



**JSPM's**  
**Rajarshi Shahu College of Pharmacy and**  
**Research**

**Accredited NAAC with "A+" Grade)**

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# **INSTITUTE HANDBOOK**

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## **About the Institute**

Rajarshi Shahu College of Pharmacy & Research is one among the hallmark institutes of Pune, established in 2006 with the aim of providing quality education and excellence in the ever expanding horizon of pharmaceutical field. The institute is becoming an icon in the field of pharmacy education in the state of Maharashtra. It is nurtured and managed by Jayawant Shikshan Prasarak Manadal Trust. The Institute is approved by the Pharmacy Council of India (PCI), and is affiliated to Savitribai Phule Pune University (SPPU), Pune.

The institute offers UG (B. Pharmacy) and PG (M. Pharmacy) programmes in pharmacy. The institute is accredited by NAAC with A+ grade (CGPA=3.35 )

## **Vision**

To be a premier institute 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.

## **Quality Policy**

1. To provide quality pharmaceutical education that meets regulatory standards and nurtures competent healthcare professionals.
2. To promote a culture of academic excellence, research, and innovation among students and faculty.
3. To uphold ethical values, professional integrity, and social responsibility in all institutional activities.
4. To foster industry relevance and life-long learning to enhance employability and professional growth.
5. To ensure continuous improvement in teaching-learning processes through regular review and up-gradation.

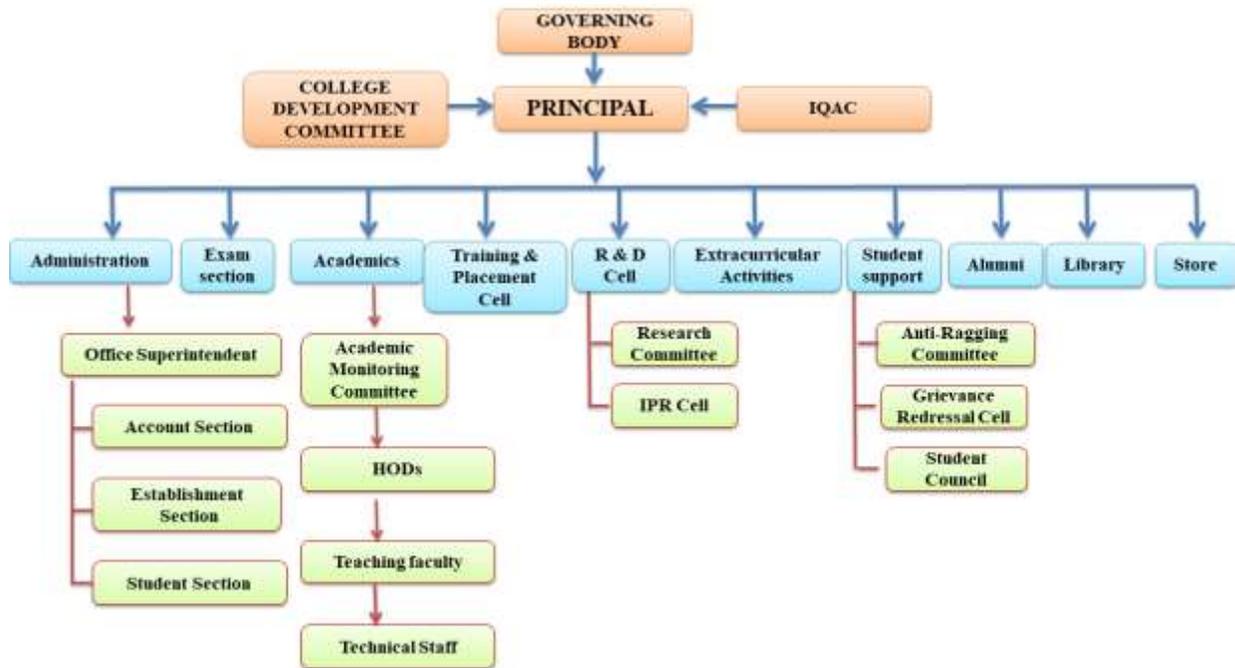
## **Definitions**

- Governing Body means the Governing Body of JSPMs Rajarshi Shahu College of Pharmacy & Research
- “Bye-Laws” mean the Bye-Laws of the JSPM Trust
- “Institute” means the JSPMs Rajarshi Shahu College of Pharmacy & Research
- “Society” means the trust by the name of JSPM (Jayawant Shikshan Prasarak Mandal).
- “Chairman” means the Chairman of the JSPM Society
- “Secretary” means the Secretary of the JSPM Society
- “Director/Director” means the Director of the Institute
- “Rules” means the rules of JSPMs Rajarshi Shahu College of Pharmacy
- “University” means the Savitribai Phule Pune University.

# PART A- GOVERNANACE

## Introduction

The institute is having well set decision making processes. The institute is having a well-structured Governing Body and College Development Committee (CDC). The Institute's function is based on the organizational chart shown in the following figure.



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

Decisions made by GB and CDC are disseminated by Principal to all the teaching and non-teaching staff members. Principal works with the four main sections i.e. office administration, academics, training & placement, Extra-curricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra-curricular activities, sports, magazines, NSS are looked after through students representatives and class representatives. Training and placement is independent department for placement activities. The office is administered through office superintendent for accounts and establishment sections.

## **GOVERNING BODY (GB)**

Jayawant Shikshan Prasarak Mandal's Rajarshi Shahu College of Pharmacy & Research (RSCOPR), Tathawade, Pune, has constituted Governing Body as per the UGC guidelines, having total thirteen members including the chairman and member-secretary. The constitution of governing body is as indicated below:

### **Governing Body of RSCOPR**

<b>Sr. No.</b>	<b>Name of the Member</b>	<b>Designation</b>
1.	Prof. 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)	Member
7.	Mr. Ravi Sawant, Educationist	Member
8.	Nominee of University	Member
9.	Nominee of State Government DTE (ex-officio)	Member
10.	Ms. Devika Tilkear, Educationist	Member
11.	Dr. K. R. Khandelwal, Principal, RSCOPR	Member-Secretary
12.	Dr. (Mrs.) A. P. Pandit, Associate Professor, RSCOPR	Member
13.	Ms. P. J. Rodge, Assistant Professor, RSCOPR	Member

### **Functions of the Governing Body:**

The Governing Body is the Supreme Body responsible for the management of the Institution. Its function shall include the following:

1. To recruit staff as per the norms of UGC and AICTE considering the natural growth of the existing courses.

2. To estimate the workload, approve the staffing pattern and create posts of both teaching and Non-Teaching (technical and administrative) for the institution.
3. To supervise the observance of service conditions of the staff as prescribed by the affiliating body/government.
4. To consider & rectify other matter in so far related to staff so as to enhance the academic atmosphere in the institution.
5. To recruit staff if any proposal for expansion of educational activities to be made to the council / government / Affiliating Body.

Apart from the approval & recommendations of the four sub-committees brought before the Governing Body for acceptance, the Governing body shall include the following functions:-

6. To consider & make provisions for meeting the general & specific conditions laid down by the council (AICTE), the state government and Affiliating Body & monitor the progress in fulfilling the conditions.
7. To consider the report of the principal on status of admissions.
8. To consider the report of the principal on the academic performance of the students.
9. To consider the proposals of the principal for improvement in academic perform of the staff.
10. To consider any proposal for expansion of educational activities to be made to the council / Government / Affiliating Body.

**Frequency of Meetings:** At least twice a year.

## COLLEGE DEVELOPMENT COMMITTEE

Jayawant Shikshan Prasarak Mandal Rajarshi Shahu College of Pharmacy & Research, Tathawade, Pune, has constituted College Development Committee as per Maharashtra Public University Act 2016 (Section 97 (1)), having total fifteen members including the chairman and member-secretary. The constitution of College Development Committee is as below:

### College Development Committee of RSCOPR

Sr. No.	Composition of College Development Committee as per Maharashtra Public University Act 2016 (Section 97 (1))	Designation	Members of CDC
1.	Chairperson of the Management or his nominee ex-officio chairperson	Chairman	Hon. Dr. T. J. Sawant
2.	Secretary of the Management or his nominee	Member	Dr. Ravi Joshi
3.	One Head of the Department (HOD), to be nominated by the Principal or Head of the Institution	Member	Prof. Anil N. Tankar
4.	Three teachers in the college or recognized institution, elected by the full time amongst themselves out of whom at least one shall be woman	Member	1) Dr. Ashlesha P. Pandit 2) Prof. Nilima Chaudhari 3) Prof. Priya Rodge
5.	One Non-Teaching employee, elected by regular non-teaching staff from amongst themselves	Member	Mrs. Kanchan Halgekar
6.	Four local members, nominated by the management in consultation with the Principal from the fields of education, industry, research and social service of whom at least one shall be alumnus	Member	1) Mrs. Devika Tilekar 2) Dr. Rahul Bhadre 3) Dr. Pradeep Nalawade 4) Mr. Akshay Nahar
7.	Coordinator -Internal Quality Assurance Committee of the college. (IQAC)	Member	Dr. Ujjwala Kandekar
8.	President and Secretary of the College Students Council	Member	Mr. Sumedh Thanambir Ms. Asmita Wadekar
9.	Principal of the college or head of institution	Member Secretary	Dr. K. R. Khandelwal

## **Functions and Responsibilities**

1. To prepare budget and financial statements.
2. To recommend the management the creation of teaching and other posts.
3. To determine the programme of instruction and internal evaluation and to discuss the progress of studies in the college.
4. To make recommendations to the management for the improvement of the standard of teaching in the college.
5. To formulate proposals of new expenditure not provided in the college budget.
6. To advise the Principal regarding intake capacity of various classes, preparation of time tables, distribution of the available teaching workload and such other matters related to the internal management of the college and discipline of the college students as may be referred to it by Principal from time to time.
7. To consider and make recommendations on the inspection report.
8. To consider and make recommendations on the report of local inquiry committee

**Frequency of Meetings:** At least twice a year.

## **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

The IQAC of the institution is reconstituted on 14/11/2024 as per the NAAC revised Accreditation Framework. The details of the cell constituted are as follows-

### **Internal Quality Assurance Cell of RSCOPR**

<b>Sr. No.</b>	<b>Name of Members</b>	<b>Designation</b>
1.	Dr. K. R. Khandelwal	Chairperson (Head of the Institution)
2.	Prof. Sudhir Bhilare	Member from Management
3.	Prof. Anil Tankar	Teacher Representative
4.	Dr. Atul Sayare	Teacher Representative
5.	Dr. Ashlesha Pandit	Teacher Representative
6.	Prof. Priya Rodge	Teacher Representative
7.	Prof. Asawari Pachauri	Teacher Representative
8.	Prof. Nilima Chaudhari	Teacher Representative
9.	Dr. Suvarna Vanjari	Teacher Representative
10.	Ms. Kanchan Halgekar	Senior Administrative Officer
11.	Ms. Kavita Jadhav	Administrative Officer
12.	Dr. Avinash Tekade	Academic Expert
13.	Dr. K.P. Bhadane	Member from local Society
14.	Ms. Madhura Deshmukh	Student
15.	Mr. Kushal Kalate	Alumnus
16.	Mr. Suhas Wawale	Employer
17.	Dr. Rahul Bhadre	Industrialist
18.	Dr. Ujjwala Kandekar	Coordinator

## **Functions and Responsibilities**

1. Development and application of quality benchmarks/parameters for various academic and administrative activities of the college and carry out the gap analysis.
2. Direct & Indirect Attainment of benchmarks for various programmes/courses.
3. Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process carrying out periodic check of course outcome attainment and action taken from each faculty and its mapping on to POs, PEOs for attainment purpose.
4. Develop Metrics and Evaluation for stakeholders' feedback, Analysis & Measures.
5. Organize workshops, seminars, conferences, symposiums, and development programmes for both faculty and students.
6. Encourage student and faculty participation in workshops, seminars, conferences, symposiums, and development programmes.
7. Documentation of impact of various programmes attended and organised both by the student and faculty members leading to quality improvement;
8. Encourage & involve both students and faculty members in IndustryInstitute-Interaction programmes, Innovation and Incubation, in research and Development, professional development, Extension and Outreach association activities.
9. Dissemination of information on various quality parameters of higher education;
10. Documentation of the various programmes/activities leading to quality improvement;
11. Development of Quality Culture in the institution along with the stakeholders of institution;
12. Acting as a nodal agency of the Institution for coordinating quality related activities, including adoption and dissemination of best practices;
13. Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality;
14. Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC & upload on website as on when required.

**Frequency of Meetings:** At least once every quarter (every three months).

### **ACADEMIC PROGRAM COMMITTEE (B. PHARM.)**

<b>Sr. No.</b>	<b>Name of the member</b>	<b>Designation</b>	<b>Position</b>
<b>A.</b>	<b>Academic Program Committee</b>		
1.	Dr. K. R. Khandelwal	Principal	Chairperson
2.	Dr. Priya Rodge	Academic Incharge -UG	Member
3.	Ms. Nilima Chaudhari	Faculty	Member
4.	Dr. Rajendra Patil	Faculty	Member
5.	Prof. Anil Tankar	Faculty	Member
6.	Ms. Vrushali Kakad	Faculty	Member
7.	To be nominated	Student FY Div A	Member
8.	To be nominated	Student FY Div B	Member
9.	Miss. Madhura Deshmukh	Student SY Div A	Member
10.	Miss. Khushi Mishra	Student SY Div B	Member
11.	Mr. Suresh Chaudhari	Student TY Div A	Member
12.	Mr. Nikhil Patil	Student TY Div B	Member
13.	Miss. Namrata Thawal	Student Final Year	Member

### **ACADEMIC PROGRAM COMMITTEE (M. PHARM.)**

<b>Sr. No.</b>	<b>Name of the member</b>	<b>Designation</b>	<b>Position</b>
1.	Dr. K. R. Khandelwal	Principal	Head of the Institute
2.	Dr. (Mrs.) Ashlesha Pandit	Professor	Chairperson
3.	Dr. Atul Sayare	Professor (Pharm. QA)	Member

4.	Dr. Ujjwala Kandekar	Professor (P'ceutics)	Member
5.	Mr. Om Sushil Paul	Student Representative (FY M. Pharm. P'ceutics)	Member
6.	Ms. Komal Gavali	Student Representative (FY M. Pharm. PQA)	Member
7.	Mr. Shubham Mahadik	Student Representative (SY M. Pharm. P'ceutics)	Member
8.	Ms. Dhanita Jadhav	Student Representative (SY M. Pharm. PQA)	Member

#### **Duties of the Programme Committee:**

1. Periodically reviewing the progress of the classes.
2. Discussing the problems concerning curriculum, syllabus and the conduct of classes.
3. Discussing with the course teachers on the nature and scope of assessment for the course and the same shall be announced to the students at the beginning of respective semesters.
4. Communicating its recommendation to the Head of the institution on academic matters.
5. The Programme Committee shall meet at least twice in a semester preferably at the end of each sessional exam and before the end semester exam.

## **GRIEVANCE REDRESSAL**

College has established Grievance Redressal Cell as per the norms and guidelines laid down by AICTE Letter No. 1-101/DPG/AICTE/Ombudsman/2012 dated 9 July 2012 and University Grants Commission (UGC) (Ref: The Gazette of India, 23 March 2013). The cell works meticulously to address the grievances/complaints of students, staff and faculty. As per UGC guidelines, Principal is the chairman of grievance redressal cell and Principal formulates a Grievance Redressal Cell for its smooth functioning. The committee designs and frames its policies and mechanism of function and the committee functions according to its policies which are also flashed on college website to solve complaints of students, faculty, staff and parents. The committee members are nominated by the principal of the college. The mechanism and constitution of grievance redressal cell is given below.

### **Mechanism of Grievance Redressal Cell**

Considering broadly, grievances may be of two types

1. Academic: related to attendance, charging of fees, assessment, conduct of examination, syllabus completion, teaching methodologies etc.
2. Non-academic: harassment by colleague, peer pressure, classroom management, facilities available and its utilization etc.

It has been decided to keep grievance redressal box in front of administrative office.

The grievance redressal box is opened every month to collect and resolve the complaints. The complaints may be written or communicated by email.

The complainants shall be summoned to hear the complaints if required.

1. After hearing the complaints the committee shall take appropriate and amicable decision and subsequently the decision is communicated to complainant.
2. If the complainant is not satisfied with the decision of the committee, then complainant can make appeal before the chairman of management.
3. All the decisions taken by the committee will be rational and amicable to resolve the complaints of the aggrieved.
4. If the complaint is of serious nature and beyond the ambit of the committee then decision will be taken to forward the complaints before the competent authority.

### Grievance Redressal Cell of RSCOPR

Sr. No.	Name of Faculty	Designation	Contact Number
1.	Dr. K. R. Khandelwal	Chairperson (Principal)	9822037623
2.	Dr. Suvarna S. Vanjari	Member, Coordinator (Faculty)	9850092249
3.	Dr. Priya J. Rodge	Member (Faculty)	9764317724
4.	Dr. Nilima Chaudhari	Member (Faculty)	9552475577
5.	Ms. Vaishali Randive	Member (Librarian)	9552520615
6.	Manasi Kamble	Member, Student representative	8605720507
7.	Rushikesh Jadhav	Member, Student representative	8767196608

### Internal Complaint Committee (ICC)

The college has established Internal Complaint Committee to resolve and monitor the complaints related to gender sensitization, prevention and prohibition of sexual harassment of women employees and students and redressal of grievances. The committee is constituted as per the Section 4 of All India Council for Technical Education Regulations, 2016 vide No F. AICTE/WH/2016/01 dated 10<sup>th</sup> June, 2016.

### Internal Complaint Committee (ICC) of RSCOPR

Sr. No.	Name of Faculty	Designation	Contact Number
1	Dr. Suvarna S. Vanjari	Chairperson	9850092249
2	Dr. Ujjawala Kandekar	Member	9822920236
3	Prof. Swati Kshirsagar	Member	8888540908
4	Prof. Nilima Chaudhary	Member	9552475577
5	Ms. Kanchan Halgekar	Member	9730316495
6	Ms. Kavita Jadhav	Member	8308806087
7	Ms. Pranjal Vidhate	Member	9022707841
8	Ms. Nikita patil	Member	7602774386
9	Ms. Dangare Neha	Member	7028846738

The internal complaint committee functions as per the norms and regulations of AICTE and also in accordance with rules and recommendations of Hon. Supreme Court of India and Government of Maharashtra. The committee conducts periodic meetings in order to assess and evaluate the complaints/grievances of woman including teaching and non-teaching, faculty and girl students. The committee has set mechanism for its functioning to fulfill the obligations. A brief mechanism of committee is stated as under.

**Complaint procedure:**

A complaint box has been kept in the library for collecting the complaints. Any women or girl student who wants to file a complaint can do by either sending an email to members of the committee or file written or signed complaint addressed to the chairperson of the committee. In case of sexual harassment the complaint shall include the specific nature of the incident, date and the place of the incident, name of all parties involved as well as a detailed report of all pertinent facts.

A member who feels that he or she has been harassed can strongly urge to bring the subject immediately to the attention of a member of the steering committee. Inquiries and/or complaints will be investigated as quickly as possible. Any investigation will be conducted in confidential manner with a thorough investigation of the complaints.

**Complaint and redressal mechanism:**

The complaint box shall be opened every month to collect and sort out the complaints. The complainant shall be summoned to hear complaints if necessary. Complaint of harassment will be promptly and carefully investigated and investigation will include interview with all concern persons including the accused and other potential witness in the case of sexual harassment and decision on grievances to be taken fairly.

After hearing of complaint the committee shall take appropriate decision and then same is communicated to the complainant if required. Any complainant filing genuine harassment complaint shall be protected from reprisal or retaliation as a result of filling the complaint. Investigators will make every effort to strike a balance between the parties' desire for privacy and the need to conduct a fair and effective investigation.

- If the complainant is not satisfied with the decision of the committee then

she/he can make appeal before the campus coordinator.

- Internal complaint committee shall take rational decision to discharge its duties/responsibilities for a smooth and efficient functioning of the college and to monitor overall discipline.

### 1. Anti-ragging Committee

In compliance to the notification issued by AICTE dated 1/7/2009 and UCG regulation curbing the menace of ragging in higher educational institution 2009 ref no. F,1-16/2007 (CPP -II) dated 17/6 /2009 the college has constituted anti-ragging cell to curb the act of ragging in the college.

#### Anti-ragging Committee of RSCOPR

Sr. No.	Name	Designation	Position	Contact number
1.	Dr. K.R.Khandelwal	Principal	Chairman	9822037623
2.	Dr. Suvarna S. Vanjari	Teacher	Co-ordinator	9850092249
3.	Dr. Rajendra B. Patil	Teacher	Member	9096697510
4.	Ms.Kanchan Halgekar	Office Supreintendent	Member	9730316495
5.	Ms. Madhura Deshmukh	Student	Member	9637870808
6.	Ms. Sadhana Dhanshetti	Student	Member	9322838436
7.	Mr. Vedant Takalkar	Student	Member	8421265610
8.	Mr. Siddhant Raut	Student	Member	826299022

#### Mechanism

1. To ensure compliance with the provision of above mentioned regulations, we act promptly with the incidents of ragging.
2. To keep continuous monitoring on the events related to ragging in campus or off- campus.
- 3.To be vigilant at all hours including at odd hours all around the campus and other places vulnerable to incidents of, and having the potential of, ragging and shall be empowered to inspect such places.
4. To conduct anonymous random surveys among fresher to check whether the campus

is indeed free from ragging.

5. To conduct on the spot enquiry into any incident of ragging referred to it by the head of institution or any other member of the faculty or any other member of staff, or any parent, as the case may be, and the enquiry report along with the recommendation shall be submitted to the anti-ragging cell for action under clause of regulation 9.1 of UGC.

6. To bring sufficient awareness by displaying boards written with legal consequences and punishment under anti-ragging act. A helpline number suggested by UGC should be mentioned on the notice board to be displayed in corridors of the college, in front of administrative office, all class rooms, boys and girls common rooms and in front of the college.

### **RESERVATION GRIEVANCE COMMITTEE**

Reservation Grievance Committee will have the following objectives and goals:

1. To function for the grievances of SC/ST students and employees of the University and render them necessary help in solving their academic as well as administrative problems.
2. To implement the reservation policy of the Government for the welfare of reserved category candidates.
3. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the affiliating colleges.
4. To provide reservation for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society.
5. Maintenance and verification of reservation roster for all cadres in the university for SC / ST /OBC, direct recruitment promotions, monitoring backlog positions, information pertaining to enrollment, recruitment of reserved categories.

### **Committee for Grievances of Reservation Students & Faculty Members**

Rajarshi Shahu College of Pharmacy and Research has constituted **Reservation Grievance Committee** to hear grievances of reservation students, teaching and non-teaching staff of the university. Reservation Grievance Committee has the following members:

## RESERVATION GRIEVANCE COMMITTEE MEMBERS

Sr No	Name of the committee member	e-mail & contact no.	Designation in committee
1	Mr. Anil T. Tankar	9822729314 anil.tankar@gmail.com	Chairman
2	Mrs. Priya K. Rangari	9764317724 priya-rodge@gmail.com	Teaching staff Member
3	Mrs. Vrushali Kakad	9970069815 vrushalikakad@rediffmail.com	Teaching staff Member
4	Mr. Krishnakumar Lone	9421756254 lonekrishna6@gmail.com	Teaching staff Member
5	Mrs. Chhaya B. Gaikwad	8657539811	Non-teaching staff Member

## VISHAKHA CELL COMMITTEE

### Function

- To build Self-esteem and dignity among girls students and ladies faculty member.
- To offer services such as counseling ,legal aid in case of atrocities against women
- To create awareness regarding women rights.
- To arrange problems regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace.

Constitution:

<b>Chairman:</b>	Senior women Faculty
<b>Members:</b>	1. One Voluntary Organisation Representative

	<ol style="list-style-type: none"> <li>2. One Legal Advisor/Advocate</li> <li>3. Three Women faculty representative</li> <li>4. One Gents Faculty Representative</li> <li>5. One Girls student Representative</li> <li>6. One Boys Student Representative</li> </ol>
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**Procedure:**

The member secretary, in consultation with the Chairman of Committee, shall prepare a provisional agenda for meeting.

- It shall be circulated to all Members of the Committee two days before meeting.
- All decisions should be taken on the basis of majority.
- After the meeting, the committee shall approve a report embodying it's views, recommendations and decisions.

**Tenure:** The tenure of the members shall be Three years.

**Meeting:** The committee shall meet at least two times a year.

**Quorum:** One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

**Committee Members:**

Sr. No.	Name of Member	Designation	
1.	Dr. Ashlesha Pandit	Chairman	
2.	Advocate J. J. Rodge	Member	Legal Advisor
3.	Mr. Akshay Nahar	Member	Voluntary Organisation Representative

4.	Mrs. Priya Rodge-Rangari	Member	Women Faculty Representative
5.	Mrs. Nilima Chaudhari	Member	Women Faculty Representative
6.	Mrs. Asawari Pachauri	Member	Women Faculty Representative
7.	Mr. Anil Tankar	Member	Gents Faculty Representative
8	Ms. Neha Patil	Member	Girls Student Representative
9	Mr. Rahul Patil	Member	Boys Student Representative

# **PART B- SERVICE RULES**

## **1. Cadre Strength**

### **1.1. Academic and Administrative**

Campus Director/Executive Director/Director/HOD/ College Examination Officer (CEO)

### **1.2 Academic**

- Professor
- Associate Professor
- Assistant Professor
- Librarian
- Such other academic staff as may be decided by the Governing Body.

### **1.3 Technical**

- Lab Assistant
- Lab Technician
- Librarian
- Physical Director
- Such other technical staff as may be decided by the Governing Body.

### **1.4 Administrative**

- Office Superintendent
- Accounts Officer
- Such other administrative staff as may be decided by the Governing Body.

## **2. Appointment Process**

All appointments to the posts under the Institute shall be approved by the Governing Body.

All posts of the Institute shall normally be filled by advertisements but due to contingency of service the JSPM trust shall have the power to decide on the recommendation of the Principal that a particular post may be filled by promotion from amongst the members of the staff of the Institute.

There shall be a screening Committee consisting of the following, to examine the credentials of all persons who have applied for a particular post(s) as per requirement for the post(s) given in the relevant advertisements and shall shortlist the names of candidates qualified to be called for interview.

- Principal
- One local expert (two experts in case of Professor/Head of the Department)

There shall be a selection Committee for filling various posts, other than those on which appointments are to be made through promotion or on contract basis and the same will be constituted in the manner laid down below: ***Service Rules - JSPMs Rajarshi Shahu College of Pharmacy & research.***

### **2.1 Academic Posts**

- Chairman
- Principal
- Nominee of the affiliating University

Three experts in the case of appointment to the posts of Professor and Associate Professor (minimum two out of three must be present on the committee at the time of interview), and two experts in the case of appointment to the posts of Assistant Professor and Associate Professor (minimum one must be present).

### **2.2 Technical Posts**

- Chairman
- Principal
- Two experts

### **2.3 Administrative Posts**

- Chairman/Secretary
- Principal
- One expert

The Selection Committee shall interview all the candidates called for interview on recommendations of the screening committee. In case of unsuitability of all the candidates recommended by the screening committee, the selection committee may consider any other name brought to its notice.

Qualifications required for the various academic/administrative posts shall be such as may, from time to time, be laid down by the Pharmacy Council of India (PCI) and Savitribai Phule Pune University.

### **2.4 Contract Appointments**

In special circumstances, the Governing Body of the Institution may permit the appointment of faculty/staff on contract basis; The Principal to constitute a Committee to propose the requirements, recruitment methodology and the remuneration to be paid in each case; The Principal to place the Report of the Committee before the Governing Body, to seek its approval; Appointments to be made by the Principal based on the provisions in the Report, after it is approved and report to the Governing Body at its next meeting; The Institution to furnish information on the contract appointments to the Governing Body from time to time, on a regular basis.

### **3. Faculty Norms - Prescribed by PCI**

#### Staff Requirement Details

#### B. Pharm for 100 students

<b>Sr. No.</b>	<b>Name of Department</b>	<b>Professor</b>	<b>Associate Professor</b>	<b>Assistant Professor/Lecturer</b>	<b>Total</b>
1	Pharmaceutics	1	2	3	6
2	Pharmaceutical chemistry including Analysis	1	2	3	6
3	Pharmacology	1	2	2	4
4	Pharmacy practice	-	1	-	1
5	Pharmacology	1	1	1	3
	Total	4	7	9	20 (+1 Principal)

#### **B. Pharm course:**

- The institute must ensure the appointment of a minimum number of professors, associate professors, and assistant professors, as outlined in the faculty metrics. However, the specializations specified in the metrics for professors, associate professors, and assistant professors for the undergraduate program are suggestive and desirable.

#### **M. Pharm course:**

For each postgraduate program, it is mandatory to have at least one professor and one associate professor with the same specialization.

#### 4. Qualification & Pay Scales

Qualifications and Service Conditions for the Teachers and Other Academic Staff shall be applicable as per PCI regulations 2014.

Programme	Cadre	Qualification
Pharmacy	Assistant Professor	<p>First Class B. Pharm with Master's degree in Pharmacy (M. Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized).</p> <p>A PCI recognized Pharm. D degree holder shall also be eligible for the posts of Lecturer/Assistant Professor in the subjects of pathophysiology, pharmacology and pharmacy practice.</p>
	Associate Professor	<p>First Class B. Pharm with Master's degree in Pharmacy (M. Pharm) in appropriate branch of specialization in Pharmacy (Qualification must be PCI recognized).</p> <p>A PCI recognized Pharm. D degree holder shall also be eligible for the posts of Associate Professor in the subjects of pathophysiology, pharmacology sand pharmacy practice.</p> <p>Associate Professor shall acquire PCI recognized Ph.D in any of Pharmacy subjects within 7 years to become eligible for the post of Professor.</p>
	Professor	<p>First Class B. Pharm with Master's degree in Pharmacy (M. Pharm) in appropriate branch of specialization in Pharmacy or Pharm. D (Qualifications must be PCI recognized).</p> <p>With Ph. D degree in any of Pharmacy subjects (Ph.D. Qualifications must be PCI recognized)</p>

The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by PCI.

Assistant Professor: 15600-39100 AGP 6000, 7000 & 8000

Associate Professor: 37400- 67000 AGP 9000

Professor: 37400-67000 AGP 10000.

## **5. Service Rules and Regulations**

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.

### **Policy Related to Probation**

- Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- 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.

### **Policy Related to Increments:**

- 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.

### **Policy Related to Promotion**

- 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.
- Other things being equal, seniority will be the deciding criterion.

### **Policy Related to Retirement**

- An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health.
- However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management

### **Policy Related to Resignation**

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.

#### **Policy Related to Termination of Services of an Employee**

- The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- A service file shall be maintained in case of all employees.
- Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- The Management, subject to the ratification of the governing council, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

## **6. Performance appraisal**

1. Staff Members are eligible to the increments prescribed at the end of 12 month in service in the Institution based on satisfactory report by the reporting officer.
  2. Additional Increments shall be given to staff members based on their contribution and results achieved at the discretion of the Management.
- All the staff members are required to submit their Self Appraisal Report at the end of every academic year in the prescribed format. The Principal will discuss results of the appraisal with each employee. Sustained good performance will be a requirement for internal promotion and increments, Selection to higher posts etc. Results of the appraisal will find a place in the Personal file. Non performance will be suitably dealt with. The attainment of any two of the following as mandatory for every faculty for each academic year for increments.
  - Paper publication –SCOPUS/HCI/UGC Care
  - Journal/conference,
  - Patent –Apply/sanction,
  - Project –Apply/sanction
  - Testing/consultancy
  - Conduct/coordinate -Conference/Seminar/FDP/Workshop/any similar event.

## **7. Faculty welfare schemes**

### **➤ Employee Provident Fund Scheme**

All the faculty members (Teaching & Non-Teaching) other than those who joined in this Institute after completing the age of 58 years are enrolled under the EPF scheme from the date of joining in service as per Provident Fund Act.

### **➤ Gratuity**

All the faculty members (Teaching & Non-Teaching) who have put in a minimum of 5 years continuous service (Excluding leave on loss of pay) in this Institute shall be paid service gratuity as per Indian Gratuity Rules.

### **➤ Insurance Scheme**

All faculty members (Teaching & Non-Teaching) are covered by a group insurance policy.

### **➤ Interest Free Advance**

All faculty Members (Teaching and Non-Teaching) who have completed two years of service and those who apply for advances will be eligible for interest free advance as per the need of faculty and it is recoverable in equal instalments from the salary of the faculty member.

## **8. 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.

### **Disciplinary Proceedings**

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

### **Job Responsibilities of Teachers**

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.

## **Academic Activities**

1. Class Room Instructions
2. Laboratory Instructions
3. Curriculum Development
4. Development of Learning Resources Material & Laboratory Development
5. Student Assessment & Evaluation including examination work of University
6. Participation in Co-curricular& Extra Curricular Activities
7. Students guidance & Counseling & helping their ethical, moral, and overall character development
8. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
9. Counting Education Activities
10. Self development through upgrading qualification, experience and professional Activities

## **Research & Consultancy**

1. Carry out Research & Development Activities and Research Guidance
2. Industry sponsored Projects
3. Provide Consultancy and Testing Services to industries in order to promote industry institution interaction and R & D.

## **Administration**

1. Academic and Administrative management of the Department/Institution.
2. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
3. Design and development of new programs.
4. Preparing project proposals for funding in areas of R & D work.
5. Laboratory Development, Modernizations, Expansion, etc.

6. Monitoring and Evaluation of Academic and research activities.
7. Participation in policy planning at the Regional/National level for development of technical education.
8. Helping mobilization of resources for the institution.
9. Develop, update and maintain MIS.
10. Plan and implement Staff Development activities.
11. Conduct Performance Appraisal.
12. Maintain accountability.

### **Extension Services**

1. Interaction with Industry and Society.
2. Participation in Community Services.
3. Providing R&D Support and consultancy services to industry and other User agencies,
4. Providing non-formal modes of education for the benefit of the Community.
5. Promotion of entrepreneurship and job creation.
6. Dissemination of knowledge.
7. Providing technical support in areas of social relevance.
8. Any other relevant work assigned by the Head of the Institution.

### **Working Hours of the College**

The college working week consists of 40 working hours. The normal working hours of the College is from 9.00 a.m. to 5.00 p.m. with a 45 minutes lunch break.

### **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.

## **7.7 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.

## **Leave Rules**

### **Casual Leave**

- All the employees are entitled for 8 days of casual leaves in a year in an academic year (1st July – 30th June).
- Faculty and staff who have not completed one year of service can avail CLs only on pro-rata basis.
- Faculty and staff can avail CL for 2 days only at a stretch.
- Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- Casual Leave can either be prefixed or suffixed with vacation.
- Casual leave not availed in a academic year will lapse.
- The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
- Casual leave can be availed by individuals only on prior sanction. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended.

xi. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

### **Vacation Leave**

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

### **Earned Leave**

All the office employees are entitled for 30 days of earned leave per year.

### **Medical Leave**

All the employees are entitled for **Ten Medical Leaves (ML)** in an academic year (1<sup>st</sup> July to 30<sup>th</sup> 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 Executive Director.
- In case of emergency / Medical Leave, the employee should inform to the concerned Head of the Department.

### **Maternity Leave**

All the lady employees are entitled for Maternity Leave (twice in the entire career) as per the prevailing norms prescribed by the authorities from time to time

## **SAVITRIBAI PHULE PUNE UNIVERSITY SERVICE RULES**

The Professor, Associate Professor, Lecturer, whether full-time, part-time or honorary appointed or recognized, for imparting instructions or guiding research, in the University or in any College or Institution conducted by the University, or in the Post-graduate Centre conducted by the University in an affiliated college or recognized institution shall be the teacher of the University for the purpose of sub-section 31 of section 2 of the Act.

### **Recruitment of Teachers of Constituent and Affiliated Colleges/ Recognized Institutions.**

There shall be Selection Committee for making recommendations to the Management for appointment of teachers.

#### **Procedure:**

(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.

#### **Filling in of Temporary Vacancy:**

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.

#### **Probation:**

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.

**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

**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.

**Seniority of Teachers:**

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

(a) Seniority of the teacher in the University in a cadre shall be determined on the basis of the date of continuous appointment.

(b) 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.

***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.

***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 proviso to S. 423 subject to his accumulation of maximum of 80 days. For this purpose the period of working days only shall be considered.

***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 on full pay and allowances, 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 favor of the University/College/Institution in the prescribed form.

***Maternity Leave:***

(a) 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 on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.

(b) The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.

(c) In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.

(d) The teacher may prefix or suffix this leave to other leave to her credit.

**Application for a post or Examiner ship elsewhere:**

(1) The Teacher, who wishes to apply for a post or examiner ship elsewhere, shall forward his application through the Competent Authority. Ordinarily, the forwarding authority shall not withhold such application.

(2) If the teacher of the University who wishes to accept the invitation for a post elsewhere or for a examinership in other University, he shall accept the invitation extended to him only after he has obtained permission of the Competent Authority.

(3) The teacher shall be entitled to examination remuneration only in respect of external examination conducted by the University/College at present or which may be introduced as a measure of examination reforms (including semesters system). No remuneration shall be payable to the teacher for internal assessment irrespective of the fact whether the marks obtained by a student in such internal

Assessment /home examination are decided to be taken into account while declaring the final result of the student.

(4) *The remuneration admissible to the teacher under 1, 2 and 3 above is limited to Rs. 1800/-in a single financial year. If the amount of remuneration is more than Rs. 1800/-the 50% of the excess amount shall be credited to University/College/Recognized Institution's Account.*

**Grounds for taking any disciplinary action against a teacher:**

No disciplinary action shall be taken or punishment inflicted on the teacher confirmed in service except on one or more of the following grounds:

- (i) Misconduct
- (ii) Act or omission involving moral turpitude.
- (iii) Willful and persistent neglect of duty.
- (iv) Incompetence.
- (v) Engaging in/and or conducting private tuitions/coaching.

Provided that the ground of incompetence shall not be used against the teacher after he has served the University/College/Institution for a period of five years or more including the period of probation

**Penalties:**

1. The penalties that can be inflicted on one or more of the grounds mentioned ·in S. 431 shall be the following and shall be classified into minor and major penalties,

(I) *Minor Penalties:*

- (i) Reprimand, Warning or Censure,
- (ii) Withholding of Increments

(II) *Major Penalties:*

- (i) Reduction to a post in the lower pay-scale to a lower stage of increment in the employees' own pay-scale.

(ii) Termination of service,

(iii) Compulsory retirement.

(iv) Removal from the service of the University/College/Recognized Institution

(v) Dismissal from the service of the University/College/Recognized Institution

**Termination of the services-**

(a) of the teacher appointed on probation during of at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation,  
or

(b) of the temporary teacher in accordance with the rules made in that behalf by the University;  
or

(c) of the teacher employed under an agreement, in accordance with term of such agreement.