

H. R. POLICY

TEACHING & NON- TEACHING STAFF

P.S.P.S's

INDIRA INSTITUTE OF PHARMACY, SADAVALI

Introduction:

Indira Institute of Pharmacy, Sadavali was established in the year 2008 under the flagship of Prabodhan Shikshan Prasarak Santha Ambav, Devrukh. At present the Institute offers **D. Pharm** and **B. Pharm.** Programs with **60 intake** for each. The D. Pharm program is approved by Maharashtra state Board of Technical Education (**MSBTE**) and B. Pharm program is affiliated to the University of Mumbai. The Institute is approved by All India Council for Technical Education (**AICTE**), Pharmacy Council of India (**PCI**) & Government of Maharashtra. The Institute is recognized under Section 2(F) of the UGC Act, 1956.

AWARDS & ACHIEVEMENTS:

- **AICTE-CII survey:** The Institute has very strong industrial consultancy and has been ranked under gold category for last consecutive three years i.e. 2019, 2020 and 2021.
- **NAAC Accreditation:** The Institute has received **NAAC accreditation** with B grade in its first cycle in the year 2017 and has validity till 29/10/2022.
- **Patents:** The institute has to its credit one Indian design patent granted to Mrs. Ketaki Dhane.

QUALIFICATION, EXPERIENCE & ELIGIBILITY criteria FOR teaching staff POSTS: As per GOVERNMENT OF MAHARASHTRA Higher & Technical Education Department Government Resolution No. सावेआ-1111/प्र.क्र.44/19/TE. Dated : 11th September, 2019.

Program	Cadre	Qualification	Experience
Pharmacy	Assistant Professor	B. Pharm. and M. Pharm. / Pharm. D. in the relevant specialization with First Class or equivalent in any one of the two degrees.	
	Associate Professor	Ph.D. in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. AND At least total 6 research publications in SCI Journals/ UGC/ AICTE approved list of journals	Minimum of 8 years experience in teaching / research / industry out of which at least 2 years shall be post PhD

	Professor	Ph.D. in the relevant field and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. AND	Minimum of 10 years of experience in teaching/ research / industry out of which at least 3 years shall be at a post equivalent to that of an Associate Professor
		At least 6 research publications at the level of Associate Professor in SCI Journals/ UGC/ AICTE approved list of journals and at least 2 successful Ph.D. guided as Supervisor/ Co-supervisor till the date of eligibility of promotion. OR At least 10 research publications at the level of Associate Professor in SCI Journals/ UGC/ AICTE approved list of Journals till the date of eligibility of promotion.	
	Principal	a) Ph.D. degree and First Class or equivalent at either Bachelor's or Master's level in the relevant branch. b) At least two successful Ph.D. guided as supervisor / Co-Supervisor and minimum 8 research publications in SCI journals / UGC / AICTE approved list of journals.	Minimum 15 years of experience in teaching / research / industry out of which at least 3 years shall be at the post equivalent to that of Professor. Notes: 1. This position shall be of contractual in nature for 5 years and can be extended for one more term depending upon the performance. 2. Performance assessment shall be carried out through a committee appointed by the affiliating university. 3. After completing the final term, the incumbent shall join back his / her parent organization in the previous designation from where he / she has proceeded with the designation as Professor / Senior Professor as the case may be.

Recruitment procedure

Recruitment of Teaching staff through Staff Selection Committee Procedure (for appointment of Principal, Associate Professor & Assistant Professor _ :-

To comply the Student Teacher ratio (B. Pharm. 15 : 1 & M. Pharm. 10 : 1), as per required norms prescribed by regulatory authorities (Pharmacy Council of India, All India Council of Technical Education, University of Mumbai & DTE), Principal presents the requirement of Teaching staff in the Governing Body Meeting/ College Development Committee and further takes it forward for

recruitment of full time/ part time faculty.

Procedure of Appointment of full-time faculty:

- To approve the advertisement draft cadre wise from University of Mumbai, for the appointment of teaching staff.
- To publish the advertisement for the posts, approved by the University of Mumbai, in the National Newspaper.
- To receive applications for the said posts within 15 days of publication of advertisement.
- Applicants who are already employed required to submit their applications through proper channel.
- To constitute the interview panel for the conduct of Staff Selection Committee as prescribed by the University of Mumbai
- The date of the meeting of the Staff Selection committee should be fixed such that at least 15 days prior intimation is given to each member of the committee and candidates. The particulars of marking scheme of the candidates should reach the members of the committee at least 7 days before the date of the meeting.
- The Place, date and time of the meeting of the Staff Selection Committee shall be intimated to Vice Chancellor's nominee and also to university experts.
- The Marking Scheme to be adopted by the Selection Committee at the time of interview to judge the merit of the candidates accordingly.
- Offer letter is issued by the principal. The joining date is intimated by the candidate in reply to the offer letter
- On joining the duty, the Chairman issues a final appointment order in the prescribed format
- Selected candidates should submit the recommendation of the Selection Committee to university of Mumbai in 7 pages prescribed form within 15 days from the date of interview along with the detailed statement of marks allotted to the concerned candidates by Selection Committee

Procedure for ad-hoc appointment of faculty members:

- Available applications are scrutinized and Candidates are shortlisted based on the requirement and eligibility and called for interview.
- Candidates were evaluated based on the demo lecture and Principal with senior teachers assign marks in the prescribed score sheet format
- Finally, identified candidates are interviewed by the Chairman and offer letter is issued by the principal.
- On joining the duty, the trustee in charge issues a final appointment order in the prescribed format

Procedure for appointment of Non-Teaching staff:

Requirement of Non-Teaching staff post is also presented in Governing Body/ College Development Committee Meeting and appointment will be done on the basis of decision taken by the Governing Body/ College Development Committee.

- Available applications are scrutinized and Candidates are shortlisted based on the requirement and eligibility and called for the interview.

- In the absence of applications in the repository, the vacancy for the said post is advertised in Newspaper
Preliminary round of interview was conducted by the Principal, respective, Department In charge for Lab Assistant & Lab Attendant, if applicable and office Superintendent.
Final interview was conducted by the trustee in Charge or his representative (Administration advisor/coordinator)
- Offer letter is issued by the principal.

Joining Formalities:

- On joining the duty, the principal issues a final appointment order in the prescribed format and the candidate is asked to fill the Joining report which is signed by him/her and in warded the same.
- To complete all the joining formalities i.e. Biometric, Creation of official Email ID and to collect details pertaining to Employee ID card,
- To maintain Personal File, Service Book etc.
- 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.
- 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.

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.

Duties & Responsibilities of Teaching Faculties:

{Framed under Section 72 (10) read with Section 71(20) of the Maharashtra Public Universities Act, 2016}

- (a) 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 programmes, such as Seminars, workshop, Orientation Programme and Refresher Courses, In- service programme, etc. The Management and the Principal shall give the teacher every possible opportunity to do so.
- (b) The teacher shall perform his/her academic duties such as preparation of lectures, demonstrations, assessment, guidance to research, tutorials, University, College and Recognized Institution examinations, and will encourage pursuit of learning in the students.
- (c) 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.
- (d) 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 University, College or Recognized Institution. 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 or Recognized Institution or the University by an act of negligence or default on the part of the teacher, such damage or loss shall be recoverable from him/her.
- (e) 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

Recognized Institution 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.

- (f) The teacher shall help the University, College or Recognized Institution authorities to enforce and maintain discipline and inculcate good habits among the students.
- (g) In case of Professional Colleges, the teacher shall perform such other duties as are prescribed by their respective Central Councils and accepted by Government and University, from time to time.

Work-load of Teachers & Remission:

- (i) The workload of the teachers in full employment shall be not less than 40 hours a week for 30 working weeks (180 teaching days) in an academic year. It should be necessary for the teacher to be available for at least 5 hours daily in the College for which necessary space and infrastructure should be provided by the College. Direct teaching-learning process hours per week should be as follows:

Assistant Professor : 16 hours

Associate Professor and Professor : 14hours

Principal : 4hours

A relaxation of two hours in the workload may, however, be given to Head of Department/Vice Principal and to those who are working as supervisors to Ph.D. students of the University. In no case relaxation will be more than 4hours.

Provided that the workload of the teachers working in the affiliated college/recognized institution shall be as recommended by the University Grants Commission/AICTE/other Apex bodies and accepted by the Government and the University, from time to time.

The number students per batch for professional courses shall be as per the norms of the respective apex regulatory body.

Code of conduct:

{Framed under Section 72 (10) read with Section 71(20) of the Maharashtra Public Universities Act, 2016}

- (i) The teacher shall be available for the College/Recognized Institution full- time and shall serve in such capacity and at such place, as he/she may, from time to time, be so directed.
- (ii) The teacher shall conform to and abide by the provisions of the Universities Act, Statutes, Ordinances, Regulations, and Rules and Directives and decisions of the Competent Authority. The teacher shall also observe, comply with and obey all orders and instructions which may, from time to time, be given to him/her by the Principal of the College/Recognized Institution,
- (iii) The teacher shall at all time maintain absolute integrity, show devotion to his/her profession and shall do nothing which is unbecoming of a teacher and his/her profession.
- (iv) The teacher shall extend utmost courtesy and attention to all persons with whom he/she has to deal in the sphere of his/her duties. He shall strive hard to promote and protect the interest of the College/Recognized Institution,
- (v) The teacher shall not accept or permit any member of his/her family or any person acting on his/her behalf to accept any gift in cash or in kind for his/her own benefit from any

person including another teacher or employee for a work to be done in connection with the business of the College/Recognized Institution.

Provided that, the collection of monthly subscription of membership at the prescribed rate collected by the office bearer of the Association, Union or the Club shall not amount to gift or realization of other contribution for this purpose.

- (vi) The teacher shall not, without prior permission of the Competent Authority, remain absent himself from his/her duties. In the circumstances or reasons beyond his/her control, he/she shall intimate or cause to intimate to Competent Authority within five days from the first date of absence, failing which his/her absence may be treated as leave without pay, and he/she shall further be liable to such disciplinary action as the Competent Authority may deem fit.

However, that the Competent Authority shall condone this condition in respect of a teacher who for reasons beyond his/her control was unable to convey the cause of his/her absence.

- (vii)(a)** The teacher or his/her near relative shall neither bid directly or indirectly, at any auction of any college property nor submit any tender for any supply to the College/ Recognized Institution.
- (b) The teacher or his/her relative shall not use the college property including the residential accommodation for conducting any trade or business, coaching classes, tuition, occupation or for any other purpose.
- (c) The full-time teacher shall not engage himself in any trade, business coaching classes, tuition, imparting instructions leading to any certificate, diploma or degree course(s) or any other occupation which is not part of his/her duties as prescribed under these Statutes.
- (viii) The teacher shall not write guides, notes, questions and answers, circulation, etc. for commercial benefit.
- (ix) The teacher shall abide by The Code of Professional Ethics laid down by University Grants Commission/respective Apex Bodies from time to time.

Code of Professional Ethics

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.

2. The Code of Professional Ethics:

- (a) 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) manage his/her private affairs in a manner consistent with the dignity of the profession.
- (iii) seek to make professional growth continuous through study and research, writing and decent conduct.
- (iv) express free and frank opinion by active participation at professional meetings, seminars, conferences, etc. towards the contribution of knowledge.
- (v) maintain active membership of professional organizations, subscribing academic/subject periodicals, and strive to improve education and profession through them.
- (vi) perform his/her duties in the form of teaching, tutorial, practical and seminar work conscientiously and with dedication.
- (vii) co-operate and assist in carrying out functions relating to the educational responsibilities of the College or Recognized Institution and the University such as: assisting in appraising applications for admission, advising and counselling students as well as assisting in the conduct of University and College examinations, including supervision, invigilation and evaluation, and
- (viii) participate in extension, co-curricular and extracurricular activities including community service.

(b) 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 status.
- 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 labour 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.

(c) 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 endeavor,
- 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.**

(d) 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. give and expect due notice before a change of position is made; and
- vii. refrain from availing themselves of leave except on unavoidable grounds and as far as practicable with prior intimation, keeping in view their particular responsibility for completion of academic schedule.

(e) Teachers and nonteaching employees :

- i. the teachers should treat the non-teaching employees as colleagues and equal partners in a co-operative undertaking, within every educational institution.
- ii. the teachers should help in the function of joint staff council covering both teachers and the nonteaching employees.

(f) Teachers and guardians:

The teachers shall try to see through teachers' bodies and organizations 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.

(g) 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.

Assessing Authority:

- (1) Annually, every confirmed teacher/Principal shall submit to the assessing authority, the duly filled Performance Based Appraisal System (PBAS) proforma developed by the respective University as prescribed by University Grants Commission and similar Apex Bodies, and accepted by the Government.
- (2) The Assessing Authority shall make available the prescribed PBAS proforma to teachers/Principals and prepare the Assessment Report in the form prescribed by the University for the Academic Year, in respect of each teacher and Principal placed under his/her control. If the teacher/Principal has worked under the Assessing Authority for part of the year, that authority shall write the report for that period only.
- (3) The duly filled PBAS proforma shall be reviewed by the Reviewing Authority as prescribed under the Statute. 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/herself. 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/Principal.
- (4) The following shall be the Assessing and Reviewing Authorities:

Sr. No.	Category	Assessing Authority	Reviewing Authority
(a)	Principal	Chairman of the Management or his/her nominee	Chairman of the Management or his/her nominee
(b)	Head of the Department / Professor	Principal	Chairman of the Management or his/her nominee
(c)	Assistant Professor/ Associate Professor	Head of the Department	Principal

- (5) The remarks in the PBAS proforma, either adverse or outstandingly good, shall be brought to the notice of the teacher, in writing, within two months. The adverse remarks not duly communicated within two months to the teacher shall be disregarded and ignored.
- (6) The teacher/Principal, 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, shall be recorded in writing and communicated to the concerned teacher/Principal.

MINIMUM ACADEMIC PERFORMANCE AND SERVICE REQUIREMENTS FOR PROMOTION OF TEACHERS IN UNIVERSITIES AND COLLEGES.

The institute follows CAS promotion and PBAS system as per UGC (Minimum Qualifications for Appointment of Teachers and other Academic Staff in Universities and Colleges and Measures for the Maintenance of Standards in Higher Education) (4th Amendment), Regulations, 2016.

https://ugc.ac.in/pdfnews/3375714_API-4th-Amentment-Regulations-2016.pdf

Appraisal system format for admin staff, technical staff and supporting staff

Administration Staff Performance Appraisal Form

Year of Appraisal: _____

Sr. No.	Particulars	Details
1	Name	
2	Designation	
3	Department/ Section	
4	Date of Joining	
5	Qualification	
6	Details of current responsibilities	

Appraisal Category	Excellent 4	Good 3	Satisfactory 2	Poor 1
1. Professional competence				
Knowledge of rules, regulation and procedure				
Ability to organize work and carry it out				
Ability and willingness to take up additional load in time of exigencies				
Ability to learn new duties				
Response to instructions and guidance of supervisor				
Offers assistance to others				
Shares and respective to new ideas				
Maintains confidentiality at all levels				
2. Quality of work				
Ability to maintain files/ records				
Accuracy and Speed of work				
Neatness and tidiness of work				
Completion of work on schedule				

Ability to organize the workload efficiently and effectively				
3. Personal characteristics				
Regularity				
Punctuality				
Interaction with colleagues and students				

Total points:

Professional competence	Quality of work	Personal characteristics
Grand Total		
Grade		

Grading based on points:

Grade	Points
Excellent	40 and above
Good	35-39
Satisfactory	26-34
Poor	Below 25

TECHNICAL STAFF PERFORMANCE APPRAISAL FORM PART- I

Academic year:	
Department & Laboratory	
Name of Staff:	
Designation:	
Qualification:	
Total experience in IIP:	

PART- II

Grade on four point scale: 1-Poor, 2- Average, 3- Good, 4- Very Good, 5- Excellent

Sr. No.	Criterion on which staff is to be Evaluated	Evaluation by store In-charge	Evaluation by faculty assigned by Principal	Evaluation by HOD
1	Technical knowledge and Skills			
2	Commitment & sense of Responsibility			
3	Job Performance			
4	Communication			
5	Laboratory Maintenance			
6	Dedication towards the work			
7	Additional Responsibilities & its accomplishment			
8	Relationship with his subordinates and superiors			
9	Regular & punctual on his duty			

10	Overall Behavior/Attitude			
	Average	/10=	/10=	/10=
	Signature of Authority			

**SUPPORTING STAFF PERFORMANCE APPRAISAL FORM
PART- I**

Academic year:	
Department	
Name of Staff:	
Designation:	
Qualification:	
Total experience in IIP:	

PART- II

Grade on four point scale: 1-Poor, 2- Average, 3- Good, 4- Very Good, 5- Excellent

Sr. No.	Criterion on which staff is to be Evaluated	Evaluation by store In-charge	Evaluation by faculty assigned by Principal	Evaluation by HOD
1	Commitment & sense of Responsibility			
2	Job Performance			
3	Communication			
4	Laboratory cleaning			
5	Dedication towards the work			
6	Relationship with his subordinates and superiors			
7	Regular & punctual on his duty			
8	Overall Behavior/Attitude			
	Average	/8=	/8=	/8=
	Signature of Authority			

Seniority of Teachers

Seniority of the teachers working in the College or Recognized Institution shall be determined as below:

- The Principal/Director of the College or Recognized Institution shall be the senior most teacher.
- The Professor shall be senior to the Associate Professor and the Associate Professor shall be senior to the Assistant Professor.
- The full-time teacher shall be senior to part-time teacher.
- The Seniority of the teachers working in the College or Recognized Institution shall be based on their total teaching experience and date of joining of the duties in the College or Recognized Institution, under the same category;
Provided that, in the case of the Management which runs more than one College or Recognized Institution, seniority shall be decided on the basis of the first joining of the duties in the Management.
- In case if more than one teacher from the same cadre join the duties on the same day in the college or Recognized Institution, the seniority shall be decided on date of birth.

Probation & Confirmation:

1. The appointment to a permanent post by selection shall be on probation for a period of two years. The competent authority shall serve the order of confirmation after satisfactory completion of probation period.
2. During the period of probation, the teacher shall comply with conditions of successful completion of the period of probation as prescribed under these statutes.
3. a) The principal shall be the Assessing Authority under whom the teacher on probation is working. During the probation period the teacher shall submit Annual Self-Assessment for the performance-based appraisal system (PBAS) or any other appraisal system made applicable from time to time to the Reviewing Authority every six months from the date of joining.
b) Deficiencies, adverse remarks, remarks of appreciations, if any, mentioned in the PBAS shall be communicated in writing to the teacher for his/her guidance, improvement and receive his/her say, if any.
4. On receipt of the last PBAS and consideration of all the reports, the Appointing authority will discuss the same in the Governing Body / College Development Committee Meeting and decision will be taken accordingly i.e. -

- a) confirm the teacher on probation in the service from a specific date;

OR

- b) terminate his/her service after giving him/her one month's notice in writing, provided that if will not be necessary to assign any reasons for terminating the services of a teacher on probation if it is held that he/she has not completed his/her probation satisfactorily.

If the Appointing Authority does not inform the teacher as per (a) or (b) above, then, the teacher shall be deemed to have been confirmed in the service at the end of his/her probation period.

5. If the teacher on probation avails any leave other than Casual Leave/Duty Leave, his/her period of probation shall be deemed to have been extended to that extent.

The teacher appointed against substantive vacancy of approved permanent post shall be confirmed in the service by an order of the Appointing Authority.

Retirement

The teacher after confirmation shall continue in the service of the College/Recognized Institution till he/she attains the age of superannuation as prescribed by the Government from time to time.

(vi)

Resignation

- Any teacher working in the College shall resign his/her post by tendering a resignation letter to the Competent Authority and the same shall be in-warded in the Inward Register.
- The teacher shall not resign his/her service in the College/ Institution without giving prior notice in writing to the Competent Authority of his/her intention to resign the service. **The period of such notice shall be three calendar months in the case of a permanent teacher and one calendar month in the case of a temporary/ ad hoc or probationary teacher.**
- In case of breach of these provisions, the teacher shall pay to the Management 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. However, relieving of the faculty based on the said clause will be subject to clearance by academic and administrative head to relieve him/ her with no pending responsibility/ job left pending by him/her.

Handing Over the Charge:

1. The teacher before leaving the service shall handover the charge in the prescribed format (No Due Clearance) of his/her post to the principal or the person duly authorized by the principal on his/her behalf.
2. The teacher shall return to the College all the Library books, Advance(s), Consumer Society Loan, etc. and shall pay the maintenance charges of the accommodation provided to him/her, if any.
 - a. The teacher shall vacate the quarter allotted to him/her before handing over the charge.
 - b. The College or Recognized Institution shall pay under any circumstances all the dues which are payable to the teacher before he/she is relieved.
 - c. The College or Recognized Institution shall handover the discharge certificate (Relieving Certificate) in the prescribed form and signature on his/ her Service Book, etc. from the teacher.

Misconduct

The breach of any of the provisions of these Statutes, or any one or more of the following acts shall be deemed as misconduct on the part of the teacher:

- (i) any action by the teacher contrary to the provisions prescribed in the Act, Statutes, Ordinances, Rules, and Regulations.
- (ii) refusal to accept order or other communication served according to the Statutes,
- (iii) obtaining employment in the College/Recognized Institution, by misrepresenting facts,
- (iv) misappropriation of any amount and/or movable and immovable property of the College/Recognized Institution.
- (v) willful and persistent negligence of duty.
- (vi) insubordination: Refusal to obey the order of controlling Authority, wilful act/communication by ignoring immediate controlling authority.
- (vii) indulging in or promoting unfair practices in the conduct of College/Recognized Institution /University examinations,
- (viii) theft, fraud, or dis-honesty,
- (ix) willful or negligent damage of the College/Recognized Institution property,
- (x) any action, involving moral turpitude and attracting conviction in court of law,
- (xi) attending the duties in an intoxicated state and committing nuisance during working hours,
- (xii) misbehaviour with students, another teacher, staff, parents.
- (xiii) sexual harassment within the meaning of the Sexual Harassment of Women at Workplace (Prevention, Prohibition, Redressal) Act, 2013 and the amendments made from time to time.

Explanation:

- (1) Willful 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 as expected under circumstances not beyond his/her control.
 - (b) negligence of administrative, academic or extracurricular, co-curricular duties assigned to the teacher by the Principal of the College/Recognized Institution, which are consistent with the Act, Statutes, Ordinances, Regulations or Rules.

Disciplinary Authority

The Disciplinary Authority in respect of the teacher working in a College and Recognized Institution shall be the Management;

Provided that, the Principal of the College or Recognized Institution may impose minor penalties to the teacher.

Penalties

Without prejudice to the provisions of any law for the time being in force, the following penalties may, for good and sufficient reasons, and as hereinafter provided, be imposed on the teacher found guilty of misconduct. The penalty to be imposed shall essentially be commensurate with the severity or gravity of the misconduct committed and shall be imposed

only after sufficient opportunity is provided to the teacher for being heard and to defend himself.

- (a) Minor Penalties:
 - (i) censure,
 - (ii) fine,
 - (iii) withholding of increment of pay for specific period,
 - (iv) recovery from his/her pay, or such other amount as may be due from him/her.
- (b) Major penalties:
 - (i) stoppage of increment with or without effect on future increments,
 - (ii) reduction to a lower scale of pay, grade, post or service,
 - (iii) compulsory retirement,
 - (iv) removal from service,
 - (v) termination of service.
 - (vi) dismissal from service,

Explanation (1) : The order under (a) (iii) of withholding increment shall not affect subsequent increment(s).

Explanation (2) : The order under sub-clause (a)(iv) for recovery shall expressly state the amount of the whole or part of any pecuniary loss caused by him/her to the College/Recognized Institution by negligence or by breach of orders.

Explanation (3) : Reduction under sub-clause (b) (ii) shall ordinarily be a bar to the placement of the teacher to the higher scale of pay, grade, post or service from which he/she was reduced, with or without further directions regarding condition of restoration to the scale of pay, grade, post or service from which he/she was reduced, and seniority and pay on such restoration.

Explanation (4) : The order of penalty of reduction, under sub-clause (b) (ii) shall expressly state whether the period of reduction shall be exclusive of any interval spent on leave or otherwise.

Explanation (5) : Removal under sub-clause (b) (iv) and termination under sub-clause (b) (v) shall not be a disqualification for future employment under the University, College or Recognized Institution.

Explanation (6) : Dismissal under sub-clause (b) (vi) shall be a disqualification for future employment under the University, College or Recognized Institution.

Suspension:

1. The Disciplinary Authority may, by an order in the form prescribed, place the teacher under suspension under the following circumstances:
 - (a) (i) where disciplinary proceedings against him/her are contemplated or are pending and are likely to result into imposing any of the major penalties,
 - (ii) wherein the opinion of the Competent Authority, he/she has engaged himself in activities prejudicial to the interests of the College/Recognized Institution and;
 - (iii) where there is a strong reason(s) to believe that his/her continuance in service is likely to cause embarrassment or to tamper with the investigation of the case, or likely

to tamper with the official record or document(s).

- (b) where the case against him/her in respect of any criminal offence is under investigation, enquiry or trial in a court of law.
2. The teacher shall be deemed to have been placed under suspension.:
 - (a) with effect from the date of his/her detention, in police or judicial custody, on a criminal charge, for a period exceeding forty-eight hours;
 - (b) with effect from the date of his/her conviction, if in the event of a conviction for an offence, he/she is sentenced to a term of imprisonment exceeding forty-eight hours and is not forthwith dismissed or removed or compulsorily retired, consequent to such conviction and shall remain under suspension until the order of suspension is modified or revoked by the Competent Authority.
 3. While under suspension, the teacher shall not be allowed to resign.
 4. If the teacher under suspension attains the age of superannuation, the departmental or judicial proceedings pending against him/her shall continue even after his/her retirement.
 - (1) If the Disciplinary Authority finds that a teacher is alleged to be guilty of a lapse or an offence of a serious nature and if there is a reason to believe that in the event of the offence being proved against him, he would deserve to be removed or dismissed from service. The competent Authority/Officer shall first decide whether the person concerned should be placed under suspension.
 - (2) During the period of suspension, a teacher shall be paid a subsistence allowance equal to his full pay and allowances admissible pending regular enquiry.
 - (a) The amount of subsistence allowance may be reduced by a suitable amount, not exceeding 50 per cent of the pay excluding the allowances admissible during the period of the first 3 months, if, in the opinion of the said authority the period of suspension has been prolonged beyond 3 months due to reasons to be recorded in writing directly attributable to the teacher.
 - (b) The rate of dearness allowance will, as the case may be, vary according to the decreased amount of pay admissible under sub- clause (a) above.

Explanation:

- 1) While under suspension, the resignation of a teacher shall not be accepted.
 - 2) No leave shall be granted to a teacher while he is under suspension.
 - 3) The suspension order shall be served in the form as specified.
- (3) The teacher shall furnish the following certificate before he/she is paid the subsistence allowance: "I certify and declare that I shall not engage myself in any private employment, trade or business during the period of my suspension";
- Provided that, if the Competent Authority suspects genuineness of this certificate, it may get the same duly verified, if necessary, through the police authorities, and if the teacher is found to have furnished a false certificate, it shall be construed as an act of misconduct and shall be an additional charge in the enquiry against him/her.
- (4) (a) If the teacher under suspension is undergoing a trial in a criminal court or departmental enquiry under these statutes, he/she shall be provided with the subsistence allowance under Clause (2).
 - (b) If the teacher under suspension is convicted by the competent court and sentenced to imprisonment, the subsistence allowance shall be reduced to a nominal amount of Re. 1/- (Rupee One) per month till he/she undergoes punishment or till he/she is deemed to be in the service of the University,

whichever is earlier.

- (c) If the teacher under suspension is acquitted in appeal, he/she shall draw subsistence allowance at the normal rate under Clause (2) from the date of acquittal till the disposal of inquiry under these Statutes.
- (5) 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 College/Recognized Institution 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 up to the date of suspension. The University share of CPF or the final pension and the gratuity shall not be paid to him/her as per the final decision of proceedings against him/her.
- (6) If the teacher under suspension is exonerated and/or it is observed that the suspension was wholly unjustified, the teacher shall receive full pay and allowances to which he/she would have been entitled had he/she not been so suspended.

If the person is not fully exonerated, he 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 due and admissible only at the express desire of the teacher concerned.

If the teacher is found fully guilty, and hence removed, terminated, or dismissed, the suspension/subsistence allowance already paid to him may be recovered from him.

- (7) When the teacher under suspension is reinstated, after undergoing the punishment or paying the penalty under these Statutes, unless the Competent Authority has already passed such orders at the time of inflicting the punishment, the Competent Authority may by order state:
- (a) whether the said period be treated as duty leave or leave not due, and
 - (b) the nature of pay and allowances to be paid for the period.
- (8) The substitute teacher appointed in place of the teacher under suspension, shall be paid the salary as per rules.
- (9) In case the College/Recognized Institution fails to pay the subsistence allowance, as decided in these Statutes, the Government through office of the Joint Director shall pay the same to the teacher under suspension and deduct the amount from the grants payable to the College/Recognized Institution.

Procedure for imposing Minor Penalty (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Action not Amounting to Penalty: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Preliminary Enquiry: (Ref. Uniform Statutes framed under section 72 (10) read with

Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Procedure for Enquiry: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Enquiry Report: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Action on Enquiry Reports: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Appeal; (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Appellate Authority: (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Service of Order, Notices, etc. (Ref. Uniform Statutes framed under section 72 (10) read with Section 71 (20) of the Maharashtra Public Universities Act, 2016)

Appointment of non -teaching staff

The terms and conditions for services and appointment of non-teaching staff will be as per the Maharashtra Civil Services, Ref. Mumbai University Circular No. 2/2013-14 dated 22.05.2013.

Duty of employee to maintain integrity, devotion to duty etc.

- (1) Every employee shall at all times-
 - (i) maintain absolute integrity;
 - (ii) maintain devotion to duty; and
 - (iii) do nothing which is unbecoming of a employee.
- (2) Every employee holding a supervisory post shall take all possible steps to ensure the integrity and devotion to duty of all Government servants for the time being under his control and authority.
- (3) No employee shall, in the performance of his official duties or in the exercise of powers conferred to him, act otherwise than in his best judgement except when he is acting under such direction, obtain the direction in writing, wherever practicable, and where it is not practicable to obtain the direction in writing, he shall obtain written confirmation of the direction as soon thereafter as possible.
- (4) Nothing in sub-rule (3) shall be construed as empowering a employee to evade his responsibilities by seeking instructions from, or approval of a superior officer or authority when such instructions are not necessary under the scheme of distribution of powers and responsibilities.

1. Misconduct:-

It is duty of employee to be loyal. Diligent faithful and obedient. The liability to respect and the recognition of a subordinate role on the part of an employee also flows from the nature of contract.

Thus disobedience is subordination and acts subversive of discipline are the recognized misconducts because these acts are contrary to the obligations imposed on an employee by the nature of contract itself and can freely be treated as implied. The foremost implied obligation of a servant is obedience, fidelity and faithfulness being other implied conditions of employment. It would be open to the employer to consider reasonably what conduct can be properly treated as misconduct. It would be difficult to lay down any general rule in respect of this problem. Acts which are subversive of discipline amongst the employees would constitute misconduct, rowdy conduct in the course of working hours would constitute misconduct, misbehaviour committed even outside working hours but within the precincts of the concern and directed towards the employees of the said concern may, in some cases, constitute misconduct, if the conduct proved against the employee is of such a character that he would not be regarded as worthy of employment, it may, in certain circumstances, be liable to be called misconduct. What is misconduct, will naturally depend upon the circumstances of each case. It may, however, be relevant to observe that it would be imprudent and unreasonable on the part of the employer to attempt to improve the moral or ethical tone of his employees conduct in relation to strangers not employed in this concern by the use of the coercive process of disciplinary jurisdiction.

Every breach of discipline may amount to misconduct, the penalty for the same varying with the gravity thereof. It would not be possible to lay down exhaustively as to what would constitute misconduct and indiscipline. The conclusion would depend on the examination of facts in each case. It would, at the same time, depend on the nature of the services the employee was engaged to perform.

- (i) Where the act or conduct of the servant is prejudicial or likely to be prejudicial to the interests of the Master or to the reputation of the master,
- (ii) Where the act of conduct of a servant is inconsistent or incompatible with the due or peaceful discharge of his duties to his master;
- (iii) Where the act or conduct of a servant makes it unsafe for the employer to retain him in service;
- (iv) Where the act or conduct of the servant is so grossly immoral that all reasonable men will say that the employee cannot be trusted;
- (v) Where the act or conduct of the employee is such that the master cannot rely on the faithfulness of his employee;
- (vi) Where the act or conduct of the employee is such as to open before him temptations for not discharging his duties properly;
- (vii) Where the employee is abusive or he disturbs the peace at the place of his employment;
- (viii) Where the employee is insulting and insubordinate to such a degree as to be incompatible with the continuation of the relation of master and employee;
- (ix) Where the employee is habitually negligent in respect of the duties for which he is engaged; and
- (x) Where the neglect of the servant, though isolated, tends to cause serious consequences, it would constitute misconduct. This enumeration is not exhaustive.

In order to enable a master to take disciplinary action against his employee it is not a condition precedent that the misconduct on the part of the employee must arise within his employment and not outside his employment. The test in each case will be whether the servant is conducting himself in a way inconsistent with the faithful discharge of his obligations undertaken by him either expressly or impliedly in accepting the service. The inconsistency may arise on account of any act of the employee, either in the course of his employment or outside it. Which injuries or has the tendency to injure his master's business or reputation.

It is not necessary that a member of the service should have committed the alleged act or omission in the course of discharge of his duties as a servant in order that it may form the subject-matter of disciplinary proceedings. The point arose in the case of an officer, who was appointed as a commissioner and was under the statute Corporation sole. It was held that the existence of relationship of master and employee is not necessary for taking disciplinary action against a person in service.

It is difficult to lay down any general rules as to what causes will justify the discharge of an employee which shall comprise and be applicable to all cases since whether or not an employee in any particular case was rightly discharged must of course often depend upon the nature of the service which he was engaged to perform and the terms of his engagement. It would seem, however, that the cause of discharge must be somehow connected with the duties of the service. It is conceived, however that, according to the decisions upon the subject, the discharge of an employee without motive may be justified for the following causes;

- (i) Wilful disobedience of any lawful order of his master.
- (ii) Gross moral misconduct, whether pecuniary or otherwise, which is inconsistent with the fulfilment of his conditions of service;
- (iii) Negligence in business or conduct calculated seriously to injure his master's business.

The broad principle, constantly stated in the relative case law, as always justify the summary dismissal of an employee is either such incapacity as prevents the employee from fulfilling his contract, or conduct on his part incompatible with the faithful discharge of his duty. To this may be added the principle, which is applied in case where an employee's though not in direct relation to those duties, is such as might bring his master's concerns into disrepute.

2. Employment of near relative in companies or firms:-

No employee shall use his position or influence directly or indirectly to secure employment for any member of his family with any company or firm.

3. Taking part in politics and elections:-

No employee shall be a member of or be otherwise associated with, any political party or any organisation which takes part in politics, nor shall he take part in, or subscribe in aid of, or assist in any other manner, any political movement or activity.

4. Joining of associations by an employee:-

No employee shall join or continue to be a member of an association the objects or activities of which are prejudicial to the interest of the sovereignty and integrity of India or public order or morality.

5. Communication of official information:-

Every employee shall, in performance of his duties in good faith, communicate information to person in accordance with the Right to Information Act, 2005 (22 of 2005) and the rules made there under :

Provided that no employee shall, except in accordance with any general or special order of the Institution or in the performance in good faith of the duties assigned to him, communicate, directly or indirectly, any official document or any part thereof or classified information to any employee or any other person to whom he is not authorised to communicate such document or classified information.

Explanation -Nothing in this rule shall be construed as permitting communication of classified information in an unauthorized manner or for improper grants to a employee or others.

6. Prohibition against connection with press or radio:-

No employee shall own wholly or in part, or conduct any newspaper or other periodical publication or participate in the editing or management thereof:

Provided that the Institute may permit any employee to own or conduct any newspaper or periodical publication which contains matters of purely non-political nature or character or to participate in the editing or management thereof; and may, after giving an opportunity to the employee to show cause against withdrawal of permission, at any time withdrawn the permission.

No employee shall except with the previous sanction of the Institution or of the prescribed authority or except in the bonafide discharge of his duties, -

- a) Publish a book himself for through a publisher, or contribute an article to a book or a compilation of articles, or
- b) Participate in a radio broadcast or contribute an article or write a letter to a newspaper or periodical, either in his own name or anonymously or pseudonymously or in the name of any other person:

Provided that, no such sanction shall be required—

1. If such publication is through a publisher and is purely literary, artistic or scientific character, or
2. If such contribution, broadcast or writing, is of a purely literary, artistic or scientific character.

No employee shall, in any radio broadcast or in a letter to a newspaper or periodical or in any document published anonymously, or in his own name or in the name of any other person or in any public utterance or in any public place make any statement of fact or express any opinion, --

- ii. Which has the effect of an adverse criticism of any current or recent policy or action of the Institute or
- iii. Which is capable of embarrassing the relations between the Institute and any of its stakeholder.
- iv. Which is capable of embarrassing the relations between the Institute and any of its foreign stakeholder.
- v. Which has the effect of airing his personal grievances:

Provided that, nothing in this sub-rule shall apply to any statement made or views expressed by an employee in his official capacity or in the due performance of the duties assigned to him.

7. Evidence before Committee or any other authority:-

- (1) Save as provided in sub-rule (3), no employee shall, except with the previous sanction of Institute, give evidence in connection with any enquiry conducted by any person, committee or authority.
- (2) No employee shall, while giving evidence, with the sanction of Institute, criticise the policy or any action, of the Institute or of Trust.
- (3) Nothing in this rule shall apply to evidence given by employee at any, --
 - (a) Enquiry before an authority appointed by Institute or by the Trust, or
 - b. Judicial enquiry, or
 - c. Department enquiry order by the Institute or Trust.

8. Public demonstrations in honour of an employee:-

No employee shall, except with the previous sanction of the Institute, receive any complimentary or valedictory address or accept any testimonial or attend any meeting or entertainment held in his honour, or in the honour of any other employee:

Provided that, nothing in this rule shall apply to –

(i) a farewell entertainment of a substantially private and informal character held in honour of an employee or any other institution on the occasion of his retirement or transfer or any person who has recently quit the service of any institution; or

(ii) the acceptance of simple and inexpensive entertainments arranged by public bodies or institution.

9. Prevention of sexual harassment of working woman,

- (1) No employee shall indulge in any Act of sexual harassment of any women at her work place.
- (2) Every employee, who is in charge of a work place shall take necessary steps to prevent sexual harassment to any women at such work place.

Explanation,-- For the purpose of this rule, "sexual harassment" includes such unwelcome sexually determined behaviour, whether directly or otherwise such as, --

- (a) Physical contact and advances;
- (b) A demand or request for sexual favours;
- (c) Sexually coloured remarks;
- (d) Showing pornography; or
- (e) Any other unwelcome physical, verbal or nonverbal conduct of a sexual nature.

10. Canvassing of non-official or other outside influences:

No employee shall bring or attempt to bring any political or other outside influence to bear upon any superior authority in relation to any matter pertaining to his service under the Institution.

11. Membership of or association with communal institutions, --

No employee shall by writing, speech or deed, or otherwise indulge in any activity which is likely to incite and create feelings of hatred or ill will between different communities in India or religious, racial, regional, communal or other grounds.

12. Prohibition against Dowry:

No employee shall

- (i) Give or take or abet the giving or taking of dowry, or
- (ii) Demand, directly or indirectly, from the parents or guardians of a bride or bridegroom, as the case may be, any dowry.

Explanation, -- For the purposes of this rule dowry has the same meaning as in the Dowry Prohibition Act, 1961 (28 of 1961)

13. Consumption of intoxicating drinks and drugs:

An employee shall –

- (a) Strictly abide by any law relating to intoxicating drinks or drugs in force in any area in which he may happen to be for the time being;
- (b) Not consume any intoxicating drink while on duty or not be under the influence of any intoxicating drinks or drugs during the course of his duty and shall also take due care that the performance of his duties at any time is not affected in any way by the influence of any such drink or drug.
- (c) Refrain from consuming any intoxicating drink or drug in a public place;
- (d) Not appear in a public place in a state of intoxication;
- (e) Not use any intoxicating drink or drug to excess.

Explanation, -- For the purposes of this rule, "Public place" means any place of premises (including conveyance) to which the public have, or are permitted to have access, whether on payment or otherwise.

14. An association which is not recognised by Institution / Trust, shall not be entitled to submit any representation or memorial or send any deputation in respect of any matter affecting employee or class of such servants.

15. Interpretation:

If any question arises relating to the interpretation of these rules, it shall be referred to the Institution, whose decision thereon shall be final.

16. Delegation of powers:

The Institution may, by general or special order direct that any power exercisable by it or any Head of a Department or office under these rules (except the powers under rule 31 and under this rule) shall subject to such conditions, if any as may be specified in the order, be exercisable also by such officer or authority as may be specified in the order.

Requirement of non teaching staff

(As per PCI norms)

S. No	Designation	Required Number	Required Qualification
1.	Laboratory Technician	1 for each department	D.Pharm.
2.	Laboratory Assistants/ Attenders	1 for each Lab. (minimum)	SSC
3.	Office Superintendent	1	Bachelor's Degree
4.	Accountant	1	Bachelor's Degree
5.	Store Keeper	1	D.Pharm./ Bachelor's Degree
6.	Computer Data Operator	1	
7.	Office Staff I	1	Bachelor's Degree
8.	Office Staff II	2	Bachelor's Degree
9.	Peon	2	SSC
10	Cleaning Personnel	Adequate	--
11	Gardner	Adequate	--

RULES FOR NON-TEACHING STAFF:

- ❖ Non-Teaching employee is appointed in the Scale/ lumpsum as agreed upon at the time of appointment. The appointment will be initially ADHOC/PROBATIONARY/ TEMPORARY as mentioned in the appointment letter. This will be confirmed at the end of period subject to satisfactory performance of the duties entrusted and reports from superior/s, Non-issue of letter from the management at the end of Adhoc/Probationary/ Temporary period, should not be taken as extension of Adhoc/ Probationary/ Temporary service and any employee doing so will be on their own risk and cost.

However, services can be terminated immediately if he/she breaks the general disciplines and acts in the manner which may spoil the academic & disciplinary atmosphere of the Institute.

- ❖ No employee will ordinarily be made permanent unless he has completed TWO YEARS OF SERVICE after getting approved by competent authorities.
- ❖ A person shall become permanent employee only when his appointment as Permanent Employee is approved by the College and an order is given to him in writing.
- ❖ Every employee shall retire on completion of 58 years of age, irrespective of period of service. Unless his period of service is extended for such period and on such terms as it considers proper. Extension shall be for two years or such lesser period as the management may decide.
- ❖ No increment can be claimed as of right. The increment will depend upon the quality of work and the conduct of the individual and various other factors as the management may consider appropriate in its sole discretion.
- ❖ The management shall take such action, as it deems fit in the case of permanent employee who in its opinion is found incapable of performing such work as he /she may be

reasonably expected to perform, or who is found doing anything that would be detrimental to the interest of the College or incompatible with due fulfilment of condition of contract or employment either express or implied. However, he/she shall be given opportunity of being heard before any action is taken.

- ❖ Service of permanent employee may be dispensed with by the College by giving Three (3) months' notice or Three months' pay in lieu of notice or proportionate pay for short notice. Conversely, in case, a permanent employee wants to leave the services of the College, he shall give three months' notice in writing to the authorities or lieu of such notice an amount equivalent to three months' pay or proportionate pay for short notice.

Service of Temporary Employee and those on adhoc basis may be dispensed with the college by giving One (1) month notice or One (1) months' pay in lieu of notice or proportionate pay for short notice.

In case of promotion, by virtue of seniority and/or by recommendation of Dept. Head, if there is insubordination or disobedience of instructions/ unsatisfactory report, management reserves the right to revert back to original position/ designation with relevant pay scale, before the promotion.

- ❖ As Non-Teaching staff shall during the period of his/her service, employee himself/ herself honestly and efficiently under the orders/instruction of the Institution under whom they may be placed and shall make themselves in all respects, generally useful to the Institute. They shall devote their whole time to the duties of the institute and shall not on their own account of otherwise directly or indirectly on or be concerned in any trade or business or undertake an active part in any public activity or employment whatever, without having first obtained the written permission of the college.
- ❖ In the case of insubordination, neglect of duty or misconduct it shall be open to management to dispenses with the services of an employee with notice.
- ❖ Employee is transferable within the institute in any department.
- ❖ Employee should not work in any other organization

DUTIES & Responsibilities OF THE NON TEACHING STAFF

{Ref. STANDARD CODE Rules hand book, 1984}

Office Superintendent (In the absence of Registrar)

1. The office Superintendent shall regulate the work and conduct of the staff in accordance with the Act, Statutes, Ordinances, Rules and Regulations. It shall be the duty of the Office Superintendent to assess and evaluate the performance of Non-Teaching employees and sections and take such measures as he/ She deems fit to regularise and to improve the working of the College.
2. The Office Superintendent shall have the power to issue warnings, reprimands, memos to the non-teaching employees subject to the approval of the Principal.
3. The Office Superintendent shall be the custodian of the records, the commons seal and such other property of the College as the Principal may commit to his charge.
4. The Office Superintendent shall keep the Minutes of all the meetings, and records of such meetings attended by him / her as ex-officio member- secretary.
5. The Office Superintendent shall co-ordinate the work in the college amongst the teaching and the non-teaching staff.
6. The Office Superintendent shall bring to the notice of the Principal any of the act of the staff or the students, if prejudicial to the college and/ or is not in the interest of the institution/ College.
7. The Office Superintendent shall maintain the enquiry service for students, staff and also for visitors to the college regarding courses, being conducted, examination and admission rules and such other allied matters of important nature.
8. The Office Superintendent shall sign letters issued from the College Office of routine nature.
9. The Office Superintendent shall watch over the work of college affiliation, staff recognition and follow procedure for appointments. He shall also watch Accounts, Audit, assessment work of Maintenance and other Grants and to keep the check on Accounts of the College.
10. The Office Superintendent shall look after the Examination work (College/ Board/ University) and shall ensure for the smooth conduct of the examination and prepare necessary work distribution chart in this connection.
11. The Office Superintendent shall be in-charge of the College office and shall be personally responsible for the smooth conduct and working, for the allotment of work to these subordinates who shall be directly responsible to him/her with the prior approval of Principal.
12. He/ She shall convene the regular meeting of the office staff and laboratory assistants and shall determine the time dimensions of each of the tasks assigned and supervise the overall working as per the prescribed norms, if any.
13. He/ She shall inspect attendance register of the non-teaching staff and take such action as he/ she may deem fit in case of habitual late comers or those who habitually remain absent, by issuing warnings in writing and recommending to the Principal to take the disciplinary action, in case, the same employee shows no improvement.
14. It shall be the duty of the Superintendent to maintain cordial public relations and to attend to the queries of the members of the public and students and supply information through Principal to Government, University, University Grants Commission, Managements and superior authorities as per requirements. It shall also be the duty to help the members of the public to solve their difficulties concerning office to entertain complaints, if any, against the staff subordinate to him, in the college.
15. He/ She shall carry out the duties and responsibilities in a just manner without any discrimination and motivate his staff to take their work seriously and willingly and shall pay personal attention to their welfare.

16. He/ She shall be responsible for the work of the highly confidential nature that may be undertaken by his section. He/ She shall be responsible for preserving of the documents, etc. concerning his section.
17. The Superintendent shall personally look into the court cases concerning the college and obtain orders from Principal whenever necessary.
The Superintendent shall mark and distribute the letters in the names of dealing Assistant or to Heads of Departments in the College. He shall exercise check and follow up letters received from the Government, University Grant Commission, University, Management etc.
- 18. He/ She shall draft notes and deal independently cases which are of routine nature. He shall also draft notes, essentially with reference to relevant rules, regulations, precedence and**
- 19. Implications etc. or special cases and submit to higher authority i.e. Principal and give interim replies.**
20. The Superintendent shall point out mistakes or mis-statements, if any, and draw attention wherever necessary to the Statutory or customary practice and point out rules where they are concerned.
21. The Superintendent shall scrutinise notes or cases submitted by the lower staff, put his own remarks or suggestions, if any and submit the same to the Principal.
22. The Office Superintendent shall exercise such other powers and perform such other duties as are prescribed or are required from time to time by the Principal of the College and Management of the Society.

Personal Assistant:

1. The Personal Assistant shall be responsible to the Principal.
2. He/ She shall be responsible for their personal correspondence, appointments, engagements etc., other than normal office duties.
3. He/ She shall perform the duties and responsibilities assigned to him by the Principal from time to time.
4. He/ She shall maintain programme sheets of Principal, prepare drafts of meeting and correspondence of routine nature. He shall organise plan and follow tour programme of Principal.
5. He/ She shall maintain the confidential and other files as per requirements and make suitable arrangement for the safe custody.
6. He/ She shall sort out the mail and despatch it promptly to the relevant section.
7. He/ She shall issue reminders etc. in respect of such cases, where the Principal has called for information/ date or has suggested or ordered immediate action in any of the cases. He / She shall maintain absolute confidentiality and integrity in respect of the work assigned to him/ her.
8. Any other work assigned from time to time by Principal.

Senior Clerk / Junior Clerk and Equivalent Cadres:

1. To enter the mail and letters and inter-departmental correspondence / files etc. letters, documents etc. addresses to Principal by name will be received by the officers themselves or through P.A's Stenographers / Secretaries.
2. To acknowledge letter received.
3. To submit dak to the Section Officer/ Assistant Section officer daily, despatch and watch every entry in the register bearing the initials of the recipients of the letter / documents etc.

4. To prepare list of letters issued during a fortnight to which replies have not been received and for which reminders are required to be sent.
5. To send relevant extracts or any part or a receipt, through Superintendent to the Section, branch concerned for remarks and / or necessary action.
6. To open and maintain service-book / new file(s) note book(s), do copying work/rubber stamping and to attend to all types of administrative / clerical work.
7. To maintain different registers, forms etc.
8. To keep a note-book to watch timely disposal of Urgent papers.
9. To collect the relevant material required for taking action on a receipt viz. file on the subject, if one already exists, other papers/ files, if any, refer to any receipt and any other relevant material etc.
10. To supply other relevant facts and figures and also papers pertaining to previous decisions of policy.
11. To prepare routine letters/ replies for approval where noting is not required issue reminders.
12. To maintain daily work sheet, and to submit weekly arrears report to the Section Officer and / or Assistant Section Officer.
13. To prepare monthly arrears report and submit it to the assistant Section Officer and / or Section officer for perusal and guidance / instructions.
14. Any other work assigned from time to time by Principal.

Clerk (Accounts) :-

1. To maintain various books of accounts such as ledger, salary registrar, income tax registers.
2. To ensure filling of vouchers and papers.
3. To prepare bills for payment.
4. To file various returns.
5. Any other work assigned from time to time by Principal.

Clerk (Examination) :-

1. Arrangement of blocks as per instructions given by Examination In-charge
2. Holding of stock of stationery required for examination and supplying the same day-to-day to Senior supervisor of the examination
3. Follow up of Question Paper and Evaluated Answer Sheets of examination
4. Follow up with the University for Results, Revaluation results & other correspondence with the University.
5. Timely submission of examinations forms submitted by students.
6. Maintenance of Register and Records of examination.
7. Making of Results and Mark sheets in co-ordination with Examination co-ordinator
8. To maintain confidentiality of all examination records
9. Any other duties assigned by Principal & Examination In-charge

Laboratory Technicians / Assistant:-

1. To assist students and teachers in conducting practical's and experiments.
2. To maintain dead stock register and register of consumable material and to undertake physical stock verification of laboratory materials.
3. To assist the Incharge of Laboratory in purchase and procurement of laboratory materials.

4. To supervise the work of Laboratory attendants working under him.
5. To assist the Incharge of laboratory in routine administrative matters and to ensure that the laboratory facilities are not misused by any person.
6. To report about breakage/losses in laboratory, to his superiors.
7. To report to In charge of Laboratory about misbehaviour inside the laboratory.
8. To ensure that all the cupboards, doors, windows and gates are properly closed by the Laboratory attendants.
9. To attend to such other duties as may be specially brought to his notice, with the approval of the head of the Department.
10. Any other work assigned from time to time by Principal.

Laboratory Attendants/Library Attendant:

1. To clean laboratory and to keep laboratory materials including apparatus and equipments in proper place.
2. To render physical assistance to Students, Teachers and other Laboratory Staff in movement of Laboratory equipment, instruments, chemical and other materials within and outside the laboratory.
3. To assist Laboratory Assistant and other Laboratory staff in physical stock verification of laboratory equipment, instruments, chemical and other materials.
4. To render Physical assistance to students and teachers in conducting practical's and experiments.
5. To report about loss of laboratory equipment and other materials to his superiors.
6. To open and to lock cupboards, doors, windows and a gate of laboratory.
7. To attend to delivery of letters connected with laboratory and its staff.
8. To attend to such other duties which are assigned to him by the laboratory staff, with the approval of In charge of the Laboratory.
9. Any other work assigned from time to time by Principal.

Peons/Peons-cum-Hamal:

Persons shall-

1. To open windows etc. in morning and switch on fans and lights and closing to close the same, when not required.
2. Do dusting of Office furniture, machines, files, table equipment, switch on light and fans and switch them off when not required remove and replace covers of machines, filling up inkpots.
3. Do the work of opening, pasting and sorting and arranging papers and circulars in accordance with Instructions of the Seniors, and also do the work of sticking agenda and minutes of meeting according to instructions.
4. Do the work of affixing stamps, sticking and sealing envelopes or wrappers, packing up of parcels.
5. Carry messages, papers, registers, files, circulars, bags, portable size etc., from one place to another inside and outside as the case may be.
6. Carry out any other work of similar nature which the Officer incharge/ Principal / Office Superintendent, may instruct.
7. Serve drinking water to employees and to visitors, when required.

8. Dispatch letters including letters by hand delivery (all peons getting bank duty allowances shall take cash / cheques etc. to banks, as per instructions.)
9. Any other work as may be assigned to him by the concerned officer / Principal from time to time.
10. Peon-cum-Hamal shall also have to attend to the duties assigned to Hamals.

Hamals/Hamal-cum-peons:

Sweeping, cleaning rooms and furniture's and electrical fittings like fans and lights and shifting records, binding in bundles, furniture etc. as per needs.

Any other work as may be assigned to him by the concerned officer from time to time.

Hamal-cum-Peon shall also have to attend to the duties assigned to peon.

Sweepers:

Sweeping and cleaning the Lavatories, Latrines, floors in the building and College premises and any other office work related to cleaning as assigned by the Officer.

Any other work as may be assigned to him by the concerned officer from time to time.

Assistant Librarian:

The Assistant Librarian is responsible for all the matters connected with the library.

Job Description:

- Responsible for the development, modernization. upkeep and management of the college library.
- Custodian of all books, periodicals, manuscripts, journals and library equipments and ensure that these are maintained properly and not lost.
- Take periodic verification of the stock.
- Cataloguing and classification of books and Periodicals.
- Process the purchase of library books by making comparative statements
- Supervise over the maintenance of Photocopy machine and maintain records of the same.
- Any other work assigned by the Library In charge teacher and Principal

Library Assistant:

The Library Assistants are responsible to Assistant Librarian and the Librarian.

- Issue and receiving of books.
- Restoring the books and periodicals.
- Any other work assigned from time to time by Principal.

Leave Policy of IIP Sadavali

***** Only pre-sanctioned leaves and vacations will be considered.**

1. Casual Leave (C.L.):

Teaching Staff:-

- Total 15 Casual Leave (C.L.) per year, with the prior permission of the Principal for the teaching staff and librarian.

Non-Teaching Staff:-

- Total 12 Casual Leave (C.L.) per year, with the prior permission of the Principal for the Non-teaching staff.

Everyone has to verify their balance leaves from the office before applying for any kind of leave.

2. Duty Leave (D.L.):

- Duty Leave (D.L.) will be sanctioned only for any kind of official work & University of Mumbai Examination duties allotted such as Evaluation, Practical Exam, Vigilance squad, paper setting, etc. after verifying the appointment letter/ attendance certificate.

3. Medical Leave (M.L.):

- Total 10 Medical Leave (ML) per year will be allowed only after completion of 1 year of service in the Institute.
- M. L. can be carried forward to the next academic year w.e.f. 1st July 2013.
- M. L. can be availed only for medical emergencies or in the case of hospitalization, do not treat M.L as compensatory or C.L.

5. Special Causal Leave (S.C.L.):

- Total 12 Special Casual Leaves (S.C.L.) per year can be availed after a service period of 1 year in the Institute. S.C.L. will be sanctioned after verifying the concerned document.
- S.C.L. will be sanctioned for those pursuing a Ph.D., attending the seminar, workshop, conference, QIP and other professional programs, only after submission of relevant documents.

6. Vacation:

Teaching Staff:

- 70 days per year (completed of 1 year of service in IIP)
- 35 days per year (completed of 2 semesters but not 1 year of service in IIP)
- 10 days per year (completing less than 6 months of service in IIP)

Non-Teaching Staff:

- 30 days per year (completed 1 year of service in IIP)
- 15 days per year (completed 2 semesters but not 1 year of service in IIP)
- 5 days per year (completing less than 6 months of service in IIP)
- 15 days per year (for Attender /Peon/Night watchman)

Note: Management has the discretion to reduce the vacation period in case of emergencies of college developmental activities or any inspection, like NAAC, NBA, UOM, PCI, AICTE, MSBTE, etc.

7. Maternity leave:

- Maternity Leave with full pay may be granted to a woman teacher for a period not exceeding 90 days, to be availed of twice in the entire service for only University approved/married teaching lady staff.

8. Marriage Leave:

- Marriage leave may be granted for a period of not exceeding 10 days for one's own marriage for those staff who are completing minimum one year of service in our institute.

9. General rules and regulations:

- No, carry forward of lapses of previous year CL, SCL, C.Off, & Vacation period.
- After proper adjustment of workload (teaching & other duties), 3 continuous C.L. will be sanctioned if needed. The leave application, in the case of teaching staff, has to be forwarded through the concerned HOD & Academic In-charge before submitting to the office and during the examination period, it should also be signed by the concerned exam in charge also. In the case of non-teaching staff, it must be forwarded through an office in charge before submitting to the office.
- Compensatory off (C.Off) will be sanctioned in case of essential work allotted by the college/ Principal with prior approval for the consideration of C. Off. (Teaching staff & Librarian should utilize their applicable C.off. within a month, failing which it will be lapsed. In case of Non- teaching staff within a week.)
- It is compulsory to be present on the last working day before the vacation or the first working day after the Vacation. Vacation leave for teaching staff & technicians can be availed during the preparatory leave only.
- Not more than 3 CL / C.Off can be availed at a time to avoid academic hindrance.
- After "2 Late-coming/ mark" in a month, ½(half) CL will be deducted.
- Maximum time limit for signing in late muster is 1 hour. (i.e. up to 10.30 A.M.)
- All kinds of leave except vacation must be verified by the In-charge office clerk for attendance.
- Gate Pass is compulsory for Personal, Official work, or half-day leave. After returning from Personal or Official work, a Signature is mandatory on the Gate Pass register.
- The Gate Pass issued for personal work will not be of more than 2.00 working hrs.
- Gate pass can be merged with lunch break i.e. From 12 noon to 2.30 pm.
- One can avail either late mark or personal gate pass in a single day availing more than 1 (one) benefit in a single day will be treated as ½(half) Casual Leave.
- More than 2 Gate Pass entries per month will invite cancellation of ½(half) Casual Leave from Leave Account.
- Overwriting on the late mark without the Principal's permission, will be treated as LWP. Please note that LWP is a bad remark in one's career.

College Timing:

1. Teaching staff	: 09.30 A.M. to 05.30 P.M.
2. Administrative staff	: 09.30 A.M. to 05.30 P.M.
3. Lab technicians	: 09.30 A.M. to 05.30 P.M.
4. Peons	: 09.15 A.M. to 05.45 P.M.

Note: Signing in the Muster & Biometric thumb punching is compulsory two times a day. The academic year is considered for counting all kinds of leaves. (i.e. 1st July to 30th June)

POLICY ON PREVENTION OF SEXUAL HARRASMENT AT WORKPLACE:

	Policy Title:	Anti sexual harassment Policy
1.	Policy Number and Functional Area	IIP/ YYYY/00 Administrative
2.	Brief Description of the Policy:	To give platform for women employee and students for redressal of their complaints regarding sexual harassment at work place. This committee is formed as per the guidelines of Maharashtra State Commission of Women (MSCW) and as per the requirement by University of Mumbai.
3.	Drafting	Principal, Internal complaint Committee
4.	Policy Applies to:	Administration and Academics
5.	Effective from the Date:	1 st June 2022
6.	Approved by:	College Development Committee, Governing Body
7.	Responsible Authority	Principal and senior member of Professor level in in the Committee
8.	Superseding Authority	PSPS Management
9.	Last Reviewed/ Updated:	NA
10.	Main Objectives of the policy	To ensure zero tolerance on campus for gender based violence and harassment with a view to eliminate cultures of impunity.
11.	References for the policy	Sexual Harassment and Punishment for sexual harassment (Prevention, Prohibition and Redressal act), 2013

I. Introduction:

Ant sexual harassment Policy deals with issues of gender-based violence, sexual harassment of women at workplace and gender sensitization programs. It supports zero tolerance on campus for gender-based violence and harassment with a view to eliminating cultures of impunity. It provides management advice, supervision and oversight as well as information material from time to time.

II. Policy Statement:

To ensure a gender-neutral working/learning environment.

III. Definitions:

The Supreme Court defined sexual harassment as any unwelcome gesture, behavior, words or advances that are sexual in nature.

IV. Procedures:

Measures to prevent an offense under Sexual Harassment under Prevention, Prohibition and Redressal act, 2013

1. Constitution of Committee
2. Orientation program to increase awareness
3. Gender sensitisation workshop
4. Names and contact details of members of Internal Complaint Committee are displayed in the prominent places in the college campus

Redressal and Inquiry Procedure

1. Written complaint to be filed within three months from the date of incidence or within 3 months from the date of last incidence in case of series of incident.
2. The time limit can be extended for not over months for which reasons have to be stated in writing by ICC.
3. Inquiry to be completed within 90 days from the date of written complaint.
4. Inquiry report has to be issued within 10 days of completion of the inquiry to both parties and executive authority.
5. Executive authority to act on the ICC recommendation within 30 days of receipt of report, unless an appeal is filed.
6. An appeal against the ICC's recommendation to be filled within 30 days from date of such recommendation by aggrieved person before executive authority.

Punishment

1. A man committing any of the following acts:- i) Physical Contact and advances involving unwelcome and explicit sexual overtures; or ii) A demand or request for sexual favours; or iii) Showing pornography against the will of a woman; or iv) Making sexually coloured remarks;

Shall be guilty of the offence of sexual harassment.

2. Any man who commits the offence specified in clause (i) or clause (ii) or clause (iii) of sub-section (1) shall be punished with Rigorous imprisonment for a term which may extend to three years, or with fine, or with both.
3. Any man who commits the offence specified in clause (IV) of sub-section (1) shall be punished with imprisonment of either description for a term which may extend to one year, or with fine, or with both.

Research policy

Rapid growth in scientific knowledge is an indication of quest for discovery and has an impact on economic and social development. Science, technology and innovation is often initiated at the undergraduate levels and it should be nurtured. Research and developmental activities creates and disseminates new knowledge in range of fields, promotes innovation and these will motivate better learning and teaching among faculties and students. Research is the foundation of knowledge that brings new energy, builds state of the art facilities, promotes research publications, develops collaborations and becomes part of active community that shares the mission objectives. Taking these into considerations, Indira Institute of Pharmacy Research Policy has been framed.

PURPOSE:

The purpose of the Research Policy is to create a vibrant environment /culture of research among staff faculty and students of Indira Institute of Pharmacy. The policy shall serve as an overall framework within which research activities may be carried out.

SCOPE:

It is applicable to all faculty and students of Indira Institute of Pharmacy:

OBJECTIVES:

- To create an enabling environment within the Institute in order to foster a research culture as well as provide required support through research framework and guidelines.
- To ensure high level of efficient and effective support system to facilitate faculty and Researchers in their research activities,
- Ensure publications in quality journals, indexed in Scopus/Web of Science and/or with impact factor,
- To nurture an environment of undertaking socially useful research with potential for commercialization.
- Industry collaborations and partnerships at national level.

CUSTODIAN OF POLICY:

The implementation and updating of Research Policy shall be carried out by member secretary, Research and Consultancy Committee, Indira Institute of Pharmacy. The Research Policy shall have a Research and Consultancy Committee to function under Principal, Indira Institute of Pharmacy and advice in matter related to research within Indira Institute of Pharmacy.

POLICY AND GUIDELINES:

1. Undertaking Research:

Faculty members and students of Indira Institute of Pharmacy are expected to undertake research, leading to quality publications, presentations in National/International conferences of repute, generation of intellectual property, with Potential for commercialization, socially useful outcome and other similar research activity.

2. Obligation of faculty:

Research output will be considered as one of the Criteria for faculty recruitment and promotion along with other academic responsibilities.

3. Recruitment and Promotion

The Indira Institute of Pharmacy shall recruit such faculty members who have demonstrable/demonstrated capability in research. Faculty promotion may significantly depend on research undertaken and the quality of research output, especially research publications.

4. Research Management :

Overall management of research activities may be coordinated by member secretary, Research and Consultancy Committee, Indira Institute of Pharmacy under direct supervision of -Principal, Research and Consultancy Committee shall be responsible for overall functioning of research activities within the institute. Each department research activities will be coordinated by HOD of the concerned department.

5. Academic Dishonesty and Disciplinary Committee:

It is expected that each member involved in research either faculty or students will adhere to highest ethical standards of conduct such as data integrity, adhering to ethical guidelines, given from time to time for carrying out research. Each faculty member and student researcher shall follow academic honesty in his/her research work. Faculty and students shall be careful not to fall prey to academic dishonesty. A disciplinary committee, on instruction of Principal, shall be formed in order to carry out inquiry when academic dishonesty is reported against any individual/group. Suitable disciplinary action may be initiated, if found guilty, against such individual/group.

6. Resource for research support :

The Indira Institute of Pharmacy provides intramural funding through seed money based on the quality and impact of research. Institute will extend facility by supporting publication charges, where manuscripts are communicated to quality journals. Such requests will be scrutinized through a committee appointed by Principal. Member secretary, Research and Consultancy Committee will facilitate awareness regarding potential funding. The Institute may also provide additional manpower in departments with higher research intensity and research output, depending on specific justifiable requirements while adhering to regulations of statutory agencies. Indira Institute of Pharmacy will fund Rs.3 lakhs per year for carrying out research. To avail this facility, faculty should submit their proposal in the prescribed format (Objectives, methodology, budget estimates and duration of project) to the Research and Consultancy Committee.

7. Student Research

To enhance quality research output, student mentorship shall be facilitated to encourage

Under graduate students to pursue research activities leading to tangible output.

QUALITY OF PUBLICATIONS:

The research carried out in institute should be of good quality adhering to highest standards of ethics. Institute of Pharmacy encourages publications in journals indexed in Scopus/Web of Science. Research and Consultancy Committee may revise such policy as deemed necessary from time to time in future.

INTELLECTUAL PROPERTY AND COMMERCIALIZATIONS:

Any research output, which has Commercial value, will be encouraged for patent filing. The researcher needs to justify the importance of commercialization and should take prior permission before applying for patent.

PERIODIC REVIEW OF RESEARCH OUTPUT:

Periodic review of research output shall be carried out by institution/department and provide such information to Research and Consultancy Committee, periodically (once in an academic year) for assessment and required corrective actions if any.

GUIDELINES OF RESEARCH POLICY

1. Indira Institute of Pharmacy encourages each and every teaching staff and student to undertake various research activities.
2. Indira Institute of Pharmacy will fund for research activities to the tune of Rs. 3 lac per year.
3. The research committee allot Rs. 6000/- per faculty to carry out research project for allotted fourth year students. The respective faculty needs to submit their research proposal in beginning of an academic year and completion report along with bills pertaining to purchase of chemicals, use of analytical service at the end of academic year. Any unutilized fund will transfer to other faculty based on decision of chair at the research committee meeting.
4. The institute promotes faculty members to carry out in house research project. The Rs. 10000/- has been allotted per department to carry out in house research project. It is responsibility of faculty members to submit and present proposal in research committee meeting in beginning of an academic year. The allotment of fund to each proposal is sole decision of committee. At the end of academic year, the faculty must submit completion report along with bills pertaining to purchase of chemicals, use of analytical service at the end of academic year. Any unutilized fund will transfer to other department based on decision of chair at the research committee meeting.
5. Every teaching faculty will be paid registration fee for attending conference/seminar/workshop/FDP/QIP twice in an academic year.
6. The research committee sanctions a total budget of Rs. 30,000/- per academic year towards attending conference/seminar/workshop/FDP/QIP. Each staff is entitled to avail a maximum of Rs 5000/- towards registration twice in an academic year.
7. The research committee also sanctions TA for the faculty those who have received prize in conference/seminar once in an academic year.
8. Teaching staff will be paid partial travel grant and registration fee for attending the conference

e/seminar/workshop at abroad once in academic year, subject to maximum budget 50,000.00 for two staff.

9. Indira Institute of Pharmacy will fund for research related activities to the tune of Rs. 3 lac per year in total.
10. The expertise of each department need to be displayed on institute website.

Amendment No.1: Provision for Consultancy and Services

11. The faculty involved in any consultancy & services must take prior permission from the research committee of the institute.
12. The agreement mentioning the nature of the job to be undertaken, the duration of the work and the charges need to be duly signed by consultant and consultant with prior approval of the head of the institute.
13. The consultant is not allowed to take up any form of outside work-related consultancy not covered by an agreement involving the institute.
14. The faculty involved in non-work related consultancy must not use the institute name to endorse this activity without prior written approval from the research committee.
15. The research committee reserves the right of disbursement of the revenue generated through consultancy & services among the institute and consultant.
16. The documentation of the consultancy & services must be recorded and submitted to the research committee at the completion.
17. The consultant needs to ensure that the undertaken job must not hamper his/her academic responsibilities.

Amendment No.2: Provision for budgetary allocation to Final Year Projects.

18. In budget of 3 Lakh allocated for Research related activities, amount 1 Lakh is specially allocated for the final year research project.

Amendment No.3: Publication in Reputed Scientific Journals and Book Authorship

19. The publication of a research article by the teachers in the journal of good repute will be rewarded in the form of cash incentives. The budget allotted for incentive is Rs. 70000/- per academic year. The criteria for awarding cash incentives are as follows:

20. **The publication in Scopus indexed journal with Thompson Reuter impact factor :**

Impact factor more than 5: **Rs. 10,000/-**

Impact factor 2 -5: **Rs. 5,000/-**

Impact factor below 2: **Rs. 3,000/-**

Note: The cash award may be shared amongst the authors if it is more than one.

21. **The publication in UGC and UGC care listed Journal with any Thompson Reuter impact factor:**

Rs. 2,000 /-

Note: The cash award may be shared amongst the authors if it is more than one.

22. **The publication of a book or chapter in a book with ISBN**

N

International publisher: **Rs. 10,000/-**

National Publisher: **Rs. 5,000/-**

Note: The cash award may be shared amongst the authors if it is more than one.

- 23.** The cash award Rs. 10,000/- will be provided to the staff who will grant the design patent as main inventor. The faculty of IIP worked as subsequent inventor position of granted design patent will award with cash of Rs. 5,000/-.
- 24.** The cash award Rs. 15,000/- will be provided to the staff who will grant the utility patent as main inventor. The faculty of IIP worked as subsequent inventor position of granted utility patent will award with cash of Rs. 10,000/-.

GRIEVANCE REDRESSAL POLICY

FOR STAFF:

	Policy Title: Policy document for Staff Grievance Redressal	
1.	Administrative Policy Number (APN): (Suggested By IQAC)	Functional Area: Administrative Policy
2.	Brief Description of the Policy:	To give platform to the faculty for putting up their grievances which make them feel safe and secure at the working place.
3.	Drafting	Principal, IQAC
4.	Policy Applies to:	Teaching, Non-Teaching Staff and administrative staff
5.	Effective from the Date:	
6.	Approved by:	Management
7.	Responsible Authority	Principal
8.	Superseding Authority	Management
9.	Last Reviewed/ Updated:	
10.	Reason for the policy	To investigate the cause of grievances. To ensure effectual solution depending upon the gravity of the grievance.
11.	References for the policy	University/ HRDC/ etc

I. Introduction:

In order to address individual as well as collective grievances of the staff of the institute, a grievance redressal mechanism has been devised. The **function** of the **cell** is to look into the **complaints** lodged by any employee, and investigate the cause of the grievance. This policy will ensure the availability of platform for all the faculties, teaching, non-teaching and administrative staff to put up their grievance and make them feel safe at the working place.

II. Policy Statement:

This Policy is intended to provide a fair, internal process for resolving disputes that arise between faculty, Non- teaching staff or academic staff members and administrators. The formal procedures described in this Policy are intended to be used only when matters cannot be resolved informally. A faculty or staff member who feels aggrieved should first seek an informal resolution at the Institute, level before filing a formal grievance under this Policy.

III. Definitions:

1. Grievance: A written complaint filed by a faculty or staff member alleging a violation of college, department, policy or established practice.

2. Faculty member: A person with a paid college appointment at the rank of professor, associate professor, assistant professor, or instructor, including those with fixed-term and visiting status.
3. Staff: A full time non-teaching employee of the college including, library, office, examination office, laboratory staff and other administrative staff
4. Policy: A written statement of principles and procedures that govern the actions of faculty, staff, and administrators, including written rules, bylaws, procedures, or standards.
5. Practice: Actions taken by the administrator within an administrative or academic unit based on customs or standards in that unit that are usually unwritten but of longstanding duration, and for whose existence the grievant can offer evidence.
6. Violation: A breach, misinterpretation, or misapplication of existing policy or established practice.
7. Grievant: The person who submits a grievance for resolution through a grievance procedure.
8. Party to the Grievance: The person/persons against whom the grievance is raised.

IV Measures to address the Grievances

1. Letter: Hardcopy of grievance to the head of the institute or grievance redressal committee
2. Email: Through email to head of the institute or grievance redressal committee

V. Duties of the grievance redressal Committee

1. The grievances committee shall deal with the grievances of teachers, and other employees
2. The aggrieved person (teacher and other employee) college may lodge his grievance with the principal, who shall put it before the college / institution level grievance redressal committee at the earliest.
3. The grievance redressal committee shall hear and settle grievances, as far as may be practical, within **15 days** after the grievance is lodged with the committee.
4. If the grievance is settled at the college level committee, the college shall take action as per the terms of settlement and report the case to the PSPS office for information.
5. If the college level committee is unable to settle a grievance, lodged by teachers /other employees, the committee shall direct the aggrieved person to lodge his / her grievance with the PSPS.

VI. Composition of Grievance redressal committee

Sr. No.	Role In committee	Constitution
1	Chairman	Principal
2	Member Secretary	Faculty Representative
3	Member	Administrative staff representative
4	Member	Administrative staff representative
5	Member	Non-Teaching Staff representative
6	Member	Non-Teaching Staff representative

VII. Tenure of the Committee

Tenure of the appointed committee will not be more than 3 years

VIII. Confidentiality of Proceedings

Meetings of the committee when it is reviewing report or discussing any individual employee are closed to the public; only persons asked to attend by the Chair of the committee may do so. Information obtained by the committee and reports prepared by the committee are confidential. However, parties directly involved in the grievance have access to all documents related to the grievance.

IX. Procedures for Hearings

1. Impartiality is essential on the part of the members of the committee. While parties may be present at meetings, the grievance procedure is primarily intended to facilitate resolution of the grievance.
2. Thus, the committee usually hears one witness at a time with no other witness present except a party to the grievance who chooses to be present. A party to the grievance will be offered an opportunity to be heard by the committee. A party may be accompanied by a person of his or her choice, if reasonable notice is given to the committee. Other persons with relevant information may be called to appear before the committee, and any person directly involved in the grievance and any member of the committee may suggest other persons who should appear.
3. The Chairman is responsible for deciding who will be asked to appear and for scheduling hearings, which may involve multiple sessions.
4. The Chairman determines the conduct of all investigations, discussion, mediations, and hearings unless these procedures specify how they must be conducted.
5. At any point in the grievance procedure, including the hearing phase, further negotiations can be held. The grievant has the option of withdrawing his or her grievance at any time or stating that it has been satisfactorily resolved. Such action terminates the responsibilities of the committee. No formal report, except a statement that the matter was resolved or withdrawn, should be submitted by the committee.
6. At the Conclusion of the hearing phase on a grievance that has not been resolved or withdrawn, the committee writes a report, including its recommendations for resolution of the matter. The report is based on information from the hearings and on other information made available to all parties directly involved in the grievance.

A meeting of the Committee is then held to act upon the report and recommendations. Copies of the committee's report and recommendations, if they are accepted by the full Committee, or, if not, the Committee's report and recommendations, should be sent to the grievant, the parties "directly involved" in the grievance, and if the report recommends any action, to the administrative superior most directly empowered to adjust the grievance and who is not "directly involved." Recommendation of the committee will be given to the management for the further action and final decision-making authority will be management.

In a situation where no settlement is arrived at or the grievance is not resolved then the principal should forward the same to registrar of University of Mumbai along with the entire record of the proceedings and the documents therein (to be annexed along with the report) the complainant may also send the papers in advance as advance copy. **(Ref: University Circular No. CONCOL/33/2015)**

X. Grievances Against the Grievance Committee

The fact that the grievance may be against some member of the Committee itself, a panel of the Committee, in such case that particular member of the committee will be temporarily replaced by another experienced member. This replacement will only be applicable for the particular grievance.

XI. Modifications of Procedures

The procedures contained in this document may be reviewed on a case-by-case basis with due regard to all parties provided such modifications do not prejudice the rights of those involved and are made to effectuate justice.

XII. Grievance Redressal committee Records

1. All testimony at hearings is recorded in the form of Minutes of Meeting (MOM).
2. Copies of MOM will be supplied to the grievant and members (If requested).
3. When a grievance is concluded, the complete grievance file including the initial grievance, all supporting documentation, findings and recommendations, and MOM of any hearings will be securely achieved at the college site.
4. The college will also maintain a database of grievances which will include a brief statement of the initial grievance and the findings and recommendation so that patterns and types of grievances may be observed over time.

XIII. FAQs

1. How to Apply for the Grievance?
2. Whether the confidentiality of the grievance proceedings will be maintained?
3. What if my grievance is against committee member? Can I still put up my grievance?
4. I am Non-teaching staff can I put up my grievance?
5. I am visiting faculty, can I put up my grievance?
6. Whether my grievance will be addressed?

FOR STUDENTS:

	Policy Title:	College Grievance Redressal Cell (CGRC)
1.	Brief Description of the Policy:	To redress the grievances of students by sorting out the problems promptly and judiciously that will result in pleasant and good
4.	Policy Applies to:	Students
5.	Effective from the Date:	1 st July 2022
6.	Approved by	Principal
10.	Main Objectives of the policy	To effectively resolve the Grievance of the Students
11.	References for the policy	University of Mumbai circular number DSD/05 of 2019

Following are the Members of IIP, Sadavali Grievance Redressal Cell:

Sr. No.	Name of the member	Designation	Designation in Committee
1.	Dr. Amol B. Khade	I/c Principal	Chairman
2.	Mr. Girish R. Ganoo	Advocate	Member
3.	Mr. Vivek S. Kulkarni	Asst. Professor	Member
4.	Mr. Sumit M. Kharat	Asst. Professor	Member
5.	Ms. Bhagyashree P. Dongare	Lecturer	Member
6.	Mr. Mayuresh S. Bhopalkar	Office In-charge	Member
7.	Mr. Akash G. Pawar	Student Representative	Member
8.	Mr. Vishal A. Tandale	Student Representative	Member
9.	Mr. Nandkishor V. Nakharekar	Lecturer	Member Secretary

The student shall register his/her complaint under the link of [e-Grievance Portal Prabhodhan Shikshan Prasarak Sanshta's Indira Institute of Pharmacy, Sadavali \(vmedulife.com\)](#) on the web site of our institute.

A. Role and Functions of CGRC

The CGRC shall exercise the following role and perform the following functions,

- a. To receive the applications of the students from the portal available on the website of College / Institute and process them further.
- b. To attend all applications relating to the grievances of the students.
- c. To entertain and consider the grievances of the students. It may hear the students in person by giving opportunities of hearing.
- d. To hear all the concerned parties and settle grievances as early as possible.
- e. To counsel the students whenever necessary to resolve their grievances.
- f. To give advice to the students through correspondence.
- g. The CGRC shall not discuss with any sub-judice grievances.
- h. It shall make efforts to settle the disputes amicably.
- i. To prepare and submit the recommendations relating to the redressal of grievances to the concerned.
- j. To consider and submit recommendations and suggestion in respect of reforms in the working of various sections/units/departments/cells of the College/Institution relating to the redressal of grievances of students.
- k. To prepare Minutes and Action Taken Report of the meeting of CGRC and submit it to the Director, Students' Development, University of Mumbai.
- l. To prepare Annual Report regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai.

B. Meetings of CGRC

- a. The CGRC shall meet regularly as per the exigency in order to redress the grievances registered on portal within 15 days of its receiving. If there are no grievances, the CGRC shall meet once in every semester.
- b. The Member Secretary may directed by the Chairperson to convene a meeting of the CGRC at the place, date and time to be fixed in consultation with him/her.
- c. Every meeting of the CGRC shall be numbered serially.
- d. The Notice of the meeting shall be issued by the Member Secretary well in advance, in consultation with the Chairperson and shall communicate to all members with its Agenda and necessary documents prior to the meeting through an email.
- e. However, any non-receipt of notice by the members shall not invalidate the proceedings of the meeting.
- f. In case of a meeting being called urgently the Notice and Agenda with necessary documents may be distributed to the members during the meeting. The procedure of any such meeting shall be such as the CGRC may determine.
- g. In case the grievance is against any of the members of the CGRC, the concerned member shall abstain himself from the proceeding on such issue. However, the concerned student shall have choice to approach the (University Grievance Redressal Cell (UGRC) for the Redressal of his/her grievance.

C. Registration of Grievances on the Portal

- a. Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of his/her College/Institution.
- b. The student shall fill all the information required for registration and upload

the supporting documents.

- c. The grievances with insufficient/incomplete information shall not be entertained by CGRC.

D. Non-Entertainment of Application

- a. No applications for redressal of grievances shall be entertained, if the CGRC is satisfied that-
 - The applicant has knowingly made false statement or furnished false information as regards to place of residence, educational qualifications, etc.
 - In an application, there is no prima facie case for considering it.
 - The Application is frivolous or fictitious.
 - The matter is sub-judice in any court of law.
 - If there is gross delay.
 - Having regard to all the circumstances of the case, it is otherwise not reasonable to consider the application.
- b. In case of any false or frivolous complaint, the CGRC may recommend appropriate action against the complainant student.

E. Action Taken Report

- a. After the confirmation of the minutes, the Member Secretary shall report to the CGRC the Action Taken Report on the resolutions or decisions or directions given in the previous meetings of the CGRC.
- b. The Member Secretary shall submit Action Taken Report on the meeting of CGRC to Director, Students' Development, University of Mumbai by an email on cgrc@mu.ac.in

F. Nature of Applications to be Entertained by the CGRC

The grievances or common grievances of students related to College / Institution only shall be considered by the CGRC.

G. Registration of Grievances on the Portal

- a. Any student desiring redressal of his grievance/s may register his/her grievance/s online on the portal available on website of his/her College/Institution.
- b. The student shall fill all the information required for registration and upload the supporting documents.
- c. The grievances with insufficient/incomplete information shall not be entertained by CGRC.

H. Annual Report

The Member Secretary shall prepare Annual Report as per the format given below regarding working of the CGRC and submit it to the Director, Students' Development, University of Mumbai by an email on cgrc@mu.ac.in

I. Feedback Mechanism:

Institute has implemented a well-structured feedback mechanism whereby we collect feedback from students, parents, faculty, employer, and alumni. This helps the institute to improve its performance and strengthen the quality of education. The Institute provides the necessary arrangements for feedback responses from all the stakeholders. The aim of stakeholder feedback is to get useful insights for the purpose of improvement in all aspects of teaching, learning and assessment.

Feedback from Students:

Twice every semester, the students evaluate the teachers handling their respective courses covering various aspects of student-teacher interaction through a computerized structured format. Absolute privacy and confidentiality are maintained to avoid the individual student assessor's identity. After the evaluation process is

completed, if any faculty member is found to be deficient, he/she is counselled, advised and trained/ guided to improve/ overcome the issues raised. The institutional administration will take necessary steps to encourage and reward teachers with excellent performance through appreciation letters, additional increments and promotion through CAS.

Feedback from Parents:

Parents form an important part of stakeholders. A 'PTA' meeting is organized twice in every year to discuss the issues related to various aspects. The data collected from the parents are analyzed and the necessary rectifications are done.

Feedback from Alumni:

The institution believes that the contribution of alumni is essential, particularly in the development of academic-related activities. Our college maintains a strong and healthy association with the alumnus. Alumni feedback is collected during the Alumni meetings and when alumni visit the institute.

Feedback from Faculty:

Institute obtains feedback on the curriculum from teachers twice in a year after semester changes. Faculty Feedback is aimed to measure the level of content of course, timely coverage, Sufficient reference material and books are available, pedagogical approaches. The data collected is thoroughly analyzed and the necessary steps are taken. The respondents are asked to give comments on a few selected questions. These suggestions have been analyzed and the necessary steps are taken.

Feedback from Employer:

The employer's feedback is sought about the course, performance, communication skill, technical skills, professional attitudes, ethics follows, independent thinking and problem-solving ability of our graduate.




Principal
Indra Institute of Pharmacy
Sadavali (Devrukh)