



Teerthankar Education Society's  
**Dr. Shivajirao Kadam College of Pharmacy, Kasabe Digraj**

**CRITERION: 6- GOVERNANCE, LEADERSHIP AND MANAGEMENT**  
**6.2: STRATEGY DEVELOPMENT AND DEPLOYMENT**

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**6.2: STRATEGY DEVELOPMENT AND DEPLOYMENT**

### RECRUITMENT POLICIES


- The direct recruitment to the posts of Assistant Professors, Associate Professors and Professors in the Universities and Colleges shall be on the basis of merit through all India advertisement and selections by the duly constituted Selection Committees as per the provisions made under these Regulations to be incorporated under the Statutes/Ordinances of the concerned university. The composition of such committees should be as prescribed by the UGC Regulations.
- The minimum qualifications required for the post of Principal, Assistant Professor, Associate Professor, & Professor will be those as prescribed by the UGC.

### Procedure adopted for selection of staff (Institute Level)

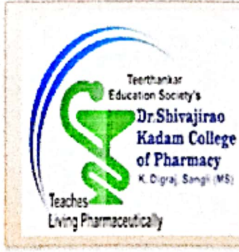
It is through the Shivaji University selection procedure. Direct Recruitment to all Cadres is based strictly on merit. Selection is done by duly constituted Committees. The following procedure is adopted in selection of faculty members.

- Shivaji University approval for filling the post is obtained.
- Advertisement in leading Newspapers.
- Scrutiny of applications received till the last date mentioned in the advertisement.
- Selection committee is constituted by the Shivaji University Kolhapur.
- Fixing of schedule for conduct of interview.
- Intimation to candidates about the date and time of interview.
- Reporting of candidate and verification of certificates.
- Process of interview.
- Submission of recommendation report to university for approval.
- Issue offer of Appointment to the selected candidate.
- Inclusion of the candidate in regular muster roll.
- Submission of report on "Change in Staff" for university approval.
- On receipt of approval, regularization of appointment is done.



  
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**Procedure adopted for selection of staff (Institute Level)**

1. Advertisement in leading Newspapers.
2. Scrutiny of applications received till the last date mentioned in the advertisement.
3. Fixing of schedule for conduct of interview.
4. Intimation to candidates about the date and time of interview.
5. Reporting of candidate and verification of certificates.
6. Process of interview.
7. Issue Letter of Appointment to the selected candidate.

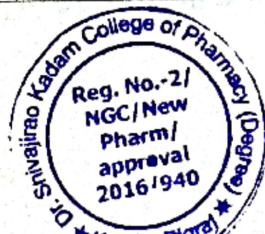
**The selection process will be based on four parameters:**


- |  |     |
|--|-----|
| (a) Academic records                     | 30% |
| (b) Research aptitude                    | 20% |
| (c) Domain knowledge and teaching skills | 25% |
| (d) Interview                            | 25% |

**Eligibility:** As per UGC & PCI Norms.

Sr. No.	Cadre	Qualification	Experience
1	Assistant Professor	1. A basic degree in pharmacy (B. Pharm.) 2. Registration as a Pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments. 3. First Class Master's Degree in appropriate branch of specialization in Pharmacy.	No minimum Exp. Requirement
2	Associate Professor	1. A basic degree in pharmacy (B. Pharm.) 2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments. 3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of	Experience of eight years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.

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		<p>eight years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade; excluding period spent on obtaining the research degree.</p> <p>OR</p> <p>In the event the candidate is from industry and the profession, the following shall constitute as essential:</p> <ol style="list-style-type: none"> <li>1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy;</li> <li>2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of eight years in a position equivalent to the level of Lecturer, Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.</li> </ol>	
3	Professor	<ol style="list-style-type: none"> <li>1. A basic degree in pharmacy (B. Pharm.).</li> <li>2. Registration as a pharmacist under the Pharmacy Act, 1948, as amended from time to time, including any succeeding enactments.</li> <li>3. A Ph.D. Degree with First Class at Bachelor's or Master's Degree in the appropriate branch of specialization in Pharmacy, and experience of ten years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade;</li> </ol> <p>OR</p> <p>ii. In the event the candidate is from industry and the profession, the following shall constitute as essential:</p> <ol style="list-style-type: none"> <li>1. First Class Master's Degree in the appropriate branch of specialization in Pharmacy; and</li> <li>2. Significant professional work which can be recognized as equivalent to a Ph.D. Degree in appropriate branch of specialization in Pharmacy and industrial / professional experience of five years at a senior level comparable to Assistant</li> </ol>	<p>Experience of ten years in teaching, research, industry and / or profession at the level of Lecturer or equivalent grade</p>








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		Professor / Reader, Provided that the recognition for significant professional shall be valid only if the same is recommended unanimously by a 3-Member Committee of Experts appointed by the Vice-Chancellor of the University.	
4	Principal	<p>i. A Master's Degree with at least 55% marks (or an equivalent grade in a point scale wherever grading system is followed) by a recognized University.</p> <p>ii. A Ph.D. Degree in concerned/allied/relevant discipline(s) in the institution concerned with evidence of published work and research guidance.</p> <p>iii. Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.</p> <p>iv. A minimum score as stipulated in the Academic Performance Indicator (API) based Performance Based Appraisal System (PBAS), as set out in this Regulation in Appendix III for direct recruitment of Professors in Colleges.</p>	Associate Professor/Professor with a total experience of fifteen years of teaching/research/administration in Universities, Colleges and other institutions of higher education.



  
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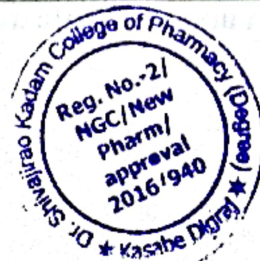
**Non-Teaching Staff:**

Direct recruitment to all cadres, strictly based on merit, is done by a duly constituted committee comprising following members:

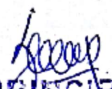
- Principal
- Vice - Principal
- Respective Head of Department

**Librarian**

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



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**Other Nonteaching Staff**

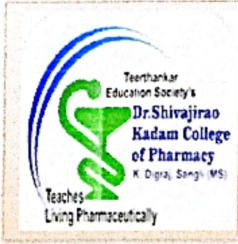
Sr. No.	Cadre	Qualification
1.	Office Superintendent	A Bachelor's Degree
2.	Accountant	A Bachelor's Degree
3.	Junior Assistant/Clerk	A Bachelor's Degree or equivalent and knowledge of MS Office
4.	Laboratory Assistant	Diploma in Pharmacy
5.	Laboratory Attendant	SSC
6.	Driver	He/She should possess professional driving license.
7.	Peon	SSC
8.	Store Keeper	Diploma in Pharmacy or A Bachelor's Degree
9.	Gardner	-----

**Reservation Policy**

- 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.
- 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.
- 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.
- 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.



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## LEAVE RULES

- The employee shall be entitled for leave, generally in proportion to the period of service/duty and of the kind specified herein below.
- The employee may be granted leave only on his/her request.
- The principal may sanction the leave applied for, and shall not alter the nature of leave, except with the request/consent of the teacher.
- Application for leave on medical ground shall be accompanied by a certificate of Registered Medical Practitioner, indicating the nature and probable duration of illness.
- 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.
- The employee, on leave, shall not engage himself in any other employment, trade or business, full -time or part-time except public service of casual nature or such other work.
- The employee shall resume his/her duties immediately after the period of leave sanctioned.

## COMPETENT AUTHORITY TO SANCTION LEAVE

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


### For Principal

The Chairman /Secretary, Teerthankar Education Society, Sangli, Maharashtra, India

### For teaching and nonteaching staff

The Principal, Dr. Shivajirao Kadam College of Pharmacy, Kasabe digraj, Dist. Sangli, Maharashtra, India



  
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(a) The following kinds of leave would be admissible to permanent teachers (UGC Guidelines):


- (i) Leave treated as duty, viz. Casual leave, Special casual leave, and Duty leave;
- (ii) Leave earned by duty, viz. Earned leave, Half Pay leave, and Commuted leave;
- (iii) Leave not earned by duty, viz. Extraordinary leave; and Leave not due;
- (iv) Leave not debited to leave account –
- (v) Leave for academic pursuits, viz. Study leave and Sabbatical leave/Academic leave;
- (vi) Leave on grounds of health, viz. Maternity leave and Quarantine leave.

(b) The Executive Council/Syndicate may grant, in exceptional cases, for the reasons to be recorded, any other kinds of leave, subject to such terms and conditions as it may deem fit to impose.

### 1. Casual Leave

- (i) Total casual leave granted to a teacher shall not exceed 8 days in an academic year.
- (ii) Casual leave cannot be combined with any other kind of leave except special casual leave. However, such casual leave may be combined with holidays including Sundays. Holidays or Sundays falling within the period of casual leave shall not be counted as casual leave.



  
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## 2. Special Casual Leave

(i) Special casual leave, not exceeding 10 days in an academic year, may be granted to a teacher:

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

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

(ii) In computing the 10 days' leave admissible, the days of actual journey, if any, to and from the places where activities specified above, take place, will be excluded.

(iii) 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 6 working days; and

(b) To a female teacher who undergoes non-puerperal sterilization. Leave in this case will be restricted to 14 days.

(iv) 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 by the sanctioning authority on each occasion;

## 3. Earned Leave


(i) Earned leave admissible to a teacher shall be:

(a) 1/30th of actual service including vacation; plus

(b) 1/3rd of the period, if any, during which he/she is required to perform duty during vacation.

For purposes of computation of period of actual service, all periods of leave except casual, special casual and duty leave shall be excluded.



  
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(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.

For avoidance of doubt, it may be noted:

1. When a teacher combines vacation with earned leave, the period of vacation shall be reckoned as leave in calculating the maximum amount of leave on average pay which may be included in the particular period of leave.

2. 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.

3. Encashment of earned leave shall be allowed to non-vacation members of the teaching staff as applicable to the employees of Central/State Governments.


#### **4. Half-pay Leave**

Half-pay leave admissible to a permanent teacher shall be 20 days for each completed year of service. Such leave may be granted on the basis of medical certificate from a registered medical practitioner, for private affairs or for academic purposes.

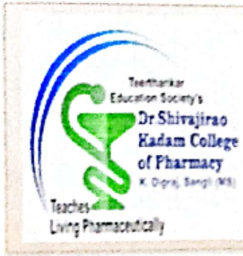
Explanation:

A "completed year of service" means continuous service of specified duration under the university and includes periods of absence from duty as well as leave including extraordinary leave.



  
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## 5. Commuted Leave

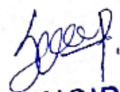
Commuted leave, not exceeding half the amount of half pay leave due, may be granted on the basis of medical certificate from a registered medical practitioner to a permanent teacher subject to the following conditions:

- (i) Commuted leave during the entire service shall be limited to a maximum of 240 days;
- (ii) When commuted leave is granted, twice the amount of such leave shall be debited against the half-pay leave due; and
- (iii) The total duration of earned leave and commuted leave taken in conjunction shall not exceed 240 days at a time. Provided that no commuted leave shall be granted under these rules unless the authority competent to sanction leave has reason to believe that the teacher will return to duty on its expiry.

## 6. Extraordinary Leave

- (i) A permanent teacher may be granted extraordinary leave when:
  - (a) No other leave is admissible; or
  - (b) 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 allowances. Extraordinary leave shall not count for increment except in the following cases:
  - (a) Leave taken on the basis of medical certificates;



  
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(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 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.

### 7. Leave Not Due

(i) Leave not due, may, 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.



  
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(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 Executive Council.

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

#### **8. Maternity Leave**

(i) Maternity leave on full pay may be granted to a woman teacher for a period not exceeding 180 days, to be availed of twice in the entire career. 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 career 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.

#### **9. Child Care Leave**

Women teachers having minor children may be granted leave up to two years for taking care of their minor children. Child care leave for a maximum period of two years (730 days) may be granted to the women teachers during entire service period in lines with Central Government women employees. In the cases, where the child care leave is granted more than 45 days, the University/College/Institution may appoint a part time / guest substitute teacher with intimation to the UGC.



*[Signature]*  
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## 10. Paternity Leave

Paternity leave of 15 days may be granted to male teachers during the confinement of their wives, and such leave shall grant only up to two children.

## 11. Adoption leave

Adoption leave may be provided as per the rules of the Central Government.



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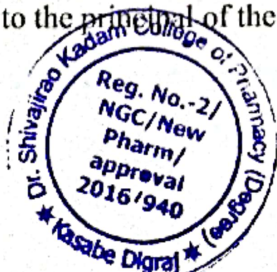


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## CODE OF CONDUCT FOR EMPLOYEE

- 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 nonacademic (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.



  
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- 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.



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