

FROM CHAIRMAN DESK



Mr. Raosaheb D. Shekhawat

Chairman
V.B.S.M., Amravati

FOREWARD

Vidyabharati College of Pharmacy, Amravati commenced in the year 1983 and took shape under V.B.S.M. vision in the art campus. It is the matter of the great pride to be the President of such a distinguished institute. In the past 44 years we have reseed well and will continue to do so in the near future.

To assist the management to execute the policies this concise hand book has been drawn which covers issues related to human resources management. It defines the rules that staff have to abide by, the code of conduct and their responsibilities towards the institute. It also states the staff rights and motivation policies to encourage them to work to their best potential.

I am sure this staff policy document will be useful to all staff. I profusely thank Maharashtra Government Legislation and University of Amravati who set clear rules and guidelines to be followed.

I acknowledge the exemplary team effort by staff members of VBCP College who have assisted in preparation of the Staff Policy Document. Their inputs and ideas have ensured that all points have been covered.

Mr. Raosaheb D. Shekhawat

Chairman
Vidyabharati Shaikshanik Mandal
Amravati

VIDYABHARATI COLLEGE OF PHARMACY

C.K. Naidu Road, Camp, Amravati - 444602 Maharashtra



ESTD : 1983

**HUMAN
RESOURCE
MANUAL**

(Governance Guideline Document)



**VIDYABHARATI COLLEGE
OF PHARMACY,
AMRAVATI.**



**STAFF POLICY
DOCUMENT**

Staff Policy Document

The staff policy document is prepared to make all staff working at Vidyabharati College of Pharmacy, Amravati aware of rules and regulations that governs their working in the institute.

These new policies are effective from January 2018 and will be revised in January 2023. 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 case.

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ABOUT THE SOCIETY

- a. **Name of the Society** : Vidyabharati Shaikshanik Mandal, Amravati.
- b. **Registered Address** : C.K.Naidu Road, Camp,
Amravati – 444602.
- c. **Registration Number** :
Under Public Trust Act. / B.P.T. Act. : F-446 (AMRAVATI), Dated 15/12/1970

d. **Executive Committee : (Appendix - I)**

The society has an Executive Committee which assists for effective management of the activities which include employment, planning and policy development, accountability and reporting publicity and public relations, maintenance of premises, all finance and Legal requirements.

Executive Committee is the team who carries the office administration task and activities. The team comprises of Executive directors, Principal, Management nominee and accountants.

- e. **Vision of the Society:** The Society believes in the teaching and developing new Technocrats for wellbeing of society. The whole universe is a manifestation of pure intelligence and consciousness. The Society further believes in the orderly harmony of the universe and believes that intelligence is manifested throughout nature. All the great saints, sages and seers and the learned scientist of the world have a common goal i.e. Welfare of the Humanity.

The vision of VBSM Society is “To promote the” Culture of peace” through value based “Universal Education System” with a firm belief that “Union of Science and Religion and Spirituality alone will bring peace to mankind”.

- f. **Mission of the Society:** “To harness the knowledge of Science & technology for the welfare of the society”.

Chapter 2

ABOUT THE INSTITUTE

2.1 General Information:

- a. **Name of the Institute** : VIDYABHARATI COLLEGE OF PHARMACY,
AMRAVATI
- b. **Address of the Institute** : C.K.NAIDU ROAD, CAMP, AMRAVATI – 444 602.
- c. **Contact Details Tel.** : 0721 – 2552012 Fax No. +0721 – 2552012
Website: www.VBCOP.org.in
- d. **AICTE Permanent ID** : VBCP AMRAVATI is approved by AICTE under
Permanent ID: 1-3508512745
- e. **College ID Number by Directorate of
Technical Education, Maharashtra:** EN 1131.
- f. **AMRAVATI University's College ID Number:** SGBAU / PH/146/1993
- g. **Maharashtra State Board of Technical Education, Institute Code:** 0258
- h. **Vision of the Institute:**

To be perceived as a prevalent institute for promoting transcendence knowledge in pharmacy discipline to coddle / fulfill the urge for profession and humanity.

g. Mission of the Institute :

M1	:	To achieve transcendence by creating learning environment and providing facilities for creative thinking and personality development.
M2	:	Impart conducive environment to escalate problem solving perspectives, forethought ability and effective communication skill in budding pharmacists.
M3	:	Promote ethical and professional values to prepare sustainable and competent workforce having professional identity with sense of social responsibility.
M4	:	Establish industry institute interactions to escalate industrial perspective for improving employability, entrepreneurship skills, industrial competency and to prosper lifelong learning.

h. Goals of Institute :**I. Long Term Goals :**

- i To impart quality technical and professional education to the global society.
- ii. To impart quality management and professional education to the global society.
- iii. To take up research and consultancy assignment in collaboration with industry, government agencies and other for sustainable development of the society.
- iv. To establish a state of art innovation center for showcasing students creativity.
- v. To establish tie-up with foreign universities for staff and student exchange programs and twinning programs.
- vi. To become the institute of excellence of national importance.

II. Short term Goals :

- i. To prepare students to excel in pharmacy careers within a global marketplace.
- ii. To increase the scope, scale and impact of research programs.

Quality Policy: (Appendix-II) Quality Policy is a key documents of the quality management system (QMS) that reflects an organization's commitment to quality and continual improvement. The Quality Policy is disseminated to all employees and it's periodically reviewed.

i. Governing Body : (Appendix-III - A)

- 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 twice a year and proceeding of the meeting should be maintained properly. The college is governed by the Governing body which is constituted as per AICTE guidelines. Its responsibility can be divided into:
- ii. To monitor and evaluate the teaching programs in the college and suggest remedial measures, to improve the academic performance to confirm to the standard of teaching and the progress of studies in the college as laid down by the University / Board.
 - iii. To appoint the Principal, H.O.D. and the teaching staff on the recommendation of the selection committees constituted under the relevant regulations of the University / Board.
 - iv. To monitor faculty deployment and development, placement and industry - institution interaction activities in the institute /college and suggest remedial measures wherever necessary.
 - v. To approve yearly budget and to sanction budgets for major purchase of the institute.
 - vi. To accord approval for appointment of Teaching and Non-teaching staff required for smooth functioning of the academics.
 - vii. To give necessary approval for the appointment of additional staff for value added activities.

**1. Local managing Committee (L.M.C.) / College Development Committee(CDC) :
(Appendix-III - B)**

As per the Maharashtra University Act separate Local managing Committee / CDC is constituted for the day to day functioning of the college. This committee should meet twice a year and proceeding of the meeting should be maintained properly.

The committee comprises of the Chairman of the Management, Secretary of the management, three local members nominated by the management, three teachers and one non-teaching employee elected by the institute staff, and Principal – Member Secretary.

The duties of the local managing committee are:

- i. Prepare the budget and forward it to the Governing Body.
- ii. Recommend to the Governing Body the creation of the new teaching and Non-teaching posts.
- iii. Determine the programme of the institution and internal evaluation and to discuss the progress of studies in the college.
- iv. Monitor academic function, co-curricular and extracurricular activities of the College.
- v. Make Recommendation to the management for the improvement of the standard of teaching in the college.
- vi. Formulate proposal of new expenditure not provided for in the college budget if any.

Right to information Committee: (Appendix-VI)

In the term of Right to information Act, 2005 sub-section (1) of Section 6, a person who desire to obtain information admissible under the Act, should make a written request to the RTI officer VBCP, Amravati, specifying the particulars of the information sought by him or her.

2.2 Details of intake and Courses offered by the institute:

The institute is approved by AICTE and PCI and is affiliated to Sant Gadge Baba Amravati University, Amravati and Maharashtra State Board of Technical Education, Mumbai Currently there are one Diploma, one Undergraduate course, three Postgraduate courses and Doctorate program run by the institute.

Courses	Year of Establishment	Total Intake
Diploma in Pharmacy (D.Pharm)	1983	60
Under Graduate Course (B.Pharm)	1993	60
Postgraduate course (M.Pharm))		
i. Pharmaceutics	2007	15
ii. Pharmacology	2009	09
iii. Quality Assurance	2011	15

2.2.1 Working Hours: The working hours of the institute are as follows -

College Working Timing	Office	Monday to Friday	10.30 a.m. to 06.00 p.m.	Lunch Break : 02.00 p.m. to 02.30 p.m.
		Saturday	10.30 a.m.to 2.00 p.m.	
College & Library	College & Library	Monday to Saturday	11.00 a.m.to 05.30 p.m.	

2.2.2 Discipline:

- i. **Uniform and I-card:** The non-teaching staff and students should wear uniform on every day except Wednesday and all the staff members and students should carry their I-cards in college. If anyone is found not wearing uniform or without I-card, disciplinary action will be taken against to him/her. Initially verbal warnings will be given to the staff members. If repeated incidences occur written notice is issued to him / her.
- ii. **Reporting on duty upon arrival:** Every day staff member required to register their attendance in the Attendance Muster as well as Biometric system.
- iii. **Late arrival:** Staff member are expected to report on duty 05 Minutes prior to reporting time on all working days. 15 Minutes delay is permissible. Only two time late arrival of 30 Minutes is permissible per month with intimation to the Head of the department (or his / her deputy) for 3 late arrivals one day leaves is considered. Repeated incident of late arrival is recorded in personal file and attracts negative points in performance evaluation.
- iv. **Leaving the campus before time:** In general, staff member are not allowed to leave the campus before completion of the official working hours. The only exception to this rule is special concession or on duty leave. Authorized person perform a random check and the irregularities are reported to the disciplinary committee for further necessary action.
- v. **On duty leave:** All staff members should apply for leave in the printed leave application form and take Head of the Department's / appropriate authority's authentication and submit the same to Principal for approval. The form, duly approved is signed by Principal should be submitted in college office for records. In case of the Head of the department is on leave then on resuming duty, leave application should be submitted directly to Principal for approval. The on duty application must be accompanied by suitable proof. Such proof must be submitted to college office within two working days. The late submission of proof is treated as leave for applicable period. In case where proof is not available, it is the responsibility of the sanctioning authority to judge their genuineness of the case.

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Chapter 3

GUIDING PRINCIPLES

i. Leadership :

The institute leadership at all sites and in all capacities, communicates the institute's goal and values, facilitates teamwork, collaboration and partnership, rewards achievements of desired outcomes supports continuous learning and improvement and encourage innovation and the capacity to respond the change. In doing so, the institute leadership encourage each employee to take active responsibility for the achievement of mission and vision of the Institute and foster the development and use of the each employee's capability.

ii. Quality of Employment :

The Institute is committed to create the sustainable work force of highly qualified faculty and staff, to provide a positive environment of work for all and one that encourages to balance work and personal commitments.

iii. Compensation, Reward and Recognition :

The Institute Compensation program is administered fairly and equitably strengthening the tie between pay, performance and organizational success.

iv. Continuous Learning and Development :

The Institute values and support continuous learning, while understanding that continual learning is core responsibility of each employee. To that end, it will provide structured development that integrates institutional mission organizational and individual needs and performance expectation.

v. Response to change :

- a. The Institute is Continuously preparing itself for the challenges of the future. In doing so , during period of changes needs, the Institute creates opportunities for

employees to acquire the needed skills to continue to advance the mission of the institute.

- b. During time within reduction or change in the nature of the workforce is required , the institute will rely attrition, to the extent possible.
- c. In support of these principles, the Institute commits adequate for equitable support of employee development, compensation reward and recognition across all units and among all employee classifications.

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Chapter 4

CLASSIFICATION OF EMPLOYEES

4.1 Hierarchy of Reporting:

Reporting by different staff members to higher authorities shall be according to the table below:

Table No. 3: Hierarchy of Reporting

Staff	Reporting authorities
Principal	President / Secretary of VBSM
Head of the department	Principal
Office Superintendent	H.O.D. / Principal
Training & Placement officer	H.O.D. / Principal
Librarian	H.O.D. / Principal
Accreditation Coordinator	Principal
Teaching Staff	Head of the department
Laboratory Staff	Head of the department
Office Staff	Office Superintendent
Library Staff	Librarian
Store in charge	O.S. / Principal
Peons / Non-teaching Staff	H.O.D. /Office Superintendent

In absence of reporting authority defined above, the staff members shall report to next nominated person in-charge. The decentralization of responsibility document is enclosed.
(Appendix –V) Decentralization of Responsibility.

4.2 Classification of employees

At Vidyabharati College of Pharmacy, Amravati employees are classified on functional basis to optimize institutional efficiency, while clearly distinguishing authority and responsibility at each level, Employees are broadly classified as :

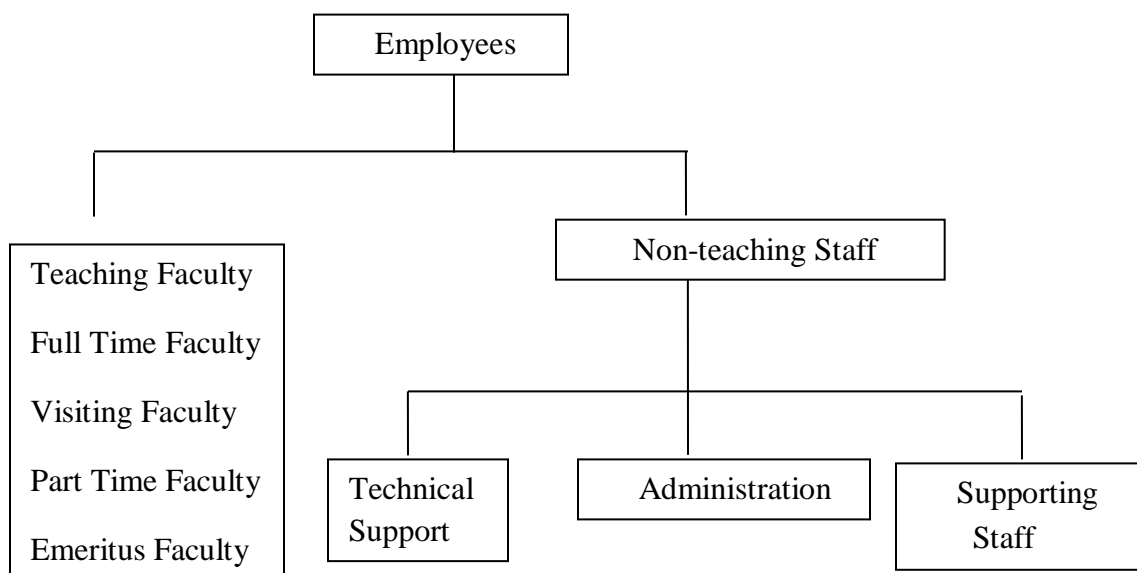


Figure No. 1: Classification of employees

1. **Teaching Faculty:** It comprises of person who are involved in teaching / Research at the institute on a full time basis i.e. all whose salary are paid on a monthly basis. A Full Time faculty.
 - a. Faculties enrolled on the institutional pay roll.
 - b. Salary is granted as per the pay scale declared by Government time - to -time.
 - c. Applicable for yearly Appraisal, increments and government rules and regulation.
 - d. Teaching faculty is categories as under.

i. Professor:

1. Must be completed Ph.D.
2. Must have 10 years experience.
3. The management can offer eminent faculty as Professor, who has large contribution in the area of :
 - a. Research and Development
 - b. Management Science
 - c. Having huge experience with sound expertise.

ii Associate Professor / H.O.D.:

1. Either completed or pursuing completed Ph.D.
2. Must have 10 years experience in Industry or in teaching field or in both.
3. The management can offer eminent faculty as Professor, who has large contribution in the area of :
 - a. Research and Development
 - b. Management Science
 - c. Having huge experience with sound expertise.

iii. Assistant Professor:

1. Must be completed U.G. & P.G. in respective branch with first class. * These qualifications are subject to change as per AICTE / PCI norms.

iv. Lecturer in Selection Grade: Must be completed U.G. / P.G. in any branch with first class with 13 years of teaching experience. * These qualifications are subject to change as per AICTE / PCI norms.

v. Senior Lecturer: Must be completed U.G. / P.G. in any branch with first class with 8 years of teaching experience. * These qualifications are subject to change as per AICTE / PCI norms.

vi. **Lecturer:** Must be completed U.G. / P.G. in any branch with first class.

* These qualifications are subject to change as per AICTE / PCI norms.

Type of appointments:

a. **Regular:** The faculty member approve by DTE /SGBAU/ MSBTE and appointed by the management completing two years of probation.

b. **Ad-Hoc:** The faculty member not approve or in the process of approval or approved with One year ad-hoc approved by SGBAU and appointed by the management not completing two years of probation.

C. Part Time Faculty: A Part Time Faculty appointed on the clock hour basis and the remuneration is given as per the rate.

D. Visiting / Experts: A Visiting Faculty is appointed on the clock hour basis and the remuneration is given as per the rate.

E. Emeritus Faculty: A retired expert employee (Educational / Industrial) as a faculty in the honor of his expertise.

2. Non-teaching Staff:

a. **Technical Staff:** It comprises of technical assistant, Lab assistant, Network administrator, Librarian and Library assistants, Receptionist and Electrician.

b. **Administrative Staff:** It comprises of Office Superintendent, Accounts and Finance Officer, Store keeper and Medical officers.

Executive Assistants, Hostel Rectors, Accountant, Assistant Clerk, Data Entry operators.

c. **Supporting Staff :** It comprises of Lab Attendants, Peons, Watchman, Sweepers, Gardeners.

4.3 Organization Chart: (Appendix –VI)

Organization Chart is a chart showing the lines of responsibility between departments and hierarchy and institutional delegation of authority and responsibility.

4.4 Staff pattern / Position wise Number of positions:

I. Teaching Staff (Course wise and cadre wise full time faculty):

The Teaching Load in hours (minimum) is assigned cadre wise to each faculty as per AICTE norms his/her post and position and number of positions are as follow:

1. Degree :

a. Principal	:	1
b. Professor	:	1
c. Associate Professor	:	5
d. Assistant Professor	:	10

Diploma:

a. H.O.D.	:	1
b. Lecturer	:	5

II Cadre Ratio: As per AICTE norms the Cadre Ratio is 1:1:5: 10 for Degree & 1: 1: 5 for Diploma.

III Teacher student Ratio: As per AICTE norms the staff student Ratio is 1: 15 (It is subjected to change as per AICTE norms)

ii. Non teaching Technical (Department wise & cadre wise)

The desirable ratio for Non-teaching staff should be one Lab. Attendant per laboratory and one Lab. Technician per Department.

iii. Non teaching staff (Administrative & support)

It comprises Office Superintendent to Peon recruitment. The recruitment of this category staff is as follows -

- i. Office Superintendent: 01
- ii. Librarian: 01
- iii. Clerk / Junior Clerk:
- iv. Peon

As per the requirement of various sections of administrative department the number of clerk and peons are appointed as per the recommendation of the Principal & College Development Committee.

- v. Other than above essential posts other category of the posts can be created with the recommendation of the Principal & College Development Committee.

4.5 Duties and Responsibilities of employees:

Each and every employees in the institute has some responsibilities and the employee should carry all the tasks assigned to him/ her with the full of his / her ability.

- A. Principal:** As the figure head of the institute, Principal should have the vision and leadership ability to keep a college developing.

I. Academic:

- i. To monitor and conduct academic activities of the institute under the guidelines of the management and assistance of Head of Department.
- ii. To take institute and faculty feedback and accordingly take the remedial action.
- iii. To plan and take the necessary action for improvement of college results and academics.
- iv. To promote Industry - Institution interaction and Research and Development activity.

II. Administration:

- i. To conduct the periodical meeting of the faculties for effective administration of the college.
- ii. To make the employee and the students aware of the rules, policies and procedures laid down by the college and see to it that they are enforced.
- iii. To initiate the recruitment of non-teaching staff & teaching staff as per rules laid down by AICTE/ PCI.
- iv. To approve vendors for resources as required in the institute.
- v. To sanction the leave of the staff as per the norms.
- vi. To monitor and update the institute website with complete information about the institute.
- vii. To communicate with the University of Amravati, M.S.B.T.E., Directorate of Technical Education, Pharmacy Council of India, All India Council for Technical Education and University Grant Commission for compliance.
- viii. To monitor, manage and evaluate administration of the institution, organize meetings of Governing Body and Local Managing Committee / College Development Committee and maintain the minutes of the meeting.
- ix. To execute any other work assigned by the management.

III. Finance:

- i. To recommend allocation of budget for the department as requested by the Head of Department to Governing Body.
- ii. To authorize for cash advances for urgent purchase required in the institute.
- iii. To ensure that all financial transactions are conducted as per the norms.

IV. Promotion of co-curricular and extracurricular activities

- i. To monitor and promote technical and, non- technical Co-curricular and extracurricular activities like seminars, Workshops, Cultural and Sport event with assistance of cultural in- charge and GEMS co-ordinator.

B. Head of Department :

I. Industry Linkage and Consultancy

- i. To formulate policy and facilitate the Consultancy work in the institute.
- ii. To encourage Industry institute Linkage Collaboration Research Programs and Formation of new incubation centre.
- iii. To monitor research projects on periodical basis and effective utilization of grants of research projects and timely completion of these projects.
- iv. To apply for intellectual properties generated from research at college and to market these patents in industry.

II. Faculty Development:

- i. To initiate and organize various faculty and staff development programs for continual education.
- ii. Motivate faculty for exploring new avenues for research work, consultancy and projects.
- iii. To assist faculty for applying to different agencies of Government of India & other agencies like Directorate of Technical Education, All India Council for Technical Education and University of AMRAVATI etc for research projects.
- iv. To form policies with consultation of the Principal and Management for sponsoring faculty for attending conferences / seminars / workshops.

C. Class Co-coordinators

- i. Responsible for maintaining the student's discipline within college premises with respect to attendance, college uniform, smoke and alcohol free environment with the help of Head of the department.
- ii. To assist student for effective organization of extracurricular & Co-curricular activities in outside the campus.
- iii. To keep watch on hostel and campus for ragging free environment.
- iv. To counsel student for any issue that may arise.
- v. To assist the H.O.D. and Principal in all students related issues.

D. Examination In charge:

- i. To execute all Internal Examination of institute and should maintain records of the same.
- ii. To carry on all work connected with the conduct of University /Board Examination in accordance with the procedure laid down by the University / Board.
- iii. To take the custodian of all the papers and examination scripts pertaining to Examination and to maintain the statement of marks.
- iv. To monitor central Assessment process and is responsible for all matters connected with the conduct of examination.
- v. To execute any other work assigned by the H.O.D. and Principal.

E. Academic Co-ordinator:

- i. To plan, monitor and conduct academic activities of the program under the guidance of the Principal.
- ii. To take department and faculty feedback and accordingly take the remedial action in consultation of Principal.
- iii. To plan and take necessary actions for improvement of department result and academic performance.
- iv. To coordinate term work, assignment and other academic activity.
- v. To maintain discipline and enforce rules as laid by the institute, in the department.
- vi. To monitor the day to day activities of the department.
- vii. To plan for the semester and academic year, in terms of activities, guest lectures, workshops etc. for the benefit of the student and faculty.
- viii. To conduct regular meetings with teaching and non-teaching staff as well as the class Representative to sort out any issue and queries related to academics.
- ix. To initiate recruitment of teaching staff and non-teaching staff as per rules laid down by the University of AMRAVATI.
- x. To execute any other work given by the management / Principal.

H. Teacher: Teacher includes all cadre categories as Professor, Associate professor, Assistant professor & Lecturer.

The duties and responsibility are as follows -

- i. To understand the quality management policy and quality objectives of Vidyabharati College of Pharmacy, Amravati with respect to the Vision and Mission statement.
- ii. To follow all rules and regulations as laid down by the institute, which includes working time in the institute, signing of the muster, leaves updating, submission of tax documents etc.
- iii. To work sincerely to execute all the duties towards academics which include planning and conduct of lectures and practicals, preparation for the course assigned, conduct of internal exams and to maintain the course file and personal file in appropriate format.
- iv. To use innovative teachings aids and adopt innovative teaching - learning methodologies.
- v. To counsel students and conduct extra lectures / revision lectures for students requiring help.
- vi. To organize/ coordinate/ attend various seminars/ workshops/ STTP / training programs.
- vii. To participate proactively in any research and development activities conducted in the department.
- viii. To perform other academic administrative duties assigned by Head of the department / Principal.
- ix. To maintain course file with all the documents updated.

I. Non-teaching technical staff :

- a. **In charge System and Technical Support and Electrician :**
 - i. To update and maintain institute website with institute data.
 - ii. To administrate and maintain servers, firewalls, routers, manageable switches UPS and batteries.
 - iii. To initiate purchasing of equipments.

- iv. To provide support for various software servers.
- v. To give support to On-line exam, Seminar, Workshop, technical training program.

Laboratory / Technical Assistant:

- i. To prepare the laboratories for smooth conduction of laboratory session.
- ii. To assist faculty and students during laboratory sessions.
- iii. To maintain dead stock register, Instrument issue register and maintenance register.
- iv. To conduct installation of new equipments and maintenance of existing equipments.
- v. To maintain and update the approved supplier list for equipment's.
- vi. To calibrate and maintain equipment on monthly basis.

J. Non-teaching (Administrative and supporting staff):

a. Office Superintendent

- i. To provide secretarial support to the society, executive Director and Principal.
- ii. To maintain general discipline, safety, cleanliness of premises, hostels, dress code etc.
- iii. To handle the student section, Establishment section, Stores and purchase section, Maintenance related activity and control of Centralized activities of VBCP.
- iv. To ensure the documented Quality Management System is followed at various stages of administrative processes.
- v. To execute the admission process and University / Board Enrollment and Examination process of students.
- vi. Handle the students grievance and taking remedial action.
- vi. To execute attendance monitoring, salary payments to faculty & staff.
- vii. To handle customer complaints and ensuring corrective actions.
- viii. To ensuring corrective actions and preventive actions as initiated are implemented w.r.t. all non-conformities.
- ix. To execute any other work given by management.

b. Librarian:

- i. To implement all library rules as defined by the management.

- ii. To ensure the documented Quality Management System is followed at various stages of library processes.
 - iii. Responsible for overall functioning of the library.
 - iv. Responsible for procurement of recommended books, daily newspapers, journals, magazines, videos, Cds, audio cassettes, e-books, online resources etc. and renewal of books / magazines.
 - v. To display all new technical article, literature and new arrivals.
 - vi. To circulate & distribute magazines literature etc. to faculties & management and maintain records of the same.
 - vii. To execute any other work given by management.
- c. Training and Placement officer:**
- i. To maintain complete information regarding students appearing for placement activities.
 - ii. To conduct placement activities smoothly.
 - iii. To decide and arrange for personal development programs for students.
 - iv. To update and maintain the contact details of companies interested in recruitment activities.
 - v. To send invitation to industry and company for campus recruitment, to notify the students about the events and take necessary action.
 - vi. To take feedback from industry about the students recruited.
 - vii. To organize industry visits and industrial guest lecture.

4.6 Recruitment of Employee:

4.6.1 Recruitment procedure: Teacher (Lecturer, / Assistant professor, Associate professor H.O.D. & / Professor / Principal)

Manpower Planning:

- i. Manpower Planning is the first step in recruitment. This is to be carried out at the start / end of each academic term, i.e. six months that constitute a semester of the institute. Staff employment during the semester will be avoided as far as possible. Planning the process is concern of the Head of the department it will put-up a requirement for his/her respective department to the Principal during the semester. The Principal then determines

if the vacancy is to be filled through in-house staff or a new employee to be selected as far as possible the Management will be ensure that all existing employees are given the opportunity to apply for new vacancy if they so desire. Screening of the candidate for advertised post is important. Definite guidelines are to be followed for calling the qualified candidates. Principal calculate the human resource recruitment.

ii. **Succession Plan:**

A process involves identification of particular internal individual or employee as the possible successor to the key or senior position if it is vacant.

The Succession can be -

- a. Absolute Succession: The identified candidate fullfills all conditions required for appointment; hence no special conditions are involved in the appointment.
- b. Conditional Succession: The identified candidate fullfills minimum conditions but the appointment against special conditions must be fulfilled during agreed time period. Special conditions may comprises of Acquiring higher qualification, certifications etc.

iii. **Approval of Faculty by the University / Board:**

The institute will be ensure that, within the best of its capacity and within the rules of the University / Board approve all the faculties. Even in case a faculty fails to obtain the approval of the Board / University, despite possessing the necessary qualifications, experience, and competence, he/she shall be treated as per with other approved faculty in term of pay, allowances and other benefits.

Filing in of temporary vacancy:

Where vacancy of teacher is to be filled in temporary for a period not exceeding one term the H.O.D. on the recommendation of the Principal, initiate the process of temporary appointment.

iv. **Creating a New Position:**

Description of the new position must be created by the Head of the Department and Submitted to the Principal, who reviews and assigned the most appropriate title according to the job specification in consultation with the competent authority. Reclassification of

vacant position can be requested at any time during the academic year. If a classification is chosen which is not on the current pay plan a pay grade will be assigned based on available market data. As far as possible, post title should be match with All India Council of Technical education, Director of Technical Education and University or Board nomenclatures.

v. Job Announcement:

All positions are advertised externally for a minimum period of fifteen working days. Exceptions are approved only in the rarest of circumstances by the Management. On the Institute website and news paper. List of new openings will be available from time to time.

vi. Closing Date:

All classified positions are open for a period of fifteen working days. At times, hiring official can choose to keep the job open until filled. In such instances the hiring officials reviews all applications received up to the date and notify the Management when decision is made.

Once the job advertisement is ready, the advertisement is to be posted on the website and at least one of the National & one local news papers. When placing an external advertisement the advertisement will specify that all resumes or applications are to be sent to the Secretary and all correspondence refers to the appropriate job position.

- a. Verification: Verification of Roster & finalization of approval for backward class reservation for the posts to be advertised.
- b. Publishing the advertisement: The advertisement should be published in
 1. Newspapers, 2. Website, etc.

ix. Employee Selections:

- a. If an applicant contacts any department, he/she is referred immediately to the Principal. The Principal may also approach lending institution and outsourcing firms so as to fulfill the organization's manpower and research requirements.
- b. When a position closes :

Department senior staff shall short list candidate as per the All India Council of Technical education and University/ Board norms. A selection panel consisting of

Principal, Head of the Department and few senior staff members will interview the candidates. There is at least one Head of the Department / senior faculty member from other department. Panel will interview the candidates as per norms already laid down. A personal interview is always conducted.

- x. Selection Committee:** A Board /University appoints the selection committee for the various posts from Principals and University / Board approved teachers under the Maharashtra University Act 1994 Chapter VIII - Committee, preamble Section - 78.
- a. There shall be a Selection Committee for making recommendation of suitable candidate for appointment to the posts.
 - b. Institute level Committee: The Institute level Committee is made of three to five eminent / senior faculty members. This type of committees is formed for :
 1. Walk-In Interviews,
 2. Emergency recruitment.
- xi. Schedule and Venue:**
- a. University / Board Interview:
 - i. Meeting must be scheduled within 30 days after formation of selection Committee.
 - ii. The venue is decided by Top management / Society.
 - b. Institute level Interview:
 - i. Scheduled as when recruitment is raised, and possibility of UGC Interview is not sure due to technical reason of University end.
 - ii. The venue is decided by Management / Principal.
- xii. Invitation:**
- a. Invitation letter to University / Board committee member comprises scheduled, Venue, etc. to assure the availability of committee members as per the schedule.
 - b. If the minimum number of member is not available on scheduled program it can be rearranged.

xiii. Call letter:

- a. Invitation Call letter is process to call the shortlisted candidates through post.
- b. The Call letter comprises
 1. Candidate Name,
 2. Post for which he/she has been shortlisted.
 3. Day, date & Time for interview
 4. Venue.
- c. A candidate must present the call letter at the time of Interview.

xiv. Interview Conduction:

- a. Conduction of Interview and Report of Selection committee recommending names of Candidate.
- c. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by interviewer.
The interviewer committee should submit interview report to University / Board with recommendation within 72 Hrs. for further process.
- d. Preparation of consolidation Statement in detail in respect of recommended candidates.

xv. Appointment Order:

- a. Selected candidates are finalized and appointment orders ought to prepare.
- b. Approval of the Management for issuing Appointment Order.
- c. Issue of Appointment Order by Office staff.
- d. Appointment against category post is valid for one year only.
- e. Acceptance letter: Candidate should submit acceptance letter for appointment order.
- f. Joining Report: At the time of joining faculty should submit joining Report to the Office.

xvi. Job Offer:

All section are reviewed and approved by the Management prior to extending a job offer. The interview panel submits information through “Request for recruitment form” to the Management

xvi. Evaluation Criteria :

The interview panel develops an applicant Evaluation form, which lists the advertised and preferred qualifications and experience.

Evaluators indicate whether the applicant possesses the credentials to qualify for further consideration for the applied position. A form is already designed made by the administration for the same. **Annexure VI** - Evaluation form.

xvii. Interview Guidelines:

- a. For every candidate a personal interview is conducted by a panel already defined in previous section.
- b. Internal applicants are treated at par external applicants in all respect as far as selection process is concerned. The selection of candidate called for interview for regular posts advertised is through the Panel of experts appointed and approved by the University/ Board for all discipline at the VBCOP.

xix. Induction and orientation: Every newly inducted employees has to undergo a formal Orientation session as soon as possible. Orientation session provide necessary information concerning the history, facilities and major policies of the institute, staff responsibilities, faculty and staff benefits and educational opportunities etc. Head of the department are responsible for provide each new faculty / staff member with the necessary on job orientation. The Principal / H.O.D. intimates all concerned whenever a new employee joins the Institution. Establishment section makes the newly join staff aware of all the working procedure and leave rules, etc.

4.6.2 Recruitment Procedure: Non-teaching staff:

i. Recruitment **finalization:** All Head of the department present their requirement to Principal in the Head of the Department meeting.

ii. Succession Plan: A process involves identification of particular internal individual or employee as the possible successor to the key or senior position if it is vacant. In this process. The Succession can be absolute Succession if the identified candidate fulfils all conditions required for appointment; and hence no special conditions are involved in the appointment.

- iii. **Advertisement:** Publish advertisement (if required).
- iv. **Application:** Eligible candidate for advertised post should apply in the pro-forma application, available on the institutional website: www.vbcop.org
- v. **Scrutiny:**
 - a. Collection of application & preparation of its database.
 - b. Scrutiny of data and short listing of eligible candidates.

vi. **Selection committee:**

The Institute level committees are made of department wise eminent / senior faculty members. This type of committee is form for:

- 1. Walk-In-Interviews
- 2. Emergency recruitment.

vii. **Schedule and Venue:**

- a. Schedule as and when requirement is raised.
- b. The venue is decided by Principal.

ix. **Interviews Conduction:**

- a. Conduction of interviews and Report of Selection committee recommending names of candidates.
- b. Eligible candidate should attend interview with all necessary documents and Educational testimonials and must produce when demanded by interviewer.
- c. The interviewer committee should submit interview report with recommendation of appointment.
- d. Preparation of consolidation Statement in detail in respect of recommended candidates.

x. **Appointment order:**

- a. Selected candidates are finalized and appointment orders ought to prepare.
- b. Approval of the Management for issuing Appointment Order.
- c. Issue of Appointment Orders.

- xi. **Acceptance Letter:** Candidates should submit acceptance letter for appointment orders.
- xii. **Joining Report:** Candidates should submit Joining Report at the time of joining.
- xiii. **Induction / Orientation Program:**
 - a. Induction is introduction to newly appointed employees to their jobs, colleagues / peers and the organizational.
 - b. After the candidate has joined, he / she is told of his/her duties and responsibilities by Head of the Department / Principal.
 - c. The Principal / Head of the Department take imitative to induct new employee.

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Chapter 5

HUMAN RESOURCE POLICY

The Management and the Principal understand that Department Head need guidelines in order to effectively recruit, hire and promote employees. Since laws concerning employment issues are constantly changing, it is important that our policies are made up to date and Department Heads are kept abreast of them.

This manual does not supersede the requirements of the statutory / non- statutory bodies like AICTE, PCI, NBA, ISO 9001, DTE, University / Board or any other relevant body. It is aimed at ensuring that Vidyabharati college of Pharmacy, Amravati adheres to those, so as to become an employer of choice while spearheading its goal of value based quality education meeting global aspirations.

This Human Resource Policy Manual is an effort to begin to develop consistent policies and procedures. Hopefully this Guide will prove to be an useful tool to department head as well as begin to establish uniform policies and procedure for our personnel.

The Management is committed to help in the interpretation of any policy. All employees are expected to read the Human Resource Policy Manual during each term in order to know the policy updates made from time to time. Any update is made as and when required with the permission of the management of the institute and as per the statutory requirements.

A sincere effort has been made to create a manual anticipating future needs and issues in a manner easy to understand for most users. Suggestions and contributions to make the manual more comprehensive are welcome from all the employees.

Any Ambiguity / clarification/ doubt that arise out of the interpretation of the text of this Manual shall be ignored out through the rules and regulations laid down by the SGBAU AMRAVATI University, AMRAVATI & MSBTE, Mumbai. In case of conflicts of rules laid down by AICTE, DTE and SGBAU AMRAVATI University, AMRAVATI & MSBTE Mumbai a proper decision on a specific matter is left to the sole discretion of the Principal / Secretary. This Manual shall not remain a scared book and may be subject to periodic amendments depending on the needs that arise from time to time.

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Chapter 6

POLICY STATEMENT AND CODE OF CONDUCT

6.1 General Policy:

a) Policy for physically handicapped people :Discrimination is prohibited against any applicant or employee in hiring, review, promotion, demotion, discharge or other aspects of employment on the basis of that person's disability, if the person is qualified and able to perform the "essential functions" of the job with 'reasonable accommodation."

b) Drug and Alcohol free workplace policy: The unlawful manufacture, distribution, dispensation, possession or use of illegal drugs by employees of the institute is prohibited as per the institute's policy. All employees as a condition of employment:

i. Abide the institute policy on prohibited substances; and Inform the institute if he/she is convicted for possessing / using drugs within five days of conviction. An employee convicted for felony, misdemeanor or drug violation faces a strong disciplinary action which may include termination of employment, or may be required to participate in a rehabilitation program at the discretion of the institute. When reasonable cause exists to believe that an employee is under the influence and is impaired by drugs or alcohol on the job. The employee is required to undergo a medical test.

ii. Smoking on campus is strictly prohibited.

c) Equal Employment Opportunity: It is a policy of the institute to give equal Opportunity to all employees and applicants for employment without regard to religion, race, creed, cast, sex, colour, disability and age. The policy applies to initial employment, promotion, compensation and termination. Employees / students are not denied benefits, or subjected to discrimination under any program or activity of the institute.

d) Sexual harassment: Sexual harassment of Employees / students at the institute is prohibited and offender is dismissed or other disciplinary action is taken. Unwelcome

sexual advancements, request for sexual favors and other verbal or physical conduct of sexual nature constitute sexual harassment such as:

- a. physical contact and advances or
- b. demands or request for sexual favors or
- c. Sexually coloured remarks or
- d. Showing pornography or
- e. Any other unwelcome physical verbal or non verbal conduct of sexual nature.

A separate sexually harassment cell is established at institute to take necessary action for prevention of above acts.

e) Soliciting / Canvassing: Canvassing placing sign and posters for Solicitation purpose, chain letters, and collection of any kind of and sales of tickets or merchandise are prohibited on the college premises without the permission of Principal/ Management. All employees are prohibited from indulging in any personal activity utilizing the institute resources and facilities. Any faculty found indulging in conducting tuition classes or coaching classes, remunerative or otherwise would be suspended with immediate effect.

f) Employment of Relatives : No individual shall be employed in a department or unit, which will participate a subordinate-superior relationship between individual and any of his/her relative who is employed in the institute through any line of authority “Line of authority” means authority extending vertically through one or more organizational levels of supervision of management.

For the purpose of this policy relatives are defined as husband, wives, parents and children, brothers, sisters and any in-law of any of the foregoing.

g) Attendance: Employees are to be prompt in reporting to work on time. It is expected that employees will remain on the job until the end of the workday unless excused by the Head of the department. An employee, who knows he/she will be absent from work on a particular day should report such anticipated absence to the Head of the department. A record of tardiness and unexcused absence may result in loss of pay or other disciplinary action.

h) Conflicts of Interest: An employee of the Institute avoids actual or apparent conflicts of interest between his/ her institute's obligations/ responsibilities and outside activities.

i) Code of Conduct: All employees to follow rules and regulations, and standards of courtesy, conduct, cooperation ethics and etiquettes as expected by the institute. Following are examples of actions, which are unacceptable to the institute and often result in disciplinary action or termination of employment:

- i. Insubordination
- ii. Theft
- iii. Conviction of a felony involving moral turpitude
- iv. Bringing discredit to the Institute
- v. Falsifying, grafting or forging of any record, report, or information
- vi. Discourteous behavior
- vii. Any other misconduct interfering with performance of job tasks
- viii. Unauthorized absence from assigned work area
- ix. Sleeping on duty
- x. Negligence
- xi. Dereliction of duty
- xii. Interfering with the work performance of another employee
- xiii. Favoritism
- xiv. Wasting materials
- xv. Willful damage to equipment or property of the Institute
- xvi. Entering an unauthorized work area
- xvii. Continued failure to perform assigned duties
- xviii. Failure to report absence
- xix. Habitual absence or tardiness
- xx. Job abandonment.

j) Safety: Safety on the job and care of property and equipment is the responsibility of all employees. Every effort should be made by the employees to avoid careless work habits.

k) It is necessary to report unsafe working conditions and any on-the-job-injury, regardless of severity, to the Head of the Department and the Office Superintendent immediately. A qualified doctor is available on the campus along with an equipped clinic during the work timings on call for emergencies. First aid will be provided to all the employees and students free of charge.

l) Confidential Information: Some employees handle confidential information as they perform their duties. Such information is not to be discussed or made available to anyone until it has been approved for release by proper authority. Any person found using such classified information invites suitable disciplinary action against him / her depending on the severity of the matter.

m) Gratuities: Employees of the Institute do not accept gratuities, courtesies, or gifts in any form any person or persons, corporations, or associations that, directly or indirectly, seek to use the connection so as to secure favorable comment or consideration on any commercial commodity, process or undertaking.

n) Political Activities: As an individual, each employee of the Institute retains all rights and obligations of citizenship enshrined in the Constitution of India. However, no employee of the Institute is allowed to be a candidate for a political party seeking votes while being employed with the Institute, or take part in a political employment campaign while on duty without the permission of Management.

o) Disruptive Behavior: While honoring the freedom of expression and the right to Peaceful dissent of an individual, the Institute in the best interests of orderly operation and reservation of an environment favorable to productive study, has adopted a policy prohibiting disruptive behavior on the part of any student, faculty or staff member.

The institute stipulates that any employee, acting individually or in connivance with others, who clearly obstructs or disrupts or attempts to obstruct or disrupt any teaching, research, administrative, disciplinary, or public service activity, or any other activity authorized to be discharged or held on the campus of the Institute is considered to have committed an act of gross indiscipline and is subject to disciplinary action that may include termination of services.

p) Outside Employment: Employment outside the Institute is not permitted except in cases where such employment does not interfere with the regular and punctual discharge of duties and responsibilities of the institute. The employee must discuss with the Head of the institute before indulging in any outside employment to be sure there is no conflict of interest. Use of institute property in such endeavors is prohibited. An employee must seek written permission of the Management before taking up any kind of employment.

q) Malpractices: No employee indulges in or encourages any form of malpractice connected with examinations or other activities of the institute.

r) Revelations: Without prior sanction from the Management no employee can give a talk to media or publish any statement either by name or anonymously about issues related to institutional matters.

Employees and superiors should contact the Secretary / Principal immediately if assistance is needed related to these policies.

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Chapter 7

PROBATION PERIOD POLICY

7.1 Probation : Probation means an appointment made on trial on specified conditions for a stipulated period to a post for determining one's fitness for the job. With the exception of certain employees, all regular employees serve the first two years of employment on probation.

7.2 Temporary appointment : It means appointment made purely on temporary basis either for a permanent post or in tenure post or against a temporary post. With the exception of certain employees, all regular employees serve the first thirty six months of employment on a temporary basis.

7.3 Evaluation in Probation Period: Probation period allows the employee's department head to evaluate the ability, suitability, and potential for success of the employee. It also allows time for the employee to decide whether or not the job is satisfying. Fifteen days prior to the completion of probation period, the Head of the Department, based on his / her evaluation, will intimate an employee about his performance / non-performance. Should the Principal agree with the evaluation, the employee shall be continued in service else, he / she may be terminated from service. In case of termination of services the employee losses the right to appeal.

7.4 Continuance of Probation: If the employee's service during the probationary period is deemed unsatisfactory but if it is determined that the employee should continue in a probation status rather than being terminated, the recommendation that the employee remain in a probationary status should be forwarded by the Head of the Department to the Management. In all such instances, the employee must be counseled and notified in writing regarding the extension of the probationary period.

7.5 Voluntary Resignations : It may be accepted in lieu of termination. Unless notified all job offers are on a permanent requirement with a probation period. Termination of employment, or other disciplinary action, during the probationary period, is not subject to progressive discipline and the grievance procedure.

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Chapter 8

SALARY POLICY

8.1 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, SGBAU University of AMRAVATI norms and All India Council of Technical Education. Salary is fixed at the discretion of management.

a. Consolidated salary Usually 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 employees service at Vidyabharati College of Pharmacy, Amravati. It is fixed as per management decision.

b. Salary And Increments :

As per pay commission / Pay Scale cadre wise for Teaching and Non-teaching.

8.2 Salary Increments (Rationalization):

i. 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 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 the Head of the Department as per the requirements of government pay scales, All India Council for Technical Education, SGBAU University of AMRAVATI etc. The recommendations based on the performance appraisal of the employee are reviewed by the Principal and Executive Directors. Annual increments, in general, will be paid in the month of AUG 01 of every calendar year.

ii. Debt Repayment and Monetary Responsibility: The Institute is authorized to withhold paychecks or deduct from paycheck 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.

iii. 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 departments.

iv. 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.

8.3 Payment mode of salary: Every employee opens a salary account at Campus branch of Bank of Baroda and the salary is transferred to employees account.

8.4 Payroll Deductions:

i. Income-tax, professional tax and contributory provident funds are deducted wherever applicable. An employee may also authorize deductions for institute-sponsored health benefits, insurance, and employee's emergency fund 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.

iii. Contributory Provident Fund Scheme: Contributory provident fund facility is available to grade III cadre employees from the starting date of their employment. This facility is granted to those employees having AICTE / University pay scale only after completing 3 years of service.

8.5 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 note it in movement register or else they will be marked absent for the day.

i. The Standard Workweek: Since the requirements of the various operations of the Institute are diverse, different work schedules are adopted to meet different needs. However, the standard Work week of the employees is Monday to Saturday. The working time is 10.30 a.m. to 05.30 p.m. All days have 30 minutes break for lunch from 02.00 p.m. to 02.30 p.m.

ii. 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.

iii. Overtime: No overtime charges are provided to any employee. Only the administration and supporting staff however are entitled to a Compensatory Off if they work on public holidays and Weekend days. The workweek may be made

different for the staff by the various Head of the Department in-order to facilitate the student's access to additional lectures, trainings, library, Internet center, and workshop or admission procedures.

8.6 Allowance granted in lieu of salary: Allowances are fixed at the discretion of management based on the employee's contribution to the institute. It requires approval of management and is considered to be a part of salary.

i. Car petrol allowance: This facility is available to principal and selected staff members of Vidyabharati College of Pharmacy, Amravati employees according to their work profile subject to the discretion of the management.

ii. Mobile / telephone facility: Mobile and telephone allowance is given to Heads of Departments, Principal and Office Superintendent.

iii. Internet Facility : Internet Facility is given to all the staff members.

vi. Personal Allowance: This facility is available to principal and selected staff members of Vidyabharati College of Pharmacy, Amravati employees according to their work profile.

ii. Travelling Allowance: Travelling allowance is applicable for official travel if required .

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Chapter 9

PERFORMANCE EVALUATION POLICY

9.1 Job Evaluation : It is a systematic method of determining the relative value of all jobs in the Institute. That value is based on job content, not on how well an individual performs the work.

The staff must complete the 'Self appraisal form' after the completion of an academic year.

9.2 Performance Appraisals: Performance Appraisal is a benefit given to the employees in order to form a proper job matrix in the institute.

(Appendix –VII & VIII – A & B) - Performance Appraisal form

9.3 Appraisal Factors : Factors used to appraise an individual's performance in a job are the following:

- i. Education - Depth of knowledge normally acquired through education or specialized formal training
- ii. Experience - Depth and breadth of knowledge or skill in terms of related work experience and on-the-job training
- iii. Job scope - Decision-making requirements including job complexity, independence of action, analytical and creative job requirements
- iv. In campus relationships -Responsibility for contacting and dealing with administrative staff, faculty, students and others within the institute. Relationship with seniors, subordinates, juniors, etc.
- v. Out campus relationships - Responsibility for representing the institute
- vi. Managerial responsibility - Influence the importance of decisions including responsibility for budgeting, managing human resources, utilization of assets, revenue control, planning, policy and strategy development.
- vii. Position conditions - Degree to which the position has certain undesirable working conditions present
 - a. Integrity- Integrity with institute, initiative, ability to shoulder responsibility, etc

9.4 Parameters of Evaluation: Each employee of the Institute is evaluated in a systematic manner on an annual basis. The Head of the Department leads the performance appraisals which are further reviewed by Principal and the Management. Areas to be evaluated include adjustment to the position, attitude, cooperation, attendance, and punctuality, potential for future development, productivity, capability, goals and efficiency.

- i. **Student Feed Back:** Confidential student feedback shall be collected twice in semester and reviewed by the Principal. This will be maintained in Head of the Department /Principal's office.

(Appendix –IX - Student Feedback Format A, B & C)

- ii. **Lecture monitoring:** Once in a year, the lecture of each faculty is monitored. Principal, Head of the Department, one senior faculty monitors and evaluate the lecture of the concerned faculty and fills in the Lecture Monitoring form. This will be maintained in Head of the Department /Principal's office.
- iii. **Result analysis :** Result Analysis of subject should be done by the faculty for his own subject taught, as per the guidelines from the academic coordinator. It provides a positive and developmental assessment of individuals and are not be used as tools of personal vendetta under any circumstances.

9.6 Training and Development Programs for Teaching /Technical / Supporting staff:

- i. From time to time the Management deutes staff for training both outside and within the organization on the recommendations of the Head of Department. Basic trainings, like ISO 9001:2000 awareness, medical issues awareness, N.B.A. and etc, is often organized in-house. Employees are also encouraged to go for trainings sponsored by Indian Society for Technical Education, University / Board, I.P.A., Directorate of Technical Education, All India Council for Technical education etc.
- ii. The institute encourages its entire staff to undergo Quality Improvement Programs (QIP) and attend other trainings and relevant seminars as part of its faculty development programs. Depending on the merit of the case and the budget allocated to the department / section, complete / partial expenses of the candidate towards registration, boarding, lodging etc. are borne by the institute.

- iii. At the beginning of the academic year each programs is briefed about the budget allocated to them to meet the expenses.
- iv. For all paper presentations the expenses are borne by the Institute as per the norms decided.
- v. A record of training is to be kept by the all employees in their personal files. The institute encourages and supports the training and development of all its staff members and is dedicated to promote a vibrant team of employees.

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Chapter 10

PROMOTION AND TRANSFER POLICY

- 10.1 A promotion is the shift of an employee from one position to another with more responsible duties or requiring more skills. Promotions are based on merit and qualifications required for the higher position. A pay rise is eminent in case of promotions but the Management reserves the right to do so.
- 10.2 A transfer is the shift of an employee from one position to another of the same classification or to one with comparable skills and in the same general pay range.
- 10.3 A lateral transfer is when an employee moves from one position to another position that is on the same pay scale regardless of the title of the new position.
- 10.4 Transfers and promotions during probation period are subject to an administrative approval for the same, by Principal.
- 10.5 Employees are encouraged to apply for any position for which they are qualified and should contact the Principal.
- 10.6 When an employee is promoted either on applying for an advertised position or via the reclassification process the employee may receive remuneration based on an employee's exceptional experience and/or education and job responsibility.
- 10.7 A faculty desiring of promotion to a higher post faces the Selection Committee appointed by the University or MSBTE Mumbai and only on the recommendations of the committee he /she is granted promotion.

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Chapter 11

LEAVES AND VACATIONS POLICY

General principle for granting leaves is to follow the guideline issued by University / Board, All India Council for Technical Education, Government of Maharashtra etc.

11.1 Continuous Service means a service rendered by an employee without any break under the same competent authority. Leave of any kind mentioned (as under Section 11.2) does not constitute to a break in service. The Management maintains a permanent record of leaves granted and used by each employee.

Leaves can be broadly classified as :

- i) Casual Leave [CL]
- i) Medical Leave [ML]
- ii) On – Duty Leave (OL)
- iii) Maternity Leave[MA] / Paternity Leave[PA]
- iv) Compensatory Leave [CO]
- v) Study Leave [SL]
- vi) Earned Leave [EL]
- vii) Sabbatical Leave [SA]
- viii) Special Leave [SP]
- ix) Leave Without Pay [LWP]

(Appendix –X- Leave Application form)

i. Casual Leaves [CL] :

- a. All employees are entitled to 12 days of CL, or part thereof, in a calendar year depending on the date of joining. CLs are to be used at the discretion of the employee, subject to the approval of the Head of the Department. Unused CLs do not get carried over to the subsequent calendar year under any circumstances. CLs entitled to employee for the year can be availed proportionately in the same calendar year. The employee intending to take CL must apply to the Principal with the consent of the H.O.D in the application form provided by he institute.

- b. Not more than 3 CLs can be available in continuation. The Holidays or Weekend days that are sandwiched in the CL duration are conducted as CLs. CL can be taken for half day also.
- c. Casual Leave must not be Prefix.
- d. fixed or suffixed to vacation or any other type of Leave, except OD.
- f. In case of emergency, telephonic intimations acceptable to reporting authority and not through the subordinate. All CL forms must necessarily be sanctioned by the concerned Head of the Department and further submitted to Administration office department. CL of Head of the Department is sanctioned by the Principal.

The application of CL is not submitted before , it is to be submitted within four days from the date of availing CL.

- g. CL can not be equated with ML or vise versa.
- h. In the event of transfer of an employee the unused CLs are carried over.

ii. Medical Leaves (ML)

- a. All employees are entitled to 10 days of full pay ML, or part thereof, in a calendar Medical Leave an oral (in exceptional cases) or written request will be required for availing ML due to illness or injury.
- b. Request of extension of ML will be considered by the Head of the Department /Principal / Management. An employee returning from ML will be required to submit a physician's certificate and a fitness certificate. The services of the institutes medical officer may be utilized for this purpose.
 - a. For one to three days Medical Leave there is no need to produce Medical Certificate. For more than three days leaves there is need to submit the Medical Certificate authorized by MBBS doctors.
- d. Scheduled Absences: Planned absences and other excused absences with or without pay must be requested and approved in advance. Medical appointments and scheduled surgery must also be approved by the Head of the Institute/ Management.

- e. **Unscheduled Absences :** Unplanned absence can be very determined to work place efficiency. In case of sudden illness or other unexpected circumstances an employee should notify or arrange to notify his/her superior immediately. If this is not possible, a family member is expected to alert the Head of the Department as soon as possible to explain the situation and indicate the expected date and time of return.

III. On Duty Leave:

On duty leave is given to the staff who has assigned any official work or exam duty or any other task assigned by University /Board, Government for which the staff has to work outside the institute. The staff has to apply for DL along with duty certificate provided after the completion of task.

IV. **Maternity Leave (MA) and Paternity Leave(PA):**

Maternity Leave may now be granted to female teacher for 90 days and only twice in one's carrier. Likewise a paternity leave of 15 days may be granted to teacher father.

- a. A lady employees with minimum 2 years of continuous service is entitled to a maternity leave on full pay and allowances for a maximum period of 180 days subject to the submission of a medical certificate.
- b. A lady employees with minimum 1 year but less than two years of continuous service is entitled to a maternity leave without pay and allowances for a maximum period of 90 days subject to the submission of a medical certificate.
- c. In all other cases the Principal fixes a period of leave to be granted as Maternity Leave without pay.
- d. A lady employee availing MA, who dose not join services within the prescribed period will have no defend her case to the department head. In case of recommendations, the Principals reserve the rights to consider the continuity of service. The maternity pay benefit also may stand forfeited even in case of reinstatement of the employee.
- e. Not more then 2 MA's can be availed by a lady employee while in service at the Institute.

f. Paternity leave (PA) can be availed by the male staff/ faculty for a period not exceeding 15 days and not more than 2 Pas can be availed by male employees while service at the institute.

V. Compensatory off [CO]

- a. Only the administrative and supporting staff , who works on holidays will be entitled to CO for an equal number of days that they have worked.
- b. COs cannot be attached to casual leave. COs should not be availed when the academic sessions are in progress.
- c. If Cos are availed in continuation for 6 days from Monday through Saturday, the following weekend days will be treated as weekly off and not as Cos.
- d. Cos cannot be carried over to the next calendar year.
- e. Examiner ship: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.

VI. Study Leave [SL] :

A SL of maximum six months is granted to an employee who has served the Institute for a period of minimum three years without break in service. This leave is meant for pursuing higher studies, undergoing skill up-gradation, research work, career advancement etc.

- a. The employee is entitled to pay 50 % during the period of study Leave.
- b. Approval of Study Leave is purely based on employee progress in the Institution and Ph.D. progress after the registration.
- c. Faulty member who like to apply for the study leave during his/her course work will be approved by converting their vacation leave to complete the course work.
- d. Maximum 5% faculty members of the department can avail this carrier advancement policy in a year.

- e. After completion of research (Ph.D.) the faculty members must serve the institute for three years.

VII. Earned Leave [EL] :

If any staff is detained for completing a specific task assigned by his / her superior and is unable to avail the vacation / holiday period, that he / she is otherwise eligible for, adequate compensation, shall be given in the form of EL. The duration of EL is half number of days that he / she have been detained for the specific task in the vacation / holiday period. Employees should avail such EL during non-active period of the semester.

VIII. Sabbatical Leave (SA) Any faculty who has completed ten years of continuous service can avail one year of SA with full pay for study /executing research projects / Book writing etc. A proof of having effectively used the SA is required to be submitted to the Institute on resuming duties.

IX. Special Leave [SP] An employee can go on SP with prior sanction, during which no salary and allowances will be applicable, when no other type of leave is available.

X. Leave Without Pay If proper documents duly signed are not submitted in stipulated time to the Office Superintendent, leave may be treated as LWP.

a. A leave of absence without pay is granted when the requirements of the department permit and when such leave is for prolonged illness or injury extending beyond accumulated vacation or sick leave or for any exceptional personal or institutional reason.

b. Any regular employee is granted a leave of absence without pay when approved by the proper authority in order to preserve the employee's employment rights and benefits.

c. A leave of absence may be granted only if the employee has a confide intention to return to the Institute following the leave. Only in exceptional situations should a leave of absence be granted to an employee having less than one years service.

d. Upon the expiry of a leave of absence, an employee is eligible for reinstatement to the former position or to one of similar requirements and compensation in the same department or division from which the leave was granted.

e. Should a position be not available upon the expiry of the leave of absence or return to work, the Head of the Department may request the management for an extension until such time as a position for which the employee is qualified becomes available.

11.3 Sanction of Leaves :

Head of the Department must sanction the leave application form of an employee before forwarding the same to the Principal/Management. All leaves except CL and ML must be notified to the Principal within 4 working days in advance or else they will be treated as LWP. The sanctioning authority of all types of Leaves for the Faculty, Technical Staff, and Administrative Staff shall be the Principal while the Office Superintendent shall sanction the Leaves for supporting staff. The Principal shall get his leave sanctioned by the Secretary.

11.4 Vacation and Holidays (Appendix –XI- Guidelines and rules recommendation for vacation)

i. Category of Employees: Employees in the organization are of two types -

(a) **Vacational employees :** It constitute the Faculty and Technical staff who are eligible for summer and winter vacations

(b) **Non Vacational employees:** It constitute the administrative and supporting staff who are not eligible for summer and winter holidays.

ii. Using Vacation / holidays:

- a. All regular and probationary employees who have prior recommendation approval from the Head of the Department /Principal are eligible for availing vacation. However, employees who need to take days off during the first three months of their probation period may take leave without pay if it is not in the regular vacation slot. This, however, is applicable only in exceptional circumstances.
- b. Vocational employees who have exhausted their vacation, with the approval of the Head of the Department can take CL in whose absence LWP can be taken in exceptional circumstances. As far as possible employees may take vacation / holidays in the slots

allocated for the same. Only the Principal on the recommendations of the Head of the Department allow any exceptions.

- c. Any balance of unused accumulated vacation / holiday time is transferred along with an employee being transferred from one department to other of campus. Vacations /holidays however cannot be carried forward, under any circumstances.

iii. Period of Vacation/holidays:

A permanent record of vacation /holidays and its use, is maintained for each employee annually. The details of vacations/holidays that the employees are entitled are as follows:

Annexure IX – Guidelines & Rules for recommendation of vacation

I. Prefixed / sandwiched/ suffixed Saturdays, Sundays and holidays are counted as a part of the vacation/ holidays.

II. Vacation / holidays may be taken in one / two slots. Only on the recommendations of the Principal shall exceptions be allowed.

III. All remunerative duties like supervisory duties/ examination duties/ central assessment duties shall, as far as possible, fall within the vacation/ holidays. Such duties being mandatory, the employee and the Head of the Department must take utmost care while recommending the vacation/ holiday period.

IV. Vacation / holidays can be recommended by the Head of the Department only and sanctioned by the Principal if all the departmental work, University / Board work, other duties are completed. All the records and documents should be handed over by the concerned employee to the Head of the Department before proceeding on vacation/ holidays.

VI. Vocational staff availing vacation must be present on the first and last day of each term, unless otherwise leave is sanctioned by the Head of the Institution.

VII. Head of the Department shall ensure that the regular functioning of the department is not hampered and that no work is held up merely due to the non-availability of an employee by way of his/ her availing vacation/ holidays.

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Chapter 12

GENERAL ASPECTS OF RESIGNATION AND SUSPENSION

12.1 Resignation & Retention Policy:

- a. Employee wishing to resign should inform his /her Head of the Department and tender his /her resignation in writing to the Principal. He/she should state clearly the date from which He/she wish the resignation to become effective, bearing in mind the contractual notice period required. It is often helpful if employee who intends to resign gives the reasons for doing so.
- b. Principal/ Head of the Department conducts the Exit Interview.

(Appendix –XII -Exit interview form)

Interview Format

- c. Employee doubtful of the effective date of resignation, contractual notice period, contacts the Principal for advice. Employee gives a minimum of thirty days written notice, unless a shorter period of time is acceptable to the Head of the Department.
- d. Employee leaving without a notice of thirty days do not receive their pay for one month or have to deposit one month salary. Employees interested in resigning cannot utilize any leaves except OD and CO.
- e. Employee who resign during academics semester is released after academics sessions keeping in mind the interest of the students or they may be released only in exceptional cases.
- f. Employees who resign may be retained by Vidyabharati College of Pharmacy, Amravati at the prerogative of the management

12.2 Handing Over : Before being relieved all employees should hand over charge to the appropriate person on consulting the Head of Department and inform the same to the Principal. Department is responsible for initiating the necessary action to ensure that all Institute property and equipment are returned safely and a 'No Dues Certificate' is obtained from the Principal on or before the last day of work.

12.1 Suspension :

- a. Advance notice is not required when termination is the result of incidents which themselves are so serious as to justify immediate discharge. It is also not required if there is a failure to meet punctuality or attendance standards, misconduct, abuse of privilege, violation of Institute policy. Terminated employees are entitled to all salaries and wages earned till the date of termination.
- b. The employee's immediate superior may affect dismissal or suspension when the Principal determines that the employee's performance of duty or personal conduct is unsatisfactory. The employee shall be informed in writing the reasons for the action taken and granted an opportunity (not less than three working days) to respond to the next highest authority prior to the effective date of action. However, under emergency circumstances when immediate action is necessary as decided by the Management, the employee may be immediately dismissed or suspended, with or without pay.

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Chapter 13

GRIEVANCE AND APPEALS PROCEDURE

13.1 General Grievance Cell and Its objectives: A Grievance is any complaint by an employee concerning any aspect of the employment. Every employee shall represent his/her grievance for redressal only through proper channel. The Institute recognizes the right of employees to express their grievances and to seek a solution concerning disagreements arising from working relationships, working conditions, employment practices or differences of interpretation of policy, which might arise, between the Institute and its employees. In addition, grievances may be filed alleging discrimination on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, and status.

Employees who are adversely affected by re-organization, program modification or financial exigency, as approved or determined by the Principal or his designee, shall not be governed by the procedures described in Grievance and Appeals Procedures under the sections of this Manual.

Objectives :

- i. To Advise student leaders to refrain from inciting students against other students, teachers, college administration or Government.
- ii. To encourage the students to express their grievances/problems freely and frankly, without any fear of being victimized.
- iii. To advise teachers to be affectionate to the students and not behave in a vindictive manner towards any of them for any reason.
- iv. To advise teachers to consider the feedback received by the Grievance Redressal Cell about their punctuality, behavior, classroom teaching and other teaching methods used by them.
- v. To advise students of the college to respect the right and dignity of one another and show utmost restraint and patience whenever any occasion of rift arises.

13.2 Procedure of Working: Misunderstandings and difficulties sometimes occur in a work setting. While most of these situations can be handled in the department or unit, a few require special attention. The procedures outlined apply to all employees of the Institute after the completion of two years of employment.

- i. First Level – The employee attempts to remedy the problem through consultation with his / her immediate superior. If, however, the problem pertains with the immediate superior he / she may proceed directly to the second level.
- ii. Second Level – The second level includes the Head of the Department. If, however, the problem pertains with the Head of the Department he/she may proceed directly to the third level.
- iii. Third Level - If the grievance cannot be resolved satisfactorily at the earlier stages, the employee presents his / her grievance to the Principal.
- iv. Fourth Level - If the grievance cannot be resolved at the third level, the employee presents his / her grievance to the Executive Director.

The online grievance module is available on institute website (www.vbcop.org.)

(Appendix –XIII- Grievance form)

13.3 Grievances Redressal Cell is formed in institute in order to keep the healthy working atmosphere among the staff, students & parents. This cell helps staff, students & parents to record their complaints and solve their problems related to academics, resources and personal grievances. This committee consists of :

- a. **Anti Ragging Committee:** Ragging complaints will be handled as per government guidelines.
- b. **Anti Women harassment Committee:** Woman harassment complaints will be handled as per government guidelines by respective committee. Impact of this system should be to uphold the dignity of the college by ensuring strife free atmosphere in the college by promoting cordial relationship among all the stakeholders.

13.4 Facility : Suggestion cum complaint boxes have been installed in the college campus in which the students, staff can put in writing their grievances and their suggestions for improving the academics and administration in the college. Written complaints are

encouraged however one may choose to remain anonymous along with this online option is also available.

The person concerned can personally approach and write / e -mail any member of the cell. They can send email on college website or write an application and submit it to cell convener.

13.8 Recommendation of the members of the grievance redressal committee is forwarded to the Principal for final decision. If the matter is not resolved to the satisfaction of the employee, he / she may file an application for review, in writing, to the Executive Director within twenty days following the written decision of the Principal. This appeal states the decision regarding complain of and the redress desired. The decision of the Executive Director on the appeal shall be final and binding on the employee.

13.9 Co-operation in internal investigation : All employees of the Institute should cooperate to the fullest possible manner in any internal investigation conducted by his / her employment unit when directed to do so by his / her immediate superior or such other persons who have been given investigative authority by the Principal. Failure to cooperate fully is often grounds for adverse action, including possible termination of employment.

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Chapter 14

DISCIPLINARY ACTION POLICY

It is obligatory for an employer's to set and maintain satisfactory standards of conduct and performance work. Employees are clear about the standards that are expected of them and about the consequences in case they are not met. Disciplinary arrangements are therefore an important part of an employer's overall responsibility. Although disciplinary action involves sanctions against an employee, the primary purpose is to maintain and improve standards.

- i. The purpose of these procedures and disciplinary rules is to establish equitable and consistent standards throughout the institute and to ensure that disciplinary action is fair and reasonable in the circumstances of each case.
- ii. Normally no formal disciplinary action is taken without some informal counseling where the employee is made aware of any shortcomings in standards or in behavior, and these shortcomings have been discussed between the employee and the Head of the Department.
- iii. It is hoped that most of the difficulties, that arise, could be resolved through counseling. However, the disciplinary procedure may be implemented at any stage if the alleged misconduct or unsatisfactory performance warrants such action.
- iv. The Head of the Department will outline the cause of concern and the employee will be given an opportunity to state his/her case. Head of the Department are required to provide appropriate prior notification of any allegations and any evidence, in accordance with natural justice. A written record of all disciplinary hearings and appeals are kept.
- v. If the conduct or performance of an employee is not satisfactory, he/ she is required to attend a formal disciplinary hearing held by the Head of the Department, the Principal. if the explanation is unsatisfactory. an appeal against a verbal / written warning notice issued by the superior may be made in writing, within seven days of receipt of the warning. The appeal will normally be heard within fourteen days.

14.1 Other Policies :

- i. **Security & Vigilance on campus:** Campus has equipped with security office. They manage the security on campus. Everyone on campus should positively participate to assist the security

personnel if he suspect anything odd in campus. College has also installed cameras in class room and important locations as outdoor security monitoring.

- ii. **Counseling Facility:** College has appointed counselor for students. Students and mentors are requested to take the benefit of this facility.
- iii. **Biometric Attendance facility:** Every staff member of this college is required to register the finger print in biometric system and must record attendance through this system. Three late marks will be treated as one full day leave. Registration is available with office Superitendant.
- iv. **Uniform for non-teaching staff and student community:** The non-teaching staff, students must wear uniform on every Monday to Tuesday and Thursday to Saturday and whenever announced for special days. If any particular student or staff member is found not wearing uniform, disciplinary action is taken against him/her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her.

- vi. **I-Card Policy teaching faculty, non-teaching staff and student community:** The staff, students must wear I-Card every day. If any particular student or staff member is found without I-card, disciplinary action is taken against him / her. Initially verbal warning is given to the staff member. If repeated incidences occur written letter is issued to him/her. I – Card registration is available in office.

- vi. **Examination Duties :**
 - a. Supervision duty of university / Board exams: All teaching staff is allotted Supervision duties for university / Board and departmental examination.
 - b. Examiner ship for University/ Board Exams: No extra payment or compensatory leave [in lieu for duty on weekly offs or holidays] is provided for doing examiner's duty. Examiner ship will be considered as on duty for record.
 - i. **Private Coaching / Outside Employment Policy:** No staff should be involved in private coaching without prior permission. Also staff must not take up any other employment such as part time or full time at any other place. Disciplinary action will be taken such staff members.
 - ii. **Internet Facility policy:** Staff and students must use the internet facility only for office and academic purpose. Staff and students must not be involved in sending

unsolicited mails through Vidyabharati College of Pharmacy, Amravati internet facility. Staff and students must not download material from internet without proper acknowledgement of original source. Staff and students must not watch unsolicited videos or must not waste the internet resources.

- iii. **Non smoking, non alcohol and no-tobacco chewing policy:** At Vidyabharati College of Pharmacy, Amravati, no tolerance is observed regarding smoking, drinking and tobacco chewing on campus. It is viewed as serious issue and strict action is initiated against the staff members and student found indulged in smoking, drinking and tobacco chewing.
- iv. **Keys deposition Policy:** College main office keys are deposited in the security office. Department key are deposited in the college keyboard at reception counter. Department, classroom, labs, staff room keys are deposited in the college keyboard. Also proper staff members are authorized to close and lock the rooms.
- v. **Vehicle parking policy:** The parking lot is classified for staff and students.
 - a. For staff members: All the staff members are required to park preferably at the designated parking lots for proper manner by entering through gate No. 2.
 - b. Students are required to park vehicle properly so that it should not create parking problems. Moreover students are advised not to bring four wheelers on campus. Separate parking lots are allocated to male and female students and they are suppose to park their two wheelers in assigned lots by entering through gate No. 3.

Appropriate action will be taken against staff and students who are not following the guideline, rules and regulations of college.

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Chapter 15

BENEFITS AND INCENTIVES

- 15.1 Honorarium** means payment granted to the teachers as remuneration for special work or work of an occasional nature.
- 15.2 Employees Incentive** Employee receives incentives in the form of additional increments every year depending upon the students' feedback and performance appraisal results.
- 15.3 Faculty Promotion** is promoted to higher cadre depending upon their capability and initiative.
- 15.4 Medical benefits & Allowances:** All employees avail the facilities provided by a doctor on campus who is available on call during emergencies. The medical officer keeps personal medical records of all employees and offers medical check-up and medical assistance.
- 15.5 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 society 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.
- 15.6 Contributory Provident Fund:** Contributory Provident Fund Scheme is made available to all employees after three years of service.

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Chapter 16

TRAVELLING ALLOWANCE / DEARNESS ALLOWANCE RULES AND POLICY

16.1 Conveyance :

a. Conveyance- Staff members traveling outside the city for official work are eligible for compensation according to following table-

Type	Rs.Per KM	Eligibility
Four Wheeler	9.00	Head of Dept. with at least two other members Or Group of at least three staff members
Auto	At Actual	All staff if carrying heavy material

b. Journey:

- i. Technical Staff and Non-teaching staff- Ordinary Sleeper class/ Bus, subject to production of tickets.
- ii. Teaching staff- Associate Professor, Assistant professors, Head of the Department - III AC or Luxury bus subject to production of tickets for proof.
- iii. Principal / Professor- For short-distance- AC car/ AC chair car. For long distance II AC.
- iv. Staff members must clear all Travel Allowance / Dearness Allowance claims within 48 hours after completion of the tour. They must submit the visit report to Principal.

16.1.1 Dearness Allowance (DA) is Rs. 250/- per day in metro cities like Mumbai, Bangalore, Delhi, Kolkata, Chennai. For other cities DA is Rs. 200/ - per day.

16.3 Lodging- Staff members shall be eligible for lodging expenses as per table below-

Staff Category	Lodging Charges Metro Cities	Lodging Charges Other Cities
Non-teaching	Rs. 1000/	Rs. 800/
Teaching	Rs. 1500/	Rs. 1000/
Associate Professor	Rs. 1800/	Rs. 1200/
Professors	Rs. 2000/	Rs. 1500/

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Chapter 17

DEPUTATION FOR PAPER PRESENTATIONS AND TRAINING
PROGRAMS POLICY**17.1 Paper presentation:**

Generally an applicant applies to the sponsoring agencies like University/ Board, All India Council for Technical Education, Directorate for Technical Education, Council of Scientific and Industrial Research etc. for request of funds. In case he gets major amount from the sponsoring agencies, the institute will sponsor him/her up to a certain extend or an amount enough to bridge up the deficit.

Financial Assistance for Paper Presentations

Sr. No.	Type	Financial Assistance (For Registration Charges)	Limitations
1	International Conference (Abroad)	50% By Institute	1/ year / person
2	International Conference (India)	50% By Institute	1/ year / person
3	National Conference, Symposium,	50% By Institute	2/ year / person
4	FDP, Organized by University / Board	100% By Institute	2/ year / person
5	Patent publication	75% By Institute	No limitation
6	Paper Publications	Technical support	No limitation

All advancements to higher grade pays in various cadres will be affected subject to completion to AICTE approved refresher programmes of not less than two weeks duration each and two /one week each TEQP sponsored programmes.

Note: Reimbursements are based on budget provision.

17.2 Training programs for Teaching /Technical / Supporting staff member:

All Staff members are encouraged to take up various All India Council for Technical Education (AICTE) approved short-term training programs or attend reputed National or International conferences/seminars/workshops etc. during vacation period. Staff members who have put in more than one year of continuous service at VBCP are eligible for such deputations. Head of the Department shall decide the usefulness of such programs and recommend the name of staff members for attending the programs to Principal for approval. As far as possible, such recommendations should be avoided during active period of the semester.

17.3 Submission of proceedings /documents related to training programs:

After attending conferences / workshops, it is mandatory for all deputed staff to submit a copy of the proceedings, documents, etc to the departmental Head. In addition, the staff is required to make a presentation on the conference or training program attended to the department. This is also applicable to any kind of dissertation work tending to higher degrees.

17.4 Procedure to seek approval for funds: The applicant must fill up the on duty form and submit it along with an application on the plain paper address to “The Principal” for requesting the permission for attending the seminar, workshop or conference. Attach the proof for the same with approval of HOD.

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Chapter 18

DEPUTATION FOR HIGHER EDUCATION POLICY

18.1 Deputations for Post Graduate Studies:

Staff members having Graduate qualification are encouraged to pursue Post Graduate (PG) qualification. Staff members who have put in at least three years of continuous service at Vidyabharati College of Pharmacy, Amravati and whose performance is satisfactory, can request management to depute them for completing PG from recognized institutions. The grant of such request is considered depending upon merit of the case as judged by Head of the Department and Principal.

The staff member is required to sign a legal bond, before starting of PG course. Head of the Department extends necessary support to such aspiring staff members in terms of adjustment of teaching load etc. Such support however is available to staff member for the specified minimum tenure of the PG course and it is expected that staff member completes the PG in this tenure only.

18.2 Deputation for Ph.D. Work:

Staff members having Postgraduate qualification are encouraged to pursue PhD qualification. Staff members who have put in at least three years of continuous service at Vidyabharati College of Pharmacy, Amravati and whose performance is satisfactory, can request management to depute them for completing PhD from recognized institutions. Such request is granted considering merit of the case as judged by Head of the Department and Principal.

For staff members selected to pursue PhD. Such member is required to sign a legal bond before the start of PhD. They also have to submit the progress report to college (through Head of the Department) at every interval of six months.

The entire expenses towards completion of PhD are borne by staff member. The staff member will have lean on his/her current post for the period of three years. Such a lean shall be valid only after signing the legal bond where in the staff member undertakes

to serve Vidyabharati College of Pharmacy, Amravati for a period of 3 (Three) years after completion of PhD.

Chapter 19

PURCHASE PROCEDURE POLICY

Purchase Committee : The institute has established a purchase committee comprising of Principal, Heads of departments, O.S. and store keeper for procurement of requirements and for proper budget planning. **(Appendix – XIV- Budget Estimation format)**

Purchase Procedure : **(Appendix – XV- Purchase Indent)**

The staff members have to follow the defined purchase procedure as follows:

- i. Requisition (indent) for the required item/consumables/material should be raised by the staff/lab incharge after stock verification completion at the end of each session and submitted it to the Head of Department for scrutiny and approval from the Principal.
- ii. Head of Department will scrutinized the requirement and certify, taking into Consideration of justification for purchase and the allocated budget of the department as approved by the CDC / Governing body.
- iii. The approved indent will be sent to Storekeeper through Head of Department and Principal will call for calling quotations from various vendors.
- iv. The intender will select best three quotations with the help of storekeeper and the storekeeper will prepare comparison statement and forward the same to purchase Committee. The purchased committee will review the quotations and condition of supplier and will recommend the purchaser considering rates, quality and service conditions to the secretary through Principal. The purchase order will be prepared after the approval of Principal / Secretary. **(Appendix - XVI - Comparative Statement format)**

The purchased order and indent, 3 quotations with comparison statement, budget sanction document will be forwarded to the Principal for signature. The same bunch will be sent for approval of Executive Director. After the approval only the Purchase order will be sent to the supplier.

Once the material is received at stores, the same will be forwarded to the concerned department for installation and testing. The department will check the material, certify and the concerned Head/ Authority will sign on the Installation/Testing Report supplied by the Supplier, then the same will be entered in the Dead Stock Register.

(Appendix - XX - Dead Stock Register)

vi. Stores will monitor the material by duly checking with the help of intender and issue the material to the concerned person. **(Appendix - XVII- Requisite slip)**

The invoice of the supplier will be submitted to the Stores for passing and forwarding to Accounts Dept. for payment. Without passing remark by Stores Department, Account Department will not process for payment.

(Appendix - XVIII – Budget allocation report & XIX - Budget report)

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