



Shri Balaji Shikshan Prasarak Mandal's

B. Pharmacy College, Ambajogai

■ Modi learning Centre, Ambajogai, Beed, Maharashtra ■



Institutional Policy Document

1. GOVERNING POLICY

Functions & Responsibilities of the Governing Body:

The Governing Body works towards ensuring that all stakeholders, including students, faculty, Employee and management are confident and have faith in the institution. It also ensures that all those assigned authority for various nodal functions, both within and outside institutions, carry these out effectively. Some key functions:

Adopt rules and procedures for good governance of the institutions.

To appoint the Principal the teaching and non-teaching Employee on the recommendations of the selection committees constituted under the relevant regulations of the University.

To monitor and review the academic progress of the institute periodically

To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.

2. RECRUITMENT POLICY AND SERVICE RULES

Employee Appointment

Recruitment process take place for different of positions within the institute from candidates that meet the necessary requirements in terms of knowledge, aptitude, experience, and skill as specified by the competent authority. In general, the institute follows with the specifications, salary ranges, and other guidelines provided by the University, the Pharmacy Council of India and Government of Maharashtra Resolutions, from time to time in this regard.

Recruitment & Selection Process

Advertisement

Any vacancies that need to be filled is advertised in reputable newspapers and on the websites of the institute, and recruiting is done in accordance with the regulations of the affiliated university.

Interviews and recommendations for selection given to qualified candidates by the Selection Committee, which is constituted by the Management/Affiliating University.

Candidates selected in accordance with the Selection Committee's report and appointed by the Competent Authority in a salary scale relevant position.

After receiving an appointment letter, the candidate must join duties in specified period

Probation and Confirmation

An employee shall subject to the procedure prescribed for selection and appointment, be appointed on probation for a period of 24 months from the date on which he/she joins duties and after the satisfactory completion of the probation period he/she may be confirmed and informed accordingly or his/her services shall be terminated provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's pay is paid to him/her in lieu of the notice period.

Working Days

Every employee must stick to the duty hours that are essential to their specific category inside the Institute and as may be updated periodically.

Teaching Staff: 6-day week (Mon.-Sat.)

Non-teaching (Technical & Office) Staff: 6 day week (Mon.-Sat.)

The management/principal may alter the above-mentioned working days at any time by sending out a notice and without paying any extra remuneration.

Attendance

Recording of Attendance

Every employee is expected to sign the attendance muster or, if suitable, the ERP biometric in order to document their daily attendance (both "IN" and "OUT" times).

Late reporting for duties

Every employee has a duty to be present at work promptly for the commencement of their given work. Any employee reporting late for duties more than 3 occasions in a month will lose One day's casual leave. Frequently being late for work will be considered misconduct and will result in disciplinary action. An employee on outdoor duty is required to record any leave taken whether from home or after recording attendance, by filled out the Register Outdoor Duty and submit outdoor duty certificate in office .

Outdoor duty

An employee on outdoor duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by enter in the register outdoor duty form and submit the same to the attendance section duly sanctioned by the Competent Authority, along with proofs of the outdoor duty. Failure to regularize the absence while on outdoor duty will result in marking the same as leave without pay.

Weekly Off

The weekly off at the Institute at present are Sunday. However the Management reserves the right to change the weekly off depending on need, at any time in future by issuing a suitable communication. Not with standing the above, the Management at any time, may introduce staggered weekly-off system for a section of employees or an individual employee, depending on nature of work. An employee will not be entitled to any additional compensation for working on staggered weekly off basis.

Paid Holidays

Presently the Institute grants paid public holidays which include also the national holidays, as declared by the University and Govt. of Maharashtra. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the institute.

Vacation

Vacation is applicable only to the teaching staff who are confirmed and those who have completed two year of probation /4 semesters of teaching. The calendar for an academic year including vacation shall be as fixed by the Institute from time to time. A faculty including Principal is entitled to 30 days EL or vacation as per the guidelines of university during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the Institute during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Principal.

The Principal may reject the vacation/part of the vacation to a teacher if his/her services are required in the Institute. If a teacher is unable to go for vacation due to his/her responsibilities in the Institute, then the unconsumed vacation due to a teacher will be converted into equal to one of half of such unutilized vacation. (Half of unutilized vacation will be converted into Earned Leave.)

Leave Facilities

All leaves are calculated on the basis of calendar year from 1st January to 31st December every year in case of non-teaching staff and academic year from 01st June to 31st May for teaching staff.

No leave can be claimed as matter of right. All leaves require specific sanction from the Principal as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

Kinds of Leave

The following kinds of leave would be admissible to employees:

Casual Leave

Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 08 (eight) days casual leave in a calendar year. Employees joining in-between the calendar year will be granted casual leave on pro-rata basis.

Casual leave cannot be combined with any other kind of leave except half day casual leave (post noon) preceding earned leave.

Casual leave cannot be taken for more than four days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period of absence including holidays/closed days and weekly off doesn't exceed four days at one time.

Casual leave can be granted for half day

Casual leave can neither be accumulated nor encashed.

Casual leave shall be applied for in advance in writing. However in exceptional circumstances where leave cannot be applied in advance before the leave begins. The employee may apply for the sanction ex-post facto. In exceptional circumstances leave sanctioning authority may grant ex-post facto sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed without prior permission may be treated as leave without pay or unauthorized absence.

Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly. Leave sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason is not genuine.

If no casual leave is balance in the account of an employee, the Principal may at his sole discretion grant leave without pay.

Earned Leave

For Confirmed / Permanent / Adhoc Teaching Staff

The Principal being an administrative, academic head of the Institute shall be treated as a non-vacation teacher and shall not be entitled to vacations to which others are ordinarily entitled. He / She shall, however, be entitled 30 days of earned leave and subject to a maximum accumulation of 120 days.

Confirmed/Permanent/Adhoc Teaching Staff shall be entitled to vacations, 30 days of earned leave and subject to a maximum accumulation of 120 days.

For Confirmed/Permanent Non-Teaching Staff

All the confirmed permanent non-teaching staff are entitled to 30 days of Earned leave in a year worked out on the basis of 1/11th of the working period, excluding leave period.

General

Unutilized earned leave at the end of the year shall be carried forward to the following year.

Earned leave can be accumulated upto 120 days. Leave in excess of 120 days shall automatically lapse.

Application for earned leave shall be submitted to the sanctioning Authority i.e. Principal at least 15 days in advance.

The maximum earned leave that may be sanctioned at a time, shall be not exceed 30 days in one academic year.

Earned leave shall not be sanctioned for less than 3 days at a time and not more than 3 occasions in a year.

Sick Leave

All permanent employees (teaching & non-teaching) are entitled to 10 days of sick leave with full pay on medical grounds.

If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave application which may be sent through a messenger/courier or by registered post. The Institute shall have at all times a right to verify the medical certificate produced by the employee. If such verification does not satisfy the Institute authorities that the sick leave applied for is not on proper grounds, the Institute may refuse to grant such sick leave.

At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner.

Unutilized sick leave shall be carried forward to the following year subject to a maximum accumulation limit of 20 days. Any sick leave beyond the accumulation limit shall automatically lapse.

Maternity Leave

A lady employee who has been confirmed and who does not have two or more children living as on the date of the application, shall be entitled for maternity leave on full pay for a period of 90 days from the date of its commencement.

Can be reframed as *(Lady employee who has been confirmed shall be entitled for maternity leave for a period of 90 days from date of its commencement)*

Any increment/salary increase which may fall due to a lady employee during the maternity leave period shall be effective prospectively without any arrears, only after resumption of duties.

Maternity leave may be combined with Earned leave or Sick leave subject to a maximum of 60 days, excluding maternity leave.

A lady employee who has not been confirmed shall also be eligible for maternity leave. subject to the provision of this clause, as under:

(i) A lady employee who has completed two years of continuous service and is appointed on probation shall get maternity leave on full pay.

In the case of miscarriage or abortion, including abortion, included under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible in the production of a medical certificate.

In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the vacation.

The above leave provisions are not applicable to employees on ad-hoc appointments.

Leave Sanctioning Authority

The sanctioning authority for different kinds of leave for all employees other than administrative staff shall be as under:

All kinds of leave to the Principal – Chairman /Secretary

All types of leave to the Teaching and Non-Teaching Staff – Principal

Leave Salary

Leave Salary shall be the monthly basic pay and allowances to which an employee is entitled, immediately before the commencement of leave.

Employee Leave Card

Employee Leave Card is maintained Calendar year/ Academic year wise.

INSTITUTIONAL POLICY DOCUMENT

Performance Based Appraisal

The Management believes in the holistic participation of a faculty member in every area of academic and developmental activity of the institute. A comprehensive Faculty Appraisal System which defines several areas of performance from classroom teaching to shouldering of administrative responsibilities and co-operation with other Faculty, heads-of-departments and the Head of Institute is in use. Some of the criteria on which faculty are evaluated are Student and HOD feedback which provide an assessment of the classroom activity for every subject that is taught in the respective class. Contribution to Academic and/or Administrative Committees, Research Interests and Publications, Participation in Seminars and Conferences.