



**Dr. J. J. Magdum Trusts**  
**Anil Alias Pintu Magdum Memorial**  
**Pharmacy College, Dharangutti.**

**HUMAN RESOURCE MANUAL**

Date of publication: 01/07/2024

Year of implementation: Academic Year 2024-25

(H.R. Manual is being amended, as per approval of BoG, in its meeting dated 19<sup>th</sup>  
October 2024)

### **Staff Policy Document Implementation**

The Staff Policy Document is prepared to make all staff working at Dr. J. J. Magdum Trusts Anil Alias Pintu Magdum Memorial Pharmacy College, Dharangutti aware of rules and regulations that governs their working in the institute. The policy was published in July 2024 and is effective from Academic Year 2024-25.. It is expected that staff members strictly adhere to the rules and regulations spelled out in this document. The management reserves the right to change/modify the policies as and when necessary and apply their discretion in specific cases.



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# Chapter 1

## General Information

### About the Institute:

A. Name of the Institute: Dr. J. J. Magdum Trusts Anil Alias Pintu Magdum Memorial Pharmacy College, Dharangutti.

B. Address of the Institute: 245/2B, Shirol Kolhapur Bypass, A/P. Dharangutti, Taluka: Shirol, District: Kolhapur, Maharashtra, India, PIN 416101

Phone: 02322-221929

C. Permanent ID:

PCI Permanent ID: PCI-564

D. College ID Number by Directorate of Technical Education, Maharashtra: D6494

E. MSBTE College ID number: 0635

F. Vision:

To impart quality pharmaceutical education to cater growing needs of health services, marketing and pharmaceutical industries.

G. Mission:

- To become the centre of excellence in pharmaceutical education.
- To produce innovative thinkers and healthcare promoters.
- To motivate students to acquire advanced knowledge and skills for success.

H. Goals: -

1. To provide society with pharmacist who are leaders in the profession and health care.
2. To serve the profession by achieving prominence in pharmacy education.
3. To give students optimal learning environment to attain personal and professional growth for success.

I. About Dr. J. J. Magdum Trust:

Jaysingpur city is located in Kolhapur District in Western part of Maharashtra state and purposefully situated by H. H. Rajshree Chh. Shahu Maharaj in the sweet memory and in name of his beloved father then H.H. Chh. Jaysing Maharaj.

Long back, a veteran and renowned medical practitioner of this vicinity, (Late) Dr. J. J. Magdum in kind support and with the generous help by his wife (Late) Dr. Mrs. Prabha Magdum went with an idea and motto to establish a little bit small educational institute to cater the need of the society by providing good quality education to the students from rural areas.

In 1977, both (Late) Dr. J. J. Magdum and (Late) Dr. Mrs. Prabha J. Magdum founded the Dr. J. J. Magdum Trust and Shishu Vikas Mandal at Jaysingpur that too only with self-owned funds. Being an instrumental in the development of medical field at Jaysingpur and around, both have sacrificed their throughout life for the well-being and development of this area by serving a lot for the society. Thus, Dr. J. J. Magdum Trust, popularly known itself as Dr. JJM and then came in to existence with a view by establishing various schools, technical and medical educational Institutes/Colleges to furnish overall education in the field of engineering, medical and allied other related disciplines.

Proud to say, the trust that commenced with humble beginning from pre-primary section has now developed to a veritable knowledge hub with branches like Engineering College, Ayurveda College, and Homeopathic Medical College with Hospital set-up, Nursing School, Diploma Colleges in Pharmacy, Degree College in Pharmacy, Study center of YCMOU and Modi Hospital etc. In-fact the trust has grown leaps and bounds and has made a strong impact in the field of education.

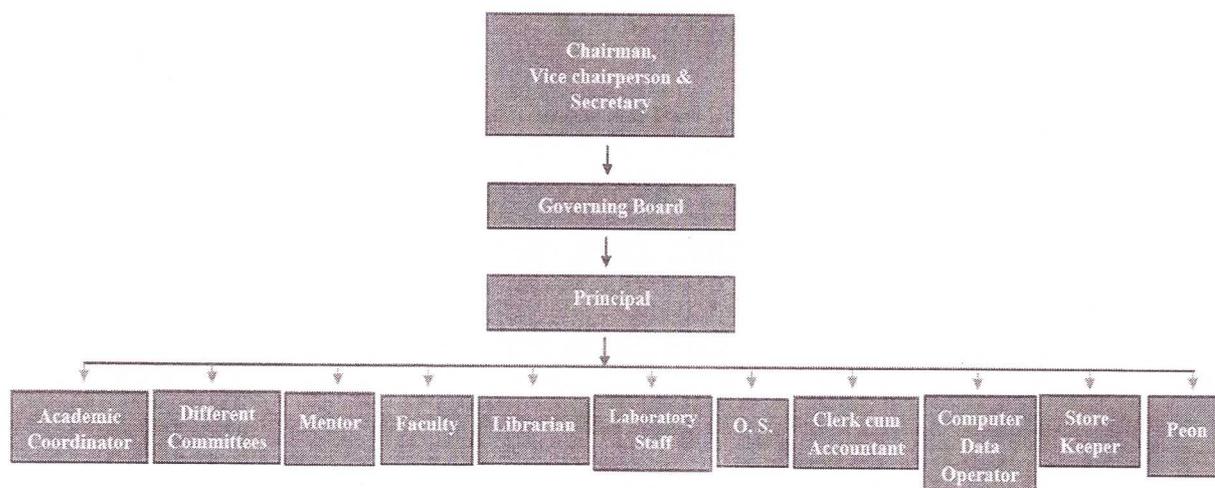
Dr. J. J. Magdum Trust is efficiently and successfully running under the guidance of Chairman Dr. Veejhay J. Magdum and Vice-Chairperson Mrs. Sonale V. Magdum.

#### J. Governing Body:

The governing body is unambiguously and collectively responsible for overseeing the institution's activities, determining its future direction and fostering an environment in which the institutional mission is achieved. The body meets once a year and proceedings of the meetings should be maintained properly. The college is governed by the governing body, which is constituted as per AICTE and trust norms. Its responsibility can be divided into:

1. To approve the mission, vision and quality policy of the institution.
2. To ensure the establishment and monitoring of proper, effective and efficient systems of control and accountability.
3. To monitor institutional performance and quality assurance arrangements.
4. To appoint and review performance of different managerial / administrative positions of the Institution.

K. The organization chart of the Institution:



L. Details of the Institute:

Dr. J. J. Magdum Trust's, Anil Alias Pintu Magdum Memorial Pharmacy College is established by late Dr. J. J. Magdum, founder President of Trust in the beloved memory of Late Anil alias Pintu Magdum & his family in the year 2003. Dr. C.K. Kokate, Vice-Chancellor of Kakatiya University, Warangal & Ex. President of Pharmacy Council of India, New Delhi inaugurated the Institute on date 26.12.2004.

The Institute is recognized by State Government, Directorate of Technical Education (DTE), Maharashtra State, Mumbai, affiliated to Maharashtra State Board of Technical Education (MSBTE), Mumbai, and approved by Pharmacy Council of India (PCI), New Delhi. The Institute is reputed for its high academic standards, excellent infrastructural facilities, young and dynamic faculty, and well-maintained discipline.

Student intake:

First Year D. Pharmacy (Part I): 60 Students.

Working Hours:

Monday to Saturday: 10.00 am to 5.30 pm.

M. Discipline:

i. I-card: The staff should wear I-card compulsory. If any particular staff member is found not wearing I-card, disciplinary action is taken against him / her.

ii. Reporting on duty upon arrival: Everyday staff members are required to register their attendance in the Attendance Muster as well as Biometric system.

iii. Permissions/Movements: Depending on urgency of the mater, faculty/staff may leave the campus for personal reasons for up to about one hour after obtaining permission from the principal authority. Such permission can be given two times per month only.



## Chapter 2

### Administration Policies

#### 2.1. Communication

The principal will ensure that all their employees are kept informed about all official matters. Confidentiality should be maintained in all official and employee related matters.

#### 2.2. Workplace Violence

Workplace violence is strictly prohibited.

#### 2.3. No Smoking

Smoking is prohibited inside the campus.

#### 2.4. Confidentiality

All employees are advised not to divulge any confidential information related to work without the knowledge/consent of the authorities concerned.

#### 2.5. Reporting

Employees are required to report any theft or fraud including possibilities thereof to their concerned authorities. Concealment of such information will be construed as misconduct.

#### 2.6. Service Conditions

- i. Every employee must abide by all the conditions herein stated and the changes made time to time.
- ii. All employees are expected to devote his/her service to the institution with utmost loyalty and always uphold the decorum of the institution.
- iii. If any employee is found to be the route cause for any issues or violence, he/she will be subjected to severe disciplinary action, as per the disciplinary procedure, which will even lead to immediate dismissal/removal from the Institution.
- iv. Any employee, on appointment, except on contract, shall be on probation for a period of one year. The probation period may be extended based on his/her performance.
- v. All the teaching, academic and administrative staff members are recruited as per the norms of PCI and the pay band is fixed based on the norms.

#### 2.7. Employment and Hours of Work

##### 2.7.1. Working Hours of Employees:

- i. All employees shall be in time for work as notified.
- ii. AAPM on special occasions is entitled to call employees to report to work on holidays or work overtime.

iii. For all members, working days will be from Monday to Saturday. Second & Fourth Saturday will holiday.

iv. The employee shall not leave the workplace earlier than the prescribed working hours. For any unavoidable reason, if an employee has to leave the workplace earlier, prior written permission shall be obtained from the principal.

### **2.7.2. Attendance**

i. ID cards are given to all categories of employees. Id card shall bear the name of the employee, qualification, date of birth, designation, address & mobile number.

ii. By using the biometric, attendance for in-time and out-time shall be marked.

iii. Any employee who fails to register his/her attendance in the manner specified herein shall be liable to be treated 'absent'.

iv. All employees shall be at their place of work at the time fixed. An employee arriving late to the institution must apply for permission/ leave in the prescribed format.

v. An employee found absent during working hours without permission or without proper reasons, shall be liable to be treated 'absent' for the period of such absence.

vi. All the employees should mark their attendance for in and out time on all the working days. Non-marking of attendance shall be treated absence.

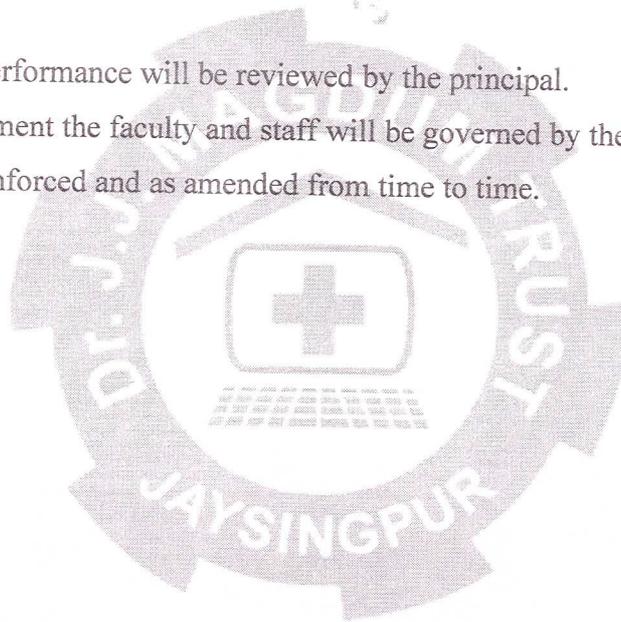
vii. Normally permission is granted only for two hours on two occasions. The request for permission should be made to the principal.

viii. In order to maintain discipline and promptness in attending work, all the employees are expected to co-operate by abiding to all the rules.

## Chapter 3

### Service Rules

1. While the faculty in the service of the institute the faculty shall not enter into any contract or agreement with any other institute.
2. Faculty and Staff members should not disclose any confidential information of the institute.
3. Faculty and staff have to strictly maintain discipline.
4. Faculty and staff should not misuse the position in the institute and involve any kind of unauthorized transactions.
5. Faculty and staff members are required to carry out all the duties that may be assigned by the principal.
6. Faculty may be relieved from their duties at the end of the academic year and will not be relieved in the middle of the academic year. This is exempted for those who get Government /University posting or marriage (Proof should be enclosed with resignation letter)
7. Faculty and staff members can refer work difficulties / grievances to the management through the principal.
8. Faculty and staff performance will be reviewed by the principal.
9. During the employment the faculty and staff will be governed by the rules & regulations of the institute that are enforced and as amended from time to time.



## Chapter 4

### Academic Policies

The founder President Late Dr. J. J. Magdum established Dr. J. J. Magdum Trust Jaysingpur in 1977 as a registered Trust with the vision to cater education needs in Shirol taluka and surrounding villages. Dr. J. J. Magdum Trust is presently working under the visionary leadership of Dr. Vijay J. Magdum, Chairman, Dr. J. J. Magdum Trust, Jaysingpur and Adv. Dr. Sonale V. Magdum, Vice-Chairperson & Secretary, Dr. J. J. Magdum Trust, Jaysingpur. It is a leading educational trust under which schools, colleges, professional institutes and hospitals are run. Many institutes and programs run under the trust are accredited by NAAC and NBA. In addition, number of institutes are ISO 21001:2018 Certified.

Under Dr. J. J. Magdum Trust, Jaysingpur, Anil Alias Pintu Magdum Memorial Pharmacy College was established in the year 2003. Institute is NBA Accredited & approved by Pharmacy Council of India, New Delhi, Directorate of Technical Education, Mumbai, State Government and affiliated to Maharashtra State Board of Technical Education, Mumbai.

#### **Academic Policy for Planning and monitoring:**

1. Before start of academic year MSBTE releases the circular for commencement and conclusion of academic year.
2. MSBTE academic circular should be used as a reference for preparation of Institute academic calendar.
3. Institute academic calendar will be prepared by IMC along with discussion and input from the examination, extracurricular committee and various other committees of the Institute.
4. It will cover various points such as planned terms, college timings, academic working days, minimum no. of theory and practical's to be conducted per week and examination schedule, holidays as per Govt. GR, celebration, activities, co-curricular/ extracurricular activities, skill development courses, industrial visits/ hospital visits etc.
5. Finally academic calendar of Institute will be approved by Principal.
6. Academic coordinator will distribute the workload amongst faculty.
7. Timetable will be prepared.
8. Timetable duly signed by academic coordinator & principal will be displayed to faculty and students.
9. After assigning workload all faculty will refer the PCI syllabus and prepare teaching &

- practical plan.
10. Assigned subject course outcome must be referred from PCI ER20 syllabus and mapped with program outcomes. Each topic of the course outcome should have learning outcomes and should be communicated to students during topic delivery.
  11. Faculty meeting will be arranged on regular basis to discuss CO-PO mapping, Course Gaps, Learning outcomes, Practical Outcomes, completion of syllabus etc.
  12. Each teaching plan must include additional topic which will be identified as content beyond syllabus & gap which integrates with academics for enrichment of knowledge of subject.
  13. For newly joined faculty general orientation to be executed to acquaint them about the institutional policies regarding academics, research, and examination. These orientation programs help newly appointed faculties to plan and execute effective curricular delivery.
  14. Faculty must use conventional as well modern pedagogy tools for teaching learning process. Faculty can adopt blended mode of teaching (online & offline) as per requirement. Faculty must use ICT enabled teaching ie. Google classroom, Power point presentation, templates, e-content various quiz apps, gamification tools (Kahoot Socrative, Quizz.com, Teachmint, Test Moz). Various forms of learning should be implemented like Active/Passive/ Experiential/ Participative/ Peer / Self/ Collaborative learnings.
  15. All faculty has to maintain teaching attendance records as per institute format.
  16. If needed makeup classes will be planned by subject teachers for syllabus coverage and number of lectures as per course structure. The same will be displayed to students, executed and records must be maintained.
  17. At the month end, all faculty should take principal signature on academic documents for its completion.
  18. The course file must be maintained as per prescribed format faculty wise.
  19. At Institute level faculty self-assessment sheet was taken from each faculty and abstract of it will be prepared.
  20. Academic committee will review % syllabus covered before internal and external examination and as per need. The subject incharge should ensure that the syllabus should be divided equally for each of the three sessional examination as far as possible.
  21. Faculty members must undergo FDP's/MOOC/ industrial training sessions/ pharmacy practice training to upgrade themselves with current advancement in curricular content and its delivery.
  22. Syllabus orientation workshops arranged by other colleges must be attended by faculty

- for better implementation of syllabus.
23. The weak and bright students are identified based on result analysis, interactions during classroom sessions and observations during practicals.
  24. A list of weak students is identified to form Remedial measures. Weak students are counseled by subject in charges and mentors. They discuss studying tips, self-motivation, and dedication to encourage them to improve performance thus creating an ambience of feel free approach with faculty to solve any doubts at any time.
  25. Based on their performance in academic year marks, bright students are ranked as first, second and third for each academic year. Their success acknowledgment is taken in college magazine. These students are felicitated on any special occasion.
  26. As per course structure, necessary field visits should be arranged for better understanding of the curriculum. Similarly, students practical training / hospital training etc. for students should be planned, executed and documented.
  27. For enrichment of curriculum skill development certificate courses should be planned and conducted.
  28. Day to day assessment is to be carried out as per course structure and examination policy which includes attendance, journal, behavior and attitude of students, performance and viva, maintenance and cleanliness in lab etc.
  29. Feedback about Faculty and facilities will be collected for each semester/ year for all courses through software. The feedback will be further evaluated.
  30. Other feedback collected from students includes exit level for final years, for conferences/workshops/activities/guest lectures etc.
  31. If a faculty wishes to go on leave, adjustment of theory/practical sessions should be with appropriate faculty and should be notified to principal.

## Chapter 5

### Classification of Employees

A. Faculty members (Subject wise & Cadre wise full time faculty):

i. Teaching Load:

Designation	(Teaching / laboratory hours) /week
Lecturers	18
Principal	06

ii. Faculty Cadre Structure:

Sr. No.	Designations of Teaching Faculty	Mode of Appointment
1.	Principal	Promotion / Direct Recruitment
2.	Lecturer	Direct Recruitment
3.	Selection Grade	Promotion / Direct Recruitment

iii. Teacher Student Ratio: As per PCI norm, the cadre ratio is 1:20.

B. Staff/Non-Teaching:

The recruitment of this category staff is as follow:

Sr. No.	Designations	Number Required
1.	Laboratory Technician (Qualification- Diploma in Pharmacy)	02
2.	Laboratory Attendant	04
3.	Office Superintendent	01
4.	Clerk-cum-Accountant	01
5.	Store-Keeper	01
6.	Typist	01
7.	Asstt. Librarian	01
8.	Peons	02
9.	Cleaners/Sweepers	04
10	Gardener	01

## Chapter 6

### Recruitment Policies

**1. Qualifications, Experience & Pay scale:** The qualifications and experience required for the candidates to fill various posts shall be as per the norms prescribed by the PCI/DTE/Government of Maharashtra.

**2. Annual increments:** Shall be sanctioned by the Principal on satisfactory performance of the employee as per PCI norms.

**3. Withhold an increment:** The management shall have the authority to withhold an increment for a certain period but not exceeding one year as a disciplinary measure on sufficient and valid reasons, and after the employee has been given a fair opportunity to defend himself/herself.

#### **4. Recruitment and Selection Procedure:**

- 4.1 The recruitment and selection of faculty members is need-based. Academic In charge projects the requirement based on workload.
- 4.2 The rules prescribed for selection of employees from time to time by PCI/DTE/Government shall be followed.
- 4.3 Selection is done by duly constituted Committees.
- 4.4 A post shall be filled up by direct recruitment through open advertisement or by promotion from among qualified and eligible internal candidates, as directed by Governing body.
- 4.5 The Management/Governing body may in special circumstances appoint persons by invitation / deputation / contract basis.
- 4.6 The candidates for the post of Lecturer are required to give a demo lecture and attend an interview by a selection committee followed by one-on-one interview by the Principal/ Secretary.
- 4.7 Candidates for non-teaching posts are selected strictly based on merit, is done by a duly constituted committee.
- 4.8 Vacancies for various positions may be filled through internal promotions of eligible candidates based on length of service and good performance in the college.
- 4.9 **Appointing Authority:** All the appointments are made by the principal with the approval of the President/Chairman based on the recommendations of various committees appointed from time to time for such purposes.
- 4.10 **Reporting:** On receiving the offer letter from the institution, the staff member must give in principle his/her consent to join the institution on or before the last date notified for

reporting. He/she should also submit copies of original certificates along with two photographs in proof of age, qualification, experience.

- a. Probation: All appointees in the institution will initially be on probation for the first two year of their service and on completion of the probation period will be deemed to be regular unless expressly notified otherwise. No application of the employee seeking employment elsewhere shall be forwarded during the probation period.
- b. The rules governing probation shall not apply to appointments made on temporary/contract/contingent basis.
- c. The services of pay candidate appointed on temporary/contract basis can be terminated at any time without any notice and without assigning any reason thereof.

#### 4.11 Resignation, Relief, Termination:

All the employees of the institution who are desirous of resigning voluntarily should give proper notice. In case applications are submitted through the institution seeking outside employment / pursuing higher studies, the management may prescribe suitable conditions for relieving the employee as and when the employee is selected so that there shall not be any disruption to the academic program in the college. The institution reserves the right to terminate the services of an employee, without any notice or assigning any reason.

#### **5. 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.

In case of non-teaching staff, promotions are done based on seniority and performance appraisal, depending on the vacancies created in the higher cadre.

#### **6. 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.

## **Chapter 7**

### **Code of Conduct**

#### **A. Rights and Duties of the Teaching staff**

1. The Lecturer is the academic and ethical leader in the Classroom.
2. The Lecturer must complete the portion within the given period and submit a syllabus completion report to the Principal before each sessional examination.
3. Maintenance of the student's attendance and discipline in the college is the duty of every lecturer.
4. Every Lecturer must wear the College ID Card every day.
5. No student will be allowed to attend the class without the ID card and the Lecturer must ensure this.
6. The right to grant leave of absence to any student lies with the Lecturer.
7. Any student seeking extra ordinary leave from the classes should seek the permission of the Lecturer whose classes the student will be missing and it is the duty of the Lecturer to bring this to the notice of the Principal.
8. Examination duty and duty allotted by the MSBTE is mandatory for all the teaching staff
9. Each Lecturer can organize up to a maximum of two expert lectures per subject taught (during the entire year) on topics related to his/her subject to fulfil gap/content beyond syllabus @ a remuneration of RS 2000/- to 3000/- per guest during his /her own lecture; after adjusting the lecture timing with a colleague or after lecture hours. No prior permission for the same is to be taken. Intimation to the Principal at least one days prior to organization is required. A further amount of Rs 200- can be utilities for organizing a rose bud and refreshments for each guest lecture. Further conveyance amount of Rs 350/- will be reimbursed.
10. Each Lecturer is to teach at least 50% of the syllabus using ICT. Each classroom has been allotted a with LCD and smart board. Every lecturer must have to use it.
11. Each Lecturer may use the theory classes to initiate debates and discussions on the subjects taught.
12. Quiz Competitions and role plays to be used wherever possible to add creativity to teaching and making learning fun by using Quiz software.
13. Notes are strictly not to be dictated in the theory classes. Notes may be circulated/ put up on software.
14. Examination duty and duty allotted by the board is mandatory for all support staff.
15. A lecturer has to fill in the CL form in advance, get it signed by the Principal and submit the same to the Office Leave clerk.

16. In case a lecturer has to take a CL in an emergency, it is necessary to call/SMS/ email the Principal about the absence from work. A SMS should also be made to the clerk in charge of Maintenance of leave record, so that he can insert the CL mark in the muster. The CL form should be submitted within 2 days of such emergency leave.

17. No duty leave can be availed without the prior permission of the Principal. The lecturer seeking duty leave should fill the duty leave form, get it signed by the Principal. If the D.L. is not to be sanctioned the Principal must intimate the Lecturer via SMS/email within 24 hours. Failing which it will be assumed that the D.L. has been sanctioned.

18. In case of medical leave the Lecturer must inform the leave maintaining Clerk and Principal via SMS/email/ phone call. There is NO necessity of a family member bringing a note in writing. Upon rejoining duty, the lecturer must submit the medical certificate and fitness certificate.

19. Seminar/ Conference/ Workshop/ FDP/ Symposium fees will be reimbursed to the extent of 50% of the amount paid for registration provided no paper/poster is being presented at the same. This amount will be reimbursed to a maximum extent of Rs 4,000 per year per faculty member.

20. Seminar/ Conference/ Workshop/ FDP/ Symposium fees will be reimbursed to the extent of 100% of the amount paid for registration provided a paper / poster is being presented at the same. The amount will be reimbursed to a maximum extent of Rs 5,000/- per year, per faculty member.

21. 100% registration fee reimbursement and TA will be given for attending seminars and conferences arranged by MSBTE, AICTE or PCI.

22. For point 19 and 21 above, TA and DA will be given upon approval of sanctioning authority.

23. No lecturer can accept any teaching assignment unrelated to college activity without the explicit sanction of the Principal.

24. Every lecturer will co-operate and assist the Conveners of Committees/ Principal/ Management and other administrative authorities to work for the betterment of the College.

25. Every lecturer will maintain the required decorum in communication, behavior and teamwork.

26. Failure to abide by any on the above will make the lecturer liable for Noncompliance report.

#### **B. Code of Conduct of the Non-Teaching staff Personnel:**

1. All are free to express their views and feedback regarding work and systems.

2. All support staff must compulsorily always wear the Identity Card on the campus.
3. All Support staff must be computer literate. Every staff must hold at least one computer certification upon appointment. In case a computer non-qualified staff is appointed, he/she must obtain a certification within one year of appointment. Failing which his/her services are liable to be terminated.
4. All should complete their duties efficiently and in a timely manner.
5. All should be punctual when coming to and leaving from work.
6. All should fulfill their job duties with integrity and respect toward colleagues, stakeholders and the community.

### **C. Work and Behavior:**

1. All must show professionalism in the college.
2. Support staff is urged to respect the professionalism of academic employees and fellow support staff members and to refrain from behavior that would prevent others from fulfilling their duties, for example, by failing to order chemicals or repair equipment.
3. They should maintain the work culture and environment of the college.
4. All must comply with environmental, safety and fair dealing laws.
5. All should treat the college property with respect and care and should demonstrate a concern for the appropriate use and maintenance of all equipment provided by the college.
6. Ensure that college services such as photocopying and postage are used only for college purposes.
7. Kindly refrain from spending unnecessary time on the college computer or mobile phones.
8. Any work assigned by Lecturers, Principal and any other authority of the college will be willingly accepted and effectively executed on time.
9. Examination duty and duty allotted by the MSBTE is mandatory for all support staff.
10. All the transfers will be accepted willingly as and when proposed by the authorities.
11. All support staff must attend Development Programs and training workshop to update them.

### **D. Concessions:**

1. All non-teaching staff members who wish to improve further their qualification will be provided 50% fee concession.
2. All non-teaching staff members whose children are admitted in the college are eligible for 50% fee concession.

### **E. Leave Procedure:**

1. All support staff must get the casual leave sanctioned from principal before proceeding on leave.
2. The casual leave form must be submitted to the college leave clerk before proceeding on leave.
3. In case of emergency casual leave the support staff must intimate the principal as well as the leave clerk through the message/email.
4. Upon return from emergency casual leave the support staff must forward the casual leave form to the college office within two days of rejoining.
5. No support staff can avail any duty leave without the explicit permission of the principal.

### **F. Disputes and their Resolution**

1. All are expected to avoid any conflicts, personal, financial or otherwise that might hinder their capability or willingness to perform their duties.
2. All non-teaching staff should avoid offending, participating in serious disputes and disrupting the workplace.
3. In case of any disputes it should be sorted out with the help of the direct authority, and if solution is not forthcoming from the direct authority then only principal may be approached.

### **G. Interaction with students.**

1. Support staff will demonstrate courtesy, respect, patience, and willingness to help in all their interactions with students in any context.
2. All should strive actively to avoid conflict between themselves and any student.
3. Refrain from physical intervention to resolve a conflict between students.
4. In the event of conflict initiated by a student, the employee will maintain an open, non-confrontational attitude and report the incident to the Principal.

## Chapter 8

### LEAVE RULES

#### **Kinds of leaves:**

The following kinds of leaves shall be admissible to employees of the Dr. J. J. Magdum Trusts Anil Alias Pintu Magdum Memorial Pharmacy College, Dharangutti.

1. Casual Leave (CL)
2. Earned Leave (EL)
3. Compensatory Off (CO)
4. Study/Sabbatical Leave (SL)
5. Medical/ Sick Leave (ML)
6. Duty Leave (OD)
7. Maternity/Paternity Leave (MA)
8. Summer Vacation

Leave cannot be claimed as a matter of right. When the exigencies of the services so require, discretion to refuse or cancel leave of any description is reserved with the authority empowered to grant it.

The nature of leave due and applied for by an employee cannot be altered at the option of the sanctioning authority.

#### **LEAVE / LEAVE MANAGEMENT POLICY (LEAVES / VACATION / HOLIDAYS)**

1. To accommodate the varying needs of its employees, AAPMPH offers a variety of leave options.
2. If taking a leave of absence, it is important to give adequate notice so that the organization's work is not hampered.
3. The authority, who sanction leave, has the right to refuse or cancel any type of leave.
4. Leave cannot be requested as a matter of right.
5. Leave will not be granted to staff under suspension.

The following types of leaves are available for employees:

#### **1.1 CASUAL LEAVE (CL)**

##### **1.1.1- REGULAR FACULTY**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month.

2. Eligible after completing one month of service in AAPMPH.
3. Eligible for one CL per month (12 Days per Year)
4. Out of 12 days, maximum of 6 days CL will be granted in a term.

#### **1.1.2 - ADHOC FACULTY**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month.
2. Eligible after completing one month of service in AAPMPH.
3. Eligible for one CL per month (12 Days per Year)
4. Out of eligible casual leaves, maximum of 50% days of CL will be granted in a term.

#### **1.1.3 - REGULAR STAFF**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month.
2. Eligible after completing one month of service in AAPMPH.
3. Eligible for one CL per month (12 Days per Year)
4. Out of 12 days, maximum of 6 days CL will be granted in a term.

#### **1.1.4 - ADHOC STAFF**

1. Only one CL per month, If CL is not availed in a month it can be carried forward to next month.
2. Eligible after completing one month of service in AAPMPH.
3. Eligible for one CL per month (12 Days per Year)
4. Out of eligible casual leaves, maximum of 50% days of CL will be granted in a term.

#### **GENERAL**

- A.** An employee can get a half-day of casual leave.
- B.** For unusual circumstances three casual leaves at once may be permitted with the Director's / Principal's permissions.
- C.** A holiday or series of holidays may fall between the time of casual leave and may be preceded or suffixed with any number of Sundays and/or public holidays. However, the entire amount of time spent on casual leave and holidays at once should not exceed seven days, unless there are extraordinary circumstances and Director/Principal approval in advance, in which case it may be extended up to nine days.
- D.** Mass-scale casual leave is not to be considered casual leave. It will be handled as an

unlawful absence and treated as such. Mass casual leave is considered a form of indiscipline and misconduct.

**E.** Unused casual leaves are not carried over to the following year's calendar.

**F.** In case of emergency, telephonic intimation is acceptable to reporting authority and not through the subordinate.

**G.** All employees are entitled to 15 days of CL, or part thereof, in a calendar year depending on the date of joining.

## **1.2 MEDICAL LEAVE (ML)**

1. A teaching or non-teaching employee are entitled 10 days of medical leave in an academic year.
2. If not availed, Medical leave can be accumulated up to a maximum of 180 days.
3. Medical Leave must not be prefixed or suffixed to vacation or other type of leave.
4. Holidays and weekly off falling in between shall be treated as Medical leave.
5. For one to three days of ML, there is no need to produce Medical Certificate.
6. If an employee requests medical leave more than three days, they must provide a medical and fitness certification at the time of joining. The medical officer must certify it. When returning to work after a hospital stay, the admission and discharge cards as well as the certificate must be given to Establishment.
7. An oral or written request will be required to avail ML due to illness or injury.
8. The Management has the right to refer the application to a doctor/hospital of their choice in case of doubt on the genuineness of the application.

## **1.3 EARNED LEAVE (EL)**

1. Permanent employee who are not entitled to vacation, are eligible to 30 days of earned leave per year subject to maximum accumulation as per Government norms.
2. During the terms's non-teaching periods, employees may use such EL.
3. The unused ELs may accumulate for up to 300 days during the service year and will be carried over to the following year at the end of the calendar year.
4. EL may be used for a period of at least three days.
5. Prefixed /and suffixed weekly off and/ holiday shall be treated as earned leave.
6. Employees who retire on superannuation, pass away while in service, or resign from their positions are not eligible for the cash equivalent of unused paid time off that was

accrued to their account as of the date of their retirement, death, or resignation.

#### **1.4 MATERNITY LEAVE (MA)**

1. Maternity leave is available to all permanent women employees for a total of 180 days or as per government norms subject to the submission of a medical certificate from registered medical practitioner.
2. A female employee who uses the aforementioned leave but doesn't return to work within the allotted time will need to defend herself in front of head of Institute. The Head of Institution reserves the right to take service continuity into consideration. Even if the employee is reinstated, the maternity pay benefit may still be lost.
3. This leave shall be applicable only one in the total career.
4. Leave application has to be submitted at least one month before proceeding on leave.
5. Maternity leave may be granted to temporary employee on without pay basis and will be at the discretion of the management

#### **1.5 ON DUTY LEAVE (OD)**

The Director/Principal alone has the option to grant Duty leave on any applicants' requests with relevant supporting documents.

**For the following circumstances, on-duty leave may be authorized:**

1. Representing the Institute at meetings, seminars, and conferences.
2. External Exam Duty (UR / Invigilation / Practical exam), Attending Workshops & Conferences, and Higher Studies & Research purpose.
3. To participate in committee meetings or invited lectures.
4. Faculty or non-teaching staff members assigned by the institute to work on institute-related matters.
5. Teachers may do professional enhancement courses.
6. The faculty members who are pursuing Ph. D can avail On Duty to carry out any Ph. D related activity.

#### **1.6 COMPENSATORY OFF (CO)**

1. The employee will be entitled to compensatory off, if the appropriate authorities notifies them in writing that they must work on Saturdays, Sundays, or public holidays for any assigned work of the Institute.
2. The Director/Principal has complete discretion over who is eligible for compensatory time off for work done on the aforementioned dates.

3. Compensatory time off can be added before or after any other type of leave, such as casual leave, earned leave, or medical leave.
4. It is necessary to take compensatory time off within the same calendar year.
5. One day compensatory leave cannot be split into half days.
6. Compensatory leave cannot be claimed for outside office hours to complete work left undone due to the negligence of employee in prescribed time.

**1.7 Study / Sabbatical leave (SL):**

- i. The teaching staff may be granted leave for advancement of their education in India or abroad under specified terms and conditions.
- ii. The employee is entitled to pay 50 % during the period of study Leave.
- iii. Approval of Study Leave is purely based on employee progress in the Institution and PhD progress after the registration.
- iv. Faculty member who likes to apply for the study leave during his/her course work will be approved by converting their vacation leave to complete the course work.
- v. Maximum 15 % faculty members of the department can avail this career advancement policy in a year.
- vi. Staff members availing facilities for full time study need to sign agreements with the management to serve the institution for a minimum period of three years (M. Pharm. or Ph.D. course work), along with sureties.
- vii. Teaching staff may be given sabbatical leave of six months for working in industry/ professional development, subject to the condition that the faculty has a teaching experience of Six years. Such leave, however, shall be available to a teacher only twice in his/her teaching career.

**1.8 Summer vacation:**

- i. On the first and last days of each term, an employee must be present, unless the Principal gives an exception.
- ii. Vacation period will be as per DTE and MSBTE norms for permanent employee.
- iii. In case of extension of leave, Summer Vacation may be clubbed only with EL, which shall be intimated to the concerned authority well in advance.

## 1.9

### LEAVE SANCTIONING AUTHORITY

Sr. No.	Employee	Type of leave	Recommended by	Approved by
1	Principal	All types applicable	N/A	Director
2	Faculty	CL, ML,	N/A	Principal
		Vacation, Maternity	Principal	Director
3	Non-Teaching Staff	CL, ML,	N/A	Principal
		EL, Vacation, Maternity	Principal	Director

## 1.10 HOLIDAY

A holiday is a day that the institution observes as a paid day off. In accordance with instructions from the affiliating bodies, the list of holidays, including National Holidays, will be distributed to the faculty & staff.

**Imp. Note :** Any changes to the aforementioned list of holidays may be made at the sole discretion of the Director/Principal (or the qualified person nominated in his place).

### 1. Vacation Employees:

Faculty members, Staff, Lab. Technician, Lab. Attendant.

### 2. Non Vacation Employees :

Principal, Librarian, Training & Placement Officer, office staff.

## 1.11 HOURS OF WORK

1. The institution works six days a week, which excludes two tea breaks one in the morning and one in the evening for 15 minutes each and one lunch break in the afternoon session for 30 minutes.
2. The weekly off will be on 2<sup>nd</sup> Saturday, 4<sup>th</sup> Saturday and all Sundays.
3. The Director/Principal may choose working hours in consultation with management, taking into account institute necessities as well as statutory authority regulations. However the following table lists the work hours for office, teaching, and non-teaching workers. However, the Director/Principal is

permitted to reschedule working hours or days in order to complete particular responsibilities.

The College shall function from 10.00AM to 5.30 PM for Faculty, 09.30 AM to 5.30 PM for Technical and Administration Staff. For Peons it will be from 9.00 AM to 6.00 PM.

## **1.12 GRACE TIME, LATE COMING & HALF DAY**

### **1.12.1 GRACE TIME**

1. After their official in-time, employees have up to 15 minutes of grace time if they arrive late at their assigned workplace.

### **1.12.2 LATE COMING**

1. Any employee who arrives beyond the grace period up to 15 minutes will be regarded as tardy and otherwise will be treated as leave.
2. Three (3) late assignments result in the loss of one (1) half-day of leave.
3. If an employee is running late, they must notify their reporting authority.
4. If an employee will not be reporting to work due to an emergency, they must notify their reporting authority as soon as they become aware of the emergency.

### **1.12.3 HALF DAY**

1. A half-day is four hours of work, not including lunch.

## **1.13 LATE REPORTING & EARLY EXIT LEAVE:**

1. Late Reporting / Early Exit (either or) is permissible twice in month for only Two hours.

## **Chapter 9**

### **Promotion Policies**

#### **9.1. Preamble**

Any progressive institution should make sufficient provision for the satisfactory promotion of personnel to higher positions. Opportunity for promotion to higher positions within an organization gives personnel an opportunity to fully utilize their abilities and therefore serves as a basis for motivation.

#### **9.2. Application of the Policy**

The policy applies to all regular teaching faculty who are seeking for the promotion from the post of Lecturer to Selection Grade.

#### **9.3. Objectives**

- i. This policy governs the promotions for the faculty so as to encourage high quality teaching, research and Institutional commitment.
- ii. The policy is expected to generate interest in the faculty to undertake their roles to the highest standard, besides developing a sense of belonging to the organization as reflected in their commitment and loyalty to the organization.
- iii. It adopts the principles of transparency, openness and equality of opportunity, responsiveness, good management and efficiency.

#### **9.4. General Principles underlying this Policy**

- i. The promotion of an employee is purely based on the merit cum seniority basis and vacancy position in the concerned department.
- ii. All promotions shall be subject to completion of minimum qualifying period and other requirements such as employee's current academic performance, their research work, number of publications, commitment of the staff to the improvement of the institution etc.
- iii. Promotion shall not be influenced by the employee's race, religion or gender.
- iv. The promotion will be from Lecturer to Selection Grade.

Promotion is considered by a committee consisting of the following:

1. Management Representative

2. Principal of the college concerned

3. Senior faculty

v. Principal will review the performance appraisal, academic performance and other capabilities of each candidate.

vi. The Committee, based on the above factors, shall prepare a list of candidates recommended for promotion in the order of merit and submit for approval of Governing Council along with the Service Register of the individuals for approval. The approved candidates shall be promoted from the rank of Lecturer to Selection Grade.

vii. Those who are promoted shall be placed in the pay scale applicable to that category.

viii. All decisions on promotions shall be taken up in the month of June- July every year.

ix. Filling up of any posts consequent to retirement, resignation, termination, cessation of employment, transfer, demotion, promotion etc. of permanent incumbent shall not be automatic and will be done at the discretion of the Principal.

x. The management has the exclusive authority to approve promotions.

#### **9.5. Eligibility & Pay Scales**

Promotions to higher positions are based on competencies, past performance and on merit. Hence, on promotion the individual's work profile and responsibility will change.

## Chapter 10

### Salary Policies

**1. Type & fixation of Initial salary:** In general, the type and fixation of initial salary is subject to statutory requirements like those of the government pay scales (Current is 6th pay rule), Maharashtra State Board of Technical Education (MSBTE), All India Council of Technical Education (AICTE) and Pharmacy Council of India (PCI). Salary is fixed at the discretion of management.

**a. Consolidated salary:** Usually non-teaching staff is paid consolidated salary at the time of joining till regularization of salary on the basis of individual performance. Salary fixation is dependent upon post, qualifications, experience as well as employee's service at Dr. J. J. Magdum Trusts Anil Alias Pintu Magdum Memorial Pharmacy College, Dharangutti. It is fixed as per management decision.

**b. Salary and Increments as per pay commission / Pay Scale cadre wise:** Teaching and Non-teaching staff is eligible for getting pay scales as per eligibility, experience, managements directions on salary fixed as per AICTE, dated January 22, 2010 F.No:37-3/Legal/2010 and Government of Maharashtra Higher and technical education Department Resolution no. SPC-2010/ (34/10)/TE-2 Mantralaya Annexe, Mumbai – 400 032 Dated 20<sup>th</sup> August 2010.

#### **2. Salary Increments (Rationalization):**

**Time scale of pay:** Time scale of pay means a scale in which the salary rises, subject to the conditions prescribed in the statutes of 6<sup>th</sup> pay rules by periodical increments, from a minimum to maximum. Every employee is entitled to an annual increment in salary subject to the recommendations of Principal as per the requirements of government pay scales, All India Council for Technical Education, Mumbai, Pharmacy Council of India, New Delhi etc. The Principal and Management representative reviews the recommendations based on the performance appraisal of the employee. Annual increments, in general, will be paid in the month of July of every calendar year.

**Debt Repayment and Monetary Responsibility:** The Institute is authorized to withhold pay cheques or deduct from pay cheques amounts owed by employees of the institution for any fine, fee, penalty, or other financial obligation(s) to the Institute or under the legal compliances and statutory obligations.

**Payroll Schedules:** Employees are paid for all the days of the month. Payment is directly deposited with a designated bank in the individual's account or given in cash for employees who are paid for visits or whose job is menial in nature of employment. All employees are

advised to open a savings bank account in designated bank and intimate the account number to Accounts.

**Higher remuneration:** The institute is authorized to pay higher remuneration on a case-to-case basis depending on the merit of the case. When offering an employee more than the minimum remuneration, the Management will review the salaries of similar positions in order to avoid creating any disparity among salaries of similar staff.

**3. Payment mode of salary:** Every employee opens a salary account in the bank and the salary is transferred to employees' account.

**4. Payroll Deductions:**

i. Income-tax, professional tax and employee provident funds are deducted wherever applicable. All other deductions will be notified to the employees. Employees are not allowed to commit any deductions from salary directly to any outside agency / bank / financial institution / co-operative society, etc. without explicit written permission by the Management / Principal.

ii. Income-tax: It is mandatory that all staff must present their deduction scheme to the Administration by the end of May, and final proof for savings by the end of December of each calendar year in order to finalize tax deducted at source for the year.

**5. Working Time:**

i. Muster: A record of entry time of employees is maintained by signing in the muster without fail. A record of entry and exit time is also maintained using Biometric system. Those going out for work related matter need to fill out going register or else they will be marked absent for the day.

ii. The Standard Workweek: The timing for the Monday to Saturday is 10:00 a.m. to 5:30 p.m. and all days have a half an hour break for lunch.

iii. Change of Workweek: Any change of workweek / breaks / work timings etc. should be with the prior approval of the Management. No employee is to work for 15 days continuously without a holiday except under exceptional circumstances and with intimation to the Management. The Management may intervene when a deviation that is not suitable to the HR policies of the institute is noticed. All employees will be informed from time to time of any changes made by the Management in this matter. It is the responsibility of each employee, however, to ensure that the Management is made aware of the change in workweek or timings etc. that he / she have been assigned.

iv. Overtime: No overtime charges are provided to any employee.

## Chapter 11

### Research Incentive Policies

#### RESEARCH INCENTIVE POLICY FOR PUBLICATIONS, ATTENDING SEMINARS / WORKSHOPS AND PAPER PRESENTATION IN CONFERENCES, BOOKS, PATENTS & AWARDS FOR FACULTY & STUDENTS

##### Objective of the Scheme

The primary objective of the proposed incentive policy is to motivate the faculty & staff members of Dr. J. J. Magdum Trust's, Anil Alias Pintu Magdum Memorial Pharmacy College, Dharangutti to undertake quality research work, publications related activities & other outputs.

##### Scope of the Policy

This policy covers all faculty & staff members of Dr. J. J. Magdum Trust's, Anil Alias Pintu Magdum Memorial Pharmacy College, Dharangutti who have put in more than 1 year of service at this institute are eligible who shall:

- Publishes their work in reputed journals
- Attend Seminars / Workshops / Conference / FDP
- Presents their work in conferences
- Authoring book / book chapter in National and International publishers
- Publish Patent
- Won awards

##### Details of the Scheme

##### A. Paper Publications (Research/Review/Editorial/Case report/ Case study/ Manuscript)

Faculty members who shall publish their works as Research Article / Review Article / Short Communications / Case Report in reputed journals can avail the following incentives.

Paper Publications	Incentives	Remark
a) Journals with minimum Impact Factor to 1 Impact Factor* (*Thomson Reuter / Journal Citation Report)	Rs. 7000/- per publication.	If there are more than one faculty involved in the publication the credits will be shared as follows: The first author (faculty) would share 60% of the credit amount and the remaining 40% would be shared by the next author or equally by next authors (faculties).
b) Journals with more than 1 Impact Factor, for each additional Impact Factor* (*Thomson Reuter / Journal Citation Report)	Rs. 7000/- + Rs.1,500/-(Additional per impact factor)	
c) Any journal in Scopus / WOS (Web of Science)/ PubMed / ICI (Indian Citation Index)/ SCI (Science Citation Index)/ MEDLINE / EMBASE /	Rs. 5000/- per Publication	

EBSCO / UGC listed journals without any impact factor		
d) Paper published in national / international journals.	Rs. 2000/- or Publication charges. At actual whichever is less	

### B. Book/ Book Chapter/ Monograph

The e-book and hard copy books are considered for research incentive. The pocket books or booklets and books having less than 20 pages are not considered for research incentive.

Book/ Book Chapter/ Monograph	Incentives	Remark
a) For each Book (Reference or Text) authored/edited singly or jointly and published by International Publisher (McGraw Hills, Tayler Francis, Springer, Elsevier, CBS Publisher etc. or Apex bodies/Societies with ISBN (International Standard Book Number) / ISSN ( International Standard Serial Number)	Rs. 20000/- per Book	If there are more than one faculty involved in the publication the credits will be shared as follows: i) Single author – 100% ii) Two authors – First would share 60% & second will share 40% of the credit amount iii) Three authors - First would share 50%, second will share 30% & third will share 20% of the credit amount. iv) Four Authors - First would share 40%, second will share 30% & third will share 20% & fourth will share 10% of the credit amount. v) Five Authors - First would share 30%, second will share 25% & third will share 20% & fourth will share 15% & fifth will share 10% of the credit amount.
b) For each Book (Reference or Text) authored / edited singly or jointly and published by National Publisher (McGraw Hills India, JP publisher, Springer India, Elsevier India, CBS Publisher etc. with ISBN (International Standard Book Number) / ISSN ( International Standard Serial Number)	Rs. 15000/- per Book	
c) For each “Chapter/ Monograph” in Book published by International Publisher (as per point a) with ISBN (International Standard Book Number) / ISSN ( International Standard Serial Number)	Rs. 10000/- per Chapter / Monograph	
d) For each “Chapter / Monograph” in Book published by Publisher (as per point b with ISBN (International Standard Book Number) / ISSN ( International Standard Serial Number)	Rs. 10000/- per Chapter / Monograph	

### C. Attending Seminars / Workshops / Paper / Poster Presentation in Conferences / Industrial Training / FDP

Faculty members who shall attend Seminars / Workshops or present their works as Oral / Poster Presentation in State, National and International conferences, Industrial training, FDP can avail the following incentives.

Attending Seminars / Workshops Paper / Poster Presentation in Conferences / Industrial Training / FDP	Incentives	Remark
a) Registration Fees	100%	<ul style="list-style-type: none"> <li>• Duty leave given</li> <li>• Conference / seminar / FDP / Workshop / Industrial Training should be of two days or more.</li> <li>• After attending Conference / Seminar / FDP / Workshop / Industrial Training, it is mandatory for all deputed Faculty / Staff to submit copy of certificate, proceedings etc. to Principal and in addition they have to give presentation on the same.</li> <li>• 100% incentives are given for maximum 6 faculty &amp; staff attended the above program</li> <li>• If more than 6 faculty &amp; staff members are attended the above program the incentive shall be distributed equally by considering maximum participation as 6 participants.</li> </ul>
b) Travelling Allowance	100%	
c) Accommodation	100%	

**D. Awards at State / National / International Level to faculty like Best Faculty, Principal, Researcher, etc.**

- At State level Faculty members Rs. 3,000/-
- At National level Faculty members Rs. 5,000/-
- At International level Faculty members Rs. 10000/-

**E. Patents**

- Indian Utility / Research / Ordinary Patent Publication - Rs. 5,000/- per patent.
- Indian Utility / Research / Ordinary Patent Granted - Rs. 15,000/- per patent.
- Indian Design Patent Registration - Rs. 10,000/- per patent.
- International Patent Publication - Rs. 15,000/- per patent.
- International Patent Granted - Rs. 25,000/- per patent.

**F. Student Participation in Seminars / Workshops / Paper / Poster Presentation / Technical**

### **Events / Sports Competition**

- Registration and travelling charges will be given by institute

### **G. Student Paper Publication**

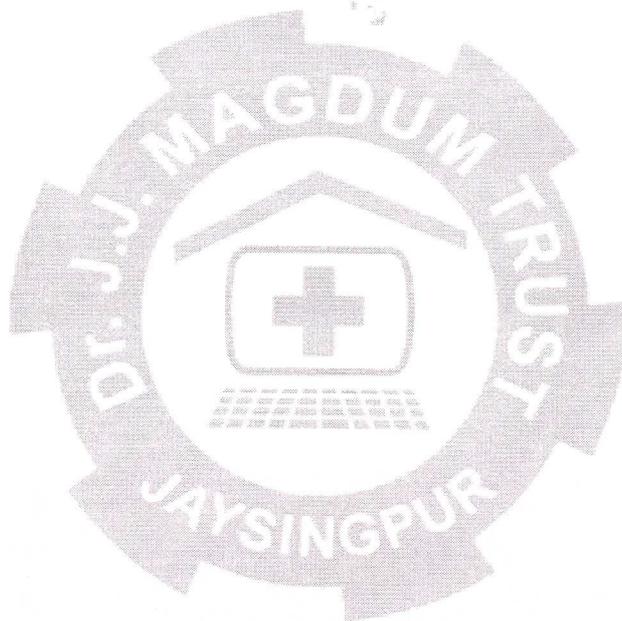
- Publication Charges will be given by the Institute. (Maximum four papers should be benefited)

#### **❖ Period of reckoning**

Academic year (from 1<sup>st</sup> June to 31<sup>st</sup> May of next year)

#### **❖ Guidelines**

1. Author affiliation should be Dr. J. J. Magdum Trust's, Anil Alias Pintu Magdum Memorial Pharmacy College, Dharangutti.
2. There is no upper limit for incentives received by individuals.



## Chapter 12

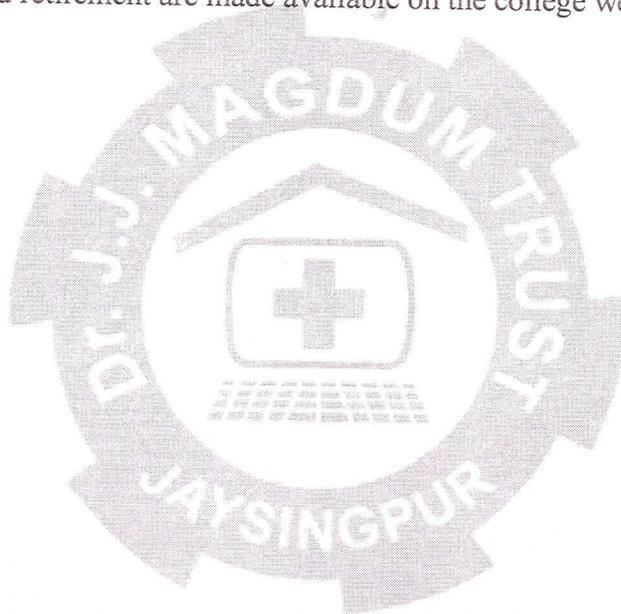
### Employee Benefits and Incentive schemes

- i. Honorarium:** Means payment granted to the teachers as remuneration for special work or work of an occasional nature.
- ii. Employees Incentive:** Employee receive incentives in the form of additional increments every year depending upon the students feedback and performance appraisal results.
- iii. Faculty Promotion:** Faculty is promoted to higher cadre depending upon their capability and initiative.
- iv. Medical benefits & Allowances:** All employees avail the facilities provided by a doctor on campus who is present during the working hours and is also available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.
- v. Children Education Allowances:** Children studying in Dr. J. J. Magdum Group of Institutes and whose parents are employees of the institutes (Non-teaching staff) can avail of a waiver of 50% on the tuition fees.
- vi. Consultancy Assignments:** The Institute or colleges should be encouraged to accept consultancies, direct projects, register patents, R&D Products and technology transfers as a part of their academic duties. This would help the Trust at large to benefit from the professional inputs by the academic community and contribute directly to societal development. University Grants Commission should also lay down detailed guidelines for carrying out consultancy work since this would help transparency and uniformity in such work. Amount received is shared in the ratio of 70:30 between the teacher and the institution respectively.
- vii. Contributory Provident Fund:** Contributory Provident Fund Scheme is made available to all eligible employees.
- viii. Group gratuity scheme:** Gratuity facility will be available to eligible employee.
- ix. Advance against salary:** Advance will be sanctioned for medical treatment (self, parents, spouse or children), payment of fees (self, parents, or children) and for marriage (self, or children).

## Chapter 13

### Awareness among employees / Students

1. The rules are well defined. The policies and procedures are made clear. Rules concerned with the general administration of the college, recruitment procedure and salary policies of the staff, leave rules of the staff, policies of promotion and increment are framed properly.
2. All the newly recruited staff and the newly admitted students are made aware of these rules through orientation programs. These are also made available on the college website.
3. Recruitment is done in a transparent manner purely based on merit, after notifying the vacancies in the leading newspapers.
4. Recruitment of faculty and staff for regular appointment is done by MSBTE, the management representative and the Principal. Approval is taken from MSBTE.
5. In case of immediate requirement, recruitment is done by the college Staff Selection Committee consisting of the Principal, senior faculty and the subject experts.
6. The published rules, policies and procedures with regard to faculty and staff recruitment, promotions, leaves and retirement are made available on the college website.



## Chapter 14

### HR Policy Revisions

1. It is assumed that this document will fully describe the employee's workplace environment. The provisions of this human resources policy may be amended, modified, withdrawn, deleted, supplemented, or added to as necessary from time to time in the College's sole and unfettered discretion.
2. To be effective, a change to this HR policy must be made in writing by the Principal and acknowledged by the college's chairman, secretary, or correspondent. The College will make an effort to notify you as soon as any additional changes take place.



## Chapter 15

### Jurisdiction

The organization may only litigate or be sued in matters that are under the purview of the courts of law in Jaysingpur, which may be regarded to have jurisdiction over all disputes relating to these regulations.

This amended HR Manual is deemed to be in force from Academic Year 2024-25.



Signature

Vice Chairperson/Secretary

Dr. J. J. Magdum Trust, Jaysingpur

Vice-Chairperson & Secretary

Dr.J.J.Magdum Trust's

Anil Alias Pintu Magdum Memorial

Pharmacy College,Dharangutti

Tal.Shirol,Dist.Kolhapur



Signature

Chairman

Dr. J. J. Magdum Trust, Jaysingpur

**CHAIRMAN,**

Dr. J. J. Magdum Trusts'

Anil Alias Pintu Magdum Memorial

Pharmacy College, Dharanguthi.

