clauses of the Statute, a Professor shall always be considered senior to an Associate Professor, an Associate Professor senior to an Assistant Professor.

### **2.8. Retirement Policy**

- An Employee of the institution shall be retired on superannuation when he/she attain the age of 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of sixty (60) years for reasons of inefficiency, ill-health and the like.
- However, this rule does not apply to those who are appointed on contract basis for whom the management will decide the renewal of contract for a further duration.

### **2.9. Resignation Policy**

- Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.
- Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months' salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Again, normally they will not be relieved in the middle of a semester.
- Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof. The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester. However, the management reserves the right to waive the notice period or the compensation thereof.

**2.10. Termination of Service of and Employee:**

- The Management reserves the right to terminate the service of any employee whether probationer or regular giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- The Management may terminate any faculty /staff whether temporary or permanent for the following causes such as incompetent or inefficient service, neglect of duty and physical or mental incapacity.
- In case of doubt or interpretation of rule, the decision of the President/Founder Secretary & Correspondent will be final.
- Not with standing said anywhere, any service rules, which involve financial commitments, will be subject to availability of funds and decision of the management will be final.
- The management subject to ratification of the governing council is the authority for introducing, repealing or amending any service rule it deems necessary for day to day administration of college.

**2.11. Code of Conduct:**

- An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.

- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.
- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

#### **2.12. Disciplinary Proceedings:**

No order imposing any punishment on a Member shall be imposed except after.

- i. The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.

- ii. No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

### **3. JOB RESPONSIBILITIES OF TEACHER:**

The job responsibilities as a faculty consist of four components viz.

- Academic activities
- Research & Consultancy
- Administration and
- Extension Services

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below.

#### **3.1. Academic Activities**

- i. Class Room Instructions
- ii. Laboratory Instructions
- iii. Curriculum Development
- iv. Development of Learning Resources Material & Laboratory Development
- v. Student Assessment & Evaluation including examination work of University
- vi. Participation in Co-curricular & Extra Curricular Activities
- vii. Students guidance & Counseling & helping their ethical, moral, and overall character development
- viii. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
- ix. Counting Education Activities



- x. Self development through upgrading qualification, experience and professional activities.

### **3.2. Research & Consultancy**

- i. Carry out Research & Development Activities and Research Guidance
- ii. Industry sponsored Projects
- iii. Provide Consultancy and Testing Services to industries in order to promote industry institution interaction and R & D.

### **3.3. Administration**

- i. Academic and Administrative management of the Department/Institution.
- ii. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
- iii. Design and development of new programs.
- iv. Preparing project proposals for funding in areas of R & D work.
- v. Laboratory Development, Modernizations, Expansion, etc.
- vi. Monitoring and Evaluation of Academic and research activities.
- vii. Participation in policy planning at the Regional/National level for development of technical education.
- viii. Helping mobilization of resources for the institution.
- ix. Develop, update and maintain MIS.
- x. Plan and implement Staff Development activities.
- xi. Conduct Performance Appraisal.
- xii. Maintain accountability.

### **3.4. Extension Services**

- i. Interaction with Industry and Society.
- ii. Participation in Community Services.
- iii. Providing R&D Support and consultancy services to industry and other User agencies,
- iv. Providing non-formal modes of education for the benefit of the Community.
- v. Promotion of entrepreneurship and job creation.
- vi. Dissemination of knowledge.

- vii. Providing technical support in areas of social relevance.
- viii. Any other relevant work assigned by the Head of the Institution.

### **3.4. Work Load**

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

- Principal: 4 hours/week
- Professor: 8 - 10 hours/week.
- Associate Professor: 12 - 14 hours/week.
- Assistant Professor: 16 - 18 hours/week.

### **3.5. Teaching Days**

The college shall have at least 180 full teaching day per year or 90 full teaching days per semester. Teaching days here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

## **4. LEAVE RULES**

### **4.1. Casual Leave:**

- a) The teacher shall be entitled to 15 days casual leave in an academic year.
- b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.
- c) The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix sundays/holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

### **4.2. Special leave:**

- a) The teacher attending the meeting/conference/seminar/any other non-remunerative official business of the University/College/Institution provided prior sanction is obtained thereof shall be treated on duty.
- b) The teacher attending such business of other University/Central or State Government Bodies/Other Statutory Bodies in India/College/Institution shall be entitled to special

leave not exceeding 15 days in a year.

- c) The teacher attending the examination work of the University shall be treated to be on special leave.
- d) The teacher who is deputed/sponsored by the University/College/Institution for any special training/teaching/academic visit to other places of country /countries, or is to be away from his place of duty for work on behalf of UNESCO or similar other organisation or under Colombo Plan or Cultural Exchange Scheme or Collaboration Schemes or under similar schemes of the University Grants Commission or of Government of India or of the State Government or of similar other bodies, or has to attend national or inter-national conference, symposium or seminar on invitations from organizers of conference etc. shall be treated on special leave for the period of his absence from duty.

#### **4.3. Earned Leave:**

- a) The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.
- b) The teacher other than the one included in (a ) above shall be entitled to one twenty seventh of the period spent on duty and the period of earned leave as provided in the provision to S. 423 subject to his accumulation of maximum of 80 days. For this purpose the period of working days only shall be considered.

#### **4.4. Medical Leave:**

All the employees are entitled for **Ten Medical Leaves (ML)** in an academic year (1<sup>st</sup> July to 30th June).

- In case of **Medical Leave**, a medical certificate from Registered Medical Practitioner should be produced.
- In case of emergency, a special leave may be granted subject to the approval from Founder Secretary.
- In case of emergency / Medical Leave, the employee should inform to the Principal.

#### **4.5. Study Leave:**

- (a) The permanent whole-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave, together with leave due and admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution. If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.
- (b) The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.
- (c) The teacher may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.
- (d) In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.
- (e) The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.
- (f) The teacher availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave. After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favour of the University/College/Institution in the prescribed form.
- (g) The teacher who has been sanctioned study leave for his Doctorate, shall submit to the Registrar/Principal/Head of the Institution, six monthly reports of his progress in his studies through his supervisor/Head of the Institution. In case of others, teacher shall send the report of the work done by him directly to the Registrar/Principal/Head of Institution. The report shall reach the Registrar/Principal/Head of the Institution within one month of expiry of every six months of the study leave. If the report does not

reach the Registrar/ /Principal /Head of the Institution within the time specified, payment of study leave salary may be deferred till receipt of such report.

#### **4.6. Maternity Leave:**

- The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave, for a maximum period of 90 days, subject to production of Medical Certificate.
- In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.
- The teacher may prefix or suffix this leave to other leave to her credit.

#### **4.7. Vacation Leave:**

Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

#### **4.8. Permission/Movements**

Depending on urgency of the matter Principals/faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the competent authority.

Competent Authority:

- For Principal- Campus Director
- For all teaching faculty/Non-Teaching Staff- Principal/ Senior Faculty (in absence of principal)

