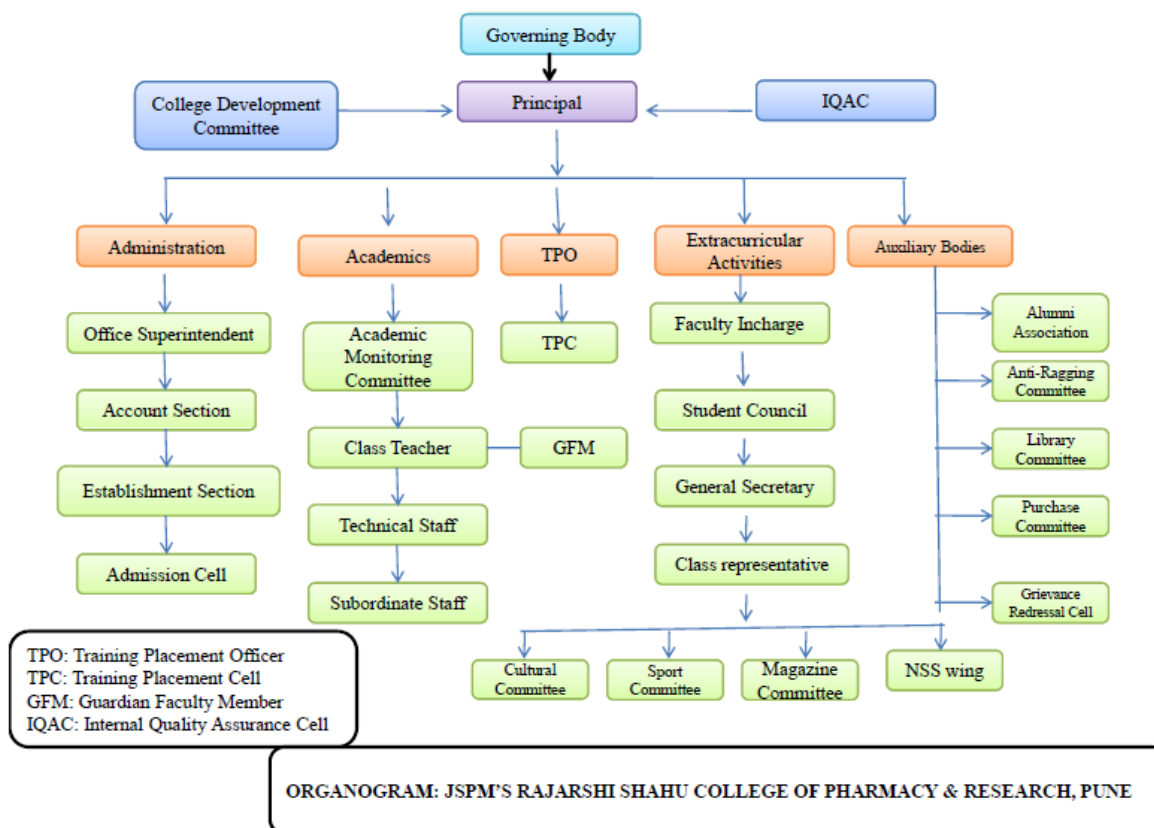


6.2.2 (QIM): Organizational structure of the Institution including governing body, administrative setup, and functions of various bodies, service rules, procedures, recruitment, promotional policies as well as grievance redressal mechanism (02)

Upload the organogram of the Institution

The institute is having well set decision making processes. The institute is having a well structured Governing Body and College Development Committee (CDC). The Institute's function is based on the organizational chart shown in the following figure.



Decisions made by GB and CDC are disseminated by Principal to all the teaching and non-teaching staff members. Principal works with the four main sections i.e. office administration, academics, training & placement, Extra-curricular activities and the auxiliary bodies. The auxiliary bodies work for alumni, anti-ragging, library, purchase and grievance. The Extra-

curricular activities sports, magazines, NSS are looked after through students representatives and class representatives. Training and placement is independent department for placement activities. The office is administered through office superintendent for accounts and establishment sections.

GOVERNING BODY (GB)

Jayawant Shikshan Prasarak Mandal Rajarshi Shahu College of Pharmacy & Research, Tathawade, Pune, has total thirteen members including the chairman and member-secretary. The constitution of governing body is as indicated below:

Composition:

S. No.	Name of the Member	Designation
1.	Prof. T. J. Sawant, Founder Secretary JSPM	Chairman
2.	Dr. P. P. Vitkar, Executive Director, JSPM	Member
3.	Dr. R.S. Joshi, Director, JSPM	Member
4.	Prof. K.N. Barbole, Director Academics, JSPM	Member
5.	Mr. S. L. Bhilare, Director, Tathawade Campus, JSPM	Member
6.	Nominee of AICTE (ex-officio)	Member
7.	Dr. (Ms.) M. M. Puri, Educationist	Member
8.	Nominee of University	Member
9.	Nominee of State Government DTE (ex-officio)	Member
10.	Dr. (Mrs.) Priyanka Singh, Educationist	Member
11.	Dr. K. R. Khandelwal, Principal, RSCOPR	Member-Secretary
12.	Dr. (Mrs.) A. P. Pandit, Associate Professor, RSCOPR	Member

13.	Ms. P. J. Rodge, Assistant Professor, RSCOPR	Member
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Functions:

- Frame directive principles and policies.
- Amend and approve policy from time to time.
- Review of academic performance of the institution and suggest remedial measures, if required.
- Introduction of new program and /or increasing intake/course closure/reduction in intake.
- Creation and enhancement of infrastructure and amenities etc for the college.
- Approve the faculty development initiatives /programs.
- To initiate fellowship, medal, prizes.
- Approval of collaboration.
- To monitor faculty deployment and development, placement and industry-institute interaction activities in the institute/college and suggest remedial measures wherever necessary.
- To recommend appointment of the Principal, the teaching and non-teaching staff.
- Any other duties and exercise such other powers as may be entrusted by the management..

COLLEGE DEVELOPMENT COMMITTEE (CDC)

The Rajarshi Shahu College of Pharmacy and Research, Pune has established the College Development Committee (CDC) as per the provision of Maharashtra Public Universities Act 2016. The composition and functions of CDC are:

Composition:

Composition of College Development Committee as per Maharashtra Public University Act 2016 (Section 97 (1))	Designation	Members of College Development Committee

a) Chairperson of the Management or his nominee ex-officio chairperson	Chairman	Hon.Dr.T.J.Sawant
b) Secretary of the Management or his nominee	Member	Dr. Ravi Joshi
c) One Head of the Department (HOD), to be nominated by the Principal or Head of the Institution.	Member	Prof. Anil Tankar
d) Three teachers in the college or recognized institution, elected by the full-time amongst themselves out of whom at least one shall be woman	Member	1) Dr. Ashlesha Pandit
	Member	2) Prof. Nilima Chaudhari
	Member	3) Prof. Yogesh Wagh
e) One Non-Teaching employee, elected by regular non-teaching staff from amongst themselves.	Member	Mrs. Kanchan Halgekar
f) Four local members, nominated by the management in consultation with the Principal from the fields of education, industry, research and social service of whom at least one shall be alumnus.	Member	1) Mrs. Devika Tilekar
	Member	2) Dr. Rahul Bhadre
	Member	3) Dr. Pradeep Nalawade
	Member	4) Mr. Akshay Nahar
g) Coordinator - Internal Quality Assurance committee of the college. (IQAC)	Member	Prof. Priya Rodge
h) President and Secretary of the College Students Council	Member	1) Sachin Omase
	Member	2) Deepika Kumbhar

i) Principal of the college or head of institution	Member Secretary	Dr. K.R.Khandelwal
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Functions:

The College Development Committee shall-

- a) Prepare an overall comprehensive development plan of the college regarding academic, administrative and infrastructural growth, and enable College to foster excellence in curricular, co-curricular and extra-curricular activities.
- b) Decide about the overall teaching programmes or annual calendar of the college.
- c) Recommend to the management about introducing new academic courses and the creation of additional teaching and administrative posts.
- d) Take review of the self-financing courses in the college, if any, and make recommendations for their improvement.
- e) Make specific recommendations to the management to encourage and strengthen research culture, consultancy and extension activities in the college.
- f) Make specific recommendations to the management to foster academic collaborations to strengthen teaching and research.
- g) Make specific recommendations to the management to encourage the use of ICT in teaching and learning process.
- h) Make specific recommendations regarding the improvement in teaching and suitable training programmes for the employees of the college.
- i) Prepare the annual financial estimates (budget) and financial statements of the college or institution and recommend the same to the management for approval.
- j) Formulate proposals of new expenditure not provided for in the annual financial estimates (budget).
- k) Make recommendations regarding the students' and employees' welfare activities in the college or institution.
- l) Discuss the reports of the Internal Quality Assurance Committee and make suitable recommendations.

- m) Frame suitable admissions procedure for different programmes by following the statutory norms.
- n) Plan major annual events in the college, viz. annual day, sports events, cultural events, etc.
- o) Recommend the administration about appropriate steps to be taken regarding the discipline, safety and security issues of the college or institution.
- p) Consider and make appropriate recommendations on inspection reports, local inquiry reports, audit report, report of National Assessment and Accreditation Council,
- q) Recommend the distribution of different prizes, medals and awards to the students.
- r) Prepare the annual report on the work done by committee for the year ending on the 30th June and submit the same to the management of such college and the university.
- s) Perform such other duties and exercise such other powers as may be entrusted by the management and the university.

INTERNAL QUALITY ASSURANCE CELL (IQAC)

In pursuance for performance evaluation, assessment and accreditation and quality up-gradation, the Rajarshi Shahu College of Pharmacy and Research, Pune, has established the Internal Quality Assurance Cell (IQAC). Since quality improvement is a continuous process, the IQAC will work towards realization of the goals of quality enhancement and sustenance. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of institutions.

Composition:

Sr.No.	Name of Members	Designation
1.	Dr.K.R.Khandelwal	Chairperson (Head of the Institution)
2.	Prof.Sudhir Bilare	Asst. Executive Director (Member from Management)
3.	Prof.A.N.Tankar	Vice Principal
4.	Prof.Priya J.Rodge	Coordinator (Sr.Teacher)
5.	Dr.Prashant Ghode	Teacher
6.	Dr.Ashlesha Pandit	Teacher

7.	Dr.A.S.Sayare	Teacher
8.	Prof.Asawari Pachauri	Teacher
9.	Prof.Nilima Chaudhari	Teacher
10.	Prof.Suvarna Vanjari	Teacher
11.	Ms.Kanchan Halgekar	Senior Administrative Officer
12.	Mrs.Vaishali Shinde	Senior Administrative Officer
13.	Mrs.Smita Joshi	Senior Administrative Officer
14.	Dr.Rahul Bhadre	Industrialist
15.	Dr. K.P. Bhadane	Member from local Society
16.	Mr.Avinash Deshpande	Parent
17.	Mr. Akshay Nahar	Alumini
18.	Mr.Ninad Sutar	Student

Objectives of IQAC:

IQAC will facilitate / contribute:

- To focus on the functioning of college for quality enhancement & facilitate quality culture.
- To the augmentation and integration among the various activities of the institution and institutionalize many good practices.
- To provide a sound basis for decision making to improve institutional functioning.
- To better internal communication.

IQAC strategies:

IQAC shall develop mechanisms and procedures for:

- Ensuring timely, efficient and progressive performance of academic and administrative task.
- Optimization and integration of modern methods of teaching and learning and evaluation.
- The reliability of evaluation procedures.

- Ensuring the adequacy, maintenance and functioning of the support structure and services.

IQAC Functions:

- Development and application of quality benchmarks/parameters for various academic and administrative activities of an institution.
- Dissemination of information on various quality parameters of higher education.
- Organization of workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs / activities leading to quality improvement.
- Preparation of the Annual Quality Assurance Report (AQAR).

FACULTY NORMS - PRESCRIBED BY AICTE

All India Council for Technical Education, New Delhi vide Notification F.No.37-3/Legal/2010 issued pay scales, Service conditions & qualifications for teachers and other academic staff in Technical institutions (Degree) Regulations, 2010.

- The regulations 2010 shall apply to technical institutions & Universities including Deemed Universities imparting Technical Education and such other course/ programmes and areas as notified by Council from time to time.
- There shall be only three designations in respect of teachers in Universities and colleges, namely, Assistant Professors, Associate Professors and Professors.
- No one shall be eligible to be appointed, promoted or designated as Professor, unless he or she possesses a Ph.D and satisfies other academic conditions, as laid down by the AICTE from time to time. This shall, however, not affect those who are already designated as 'Professor'.
- Faculty designated as Professors as on 05.03.2010 shall continue as Professors.

- The ratio of Professors to Associate Professors to Assistant Professors in a UG college shall be in the ratio, ordinarily of 1:2:6. The ratio of Professors to Associate Professors and or Assistant Professors in a PG college shall be in the ratio, ordinarily of 1:2.

B Pharmacy

Faculty required 1:15 (Teacher: student ratio)

Cadre ratio 1:2:6 (Professor: Associate Professor: Assistant Professor)

Programme	Cadre	Qualification	Experience
Pharmacy	Assistant Professor	Bachelors and Masters Degree in Pharmacy with First Class or equivalent either in Bachelors or Masters Degree	
	Associate Professor	Qualifications as above that is for the post of Assistant Professor, as applicable and PhD or equivalent, in appropriate discipline. Post PhD publications and guiding PhD students is highly desirable.	Minimum of 5 years experience in teaching / research /industry of which 2 years post PhD experience is desirable. In case of Architecture, Professional Practice of 5 years as certified by the Council of Architecture shall also be considered valid.
	Professor	Qualifications as above that are for the post of Associate Professor, applicable. Post PhD publications and guiding PhD students is highly desirable	Minimum of 10 years teaching/ research /industrial experience of which at least 5 years should be at the level of Associate professor. or Minimum of 13 years experience in teaching and / or Research and /or Industry.

			<p>In case of research experience, good academic record and books/ research paper publications /IPR/ patents record shall be required as deemed fit by the expert members of the selection committee.</p> <p>If the experience in industry is considered, the same shall be at managerial level equivalent to Associate Professor with active participation record in devising/ designing, planning, executing, analyzing, quality control, innovating, training, technical books/ research paper publications /IPR/patents, etc., as deemed fit by the expert members of the Selection committee.</p>
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Service Rules and Regulations

A person shall be deemed to have been appointed to the service when his appointment is made to a post in accordance with the existing AICTE norms (but it shall not include staff appointed on deputation or contract or temporary/ad-hoc).

II. Every appointee shall be subject to the conditions that he/ she is certified as in sound mental health and physically fit for service by a Medical authority as specified from time to time.

III. The pay of Teaching Staff shall be as fixed by the Selection Committee in accordance with the following scale of pay prescribed by AICTE.

Assistant Professor 15600-39100 AGP 6000, 7000 & 8000

Associate Professor 37400- 67000 AGP 9000

Professor 37400-67000 AGP 10000.

The seniority of an Employee in any Grade shall, unless he/she has been reduced to lower rank on punishment, leave on LWP, be determined by the date of his/her first appointment on probation.

- The appointing authority shall, at the time of appointing two or more persons simultaneously to a Grade, fix the Seniority for them with reference to the rank fixed by Selection Committee at the time of appointment, irrespective of date of joining.
- All appointments in the academic services shall be made by open competition by an advertisement and selection where in all the in service personnel who possess the qualification prescribed shall also be permitted to apply. The Management may however make ad-hoc appointments in Specific cases or recruit by deputation.
- No application of the employee, seeking employment elsewhere, shall be forwarded during the probation period.

Policy Related to Probation

- Initially the appointment of the selected candidate will temporary, for a period of two years, after which the performance of the appointee will be reviewed to regularize the appointment. The service conditions of the incumbent will be governed by the rules and regulations of the College issued from time to time.
- Except in the case of appointment in tenure or on contract basis or on deputation all appointments to the posts shall ordinarily be made on probation for period of two years and the period of probation can be extended by management in case of non-satisfactory performance.
- If any candidate is appointed on purely temporary basis in vacancy, has no right to claim a permanent post. However, such candidates may also apply for permanent post through the regular procedure.
- If a person, having been appointed temporarily to post is subsequently appointed regularly; he/she shall commence probation from the date of regular appointment.
- Any candidate appointed on temporary/ad-hoc basis, his/her services can be terminated without any notice and without giving any reason.

Policy Related to Increments:

- Increments will be sanctioned only on satisfactory report of performance of the employee.
- An increment may be withheld to an employee if the conduct has not been good or his work has not been satisfactory. The authority ordering such with-holding of increment shall state the period for which it is to be withheld and whether with-holding of increment shall have the effect for postponing the future increments also.
- In all cases, the increment is sanctioned by the Head of the institution based on appraisal report of the employee.

Policy Related to Promotion

- Promotion to higher level of service shall be made under the Career Advancement Scheme (CAS) subject to eligibility of the staff and the commitment of the staff to the cause of all-round development/improvement of institution.
- Other things being equal, seniority will be the deciding criterion.

Policy Related to Retirement

- An employee of the College shall be retired on Superannuation when he/she attaining 62 years. Provided that the authority shall have the right to issue orders of retirement of an employee who has attained the age of 60 years for reasons of inefficiency, ill-health and the like.
- However, this rule does not apply to those who are appointed on contract basis for whom such a decision will be taken by the management

Policy Related to Resignation

- Any Member of the faculty in permanent service shall give three months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay three months salary in lieu thereof.
- The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally they will not be relieved in the middle of a semester.

- Any member of the Support Staff in permanent service shall give two months notice in case he/she desires to be relieved on Resignation or in the alternative he/she shall pay two months' salary in lieu thereof.
- The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Again, normally they will not be relieved in the middle of a semester.
- Any member of the faculty/Support staff during probation or if appointed on local/ad-hoc basis, shall give one months notice in case he/she desires to be relieved on resignation or in the alternative he/she shall pay one month salary in lieu thereof.
- The resignation shall come into force from the date from which the appointing authority accepts the resignation or the date of relief whichever is earlier. Normally Teaching faculty members will not be relieved in the middle of a semester.
- However, the management reserves the right to waive the notice period or the compensation thereof.

Policy Related to Termination of Services of an Employee

- The services of a temporary employee are liable to terminated at any time without assigning any reasons whatsoever.
- The Management reserves the right to terminate the service of an employee whether probationer or regular on medical grounds giving 1/2/3 months notice or in lieu thereof 1/2/3 months pay.
- The Management may terminate an employee whether temporary, probationer or permanent if he/she is involved in political activity or in a criminal case or in the event, it is proved by competent committee appointed for this purpose that the employee has failed to do his duty or negligence of duties.
- A service file shall be maintained in case of all employees.
- Any service rule, which involve financial commitments, will be subject to availability of funds and decision of the Management will be final.
- The Management, subject to the ratification of the governing council, is the authority for introducing, repealing or amending any service rule as deemed necessary for day-to-day administration of the College.

Code of Conduct:

- An employee of the College shall devote his whole time to the service of the College and shall not engage directly or indirectly in any trade or business or in another institution or any other work, which is likely to interfere with proper discharge of his/her duties. This provision shall not apply to the academic work like giving guest lectures, giving talk and any other work undertaken with prior permission of the Principal.
- Every employee shall, at all times maintain absolute integrity and devotion to duty and shall do nothing to harm the dignity and prestige of the College.
- No employee shall, except with the previous sanction of the principal, accept any remunerative or honorary work not connected with the College.
- No Faculty/Staff-member of the College shall, engage himself/herself in private coaching for remuneration.
- Every employee shall ensure all possible steps for prevention of ragging in the premises of the institute.
- Any faculty/staff members, who reports incidents of ragging will be given a certificate of appreciation, which will part of service record.
- No employee shall, while being on duty take part in politics which includes holding office, elective or otherwise in any political party or contesting for election to the State Legislature or the Parliament or take part in any other election as independent or on any party ticket.
- No employee shall take part in any act or movement, such as strike, incitement or any similar activity in connection with any matter pertaining to his service or to any other matter, which tends to bring the College to disrepute, nor shall he/she approach the media with his/her grievance/s.
- An employee shall not, without the knowledge and approval of the Principal and Management, have recourse to any organization/ authority, court or to the press for vindication of his grievances.
- The Management in exercising the provision of these rules shall exercise the power, after giving the employee concerned, an opportunity to explain his/her case.

- No employee may absent himself/herself from duty without prior permission. In case of emergency of proceeding on leave without prior permission, he/she must explain the circumstances, which were beyond his/her control before rejoining duty.
- Every employee shall be at work punctually at timing fixed unless permitted otherwise by his/her Superior.

Disciplinary Proceedings

- No order imposing any punishment on a Member shall be imposed except after.
- The member will be informed in writing by the competent authority in regard to the allegations on which disciplinary action is proposed to be taken and is given an opportunity to make representation that he/she may wish to make in person orally or in writing. Such representation, if any, is taken into consideration by the competent authority.
- No employee of the College shall be dismissed or removed or compulsorily retired or reduced in rank or awarded any other punishment except after an enquiry in which he/she has been informed of the charges against him/her and given a reasonable opportunity of being heard in respect of these charges by a committee appointed as per Government rules from time to time and where it is proposed after such an enquiry to impose on him/her any such penalty proposed, but only on the basis of the evidence adduced during such an enquiry.

Job Responsibilities of Teachers

The job responsibilities as a faculty consist of four components viz.

- Academic activities
- Research & Consultancy
- Administration and
- Extension Services

A brief description of these four components as described by AICTE pay commission is given below. The annual increment will be subject to satisfactory performance in the above components. Each of them is described below.

Academic Activities

1. Class Room Instructions
2. Laboratory Instructions
3. Curriculum Development
4. Development of Learning Resources Material & Laboratory Development
5. Student Assessment & Evaluation including examination work of University
6. Participation in Co-curricular& Extra Curricular Activities
7. Students guidance & Counseling & helping their ethical, moral, and overall character development
8. Keeping track of new knowledge and skills, help generate new knowledge and help dissemination of such knowledge through book publication, seminars, etc.
9. Counting Education Activities
10. Self development through upgrading qualification, experience and professional Activities

Research & Consultancy

1. Carry out Research & Development Activities and Research Guidance
2. Industry sponsored Projects
3. Provide Consultancy and Testing Services to industries in order to promote industry institution interaction and R & D.

Administration

1. Academic and Administrative management of the Department/Institution.
2. Policy planning, monitoring & Evaluation and Promotional activities both at Departmental and Institutional level.
3. Design and development of new programs.
4. Preparing project proposals for funding in areas of R & D work.
5. Laboratory Development, Modernizations, Expansion, etc.

6. Monitoring and Evaluation of Academic and research activities.
7. Participation in policy planning at the Regional/National level for development of technical education.
8. Helping mobilization of resources for the institution.
9. Develop, update and maintain MIS.
10. Plan and implement Staff Development activities.
11. Conduct Performance Appraisal.
12. Maintain accountability.

Extension Services

1. Interaction with Industry and Society.
2. Participation in Community Services.
3. Providing R&D Support and consultancy services to industry and other User agencies,
4. Providing non-formal modes of education for the benefit of the Community.
5. Promotion of entrepreneurship and job creation.
6. Dissemination of knowledge.
7. Providing technical support in areas of social relevance.
8. Any other relevant work assigned by the Head of the Institution.

Working Hours of the College

The college working week consists of 40 working hours. The normal working hours of the College is from 9.00 a.m. to 5.00 p.m. with a 45 minutes lunch break.

Teaching Days

The college shall have at least 180 full teaching day per year or 90 full teaching days per semester. Teaching days here shall mean actual class room/laboratory contacting teaching days and do not include days of examination/ tours/ sports etc.

7.7 Work Load

Workload of a teacher should not be less than 40 hours per week, of which teaching contact hours should be as follows.

- Principal: 4 hours/week
- Professor: 8 - 10 hours/week.
- Associate Professor: 12 - 14 hours/week.
- Assistant Professor: 16 - 18 hours/week.

Leave Rules

Casual Leave

- i. All the employees are entitled for 8 days of casual leaves in a year in an academic year (1st July – 30th June).
- ii. Faculty and staff who have not completed one year of service can avail CLs only on pro-rata basis.
- iii. Faculty and staff can avail CL for 2 days only at a stretch.
- iv. Saturday (if not a working day), Sundays, Compensatory offs and Holidays availed during the period of casual leave are not counted as part of casual leave.
- v. Casual Leave can either be prefixed or suffixed with vacation.
- vi. Casual leave not availed in a academic year will lapse.
- vii. The recognition of the presence of the individual for work is done only based on the signature of the individual in the attendance register kept for that purpose.
- viii. Saturdays (if not a working day), Sundays/public holidays/restricted holidays/ weekly offs can be prefixed and/or suffixed to casual leave.
- ix. Casual leave can be availed by individuals only on prior sanction. It is the responsibility of the faculty to make alternative arrangements for the academic load the faculty misses because of the casual leave. The HOD will monitor and take suitable steps to see that no class is unattended.
- xi. The rules and regulations given above may be followed while working out the pay bill for that month, Staff members who take leave without prior permission or without giving any information will be treated as leave without pay.

Vacation Leave

Faculties who are in regular service are eligible for a vacation leave as per the norms of university and institution.

Earned Leave

All the office employees are entitled for 30 days of earned leave per year.

Medical Leave

All the employees are entitled for **Ten Medical Leaves (ML)** in an academic year (1st July to 30th June).

- In case of **Medical Leave**, a medical certificate from Registered Medical Practitioner should be produced.
- In case of emergency, a special leave may be granted subject to the approval from Executive Director.
- In case of emergency / Medical Leave, the employee should inform to the concerned Head of the Department.

Maternity Leave

All the lady employees are entitled for Maternity Leave (twice in the entire career) as per the prevailing norms prescribed by the authorities from time to time

SAVITRIBAI PHULE PUNE UNIVERSITY SERVICE RULES

The Professor, Associate Professor, Lecturer, whether full-time, part-time or honorary appointed or recognized, for imparting instructions or guiding research, in the University or in any College or Institution conducted by the University, or in the Post-graduate Centre conducted by the University in an affiliated college or recognized institution shall be the teacher of the University for the purpose of sub-section 31 of section 2 of the Act.

Recruitment of Teachers of Constituent and Affiliated Colleges/ Recognized Institutions.

There shall be Selection Committee for making recommendations to the Management for appointment of teachers.

Procedure:

(a) All posts of the teachers shall be widely advertised with particulars of minimum and other qualifications, if any, and emoluments. Reasonable time shall be allowed to applicants, to submit their applications.

(b) The date of the meeting of the Selection Committee shall be so fixed as to allow the notice of fifteen days to each member and to the candidates. The particulars of each candidate called for interview; in consultation with the Head of the Department/Principal of the College, Head of the Recognized Institution, shall be supplied to each member, so as to reach him seven days before the date of the meeting.

(c) The quorum to constitute a meeting of the Selection Committee shall be four members of whom, one being an expert nominated by the University.

(d) The Selection Committee shall interview and adjudge the merits of each candidate in accordance with the qualifications advertised, and report to the Competent Authority the names arranged in order of merits giving reasons for the order of preference. If no person is selected a report to that effect be made. The Committee may recommend only one name if others are not found suitable.

(e) The Competent Authority, with the approval of the Vice-Chancellor, shall appoint from amongst the persons so recommended the number of persons required to fill in the posts.

Filling in of Temporary Vacancy:

Where vacancy of a teacher is to be filled in temporarily but not exceeding one term (i.e. six months), the Appointing Authority on the recommendation of the Principal/ Head of the Constituent/Affiliated College/Recognized Institution shall fill in the temporary vacancy.

Probation:

The period of probation of the teacher shall in no case be more than 24 months, on the expiry of which he will be deemed to be confirmed unless after assessment of this work by the Committee, his services are terminated by giving him one month's notice or one month's salary in lieu of notice.

Service Book:

A service book shall be maintained by the Registrar or any other officer duly authorized by him/Principal/Head of Recognized Institution for the teacher of the University /College/Recognized Institution and shall contain such information regarding date of birth, date of appointment, qualifications, scale of pay, increments, probation, particulars of leave and such other information as the Competent Authority may prescribe. The entries in the service book shall be brought to the notice of the teacher concerned after the end of each academic year and his signature obtained

Assessment of Teachers Work:

In order to evaluate the work of the teacher, he should prepare an out-line of his academic programme in consultation with the Head of the Department at the beginning of a session and then at the end of the academic year prepare a report of the work done by him which should be submitted to the Head of the University Department/Principal/Head of the Recognized Institution by the end of the year.

In addition, the Assessment Report of the teachers shall be maintained by the Head of the University Department/Principal/Head of the Recognized Institution for the following purposes:

- (a) For evaluation of six monthly report during the period of probation.
- (b) For confirmation in service.
- (c) For Assessment at the time of crossing Assessment Bar in 2[pay scales.]
- (d) For consideration at the time of interview for a higher post.
- (e) Once every three years for determining whether the teacher continues to take his work seriously.

Seniority of Teachers:

Seniority of the teachers in the University/Affiliated Colleges/Recognized Institutions shall be determined as under:

- (a) Seniority of the teacher in the University in a cadre shall be determined on the basis of the date of continuous appointment.

(b) Seniority of the teacher in College/Recognized Institution shall be determined on the basis of the date of appointment and length of continuous service in the same College /Institution run by the same Management. Provided, however if the teacher accepts appointment in some other University/College/Recognized Institution keeping his lien on the original post, that period shall be counted for purpose of seniority as the period of his continuous service in the University/College/Institution in which he has kept lien.

Casual Leave:

(a) The teacher shall be entitled to 15 days casual leave in an academic year.

(b) The application for casual leave shall ordinarily be sent before the date from which casual leave is required, an ex-post-facto sanction for the casual leave shall be ordinarily obtained by the teacher in exceptional circumstances where application of casual leave could not be sent before leave is enjoyed. Record of casual leave of the teacher shall be maintained.

(c) The teacher shall not be entitled for more than seven days casual leave at a time together with prefix and suffix Sundays /holidays. It could be extended to 10 days at a time only in exceptional circumstances. Holidays or Sundays falling between the period of casual leave shall not be counted as casual leave. The casual leave shall not be prefixed or suffixed to vacation or other type of leave except to special leave.

Earned Leave:

(a) The confirmed non-vacation teacher shall be entitled to earned leave at the rate of one eleventh of the period spent on duty subject to his accumulating maximum of 180 days of leave.

(b) The teacher other than the one included in (a) above shall be entitled to one twenty seventh of the period spent on duty and the period of earned leave as provided in the proviso to S. 423 subject to his accumulation of maximum of 80 days. For this purpose the period of working days only shall be considered.

Study Leave:

(a) The permanent whole-time teacher (other than Professor of the University) with more than five years continuous service may be granted study leave on full pay and allowances,

together with leave due and. admissible up to 28 months to pursue study in special line of research in India or outside directly related to his work in the University/College/Institution.

If the teacher with the permission of the competent authority extends the study leave it shall be debited to his leave account or shall be treated as an extra-ordinary leave.

(b) The teacher shall not be entitled for another study leave unless he has spent more than five years of duty since his return from study leave granted to him.

(c) The teacher may alter substantively the course of study or the programme of research only with the prior permission of the Competent Authority.

(d) In case the teacher completes his Study/Research Programmes prior to the expiry of the study leave sanctioned, he shall resume duty immediately unless he obtains prior approval of the Competent Authority. In case the teacher does not complete Study/Research Programme within the period of study leave sanctioned, the teacher shall with prior approval of the Competent Authority, avail of earned leave to his account to extra-ordinary leave.

(e) The teacher who is granted study leave shall avail the same within six months of its sanction, otherwise it shall be deemed to have been cancelled, and the teacher shall have to apply for the same again.

(f) The teacher availing the study leave shall undertake that he shall serve the University/College/Institution continuously for double the period of study leave subject to a minimum of three years from the date of his resuming duty after expiry of the study leave.

After the leave has been sanctioned, the teacher shall, before availing the same, execute the bond in favor of the University/College/Institution in the prescribed form.

Maternity Leave:

(a) The confirmed lady teacher or the lady teacher with the minimum two years' continuous service, having not more than two living children, shall be entitled to maternity leave on full pay and allowances, for a maximum period of 90 days, subject to production of Medical Certificate.

(b) The lady teacher with minimum one year's continuous service, and having not more than two living children, shall be entitled to maternity leave on half pay and allowance for a maximum period of 90 days, subject to production of medical certificate.

(c) In case of miscarriage, abortion, including medical termination of pregnancy, the teacher shall be entitled to maternity leave for maximum period of six weeks.

(d) The teacher may prefix or suffix this leave to other leave to her credit.

Application for a post or Examinership elsewhere:

(1) The Teacher, who wishes to apply for a post or examinership elsewhere, shall forward his application through the Competent Authority. Ordinarily, the forwarding authority shall not withhold such application.

(2) If the teacher of the University who wishes to accept the invitation for a post elsewhere or for a examinership in other University, he shall accept the invitation extended to him only after he has obtained permission of the Competent Authority.

(3) The teacher shall be entitled to examination remuneration only in respect of external examination conducted by the University/College at present or which may be introduced as a measure of examination reforms (including semesters system). No remuneration shall be payable to the teacher for internal assessment irrespective of the fact whether the marks obtained by a student in such internal

Assessment /home examination are decided to be taken into account while declaring the final result of the student.

(4) *The remuneration admissible to the teacher under 1, 2 and 3 above is limited to Rs. 1800/-in a single financial year. If the amount of remuneration is more than Rs. 1800/-the 50% of the excess amount shall be credited to University/College/Recognized Institution's Account.*

Grounds for taking any disciplinary action against a teacher:

No disciplinary action shall be taken or punishment inflicted on the teacher confirmed in service except on one or more of the following grounds :

(i) Misconduct

(ii) Act or omission involving moral turpitude.

(iii) Willful and persistent neglect of duty.

(iv) Incompetence.

(v) Engaging in/and or conducting private tuitions/coaching.

Provided that the ground of incompetence shall not be used against the teacher after he has served the University/College/Institution for a period of five years or more including the period of probation

Penalties:

1. The penalties that can be inflicted on one or more of the grounds mentioned in S. 431 shall be the following and shall be classified into minor and major penalties,

(I) Minor Penalties:

(i) Reprimand, Warning or Censure,

(ii) Withholding of Increments

(II) Major Penalties:

(i) Reduction to a post in the lower pay-scale to a lower stage of increment in the employees' own pay-scale.

(ii) Termination of service,

(iii) Compulsory retirement.

(iv) Removal from the service of the University/College/Recognized Institution

(v) Dismissal from the service of the University/College/Recognized Institution

Termination of the services-

(a) of the teacher appointed on probation during of at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation,
or

(b) of the temporary teacher in accordance with the rules made in that behalf by the University;
or

(c) of the teacher employed under an agreement, in accordance with term of such agreement.

GRIEVANCE REDRESSAL MECHANISM

Institute has its own grievance redressal committee for staff and students. The committee reviews the grievances received and resolves it. Based on severity of complaints, it is resolved in time limit suggested by management. Identity of person filing complaint in suggestion boxes are kept confidential. The solution/decision with regard to suggestion is communicated to related committee/cell or individual of the Institute for further action. In case of emergency following members can be contacted and their number are displayed at various locations in the campus.

- Principal
- Campus Director
- Concerned Faculty member
- Office Superintendent

Anti-Ragging Committee

Sr No	Committee Type	Name of Committee Members	Profession	e-mail Address
1	Anti-Ragging Committee	Dr.K.R.Khandelwal	Principal	krkhandelwal@gmail.com
2	Anti-Ragging Committee	Prof.Priya J. Rodge	Teacher	priya.rodge@gmail.com
3	Anti-Ragging Committee	Sanit Chavan	Non-Teaching	sanitchavan@gmail.com
4	Anti-Ragging Committee	Mr.Ravi Sawant	Campus Administrative Officer	rscpr@jspm.edu.in
5	Anti-Ragging Committee	Mr.Annasaheb Rede	Hostel Warden	annapatil1_jan@gmail.com
6	Anti-Ragging Committee	Ms.Chhaya Gaikwad	Non-Teaching	chhayagaikwad@gmail.com
7	Anti-Ragging Committee	Mr.Dattatraya Gore	Head of Campus Security	gored@gmail.com

Grievance Redressal Committee:

Sr N o	Name of the committee member	Professio n	e-mail & contact no.	Designatio n in committee	Department
1	Dr. A. R. Tekade	Professor	avitekade@gmail.com 9371152538	Incharge	Pharmaceutics
2	Dr. A. P. Pandit	Associate Professor	panditashleshap@rediffmail.com 9822061364	Member	Pharmaceutics
3	Dr. A.S. Sayare	Associate Professor	atulsayare@gmail.com 9850369921	Member	Quality Assurance
4	Prof. A. N. Tankar	Associate Professor	anil.tankar@gmail.com 9822729314	Member	Pharmacognos y

WOMEN'S GRIEVANCE COMMITTEE

This committee will have following functions towards female students, teaching and non-teaching women staff of the institute:

1. To prevent sexual harassment and to promote the general well-being
2. To provide appropriate working conditions in respect of work, leisure, health, and hygiene.
3. To ensure that there is no hostile environment toward women at work places.
4. To provide guidelines for the redressal of grievances related to sexual harassment of women.

It will be duty of the Women's Grievance Committee to prevent sexual harassment and to promote the general well-being, to provide appropriate working conditions in respect of work, leisure, health, and hygiene and to provide guidelines for the redressal of grievances related to sexual harassment of women.

Sr No	Name of the committee member	e-mail & contact no.	Designation in committee
1	Mrs. Priya K. Rangari	9764317724 priya-rodge@gmail.com	Chairman
2	Mrs. Priti S. Dalal	9225565601 preetidalal2006@rediffmail.com	Member
3	Mrs. Nilima A. Chaudhari	9552475577 nilimachaudhari777@gmail.com	Member
4	Mrs. Vinita C. Patole	8806884777 patole_vinita@yahoo.com	Member
5	Mrs. Kanchan C. Halgekar	9730316495 kanchan880@gmail.com	Registrar
6	Ms. M. M. Puri	9325093752	Ex- officio member

RESERVATION GRIEVANCE COMMITTEE

Reservation Grievance Committee will have the following objectives and goals:

1. To function for the grievances of SC/ST students and employees of the University and render them necessary help in solving their academic as well as administrative problems.
2. To implement the reservation policy of the Government for the welfare of reserved category candidates.
3. To collect data regarding the implementation of the policies in respect of admissions, appointments to teaching and non teaching positions in the affiliating colleges.
4. To provide reservation for SC, ST, VJ/NT, SBC and OBC candidates in services as well as to improve the status of these peoples socially and educationally so that they can take their rightful place in the main stream of society.

5. Maintenance and verification of reservation roster for all cadres in the university for SC / ST /OBC, direct recruitment promotions, monitoring backlog positions, information pertaining to enrollment, recruitment of reserved categories.

Committee for Grievances of Reservation Students & Faculty Members

Rajarshi Shahu College of Pharmacy and Research has constituted **Reservation Grievance Committee** to hear grievances of reservation students, teaching and non-teaching staff of the university. Reservation Grievance Committee has the following members:

RESERVATION GRIEVANCE COMMITTEE

1. Anil T. Tankar (Teaching faculty- OBC) (Chairman)
2. Priya K. Rangari (Teaching faculty- SC) (Member)
3. Vrushali Kakad (Teaching faculty- NT) (Member)
4. Krishnakumar Lone (Teaching faculty – SC) (Member)
5. Chhaya B. Gaikwad (Non-teaching faculty – OBC) (Member)

Reservation Grievance Committee will function for the grievances of SC/ST students and employees of the University and render them necessary help in solving their academic as well as administrative problem.

RESERVATION GRIEVANCE COMMITTEE MEMBERS

Sr No	Name of the committee member	e-mail & contact no.	Designation in committee
1	Mr. Anil T. Tankar	9822729314 anil.tankar@gmail.com	Chairman
2	Mrs. Priya K. Rangari	9764317724 priya-rodge@gmail.com	Teaching staff Member
3	Mrs. Vrushali Kakad	9970069815 vrushalikakad@rediffmail.com	Teaching staff Member

4	Mr. Krishnakumar Lone	9421756254 lonekrishna6@gmail.com	Teaching staff Member
5	Mrs. Chhaya B. Gaikwad	8657539811	Non-teaching staff Member

VISHAKHA CELL COMMITTEE

Function

- To build Self-esteem and dignity among girls students and ladies faculty member.
- To offer services such as counseling ,legal aid in case of atrocities against women
- To create awareness regarding women rights.
- To arrange problems regarding health, personality development etc.
- To avoid and prohibit sexual harassment at workplace.

Constitution:

Chairman:	Senior women Faculty
Members:	<ol style="list-style-type: none"> 1. One Voluntary Organisation Representative 2. One Legal Advisor/Advocate 3. Three Women faculty representative 4. One Gents Faculty Representative 5. One Girls student Representative 6. One Boys Student Representative

Procedure:

- The member secretary, in consultation with the Chairman of Committee, shall prepare a provisional agenda for meeting.
- It shall be circulated to all Members of the Committee two days before meeting.
- All decisions should be taken on the basis of majority.
- After the meeting, the committee shall approve a report embodying its views, recommendations and decisions.

Tenure: The tenure of the members shall be Three years.

Meeting: The committee shall meet at least two times a year.

Quorum: One-third members shall constitute the quorum. If the meeting is adjourned because of quorum, no quorum shall be required for such meeting after 15 minutes.

Committee Members:

Sr. No.	Name of Member	Designation	
1.	Dr. Ashlesha Pandit	Chairman	
2.	Advocate J. J. Rodge	Member	Legal Advisor
3.	Mr. Akshay Nahar	Member	Voluntary Organisation Representative
4.	Mrs. Priya Rodge- Rangari	Member	Women Faculty Representative
5.	Mrs. Nilima Chaudhari	Member	Women Faculty Representative
6.	Mrs. Asawari Pachauri	Member	Women Faculty Representative
7.	Mr. Anil Tankar	Member	Gents Faculty Representative

8	Ms. Neha Patil	Member	Girls Student Representative
9	Mr. Rahul Patil	Member	Boys Student Representative