



Kasegaon Education Society's
Rajarambapu College of Pharmacy, Kasegaon.

❖ **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, AICTE, PCI and DTE 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.

❖ **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.

❖ **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.

❖ **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.

❖ **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.

❖ **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 :

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.