



Kasegaon Education Society's



Rajarambapu College of Pharmacy, Kasegaon

GOVERNANCE

1. Preamble

Rajarambapu College of Pharmacy, Kasegaon is an unaided Pharmacy Institution recognized by All India Council of Technical Education New Delhi (A.I.C.T.E.), Pharmacy Council of India New Delhi (P.C.I) and affiliated to Shivaji University, Kolhapur and approved by Director of Technical Education, Mumbai (D.T.E). It is hereby proposed the governance of Rajarambapu College of Pharmacy, Kasegaon, to regulate appointment, educational activities, responsibilities and duties, examination and simultaneously providing more scope to multidimensional development among the students by establishing free atmosphere in the college.

Our college is permanently affiliated to Shivaji University, Kolhapur and recognized by UGC under 2(f), 12(b).

Our college is also registered under Department of Biotechnology, New Delhi.

These rules and regulations henceforth be named as “Rajarambapu College of Pharmacy Governance”.

- 2.1 “RCP” means a Rajarambapu College of Pharmacy, Kasegaon.
- 2.2 “Adjunct professor”, “Adjunct associate professor” or “adjunct assistant professor” means a person from industry, trade, agriculture, commerce or any other allied field who is so designated during the period of collaboration or association with the college;
- 2.3 ‘Ad hoc appointment’ means the appointment of a teacher who has been selected through local managing committee.
- 2.4 “College” means a Rajarambapu College of Pharmacy, Kasegaon. (B. Pharm, D. Pharm, M .Pharm, Ph.D)
- 2.5 “Department” means a department teaching a particular subject or a group of subjects in Rajarambapu College Of Pharmacy, Kasegaon such as Pharmaceutics, Pharmaceutical Chemistry, Pharmacology, Pharmacognosy, Pharmaceutical Technology, Biochemistry, Quality Assurance etc.
- 2.6 “Duty” means the compliance of the things the employee is expected to do by virtue of his/her taking a job or assuming an office and as explained in these statutes.
- 2.7 “Employee” means a teaching and non-teaching employee duly appointed in the employment of RCP and appointed by Chairman/ Secretary, Kasegaon Education Society, Kasegaon on approved post, on a scale of pay.
- 2.8 ‘Employer’ means Kasegaon Education Society, Kasegaon
- 2.9 “Fee” means tuition fees, other fees and other charges, including developmental charges.
- 2.10 “Grievances Committee” means the committee constituted as the Grievance Committee under the Act.
- 2.11 “Head of the department” means a person appointed who have responsibility for the concerned department "
- 2.12 “Leave” means permission granted by the competent authority to the employee to remain absent from duty.
- 2.13 “Local Managing Committee” means the committee constituted under Maharashtra

University Act.

- 2.14 “Management” means Kasegaon Education Society, Kasegaon the trustees or the managing or governing body, by whatever name called.
- 2.15 “Non-Vacational Academic Staff” means such staff as the government may classify to be non-vacational academic staff and includes all such staff which is complimentary to academic staff but, shall not include the staff engaged purely in discharging administrative functions.
- 2.16 “Regulation” means the regulations of Rajarambapu College of Pharmacy, Kasegaon.
- 2.17 “Regular appointment” means appointment made by chairman/secretary of Kasegaon Education Society, Kasegaon and after completion of two years of services.
- 2.18 “Student” A bonafide candidate who is enrolled or taken admission in college.
- 2.19 “Teacher”, of the university / college means Principal, Professor, Associate professor, Assistant Professor, librarian and such other persons be appointed for imparting instruction or conducting research in Rajarambapu College of Pharmacy, Kasegaon.

Provided that, the term 'Teacher' shall include a full-time as well as part-time Teacher, Teacher appointed on a proportionate workload, honorary Teacher, and such other Teachers who are to be designated as the academic non-vacational staff by the Government, from time to time.

- 2.20 “Temporary appointment” means an appointment made on purely temporary basis either in a permanent post, not more than twelve months against temporarily vacant post or a tenure post or against a temporary position. When the person manning the post returns, the contract of temporary employees is terminated automatically.

3.1 Vision

To be a center of excellence in the field of Pharmacy education and research, preparing globally competent students for leadership in their fields and to cater the human resources need of pharmaceutical industry and healthcare needs of society.

3.2 Mission

- Fostering a learning center, research oriented educational environment that encourages individuals to make positive lifelong contributions to global health.
- To provide state of art educational surrounding for creating skilled individuals to endeavor to meet the global challenges in pharmaceutical field.
- To develop faculty and resources that instills values and encourages knowledge acquisition which will enhance socio-economic betterment of society.

3.3 Programme Educational Objectives (PEOs)

- Graduates with strong backgrounds in pharmaceutical sciences will utilize acquired knowledge for research in pharmacy.
- Graduates with a solid foundation in all disciplines of pharmacy will satisfy needs of Pharmaceutical Industries and society.
- Graduates through state of art infrastructure will meet challenges of current pharmacy profession.
- Graduates will have leadership and entrepreneurship capabilities in life - long learning.
- Graduates will maintain professional and ethical responsibility.

4. AUTHORITIES OF COLLEGE:

4.1 GOVERNING BODY:

4.1.1. Constitution:

- i. Chairman
- ii. Member nominated by trust (4 Members)
- iii. Nominee of AICTE – Regional officer (ex-Officio)
- iv. An industrialist / Technologist/ educationalist from the region.
- v. Nominee of the Affiliating University.
- vi. Nominee of the state government - Director of the technical education (ex officio).
- vii. An Industrialist/ technologist / educationalist from the region nominated by state government.
- viii. Member secretary (Principal)

4.1.2 The duties of the Governing Body:

1. Approve the mission and strategic vision of the institution, long-term academic activities and to ensure that these meet the interests of stakeholders.
2. Appointment of Principal and delegate authorities to the Principal for the academic activity, corporate, financial, estate and personnel management of the institution.
3. To comply with the statutes, rules and regulations and bylaws of University, AICTE, DTE, PCI and Govt. organization.
4. To ensure that the finances are used appropriately, prudently and in accordance with the objectives of the college.
5. The governing body is responsible for the operation of all aspects of the college including its finance, educational, research and development, and conduct of academic activity etc.
6. Monitor and evaluate performance and effectiveness of the institution against the plans and approved key performance indicators.
7. The appointment, grading, suspension and dismissal of employees.
8. Implementation of the pay scale and conditions of service as per government norms for all the employees.

9. Require the establishment, monitoring of systems of control , accountability including financial ,operational controls , risk assessment, procedures for handling internal grievances and for managing conflicts of interest.
10. The governing body may delegate certain functions of committees but it still retains ultimate responsibility on the shoulder of Principal for the running of the college.
11. Approving the college’s strategy for improving the quality of education provided; the effective and efficient use of resources, the solvency of the college and safeguarding its assets
12. To ensure that the college is well run, meet the needs for which it has been set up.
13. To act always in the best interests of the college.
14. To direct and oversee arrangements for internal and external audit: viz. to appoint external and internal auditors; to establish an audit committee; and to approve the annual audited accounts.
15. To take overall responsibility for student welfare.
16. Approving annual estimates of income and expenditure (the annual budget);
17. To safeguard the academic freedom of expression of members of the college.
18. To safeguard equality of opportunity for staff and students of the college.
19. To use reasonable care and skill in their work as members of the governing body and to seek professional advice where appropriate.

4.2 LOCAL MANAGEMENT COMMITTEE (LMC):

4.2.1 Constitution:

- i. President or Chairman of the management or his nominee Chairman.
- ii. Secretary of the management or his nominee.
- iii. Three local members representing different fields of the area, nominated by the management;
- iv. Three teachers, elected by the teachers of the college.
- v. One non-teaching employee, elected by the non-teaching employees of the college
- vi. Principal as member-Secretary.
- vii. One representative of the Management.

4.2.2 The duties of the local managing committee–

1. Prepare the budget and financial statements.
2. Approval of the teaching and nonteaching post.
3. Make recommendations to the management for the improvement of the infrastructure in the college.
4. Formulate proposals of new expenditure not provided in the college budget.
5. Consider and make recommendations on the inspection report, if any.
6. Consider and make recommendations on the report of the local inquiry committee, if any under Maharashtra Universities Act.
7. Perform such other duties and exercise such other powers as may be entrusted by the management and university.

4.2 A 2. College Development Committee: (Ammended as per provision of Maharashtra Public Universities Act 2016)

Prior to 2016 Local Management Committee was functioning as one of the Administrative committee.

B. The Functions of College Development Committee

- a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth and enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
- b) Decide about the overall teaching programmes or annual calendar of the college ;
- c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts ;
- d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement ;
- e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college ;
- f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research ;

- g) Make specific recommendations to the management to encourage the use of information and communication technology in teaching and learning process ;
- h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college ;
- i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval ;
- j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget) ;
- k) Make recommendations regarding the students' and employees' welfare activities in the college or institution ;
- l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations ;
- m) Frame suitable admissions procedure for different programmes by following the statutory norms ;
- n) Plan major annual events in the college, such as annual day, sports events, cultural events, etc. ;
- o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution ;
- p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council, etc. ;
- q) Recommend the distribution of different prizes, medals and awards to the students.
- r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university ;
- s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

4.3 Finance committee:

The Functions of the Finance Committee:

- a) To prepare the budget for every academic year.
- b) To hold and manage the funds, property and investments, including trust and endowed property, for furthering any of the objects of the college.
- c) To fix the limits for recurring and non recurring expenditure for one year and that all allocations are expended for the purposes for which they are granted or allotted.
- d) To maintain the records of the cash and bank balance and investments.
- e) To keep record on the progress of collection of revenue.
- f) To perform the audit of account of the college regularly.
- g) To ensure that the register of building , land, equipment and machinery are maintained up-to-date and that the stock taking of equipments and other consumable materials from office, department, laboratories, classrooms and store of the college is conducted regularly.
- h) To inform to the Principal that explanation be called for unauthorized expenditure or other financial irregularities from any academic member and faculty.

4.4 Frequency of meeting:

4.4.1 Governing body:

-The Governing body shall meet not less than twice a year and as and when necessary for emergency matters within 24 hours.

4.4.2 Local management committee:

The local management committee shall meet not less than twice a year.

-However the secretary/chairman may call the meeting within 24 hrs.

4.4.2 A College Development Committee

The College Development Committee shall meet at least four times in a year. However the Secretary/Chairman may call the meeting within 24 hrs in case of emergency.

4.4.3 Finance and Accounts Committee:

The committee shall meet at least four times a year to examine the accounts, the progress of expenditure and all new proposals involving fresh expenditure in the light of the provisions available.

4.4 Delegation of Financial powers:

1. Principal is having authority of approving expenses of not more than RS. 5000/-
2. Financial sanction of Rs 5000/- or more shall be approved by Secretary / Chairman of the trust.

4.5 Decentralization in working

The following faculty shall be treated as administrative and decision makers:

- a) Principal
- b) Professor
- c) Head of Department
- d) Examination In charge
- e) Librarian
- f) Registrar / Office Superintended

4.6 Tenure:

Sr. No	Committee	Tenure
a)	Governing Body	5years
b)	LMC	5 years
c)	Other committees	3 yrs

4.7 Meetings, Papers and Meeting Procedures

4.7.1. Meetings

a) **Dates, Time**

The committee should hold regular meetings as it determines. Committee sets the dates of regular meetings on an annual basis

b) **Chairing of Committee meetings**

The chairman of the committee will preside at meetings of the committee.

c) **Special Meetings**

The Committee provides that special meetings may be held. Special meetings of committee may be convened:

- By resolution of the members present;
- By the Secretary of the committee at the request of the chairman.

d) **Use of Technology**

A meeting may be called or held using any technology including e-mail circulation, tele- or video-conference.

e) **Quorum**

No question can be decided at any meeting of the committee unless at least fifty percent of the members are present. If a quorum has not been achieved after a quarter of an hour from the time appointed for the meeting, the meeting shall be adjourned for half an hour and shall be continued immediately after half an hour for which no quorum is required.

f) **Decisions**

A question that comes before a meeting of the committee will be decided by the majority of members present at the meeting and voting on the question.

For the avoidance of doubt, all members of committee, including *ex officio* members, are entitled to vote.

Members can expect that questions for decision will be in the form of a clearly written draft resolution. Where there is discussion of a matter, the chairman has a responsibility to identify whether there are any contrary views and if so, to ensure that such views are discussed. If a draft resolution is amended, the chairman must ensure that there is clarity on exactly what members are being asked to do or agree to. The chairman must also ensure

that the majority decision is clear and is recorded in the minutes before the meeting moves to the next item.

The standard of conduct for committee members is that:

- Dissenting opinions will be acknowledged and respected;
- Having reached a decision on a matter, all committee members are expected to respect and accept the majority decision and refrain from speaking out publicly against the decision.

g) **Management of Urgent Business**

Urgent matters that cannot be held over to the next regular meeting will be considered by the Executive Committee, either at a scheduled meeting or by circulation.

If the matter is circulated out-of-session, the following will apply:

- If a majority of the committee members entitled to vote on a matter (and being not less than a quorum) indicate that they are in favour of a resolution in the terms, and by the deadline set out in the circulated papers, a resolution in those terms shall be deemed to have been passed.
- In the event that a member(s) is not in favour, the matter will be referred to the chairman, who will discuss the matter with the member(s) concerned and decide whether the majority decision prevails or the matter must be held over.

Matters decided will be reported to the next regular meeting of committee and recorded in the minutes.

4.7. 2. Attendance at Meetings

a) Attendance by Committee members

Committee members are required to attend meetings regularly and when they cannot attend, they should inform regarding apologies or leave of absence. Chairman may remove from office a member who fails without reasonable excuse to comply with requirements in relation to attendance at meetings. The members who remain absent for three consecutive meeting shall lose his membership.

b) **Apologies**

A member who is unable to attend a meeting should inform the secretary/ chairman as early as possible before that meeting. Apologies are announced at the meeting and recorded in the minutes.

c) **Leave of Absence**

A member who will be absent from committee for two or more regular meetings in succession should seek leave of absence. Written requests for leave of absence should be submitted to the Chairman/Secretary for consideration by committee at its next regular meeting.

4.7.3 Preparing for meetings

Each member should feel satisfied that there has been enough time to prepare for the meeting, and that an appropriate level and quality of information has been provided to enable members to understand the issues under discussion. The agenda is the key tool in managing committee's time effectively.

4.7.4 Agenda

a) **Notice of meeting and circulation of agenda**

The notice of meeting shall be in the form of electronic and/or the agenda and papers for each meeting. The agenda will indicate the time, date and place of the meeting. The committee secretary/ chairman will send the notice of meeting electronically and/or hard copy, if requested, to the nominated address of each member of committee, at least seven clear days before the meeting. Inadvertent failure to notify a member of a meeting or to issue the notice of meeting by the deadline specified above will not render the meeting invalid.

b) **Late circulation of papers**

Additional papers may be circulated at the time of meeting.

c) **Submission of items for the agenda**

Deadline for Agenda

Items and papers for inclusion in the agenda for a regular meeting of committee must be received by the committee chairman no later than five clear days before the meeting, except with the approval of the principal/chairman of the committee, material received after this deadline will be held over until the next regular meeting.

Committee members should contact the secretary / chairman of the committee if they have queries about items in the agenda and minutes, or if they want additional information pertaining to a particular item(s), prior to the meeting.

4.7.5 Nominated address

Kasegaon Education Society's, Rajarambapu College of Pharmacy, Kasegaon shall be the address of the college.

4.7.6 Additions to the agenda

A new item of business which does not appear on the agenda may only be considered at a regular meeting with the prior permission of the chairman / secretary.

4.7.7 Order of Business

The Chairman may vary the order of business at any meeting. The order of business at each regular meeting shall generally be as follows:

- Apologies
- Leaves
- Confirmation of the minutes of the last regular meeting and the minutes of any special meetings held since the last regular meeting;
- Reading of the agenda.
- Discussion of the agenda.
- Identification of significant items which should be given priority to allow a full discussion during the meeting.
- Report of matters approved by the committee.
- Items for noting, including committee minutes.
- Date of next meeting.

- Vote of thanks.

4.7.8. Confidentiality

a. Confidential items

The items for confidential meetings will be designated. The confidential items are circulated to chairman/ secretary (and working member of the committee if nominated). These members shall only discuss confidential items. Following a decision of this committee on a confidential item, information about the decision may be disclosed unless otherwise the Chairman directs that the item is to remain confidential.

b. Confidential minutes

Matters decided by committee as part of the confidential agenda, will be recorded as confidential and will be included in the confidential minutes.

c. Breach of confidentiality

If there is evidence that a breach of confidentiality has occurred but the source is not able to be identified, the chairman will bring the matter to the attention of committee at its next meeting, and will remind members that it is their responsibility to act in accordance with these confidentiality provisions. If a particular member is alleged to have breached confidentiality, that person may be the subject of censure on the grounds of misconduct and is liable to lose his membership.

d. Voice Recording of Proceedings

The making of a voice recording of meetings is permitted whenever necessary with prior permission of chairman/secretary.

e. Minutes

Minutes of the proceedings of every meeting of committee will be recorded and at the end of each year will be kept as a permanent record of the decisions of the committee in the college document. The unconfirmed minutes of each meeting will be circulated as soon as possible after each meeting and will be presented at the next regular meeting for confirmation as a correct record and signature by the chairman. Members who wish to

question the accuracy of the minutes should contact the committee chairman before to their confirmation.

The minutes of Committee will record:

- The nature of the meeting, whether regular, special, or adjourned.
- The date, time and place of the meeting.
- The name of the person presiding at the meeting, the names of members of committee who are present, the names of officers of the college in attendance, the names of any persons present by invitation and the names of members who have tendered an apology.
- Discussion, decision and resolution of the minutes.

4.7.9 Method of Voting

A question that comes before a meeting of the committee will be decided by the majority of members present at the meeting and voting on the question *Ex officio* members are entitled to vote.

Voting will be conducted by a show of hands, unless a secret ballot is requested by the majority of the members. The chairman will ask the members who are present to vote on a draft resolution or amendment by asking first those members who wish to vote in favour to raise their hands. The chairman will then ask those members who wish to vote against the draft resolution or amendment to raise their hands. The chairman will then declare the draft resolution carried or lost. A member who does not vote for or against a draft resolution or amendment will be deemed to have abstained from voting. At the request of a member, the chairman will inform the meeting of the numbers voting for and against.

If for and against votes are equal then the chairman/ the person presiding at the meeting shall cast their vote.

Numbers of votes cast will not appear in the minutes unless a member asks for the vote to be recorded. At the request of a member, the minutes will record that the total members voted against or abstained from voting on a draft resolution or amendment.

The act provides for the chairman or person presiding at the meeting to have a vote and, in the case of an equality of votes, a casting vote . Any reasons given by the Chairman to explain his/her use of the casting vote will be recorded in the minutes.

Where a secret ballot is held, the principal/chairman of the Committee will act as an officer.

4.7.10. Matters Not Dealt With in Procedures and Guidelines

If questions arise which are not dealt with in these procedures and guidelines the decision of the chairman shall be final.

4.7.11 Suspension or Variation of Procedures and Guidelines

Any of these procedures and guidelines may be suspended or varied by a majority decision of the members present and voting.

CHAPTER 5: OTHER COMMITTEES:

5.1 CONSTITUTION FOR OTHER COMMITTEES:

The constitution of committee which is not otherwise published shall be as follows:

- i. Principal as a chairman.
- ii. Two teachers, nominated by the principal.
And/ or
- iii. Three Heads of departments, nominated by the principal.

5.2 ATTENDANCE COMMITTEE:-

5.2.1 Objectives:

- i. To maintain and display proper attendance records of students.

5.2.2. Functions:

- i. Prepare a subject wise list of the final attendance, practical's and lectures together and make it available for subject teachers.
- ii. To encourage the students to attend the classes.
- iii. To approve the list of students for filling exam form based on university rule.
- iv. Any other Functions assigned by the Principal.

5.3 CULTURAL COMMITTEE:

5.3.1 Objectives:

- i. To promote and arrange cultural activities to bring out the talents of students in the performing arts.
- ii. Organization of cultural activities.

5.3.2 Procedure to organize cultural events:

- i. To prepare the annual budget for various cultural events.
- ii. To decide the date, time and agenda of the programs.

5.3.3 Functions

- i. The cultural committee shall be responsible for all intra and inter collegiate cultural events in the college.
- ii. To plan and schedule cultural events for the academic year. (Tentative dates to be included in the academic calendar of the institute.)
- iii. The convener of the committee shall conduct a meeting of the committee to discuss and delegate tasks.

5.4 PLACEMENT COMMITTEE

5.4.1 Objectives:

- i. To help the students to prepare for placement interviews/higher studies and help them to choose an appropriate organization.
- ii. The Placement Committee shall organize Campus Placement Programs for various companies visiting our institute during the placement season. Usually it should start immediately after the 7th semester exams.

5.4.2 Roles and Responsibilities:

- i. The committee shall also schedule the Placement Programme by allocating dates and timings of company's visits.
- ii. To collect feedback from the companies coming for placement.
- iii. Arrange Training programmes for soft skills and for interview facing skills for the students using institutional and external expertise.
- iv. Arranging industrial training for students and faculty members.
- v. Identifying the opportunities for student project work in Industries.

5.5 PREVENTION OF SEXUAL HARASSMENT COMMITTEE

5.5.1 Objectives

- i. To create an healthy atmosphere in the college campus for girl students and women staff.
- ii. To create legal awareness among the girl students and woman staff.

- iii. Compliance of prevention and sexual harassment act.

5.5.2 PREVENTION OF SEXUAL HARASSMENT OF WOMEN AT WORKPLACE

“Sexual Harassment” includes any one or more of the following unwelcome acts or behaviour (whether directly or by implication) namely:-

- (i) Physical contact and advances; or
- (ii) A demand or request for sexual favours; or
- (iii) Making sexually coloured remarks; or
- (iv) Showing pornography; or
- (v) Any other unwelcome physical, verbal or non-verbal conduct of sexual nature;

“Workplace” includes –

- a. College, hostel, guest house, establishment, institutions, office or branch or unit or any part of the premises of the college or recognized institutions or any organizations affiliated/recognized or associated with the University.
- b. Any private sector organization or a private venture, institution, establishment, society, trust, non-governmental organization, unit or service provider carrying on commercial, professional, vocational, educational, entertain mental, industrial, health services or financial activities including teaching, learning or research activities.
- c. Any sports institute, stadium, sports complex or competition or games venue, whether residential or not used for training, sports or other activities relating thereto; conducted owned or lived by college of institute.
- d. Any place visited by the employee /student arising out of or during the course of employment/study including transportation provided by the college for undertaking such journey.

5.5.3 PREVENTION OF SEXUAL HARASSMENT

- i. No woman shall be subjected to sexual harassment at any workplace.
- ii. The following circumstances, among other circumstances, if it occurs or is present in relation to or behaviour of sexual harassment may amount to sexual harassment:
 - a. Implied or explicit promise of preferential treatment in her employment; or

- b. Implied or explicit threat of detrimental treatment in her employment; or
- c. Implied or explicit threat about her present or future employment status; or
- iii. Interference with her work or creating an intimidating or offensive or hostile work environment for her; or
- iv. Humiliating treatment likely to affect her health or safety.

5.6 INTERNAL COMPLAINTS COMMITTEE:

The college has constituted internal complaints committee. The constitution is as follows:

- i. A Presiding officer who shall be a woman employed at a senior level at workplace from amongst the employees.

Provided that in case a senior level women employee is not available, the Presiding officer shall be nominated from other offices or administrative units of the workplace.

Provided further that in case the other colleges/institutes/recognized institutes of the workplace do not have a senior level women employee, the Presiding Officer shall be nominated from any other workplace of the same education institution/organization

- ii. Not less than two Members from amongst employees (teacher and/or administrative staff) preferably committed to the cause of women or who have had experience in social work or have legal knowledge
- iii. One member from amongst non-governmental organizations or associations committed to the cause of women or a person familiar with the issue relating to sexual harassment:

Provided that at least one-half of the total Members so nominated shall be women.

5.6.1 COMPLAINT OF SEXUAL HARASSMENT:

- i. Any aggrieved woman (women, teacher, administrative staff/student) may make, in writing, a complaint of sexual harassment at workplace to Internal Committee so constituted, within a period of three months from the date of incident and in case of a series of incidents, within a period of three months from the date of last incident.

Provided that where such complaint cannot be made in writing, the Presiding Officer or any, Member of the Internal Committee shall render all reasonable assistance to the woman for making the complaint in writing.

Provided further that the Internal Committee for the reasons to be recorded in writing, extend the time limit not exceeding three months, if it is satisfied that the circumstances were such which prevented the women from filing a complaint within the said period.

- ii. Where the aggrieved woman is unable to make a complaint on account of her physical or mental incapacity or death or otherwise, her legal heir or such other person as may be prescribed may make a complaint under this section.

5.6.2 INQUIRY :

- i. The Internal Committee shall where the respondent is an employee, proceed to make inquiry into the complaint in accordance with the provisions of the service rules or student code of conduct applicable to the respondent.

5.6.3 ACTION DURING PROCESS OF INQUIRY:

- i. During the pendency of an inquiry, on a written request made by aggrieved woman, the Internal Committee may recommend to the college to-
 - a. Transfer the aggrieved woman or the respondent to any other workplace; or
 - b. Grant leave to the aggrieved woman up to a period of three months; or
 - c. Grant such other relief to the aggrieved woman as may be prescribed.
- ii. The leave granted to the aggrieved woman under this statute shall be in addition to the leave she would be otherwise entitled.

5.6.4 FUNCTIONS OF COLLEGE:

Every employer shall:

- a) Provide a safe working environment at the workplace which shall include safety from the person coming into contact at the workplace.
- b) Display at any conspicuous place in the workplace, the penal consequences of sexual harassments and the order constituting, the Internal committee .

- c) Organizes workshops and awareness programmes at regular intervals for sensitising the employees with the provision of the Statute and orientation programmes for the members of the internal committee in the manner as may be prescribed.
- d) Provide necessary facilities to the internal committee, for dealing with the complaint and conducting an inquiry.
- e) Assist in securing the attendance of respondent and witnesses before the internal committee.
- f) Make available such information to the internal committee as it may require having regard to the complaint made.
- g) Provide assistance to the woman if she so chooses to file a complaint in relation to the offence under the Indian Penal Code or any other law for the time being in force.
- h) Cause to initiate action, under the Indian Penal Code or any other law for the time being in force, against the perpetrator, or if the aggrieved woman so desires, where the perpetrator is not an employee, in the workplace at which the incident of sexual harassment took place.
- i) Treat sexual harassment as misconduct under the service rules and initiate action for such misconduct.
- j) Monitor the timely submission of reports by the internal committee.

5.7 PURCHASE COMMITTEE

5.7.1 Objectives:

- i. Preparation of list of requirements
- ii. Preparation of list of specification of the instrument and/or apparatus and/or glassware and/or chemicals required.
- iii. To maintain uninterrupted flow of materials to support the development schedules.
- iv. To procure materials economically at a cost consistent with the quality and service required. However, generally all purchases may be attempted at the lowest cost.

5.7.2 Functions:

The main functions of the purchase department are defined as follows:

- i. Issuing enquiries/tenders and obtaining quotations.
- ii. Checking of requisitions/purchase indents

- iii. Selection of suppliers for issue of Inquiries.
- iv. Correspondence and dealing with suppliers, carriers etc., regarding shortages, rejections etc., reported by the stores department.
- v. Preparation of comparative charts.
- vi. Guidance and discussion with the principal and secretary for selection and approval of quotations and with accounts officer for pre-audit.
- vii. Issue of purchase orders.
- viii. Follow-up of purchase orders for delivery in due time
- ix. Verification and passing of suppliers' bills to see that payments are made promptly.
- x. Keeping various departments/divisions informed of the progress of their indents in case of delay in obtaining supplies.
- xi. Maintenance of purchase records.
- xii. Maintenance of progressive expenditure statement, sub-head wise.
- xiii. Maintenance of records/data.
- xiv. Serving as an information center on the materials knowledge i.e. their prices, source of supply, specification and other allied matters.
- xv. It shall be particularly ensured:
 - a. That all purchase is made against properly authorized requisitions, and valid sanctions, showing the correct and detailed end-use.
 - b. That all the materials requisitioned are duly ordered from the right source after full enquiries on most competitive price taking into account the trade discounts and tax benefits etc.
 - c. That the right quantity of the goods consistent with the quality and the specification required is bought.
 - d. That the deliveries of all goods are received within the stipulated period.
 - e. That claims due to shortages or any other discrepancies are settled promptly.
 - f. The committee shall meet at least once a month to review the important work allocations and progress thereof for both the stores and purchase sections and suggest guidelines for

further action. The proceedings of the meeting and the decision arrived at shall be recorded and further action where indicated shall be taken by respective officer.

5.7.3 Procedure

- i. To prepare list of requirements.
- ii. Prepare list of specification of the instrument and/or apparatus and/or glassware and/or chemicals required.
- iii. To prepare list of vendor(s), supplier(s), manufacturer(s) etc.
- iv. Call for quotation along with conditions for the purchase of chemicals , glasswares .
- v. Negotiation on their quotation.
- vi. Preparation of comparative chart of requirement and their rate.
- vii. The right of accepting or rejection any of quotation shall rests with chairman of the committee.

5.8 ANTI RAGGING COMMITTEE

5.8.1 Objectives:

- i. To keep updated information about different circulars of Shivaji University and director of Student welfare of Shivaji University.
- ii. To comply the Anti-ranging act.

5.8.2 Constitution:

- i. Principal as a chairman;
- ii. One representative of Police administration;
- iii. One representative of local Media;
- iv. One representative of Parents;
- v. Two ladies staff representative.
- vi. One representative of NGO
- vii. Class teacher of each class
- viii. Representatives of Student belonging to the fresher's category as well as senior students;
- ix. Representatives of non-teaching staff;

Actions to be taken against students for indulging and abetting ragging in technical institutions Universities including Deemed to be University imparting technical education:-

- i. The punishment to be meted out to the persons indulged in ragging has to be exemplary and justifiably harsh to act as a deterrent against recurrence of such incidents.
- ii. Every single incident of ragging a First Information Report (FIR) must be filed without exception by the institutional authorities with the local police authorities.
- iii. The Anti-Ragging Committee of the institution shall take an appropriate decision, with regard to punishment or otherwise, depending on the facts of each incident of ragging and nature and gravity of the incident of ragging.
- iv. a) Depending upon the nature and gravity of the offence as established the possible punishments for those found guilty of ragging at the institution level shall be any one or any combination of the following:-
 - Cancellation of admission
 - Suspension from attending classes
 - Withholding/withdrawing scholarship/fellowship and other benefits
 - Debarring from appearing in any test/examination or other evaluation process
 - Withholding results
 - Debarring from representing the institution in any regional, national or international meet, tournament, youth festival, etc.
 - Suspension/expulsion from the hostel
 - Rustication from the institution for period ranging from 1 to 4 semesters
 - Expulsion from the institution and consequent debarring from admission to any other institution.

- Collective punishment: when the persons committing or abetting the crime of ragging are not identified, the institution shall resort to collective punishment as a deterrent to ensure community pressure on the potential raggers.

- b) An appeal against the order of punishment by the Anti-Ragging Committee shall lie, with the vice chancellor of Shivaji University , Kolhapur.

- The institutional authorities shall intimate the incidents of ragging occurred in their premises along with actions taken to the Council form time to time.

5.9. SPORTS COMMITTEE

5.9.1. Objectives:

- i. To provide an environment for physical development of students.
- ii. To provide opportunity to the student to show their talent in sports field.
- iii. To promote sportsmanship among students by organizing various sports activities.

5.9.2. Functions:

- i. Keeping stock of previous and current years of sports materials.
- ii. Prepare list of the required sports materials and submit to purchase committee.
- iii. Arranging the venues for sports events in consultation.
- iv. To recommend sanction for Entry/Registration Fees to participate in various sports events.
- v. To recommend attendance to students who have taken part in sports events.
- vi. Maintaining discipline in all events happening in and outside the college.
- vii. Holding sports events for staff members.
- viii. Maintaining records of sports events attended by students outside the college, within the University and outside. This is especially important from the Annual Day point of view, as the information is required for the Principal Report and Prize Distribution Ceremony.
- ix. The schedule of events for the whole academic year shall be finalized well in advance.

5.10 ALUMNI COMMITTEE

5.10.1 Objectives

To develop a network of Alumni and involve the association in academic, cultural and placement activities

5.10.2 Functions

1. Providing a platform for the interaction between alumni, staff and current students
2. Sharing experiences with the current students through guest lectures, interviews, and campus recruitment etc.
3. Sponsoring endowment scholarships.
4. To avail the expertise of alumni.
5. To collect the information of vacancies and furnish the data to training and placement cell.

5.10.3 COMMITTEE FOR PUBLICITY

Objectives:

1. To deliver the message through diverse media, including print materials, print, audio, video, and internet media, as well as the college website, facebook, YouTube, and independent social networking services and websites.
2. Organization of press conference.
3. Maintain liaison with students and public.

Functions

1. To give due publicity to all the activities/achievements of the college.
2. To build and maintain a report with local news paper reporters and news paper offices.
3. To promote participation of students in college activities.
4. To facilitate publication of various activities on wall-paper and the college magazine.

5.11 MAGAZINE COMMITTEE

5.11.1 Objectives:

- i. To enhance and encourage creativity and writing skills of the students and present the annual academic, sports and other non academic reports.

5.11.2 Functions:

- i. To arrange writing and photography competition etc
- ii. To collect articles, annual departmental reports and functioning of non-academic committees.
- iii. To proof-read and edit articles.
- iv. To collect and segregate photos of all the important functions held in the college, during the academic year.
- v. To arrange the format and the pages of the magazine.
- vi. To select the cover page design as per the title and theme of the magazine.
- vii. Send articles to the printing press for DTP.

5.12 INDUSTRY-INSTITUTE PARTNERSHIP CELL (IIPC)

5.12.1 Objectives

- i. To strengthen the academic and industrial needs of Pharma company.
- ii. It promote the development of pharmacy through IIPC cell.
- iii. Better interaction between Pharmaceutical industry and academic institution is need of hour. This will have succipient exposure to understanding the problems of Pharma industry and putting efforts by academic institution. For solving such problem, exposure of industrial atmosphere to pharma students and succipiently increasing the placement activity. Industries are also looking towards academic institution for solving their problems.

5.12.2 Functions

- i. Arranging industrial training for students and faculty members.
- ii. Identifying the opportunities for student project work in Industries.
- iii. Encourages the department level tie-ups or MOU with Industries for the mutual benefit.
- iv. Research and development activities with industry.
- v. Promoting consultancy activities, training courses for industry people.
- vi. Enrich the teaching learning process through identified industrial training / visit.

- vii. Inviting industry experts for guest lectures, seminars and expertise sharing.

5.13 INTERNAL QUALITY ASSURANCE CELL (IQAC) COMMITTEE

Objectives

The primary aim of the IQAC is to develop a system for conscious, consistent and catalytic action to improve the academic and administrative performance of the Institution.

5.13.1 Functions

- i. Dissemination of information on the various quality parameters of higher education
Organization of workshops, seminars on quality related themes and promotion of quality circles
- ii. Documentation of the various programmes / activities leading to quality improvement
Acting as a nodal agency of the institution for quality-related activities
- iii. Preparation of the Annual Quality Assurance Report (AQAR) to be submitted to NAAC /NBA based on the quality parameters.

5.14 GYMKHANA COMMITTEE

5.14.1 Objectives:

Transformation of sport activity into an educational experience, providing a safe and supporting environment for each student while encouraging them to develop their full potential.

5.14.2 Functions:

- i. To Encourage all students to enjoy exercise and sports.
- ii. To offer all students equal opportunity.
- iii. To discover their sporting talent.
- iv. To understand the importance of fitness.
- v. To expose students to a wide variety of individual and team activities.

5.15 WEBSITE COMMITTEE

5.15.1 Objectives

- i. Maintaining college website
- ii. Review and update the website regularly

5.15.2 Functions

- i. Set the format of the website.
- ii. Review the information contents of different sections.
- iii. Assign responsibilities for maintaining different web pages.
- iv. Ensure continuous updating of contents.
- v. Receive and formulate various suggestions and recommendations.
- vi. Promote and encourage the use of college website.

5.16 DISCIPLINE COMMITTEE

5.16.1 Objective :

To inculcate the atmosphere of self discipline in the college campus.

5.16.2 Functions:

- i. To set up some rules and regulations for the students to obey.
- ii. To create awareness of the code of conduct.
- iii. To ensure that students abide by the code of conduct.
- iv. To counsel students to develop self discipline and promote and encourage good behavior among the students.
- v. To resolve matters related to misconduct.
- vi. To administer punishment commensurate with offence committed by the students if any.

5.17 STUDENT COUNSELLING CELL

5.17 .1 Objectives:

To provide counseling to the students on behavioral, academic, psychological, relationship and health related issues.

5.17 .2 Functions:

1. To give counseling to the students on their problems.

2. To strengthen the physical & mental abilities of the students
3. To inculcate ethical values in the students.
4. To provide easy access to the students for interaction with faculty members.
5. To provide career guidance and choice of subjects.

5.18 RESEARCH COMMITTEE

5.18 1 Objectives:

- i. To keep updated information about different research schemes of UGC and BCUD.
- ii. To keep updated information about different research activities carried out in the college.

5.18.2 Functions:

- i. Inculcate a research culture among the faculty and student.
- ii. Enable the faculty to translate theoretical knowledge into action.
- iii. Develop scientific thinking (scientific temper) and acquire research skills.
- iv. Encourage faculty/ staff to pursue M. Phil/Ph.D degree.
- v. Undertake minor and major research projects.
- vi. Organize Regional/State/National level conferences, workshops and seminars.
- vii. Facilitate the students to acquire knowledge of research.
- viii. Make it accessible to all faculty and students
- ix. National and international conferences/Seminar/Symposium organized by different institutes.
- x. Promote to students and faculty for research activities.

5.19 LIBRARY COMMITTEE:

5.19.1 Constitution

- i. Principal as a chairman;
- ii. Three Heads of departments, nominated by the chairman
- iii. Two teachers, nominated by the principal

- iv. The librarian as the secretary;

All members of the library committee, other than the ex-officio members, shall hold office for a period of five years and shall not be eligible for a second consecutive term.

5.19.2 Functions:

- i. To guide the librarian in formulating general library policies and regulations which govern the functions of the library.
- ii. To provide for proper documentation services and updating the library collection.
- iii. To work towards modernization and improvement of library and documentation Services.
- iv. To formulate policies and procedures for efficient use of library resources.
- v. To review library readership dept-wise
- vi. To adopt measures to enhance readership
- vii. To prepare budget and proposals for the development of the library.
- viii. To recommend to the authorities the fees and other charges for the use of the library.
- ix. To seek feedback on library functions from readers.
- x. To submit the annual report on the functioning of the library
- xi. To take measures to increase the membership of the library beyond the boundaries of the college.

5.19.3 Role of Class teacher:

- iv. Prepare the list of students whose attendance is poor and/or the students who do not obey the discipline of the college and take appropriate actions.

5.19.4 Academic Incharge

1. To prepare the class timetable at the beginning of each semester
2. Assigning of classrooms and tutorial rooms and laboratories.
3. Assigning of common resources (classrooms, labs, tutorial rooms which are share by other departments).
4. Requirement of all the departments.
5. Dates for workshop, seminars, gathering ,annual functions and festivals

6. Days for activities like Fresher's day, Traditional day, Rose day, Teachers day, Pharmacy day, farewell etc
7. Industrial Visits.
8. QIPs (short term courses, conferences, seminars, symposia and so on).
9. For term work submission dates.

5.20 Women Development Committee:

In pursuance of the directions issued by the UGC , the institute has set up the Women Development Committee (WDC) and prescribed norms to sensitize the community with regard to gender related issues and create a gender friendly environment.

5.20.1 Objectives:

To provide and maintain a dignified, congenial working environment for women employees (including teaching, non-teaching and contractual workers) and students, where they can work, study and explore their potential to the fullest.

5.20.2 Responsibilities:

- a) To create social awareness about the problems of women and in particular regarding gender discrimination.
- b) To develop the self confidence of Women.
- c) To organize seminars, workshops relating to women development.
- d) To direct Women's role in the society. To develop multidisciplinary approach for the overall personality development.
- e) To guide about Women Welfare Laws.
- f) To assert the importance of spiritual, economic, social, racial and gender equality.
- g) To highlight the importance of health and hygiene.
- h) To prevent sexual harassment and to promote general well-being of female students, teaching and non teaching staff members.

5.21 Discipline Committee:

5.21.1 Objectives

1. To ensure calm and peaceful academic atmosphere in the campus.
2. To avoid physical confrontation among students.
3. To conduct enquiries on report of indisciplinary activities among students
4. To initiate model actions against students involved in indisciplinary activities

5.21.2 Role of Discipline Committee:

1. To oversee and monitor the overall discipline of students in the college, and review it periodically.
2. To take decisions and actions related to indiscipline activities of the students in the college as and when required.

CHAPTER 6: QUALIFICATION, DUTIES AND RECRUITMENT:

6.1 CLASSIFICATION OF TEACHERS:

The teachers of the College shall be classified into following categories :

- i. Principal
- ii. Professor
- iii. Associate Professor
- iv. Assistant Professor
- v. Librarian

6.2 QUALIFICATION , DUTIES AND RESPONSIBILITY:

Job responsibilities	Qualifications and experience
Assistant Professor <ul style="list-style-type: none">➤ Teaching➤ Instruction in laboratory➤ Student assessment and evaluation➤ Assisting in consultancy and R & D services➤ Developing resources material and laboratory development➤ Co-curricular and extra curricular activities➤ Assisting in departmental administration➤ Any other duties assigned by the Principal.	AS PER A.I.C.T.E/ D.T.E/ P.C.I
Associate professor <ul style="list-style-type: none">➤ Teaching including laboratory work➤ Research activity and research guidance➤ Leading consultancy project and extension services➤ Curriculum development and developing resource material➤ Innovation in teaching, laboratory work and instructional material.➤ Continue education activities➤ Academic and administrative planning and development	

<p>work at departmental level and assisting at institutional level</p> <ul style="list-style-type: none"> ➤ Student counseling at interaction ➤ Co-curricular and extracurricular activities ➤ Academic and administrative management of the institution ➤ Any other duties assigned by the Principal. 	<p>AS PER A.I.C.T.E/ D.T.E/ P.C.I</p>
<p style="text-align: center;">Professor</p> <ul style="list-style-type: none"> ➤ Providing leadership in both post-graduate and under graduate course in relevant field of specialization. ➤ Research and development. ➤ Academic and administrative management of the institution. ➤ Consultancy services. ➤ Policy planning, monitoring and evaluation and promotional activities both at departmental and institutional level. ➤ Any other duties assigned by the Principal. 	
<p style="text-align: center;">Principal</p> <ul style="list-style-type: none"> ➤ Academic and administrative management of the institution ➤ Policy planning and providing academic and administrative leadership ➤ Monitoring and evaluation of academic and research activities ➤ Promotion of industry institution interaction and R & D work ➤ Providing consultancy services ➤ Participation in policy planning at the regional/National level for development of technical education ➤ Any other duties assigned by the trust. 	

6.3 DUTIES OF TEACHER/S:

- i. Subject to the supervision and general control of the management and the principal, the teacher shall devote his/her time and energy to develop and improve his/her academic and professional competence by availing all opportunities to attend and participate in academic programs, such as seminars, work shop, orientation and refresher courses, in-service programme, etc.
- ii. The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, university, college examinations, and will encourage pursuit of learning in the students.
- iii. The teacher shall engage the classes regularly and punctually and impart such lessons and instructions as the Principal shall allot from the syllabus to him/her, from time to time and shall not ordinarily remain absent from work without intimating the principal.
- iv. The teacher shall observe the provisions of the university act, statutes, ordinances, regulations and rules in force and as modified, from time to time and abide by the decisions of the university, management, Principal and shall ensure the interest of the college. Such decisions, however, shall not be inconsistent with the provisions of the Act, statutes, ordinances, regulations, etc. If it is found by the management that damage or loss has been caused to the college by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- v. In addition to the duties of teaching and allied activities, the teacher shall when required, attend to extracurricular, co-curricular activities organized by the university, college and administrative and supervisory work and maintenance of records and self reports or any other duties befitting the status of a teacher assigned to him/her by the Principal.

6.4 LAB. TECHNICIAN/ ASSISTANT

The technical assistant shall be responsible in charge of the laboratory in all matter connected to running, maintenance and upkeep of laboratory equipment and instruments.

6.4.1 Job description of Lab. Technician/ Assistant

- i. Arranging material, sample, tools instruments and equipments for laboratory/ field work.
- ii. Receive stores and issue material, specimen, tools, instruments and equipments required for laboratory/field work and maintain correct inventory of the same in his/her laboratory.
- iii. Prepare sample, solutions, specimen, circuits, etc, for conducting experiments and keep animals, chemicals, equipments and instruments ready before the conduct of the practicals.
- iv. Maintain the tools, equipments and instruments in working condition Assist students in conducting experiments or project works.
- v. Verify the dead stock items in the lab before the end of each semester academic year.
- vi. Look after general maintenance and upkeep of the laboratory.
- vii. The laboratory assistant shall be responsible to the faculty members in charge of the laboratory and head of the department
- viii. Prepare breakage list and submit it to the office / H.O.D.
- ix. Any other duty assigned by the Principal.

6.5 STORE IN-CHARGE:

The store in charge shall be responsible in charge of the store department.

6.5.1. Duties and Responsibility of Store In-Charge

- i. Receive, distribute and maintain adequate quantities of stocks at all times;
- ii. Maintain optimal stock levels.

- iii. Inform the purchase department well in advance about the items that reach the re-order level to order from supplies.
- iv. Review physical inventories periodically.
- v. Maintain stock and consumption records.
- vi. Maintenance of Dead stock register.
- vii. Check incoming materials for quality, and quantity against invoices, purchase orders and packing slips or other documents.
- viii. Make clear notes on the receipt of the items against each invoice.
- ix. Keeps and updates records of good received and issued.
- x. Compiles report of expenditure, and monthly stock report.
- xi. Disposes of expired and waste stock according to the current procedure.
- xii. Perform related duties and responsibilities as assigned.
- xiii. Promote inventory related awareness programs.
- xiv. Any other duty assigned by the Principal.

6.6 LABORATORY ATTENDANT/HELPER

Laboratory attendant/Helper shall be responsible to the technical assistant, lab assistant, the faculty members in charge of the laboratory and head of the department.

6.6.1 Job description Laboratory Attendant/Helper

- i. Cleaning and keeping up a laboratory and college premises', cleaning of apparatus, tools equipments and accessories.
- ii. Assist the skilled assistant and technical assistant in their work.
- iii. Any other duty assigned by the Principal.

6.7 LIBRARIAN:

Librarian shall be responsible in charge of library.

6.7.1 Job description of Librarian:

- i. Planning and developing the library.
- ii. Books/periodical/video tapes selection and acquisition.
- iii. Supervising of cataloguing and indexing.
- iv. Keep the correct inventory, verifying the stock of library every year and submitting the report to Principal.
- v. Using Library systems and computer applications.
- vi. Establish and manage the budget for library and of information service, technology and media.

6.8 ADMINISTRATIVE STAFF:

6.8.1 Duties and responsibilities of Administrative Staff (Registrar, Office Superintendent, Cashier, Senior Clerk and Junior Clerk:

- i. Accounting and Auditing.
- ii. Processes incoming and outgoing mail.
- iii. Take telephone calls and answers any questions from departments, vendors, and/or students in regard to office activities.
- iv. Make calls to vendors to clarify any questionable invoice items, prices, or receiving signatures, calls department for proper information and/or data regarding invoice payments.
- v. Process all invoices.
- vi. Maintaining accurate student information.
- vii. Upon request, provides special reports reflecting current status of student accounts.
- viii. Verify deposits and posts to accounts receivable.
- ix. Receive and count cash, making daily bank deposits and reconciling correctly to accounts receivable reports.

- x. Perform secretarial duties as required.
- xi. Processes returned personal checks for collection.
- xii. Maintain the college calendar.
- xiii. Maintain the college facility.
- xiv. Assists cashier at window during peak registration times, and at other times when needed
- xv. Assists students with questions about billing and all Office related information
- xvi. Be responsible for the proper registration and transfer of students in the college and for the maintenance of up-to-date student cumulative records.
- xvii. Maintain or direct the maintenance of other records and files, and the preparation and submission of reports as required.
- xviii. Performs miscellaneous job-related duties as assigned to him by the Principal.

6.9 WORK LOAD:

- i. As per university / AICTE.

6.10 RECRUITMENT:

The recruitment shall be as per AICTE/ PCI/DTE/University guidelines.

6.10.1 Advertisement of Vacancies

Every post of teacher to be filled in by selection, shall be duly and widely advertised, according to the draft approved by the university together with the minimum and desirable qualification, as prescribed with reasonable time for submitting the application within which the applicant may, in response to the advertisement, submit his/her application. After the last date is over, the office shall prepare the summary of each candidate with his/her date of birth, qualifications, experience, caste, reservation, present emoluments, etc. and shall place the same before the scrutiny committee.

6.10.2 Scrutiny Committee

There shall be a separate scrutiny committee for the post the teacher to be appointed in the College or Recognized Institution as follows:

- i. The Chairman of the Management or his/her nominee (Chairman)
- ii. The Principal
- iii. The Head of the Department of the subject concerned / one professor/ principal of other affiliated college.

Provided further that, if there is no Head of the Department in the subject concerned, then the senior most teachers in the subject in the college shall be a member of the Scrutiny Committee.

Ordinarily, the suitable and qualified candidates with higher merits calculated on the basis of provisions made in reservation policy shall be invited for the interview and shall not exceed the following ratio of the number of vacancies to the number of candidates : 1:8, 2:14, 3:20, 4:26, 5:32, and for more than five vacancies, the candidates invited shall be upto six candidates per vacancy to be filled in.

6.10.3 Selection Committee

There shall be a separate selection committee for the post of teacher to be appointed in the affiliated college/s or recognized Institution/s other than conducted colleges as follows:

(A) Selection Committee for the post of Assistant Professor /Associate Professor/ Professor/Principal (Direct Recruitment) :

As per University norms.

6.10.4 Temporary Appointment

Only in exceptional circumstances and in the interest of teaching, the management shall make a temporary appointment with the permission of the university against the substantive vacancy in the following manner :

- i. If the vacancy of the teacher is to be filled in temporarily for a period not exceeding one term, the Principal of the college or recognised Institution, in consultation with

the Chairman, shall appoint a qualified person and the information shall be sent to the university within a week for its approval.

- ii. If the vacancy of the teacher exists for a period exceeding one term but not more than one year, then the vacancy shall be filled in on the recommendation of Local Selection Committee constituted as follows:
 - a. The Chairman of the Management or his/her nominee as Chairman
 - b. The Principal
 - c. The Head of the Department in the concerned subject seniormost teacher nominated by the Principal.
- iii. Local Selection Committee shall interview the eligible/qualified candidates and recommend the name(s) in order of merit for the appointment.
- iv. The proceedings of the Local Selection Committee shall be sent to the university within a week for its approval.
- v. Selected candidate, after getting due approval from the university, shall be appointed against the substantive vacancy.
- vi. The Principal shall send the changes-in-staff form of such teacher(s) within two weeks from the date of his/her joining, to the university for its approval.

6.10.5 Appointment of Clock Hour Basis Teacher

- i. If, for any subject, the workload of three to eleven periods per week is available, then the principal may appoint the clock hour basis teacher ..
- ii. The procedure of appointment of full-time teacher shall be made applicable to the clock hour basis teacher and teacher to be appointed on proportionate basis.
- iii. The clock hour basis teacher shall be allotted examination works like supervision, assessment of answer sheets, paper setting, etc.

6.10.6 Reservation Policy

- i. The appointments and advertisement of the various categories of teachers in the college shall be subject to the reservation policy laid down by the government, from time to time.
- ii. Relaxation in the qualifications, age limit, etc. shall be as recommended by the University Grants Commission and accepted by the government and the university, from time to time.
- iii. The College shall constitute Standing Committee as per the recommendation of the University Grants Commission for the welfare of the backward community teachers and employees including women candidates.
- iv. There shall be not less than two meetings of the Standing Committee in a year and the proceedings of these meetings shall be made available for inspection to the special cell.

CHAPTER 7. APPOINTMENTS, PAY AND ALLOWANCES

7.1 SERVICE RULES:

- i. The appointment will not be influenced by improper pressure or prospect of personal gain.
- ii. It is mandatory on every teacher to perform duties such as preparation of lecture, class learning, tutorial, assignment, demonstration, library assignment, group discussion and conduct of examination.
- iii. It shall also be obligatory for a teacher to perform work and duties in relation with co-curriculum, extra-curriculum and related work in connection with education and students as assigned by the principal.
- iv. It shall also be obligatory to do all work in connection of exam duties, paper setter, moderation, invigilation, dissertation, conducting viva-voce and coding and decoding of answer paper.
- v. It shall obligatory to teacher to trend himself/herself to all current technological aspects to perform the duties of the teacher.
- vi. Failure to perform duties shall constitute misconduct in part of teacher and such a teacher shall be liable for disciplinary action.
- vii. Full time service shall be required for probation period.
- viii. The teacher shall get increment and other benefits designed time to time during probation.
- ix. Employee shall have to undergo medical examination by a Medical Practitioner recommended by college and shall have to produce a Fitness Certificate within three months of joining.
- x. Employee services will be governed by the rules and regulations of Shivaji University, Kolhapur and Government of Maharashtra, A.I.C.T.E, P.C.I and D.T.E which will be framed from time to time.
- xi. Employee should not remain absent from duty without prior permission and sanction of leave by principal.

- xii. The Management expects performance and progress of the employee towards the salary given to him/her.
- xiii. In case of need, the employee may be required to work after the regular working hours as directed by the principal.
- xiv. Employee should accept the responsibility of tools/ equipment/ stores and material given to employee for work and employee further should agree to reimburse the cost of any material, tools equipment, lost or damaged by him/her.
- xv. Employee will keep in confidence the college secret or any other information of the institution, and will not use the course of the society's business or divulge such information to outsiders or unauthorized persons while employed or afterwards.
- xvi. Employee should not engage in any private business/practice either in an individual capacity or in association with any other person/institute while in service.
- xvii. If the employee found involved in any activities which are contradictory to law in force, his / her appointment may be terminated at any time during the service without any notice as above.
- xviii. In case of resignation/termination, employee is required to ensure a proper handover of all responsibilities and college documents to the principal. The relieving letter will be issued on satisfaction of handover of the documents to the principal and compliance with the terms of appointment. The full and final settlement will be processed only on issue of the relieving letter.
- xix. Employee will confirm their acceptance of the above terms and conditions of service by signing the appointment order and report to the principal. Within seven days of the receipt of the appointment order.

7.2 APPOINTMENT ORDER:

- i. The Trust shall appoint the teacher(s), as required in number and status strictly, as recommended by the selection committee and approved by the university/ LMC , in case of teacher appointed by local selection committee
- ii. The appointment order shall be issued only in the proforma given in the **Appendix I**.

- iii. The teacher appointed on a post shall produce a relieving certificate , Service Book and Last Pay Certificate from his/her previous employer, if any, before joining the post.
- iv. The teacher appointed on a post shall produce a Medical Fitness Certificate from the competent Medical Authority, within three months after joining the post.
- v. The fresh teacher appointed on a post shall produce the authentic proof of the date of his/her birth at the time of joining the post.
- vi. The candidate appointed if belongs to reserved category, shall submit the caste certificate at the time of joining the post and also submit validity certificate within six months, otherwise necessary action be initiated as per government directives.

7.3 JOINING THE DUTIES:

- i. The teacher appointed in the service of the college shall sign an agreement in the form prescribed form of college.
- ii. The service of the teacher shall commence from the date on which he/she joins the duties before 12 noon, otherwise from the next date.
- iii. The service of the teacher on leave, in Foreign Service or on deputation, shall commence from the date he/she assumes charge before 12 noon, otherwise from the next date.
- iv. The service of the teacher shall cease from the date on which he/she relinquishes the post before 12 noon, otherwise from the next date.
- v. If the teacher expires while in service, he/she shall be deemed to have ceased to be in service from the next day, irrespective of the hour at which he/she dies.

7.4 PROBATION:

- i. The appointment of teacher to a permanent post by selection shall be on probation for not more than a period of twelve months from the date of joining the duties by the teacher.
- ii. During the period of 11 months probation, the teacher shall comply with conditions of successful completion of the period as prescribed under these statutes.
- iii. (a) The Principal/ Head of the department shall be the assessing authority under whom the teacher on probation is working. He shall submit the teacher's assessment report, as prescribed by the university, to the reviewing authority every year/ three months from the date of joining.

(b) Deficiencies, adverse remarks, remarks of appreciation, if any, mentioned in the assessment report shall be communicated in writing to the teacher for his/her information and improvement.

(c) The assessment report shall be submitted to the reviewing authority, at least one month prior to the expiry of probationary period with specific recommendations of confirmation or otherwise.

- iv. If the teacher on probation avails any leave other than casual leave, his/her period of probation shall be deemed to have been extended to that extent.
- v. The teacher appointed on probation shall be terminated by giving one month prior notice.
- vi. The non teaching staff after completion of two years shall treated as regular non teaching staff.

7.5 CONFIRMATION:

- i. The management shall give the teacher an order of confirmation before the completion of probation period.
- ii. The appointing authority may give a teacher a provisional substantive appointment to a post on which another teacher holds a lien, if this lien is more than one academic year, and he/she shall cease to be on such appointment as soon as the teacher holding lien rejoins to the post.

7.6 ASSESSING AUTHORITY:

- i. The assessing authority shall make available the forms to teachers and prepare the assessment report in the form prescribed by the university/ college for the academic year, in respect of each teacher placed under his/her control.
- ii. The assessment report shall be reviewed by the reviewing authority. Such reviewing authority shall carefully examine the remarks, whether adverse or outstandingly good in character, verify the same with the factual position and satisfy himself. If the reviewing authority does not agree with the remarks of the assessing authority, he/she shall state the reasons for not agreeing and shall record his/her own assessment about work and conduct of the teacher.
- iii. The following shall be the assessing and reviewing authorities :

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Sr. No	Category	Assessing Authority	Reviewing Authority
i.	Principal	Chairman/Secretary of the management	Governing council
ii.	HOD	Principal	Chairman of the local management council
iii.	All faculties	Principal/HOD	Principal and Chairman of local management council

- iv. The teacher, who has been communicated adverse remarks, may within thirty days of receipt, represent his/her case in writing to the reviewing authority. The reviewing authority, in consultation with the assessing authority, may expunge or retain such remarks and his/her decision shall be final and shall be recorded in writing.
- v. The Self Appraisal Report based on API System as per UGC Regulations and prescribed by the university shall be submitted by every teacher/principal to the assessing authority. The assessment report of the teacher shall be the basis for determining the merit and demerit of him/her. The record of the service shall be deemed to be satisfactory if there is nothing adverse in the report for previous three reporting years.

7.6 SERVICE BOOK:

- i. The service book of a teacher, as prescribed by the government, shall be maintained by the principal/ and service book of principal shall be maintained by the management.
- ii. The service book shall contain the record of the service of each teacher covering all essential events in his/her official career such as (a) date of birth, (b) caste, (c) marks of identification, (d) permanent address (e) qualifications, (f) first appointment, (g) subsequent appointment(s) or transfer(s) to higher, equivalent or lower grade, (h) substantive or officiating nature of appointment, (i) the scale of pay applicable, (j) basic pay, (k) increment(s) sanctioned, (l) stoppage of increment; for any reason(s), (m) punishment with relevant offense or misconduct, (n) leaves, except casual leave, granted

from time to time, (o) refresher courses and orientation courses and additional qualifications, if any, (p) such other relevant entries.

- iii. (a) The date of birth of the teacher shall be carefully recorded in the service book only at the time of joining the service in the college shall be verified with reference to the documentary evidence such as S.S.C. Certificate or extract of birth register from appropriate authority, such as Municipal Council or Corporation, Tahashildar village record. However, any other document such as horoscope, an affidavit or medical certificate shall not be considered as an authentic document for this purpose.
(b) In case of inaccurate entry of the date of birth, the teacher may apply in writing. The principal/chairman shall, after satisfying itself about the bonafides of the date of entry regarding the date of birth, issue order for correction to be made in the service book and attest the correction thereof. However, such correction shall be made only within five years from the date of his/her first joining the service, and no correction shall be made thereafter under any circumstances.
- iv. Whenever the teacher is reduced to a lower pay scale, grade or post, removed or dismissed from the service or suspended from employment, the action and reasons thereof shall be briefly recorded in the service book with due authentication by the Principal.
- v. The Principal/ (secretary / chairman for the Principal) shall keep the office copy of the service book in safe custody and shall not allow it to remain with the teacher.
- vi. The teacher may peruse the entries in his/her service book to ensure that the service record is correctly maintained. All the entries shall be shown to the teacher at the end of every year and his/her signature obtained thereon.
- vii. A duplicate copy of the service book shall be supplied to the teacher.
- viii. The Principal/chairman may cause to verify periodically the service book of each teacher for correctness of entries.
- ix. A signature of the concerned teacher shall be taken in the service book within one month after the entry of annual increment.

7.7 PERSONAL FILE:

The appointing/principal may retain the assessment report and other reports of the teacher in a separate personal file. Any letter of appreciation for good work or memo for misdemeanor, order granting additional increment(s) or promotion, order inflicting penalty or punishment, shall be maintained in such file. The principal/chairman shall be the competent for this purpose.

7.8 SENIORITY OF TEACHERS:

Seniority of the teachers working in the college shall be determined as below:

- i. The Principal of Rajarambapu College of Pharmacy, Kasegaon shall be senior most teacher.
- ii. Professor shall be senior than associate professor and associate professor shall be senior than assistant professor.

The seniority of the teachers working in the college shall be decided on the basis of their date of joining the duties in the college or on total experience of teacher, whichever is higher under the same category.

7.9 RESIGNATION :

A teacher may resign from the service of institution by giving one month notice or one month basic in lieu of it if he/she is temporary or appointment by local staff selection committee. Three months notice is required for the teacher who is confirmed/ approved by university or three month's basic in lieu of it.

7.10 CONTRACT SERVICE:

Contract services of the teacher shall be appointed for a specific period to meet the requirement of institution.

7.11 SUPERANNUATION:

The age of superannuation for teacher of the RCP, Kasegaon shall be sixty years and for principal is sixty two years, thereafter extension in service shall be given, if necessary.

A teacher who retires on reaching the age of superannuation shall be paid all the arrears at the time of retirement due to him/her.

However, the Management may re-employ a teacher, who is, due to superannuate in the middle of the academic year, on attaining the age of 60 years, till the end of that academic year only. During the period of reemployment which will be deemed as temporary service, the teacher shall not earn increment and shall not contribute to the Provident Fund. The period of re-employment shall also not count for the purpose of payment of gratuity and pension.

7.12 PAY AND ALLOWANCES :

7.12.1 PAY SCALE:

The pay scale shall be applicable as per AICTE / DTE / Government of Maharashtra.

7.12.2 GRATUITY:

The employee of the institution shall avail the benefit of gratuity as per rules. The amount of gratuity shall be decided by the authority from whom scheme of gratuity is made applicable.

7.12.3 PROVIDENT FUND

The scheme of provident fund shall be applicable as per Provident Fund Act 1952.

7.12.4 CONTRIBUTORY PROVIDENT FUND (C.P.F.)

Provided that, the rate of monthly subscription of the employees and the management share shall be as per the rules of government of India or the state government, as the case may be, amended from time to time.

7.12.5 PAYMENT OF SALARY:

- i. The teachers of the college shall, unless otherwise directed, be entitled to receive the pay, regularly for each month for the services rendered in the scale of pay prescribed for the cadre in which he/she is appointed, with effect from the commencement upto the cessation of service in college under the same or different managements.
- ii. The initial pay of the teacher selected by the college Institution shall be at least the minimum of the scale of pay. Provided that, the principle of protection of last pay drawn shall be applicable in respect of the teacher who is already in the service of the.

- iii. In respect of the teacher who expires while in service, his/her pay shall be drawn for the day on which the teacher dies. The hour of this day at which the death takes place shall have no effect on the claim.
- iv. The officiating pay, deputation allowance and the pay drawn by the teacher while in foreign service shall be as per the provisions made in the pension scheme of government.

7.12.6 ADDITIONAL CHARGE:

If the teacher is assigned to hold the additional charge of the post of Principal, he/she shall receive additional pay, based on his/her presumptive pay, as may be prescribed by the government and accepted by the university, from time to time; provided that, this additional pay shall be admissible, if the period of additional charge is more than 15 days, but not more than six months.

7.12.7 PAY FIXATION ON PERSONAL PROMOTION:

- i. On placement in a post created for personal promotion, carrying a higher scale of pay, the initial pay of the teacher in the higher post shall be fixed at the minimum of the higher scale of pay or at the stage next above the pay notionally arrived at by increasing his/her pay in the lower post by one increment at the stage at which such pay reached, whichever is more.
- ii. If the teacher has reached the maximum of the scale of pay on the lower post, his/her notional pay for the purpose of this statute shall be arrived at by increasing that pay by adding an amount equivalent for the last increment.
- iii. If the teacher placed in higher post/scale happens to draw lesser pay than his/her junior, placed in the said post/scale, the pay of the senior teacher shall be stepped upto a figure equal to the pay of his/her junior teacher, as prescribed by the government, from time to time.

7.12.8 PAY PROTECTION ON NEW POST:

During the joining time, the teacher shall be entitled to the pay drawn by him/her in the earlier post, irrespective of whatever post held by him/her is equivalent, lower or higher in grade and/or in responsibilities.

7.12.9 DATE OF INCREMENT:

- i. The teacher, having his/her pay on the scale of pay, shall draw increment every year unless it is withheld on the disciplinary ground after due inquiry held. The benefit of increment falling due on any date of the calendar month shall be extended to the 1st date of July, every year.
- ii. The principal withholding increment shall expressly state in the order the period for which increment has been withheld, and whether it shall be inclusive or exclusive of any interval spent on leave before the period is completed.
- iii. If a teacher is placed in higher grade / post, he/she shall draw the increment on the date.
- iv. The service rendered, by the teacher on probation, in the circumstances mentioned below, shall count for increment in the scale of pay :
 - a. The teacher on probation shall draw first increment on completion of twelve months or as per government resolutions applicable from time to time
 - b. The first date of increment shall be extended by the period for which the teacher on probation has availed any leave, except casual leave, in the intervening period.
 - c. The date on which the teacher completes the probation satisfactorily shall be the date of subsequent increment(s), unless the same is modified later due to some other reason such as revision of pay, period of extraordinary leave, etc or as per government rules as applicable from time to time.
- v. Service rendered in the circumstances mentioned below shall count for increment :
 - a. All duties whether continuous or otherwise in a post on a scale of pay
 - b. Authorised leave other than extraordinary leave
 - c. Extraordinary leave on medical grounds with the permission of the principal;

Provided that, in exceptional circumstances, if a teacher is required to avail of extraordinary leave for reasons beyond his/her control, the Appointing Authority, by an order in writing, may direct that the absence on account of leave without pay shall not affect his/her normal date of increment.

- d. The duty performed by the teacher in higher post in officiating or temporary capacity, on reversion to the lower post
- e. The period spent on deputation to foreign service
- vi. A teacher on authorised leave shall draw the annual increment falling during the leave period, on the date due; this increment, however, shall receive the effect on resumption of duty after expiry of leave, along with the arrears. The leave shall not have effect on the date of increment, except the extraordinary leave which is declared to have effect on the date of increment.
- vii. The principal may withhold, by an order in writing, the increment of a teacher if his/her conduct has not been found to be satisfactory, or his/her work has not been satisfactory only after a due inquiry held. The principal while ordering the withholding of the increment shall state in the order the period for which it is to be withheld and whether the withholding shall have a temporary or permanent effect on his/her future increment(s).

7.13.10 PERSONAL PAY:

The principal may grant personal pay to the teacher to save him/her from loss of substantive pay in respect of a permanent post, other than a tenure post, due to revision of pay or due to any reduction of such substantive pay otherwise than as a measure of disciplinary action.

7.13.11 ALLOWANCES:

- i. A teacher working on a post in the scale of pay shall be entitled to allowances such as dearness allowance, compensatory local allowance, house rent allowance, transport allowance and such other allowances as may be sanctioned by the Government, from time to time, to its employees working in equivalent scale of pay.

- ii. For the purpose of calculating allowances which are related to pay, the term 'pay' shall include basic pay, additional pay, officiating pay, personal pay or special pay, if any, as may be determined by the Government, from time to time.
- iii. Dearness Allowance may be drawn during the period of any kind of leave, except extraordinary leave.
- iv. The house rent allowance shall be admissible to teacher at the places and at the rates as sanctioned by the government to its employee(s) working in equivalent scale of pay, from time to time.
- v. In case where both husband and wife are in service under the same College, they shall draw dearness and house rent allowances if otherwise admissible to them. If one of them is provided with a rent free accommodation, then he/she shall pay the maintenance and other charges and the other shall be entitled to the house rent allowance.

7.13.12 PAY ON LEAVES:

- i. The teacher on earned leave shall be entitled to the pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on that pay.
- ii. The teacher on half pay leave or on leave not due shall be entitled to half the amount of pay drawn by him/her immediately prior to the commencement of this leave, plus all allowances admissible on this pay.

The female teacher on maternity leave shall be entitled to leave salary, admissible as under:

- (i) Follow clause (a), in case the female teacher is permanent.
- (ii) Follow clause (a), in case of probationary / temporary female teacher, who has put in at least one year's continuous service.
- iii. Follow clause (b), in case of probationary / temporary female teacher who has put in less than one year continuous service.

7.13.13 ENCASHMENT OF EARNED LEAVE:

The teacher, on ceasing to be in the service, shall be entitled to encash the unutilized earned and half pay leave to his/her account on the date, as prescribed by the government, from time to time, as follows :

- i. The amount of encashment of unutilised earn leave shall be with thirty days being reckoned as a month. The same shall be inclusive of pay and dearness allowances admissible but shall not include compensatory local allowance and house rent allowance.
- ii. The amount of encashment of unutilised leave shall be paid in one installment. No deduction shall be made from this amount on any account.
- iii. The teacher who retires from service on attaining the age of retirement while under suspension shall be paid cash equivalent of leave salary under Clause (1) to his/her credit on the date of his/her superannuation, provided that the teacher has been fully exonerated and the suspension was wholly unjustified.
- iv. With a view that the retiring teacher receives cash equivalent of unutilized earned leave without delay, the following procedure shall be followed :
 - a. The teacher retiring on superannuation or on voluntary basis shall inform in writing the principal, three months in advance, that he/she desires to avail of cash equivalent of the unutilized earned or commuted leave to his/her credit, on the date of his/her retirement.
 - b. The principal shall, after satisfying itself that leave, if any, availed of by the teacher after receipt of his/her written intimation as in Sub-Clause (a) is actually deducted from the leave due and admissible as on the date of retirement, arrange to issue necessary orders sanctioning encashment of unutilized leave, within a week of the date of his/her retirement.
 - c. In case of the teacher retiring on compassionate/invalid pension or resigning his/her post, the competent authority shall issue necessary orders without requiring the intimation as above.
 - d. Payment of cash equivalent of leave salary in respect of unutilized leave to the credit of retiring teacher shall be made irrespective of whether or not 'No Demand Certificate' from the Management of the College or Recognised Institution, as the case may be.

7.13.14 T.A./ D.A. FOR TOUR AND TRANSFER:

- i. The teacher, required to undertake tour in the course of discharge of his/her duty, shall be entitled to travelling allowance and daily allowance as prescribed by the University.

Appendix I

1. Your appointment is purely on probation basis.
2. You have to get approval from Shivaji University, Kolhapur failing which your appointment shall be terminated immediately.
3. You shall have to undergo medical examination by a Medical Practitioner recommended by us and shall have to produce a Fitness Certificate within three months of joining.
4. Your services will be governed by the rules and regulations of the institute as well as of trust which will be framed from time to time.
5. Your appointment is subject to transfer in similar colleges of the society according to the requirements and entirely at the discretion of the society.
6. You should not remain absent from duty without prior permission and sanction by principal.
7. In case you remain absent for more than five days without prior permission / sanction of leave, you shall be deemed to have left the service of the society on your own accord and accordingly your name will be struck off from the rolls of the Society/college.
8. The Management expects your performance and progress towards the salary given to you which please note.
9. In case of need you may be required to work after the regular working hours as directed by the Principal.
10. You have to accept the responsibility of tools/ equipment/ stores and material given to you for work and you further agree to reimburse the cost of any material, tools equipment, lost or damaged by you.
11. You will keep in confidence any college secret or any other information of the society, and will not use the course of the Society's business or divulge such information to outsiders or unauthorized persons while employed or afterwards.
12. You should not engage yourself in any private business /practice either in an individual capacity or in association with any other person/institute while in our service.
13. Your appointment may be terminated at any time during the appointment by giving one month notice or salary in lieu of notice period. However If you found involved in any

activities which are contradictory to law in force, your appointment may be terminated at any time during the appointment without any notice as above.

14. During the appointment period, if the management finds you committing any act prejudicial to the rules of the society; your appointment shall be withdrawn immediately without giving any notice or without assigning any reason whatsoever.
15. In case of resignation/termination, you are required to ensure a proper handover of all responsibilities and college documents to the management. The relieving letter will be issued on satisfaction of handover of the documents to the management and compliance with the terms of appointment. The full and final settlement will be processed only on issue of the relieving letter.
16. Please confirm your acceptance of the above terms and conditions of service by signing the duplicate copy of this letter and report to the Principal, Rajarambapu College of Pharmacy, Kasegaon within seven days of the receipt of this letter, else the management shall presume that the offer made by the management is not acceptable to you.
17. We take this opportunity to welcome you to the Kasegaon Education Society and wish you a long association and fruitful career with us. We do hope that you would put in your best efforts to perform your duties to the fullest satisfaction of the management.

7.14 PROMOTION RULES

PROCEDURE AND CRITERIA FOR APPOINTMENT BY PROMOTION FOR NON TEACHING STAFF

- i. Promotion in each cadre shall be made solely on the basis of seniority cum merit.
- ii. The person holding the post specified shall be eligible for promotion subject to his possessing minimum qualification and experience on the first day of the month of July of the year as required.
- iii. Subject to his possessing minimum qualifications and experience on the first day of the month of July of the year, "Minimum Qualification" and experience for promotions should be considered or as the case may be. In case suitable candidate is not available for making promotion to a post under consideration, then the procedure for direct recruitment shall be adopted/ shall be selected from the existing faculty based on performance.
- iv. No persons shall be considered for first promotion in the service unless he is substantively appointed and confirmed on the lower post in the service.
- v. The authority for promotion shall, at the time of promotion, nominate the faculty 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.
- vi. The Departmental Promotion Committee on the basis of Annual Confidential Reports for the last five years shall judge the fitness of a particular candidate for promotion. Once a set of candidates is identified as fit for promotion, then the only criterion for promotion shall be the criterion of either seniority or hard and progressive work as per confidential report.

7.14.1 LIABRARY

➤ **Assistant Librarian to Librarian**

As per norms.

7.14.2 ADMINISTRATIVE

➤ **Qualification and Experience**

7.14.2.1 Registrar

- i. Post Graduate Degree of a Statutory University with 55% marks or B Grade as per UGC norm . At least 05 years experience in academic Institution or equivalent post in academic administration.
- ii. Office Superintendent - A Bachelor's Degree or equivalent with 07 years of experience of administration.
- iii. Minimum 5 years experience as Head Clerk/Senior clerk or 05 years experience as superintendent.

7.14.2.2 Junior Clerks to Senior Clerk/Head Clerk

- i. A bachelor degree in any discipline
- ii. Minimum 08 years experience as junior clerk

7.14.3 LABORATORY:

7.14.3.1 Lab Assistant to Lab technician

- i. Qualifying D. Pharm.
- ii. Minimum 5 years experience as Lab assistant.

7.14.3.2 Junior peon to senior peon/ Hawaldar

- i. Seventh pass /SSC or higher qualification shall be preferred.
- ii. Minimum 05 years experience as junior peon.

7.15 PROMOTIONAL POLICIES:

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Sr. No.	Class	Designations
1.	Super Class 1	Principal, Professor
2.	Class 1	Associate Professor
3.	Class 2a	Assistant Professor
4.	Class 2b	Librarian, Registrar Office Superintendent
5.	Class 3a	Lab Assistant, Lab Technician, Clerk (Junior, Senior and Cashier), Computer Operator, Store In-charge and Electricians.
6	Class 3b	Bus Driver
7.	Class 4	Peon, Lab Attendant, Watchman
8.	Class 5	Sweepers

7.16 EXTERNAL MEMBERS:

The following External members are allowed for different committees:

Sr. No.	Name of the Committee	External members
1.	Governing body	<ul style="list-style-type: none">a. Nominee of AICTE – Regional officer (ex-Officio)b. An industrialist / Technologist/ educationalist from the region.c. Nominee of the Affiliating Universityd. Nominee of the state government – Director of the technical education (ex officio).e. An Industrialist/ technologist / educationalist from the region nominated by state government.
2.	Local Management Committee (LMC):	<ul style="list-style-type: none">a. Three local members representing different fields of the area, nominated by the management,
3.	Any committee at college level	Experts , scientists, research assistant etc.

CHAPTER 8 : LEAVE RULES

8.1 LEAVES

- (1) The employee shall be entitled for leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- (2) The employee may be granted leave only on his/her request.
- (3) The principal may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- (4) The employee may combine one kind of leave with another, subject to the limit of aggregate period of absence as may be prescribed under these statutes.
- (5) Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness.
- (6) If the employee frequently applies for medical leave with short intervals, he/she may be referred to the Medical Authority to examine the state of his/her health, the period of recovery and whether he/she would be fit for duty after rest and treatment.
- (7) The employee, on leave, shall not engage himself in any other employment, trade or business, either full -time or part-time except public service of casual nature or such other work.
- (8) Ordinarily the employee shall resume his/her duties immediately after the period of leave sanctioned, otherwise it shall be construed as overstay and may entail refusal of leave or leave salary and may be treated as misconduct unless the principal condones the irregularity, for reasons to be recorded.
- (9) The employee discharged or removed, on account of misconduct if reappointed, the leave to his/her account prior to date of ceasing to be in service shall lapse and he/she shall not be entitled to claim leave in respect of service rendered prior to his/her discharge, removal as the case may be.
- (10) If the employee, retired on compassionate grounds and on invalid pension, is reemployed, he/she shall be entitled to count his/her previous and subsequent services towards leave.

8.2 COMPETENT AUTHORITY TO SANCTION LEAVE

The following shall be the competent authority to sanction leave under these rules :

8.2.1 For Principal

The Chairman /Secretary, Kasegaon Education Society, Kasegaon. Dist. Sangli.
Maharashtra, India.

8.2.2 For teaching and non reaching staff

The Principal, Rajarambapu College of Pharmacy, Kasegaon, Dist. Sangli. Maharashtra,
India

8.3 RIGHT OF LEAVE

Leave cannot be claimed as a matter of right and when the exigencies of service so demand.

Leave of any description may be refused or revoked by the leave sanctioning authority.

In case a teacher is recalled to duty before the expiry of his leave, such recall to duty shall be treated as compulsory in all cases.

8.4 COMMENCEMENT AND TERMINATION OF LEAVE

(i) Leave ordinarily begins from the date on which leave as such is actually availed of and ends on the day preceding on which duty is resumed.

(ii) Sunday or other public holidays (except vacations) may be prefixed as well as suffixed to leave.

Note: Teachers are normally expected to be present on the last day of the term and on the opening day of the term after vacation. However, in exceptional or special circumstances, combination of vacations might be allowed to any kind of leave except casual leave.

8.5 KINDS OF LEAVE

The following kinds of leave would be admissible to permanent teachers -

(i) Leave treated as duty:

- a. Casual leave
- b. Special casual leave
- c. Duty leave
- d. on duty leave

(**Note :** The above leaves under the clause (I) would be granted to temporary teachers also.)

(ii) Leave earned by duty:

- a. Earned leave

(iii) Leave not earned by duty:

- a. extraordinary leave
- b. Leave not due

(iv) Leave not debited to leave account:

(a) Leave for academic pursuits

- a. Study leave
- b. Sabbatical leave/Academic leave

(b) Leave on grounds of health, viz

(i) Maternity leave

(ii) Paternity leave

(iii) Medical leave

The Management Council may, in exceptional cases, grant for the reasons to be recorded, other kinds of leave, subject to such terms and conditions as it may deem fit to apply.

8.5.1 Casual Leave

(i) Total casual leave granted to a teacher shall not exceed eight days in an academic year.

(ii) Casual leave cannot be combined with any other kind of leave except duty leave, on duty leave, special casual leave. It may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.

8.5.2 Special Casual Leave

(i) Special casual leave, not exceeding ten days in an academic year, may be granted to a teacher;

(a) To conduct examination of other university/Public Service Commission/board of examination or other similar bodies/institutions; and

(b) To inspect academic institutions attached to a statutory board, etc.

Note :

(i) In computing the ten days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(ii) In addition, special casual leave to the extent mentioned below may also be granted;

(a) To undergo sterilization operation (vasectomy or salpingectomy) under family welfare programme.

Leave in this case will be restricted to six working days; and

(b) To a female teacher who undergoes non puerperal sterilization, Leave in this case will be restricted to fourteen days.

(iii) Special casual leave cannot be accumulated, nor can it be combined with any other kind of leave except casual leave. It may be granted in combination with holidays or vacation.

8.5.3 Medical /Private Leave:

Medical /Private leave is admissible for a period of ten days to teaching and non teaching faculty who are regular staff (after completion of probation period), for ad-hoc appointments for a period of five days.

8.5.4 Duty Leave

- i. Duty leave may be granted for :
 - a) Attending conferences, symposia and seminars, examination work with the permission of the Principal. This leave should be given also for attending meetings in the UGC, DST, etc, where a teacher is invited to share expertise with academic bodies, government or NGOs.
 - b) Delivering lectures in institutions and universities at the invitation of such institutions or universities and approved by the principal.
 - c) Participating in a delegation or working on a committee appointed by the Government of India, state government, the University Grants Commission, a sister university or any other academic body, and
- ii. The duration of leave should be such as may be considered necessary by the sanctioning authority on each occasion;
- iii. Duty leave may be combined with earned leave, medical leave and extraordinary leave.
- iv. If a teacher performs any other duty for the university he/she shall treated as duty leave. In such case this period of his/her absence shall not be counted with the period of duty leaves.

8.5.5 ON DUTY LEAVE

- i. If the faculty is permitted for official work of the college shall be entitled to avail such leaves.
- ii. Practical and theory examination, examination related works of Shivaji university, Kolhapur.
- iii. Attending seminar/ workshop at university level.

8.5.6 EARNED LEAVE

- i. The Principal and office nonteaching staff are entitled to avail earned leave shall not be entitled vacation to which are ordinarily granted to teachers.
 - The earned leave shall be credited, in advance, in two installments of 15 days each on the first day of January and July of every calendar year.
 - A teacher on earned leave is entitled to leave salary equal to the monthly salary to which the teacher is entitled immediately before the commencement of the leave.
- ii. Earned leave at the credit of a teacher shall not accumulate beyond 300 days. The maximum earned leave that may be sanctioned at a time shall not exceed 60 days. Earned leave exceeding 60 days may, however, be sanctioned in the case of higher study, or training, or leave with medical certificate, or when the entire leave, or a portion thereof, is spent outside India.
- iii. During the vacation, if the teacher is detained for non-remunerative work in connection with college activities such as Youth Festivals, co-curricular activities as well as the college activities such as NSS etc, if an extra-remuneration for them is not paid, etc., then he/she shall be entitled to earned leave to the extent of 1/3 of the days spent on duty during the vacation.
 - **Note 1:** In case where only a portion of the leave is spent outside India, the grant of leave in excess of 120 days shall be subject to the condition that the portion of the leave spent in India shall not in the aggregate exceed 120 days.
 - **Note 2:** Encashment of earned leave shall be allowed to non-vacation members of the teaching staff.

8.5.7 EXTRAORDINARY LEAVE

- (i) A permanent teacher may be granted extraordinary leave if approved by Management Council when;
 - (a) No other leave is admissible; or
 - (b) No other leave is admissible and the teacher applies in writing for the grant of extraordinary leave.
- (ii) Extraordinary leave shall always be without pay and allowance. Extraordinary leave shall not be counted for increment except in the following cases;
 - (a) Leave taken on the basis of medical certificates;
 - (b) Cases where the principal is satisfied that the leave was taken due to causes beyond the control of the teacher, such as inability to join or rejoin duty due to civil commotion or a natural, calamity, provided the teacher has no other kind of leave to his/her credit.
 - (c) Leave taken for pursuing higher studies; and
 - (d) Leave granted to accept an invitation to a teaching post or fellowship or research-cum-teaching post or on assignment for technical or academic work of importance.
- iii. Extraordinary leave may be combined with any other leave except casual leave and special casual leave, provided that the total period of continuous absence from duty on leave (including periods of vacation when such vacation is taken in conjunction with leave) shall not exceed three years except in cases where leave is taken on medical certificate. The total period of absence from duty shall in no case exceed five years in the full working life of the individual.
- iv. The authority empowered to grant leave may commute retrospectively periods of absence without leave into extraordinary leave.

8.5.8 STUDY LEAVE

Study leave may be granted after a minimum of 3 years of continuous serve, to pursue a special line of study or research directly reacted to his/her work in the college or to make a special study of the various aspects of college organization and methods of education.

The paid period of study leave should be for 3 years, but 2 years may be given in the first instance, extendable by one more years, if there is adequate progress as reported by the research guide. Care should be taken that the number of teachers given study leave, does not exceed the ten percentage of permanent teachers in any department. Provided that the Management Council may, in the special circumstances of a case, waive the condition of three years of service being continuous.

➤ **Explanation:**

- i. In computing the length of service, the time during which a person was on probation or engaged as a research assistant may be reckoned provided.
- ii. The person is a teacher on the date of the application; and (b) there is no break in service.
- iii. Study leave shall be granted by the Management Council on the recommendation of the concerned principal. The leave shall not be granted for more than two years in one spell, except in very exceptional cases in which the Management Council is satisfied that such extension is unavoidable on academic grounds and necessary in the interest of the college.
- iv. Study leave shall not be granted to a teacher who is due to retire within three years of the date on which he/she is expected to return to duty after the expiry of study leave.
- v. Study leave may be granted not more than twice during one's career. However, the maximum of study leave admissible during the entire service should not exceed five years.
- vi. No teacher who has been granted study leave shall be permitted to alter substantially the course of study of the programme of research without the permission of the Management Council. When the course of study falls short of study leave sanctioned, the teacher shall resume duty on the conclusion of the course of study unless the previous approval of the Management Council to treat the period of shortfall as ordinary leave has been obtained.
- vii. Subject to the provisions of sub-clauses (vii) and (viii) below, study leave may be granted on full pay up to two years extendable by one year at the discretion of the university.
- viii. The amount of scholarship, fellowship or other financial assistance that his/her being granted study leave, has been awarded will not preclude his/her being granted study leave

with pay and allowances but the scholarship, etc., so received shall be taken into account in determining the pay and allowance on which the study leave may be granted. The Foreign scholarship/fellowship would be offset against pay only if the fellowship is above a specified amount, which is to be determined from time to time, based on the cost of living for a family in the country in which the study is to be undertaken. In the case of an Indian fellowship, which exceeds the salary of the teacher, the salary would be forfeited.

- ix. Subject to the maximum period of absence from duty on leave not exceeding three years, study leave may be combined with earned leave, half-pay leave, extraordinary leave or vacation, provided that the earned leave at the credit of the teacher shall be availed of at the discretion of the teacher. A teacher who is selected to a higher post during study leave, will be placed in that position and get the higher scale only after joining the post.
- x. A teacher granted study leave shall on his/her return and re-joining the service of the college may be eligible to the benefit of the annual increment(s) which he/she would have earned in the course of time if he/she had not proceeded on study leave. No teacher shall however, be eligible to receive arrears of increments.
- xi. Study leave shall count as service for pension/contributory provident fund, provided the teacher joins the university on the expiry of his/her study leave.
- xii. Study leave granted to a teacher shall be deemed to be cancelled in case it is not availed of within twelve months of its sanction. Provided that where study leave granted has been so cancelled, the teacher may apply again for such leave.
- xiii. A teacher availing himself/herself of study leave shall undertake that he/she serve the college for a continuous period of at least three years to be calculated from the date of his/her resuming duty after expiry of the study leave. Otherwise he/she has to refund basic salary accumulated during the period of study leave to the college.
- xiv. After the leave has been sanctioned, the teacher shall before availing himself/herself of the leave, execute a bond in favor of the college binding himself/herself for the due fulfillment of the conditions laid down in sub-clause (xii) above and give security of immovable property to the satisfaction of the management council or a fidelity bond of an

insurance company or a guarantee by a scheduled bank or furnish security of two permanent teachers for the amount which might become refundable to the university in accordance with sub clause (xii) above.

- xv. The teacher shall submit to the principal, six monthly reports of progress in his/her studies from his/her supervisor or the Head of the Institution. This report shall reach to the principal within one month of the expiry of every six months of the study leave. If the report does not reach the principal within the specified time, the payment of leave salary may be deferred till the receipt of such report.

8.5.9 SABBATICAL LEAVE/ACADEMIC LEAVE

- i. Regular full-time teachers of the college who have completed seven years of service as Assistant Professor or Associate Professor or Professor, may be granted sabbatical leave to undertake study or research or other academic pursuit solely for the object of increasing their proficiency and usefulness to the department and higher education system.
- ii. The duration of leave shall not exceed one year at a time and two years in the entire career of a teacher.
- iii. A teacher, who has availed himself/herself of study leave, would not be entitled to the sabbatical leave. Provided further that sabbatical leave shall not be granted until after the expiry of five years from the date of the teacher's return from previous study leave or any other kind of training programme.
- iv. A teacher shall, during the period of sabbatical leave, be paid full pay and allowances (subject to the prescribed conditions being fulfilled) at the rates applicable to him/her immediately prior to his/her proceeding on sabbatical leave.
- v. A teacher on sabbatical leave shall not take up during the period of that leave, any regular appointment under any organization in India or abroad. He/She may, however, be allowed to accept a fellowship or a research scholarship or ad-hoc teaching and research assignment with honorarium or any other form of assistance, other than regular employment in an institution of advanced studies, provided that in

such cases the Management Council may, if it so desires, sanction sabbatical leave on reduced pay and allowances.

- vi. During the period of sabbatical leave, the teacher shall be allowed to draw the increment on the due date. The period of leave shall also count as a regular service for purposes of pension/contributory provident fund, provided that the teacher rejoins the university on the expiry of his/her leave.
 - **Note - I** The programme to be followed during sabbatical leave shall be submitted to the principal for approval along with the application for grant of leave.
 - **Note - II** On return from leave, the teacher shall report to the principal the nature of studies, research or other work undertaken during the period of leave.

8.5.10 MATERNITY LEAVE

- i. Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire service. Maternity leave may also be granted in case of miscarriage including abortion, subject to the condition that the total leave granted in respect of this to a woman teacher in her service is not more than 45 days, and the application for leave is supported by a medical certificate.
- ii. Maternity leave may be combined with earned leave, half pay leave or extraordinary leave but any leave applied for in continuation of maternity leave may be granted if the request is supported by a medical certificate.
 - a. Female teachers may be allowed to accumulate the casual leaves to the extent of sixty days for the purpose of her child as per government resolution made from time to time rearing activities.
 - b. Where both husband and wife are working under Kasegaon Education Society's, Kasegaon, the creation of earned and half-pay leave bank may be permitted and only the female teacher may be allowed to avail of the leave admissible to both together for rearing of very young children;

Provided that, such period shall not exceed more than six years in entire service; Provided further that, the female teacher shall be allowed to avail this leave facility if she has no other leave to her credit and there is earned leave to the credit of her husband.

8.5.11 PATERNITY LEAVE:

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, provided, the limit is up to two children.

8.5.12 Leave Not Due

(i) Leave not due, at the discretion of the Principal, be granted to a permanent teacher for a period not exceeding 360 days during the entire period of service, out of which not more than 90 days at a time and 180 days in all may be otherwise than on medical certificate. Such leave shall be debited against the half-pay leave earned by him/her subsequently.

(ii) 'Leave not due' shall not be granted unless the Principal is satisfied that as far as can reasonably be foreseen, the teacher will return to duty on the expiry of the leave and earn the leave granted.

(iii) A teacher to whom 'leave not due' is granted shall not be permitted to tender his/her resignation from service so long as the debit balance in his/her leave account is not wiped off by active service, or he/she refunds the amount paid to him/her as pay and allowances for the period not so earned. In a case where retirement is unavoidable on account of reason of ill health, incapacitating the teacher for further service, refund of leave salary for the period of leave still to be earned may be waived by the Management Council.

Provided further that the Management Council may, in any other exceptional case waive, for reasons to be recorded, the refund of leave salary for the period of leave still to be earned.

8.6 A LEAVE SANCTIONING AUTHORITY

Types of leave

- 1) All types of leave to Principal/
Head of recognize Institution,
Study leave and extra ordinary

Sanctioning authority

Chairman/ Secretary of the
Governing Body

- 2) All types of leave to teachers
Other than those specified above

Principal of the college

CHAPTER 9: CONDUCT, DISCIPLINE AND APPEAL

9.1 CODE OF CONDUCT FOR EMPLOYEE

- Every employee should maintain devotion to duty in institution by his/her way of living and outlook and should set an example to students and employee of the institution.
- Every employee shall conduct his/her responsibilities and duties in accordance with the regulating behavior and conduct and shall abide by the rules, regulations and shall obey the orders of principal.
- He / She shall give full co-operation in all academic and non academic (extracurricular and co-curricular) programmes and other activities for welfare of students and college.
- Every employee shall be governed by these rules and is liable for all consequences in the event of any breach of rules by him/her.
- Every employee shall always maintain integrity of character, be devoted to his/her duty and be honest and impartial in his / her official dealing. An employee shall, at all times be courteous and polite in his/her dealings with the management, principal, colleagues and students. He/she shall exhibit utmost loyalty and shall, always act in the best interest of the college. An employee shall be required to observe the scheduled hours of working during which he/she must be present at the place of his/her work. No employee shall be absent from duty without prior permission.
- No employee shall make any statement, publish or write through any media which has the effect of an adverse criticism of any policy or action of the college or detrimental to the interests of the college.
- No employee shall engage directly or indirectly in any trade or any private tuition or undertake employment outside his/her official assignment, whether for any monetary gain or not.
- An employee against whom insolvency proceedings commenced in a court of law shall forthwith report full facts thereof to the college.
- An employee against whom criminal proceedings are initiated in a court of law shall immediately inform to the principal of the college regarding the details thereof.

- Whenever an employee wishes to put forth any claim or seeks redress of any grievance he/she must forward his/her case in writing through proper channel to the principal and shall not forward any such advance copies of his/her application to any higher authorities unless the principal has rejected his/her claim or refused redress of the grievance or has delayed the matter beyond a reasonable time.
- An employee who commits any offence or dereliction of duty or does an act detrimental to the interests of the college is subject to an enquiry and punishment by the principal. However, any employee aggrieved with the decision of the principal may appeal against such punishment or decision within 15 days of the receipt of the orders of the decision to the management and the decision of the management thereon, is final and binding on the employee.
- No employee shall engage in strike or incitement thereto or similar activities such as absence from work or neglect of duties or participate in hunger strike etc. Violation of this rule will amount to misconduct and attract deterrent punishment.

9.2 TYPES OF UNACCEPTED CONDUCT

- Misrepresentation of personal views.
- Committing a criminal act which leads to conviction to the code.
- Disclosing any of the confidential information which otherwise causes damage to institution.
- Keeping information of institution without permission.

9.3 DISCIPLINARY ACTION

- 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 reasonable opportunity has been provided to the employee to defend himself/herself.

CHAPTER 9: Conduct, Discipline and Appeal

- As part of the disciplinary action, the following punishment for good and sufficient reasons may be imposed upon the employees of the institution, after establishing the facts about committing an offence and dereliction/negligence of duties.
 - ✓ Withholding increments/promotion
 - ✓ Recovery from his/her salary whole or part of any pecuniary loss caused to the college due to negligence of duty or breach of orders/rules.
 - ✓ Suspension
 - ✓ Removal from service
 - ✓ Dismissal from service

- If the principal feels it necessary to constitute an inquiry as a part of the procedure for taking disciplinary action, the inquiry committee shall consist of three members.

- An employee can appeal against any punishment imposed upon him/her by the principal to the management/governing body as the case may be.

9.4 IMPROPER USE OF AMENITIES

No teacher shall use carelessly or negligently any of the amenities provided by institute, failing which is liable for punishment.

9.5 HANDING OVER CHARGE:

A teacher before leaving service shall hand over the charge of his/ her post to a duty authorized person and shall return to the college/ library, all books, furniture, equipments etc. issued to him/her or in the case of loss, shall pay the price and shall pay up in full all charges due from him/her for occupation of residential quarters, water and electricity charges etc. If he/ she fail to do so, the principal of the college shall recover the amount due from such teacher on account of the above items from his / her last salary. The last salary will not be paid to the teacher concerned until a clearance certificate in the prescribed form as shown in **Appendix A** is issued by the principal and/ librarian of the college. All dues payable to the teacher shall be paid to him/ her on the date of relieve after he/ she has duly handed over his / her charge.

9.6 DISCHARGE CERTIFICATE:

The principal of the college will immediately give a discharge certificate as shown in **Appendix B** on application, to a teacher who leaves service after due notice or to a teacher whose services are terminated, after making sure that the teacher leaving services has paid of all amounts due by him/her to the colleges and obtained the said clearance certificate.

9.7 AUTHORITIES COMPETENT TO INFLICT PENALTIES:

The power to inflict major penalties on teachers of the institution will rest with the governing body of the college.

However the power to inflict minor penalties such as reprimand, warning or censure, memo and academic and related matters shall rest with the principal.

9.8 PENALTIES:

Without prejudice to the provisions of these statutes a teacher guilty of following penalties specified below shall be liable to receive any of the following penalties depending upon the gravity of the offences.

A. Minor penalties

- ✓ Reprimand, warning or censure and memo.
- ✓ Withholding of increments or promotion up to one year.
- ✓ Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the college by negligence or breach of orders.
- **Explanation:** The principal shall make necessary inquiry and keep the record of the inquiry before the penalty is levied.

B. Major Penalties.

- ✓ Stoppage of increment with or without effect on future increments.
- ✓ Reduction to lower stage of increment of the teachers own pay- scale.
- ✓ Reduction in rank
- ✓ Termination of service
- ✓ Compulsory retirement
- ✓ Removal from the service of the college.
- ✓ Dismissal from the service of the college

9.9 SCOPE OF APPLICATION OF PENALTIES:

➤ **Withholding of increments or promotion:**

When an increment or increments of a teacher are withheld the authority imposing the punishment shall specifically mention in the order:

- a) The number of increments withheld,
- b) The period for which they are withheld,
- c) Whether the stoppage of increments shall have temporary or permanent effect of postponing the future increments,
- d) That the period for which the increments are withheld shall be exclusive of the leave (except casual leave) taken during the period.

Similarly when it is decided to debar a teacher from his/ her next promotion, the authority imposing the punishment shall specifically mention in the order the period for which the teacher is not to be considered for such promotion.

➤ **Reduction to a post in the lower pay scale or to lower stage of increment in the teachers own pay scale:**

- a) The authority imposing this punishment shall specifically mention in the order the period for which such reduction shall be effective and whether on restoration, the order of reduction shall have the effect of postponing future increments.
- b) Notwithstanding anything contained in these statutes and in other rules of the college, if any, a teacher who is reverted to a lower pay scale or a lower stage of increment in his own time scale of pay as a measure of punishment shall not ordinarily be restored to his original pay scale from which he was reverted or to the original incremental stage in his own time scale of pay unless the period stipulated in the order of punishment is completed exclusive of the period of the leave (except casual leave) taken during the term of punishment.

9.10 PROCEDURE FOR INFLICTING MINOR PENALTIES:

The minor penalties may be inflicted for petty offences or lapses on the part of a teacher such as negligence of duty, insubordination, disobediences of orders of superiors and such other offences as may be decided as minor offences by the principal of the college. Whenever

a teacher is found guilty for the commission of such offences or lapses he/she may be properly deal with as the principal deems fit. However, finally imposing any punishment as completed in this statue, the teacher concerned shall be given in writing a fair opportunity to explain as to why he/ she should not, for good and sufficient reason, be punished for the lapses, omission, etc. on his/her part. The quantum of punishment shall be finally decided in the light of his/her explanation.

9.11 PROCEDURE FOR INFLICTING MAJOR PENALTIES:

The service of a teacher shall not be terminated without holding a full inquiry in the matter by the college.

Before holding such enquiry, a preliminary inquiry shall be held by a **Inquiry committee** which consisting of

- a) Professor / associate professor nominated by the principal.
- b) One Head of department of college nominated by the principal.
- c) One teacher of the college nominated by the principal

The Committee will find out whether there is a prima facie case against the teacher. The teacher concerned shall be given an opportunity to represent his / her case before the committee.

The findings of the committee shall be forwarded to the principal/management for further action, if necessary.

9.12 SUSPENSION:

- a) If the governing body finds that a teacher is alleged to be guilty of a lapse or an offense of a serious nature and if there is a reason to believe that in the event of offense being proved against him/her, he / she would deserve to be removed or dismissed from service, the principal ,/ governing body shall first decide whether the person concerned should be placed under suspension.
- b) During the period of suspension, the teacher shall be paid/ without pay subsistence allowance equal to his/ her full pay and allowances admissible pending regular inquiry/half pay.

- c) The rate of dearness allowances will, as the case may be, vary according to the decreased amount of pay admissible under sub-clause (a).
- d) If the teacher under suspension attains the age of superannuation, he/she shall deem to have been retired and shall not be entitled to any subsistence allowance. If he/she is covered by the Contributory Provident Fund (CPF) scheme, he/she shall be entitled to have his/her own share of contribution but shall not be entitled to the management share. If he/she is covered by the pension scheme, he/she shall be entitled to provisional pension not exceeding the maximum pension admissible to him/her for qualifying service upto the date of suspension.

➤ **Explanation:**

- a) No payment under this rule shall be made to a teacher unless he/ she furnishes an undertaking to the effect that he/ she has not accepted any private employment or is not engaged in a trade or business during the period of his suspension.
- b) While under suspension, the resignation of a teacher shall not be accepted.
- c) The suspension order shall be served in the form as specified **Appendix C**

9.13 APPOINTMENT OF AN INQUIRY OFFICER:

Immediately after the decision to hold an inquiry of a teacher is taken, the principal shall appoint an authority/officer with the approval of trust to hold the departmental inquiry into the conduct of the teacher concerned. The officer to be so appointed shall as far as possible, not be the person who has made any preliminary investigation into the conduct of the teacher. The order of appointing inquiry officer shall be generally in the form as specified **Appendix D**.

9.14 CHARGE SHEET:

The inquiry officer appointed according to the appointment of an inquiry officer above shall prepare the charge sheet and serve it on the person concerned. The charges should be very specific. The charge sheet should also be accompanied by statement of allegations on which the charges are based, the documents which have been relied upon while framing the charges shall be made available to the person charged, to inspect and to take extracts wherever necessary. The person concerned shall be required, within a period

of 30 days to put in written statement of his / her defense and to state whether he/ she desires to be heard in person.

9.15 ORAL INQUIRY:

On receipt of the written statement of defense of the person charged, the Inquiry officer shall fix a suitable date for the oral inquiry at which the teacher charged shall be heard in person in the first instance on the preliminary points such as whether he/she has received notice and shall inquire into the details of the complaints after oral and written defense, the fellow shall submit the detail report.

➤ **Explanation:**

Even if the teacher charged does not specifically or otherwise express a desired to be heard in person, an oral inquiry shall be held to record the statements of witnesses, if any, on behalf of the college and to corroborate the evidence on hand. The teacher charged shall be informed of date and time fixed for the oral inquiry and also told that witnesses on behalf of the college will be examined at the oral inquiry in his/ her presence and that he / she may, if he/ she so desired, cross-examine them.

9.16 FINAL STATEMENT OF DEFENSE OF THE TEACHER CHARGED:

After the oral inquiry is over, the Inquiry officer shall ask in writing the person concerned to state within a specified time limit whether he/ she has anything further to state in the light of the proceeding at the oral inquiry.

9.17 REPORT OF INQUIRY OFFICER:

- a) The inquiry shall be completed within three months from the date on which the charge sheet is served on the concerned teacher and within not later than 6 months from date on which the teacher on the basis of the report of the preliminary inquiry.
- b) After the oral inquiry is over and the teacher charged given his/ her final statement of defense, the Inquiry officer shall prepare her /his inquiry report dealing with all the charges framed against the person concerned on the basis of the evidence (both documentary and other) before them. He / She shall take care to see that he/she examines/s the charges in an objective and not subjective manner. Then he/ she shall

submit their his/ her report to the authority concerned, within a reasonable period, together with the following accompaniments:

1. Copy of the charge sheet serve on the teacher concerned together with a copy of the statement of allegations.
2. Statement of defense given by the teacher in reply to the charge sheet.
3. Proceeding of the oral inquiry.
4. Final statement of the defense if any given by the person charge.
5. Copies of the other documents if any relied upon by the inquiry officer.

9.18 ACTION TO BE TAKEN ON THE REPORT OF INQUIRY OFFICER:

On receipt of the Inquiry officer's report, the management shall immediately decide the action to be taken in the light of the finding of the Inquiry officer, the record of the teacher's past service. In case charges are held as not proved and no action is proposed to be taken, principal shall inform the teacher accordingly. In case any of the charges against the teacher concerned are held as proved, the principal shall decide the quantum of punishment to be inflicted on his/her and shall give him/her notice in the form as specified. **Appendix E** is asking him/her to show causes why the proposed punishment should not be finally inflicted on him/her. The person concerned shall also be supplied with a copy of the Inquiry Authority's/Officer's Report along with the show cause notice and copies of any other document related to the case should be given to the aggrieved person.

➤ **Explanation:**

- a) Although this statute contains the procedure to be followed before inflicting a penalty classified as major, it shall be open to the trust to reduce the quantum of punishment and to inflict one of the minor penalties, if it so decides. In such cases the show cause notices to be given need not to elaborate as specified.
- b) When it is proposed to inflict the punishment of removal from service of a teacher, it would be desirable to mention in the show cause notice the maximum punishment of dismissal. The principal shall have the discretion to reduce the punishment into a lower magnitude.

9.19 FINAL ACTION

on receipt of a reply to the show cause notice from the teacher concerned, the quantum of punishment shall be finally decided by the principal with due consideration of the reply given by the teacher concerned to the show cause notice and the necessary action taken as soon as possible.

➤ **Explanation:** The order of removal or dismissal from service shall be served in the form as specified **Appendix F**.

A. Treatment of the period of suspension: If, after the conclusion of the proceedings against a teacher, he/she is reinstated in service, the governing body shall decide, as per provision given hereunder No. (b) The manner in which the period of suspension should be treated.

a) If the teacher is fully exonerated of the charges against him/her or if it is held that his/her suspension not justified, he shall be treated as on duty during the period of his/her suspension and given his full pay and allowances for the period.

b) If the person is not fully exonerated he/she should be given pay equal to (i) subsistence allowance or (ii) certain percentage of pay depending upon the merit of the case. The period can be converted into leave which shall be at the discretion of the principal and admissible only at the express desire of the teacher concerned.

➤ **Explanation:** The subsistence allowance already paid to the teacher shall be adjusted against the payment to be made to him/her under this statute.

B. Suspension to be mentioned in the service book of a teacher:

The period of suspension of a teacher shall be mentioned in the service book of the teacher. In the case of the subsequent exoneration from the charges against the teacher, the fact shall be entered in the service book.

C. Active arrangement to be made in place of a teacher under suspension:

It shall be open to the principal to make such acting arrangements as may be necessary for the discharge of the duties assigned to a teacher under suspension. The grant of pay and allowances shall not cancel the acting arrangements already made.

D. Action to be taken when is convicted in a court of law;

If a teacher is convicted for a criminal offence in a court of law, he/she shall forthwith be dismissed or removed from the service of the college without following the procedure laid down in procedure for inflicting major penalties. The necessary order of dismissal or removal shall be served on him/her immediately on receipt of the official decision of the court of law. If, however, as a result of an appeal with the higher court, the employee secures an honorable acquittal, the principal shall revise its decision and immediately on receipt of the decision of the court reinstate him/her in service. In such cases the interval between the date of dismissal of a teacher and the date of his reinstatement shall be treated as leave due and admissible to him.

- **Explanation:** A teacher may be put under suspension as soon as criminal case is filed in the court against him.

E. Cases of teacher who are acquitted by a court of law, to be inquired into departmentally:

In a cases in which a teacher is tried by a court of law for some criminal offence but is acquitted by a court by giving him/her the benefits of doubt it shall be open to the principal to proceed against him/her departmentally, if there is reason to believe that the person concerned is responsible for moral turpitude although from the legal point the evidence may not be sufficient to prove his/her offence. In such a case the question of holding a departmental inquiry into his/her conduct shall be decided immediately after the receipt for the official decision of the court of law. The proceeding against him/her shall be held in accordance with the procedure laid down.

- **Explanation:** In case principal consider that the infliction of a minor penalty specified in penalties shall serve the purpose, the person concerned may be dealt with in accordance with the procedure laid down in procedure for inflicting minor penalties.

9.20 PROCEDURE OF INQUIRY:

- a) Whenever the governing body of college finds that there are grounds for holding an enquiry against the teaching and non teaching staff of institution which may result in imposing major penalty, a preliminary enquiry shall be held by the governing body into the allegations against the teaching and non teaching staff of institution to find

out whether there is a prima facie case against him/her. The persons concerned shall be given an opportunity to represent his/her case at the time of this preliminary inquiry. However, before implementing the decision on this behalf the preliminary inquiry shall be forwarded to the principal for his/her approval to the action proposed to be taken against the employee.

- b) On receipt of the approval of the principal, a regular department inquiry shall be ordered by the governing body.
- c) Unless the context otherwise requires, apply to the inquiry to be held against the teaching and non teaching staff, with the following amendments, namely:-
 - 1. For the word “Principal/ the Head of the Institution” the words “President or secretary” of the governing body shall be substituted.

9.21 TERMINATION OF SERVICES:

The employee on the recommendation of governing body/ LMC may be terminated from the service by giving one month prior notice for ad-hoc faculty.

The teacher who is confirmed by the management shall be terminated on the following grounds:

- The continuation of service of the teacher is prejudicial for the smooth running and conduct efficient working of the institution.
- The continuation of service of the teacher is prejudicial for the maintenance of discipline among the members of staff and students.

When the management desire to terminate the teacher on the ground mentioned above, the management shall issue a letter of its intention to the teacher. The notice shall cover and states the reason and ground on which employee is desired to be terminated from the service of the institution. Such notice shall be issued three months for regular faculty in advance, for any of the following reasons/grounds.

- Misconduct and /or gross negligible in the duties.
- Incompetence
- Gross turpitude means depraved or wicked behavior or character.
- Physical and Mental unfitness.

Explanation:

- **Misconduct shall among other things include the following:**
 - a) Insubordination
 - b) An act prejudicial to the proper management of the college.
 - c) Breach of the terms and condition of service, prescribed by the statutes and agreement.
 - d) Violation of code of conduct.
 - e) Participation in private coaching classes, directly or indirectly accepting tuitions, accepting any outside employment or office of profit.
 - f) Failure in performance of duties such as preparation of lecture, conducting examination, conducting lectures, assessment and examination related work etc.
 - g) Inciting or provoking to teachers, students and administrative.
 - h) Raising question of caste, religion, sex etc.
 - i) Refusal to carry out the decision of the principal and/or appropriate authority in relation with academic activities or any other co-curricular, extracurricular activities.
 - j) The teacher and administrative staff should not borrow money from the students.
 - k) The staff (faculty and supporting staff) from the institute, if found or always interested in fraud such person is liable for punishment like withholding increment, withholding increase in dearness allowance demotion, etc.
 - l) Public intoxication or use, possession, consumption, distribution or sale of alcoholic beverages except as expressly permitted by the college
- **Negligence of duty shall among other things include the following:**
 - a) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabi.
 - b) Habitual absences from duty without prior intimation.
 - c) Failure to discharge any of the duties prescribed under the statutes.
 - d) Negligence of academic or extracurricular duty which has been assigned to the teacher by the principal of college.

➤ **Incompetence among things will include the following:**

- a) Failure to complete the teaching of the prescribed syllabus within the prescribed period, because of inability to teach.
- b) Such other incapacities in teaching as would lead to failure in imparting of instruction to the students.

9.22 APPEAL

1. Notwithstanding anything contained in these statutes no appeal shall lie against:
 - a. Any order of an interlocutory nature;
 - b. Any order passed by an inquiry officer in the case of an inquiry under these statutes.
2. Subject to the provisions of clause (1), the teacher may prefer an appeal against all or any of the following orders, namely :
 - a. An order of suspension or deemed suspension made under suspension clause.
 - b. An order imposing any of the penalties, by the disciplinary authority.
 - c. An order enhancing any penalty imposed under these statutes.
 - d. An order which
 - i. Denies or varies to his/her disadvantage his/her pay, allowances or any other conditions of service;
 - ii. Denies placement to which he/she is otherwise eligible according to the recruitment rules;
 - iii. Interprets to his/her disadvantage the provisions of any such statutes;
 - iv. Reverts him/her while officiating in a higher service, to a lower service, grade or post, otherwise than as a penalty;
 - v. Reduces or withholds the post-retirement benefits, if any;
 - vi. Determines the subsistence and other allowances to be paid to him/her for the period of suspension or for the period during which he/she is deemed to have been under suspension or for any portion thereof;
 - vii. Determines the nature of the period from the date of his/her suspension or from the date of his/her dismissal, removal, compulsory retirement or reduction to a lower service, grade, post, scale of pay or stage in a scale of pay or the date of

his/her reinstatement or restoration to his/her service, grade or post, etc., as the case may be.

3. If any of the employee not satisfied with the decision of the principal may apply to governing body/ university/ management / higher authority within fifteen days from date of punishment.

9.23 APPELLATE AUTHORITIES

The teacher aggrieved by the decision of the disciplinary authority, may appeal to the Grievances Committee or the Tribunal of the university as the case may be, constituted under the Act.

9.24 COMMUNICATION OF INQUIRY

Every order, notice and other process made or issued under these statutes shall be served in person on the teacher concerned or shall be communicated to him/her by registered post. In case the registered post is not effectively served the notice shall be pasted on the door of his/her residence and publish in at least one leading local newspaper.

9.25 TRIBUNAL OF ARBITRATION:

Affiliated college:

- a) Any teacher who is dismissed, removal or reduced in rank, shall be entitled to an appeal to a Tribunal of Arbitration as provided under Maharashtra University Act.
- b) In all other cases of punishment which are not covered by (a) above excepting punishment of reprimand and warning or censure not going on record the concerned teacher may file and appeal to the university and the decision of the university in the matter shall be final.

9.26 EXTENSION IN SERVICE

- ˘ The principal may, subject to the approval of the university, grant an extension of service to the teacher beyond the age of superannuation, on academic grounds only as per procedure laid down in government resolution.

9.27 RE-EMPLOYMENT OF RETIRED TEACHER

Notwithstanding anything contained in these statutes, the principal may, subject to the prior approval of the university, grant reemployment to any teacher already retired on superannuation or retired on any ground before superannuation from anywhere, as per UGC guidelines issued from time to time and government resolutions adopted by university, in the interest of the college .

Provided that the time-gap between his/her voluntary retirement and re-employment is not more than two years in respect of the teachers retired before superannuation.

Provided that, the salary of such re-employed teacher shall be fixed as per the government rules, issued from time to time.

9.28 POST RETIREMENT BENEFITS

The teacher working in the college against the post approved by the government and who is covered under Salary Payment Scheme shall be eligible for the post-retirement benefits such as pension, gratuity, commutation of pension, Encashment of unutilized leave and other post-retirement benefits as sanctioned by the government, for its employees working in comparable pay scales, from time to time.

9.29 DEPUTATION FOR FOREIGN SERVICE/ANOTHER EMPLOYER

Ordinarily, the period of deputation shall be of three years, which may be extended for a period which together shall not exceed five years in the case of foreign services; but, in other case, this period shall be of two years, which may be extended by another two years. While applying for a lien the teacher shall give in writing to the appointing authority that he/she shall serve the parent sanstha at least for five years after his/her foreign assignment is over.

The teacher shall retain lien on his/her permanent post during the period of deputation. The period of deputation shall be treated as continuous service and shall be counted for seniority, increments, promotions and pensionary benefits, if the public share of general/contributory Provident Fund of the teacher is paid to the government by either the foreign/another Employer or the teacher.

CHAPTER 9: Conduct, Discipline and Appeal

The principal may recall the services of the teacher, by intimating the teacher and the foreign/another employer, three months in advance. The foreign/another employer shall make necessary arrangements to release the teacher from that date. The teacher may request, by giving three months' notice, to the Appointing Authority and to the foreign/another employer, that he/she may be repatriated to the parent services. The Appointing Authority in consultation with the foreign/another employer shall make necessary arrangements to repatriate the teacher.

The foreign/another employer shall make, on the annual basis, contribution to the appointing authority towards leave salary, contributory/ general provident fund, gratuity, etc. if any, at the rates prescribed by the government, from time to time.

The teacher in service of the foreign/another employer shall be entitled to the benefits of leave, surrender leave, joining time, transfer, travelling allowance/ dearness allowance, etc. However the deputation for foreign service shall be the discretion of the principal and/or management.

9.30 APPLICATION FOR ANOTHER POST/ LIEN

- 1) The teacher, seeking appointment in another college, university /recognised institution or any other organization shall apply for his/her lien through proper channel. The principal may forward such application subject to such conditions as may be prescribed by the college/management.
- 2) In case a permanent teacher is selected/appointed, as the case may be, he/she may make specific request to the Appointing Authority that he/she may be permitted to accept the new assignment on lien. The employer may permit him/her to accept the request, subject to such conditions as may be prescribed, and then, sign the agreement with the another authority. The lien of such teacher shall be retained on his/her post for a period not exceeding five years, at the end of which he/she may have to rejoin his/her post or resign.
- 3) In case the teacher is on probation at the time of such outside appointment, he/she shall resign his/her position before proceeding on to join the post.

9.31 TENURE OF POST

If the teacher is appointed on a post, which is sanctioned/created for a specific period of time, the teacher shall be governed by the specific provisions of the terms of contract, and not by the provisions of these statutes. He shall have no legal claim on the said or similar post in the college except those specified in the contract;

Provided that, if the post is extended on tenure basis, the teacher already working or the teacher who was working may be given preference. On the expiry of such extended period, the teacher shall be entitled to the terminal benefits as may be admissible;

Provided further that, if any fresh post/a vacancy of an existing post or a sufficient workload becomes available in the college/sanstha, after the period of tenure, then the same teacher, only if his/her appointment is made through the proper selection procedure, and work is satisfactory, may be appointed on such post.

9.32 DESERTING THE SERVICE

The teacher, who is absent from duty without permission and intimation for a period of more than thirty days, shall be deemed to be a deserter and his/her services may be terminated with prior permission of the management.

Provided that, whenever the teacher is not able to attend the duties as prescribed and not able to communicate causes of his/her absence for reasons beyond his/her control, the principal may, by a special order condone his/her absence and continue his/her services;

Provided further that, before terminating the services of the deserter, the principal shall first give one month prior notice to the deserter in local newspaper, send the copy of the said notice to the deserter on permanent address by registered post and paste the copy of the notice on the door of his/her residence. After expiry of the notice period, the principal shall terminate the services of the deserter.

9.33 NOTICE FOR LEAVING THE SERVICE

The teacher shall not leave or discontinue his/her service in the college without giving prior notice in writing to the principal of his/her intention to leave or discontinue the service. The period of such notice shall be

- Three calendar months in the case of a permanent teacher.
- One calendar month in the case of a temporary/ adhoc or probationary teacher.
- In case of breach of these provisions, the teacher shall pay to the college institution an amount equal to his/her basic pay for the notice period required to be given by him/her. In case he/she fails to pay the amount, it shall be recovered from the dues payable to him/her.

If the Disciplinary Authority, after completing the procedure of departmental inquiry, comes to the conclusion that the teacher should be compulsorily retired or removed from service, it shall give three months notice in case of a permanent teacher or pay the basic pay for the period in lieu thereof.

The principal shall not terminate the service of the teacher on probation without giving him/her one month's prior notice in writing or one month basic pay in lieu thereof.

9.34 ABOLITION OF POST

Post of the teacher shall not be abolished without prior permission of the university/AICTE/DTE. If the teacher is declared as surplus for want of workload due to any reason, then such teacher shall be first absorbed in the college run by the same management.

The teacher(s), working against such post(s) which is/are to be abolished, shall be entitled to the compensation in the following manner:

- If the teacher has put in more than ten years of service, he/she shall be entitled to twelve months' total emoluments of the salary.

APPENDIX A

Certificate of Handing Over-Charge

Date –

I _____ (Designation), in the college, have handed over the charge of my post to _____ have resigned / transferred from my post _____ .

I have already submitted a clearance certificate obtained from the principal of the college, stating that no property or money belonging to the college is in my possession.

Signature of the employee

I, _____ (Designation), in college, have taken over the charge from in the college who has resigned/ transferred his/her post / any other reason _____ .

No property belonging to the College is in his/her possession.

**List of the items
Handed over to me**

**Principal of the College/
Head of the Department**

APPENDIX B

Discharge Certificate

This is to certify that Shri/Smt/Kum _____
who was in the employment of the college as _____ has been left / relieved
from the service of the college from _____. The college have no objection if he / she is
selected for any other post.

Principal of the `College

APPENDIX C

Form of Suspension Order

As decided by the governing body of the college by resolution No. _____ passes at its meeting held on _____ .

1. _____ do hereby suspend you (Shri. / Smt _____) from the service of the college on the charge of _____.

2. It is also ordered that a regular departmental inquiry be held into your conduct. Orders appointing an inquiry officer for the purpose are being issued separately.

3. You should note that it is not permissible for you to accept any employment or to do any business while you are under suspension. Any breach of this condition shall render you liable to forfeit your claim for subsistence allowance.

4. Pending further orders you shall be paid a subsistence allowance equal to you half of salary i.e. on half pay on the date of suspension plus such other allowance as may be admissible.

By order,

Place -

Principal of the College

Date -

APPENDIX D

Form of Appointment of Inquiry Authority / Officer

As it has been decided to hold a departmental inquiry into the conduct of Shri./smt _____ on the charge(s) mentioned herewith an authority / officer Shri./smt _____ (Designation) _____ is appointed to hold the inquiry in accordance with the prescribed procedure. A proforma in which the charge sheet is to be served on Shri./Smt _____ is attached ____ Shri./Smt _____ is requested to see that they/he/she complete the inquiry and submit their/his/her report expeditiously and in any case on or before _____ .

Place –

Date -

Chairman of Governing Body/ Principal

APPENDIX E

Form of Show Cause Notice

From

To

Subject: - Disciplinary action

Sir,

I am to forward herewith a copy of the report submitted by the inquiry officer who conducted the departmental inquiry into your conduct and to state that with due consideration of the findings arrived at in this respect it has been held that charges Nos. _____ mentioned in the charge sheet served upon you have been proved against you. It is therefore proposed to dismiss/remove you from the service of the college, retire you compulsory from the service of the college, reduce you to a lower post or grade or the lower stage of increment in your present time scale. You are hereby called upon to show cause within _____ days from the date of receipt of this notice why the proposed action should not for good and sufficient reason, be taken against you. On your failure to show cause within the time allowed to you, it will be presumed that you do not wish to show cause.

You are requested to acknowledge receipt of this letter.

End as above

Yours Faithfully

APPENDIX F

Form of Order of Removal or Dismissal

As decided by the governing body of college by resolution no _____ passed at its meeting held on _____

The chairman of governing body hereby direct that Shri./smt _____ should be dismissed / removed from the service of the college with effect from _____ .

Hence you are dismissed / removed from the service of the college.

By Order,

No. –

Place –

Date -

**Principal/Secretary /
Chairman of Governing Body**

CHAPTER 10. CODE OF PROFESSIONAL ETHICS:

10.1 Teachers and their rights:

The Teachers shall enjoy full civic and political rights as provided by the Indian Constitution. The teachers shall have a right to adequate emoluments, and academic freedom, social position, just conditions of service, professional independence and adequate social insurance.

10.2 The Code of Professional Ethics :

10.2.1 The teachers and their responsibilities :

Any person who takes teaching as profession assumes the obligation to conduct himself in accordance with the ideals of the profession. The teacher is constantly under the scrutiny of his/her students and the society at large. Therefore, every teacher shall see that there is no incompatibility between his/her precepts and practice. The national ideals of education which have already been set forth and which he/she should seek to inculcate among students must be

his/her own ideals, duly reflecting in his conduct. The profession further requires that the teacher shall be calm, patient and communicative by temperament and amiable in disposition.

A teacher shall:

- i. Adhere to a responsible pattern of conduct and demeanor expected of him/her by his/her peers and the community.
- ii. Seek to make professional growth continuous through study and research, writing and decent conduct.
- iii. Express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- iv. Maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.

- v. Perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- vi. Co-operate and assist in carrying out functions relating to the educational responsibilities of the college and the university such as : assisting in appraising applications for admission, advising and counseling students as well as assisting in the conduct of university and college examinations, including supervision, invigilation and evaluation, and
- vii. Participate in extension, co-curricular and extracurricular activities including community service.

10.2.2 Teachers and the students :

The teacher shall

- i. Respect the right and dignity of the student in expressing his/her opinion.
- ii. Deal justly and impartially with students regardless of their religion, caste, sex, political, economic, social and physical characteristics.
- iii. Recognize the difference in aptitude and capabilities among students and strive to meet their individual needs.
- iv. Encourage students to improve their attainments, develop their personalities and at the same time contribute to community welfare.
- v. Inculcate among students scientific, progressive and rational outlook and respect for physical labor and ideals of democracy, patriotism and peace.
- vi. Be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Pay attention to only the attainment of the student in the assessment of merit.
- viii. Make himself available to the students even beyond their class hours and help and guide them without any remuneration or reward.
- ix. Aid students to develop an understanding of our national heritage and national goals, and
- x. Refrain from inciting students against other students, colleagues or administration.

10.2.3 Teachers and Colleagues:

The teachers shall always

- i. Treat other members of the profession in the same manner as they themselves wish to be treated.
- ii. Speak respectfully of other teachers and render assistance for professional betterment.
- iii. Refrain from lodging unsubstantiated allegations against colleagues to higher authorities.
- iv. Refrain from exploiting considerations of caste, creed, religion, race or gender in their professional endeavour.
- v. Be thoroughly social and humane, democratic and rational, towards other teachers.
- vi. Strive at any cost to remove and wash out the local tensions and controversies and disputes.
- vii. Believe in union and unity of the colleagues.

10.2.4 Teachers and authorities:

The teachers shall

- i. Discharge their professional responsibilities according to the existing rules and adhere to procedure and methods consistent with their profession in initiating steps through their own institutional bodies and/or professional organizations for change of any such rule detrimental to the professional interest.
- ii. Not undertake any other employment and commitment including private tuitions and coaching classes.
- iii. Co-operate in the formulation of policies of the institution by accepting various offices and discharge responsibilities which such offices may demand.

- iv. Co-operate with the authorities for the betterment of the institutions keeping in view the interest and in conformity with dignity of the profession.
- v. Should adhere to the conditions of contract.
- vi. Refrain from availing use of leaves except on unavoidable grounds and prior intimation, keeping in view their particular responsibility for completion of academic schedule.

10.2.5 Teachers and nonteaching employees:

The teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution. Non-teachers should treat the teaching employees as colleagues and equal partners in a co-operative undertaking, within educational institution.

10.2.6 Teachers and guardians:

The teachers shall try to see through college that institutions maintain contact with the guardians of their students, send report of their performance to the guardians whenever necessary and meet the guardians in meetings convened for the purpose for mutual exchange of ideas and for the benefit of the institution.

10.2.7 Teachers and Society:

The teachers shall

- i. Recognize that education is a public service and strive to keep the public informed of the educational programmes which are being provided.
- ii. Work to improve education in the community and strengthen the community's moral and intellectual life
- iii. Be aware of social and economical problems and take part in such activities as would be conducive to the progress of society and hence the country as a whole.
- iv. Perform the duties of citizenship, participate in community activities and shoulder responsibilities of public office.

- v. Refrain from taking part in or subscribing to or assisting in any way, activities which tend to promote feeling of hatred or enmity among different communities, relations or linguistic groups but actively work for National Integration.

CHAPTER 11. ADMISSION AND STUDENTS:

11.1 ADMISSION:

The admissions shall be implemented by rules and regulation of D.T.E, P.C.I, A.I.C.T.E and Shivaji University, Kolhapur.

11.2 RULES AND REGULATIONS FOR STUDENTS:

1. The students should be aware of the Institute rules. They are also advised to go through detailed hostel rules and prevention of ragging rules given separately. Ignorance and or breach of rules shall not be an excuse for violation.
2. Each student shall show due respect and courtesy to the teachers, administrators, staff of the institute, and to the visitors and residents of the institute, and good behavior to fellow students.
3. Lack of courtesy and decorum; conduct within and outside the institute; damage to institute property, removal of any property belonging to the institute, fellow students or other personnel and residents of the institute; use of abusive and offensive language: disturbing fellow students in their studies; breach of rules and regulations of the institute; adoption of unfair practices in tests, quizzes, assignments, or examinations; noisy and unruly behavior shall constitute violation of the code of conduct.
4. Late arrival and early departure at or from a class shall be recorded as absence from the class. Students are not allowed to leave the institute during working hours without the written permission of the Principal.
5. Students are not allowed to operate any machinery / equipment without the permission of the instructor.
6. The students at the institute require attention and diligence. A student neglecting his / her studies and having unsatisfactory progress shall be given two warnings after which if he/ she fails to improve, he/she will be liable for expulsion from the institute.
7. It is compulsory for the students to attend functions /activities organized by the institute on various occasions like Independence Day, Republic Day, Annual Day, etc whether the

function falls on a working day or on holidays. Absence from such functions without valid reasons will invite disciplinary action.

8. Students shall observe all safety precautions. The institute is not responsible for any theft/accident, of whatever nature, in the institute, hostel, workshop, play ground and during summer training and industrial training or educational tour/trip.

9. Students are prohibited to take part in ragging, political activity or any activity which is detrimental to the dignity of the institute. Any student found violating the rule or bringing disrepute to the institute will be expelled from the institute.

10. Students must make all possible efforts to conserve electricity and water. They must switch off lights and fans when they leave the class room/ hostel room, labs etc. Students must help to keep the institute neat and clean and also preserve and maintain the gardens.

11. Students must pay their fees/dues on or before the prescribed deadline failing which appropriate disciplinary action will be taken. Students may note that the fees once paid will not be refunded/ adjusted. If a student leaves the course before completion, he/she will be required to pay the fee for the entire course.

12. Students must keep their identity cards always with them and shall show the same on demand by any faculty of the institute.

13. Candidates have to fulfill the minimum attendance requirements as per university norms (75%). No students will absent himself/herself from any of the lectures without leave having been obtained previously from the class in-charge and that too for sufficient cause and if he/she is irregular in attendance, or fails to show progress or is not diligent in studies, his /her name is liable to be struck off from the rolls of the institute.

14. Any student found smoking or under the influence of intoxication of alcohol/drugs in the Institute or in the Hostel is liable to strict disciplinary action which may be up to expulsion from the Institute.

15. The students are advised to see regularly the notices displayed on the institute/hostel notice boards. The notice displayed on these notice boards shall be deemed to have been served on the students.

16. All applications must be addressed to the Principal.

17. The Principal reserves the right to modify any of the institute rules as and when necessary. The decision of the Principal in all matters shall be final.

18. The students shall follow the instructions given on the notice board.

11.3. RULES AND REGULATIONS FOR LIBRARY

1. Silence, cleanliness and orderliness must be must be observed strictly at all times in the Library.

2. Every student of the college is eligible for membership of the Library,

3. The Library can be utilized by the students and staff in the office hours on working days.

4. All students should sign the entry register of the Library, before entering.

5. Books are to be handled very carefully. If a book is lost by the student, he/she shall replace the book (same title, author and edition) or shall pay double the cost of the book as fine.

6. Members before leaving the issue counter must satisfy themselves as to whether the books which they intend to borrow are in good condition and any damage should be immediately reported to the librarian or library staff, failing which the member to whom the book was issued will be held responsible.

7. Members are not permitted to underline, write in, folding / tearing of pages or defaced books in any way whatsoever.

8. The borrowed book should be returned on or before due date, If not, overdue charges per day from students will be collected.

9. If the due date falls on holidays, return can be done on the following working day without fine.

10. Misbehavior in the library will lead to cancellation of membership and serious disciplinary action.
11. A member who has lost borrower's token shall make a written report to the librarian, then original or duplicate library token will be issued on with charges.
12. The members will be responsible for any loss or non return of books issued against their original or duplicate borrower's ticket.
13. The library is not responsible for any damage or lost of personnel items.
14. Use of mobile phone is strictly prohibited in this area.
15. Laptop can be used, provided these are solely for research and or not connected to any electrical outlet in the library.

11.4. RULES AND REGULATIONS FOR COMPUTER LAB FOR THE STUDENTS:

1. Access to the Internet is a privilege, not a right.
2. Students should enter the log-in and log-out time in the log note book without fail.
3. Students must produce Identity Card when demanded, to utilize the lab resources.
4. Do not wear foot wears inside the lab.
5. Students are not allowed to download pictures, music, videos or files without the permission of a staff.
6. Food or drinks are not allowed to bring inside the computer lab.
7. Do not install software's without permission.
8. Do not remove or disconnect parts, cables, or labels.
9. Site includes chat rooms, instant messaging (IM), social and adult sites are strictly prohibited.
10. No Internet gaming activities allowed.

11. Do not personalize the computer settings. (This includes desktop, screen saver, etc.)
12. Shall Maintain silence in the lab.
13. Log-off — leave the computer ready for the next person to use. Pick-up your materials and push in the chair.
14. Students shall not enter the computer lab during the practical's and/ or lectures without permission.
15. Use only the specified websites and or search engine for project.

11.5 CODE OF CONDUCT

11.5.1. FOR COLLEGE STUDENTS ON BUSES

It Is every student's responsibility to behave in a manner that ensures the safety and comfort of passengers and drivers. This includes:

A. Behaving appropriately

1. Respect the needs and comfort of other passengers
(e.g. no use of offensive or racist language, fighting, spitting, placing feet on seats, throwing things in or from the bus)
2. Give up seats to all students.
3. Adhere to the law that bans smoking on buses.
4. Obey reasonable directions from the driver and attendant (e.g. where to sit or to remain in the bus)
5. Keep arms, legs, and heads inside the bus.
6. Refrain from attracting the attention of the driver except in the case of emergency.

B. Respecting property

1. Protect bus property
2. Ensure that buses are not vandalized
3. Report any vandalism, e.g. graffiti and window etching.

C. Holding passes

1. Show travel passes to the driver on boarding and when directed.
2. Use the travel pass only for its intended purpose.
3. Keep your pass for your own use – you should not lend your pass to other students or borrow one from them.

11.5.2 ROLES AND RESPONSIBILITIES:

A. STUDENTS

- i. **Students will:**
 - a) Behave courteously and responsibly on buses in accordance with the code of conduct
- ii. **When in possession of a college bus travel pass, students must:**
 - a) Show it to the driver when requested
 - b) Travel on the designated college bus route.
- iii. **Consequences for breach of the code of conduct**
 - a) Depending on the gravity of the offence, students may be required to give up their college bus travel pass or may be refused travel on the bus for a period of time determined by the bus operator.
 - b) Heavier penalties may apply to students involved in group misbehaviour.
 - c) College principals have the right to take additional disciplinary action against a student under the college's discipline code or student welfare policy for any breach of the Code of Conduct.
- iv. **Right to seek review of penalties**

If students have reason to believe that a bus driver has treated them unfairly, they can raise the issue with their guardian teacher. Guardian teacher can then contact the bus operator.

B.BUS DRIVERS

- i. **Bus drivers are responsible for the general operation of buses, including:**
 - a) Driving in a safe manner and taking reasonable care for the safety of all passengers
 - b) Behaving with civility and propriety towards all passengers
 - c) Providing reasonable directions to ensure the safety and comfort of all passengers, including students
 - d) Contacting the in charge for clarification of correct procedures if there is any uncertainty in relation to student misbehaviour

ii. **Category 1 – Unacceptable behaviour**

This category includes minor offences, but is not limited to behaviour that may be irritating or unpleasant. Examples include:

- a) Distracting the driver by persistent noise or calling out to the driver
- b) Failing to show a travel pass,
- c) Smoking
- d) Spitting
- e) Using offensive or racist language
- f) Minor bullying, intimidation and harassment of other passengers
- g) Pressing the stop button continually
- h) Damaging property
- i) Window etching
- j) Behaving so as to adversely affect the comfort or safety of other passengers (e.g. not giving up seats to any other and disabled passengers).

iii. **Category 2 – Dangerous behaviour**

This category includes more serious offences, but is not limited to behaviour that may cause an element of danger to individuals. Examples include:

- a) Serious bullying and harassment of other passengers
- b) Allowing any part of their body to protrude from the bus while the bus is in motion
- c) Stopping others from disembarking at their stop
- d) Verbally threatening the driver
- e) Standing on steps or in areas not set aside for standing and refusing to sit down
- f) Pushing and shoving when boarding or exiting the bus
- g) Swinging on bus handrails
- h) Throwing things inside or out of the bus
- i) Fighting with other passengers
- j) Causing significant damage to property in buses
- k) Using matches/lighters
- l) Carrying dangerous items

m) Group misbehaviour.

iv. **Category 3 – Highly dangerous or life threatening behaviour**

This category includes major offences, but is not limited to highly dangerous behaviour.

Examples include:

- a) Pushing students out of the doors or windows
- b) Interfering with the driving controls or the emergency door release
- c) Assaulting the driver or other passengers
- d) Interfering with safety equipment
- e) Recklessly or negligently endangering the safety of other passengers or themselves.
- f) Destruction of bus property.

Student Acceptance

I _____ son/daughter of _____ enrolled for the _____ Course in Rajarambapu College of Pharmacy, Kasegaon in the year _____ has carefully read the Students' Conduct & Discipline Rules and I hereby agree to abide by all the rules and regulations until I am the student of this college. The college may take necessary action against me, if I am found violating these rules.

Signature of the Parent /Guardian

Signature of the student

Date:

Date:

CHAPTER 12: GRIEVANCE REDRESSAL MECHANISM

12.1 Grievance:

Grievance is a complaint raised by students / employee which is resolved by the procedure mentioned here in below.

12.2 Grievance Redressal Cell:-

The institute is having its own grievance redressal system and functioning through direct supervision of the Principal.

12.2.1 Objectives:

The objective of the grievance cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute.

A grievance cell shall be constituted for the Redressal of the problems reported by the students of the college and employer of the college with the following objectives:

- i. Upholding the dignity of the College by ensuring strife free atmosphere in the college through promoting cordial student-student relationship and student-teacher relationship etc.
- ii. Encouraging the students to express their grievances / problems freely and frankly, without any fear of being victimized.
- iii. Suggestion / complaint box is installed in the college in which the students, who want to remain anonymous, put in writing their grievances and their suggestions for improving the academics / administration in the college.
- iv. Advising students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.
- v. Advising all the Students to refrain from inciting students against other students, teachers and college administration

- vi. Advising all staffs to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- vii. Ragging in any form is strictly prohibited in and outside the institution. Any violation of ragging and disciplinary rules should be urgently brought to the notice of the Principal.

Grievances may include the following students namely –

- i. Making admission contrary to merit determined in accordance with the declared admission policy of the institute;
- ii. Irregularity in the admission process erupted by the institute;
- iii. Refusing admission in accordance with the declared admission policy of the institute; withhold or refuse to return any document in the form certificates of degree, diploma award or other document deposited with it by a person for the purpose of seeking admission in such institution, with a view to induce or compel to pay any fee or fees in respect of any course or programme of study which such person does not intend to pursue;
- iv) Demand of money in excess of that specified in the declared admission policy or approved by the competent authority to be charged by such institution;
- v) Breach of the policy for reservation in admission as may be applicable;
- vi) Complaints of alleged discrimination by students from scheduled caste, scheduled tribes, OBC, women, minority or disabled categories;
- vii) Non-payment or delay in payment of scholarships to any students that such institution is committed, under the conditions imposed by AICTE, or by any other authority;
- viii) Delay in conduct of examinations or declaration of results beyond that specified in the academic calendar;
- ix) On provision of student amenities as may have been promised or required to be provided by the institution;
- x) Denial of quality education as promised at the time of admission or required to be provided;
- xi) Non transparent or unfair practice.
- xii) Harassment and victimization of students including sexual harassment; and refund of

fees on withdrawal of admissions as per AICTE instructions from time to time.

- xiii) Any injustice to employee regarding partiality, harassment, leave without pay, non-payment, salary, promotion and any other such matter under this regulation.

12.2.2 Purpose

The grievance redressal cell of the institute functions with the following purposes;

- i. To ensure a democratic environment in the campus,
- ii. To acquaint all the faculty, student about their rights and duties,
- iii. To solve the various personal and educational related grievances of the teachers and students.
- iv. To make the institution student friendly, and to ensure the qualitative as well as quantitative development of the institution through the grievance and redressal cell.

12.2.3 Functions

The grievance redressal cell functions with the aim of helping its beneficiaries. As such, the member is empowered to Read the Feedback suggestion Form and Grievance Cell Form in every week preferably on Saturday to redress the grievances of the beneficiaries. However, all the grievances are brought to the notice of the principal.

The function of the cell is to look into the complaints lodged by any student, and judge its merit. The grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the department members in person, or in consultation with the officer in-charge students grievance cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the letterbox/ suggestion box of the grievance cell at administrative block. Grievances may also be sent through e-mail to the officer in-charge of students, grievance cell.

12.2.4 Scope:

The cell will deal with grievances received in writing from the students about any of the following matters:-

- i. Academic Matters: Related to timely issue of duplicate Mark-sheets, Transfer Certificates or other examination related matters.
- ii. Financial Matters: Related to dues and payments for various items from library, hostels etc.
- iii. Other Matters: Related to certain misgivings about conditions of sanitation, preparation of food, availability of transport, victimization by teachers etc.

12.2.5 Procedure for lodging complaint:

- i. The students may feel free to put up a grievance in writing/or in the format available in the administration department and drop it in boxes
- ii. The grievance cell will act upon those cases which have been forwarded along with the necessary documents.
- iii. The grievance cell will assure that the grievance has been properly solved in a stipulated time limit provided by the cell.

12.2.6 Powers

- i. In case of any grievance, the members of the cell are empowered to sort out the problems at their level through discussion with students or concern.
- ii. In case the members fail to find out any solution then the matter is referred to the principal for final comment on the matter.
- iii. Considering the nature and depth of the grievances due inquiry is made by the members of the cell and through personal discussion the matter is solved. If anybody is found to be guilty for any kind of nuisance he or she is given punishment with due consideration and discussion with the principal. The nature of punishment includes verbal as well as written warning, information to the parents, financial punishment, information to the police (if situation arises for so) and expelling from the institute as per the rule

12.3 STUDENT MISCONDUCT

Students who behave in a manner which is disrespectful of the learning environment, disruptive to the learning process, or which otherwise interferes with the well-being of members of the college community, or causes damage to college property, will be subject to

disciplinary action and shall be liable to pay fine and / or including suspension or expulsion from the College.

12.3.1 Misconduct includes:

- i. Furnishing, with intent, false information to any college and / or college staff.
- ii. Disruption or obstruction of teaching or learning activities, including those college-directed functions on or off campus.
- iii. Physical abuse, verbal abuse, threats, intimidation, harassment, and/or other conduct as a result of which members of the college community feel threatened, intimidated, or endangered.
- iv. Theft or damage related to the property of the college or property of a member of the college community.
- v. Any act which endangers the mental or physical health, safety, or the rights of a member of the College community.
- vi. Failure to comply with directions of College staff or law enforcements officers acting in the performance of their duties, and/ or failure to produce identity card to these persons when directed or asked to do so.
- vii. The carrying or possession of explosives, weapons, or anything considered a weapon on College premises.
- viii. The carrying or possession of dangerous chemicals on College premises except where required for academic purpose.
- ix. Conduct that is disorderly, lewd or indecent.
- x. Breach of peace on College premises or at functions sponsored by the College.
- xi. Counseling, prompting, or otherwise aiding to commit infractions of rules and regulation.
- xii. Forgery of a document, and / or tampering with official records.
- xiii. Being intoxicated while participating in or attending any learning and extracurricular activities.
- xiv. Buying, selling, in possession or using any illegal substances while on campus or hostel.
- xv. Creating a false alarm, rumors regarding college and faculty.

- xvi. Breaching the College's "No Smoking Policy".
- xvii. Inappropriate use of computer resources
- xviii. Use or display of pornographic material while on any college campus. This also includes use of college computers to access pornographic Internet sites.
- xix. Repeated violation of college and/or residence rules and regulations.
- xx. Bringing a false charge against any member of the college community.
- xxi. Cyber-bullying in the form of threats, harassment and /or intimidation.

12.4 DISCIPLINE

Disciplinary action will reflect the severity of the misconduct and vary accordingly. The severity of discipline for repeat offenders will result insuspension and / or expulsion from college. Any or all of the following sanctions may be imposed upon a student found to have committed breach of college regulations, policies and infractions as follows:

- i. **Admonition and Warning-** A notice to the student that he or she is violating or has violated an institutional regulation or expected standards or behavior and that future violation will result in a penalty.
- ii. **Probation-** A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation during the probationary period.
- iii. **Behavioral contract-** A signed agreement between the student, security and administrator responsible for enforcing the conditions of the contract. It specifies conditions that must be met and adhered to by the student, in return for re-admission to class, placement, or a college-approved activity or facilities. Failure to meet the terms of the contract may result in suspension or expulsion of the student. A behavioural contract may be used in conjunction with probation.
- iv. **Loss of Privileges-** Denial of specified privileges, denial of access to some or all college facilities for a designated period of time.

- v. **Restitution**- Compensation for loss, damage or injury. This may take the form of monetary or material replacements.
- vi. **Temporary Suspension** – A period of 5 days to 21 days where a student will be temporarily not allowed on the College campus.
- vii. **College Suspension** – Prevention from to enter the college for a definite period of time, after which the student is eligible to apply to return. Conditions for re-admission and registration will be specified.
- viii. **College Expulsion** – Permanent removal of the student from the college. The student's official record will read: Involuntary Withdrawal- Student Misconduct.
 - i) Fines will be levied when they would be considered as a deterrent from repeating the inappropriate behaviour.
 - j) Eviction from hostel.

1.2 In the event of a suspension, expulsion and/or eviction from residence, no refund of tuition or hostel fees will occur. The student must pay all outstanding fees.

1.3 Disciplinary decisions and sanctions shall be made part of the student's official record for college administrative purposes and maintained in the office.

1.4 In cases of suspension or expulsion, the office will initiate a letter communicating the decision to the student. The office will keep a copy of the letter on file as part of the student's official college records.

1.5 If the complainant or respondent disagrees with the disciplinary decision and/or sanctions, an appeal can be made to a Discipline Appeal Committee.

1.6 Returning after Suspension or Expulsion.

The following process is intended to create a supporting environment for students and faculty and is in place to ensure the successful reentry of students into the academic environment following a suspension or expulsion. Once a student has completed their suspension or expulsion period and they wish to reenroll at college the student must:

- i) Submit in writing a request for readmission to the office prior to joining.
- ii) Demonstrate in writing, with documented evidence, that all of the conditions of their suspension/expulsion have been satisfied The Disciplinary Advisory Committee will determine

if the conditions, outlined above, have been satisfied. If the Disciplinary Advisory Committee is satisfied, the student may apply for readmission.

iii) the student may get admission into the program through the regular application process the application for readmission does not guarantee admission.

If the student gains admission, then the student will meet with the Principal of the college and principal shall inform the faculty of the college.

12.5 Assault, Endangerment or Infliction of Physical Harm

Physical restraint, assault, or any other act of violence or use of physical force against any students and faculty of the college or any act that threatens the use of physical force is forbidden.

12.5.1 Conduct—

Whether reckless or intentional—if the student places oneself or another at risk of bodily harm is subject to disciplinary action, whether or not the risk is realized. The Chairman of Grievance and redressal committee will review the conduct and the circumstances in which it occurred and submit the report to Principal. The more reckless the conduct and the greater the risk of serious bodily harm and/or the greater the actual bodily harm caused, the greater the likelihood of a severe sanction.

Violation of the orderly operation of the college includes, but is not limited to:

1. Excessive noise, which interferes with classes, college offices, residence hall neighbors, or other campus and community activities;
2. Unauthorized entry into or occupation of a private work area;
3. Conduct of students that restricts or prevents faculty or staff members from performing their duties, including interruption of meetings, classes, or events;
4. Failure to maintain clear passage into or out of any college building or passageway; and
5. Failure to disperse when a building, office, or campus space is closed.

12.5.2 False Representation

A student may not knowingly or unknowingly provide false information or make misrepresentation to college office. In addition, the forgery, alteration, or unauthorized possession or use of college documents, records, or instruments of identification, forged or fraudulent communications (paper or electronic mail) are prohibited.

12.5.3 Theft and Vandalism

Theft and negligent or intentional damage to personal or college property is prohibited. Repair and replacement costs will be charged to the concern students and may issue warrant and college disciplinary action. In the event that damage occurs in laboratory, classroom, hostel and common space for which no one assumes responsibility, payment for damages will be divided equally among all residents of that hall. Administrative fees will be added if students do not pay the vandalism cost.

For damage that occurs during a student event in a space other than a residence hall and for which no individual student(s) accept(s) responsibility, the organization and/or sponsoring students and/or organization will be held accountable for the money for replacement or repair of the damaged property and may be subject to further disciplinary action.

12.5.4 Unauthorized Entry or Access

Unauthorized entry into or presence within enclosed college buildings or areas, including athletic facilities, construction sites, and student rooms or offices, even when unlocked, is prohibited. Tampering with locks to college buildings, unauthorized possession or use of college keys, and alteration or duplication of college keys is against college policy. Climbing on any college building or college-owned structure or being present on building roofs is not allowed. Participation in any of these activities may subject a student to fines and other sanctions.

CHAPTER 12 : Grievance Redressal Mechanism

The College, in its sole discretion, shall have the right to take any disciplinary, administrative and legal action against a defaulting student committing breach of any of the college Rules, Regulations, Policies or Guidelines. Such an action may include, but shall not be limited to, expulsion, suspension, withholding of Examination Admission Forms of the Board/University, release of the Examination Roll No. Slips or withholding the examination result card issued by the Board/University.

Student Misconduct – Formal Complaint Form

Date of the Incident: _____

Complainant(s) Name: _____

Address: _____

Telephone Number: _____

Email address: _____

Alleged Violation: (reference to Code of Conduct or Student Misconduct documents): _____

Evidence Summary: _____

Time: _____

Date: _____

Place (please be specific): _____

Alleged Violation Description: (Be detailed, attach supplementary information as necessary) _____

Witness Contact Information (name, address, telephone):

1. _____

2. _____

Signature of the complainant: _____

Date: _____

12.6 DIFFERENT TYPES OF ISSUES

The purpose of this document is to outline avenues by which students may make appeals or lodge complaints or grievances at RCP, Kasegaon. This introductory section provides some general overview information and the rest of the document is broken into several sections that address the most common categories of student issues and grievances, although they may well be overlap in particular cases. It is our aim, with this guide, to provide students with general information and specific contact strategies.

i. Issues about grades, exam procedures, excused absences, class policies, etc.

Individual faculty members have primary authority and responsibility in all these areas and are charged with carrying out those responsibilities in a professional manner. The campus has standing policies on faculty accommodation for religious and disability reasons and if a student has a complaint in these areas, they can contact the department chair to ask for a resolution. If the student is unable to resolve the problem at that level, they may contact the appropriate person for specific instructions. The principal is the final arbiter of academic grievances of this type within our campus structure.

ii. Issues about faculty performance or faculty behavior

If reasonable and appropriate students should begin with the individual faculty person to discuss and resolve the problem together, if possible. Students may refer to this description of faculty rights and responsibilities.

iii. Issues about course content, teaching methodology, etc.

Students should first discuss the issue with the individual faculty person to resolve the problem there, if possible. Faculty members have primary authority and responsibility in all these areas. If the student deems it necessary, he or she may then contact the department chair. If unable to resolve the issue with the HOD, the student may proceed to contact the Principal

where a written process of complaint or grievance will be employed. A student may also continue the process to write the application of complaint to officer In charge –grievance committee.

iv. Issues about academic probations, suspensions, etc.

Academic probations, suspensions, etc. are handled through principal of the college and their phone numbers and locations can be found in the campus directory. These processes normally require written communication only.

v. Issues regarding academic integrity

The **principal** promotes academic integrity and uses a judicial process to resolve disputes over acts of academic dishonesty. Contact the honor code council if you have questions about the process or how to file an appeal, the form to file an appeal can be found under forms on our website or office

vi. Issues about transcripts, credits, degree classification, etc.

For general questions of this type, please contact the college office between office hours. and visit their web pages at www.kespharmacy.com

vii. Issues about class availability, time, etc.

Contact the appropriate departmental office first. The student may then contact the relevant class teacher or head of department.

viii. Issues about residence

Generally a student should bring their issue to the attention of the Rector.

ix. Issues about violations of the student code of conduct

The office of student conduct provides an appeals process for students that are found responsible for violating the student conduct code and are sanctioned to the following:

Suspension, expulsion, or a termination from college. For additional information regarding the appeal process, please see the student code of conduct.

x. Issues about possible crimes

Generally the student should contact the Kasegaon Campus police. for emergency situations always dial 100.

xi. Issues regarding discrimination and/or sexual harassment

Contact the officer In charge of prevention of sexual harassment committee.

xii. Issues about health

Contact with either class teacher or principal and also communicate with Primary health care, kasegaon. Also, contact to government hospitals through college.

xiii. Issues about tuition, fees, and other charges, scholarships, financial aid, school-sponsored loans.

Students should first discuss the issue with the individual faculty person to resolve the problem student financial matter is handled by principal and office of the college.

xiv. Issues about student employment

There is a provision of Training and Placement Office. Contact the office of student employment.

12.7 General code of Conduct , Policies and Procedures

A. Prohibited General Conduct

The following types of behaviors constitute violations of the RCP student Code of Conduct. Any student who is found responsible for any of the following misconduct is subject to the disciplinary sanctions outlined.

1. Violation of the Code of Conduct or any University policies, rules or regulations.
2. Conduct which is obscene or indecent.
3. Disruption or obstruction of teaching, instructional, research, disciplinary, public service, administration, or other university activities.
4. Harassing a person through unwanted conduct directed at him/her that causes reasonable fear for safety (e.g., stalking) or is sufficiently severe, pervasive and persistent that it interferes with the person's college employment or ability to participate in or benefit from college programs.
5. Threatening physical abuse, intimidation, coercion and/or conduct which threaten the health or safety of others.
6. Physical abuse, intimidation, coercion other conduct which endangers the health or safety of others.
7. Attempted or actual theft of and/or damage to property belonging to the college, any member of the college community or others.
8. Possession of property the Student knows or has reason to believe may be stolen or misappropriated.
9. Use, possession, display or storage of any weapon, dangerous instrument, explosive device, fireworks, or dangerous chemical unless specifically authorized by college officials.
10. Public intoxication or use, possession, consumption, distribution or sale of alcoholic beverages except as expressly permitted by the college.
11. Use, consumption and possession or distribution of any narcotic, dangerous drug or controlled substance or possession of drug paraphernalia that would violate the law.
12. Falsification, forgery, alteration, Fabrication or misuse of college records, forms or other documents.

13. Providing any false statement or misleading information, including by omission, to or about the college.
14. Providing or gaining unauthorized access to or use of college property, resources or facilities.
15. Operating a non-chartered or non-approved organization on any property belonging to the college.

16. Engaging in, supporting, promoting or Hazing.
17. Gambling as prohibited by law.
18. Engaging in any sexual misconduct, including but not limited to, sexual assault and sexual harassment.
19. Commission of any offense prohibited by federal, state or local law.
20. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
21. Knowingly filing a complaint comprised in whole or part of false accusations.
22. Failure to respond as directed by the In charge of students on any matter including, but not limited to, a request to meet concerning an issue, or a notice alleging a violation by the student Code of Conduct.
23. Failure to comply with the sanction(s) imposed for an earlier violation of the student code of conduct.

12.8 ACTIONS—

- i. If the college believes a student poses significant threat to the safety and well-being of the college community or to college property or poses an ongoing threat of substantial disruption or interference with the normal operations of the college, then the student may be immediately excluded from one or more classes, denied access to college housing and/or denied access to campus as a whole.

- ii. The Student will be notified in writing of the interim action, the reasons for the interim action, and the related code violations , the student was reported to have violated. The interim action will become effective immediately as of the date of the written notice and will remain in effect until the general conduct process has been concluded (by dismissal or final decision on code charges) or until the in charge of students determines that the interim action is no longer warranted, whichever occurs first.
- iii. Upon request, the student shall have the opportunity to respond to the reasons for interim action stated in the notice and to show that the student does not pose a significant threat to the safety and well-being of the college community.
- iv. For individual students, failure to respond to or follow directions from the principal may result in interim action including the immediate placement of a hold on the student's records and continuation of the disciplinary process in the student's absence. Violations of interim action may also result in a report to the campus Police who may issue a Criminal Trespass Warning.
- v. For student organizations, failure to respond to or follow the directions from the principal may result in restriction of some or all of the organization's activities up to suspension of the organization's college charter. College believes a student poses a significant threat to the safety and well-being of the college community or to college property or poses an ongoing threat of substantial disruption or interference with the normal operations of the college, then the student may be immediately excluded from one or more classes, denied access to college housing and/or denied access to campus as a whole.
- vi. The student will be notified in writing of the interim action, the reasons for the interim action, and the related code violations the student was reported to have violated. The interim action will become effective immediately as of the date of the written notice and will remain in effect until the general conduct process has been concluded (by dismissal of or final decision on code charges) or until the principal determines that the interim action is no longer warranted, whichever occurs first.

- vii. Upon request, the student shall have the opportunity to respond to the reasons for interim action stated in the notice and to show that the Student does not pose a significant threat to the safety and well-being of the college community.
- viii. For individual Students, failure to respond to or follow directions from the principal may result in interim action including the immediate placement of a hold on the Student's records and continuation of the disciplinary process in the student's absence. Violations of interim action may also result in a report to police department.

12.9 Composition

The Grievance Redressal Cell of the institute generally is having the provision of two/three teaching staffs as its member and the principal as the chairman. The cell is having the provision of being reconstituted every year if situation arises for so by the principal himself along with suggestions sought from the faculty.

12.10 Grievance Cell :

The Composition of the Grievance Cell is as follows: -

1. Principal as a chairman.
2. Professor nominated by Principal.
3. Two members from teaching staff.
4. One member nominee from office staff.

12.11 Discipline Advisory committee:

Composition:

It consists of three members nominated by Principal.

12.12 Discipline Appeal committee:

Composition:

- 1) Principal as a chairman,

2) Two teachers nominated by Principal.

Reports On Redressal Of Grievances			
No of Grievances Received	Notice(s) Issued or Not, If not reasons	No. Of Grievances Resolved	NO. of Grievances Pending Settlement
0	0	0	0
Address for sending Grievance	Rajarambapu College of Pharmacy, Kasegaon.		
E-mail ID	kespharmacy@gmail.com		
Contact no	02342-238200		

CHAPTER 12 : Grievance Redressal Mechanism

The statement in governance has been prepared, read properly and confirmed in the meeting of governance of NBA and approved by the following committee members in meeting held on 20th July 2016.

Sr. No.	Name	Designation	email	Phone No.	Sign
1	Dr. C. S. Magdum	Principal	Magdum_cs@yahoo.co.in	9970700828	
2.	Dr. V. R. Salunkhe	Associate Professor	vrsalunkhe@rediffmail.com	9975146975	
3.	Dr. M. M. Nitalikar	Assistant Professor	mmnitalikar@gmail.com	8600009729	
4.	Dr. S. D. Bhinge	Assistant Professor	somu1245@yahoo.co.in	8600009705	
5.	Smt. I. D. Raut	Assistant Professor	indrayaniraut7363@rediffmail.com	8600009718	
6.	Smt. P. A. Patil	Assistant Professor	papatil8001@gmail.com	9158004523	