

BEGBS's
SARASWATI INSTITUTE OF PHARMACY, KURTADI, HINGOLI

SERVICE RULES

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SARASWATI INSTITUTE OF PHARMACY SERVICE RULES

1. ABOUT ORGANIZATION

Saraswati Institute of Pharmacy, Kurtadi (SIOPK) was established in 2018 and was approved by Pharmacy Council of India (PCI), New Delhi and affiliated to Swami Ramanand Theerth Marathwada University, Nanded, Maharashtra. It was established by the Baliraja Ekatmik Graminvikas Bahuuddeshiya Sanstha, Vasant nagar, Nanded which is a non-profit Society. The college is situated in rural area at a serene and beautiful campus which is conducive for imparting quality education and helpful for the growth of knowledge and career building among the students.

The governing body is the supreme authority. The Governing Body is responsible for the development and/or approval of the Institute's programs and for the policies under which the Institute operates. The Governing body of the Society considered that it is necessary to formulate the terms and conditions of service for regulating various categories/levels of employees employed in this Institution. These conditions of service are well formulated, taking into consideration of the various aspects and aspirations of the teaching and non- teaching staff. The principle objective is to attract people with a missionary zeal and to retain well- qualified and talented staff in all disciplines, with the ultimate goal of imparting high standard and quality education in the field of Pharmacy.

The service conditions are aimed to encourage the employees to take sincere interest and pride in the Institute and its progress to put up their best talents in the discharge of their responsibilities. The Institute wishes to encourage its employees to improve their professional qualification on par with the changing needs of the Pharmacy education and grow in their abilities to serve the Institution.

The service rules concern regarding regular employees that are employed on the rolls of the Institute and on continuing positions. Some people may be employed on temporary/Adhoc/contractual/part-time basis for a specific purpose and/or for a specific period of time. Such employees are not covered under the provisions of the rules/policies outlined herein, beyond the extent set forth in their respective letters of appointment/agreement. This also does not apply to daily-rated/contract labour/workers.

The Management/Governing body of SIOPK, in exercise of powers conferred by the Articles of the Society, had made the following rules and regulations, for the administration of the Institutions run under their control.

NAME OF THE SERVICE RULES:

These rules shall be named under "Saraswati Institute of Pharmacy Service Rules" and shall come into force from June 2018 as approved by the Management and Board of Governance. These rules supersede all the rules previously in force.

APPLICABILITY:

These rules shall apply to all categories of employees (Technical Staff and Supporting Staff)

2. DEFINITIONS

(a) College: The College includes Saraswati Institute of Pharmacy, Kurtadi

(b) Management: The management includes the Governing Body of the Society, duly constituted under the specific laws of the Society under which the Institution is established with a supreme authority. However, the overall Management and day-to-day administration of the Society and Institution shall rest with the President, Secretary and with the Management Committee formed under the directions from the Governing Body of the Society and constituted as per relevant provisions of the PCI.

(c) Principal: The Principal of the college states a person authorized by the Management to discharge the duties and responsibilities of a principal, whatever be his/her designation.

(d) Employee: Includes a regular employee employed by SIOPK to discharge the duties of the Society. The type of employees working in SIOPK includes: Teaching, Technical and Supporting staff.

i) Teaching Staff includes a post carrying a definite scale of pay / consolidated pay sanctioned without limit of time and included in the cadre of sanctioned posts. The teaching staff comprise of the following categories.

- Principal
- Professor
- Associate Professor
- Assistant Professor

Any other category of post declared so by the Executive Body.

ii) Technical staff includes a person who worked in the laboratories, store, office and account department

iii) Supporting Staff includes a person appointed in a non-Teaching post to which no other person holds a lien.

(e) 'Salary' includes Basic Pay, House Rent Allowance and other allowances, if any, wherever applicable or consolidated pay without any allowances payable to an employee.

(f) 'Service' includes the period during which an employee is on duty as well as on leave duly authorized by the Management, but does not include any period during which an employee is absent without salary.

(g) Competent Authority includes taking the decisions in the organization. He/She may be the President/Secretary of the Executive Body.

(h) Disciplinary Authority: The Secretary is the disciplinary authority for all the employees employed in the Institutions under the control of the Society. The Secretary may nominate any other person/employee to be the disciplinary authority for a certain class/category of employees. The person so nominated shall exercise the powers of the disciplinary authority in discharge of the duty.

(i) Appellate Authority: When the disciplinary authority is being exercised by the President/Secretary, the Management Committee along with the Secretary will constitute as Appellate Authority and in all other cases, the Secretary will be the Appellate Authority.

(j) Enquiry Officer: An Enquiry Officer is the person/committee appointed by the disciplinary authority to regarding the charges leveled against an employee of an Institution.

(k) Duty: An employee is said to be "on duty" for the purpose of service benefits.

i) When the employee is discharging the duties of the post to which he/she is appointed or is undergoing training prescribed for the post

ii) When the employee is absent from duty on authorized holidays or permitted vacation or when availing leave other than an extra-ordinary leave sanctioned by the competent authority.

iii) When the employee is attending conferences/seminars/summer schools permitted by the competent authority. In addition, registration fees incurred by the faculty members presenting papers in International Conferences or attending "Work Shops" when detailed by the competent authority will be reimbursed.

iv) When the employee is attending any work assigned to him by the competent authority in the interest of the institution.

v) In case of invitations received for examination duties or important academic activities at Autonomous Colleges / Deemed Universities, the following guidelines are to be followed for treating the absence as ON DUTY. (a) Only one faculty member per day from any department can be deputed.

(b) The duty must be shared by rotation against senior faculty members.

(c) If this condition is not fulfilled the faculty member has to avail CL to perform the duties, he/she invited by the Autonomous / Deemed Universities.

(1) Leave: It includes leave that are granted by the appropriate authority to an employee, to which he/she is eligible.

(m)Year: Includes Calendar Year/Financial Year/Academic Year as the case may be.

3. SELECTION PROCEDURE AND RULES

SOURCE OF MANPOWER:

For recruitment purpose, the following may be followed viz through

- i) Open advertisement in leading Newspapers.
- ii) Referral
- iii) E-mail/ Postal/By hand receipts.

Appovrtment:

- i) The qualifications required for filling a post shall be such as may be determined by the Executive Body/Governing Body from time to time while taking into consideration the norms prescribed by the Government of Maharashtra and University/PCI.
- ii) The Executive Body/Governing Body shall have the power to decide whether a particular post will be filled by open advertisement or by an invitation or from amongst the members of the existing staff in conformity with University Rules and Regulations.
- iii) All teaching staff from Teaching Assistant and above and any other post classified as teaching staff shall be filled up by open competition. The selection will be based on the recommendations of the Staff Selection Committee duly constituted as per the norms of the Affiliating University per each department. The Staff Selection Committee is constituted by the Governing Body including the following members
 - (a) Secretary/Director subject to the approval of the Governing Body.
 - (b) Principal/Head of the Department
 - (d) Two experts nominated by VC of University
 - (e) Two Subject experts from reputed institutes with a qualification of Doctorate and those members are approved by BOS.
 - (f) Govt nominee
- iv) The Selection Committees would interview the candidates invited for the interview and give recommendations to the Executive Body; where the names of the selected candidates are arranged in order of merit. The Selection Committees may recommend more names than the number of posts for which applications are invited or may reject all the applicants. However, the appointment orders are issued in the order of merit.
- v) All other teaching staff posts and non-teaching posts, all temporary and Adhocappointments shall be based on the recommendations of the Staff Selection committee duly constituted by ExecutiveBody/Governing Body from time to time.
- vi) After satisfying all the criteria an appointment letter will be handed over to the selected candidate.
- Vii) All Selected candidates must sign the duplicate copy of the appointment order to indicate his/her acceptance of the Service Rules of the College governing his/her employment.
- viii) A copy of the informed rules and regulation shall be issued to each employee at the time of his/her employment.

- ix) At the time of joining, the employee shall furnish the management with his/her complete address where all communication meant for him/her shall be transferred.
- x) Any change of address shall be immediately communicated to the management.
- xi) Appointments shall be subject to prior submission of proof of academic qualifications, residence and identity.
- xii) Every employee, before appointment, shall produce documentary evidence of his/her date of birth by submitting his/her date of birth certificate / matriculation certificate.
- Xiii) The date of birth of an employee once entering into the service records shall be the sole evidence of his/her age, in relation to all matters pertaining to his/her service including the fixation of the date of retirement.
- xiv) Any misrepresentation of material or deliberate omission of a fact in the employment application may lead to refusal of, or if employed, termination from employment if employed.
- xv) The Institution may make a thorough investigation of the entire work history and may verify all data given in the application for employment, related papers, or oral interviews. Employees will authorize such investigation and the handing over and receiving of any information requested by the Institution and shall release from liability, if any person is involved in giving or receiving any such information. Falsification of data so given or other derogatory information discovered as a result of this investigation may prevent employment, or if employed, may subject the employee to immediate dismissal.
- xvi) An employee may discontinue their services in the college even after his/her confirmation by giving one-month notice in lieu of the notice provided confirming that there are no dues outstanding against the employee.
- xvii) No member of the staff shall apply for an employment elsewhere without taking a written permission from the head of the institution/principal.
- xviii) It is the employee's responsibility to read the Service Rules to familiarize him/herself with all policies and procedures of the Institution.

OTHER EMPLOYMENT:

- No full-time teacher (including the Director/ principal) of institute shall be permitted to any part - time teaching/or remunerative assignment.
- No full-time employee shall be permitted to engage himself/herself in any other remunerative assignment not authorized by the Institute.
- Any employee (including a teacher) contravening the provisions of this rule shall be liable to such disciplinary action and may be deemed fit and proper.

- No member of the faculty is permitted to apply to any outside authority in his/her attempt to add qualification before confirmation in service and specifically permitted in this regard.

PROMOTION:

- i) The faculty upgradation shall be considered strictly as per Govt of Maharashtra, PCI & University norms.
- ii) Upgradation of other staff will not necessarily depend solely on seniority.

The following factors will also be taken into account:

- a) Past performance record
- b) Potential for higher responsibilities
- c) Punctuality and good conduct on and off the premises and the categories of the staff and the same will be decided as per requirement by the appointing authority based on a principal specified date of his/her new position, that shall be by the
- d) Performance in the interview

RESIGNATION:

- a) A permanent employee, desirous of leaving the institution, shall give one working month notice or one-month pay in lieu of notice to the principal before leaving.

TERMINATION OF SERVICE:

- i) The institute reserves the right to terminate the service of an employee by giving due notice in written format without assigning any reason whatsoever or by paying the notice pay for the equivalent period in lieu thereof as agreed upon from case-to-case basis.
- ii) The institute shall have the right to dismiss an employee summarily without any compensation whatsoever if the employee is found guilty of breach of trust, insobriety, addiction to drugs or alcoholism, dishonesty, neglect of duty, negligence of complaint, moral turpitude, erosion of conduct, which are considered detrimental to the institute/office/trust. On termination of any employee's services by the management, the emoluments due to him/her shall be paid to after adjusting all amounts due to the institution at the time of termination.

Such payments will be made as soon as it is convenient after the effective date of termination but not before he/she has obtained clearance from the Head of his department that he has surrendered all properties of the institution that may be in his possession including his identity card, official email password, books/journals/all assets/possessions of institute

The final clearance shall be given to the accounts dept. to release the due payment by head of human resource department.

EMPLOYEE RECORDS:

The department of human resources/ office in charge, maintains a personnel file for each employee where it contains vital employment information. T

o ensure that the personnel records are up to date, it is the employee's responsibility to promptly notify the administration department in written regarding any changes in the name, home address, marital status, telephone number, E- mail and person to notify in case of emergency.

It is also important to notify the administration department regarding the scholastic achievements that may enhance opportunities for advancement.

DISCLOSURE OF INFORMATION:

As a service to employees, the records section of the administration department will furnish upon written request of third parties outside the institution an employee's dates of employment at the institution and his or her title or position.

In instances where payroll information or any other information is requested (e.g., salary information for the purpose of obtaining a loan), the requesting party will be advised that this information will only be made available with the written consent of the employee and Principal of the Institution.

SERVICE RECORDS AND IDENTITY CARDS (ID):

1. Record of services of the employee shall be maintained by the college authority
2. Every employee shall be provided with dress code and an ID bearing his/her name, photograph and address, designation, blood group and contact no. Each identity card shall be signed by the authorized signatory.
3. Every employee shall carry ID on his/her person and demand by the security staff or by any authorized person shall produce the same.
4. Loss of ID can be immediately reported to the head of the department and a duplicate Identity Card shall be issued by the administration department at a fixed fee.

SAFETY REGULATION AND ACCIDENT PREVENTION

1. No unauthorized person shall operate or interfere in any way with the Institute's vehicles, equipment, electrical connection or other assets belonging to the Institution.
2. Any employee taking unnecessary risks which might involve personal danger, danger to others, or danger to buildings or any other property will be liable to dismissal.
3. All cases of injury arising out of or in the course of employment shall be reported immediately to the department Head and Principal.

4. APPOINTMENTS & POLICY

i) Classification of Employees: The Organization includes the following type of employees

(a) Regular Employee: Includes the qualified people employed under a regular post and has successfully completed the probation for a period of two years and whose regular service has been confirmed in writing.

(b) Probationary Employee: Includes a person who is provisionally employed with a view to being considered for eventual absorption in the regular service of the Institute. The period of probation, however, will be stipulated in the letter of appointment, which may be extended at the discretion of the Management. Further, before absorption of the concerned, it is considered essential that the performance of the probationer is objectively judged and evaluated in a prescribed format by the HOD or Principal, who recommends his/her service to confirm/extend probation or even for termination, if found not suitable.

(c) Staff on Contract: All the subordinate and secretarial staff members, lab assistants, supporting technical staff etc., fall in this category, whose service conditions would be as per mutually agreed terms of contract, which they have agreed to, while entering the Institute and where their contract may or may not be renewed.

(d) Temporary/Adhoc Appointees: Includes employees who are employed for work which is essentially of a temporary nature or those who are employed in connection with the temporary increase in permanent work or are employed in a post of permanent or temporary employee or probationer who are temporarily absent due to any reason, including one permitted by the Institute continue for advanced studies.

(e) Apprentices /Trainees: Includes people engaged for training and those who will be on stipend during the period. However, regularization of their services is purely at the discretion of the Institute.

(f) Casuals: i.) Includes people employed for work of a casual or occasional nature.

ii) The Chairman/Secretary shall be the authority for issuing all appointment orders.

iii) All initial regular appointments to teaching and non-teaching posts shall ordinarily be made on probation for a period of two years. Subsequent appointments by promotion shall be made on probation for a period of one year to the post to which the individual is promoted.

iv) The Executive Body/Governing Body upon the recommendations of the principal for valid and sufficient reasons may extend the probation period of an employee for such a period as may be found necessary. The employee is deemed to have been on probation until the order declaring satisfactory completion of probation period is communicated to him/her, even if the stated period of probation is completed.

v) The declaration of probation does not confer on the employee any special right of permanence to continue in the post where he/she has satisfactorily completed probation.

vi) The rules governing probation will not apply to the appointments made on Adhoc/ Contract/Contingent basis.

vii) Probation: Employees who are appointed to the posts in the organization under the control of the Management directly on regular basis shall be required to be on probation for a period of two years and in case of promotion/transfer of employees appointed to higher posts shall be for a period of one year.

The probationary period shall stand automatically extended until confirmation orders or otherwise re issued in writing by the Management. The service of an employee on probation may be terminated either by giving one month's notice or one month' salary lieu thereof.

viii) Resignation and Termination:

(a) If an employee at any time after confirmation intends to resign, he/she shall give one month notice in writing or pay three months' salary in lieu thereof. Similarly, the Management shall be the competent at their discretion to terminate the services of any employee by giving three months' notice or three months' salary in lieu of notice.

(b) The Management shall also be competent to terminate the services of an employee in case of abolition of post or posts, due to closure of an Institution or reduction in the number of sections of a class or discontinuance of a teaching subject by giving three months' notice in writing or by paying three months' salary in lieu thereof.

(c) The Management shall also be competent to discharge his/her by giving three months' notice or by paying three months' salary in lieu of notice. The Management shall also be competent to terminate the services of an employee who is official duties or for misconduct in discharge of his/her official duties, notice or paying salary in lieu of notice.

5. PAY, ALLOWANCES & INCREMENTS

SCALE OF PAY:

Pay Scales, shall be applicable as per UGC/Govt of Maharashtra rules for Teaching Staff and Librarian. For Non-Teaching staff, the pay scales applicable will be as approved by the Management from time to time (6th Pay scale from the academic year 2018-19).

ENTITLEMENT OF PAY:

An employee is entitled for pay from the date of joining. He/she is not entitled to draw salary (other allowances, if any) from the day he / she is relieved from services. Salary shall be paid to the employee on the day as fixed by the management every month by crediting it to his/her bank account.

INCOME-TAX:

The institute will deduct income tax at source from the salary of the employees as per the applicable rates and terms declared by the government of India from time to time.

ALLOWANCES:

PROVIDENT FUND/ESI/GRATUITY

Provident Fund, Employee State Insurance and Gratuity are applicable to all the non- teaching staff as per the respective acts.

GRANT OF INCREMENT: Increment for staff members including non teaching will depend upon the performance in terms of working ability and satisfaction with respect to discharge of his/her duties. Other criterions include punctuality, self-appraisal & interview.

PERFORMANCE APPRAISAL:

The formal written evaluation program of the Institute is established to provide annually, a planned, scheduled, opportunity for the employee to meet, identify, discuss, and document the demonstrated job performance and accomplishments of the employee during a specified period. The review helps to answer several basic questions that are of concern to all the employees. It Assures mutual understanding of responsibilities and work assignments while serving as a source of assistance and guidance in improving and preparing in advancement of career.

For the supervisor of evaluation:

- Helps identify an employee's performance level, growth potential, and developmental needs as measured by the standards of performance for the job.
- Assures that the employee is fully aware of his/her assigned duties and responsibilities.

- Provides an opportunity to recognize effective performance and to let employees know that their contributions have a direct impact on the overall goals of the University.
- Serves as a foundation to formulate with the employee a specific plan of action for achieving goals and improving job performance.
- Establishes the basis for better two-way communication.
- Serves as a major consideration in matters concerning employee development, promotion, retention, salary, and job performance improvement.

All the staff members should be evaluated annually. Unscheduled performance evaluations may be conducted as often as necessary and are advisable when an employee's performance is less than satisfactory. The institution may initiate unscheduled evaluations.

The principal is responsible for conducting review and evaluation with the employee. Standard evaluation forms and additional instructions related to conducting a performance evaluation may be obtained from the office.

Performance appraisal review process shall be done for all staff members of the institution and copies must be placed in the personnel file at the principal's office.

The appraisal will be done by the immediate head of the department & head of the institution (the rater) and will be reviewed at the next level of supervision (the reviewer).

6. CODE OF CONDUCT RULES

LIABILITY TO ABIDE BY THE RULES AND REGULATIONS:

- i. Every Employee shall conform to and abide by such rules in force, and shall observe, comply with and obey all orders and directions issued by the Management from time to time.
- ii. Every employee shall promote the interests of the institute and its constituents where ever he / she is working by showing attention in all transactions.
- iii. Every employee shall obey orders / instructions from his/her superiors, and shall work with integrity where his/her conduct should be sober and in tune with the position he / she is holding. Any insubordination or defying orders of superiors will be considered as an act of serious misconduct.
- iv. Employees are prohibited against showing any discrimination towards students & other employees based on Caste/Religion/Region/Tribe/Gender/etc.,
- v. Any act involving theft, willful fraud, dishonesty will be considered as misconduct and action will be taken as deemed appropriate by the management.
- vi. All the employees shall follow the dress code of the institution applicable and carry ID Cards with them while they are in the Institute's premises or on official duty outside.
- vii. Use of mobile phones during class room sessions/lectures/meetings/during exam work /and while on Invigilation is strictly prohibited.
- viii. Furnishing false information pertaining to age, qualification, experience and getting appointed by giving such false information will result in immediate termination of the concerned employee from service without notice. He/she will not be entitled for his/her accrued benefits. Criminal action may also be taken if required.
- ix. Gambling, consuming alcoholic drinks, chewing tobacco, consuming drugs and smoking within the institution areas and office, sleeping while on duty, neglect of work, taking bribe / commission, willful absence, getting into physical fights, taking part in strike / demonstration, distributing pamphlets against the institution, canvassing for any political party within the Institution area, refusal to work when required by management, instigating quarrels, ragging, getting involved in criminal activity, criticizing the management or institution, collecting, running chit funds or money schemes etc.
- x. Misleading and giving false information to students and staff will be considered as misconduct.
- xi. Personal matters / problems involving police, criminal proceedings leading to FIR against an employee shall result in immediate suspension (from the day it comes to the notice of management) pending final outcome of the same.
- xii. If the criminal proceeding leads to conviction, the service of the employee is immediately terminated and he/she shall not be considered for re- employment with the Institution.

7. DISCIPLINARY POLICY FOR STAFF

All employees are liable for disciplinary action for disobedience, misconduct and dereliction/negligence of duty. However, such disciplinary action shall be taken after establishing the grounds on which the disciplinary action is initiated and after a fair opportunity has been provided to the employee to defend himself.

APPLICATION FOR OTHER EMPLOYMENT

- i. An employee shall not take up any other employment or signify his / her willingness to accept such employment or office whether stipendiary or honorary or otherwise without the prior written permission of the Management.
- ii. An employee, whether on leave or in active service of the Institution shall not undertake any part-time job.
- iii. An employee with the prior written permission of the Management may undertake honorary work of a social or charitable nature or occasional work of a literary, artistic or scientific character subject to the condition that such work does not interfere with his/her official duties.

OBLIGATION TO MAINTAIN SECRECY:

Every employee shall maintain secrecy with regard to the affairs of the Society/Institute, and its constituents and shall not divulge directly or indirectly regarding any information of confidential nature either to any member of the public or the Institution staff unless compelled to do so by judicial or other legal authority or unless instructed to do so by the Management.

ABSENCE FROM DUTY WITHOUT PERMISSION:

An employee shall not be absent from his or her duties without obtaining permission from the competent authority. In case of unavoidable circumstances, either a message or a letter should be sent on the next working day giving the reasons of his/her absence for the previous day/s. If any employee is continuously absent for a period of 10 working days or more without approved leave or communication, such employee shall be deemed to have deserted the post held by him/her from the date on which he/she abstained from duty. His / Her service shall stand terminated from the 11th day automatically. In case he / she subsequently return to work, the Management may or may not accept the justification given by the employee for his / her absence. He/she cannot join the duty as a matter of right. The decision of the Management shall be final in this regard.

As part of the disciplinary action, the following punishments for good and sufficient reasons may be imposed upon the employees of institution, after establishing the facts about dereliction/negligence of duties.

MINOR PENALTIES:

- i. Censure.
- ii. Fine

Recovery from pay, whole or part of any loss caused to the Institution by negligence or breach of orders.

- i. Withholding of increments
- ii. Suspension

MAJOR PENALTIES:

- i. Reducing the rank.
- ii. Removal from service.

8. PROCEDURE FOR IMPOSING PENALTY

- i. In case of minor penalties, a show-cause notice may be issued by duly stipulating a time limit for submission of reply. After enquiry, a decision may be taken for imposing the punishment which may be suggested by the enquiring Officer.
- ii. For any major penalty, the Disciplinary Authority shall itself hold an enquiry on the basis of allegations on which the enquiry is proposed to be held or a copy of the charge sheet/memo together with the statement of the allegations on which they are based shall be furnished to the employee.
- iii. The employee after receipt of the above charge sheet/memo shall submit his s/her written reply within the time limit as specified in the charge memo.
- iv. On receipt of the written reply of defense or where no reply is received within the specified time, the disciplinary authority may appoint an enquiry officer to enquire into the charges.
- v. The enquiry officer shall give all reasonable opportunity in conformity with natural justice to them employee to defend his/her case and after conclusion of the enquiry shall be produced a report on the findings on each of the charges together with the reasons and given to the disciplinary authority.
- vi. After examining the report received from the enquiry officer, the disciplinary authority shall give notice to the concerned employee duly indicating the tentative action proposed to be taken against him/her and calling upon to submit his/her representation in this regard within the specified time against the proposed action.
- vii. The disciplinary authority after examining the representation received from the employee or not received any reply to the two notices issued to the employee within stipulated time, shall decide the penalty to be imposed and issue orders accordingly.
- viii. If the employee is aggrieved with the penalty imposed, he/she may make an appeal with the appellate authority within 30 days of the receipt of the orders of punishment.
- ix. The appellate authority causing such enquiry as it deems fit and necessary, may pass an order either dismissing the appeal or allowing the appeal in full or in part or by modifying the punishment awarded.
- x. The orders passed by the appellate authority shall be final and binding on the employee.

9. RESPONSIBILITIES OF THE EMPLOYEES

1) Responsibilities of the Principal:

- i) The principal shall be the head of the institution.
- ii) The establishment of various departments and various administrative units of the college should be planned.
- iii) There should be a coordination of various activities connected with admissions, teaching, conduct of examinations, collection of fees, publishing course files and manuals.
- iv) To identify and recruit suitable people to lead various departments and administrative units.
- v) Development of various Committees, laboratories, a Computer Centre, a library and all other organs required for an educational institution.
- vi) There should be a cordial relationship maintained with the university authorities, Directorate of Technical Education, PCI, University and such other policy making bodies who matter.
- vii) To maintain a healthy relationship with the management and conduct meetings of the Governing Council and Management Committee as and when necessary.
- viii) Prepare the minutes of meetings.
- ix) Prepare a budget for approval by the management.
- x) Regularly appraise the management regarding various activities.NEP 2020 initiation and implementation.
- xi) To plan functions including Convocation, Annual Day, Fresher's Day, Merit Awards, Workshops, Conferences, Scientific sessions etc.
- xii) To provide leadership in organizing seminars, symposia, short-term schools and plan Faculty Improvement Programmes.
- xiii) In a nutshell the principal shall be responsible to project a powerful image of the college to the authorities of Universities, Government, Parents, Industries & R&D Establishments and the general public.

2) Responsibilities of Heads of Departments:

Specific:

Pharmaceutics - Product development, Machine room maintenance

Pharmaceutical Analysis - Regular calibration of equipment and Glassware as per SOP.

Pharmaceutical Chemistry - Stable & molecular modeling studies.

Pharmacognosy - Crude drug museum, Medicinal Garden & natural product research

Pharmacology - Pre clinical & clinical studies (simulated),in-vitro studies

Pharmacy Practice - Hospital visits schedules to B. Pharm & monitoring it.Communityservice

General Roles & Responsibilities:

ADMINISTRATIVE	ACADEMIC
<ul style="list-style-type: none"> Organizing departmental meeting every semester break to set departmental targets. 	<ul style="list-style-type: none"> Allocation of departmental subjects to the faculty members well in advance before commencement of semester.
<ul style="list-style-type: none"> Review of the progress once in a month (department meeting) 	<ul style="list-style-type: none"> Collection of course files of departmental subjects.
<ul style="list-style-type: none"> Departmental infrastructure 	<ul style="list-style-type: none"> Monitoring of slip test, lab records, assignments, surprise visits to labs for internal assessment of student's records.
<ul style="list-style-type: none"> Lab facilities 	<ul style="list-style-type: none"> Interact with students of each branch once in a month; identify the problems & solutions by consulting with principal.
<ul style="list-style-type: none"> Equipment condition (maintenance) review & improvisation. 	<ul style="list-style-type: none"> R& D work UG-mini project, articles need to be publish
<ul style="list-style-type: none"> Monitoring departmental curriculum & its adherence for PG students. 	<ul style="list-style-type: none"> Final Year Projects
<ul style="list-style-type: none"> Accreditation works of their concerned department should be monitored. 	<ul style="list-style-type: none"> Research proposals to funding bodies.
<ul style="list-style-type: none"> Professional society identify & membership. 	<ul style="list-style-type: none"> Encouraging departmental members to attend FDP, Conferences, seminars, workshops etc. Presentation and publication of research works.
<ul style="list-style-type: none"> Departmental grievances need to be addressed. 	<ul style="list-style-type: none"> Internal training and QIP for junior faculty in semester breaks
<ul style="list-style-type: none"> Preliminary approval of leaves to departmental faculty based on priority. 	<ul style="list-style-type: none"> Training technical staff in their concerned laboratories in semester breaks
<ul style="list-style-type: none"> Rising of requirement of faculty of their concerned department as and when required. 	<ul style="list-style-type: none"> Result analysis need to be discussed regarding remedial and corrective action to be taken.
<ul style="list-style-type: none"> Active involvement in IQAC - quality initiatives. 	<ul style="list-style-type: none"> Gap filling topics need to be identified.
<ul style="list-style-type: none"> Preparation for NEP 2020 	<ul style="list-style-type: none"> Quality of assignment, internal question paper should be assessed as per outcome-based learning (blooms taxonomy).

3. Responsibilities of Class in charge:

1. Instruct all the students to attend the classes regularly and to follow the dress code.
2. Division of students into three categories namely bright, average and weak, and submit the same list to mentors and also to the principal.
3. Instruct and monitor the class representatives regarding their roles and responsibilities including collection and deposition of phones before commencement of classes every day.
4. Instruct the class representatives to inform one faculty within 5-10minutes, if any class is not commenced as per schedule.
5. Maintain syllabus review recorder every fortnight and present the same during syllabus review meetings conducted by the principal. Review remarks given by the principal should be communicated to the concerned faculty immediately.
6. Prepare consolidated attendance on or before 1st of every month (whenever class work is conducted in that particular month) and also list of students who have got less than 80% of attendance in aggregate. The list should be given to the principal as well.
7. Letters should be sent or communicate on phone call to the parents if the attendance of their ward is below 60% (monthly assessment and also at the end)
8. Instruct the students to attend the internal/external exams without fail.
9. Motivate the students to attend seminars (internal) without fail.
10. Collect and submit the list of students absent for the internal tests and report to the principal.
11. Prepare the list of students who have secured less than 60% of marks in mid exam (subject wise) and submit it to the principal.
12. Result analysis should be collected after the announcement of the results by the university or by the college and update the student record (mentoring work) regularly after receiving supplementary exam results in the current semester.
13. Motivate the students to present papers in conferences/seminars at regional/national/International level.
14. The list of students participated and presented in all professional or co-curricular activities need to be collected and after participation, certificates and souvenir abstracts should be documented. The same should be updated in the office data base time to time without fail.
15. Achievements of students need to be brought to the notice of HODs and to the principal. The students should be acknowledged and appreciated class in order to encourage them and motivate.
16. The attendance particulars and internal marks of the students should be sent to the exam branch from time to time as directed by the principal.

17. An hour permission can be availed (max to three permissions in a semester) when ever she/he intends to come late or to go early by applying the prescribed letter signed by the concerned class in charge with the consent of their parents/ guardian on phone without fail.

4. Responsibilities of Mentors

All the students of the college fall under this system from the date of joining college.

Objective:

- To counsel the students on professional as well as personal issues by respective mentors on a regular basis and to keep track of the progress of the mentee.
- To solve the grievances and report it to the concerned committee (Academic/AntiRagging Act /grievance committee)

Policy:

A teacher student council is organized for the mentoring of the students in order to counsel students regarding their problems (personal, academic and extracurricular). Each staff member has been allotted a number of 20-25 students.

SOP:

1. The staff member should conduct one meeting in the last week of every month with the allotted students.
2. The detail data of each allotted student should be collected in the format provided/in the register (to be continued in previous register/to be issued from office).
 - Any difficulties or problems faced by the allotted student should be noted and efforts to solve them should be taken appropriately in consent with the concerned committee (Anti Ragging Act/grievance committee)
 - The teacher should counsel the students for career guidance and preparation of higher studies preparation from the root level.
 - The report of the meetings should be submitted to the uncharged.
 - A report of compiled action taken should be submitted within 3 days of student meeting to the academic in charge in the given format.
 - Any deviation from studies, lack of interest in studies or irregularities will be monitored and appropriate measures will be taken accordingly.
 - Academic Performance
 - Competitive Examination Details
 - Co-Curricular and Extra-Curricular activities: the mentors should meet the students periodically and monitor their performance. Encourage students for participation and decision making in all curricular, co-curricular and extracurricular activities.

5. Responsibilities of Teaching Staff:

1. Timings: 09.20am to 4.45pm all the staff should strictly adhere to the college timings.
2. Class work: Staff should go to their respective theory & Practical classes on time and take the class theory /practical for the complete duration.

3. Practical session:

- The Staff should give individual attention to all the students.
- Old records should be taken as guidance and new experiments should be included in every semester.
- The Staff should be available in the lab hours for complete duration.
- Observation books & records should be checked and signed every week.
- No Group experiments should be conducted under the experiment which involves costly chemicals or lengthy procedures.
- All the equipment should be monitored by the staff regularly and deficiencies / repair should be reported.
- Strict discipline should be maintained in the lab.
- GLP should be followed.
- Log books & chemicals registers should be checked periodically.
- Lab assistants should be trained well for assisting the staff members & students as well as for upgrading their technical skills.
- College identity card should be worn at all times in the college.

4. Leave format should be strictly followed with prior intimation on adjusting the class work, unless if it is an emergency.

5. Substitute faculty should follow up the time table after taking a commitment for class adjustment.

6. Faculty should upgrade their profile in research & academics.

7. Research activities like publication, presentation should be encouraged among students.

8. All the junior faculties should report to the HOD'S with their registers (Student attendance), teaching diaries, lab record book.

9. Teaching methodology needs to be upgraded Ex: Video lectures, Power Point, Guest lecturers

10. Required books, chemicals, equipment lists to be submitted to office before commencement of the semester.

11. Emergency leaves should be intimated by phone and proper communication & mail to college mail id if necessary.

12. Class in charges should ensure that students utilize their library hour effectively and continuous monitoring should be there.

13. Class In charges: Regularity & Discipline of the students any problems and take to the notice of HOD.

14. Mentors should actively involve in counseling; attendance discipline any other student related matters should bring to the notice of class in charge.

15. HOD's duties

- Regularly or continually monitor the respective branch lecturers Attendance, Register, teaching plan, teaching diaries, leaves any other, syllabus completion.

- Periodical review meetings to be conducted for verification of the above.
- Monitoring staff for professional update, including research, academics, seminars, student projects.

16. In charge duties given: In-charges should monitor work and their duties periodically in their respective allotment.

17. Recruitment process should be transparent and unbiased candidates should be checked for their performance both the theory & practical oriented. A brief background verification should be done. While recruiting and possess minimum of first class degree in B. Pharm or M.Pharm

18. Seminar/Conferences: Incharges should conduct seminars / guest lectures / conferences to motivate students for attending conferences, Industrial visit.

19. Journal Club, sports events, cultural activities, should be conducted.

20. Results analysis to be done, remedial classes including practical's to be taken to improve the results.

21. Staff development programmes to be conducted regularly for up gradation of teaching methods, research methodology.

22. Resignation Policy: Staff should serve for a minimum period of or given prior notice one month before at the end or beginning of semester.

23. Certificates if needed can be taken by depositing one month salary in cash which will be given back after resubmitting the certificates.

24. Herbal Garden must be maintained by periodical checking.

25. Drug Museum.

26. Class schedules should be followed strictly if any change from regular schedule should be informed to respective HOD'S & take prior permission.

27. Class schedules need to be followed strictly.

10. R&D POLICY

Contents

- What is Research and Development (R&D) Policy
- Objectives of Research and Development (R&D) Policy
- Categories of research and implementation areas
- Outcomes of Research and Development (R&D) Policy

What is Research and Development (R&D) Policy

R&D encompasses all activities within an organization geared towards increasing innovation, including developing incubators, helping innovators take their innovations to scale and fostering an innovation ecosystem within the sector.

Research and Development (R&D) Policy

An emphasized strategic plan and documented approach to report the innovation in terms of ideation, execution and facilitation for the benefit of institution in terms of growth and development.

Objectives of Research and Development (R&D) Policy

- To promote high quality standards in publication and scientific research by the institution.
- To facilitate knowledge driven approach oriented towards the growth of pharmaceutical industry with implementation of experimental behavior.
- To promote innovation based strategical development of institution and start up technologies - a current trend in the country.
- To establish validated protocols and procedures for drug discovery and development.
- To establish multidisciplinary project-based approach for innovation and patents aspects of pharmaceutical industry.
- To follow an ethical code of conduct and comply with the relevant legislation and applicable international standards.
- To promote no plagiarism in the scientific approach and publication in international and national reputed journals.
- To create a research atmosphere of open communication, leadership, knowledge sharing and collaboration so that every employee is aware of the R&D procedures.
- To contribute towards the fulfillment of the institutional strategic goals and quality standards.
- To exercise professional conduct at all times by adhering to strict confidentiality that respects and ensures the safety and protection of sensitive information concerning our employees industrial partners and students via the highest standards of personal data and information security.
- To promote and meet the health care interventions and quality based industrial requirements.

Categories of research and implementation areas

Academic institutional research

This is the research activity promoted at institutional level to promote creativity, application of the experimental/project behavior of faculty working in academic institutions to work in collaboration with students or scientific bodies to induce high quality research activity and publications.

Thumb rule

The publications in R&D policy should be in compliance with the international standards especially in UGC, PCI, APTI, Scopus, Web of Science and Elsevier indexed journals. Outcome

- Faculty individual development
- Institutional growth
- Promotion of research-oriented culture
- Innovation and development

Collaborative Research

Collaboration with international and national accredited scientific bodies would take up research and promote the growth and development of the country with innovative aspects.

Thumb rule

Participate and work for the scientific bodies with definite outcomes in terms of countries development in the R&D sector.

Outcome

- Investment opportunities raised by the country
- R&D development
- Institutional growth and development
- Innovation and commercialization
- Highest standards of publication and patents

Institutional research

This aspect of R&D promotes institutional level of research activity in collaboration with the approved laboratories by promoting experimental behavior in students-faculty based innovation approaches.

Thumb rule

Promote research activity in student-oriented approach by implementing high quality publication and research-oriented activity and to act as outsourcing for industries.

Outcome

- Industrial collaboration and growth
- Student placements
- R&D activity with high quality publication and patents

Non-Institutional research

The scientific communities promoting research and developmental activities by educating, implementing high quality standards in dissemination of health care needs and contributing themselves for the growth and development of institute related activities.

Thumb rule

Organizing and participating in research activities and promotions taken by self and other academic institutions along with the industries.

Outcome

- R&D activity with high quality publication and patents
- Promotion of brand name of the institution with quality-based publications
- Exposure to industrial and research aspects globally

Student related activity-based research

The research in terms of ideation and application could be initiated with the positive outcomes by indulging quality and integrity in student behavior aspects related to research

Thumb rule

Promoting health care necessities, ethical conduct in student curriculum, maintaining standard curriculum-based approach

Outcome

- Qualified and experienced research attitude in students
- Students applicable for the industrial requirements to procure jobs
- Promoting outsourcing for industries
- Encouraging startup technology

Outcomes of Research and Development (R&D) Policy

Knowledge and experimental based approach for improvising standards in students, faculty and other research communities who are collaborating with the institution in promoting high quality standards in publication, research and developmental activity for meeting industrial innovation and also contributing health care necessities by filling gaps between the scientific communities.

11. CONSULTANCY POLICIES

Introduction

The college has provided excellent credentials in the field of Pharmacy Education with a clear focus regarding peaceful learning environment and sophisticated infrastructure.

SIOP offers pharmacy programmes such as B. Pharmacy and D. Pharmacy (affiliated to MSBTE Mumbai). There are 13 Laboratories attached to various departments including Pharmaceutics, Pharmaceutical Chemistry, Pharmacology, Pharmacognosy and Pharmaceutical Analysis along with a sophisticated instrumentation facility and a machine room.

The Following are the objectives of Research and Consultancy Centre (RCC)

- 1) To provide support for research activities in the institution.
- 2) To develop product development & testing labs with cutting edge strategies
- 3) To create innovations and services for societal benefit.
- 4) To provide exposure & participation of faculty and students in research activities and enable them to learn the next level technologies.

Vision:

To develop as an acclaimed research incubation centre to innovate and collaborate with reputed organizations to serve the needs of Pharmaceutical & Healthcare system.

Mission:

- To ignite the zeal and translate the ideas into products and services among the researchers.
- To generate funds for the institution by providing consultancy to small to medium scale industries.
- To bridge gap between industry and Academia

Scope: The policy provides Consultancy Services to small scale industries and research laboratories with the s available facilities of the institution.

The Services offered shall abide by the code of ethics.

A set of services offered under consultancy policy includes

- Product development - Evaluation and Characterization
- Method development and validations
- Synthesis and characterizations
- Phyto chemical Extraction - Evaluation and screening.

Conflict of Interest:

The Consultants need to disclose the following to the head of the institution.

- i) Any relationship between the consultant and the client funding the consultancy project or any other vendor to whom payments are made from the consultancy project funds, by involvement of immediate relatives.
- ii) The principal will review cases that have potential for disproportion self gains and ensure that no actual conflict of interest arises. The Consultant may not use the Institute name or the fact that they are affiliated to the institute in a manner that
 - Suggests the Institute's approval or disapproval of a product or service provided by a non-profit or governmental entity.
 - Suggests a falsified report of the Institute or misleadingly state the results of the Institute.
 - Gives scope for interpretation to communicate the official position of the institute on any issue of public interest.

Consultancy Rules:

General Rules:

- The time spent on consultancy assignments shall be limited to an equivalent period of 6 months working days in a year at least 2 working days per week.
- Consultant assignments may be accepted and implemented provided they do not cause any detrimental impact on ongoing academic and research activities.
- The services of the permanent faculty of the institution can be utilized without affecting their primary functions and responsibilities.
- Students can also be allowed to participate in consultancy assignments provided it does not hamper the regular curriculum.

Travel related Rules:

- Travel on consultation work can be allowed with the consent of head of the department.
- Outstation travel on consultancy assignments shall be allowed with the prior permission of the principal.

Project Execution Related Rules:

- Consultancy projects are taken up on request from industries and other outside organizations.
- On receiving an enquiry principal will conduct meeting with the concerned HOD's about the feasibility of the work.
- All acceptance letters are direct to HOD and Principal
- Project proposals prepared in response to client's request shall be approved by HOD and Principal.
- Once the charges of the consultancy project are finalized, they are not negotiable.
- If the scope of the project is altered a fresh estimate may be considered.

Project Category:

Category I: Testing Project - Design, development, validation, screening and evaluation.

Category II: Expert advice and Development Projects - Based on the Expertise of the consultant.

Sharing of consultancy fees: The Consultancy fees received from Industry can be shared as follows.

Category	Remuneration
Category I	10% to Consulting Faculty; 90% to Project
Category II	10% to Consulting Faculty; 90% to Project

12. ETHICAL STANDARDS FOR A TEACHER

A Teacher

- Shall live and lead by example in every sphere of conduct particularly to inculcate a noble culture in students.
- Respect parents, teachers, and elders.
- Express the love of brotherhood to fellow students.
- Accept and extend due respect to every religion and social grouping.
- Love the nation and commit their endeavors to her progress.
- Have a sense of belonging to the institution.
- Assume total dedication to the teaching profession.
- Always have an urge to excel in professional expert

A Teacher

- Shall wear respectable attire, befitting the society's expressions shall keep up immaculate personal hygiene at all times.
- Shall never appear untidy, through style of dressing, grooming of hair or in respect of any other ornament one wears.
- Shall never have the habit of chewing, smoking or consumption of alcoholic drinks.
- Shall never gossip or discuss unauthentic information with peers or other members of public which might provoke a sensation or ill feeling or any sort.
- Shall always listen to students with concern, whether it be in respect of doubts in lessons or it be relating to any personal help.
- Shall always motivate the students, giving them a feeling of comfort and encouraging their enthusiastic expressions.
- Shall attend to parents as a true representative of the institution, clarify their doubts with concern and help them understanding the system in a better manner.
- Shall confer with them on any special problem pertaining to their wards; assist them in solving the problem and guiding them properly on how and who to approach for further help.
- Shall always give the parents authentic and correct information and never enter into any form of gossiping either relating to the schools or of fellow teachers, student or any other member of society.
- Shall always accept the entire fellow teachers, honor their sentiments and respect their value system.
- Shall always endeavor to assist fellow teachers, either in their teaching practice or in any form of adjustment required for discharging their responsibilities.

Faculty (Professors/Associate Professors/ Assistant Professors):

Besides teaching, all the teachers or the faculty are requested to spend their time and effort for various activities and contribute to the fair image of the college.

They have to necessarily cooperate in students counseling, give support to the administration and involve themselves in R&D/Consultancy and extension services AICTE norm stipulates that every teacher of the college has to contribute 40 clock hours of work per week.

A tentative distribution of the time spent in a week for Professors, Associate Professors and Assistant Professors is given below, which may be considered as a guideline, but not a rigid frame work. The Heads of Departments, Principal and other officers in charge of Administrative and Academic Units of the college are required to spend more time in planning, streamlining and structuring the various activities at every level in their concerned department/unit.

Tentative distribution of time to be spared by a faculty member for different activities in a week

Item	Teaching Pleasure		Preparation, Paper setting & valuation	Student Counseling	Admin	Project R&D/ Guidance/ Consultancy & Extension Service	Total Clock Hours
Category	Clock	Periods					
Professors/Asso. Professor/Asst. Professor							

Non-Teaching Staff:

Forty (40) hours per week as assigned by the Principal/ Head of the Department Officer/ Teacher-in-charge of the concerned section/cell/unit.

13. DISCIPLINARY RULES AND REGULATIONS FOR STUDENTS

- Students are requested to maintain highest standard of behavior and discipline both inside and outside the College.
- Students are required to improve and maintain consistency in their performance in the University / College examinations in order to get promotion to subsequent Semester/year.
- They shall strictly observe the disciplinary rules framed by the College. Violation of which will be dealt by the principal in the manner will be final concerned class faculty.
- Every student should possess an identity card issued by the College & has to wear it regularly and a should be produced when required.
- Dress Code should be followed strictly.
- Usage of mobile phone is completely banned in the college campus.
- No student shall enter the class or leave the class/lab without the permission of the lecturer.
- The student's attendance, progress & conduct are closely monitored by every class in charge & mentor.
- Irregular attendance, indifference in regard to class work and examination, discourtesy towards teachers, insubordination, obscenity in word and act, willful damage to College property, anti-social activities etc are liable for disciplinary action which includes expulsion from the College.
- Attendance to the College functions like association meetings, College assembly, seminars, personality development program, Industrial visits, Viva Voce etc are obligatory to all students.
- Late comers can enter the class only if permitted by the faculty.
- Without the permission of the principal students shall not organize any activities or associate with any outside group concerned with the College.
- The principal shall have the power to expel any student from the College if the student is guilty of serious misconduct or student's presence in the College is injurious to the order and discipline.
- Loitering and wasting time on the College campus and canteen causes indiscipline on the College campus and that must be avoided.
- There is nothing that can substitute for self discipline and a serious devotion to duty, a spirit of respect and love for all that is good, noble and beautiful in life.
- The College expects students to keep their vision high and solicit cooperation of the parents to minimize the necessity of enforcing rules and regulations.
- Students are expected to treat the College as their own and to cooperate in its efficient and smooth running.

14. LEAVE POLICY

This Leave policy will come into force with effect from June 2018. These Rules shall apply only to the employees of the SIOP Kurtadi.

1. GENERAL

I. Leave shall be granted in accordance with the "rules".

II. Leave cannot be claimed by any employee as a matter of right.

III. For purpose of leave, leave year shall be reckoned from 1st June to 31st May.

IV. Leave application shall be submitted in the prescribed form to the principal of the college for approval with the prior approval taken from the HOD.

V. The leave application shall be submitted well in advance and ought to be sanctioned by the appropriate authority before availing the leave.

VI. An employee who is placed under suspension shall not be granted leave.

VII. An employee is required to apply in writing for extension of any leave before it expires.

VIII. Employees shall, before proceeding on any leave, intimate to the competent authority his/her address while on leave and shall keep the authority informed of any changes in the address.

IX. No person who has been granted leave on medical certificate issued by the concerned doctor shall return to resume duty without producing a medical certificate of fitness. If any doubt arises the Competent Authority has every right to take second opinion from another doctor and his decision shall be final and bind in. If an account of sickness, any employee is unable to resume his duties by the due date he shall inform the Competent Authority by sending the medical certificate issued by a registered practitioner not later than two days.

X. Leave is a privilege and not a right. It may be refused or revoked by the authority empowered to grant it. It would, however, generally be granted unless the exigencies of service demand otherwise.

XI. No leave can commence unless it has been sanctioned, mere submission of leave applications does not authorize an employee to avail the leave applied for. Availing of leave without sanction makes the employee liable to disciplinary action besides penal deductions.

XII. No leave will be sanctioned on telephone except in case of extraordinary circumstances/sudden illness etc. This shall however be regularized immediately on joining the duty in writing.

XIII. Continued absence of more than six days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action including termination of services besides penal deduction.

XIV. The rules and norms governing the grant of leave are given below. Any exceptions from these rules due to emergencies or rarest of rare circumstances may be considered by the governing body in its sole discretion. The decision of the governing body in this regard shall be final and binding.

Nature of leave	Quantum of leave/ year	Leave with pay / without pay
Casual leave	08 days	With pay
Medical leave	4 days	With pay
C-Off, O.D	As per work	With pay
Maternity leave	06 months	With pay. Twice during entire service period. 03 year service should completed for its entitlement

2. Kinds of Leave:

a) Casual leave:

Casual leave may not be prefixed or suffixed to weekly holidays

1. Sundays, holidays and weekly holidays falling within the period of Casual leave or preceding or following it should not be counted as part of the Casual leave (Casual leave may be prefixed or suffixed to weekly holidays/ any other holidays including Sundays)

2. Casual leave cannot be combined with any other kind of leave or vacation or puja holidays, sick Leave/Maternity Leave and the same is solely the discretion of the Management.

3. All casual leave which any employee/person is entitled to during any academic year shall cease to be due to him/her at the end of such academic year and can be accumulated or taken over or brought forward in the same academic year. Casual leave is intended to provide for occasional absence and request for the same must be submitted in advance or on the day of resuming duty in case it is for one day. In such cases the employee must report his absence to the HOD and to the principal.

4. Casual leave may be granted to all employees for a total of 08 days in each calendar year subject to the necessities and exigencies of work.

5. Not with standing anything contained herein, casual leave may be sanctioned by the department head at his/her discretion and in case of HOD the principal shall sanction the leave.

6. Not more than 2 days casual leave may be availed of at a time.

7. Casual leave not availed during a leave year shall lapse.

8. Half Day leave shall be allowed as per requirement.

9. Four late attendances in a month will be considered as one leave without payment.

b) Compensatory Casual Leave:

i. At the discretion of the Head of the Institution, an employee may be granted Compensatory Casual Leave.

- ii. Any employee detailed for duty on holidays and Sundays may be granted a Compensatory Casual Leave on a 1:1 basis, which must be availed before the end of the Academic Year.

c) Combination of leave:

Any kind of leave under these Rules except Casual Leave may be granted in combination with or in continuation of any other leave.

- (i) **Holiday:** Holiday means a day declared by a notification of the institute to be non-working day for all employees except those otherwise specifically asked to attend the institute.
- (ii) **Salary:** Salary means the monthly remunerations drawn by an employee including basic pay, dearness allowance, personal pay, special pay, HRA, conveyance, etc.

d) Medical leave

1. All permanent employees may avail of 4 days medical leave in a year with full pay.
2. If the concerned employee is required to avail of medical leave more than 2 days at a glance, he/ she must submit medical leave applications within 24 hours on the onset of illness supported by a medical certificate issued by a registered medical practitioner.
3. The above medical practitioner should attest the signature of the employee on the unfit certificate; and a second fitness certificate from the doctor(s) concerned similarly attested, on recovery of illness, certifying that the employee is medically fit to resume full duty shall have to be submitted. The concerned employee shall not be allowed to resume duty (absent on medical ground) without his illness and fitness medical certificate.
4. The College may, however, get the employee concerned examined at its cost by a medical practitioner specified by the management if it seems necessary, if the employee refuses to appear for examination or is declared fit for duty on examination, his request for medical leave may be rejected and disciplinary action may be initiated against him.
5. No medical certificate is required up to 2 days.
6. Grant of medical leave to employees who are out of station even if their applications are supported by certificate issued by outside registered medical practitioners is only at the discretion of the competent authority.
7. No employee shall leave the station during the period of any sick leave without the prior permission of the competent authority in writing.

e) Maternity leave:

1. Married women will be entitled to six months (180 days) maternity leave with full pay and loss of pay for remaining days both ante-natal and post-natal periods for pregnancy, provided she has already served the College for a period of two year immediately preceding the date of her leave.

2. Maternity leave, combined with any other leave, may be granted only if a medical certificate issued by the attending registered medical practitioner supports the application.
3. Part of maternity leave with pay may be availed of in the ante-natal period. The application should be supported by a medical certificate from a gynecologist. Medical leave may be combined with maternity leave. Maternity leave with pay shall be granted twice during the entire period of service to married women only.
4. Maternity leave may be granted to an employee on full pay in cases of miscarriage including abortion subject to the condition that any registered medical practitioner supports the application but in no occasion the total maternity leave shall exceeds 30 days.
5. Resumption of duties after expiry of the leave granted may be considered on submission of "Fitness Certificate" issued by the attending registered medical practitioner.

f) Sabbatical leave/study leave:

Employees who have completed 2 years of service (excluding Probation Period) shall apply for study leave in advance, through the HOD, who will forward it to the Committee consisting of Principal, Dean (Admin & Fin) and Head (Academics) for its consideration along with his/her recommendation, which shall consider the application based on its merit and may or may not approve the leave.

This leave cannot be claimed as a right by any employee. Employee is not entitled for pay and allowances when he is on Study Leave. Study leave can be claimed only once for a period of 3 years in the entire service.

g) Special leave:

Teaching Faculty who has completed Two Year of service will be entitled for Leave with Pay for 4 days every year for attending seminars, paper presentations, attending convocation, attending Interview for commencing Ph. D course and for attending Viva Voce for completion of Ph. D, Guest Lectures, Workshops, Conferences, Paper Correction in University, on approval from Principal.

h) Leave on loss of pay:

1. Under extra ordinary circumstances leave on loss of pay in a leave year may be granted at the sole discretion of the management and the nature of the exigency shall be clearly recorded.
2. Leave on loss of pay if not sanctioned by the management such period of absence will not be counted as service for any purpose.

i) No work no pay:

In all cases of absence from duty without leave or permission or where an employee fails to discharge his duties, the principle of 'no work no pay' shall apply.

Sanctioning authority: Sanctioning Authority for any kind of leave shall be as follows: For teaching & non teaching staff - respective HOD, for HOD (teaching & non teaching staff) Principal.

3. Vacation:

Staff members are permitted to avail Summer Vacation on the following conditions.

- i. The eligible period of vacation for teaching staff is as follows.
- ii. Vacation period shall include Saturdays, Sundays and holidays (proceeding, Succeeding and in between).
- iii. During the Vacation, the Head of the Institute have right to recall the staff for any emergency and inspection time.
- iv. If a Staff member is recalled and assigned work during vacation, he/she will be awarded with CL for number of days of vacation forfeited.
- v. The vacation shall start on any day of the week, but the last day of the vacation shall not fall on Fridays, Saturdays and Sundays.
- vi. Unveiled Summer Vacation cannot be combined, also surrendering of vacation period for "claim of salary" cannot be allowed.
- vii. Staff must submit joining report to Principal on the next day of completion of vacation.
- viii. Staff members shall be permitted to attend central valuation duty only during vacation period. The period of examination duty spent during vacation will be treated as vacation and not as OD.
- ix. Staff members having less than six-months of service are not eligible for summer vacation.

TEACHING STAFF

Experience in the College	Summer Vacation
Summer Vacation (for those completed 1 academic year)	20 days
Winter Vacation (for those completed 1 academic year)	10 days

NON-TEACHING STAFF

Experience in the College	Summer Vacation
Summer Vacation (for those completed 1 academic year)	10 days
Winter Vacation (for those completed 1 academic year)	07 days

15. GUIDELINES FOR ALLOWANCES (TA/DA)

- i. These guidelines will be applicable to all the employees of the Institute, if they are deputed outside the college campus.
- ii. Daily Allowance (DA) shall be paid if the absence from headquarters is 8 hours or more, inclusive of journey time.
- iii. If the absence is less than 8 hours, DA is not permissible. If the absence is more than 8 hours but less than 12 hours only 50% DA will be paid. For absence of more than 12 Hours full DA will be paid.
- iv. In case the boarding and lodging is provided by the Institute an employee will be eligible for only 50% of DA.
- v. If the Boarding and lodging is provided by organizers of an event, seminar, workshop, conference etc., no DA/TA will be provided. If only part of expenses are reimbursed by the organizers, an employee is eligible for reimbursement after deducting the expenses reimbursed by the organizers, as per his / her entitlement.
- vi Travelling Allowance/DA/Conveyance Allowance shall not be allowed for persons joining the institute on their appointment or for return journey and they are retirement/ resignation.
- vii Travelling expenses, DA , Conveyance and Lodging expenses may or may not be approved by management when the candidate is called for an interview. It shall be decided on case-to-case basis.
- viii All official Journeys shall be authorized by competent authority with justification for the same.

16. FINANCIAL ASSISTANCE FROM INSTITUTION

Financial Assistance for Student and faculty Participation in Seminars and Symposiums or sports activities

It has been decided to extend the following facilities to the students going out for paper presentation in the student seminars and symposiums etc.

1. Railway half fare concession forms.
2. Half of the train fare by the shortest route to and from the place of symposium, subject to a maximum of Rs.500/- , only if the organization conducting the symposium is not paying anything towards the travel. Such a case must be supported by the original brochures from the organizers. This can be only twice during the academic year for a student.
3. Registration fee will be re-imbursed for the 1st, 2nd and 3rd prize winners.
4. An out-of-pocket allowance of Rs.100/- per day per head for the period of journey and stay at the venue.
5. Faculty is given with incentives/financial support who are attending seminars/workshops/conferences, paper publication charges, travel with sports team etc. One faculty can avail any 2 benefits per year with proper application.
6. The above amount will be paid to the beneficiaries after presenting the paper/participate in sports, producing a certificate to that effect and submitting a Photostat copy of the paper presented (attested by the H.O.D.).
7. The students planning to attend the workshops for academic development will also be eligible for the above financial benefits but limiting to a maximum of Rs.500/- on the whole. However, they must have a minimum of 80% attendance in the classes conducted up to the day of leaving the Institute for attending the workshops. However, no attendance benefit will be given for such period of absence

Awards for Students

- Cash Prizes and academic materials as a gift for Students for their Academic Performance/research.
- Students who secure First place in the class (University Exam) will be awarded merit certificates.
- Students having 100% attendance in each academic year will be awarded certificates.
- Students with highest library usage
- Students with best cultural performers
- Champions of the year
- Best outgoing and alumni student after graduation

Awards for Parents

- Best supporting parent of the year

Awards for the faculty

- Best teacher of the year
- Best project guided teacher of the year
- Best non-teaching staff of the year (separately technical, non-technical and supporting staff)
- Incentives, gifts and prizes/bonus on different occasions such as festivals, pharmacist days, guru poornima, teacher's day etc.

Financial Assistance for Paper Presentation/Publications (Incentive Policy)

Given below are the norms for availing the financial assistance regarding Paper Presentations/Publications by the faculty members at the National and International Conferences, International Journals with immediate effect

1. A letter is to be given to the principal, recommended by the concerned Head of the Department, enclosing a copy of communication received from the organizers accepting the presentation / publication of the paper. The letter must necessarily give an estimate of expenditure involved including T.A, D.A or Registration fee etc.
2. The paper must be presented by the faculty member either before or after receiving the acceptance letter from the conference organizers / publisher.
3. After the presentation of the paper in the conference, a claim is to be made by the faculty member giving the details of expenditure incurred showing the proof of such expenditure.
4. Faculty members are eligible for T.A & D.A. as per the Institute rules but must produce the tickets or photo copies of the tickets, receipt of registration fee, as the proof of such expenditure. However, no proof is required for claiming the D.A.
5. The actual expenditure incurred in the above forms, subject to a maximum of Rs.5,000/- once in year will be sanctioned to the faculty member for paper presentations in the Conferences subject to the validity of the conference.
6. A faculty member can avail such financial assistance from the Institute, to an extent of two conferences in a calendar year out of which only one can be for presentation abroad.

However, the claim for international journal paper printing expenditure can be made once in a year irrespective of the claim for the presentation in Conference.

If the faculty member presents papers more than twice in any calendar year, the financial assistance cannot be extended for those additional presentations with special consideration by management. However, the period of absence on all such paper presentations will be treated as academic leave.

17. REWARD POLICY FOR FACULTY & STUDENTS

Cash Prizes for Academic performance by students

- For students obtaining University Rank
- For students securing remarkable ranks in competitive exams like GPAT, NIPER, Avishkar will be awarded with cash prize.

Cash Prizes for Staff for Outstanding Performance

- Producing best results compared to university average.
- Being involved in R&D.
- Attending FDPs and workshops (AICTE/UGC Sponsored).
- Being regular and committed towards assigned works.
- International conferences or publishing International Journals.
- Outstanding faculty will be awarded and rewarded with 10,000/- cash prize, on the basis of performance during each academic year.

Note: All service rules may subject to change as decisions taken by management time to time.

President

Secretary

Principal