

**6.2**

**STRATEGY  
DEVELOPMENT  
AND  
DEPLOYMENT**

Sahyadri Bahujan Vidya Prasarak Ssamaj - Executive

Sahyadri Bahujan Vidya Prasarak Ssamaj - Board of Directors

College Development Committee

Principal

IQAC

-Admission Committee  
-Examination Committee  
-Time-Table Committee

Student Council

Head of Department

-Faculties  
-Supporting Staff

-NSS  
-Gymkhana Committee  
-Placement Cell  
-Student Development  
-Counselling Centre  
-Competitive Exam Centre  
-Cultural Activities

Alumni Association

Office

-OS  
-Junior Clerk  
-Supporting Staff



Governing Council SBVPS

College Development Committee

Principal

Vice-Principal

IQAC

Administrative

Student

Academics

Committees

Establishment

Accounts

Examination

Library

Support Service

Alumni Association



Faculty In charge

Head

Statutory Committees

Academics & Administrative

Accountant

OS

CEO

Junior Clerk

BSW

NSS

Faculties

Lab Assistant

Senior Clerk

peon

Head Clerk

Junior Clerk

Technical Staff

Librarian

Library Staff

Peon

Physical Education & Sports



**LOKNETE BALASAHEB THORAT ARTS, COMMERCE  
& SCIENCE COLLEGE, TALEGAON DIGHE**  
Tal.Sangamner, Dist. Ahmednagar ( Maharashtra ) Pin - 422611  
Phone - (02425) 272685, Email - sbypsacs@td@gmail.com / lbtcollege853@gmail.com



College Development Committee ( Jan.- 2018 To Dec.- 2022 )

Sr.No.	Chairman / Member Name	Designation
1.	Dr.Sudhir Bhaskarrao Tambe	Chairman ( Chairman, S.B.V.P. Samaj, Sangamner )
2.	Shri.Laxmanrao Balaji Kute	Member ( Secretary, S.B.V.P. Samaj, Sangamner )
3.	Shri.Baburao Rajaram Gavande	Member ( Education sector Representative )
4.	Dr.Suchit Madanlal Gandhi	Member ( Social Service Representative )
5.	Prof. Dr. Dattatray Manohar Gujrathi	Member ( Research Field Representative )
6.	Ku.Jayashri Kisan Gavhane	Member ( Industry sector Representative )
7.	Prof. Ramdas Balasaheb Aher	Member Department Head Representative
8.	Prin.Dr. Ramdas Gokul Pawar	Secretary ( Principal )
9.	Prof. Subhash Ramnath Gadakh	Member ( Co-Ordinator, IQAC )
10.	Prof.Dr.Balasaheb Laxman Laware	Member ( Teacher Representative )
11.	Prof.Dr. Rajendra Ramnath Gaikwad	Member ( Teacher Representative )
12.	Prof.Nilam Nivrutti Kale	Member ( Teacher Representative ( Women )
13.	Prof. Rajendra Vitthal Pansare	Member ( President, College Student Council )
14.	Prof.Machhindra Dadabhau Nehe	Member ( Secretary, College Student Council )
15.	Shri. Machhindra Dagu Dighe	Member ( Non-Teaching Staff Representative )



11/8/22  
**PRINCIPAL**  
LOKNETE BALASAHEB THORAT ARTS,  
COMMERCE & SCIENCE COLLEGE TALEGAON DIGHE,  
TAL. SANGAMNER DIST. A. NAGAR



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1.	Dr.Sudhir Bhaskarrao Tambe	Chairman ( Chairman, S.B.V.P. Samaj, Sangamner )
2.	Shri.Laxmanrao Balaji Kute	Member ( Secretary, S.B.V.P. Samaj, Sangamner )
3.	Shri.Baburao Rajaram Gavande	Member ( Education sector Representative )
4.	Prof.Daniel ( Baba ) Bajirao Kharat	Member ( Social Service Representative )
5.	Prof. Dr. Suhas Dhondiba Avhad	Member ( Research Field Representative )
6.	Shri.Mahendra Sampatrao Godge	Member ( Industry sector Representative )
7.	Prof. Nilam Nivrutti Kale	Member Department Head Representative
8.	Prin.Dr. Dattatraya Deoram Pawar	Secretary ( Principal )
9.	Prof. Ramdas Balasaheb Aher	Member ( Co-Ordinator, IQAC )
10.	Prof.Rajendra Vitthal Pansare	Member ( Teacher Representative )
11.	Prof.Dr. Rajendra Ramnath Gaikwad	Member ( Teacher Representative )
12.	Prof.Jyoti Dashrath Hase	Member ( Teacher Representative ( Women )
13.	Prof. Pushpa Nanasaheb Bhagwat	Member ( President, College Student Council )
14.	Prof.Shilpa Annasaheb Khalkar	Member ( Secretary, College Student Council )
15.	Shri. Machhindra Dagu Dighe	Member ( Non-Teaching Staff Representative )
16.	Ku.Dighe Arti Ganesh	Member ( Student Representative )



**PRINCIPAL**  
LOKNETE BALASAHEB THORAT ARTS,  
COMMERCE & SCIENCE COLLEGE TALEGAON DIGHE,  
TAL. SANGAMNER DIST. A.NAGAR

## SERVICE RULES FOR TEACHERS & NON-TEACHING STAFF

All employees of Good Samaritan School shall be governed by the Code of Conduct and Service Rules prescribed by The Good Samaritans society and the Management Committee of Good Samaritan School, as specified in rule 122 of DSEA&R 1973.

Every employee shall be liable to disciplinary action for the breach of any provision of the Code of Conduct and Service Rules as specified in the contract of service between the management of the school and the concerned employee.

(1) The Code of Conduct for the teaching or nonteaching staff of the Good Samaritan Schools shall be as follows:

**a) No teaching or nonteaching staff shall –**

- 1) Knowingly or wilfully neglect his duties;
- 2) Propagate through his teaching lessons or otherwise, communal or sectarian outlook, or incite or allow any student to indulge in communal or sectarian activity;
- 3) Discriminate against any student on the ground of caste, creed, language, religion, place of origin, social and cultural background or any of them;
- 4) Indulge in, or encourage, any form of malpractice connected with examination or any other school activity;
- 5) Make any sustained neglect in correcting classwork or homework done by students;
- 6) While being present in the school, absent himself (except with the previous permission of the head of the school) from the class while he is required to attend;
- 7) Remain absent from the school without leave or without the previous permission of the head of the school:

Provided that where such absence without leave or without the previous permission of the head of the school is due to reasons beyond the control of the teacher, it shall not be deemed to be a breach of the Code of Conduct, if on return to duty, the teacher has applied for and obtained, *ex post facto*, the necessary sanction for the leave;



4

RNI No. MAHENG/2009/35528



# महाराष्ट्र शासन राजपत्र असाधारण भाग आठ

वर्ष ३, अंक ७ (३)]

बुधवार, जानेवारी ११, २०१७/पौष २१, शके १९३८

[ पृष्ठे ११९, किंमत : रुपये २७.००

असाधारण क्रमांक ११

प्राधिकृत प्रकाशन

महाराष्ट्र विधानमंडळाचे अधिनियम व राज्यपालांनी प्रख्यापित केलेले अध्यादेश व केलेले विनियम आणि विधि व न्याय विभागाकडून आलेली विधेयके (इंग्रजी अनुवाद).

In pursuance of clause (3) of article 348 of the Constitution of India, the following translation in English of the Maharashtra Public Universities Act, 2016 (Mah. Act No. VI of 2017), is hereby published under the authority of the Governor.

By order and in the name of the Governor of Maharashtra,

PRAKASH H. MALI,  
Principal Secretary to Government,  
Law and Judiciary Department.

## MAHARASHTRA ACT No. VI OF 2017

(First published, after having received the assent of the Governor in the "Maharashtra Government Gazette", on the 11th January 2017).

An Act to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and for matters connected therewith or incidental thereto.

**WHEREAS** it is expedient to provide for academic autonomy to non-agricultural and non-medical universities in the State of Maharashtra and to make better provisions therefor;

**AND WHEREAS** the Government of Maharashtra had appointed committees under the Chairmanships of Dr. Arun Nigvekar, Dr. Anil Kakodkar, Dr. Ram Takwale and Late Mrs. Kumud Bansal with a view to consider and recommend on different aspects of higher education and learning and to suggest various measures to ensure such autonomy;

(१)



**AND WHEREAS** after considering the recommendations of the said committees the Government of Maharashtra considers it expedient to make a law to provide for academic autonomy and excellence, adequate representation through democratic process, transformation, strengthening and regulating higher education and to regulate the non-agricultural and non-medical universities in the State of Maharashtra in more effective manner, to provide for participation of universities in social and educational spheres, to establish Maharashtra State Commission for Higher Education and Development, to constitute various Boards, and to repeal the Maharashtra Universities Act, 1994; it is hereby enacted in the Sixty-Seventh Year of the Republic of India as follows:—

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of  
1994.

## CHAPTER I PRELIMINARY

Short title  
and  
Commence-  
ment.

1. (1) This Act may be called the Maharashtra Public Universities Act, 2016.

(2) It shall come into force on such date as the State Government may, by notification in the *Official Gazette*, appoint.

Definitions.

2. In this Act, unless the context otherwise requires,—

(1) "academic services unit" means university science and instrumentation centre, academic staff college, computer centre, university printing press or any other unit providing specialized services for the promotion of any of the objectives of the university ;

(2) "adjunct professor", "adjunct associate professor" or "adjunct assistant professor" means a person from industry, trade, agriculture, commerce, social, cultural, academic or any other allied field who is so designated during the period of collaboration or association with the university ;

(3) "affiliated college" means a college which has been granted affiliation by the university ;

(4) "authorities" means the authorities of the university as specified by or under this Act;

(5) "autonomy" means a privilege of the university conferred by the Statutes to permit a college, institution or a university department to conduct academic programmes and examinations, develop syllabus for the respective subjects and issue certificates of passing the examinations ;

(6) "autonomous college", "autonomous institution" or "autonomous department" means a college, institution or department to which autonomy is granted and is designated to be so by the Statutes ;

(7) "bodies" means the bodies of the university formed by the respective authorities ;

(8) "Chancellor" and "Vice-Chancellor" means, respectively, the Chancellor and the Vice-Chancellor of the university ;

(9) "choice based credit system" means the curricular system that offers multiple interdisciplinary choices for students to select from the courses (core, elective or minor or soft skill courses) to accumulate credits as prescribed in Statutes;

(10) "cluster university " means the cluster university established under sub-section (6) of section 3 of the Act ;



143. No act or proceeding of the Senate or the Management Council or the Academic Council or any other authority or anybody or committee of the university, including a committee appointed by the Chancellor for the appointment of a Vice-Chancellor, shall be deemed to be invalid at any time merely on the ground that -

Acts and proceedings not invalid merely on ground of defect in constitution, vacancies, irregularity in procedure, etc.

(a) any of the members of any such authority, body or committee are not elected, appointed, nominated or co-opted or for any other reason are not available to take office at the time of the constitution or to attend any meeting thereof or any person is a member in more than one capacity or there is any other defect in the constitution thereof or there are one or more vacancies in the offices of members thereof;

(b) there is any irregularity in the procedure of any such authority, body or committee not affecting the merits of the matter under consideration, and the validity of such act or proceeding shall not be questioned in any court or before any authority or officer merely on any such ground.

## CHAPTER XV

### ESTABLISHMENT OF NEW UNIVERSITIES

144. When any new university is constituted by a notification in the Official Gazette under sub-section (2) of section 3, or a cluster university under sub-section (6) of that section, the State Government may, notwithstanding anything contained in this Act, by one or more orders published in the *Official Gazette*, provide for all or any of the following matters, namely:-

Issue of order providing for matters when a new university is constituted.

(a) the appointment of the first Vice-Chancellor and other officers of the university and the term for which they shall be appointed;

(b) the constitution of the first Management Council and Academic Council in such manner as it thinks fit and the term for which it shall function;

(c) the continuance or application of such Statutes, Ordinances and Regulations with such modifications as it may specify:

Provided that, the Competent Authority of the new university shall adopt such statutes, ordinances and regulations, either in toto or with such modifications as deemed fit, within a period of two years from its establishment.

(d) the exercise of option by the registered graduates of any of the then existing universities to continue to remain registered graduates of the same universities or to get registered with the new university;

(e) the continuance or discontinuance of membership of the Management Council, the Academic Council and other authorities, bodies and committees of the existing universities constituted under this Act;

(f) the filling in the vacancies caused by discontinuance of the members of authorities or bodies or committees of the existing university;

(g) the continuance of affiliation of the colleges or the recognition of the institutions by the new university to which the area is added and discontinuance of the same by the existing university from which the area is carved out;

(h) the transfer of any of the employees of the existing university to the new university and the terms and conditions of service applicable to such employees or termination of the service of the employees of the existing university by giving such terminal benefits as the State Government deems fit:

Provided that, the terms and conditions of service of any employee so transferred shall not be varied to his disadvantage;

(i) transfer of assets, that is to say, the property, movable or immovable, right, interest of whatsoever kind acquired, and the liabilities and obligations incurred, before the issue of any such order; and

(j) such other supplemental, incidental and consequential provisions as the State Government may deem necessary.



**CHAPTER XVI**  
**TRANSITORY PROVISIONS**

Continuance  
of existing  
officers and  
employees of  
university.

**145.** Save as otherwise provided by or under this Act, every person holding office either as an officer or the employee, whether teaching or other employee, of any university on the date immediately before the commencement of this Act shall continue to hold office on the same terms and conditions as were applicable to him immediately before such date, and shall exercise such powers and perform such duties as are conferred on them by or under this Act.

Provisions  
relating to  
continuance  
and constitu-  
tion of  
authorities.

**146.** (1) Every authority of an existing university shall, as soon as practicable, but within a period of six months or immediately following 31st August, from the date of commencement of this Act, whichever is later, be re-constituted in accordance with the provisions of this Act. Every such authority shall, be deemed to be reconstituted with effect from such date as the Vice- Chancellor may, from time to time, specify by notification.

(2) Every person holding office as a member of any authority immediately before the commencement of this Act shall, on the date of such commencement, continue to hold the said office and the authority with such members shall exercise the powers and perform the duties conferred on it by or under this Act, until the date on which the authority is deemed to be re-constituted or a period of six months from the date of commencement of this Act expires, whichever is later.

(3) On the date on which any authority is deemed to be re-constituted or on which a period of six month expires, whichever is earlier, every member of an authority of an existing university who is continued in office under this section shall be deemed to have vacated his office.

(4) If on the date of commencement of this Act, any authority or body cannot be constituted in accordance with the provisions of this Act, the Vice-Chancellor may, after approval of the Chancellor take such measures for interim constitution of such authority or body.

(5) The term of such authority or body constituted under sub-section (4) shall be for a period of one year from its constitution or till such authority or body is duly constituted under this Act, whichever is earlier.

(6) For the removal of doubt, it is hereby declared that on expiry of a period of one year of the interim constitution of such authority or body, such authority or body shall cease to function.

Repeal and  
savings.

**147.** (1) On and from the date of commencement of this Act, the Maharashtra Universities Act, 1994 shall stand repealed.

(2) Notwithstanding the repeal of the said Act,-

(a) any person holding office immediately before the commencement of this Act as Vice-Chancellor of the university shall, on such commencement, continue to hold the said office till his term of office as Vice-Chancellor of that university would have expired had he continued to be as such unless he ceases to be the Vice-Chancellor by reason of death, resignation or otherwise before the expiry of his term of office as aforesaid and shall exercise all the powers and perform all the duties conferred and imposed on the Vice-Chancellor of the respective university by or under this Act;

(b) all colleges which stood affiliated to the university immediately before the commencement of this Act, shall be deemed to be affiliated to that university under this Act till their affiliation is withdrawn by that university under this Act;

(c) all other educational institutions which were entitled to any privileges of the university shall be entitled to similar privileges of that university;

(d) all property, movable or immovable, and all rights, interest of whatsoever kind, powers and privileges of the university shall stand transferred to and shall, without further assurance, vest in, that university and be applied to the objects and purposes for which that university is constituted;

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1994.

(e) all benefactions accepted or received by the university and held by it immediately before the commencement of this Act, shall be deemed to have been accepted or received or held by that university under this Act, and all the conditions on which such benefactions were accepted or received or held shall be deemed to be valid under this Act, notwithstanding that such conditions may be inconsistent with any of the provisions of this Act;

(f) all debts, liabilities and obligations incurred before the commencement of this Act, and lawfully subsisting against the university, shall be discharged and satisfied by that university;

(g) any will, deed or other document made before the commencement of this Act, which contains any bequest, gift, term or trust in favour of the university shall be deemed to have been made thereunder and for the purposes of this Act in favour of that university;

(h) all references in any enactment or other instruments issued under any enactment to the university before the commencement of this Act, shall be deemed to have been construed under and for the purposes of this Act;

(i) the appointment of examiners validly made under the said Act and subsisting immediately before the commencement of this Act, shall be deemed to have been made under and for the purposes of this Act for the respective university, and such examiners shall continue to hold office and to act until fresh appointments are made under this Act;

(j) the teachers, who were recognized teachers of the university under the said Act immediately before the commencement of this Act, shall be deemed to be recognized teachers of that university under and for the purposes of this Act and shall continue to be such recognized teachers until fresh recognitions are granted under this Act;

(k) the registered graduates, whose names were entered in the register of graduates maintained by the university immediately before the commencement of this Act, shall be deemed to be the registered graduates of that university under and for the purposes of this Act and the register so maintained and the registered graduates whose names are so entered therein, shall continue to be the register maintained by that university, and the registered graduates to be the registered graduates of that university;

(l) all Statutes and Ordinances made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act in respect of that university, until they are superseded or modified by the Statutes or Ordinances, as the case may be, made under this Act;

(m) all Regulations made under the said Act in respect of the university shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made under this Act by the that university, until they are superseded or modified by the Regulations, made under this Act;

(n) a standard code, if any, prescribed under the said Acts shall be deemed to have been prescribed under this Act and shall, save as otherwise provided by or under this Act, continue to remain in force, until it is superseded in accordance with the provisions of this Act;

(o) all notices and orders made or issued by any authority under the said Act or by the State Government shall, in so far as they are not inconsistent with the provisions of this Act, continue to be in force and be deemed to have been made or issued by that authority or by the State Government until they are superseded or modified under this Act;

(p) the Tribunal constituted under the said Act and existing on the date of commencement of this Act shall continue to function as such under this Act and all the disputes or matters or appeals pending before the Tribunal shall be dealt with and disposed of by such Tribunal:



Provided that, no Statutes, Ordinances, Regulations, Notices or orders made or issued under the said Act, repealed by this section and in force immediately before the commencement of this Act, shall be deemed to be inconsistent with the provisions of this Act by reason only that the power to make or issue such Statute, Ordinance, Regulation, Notice or Order under this Act vests in a different authority or body or officer, or that the subject matter thereof is permissible only under a different form of subordinate legislation or instrument to be made, under this Act.

Removal of difficulties.

**148. (1)** If any difficulty arises in giving effect to the provisions of this Act, the State Government may, as occasion arises, by Order published in the Official Gazette, do anything, not inconsistent with the provisions of this Act, which appears to it to be necessary or expedient for the purpose of removing the difficulty:

Provided that, no such Order shall be made after the expiry of the period of two years from the date of commencement of this Act.

(2) Every Order made under sub-section (1) shall be laid, as soon as may be, after it is made, before each House of the State Legislature.

### SCHEDULE

#### PART I

[See sections 3 (1) and 6(1)]

Name of the University (1)	University Area (2)
1. The University of Mumbai, Mumbai	Districts of - (1) City of Mumbai (2) Mumbai Suburban (3) Raigad (4) Thane (5) Palghar (6) Ratnagiri (7) Sindhudurg
2. The Savitribai Phule Pune University, Pune	Districts of - (1) Pune (2) Ahmednagar (3) Nashik
3. The Shivaji University, Kolhapur	Districts of - (1) Kolhapur (2) Sangli (3) Satara
4. The Dr. Babasaheb Ambedkar Marathwada University, Aurangabad	Districts of - (1) Aurangabad (2) Jalna (3) Beed (4) Osmanabad



(To be Published in the Gazette of India Part II Section)

**3 Sub-Section (i)**

**Government of India Ministry of Education**

*New Delhi-1 the 1/7/1958 10 Asadha 1880 Saka.*

**NOTIFICATION**

No. F. 24-4/56-U.5. In exercise of the powers conferred by sub-section (1) read with clause (d) of sub-section (2) of section 25 of the University Grants Commission Act 1956 (3 of 1956), the Central Government hereby makes the following rules:-

**1. Short title and Commencement**

- (i) These rules may be called the University Grants Commission (Terms and Conditions of service of employees) Rules, 1958.
- (ii) They shall come into force at once.

**2. Definition**

In these rules unless the context otherwise requires, "Ccuraission" means the University Grants- Commission, established under section 4 of the University Grants Commission Act, 1956

**3. Appointment of Staff**

The Commission may appoint such number of officers and other employees as may be determined by it (subject to the general financial litaits in the budget accepted by the Central Government in the Ministry of .Education), provided that no post, the maximuci remuneration of which exceeds Us, 2,000/- per nensum shall be created by the Commission without the prior sanction of the Central Government.

**4. Recruitment of Staff**

- (1) Recruitment to all posts under the Commission shall be made (a) by direct recruitment by advertisement or through the Employment Exchange, or (b) promotion or (c) by transfer from other Government or Sami Government Offices or Universities.
- (2) A selection Committee shall be appointed by the Commission for the selection of staff by direct recruitment and by promotion.



- (3) The Commission shall observe, except in the case of officers requiring special qualifications the rules relating to reservation of posts for scheduled Castes/Schedule Tribes and other backward Classes as laid down by the Central Government from time to time in this behalf.
- (4) Recruitment to all posts under the commission shall normally be made subject to the production of a medical certificate of physical fitness in accordance with such standards as may be laid down for posts of corresponding status under the Central Government and after verification of the character and antecedents of the person concerned, though the latter condition may be relaxed in cases where the Commission considers such relaxation necessary.

#### **5. Contributory Provident Fund**

There shall be established a Contributory Provident Fund for the benefit of the employees of the Commission, the rules of which shall be formulated by the Commission with the prior approval of the Central Government.

#### **6. Allotment of residential Accommodation**

The employees of the Commission shall be eligible for allotment of Government residential accommodation in the general pool at New Delhi on the same terms as are admissible to Central Government servants.

#### **7. Admission to Contributory Health Service Schemes**

The employees of the Commission shall be admitted to the benefits of the Contributory Health Service Scheme on terms laid down by the government of India in this behalf.

#### **8. Retirement**

The age of retirement of the employees of the Commission shall be 55.

Provided that, in special cases, the Commission may extend the service for one year at a time for a total period of five years.

Provided further that a person recruited from a University of a similar body may be allowed to carry his condition of service relating to the age of retirement which was applicable to him in his previous post in the University or a similar body to his new post in the Commission.

#### **9. Other terms & Conditions of service**

The other terms and conditions of service of officers and other employees of the Commission shall be such as may be laid down by the Commission by regulations made under section 26(1) (c) of the University Grants Commission Act., 1956.





UNIVERSITY OF GRANTS COMMISSION  
BAHADUR SHAH ZAFAR MARG  
NEW DELHI

**The University Grants Commission Employees (Classification; Control and Appeal) Regulations 1967**

**Preamble**

In exercise of the powers conferred by clause (c) of sub-Section (1) of Section 26 of the University Grants Commission Act, 1956 (3 of 1956) read with rule 9 of the University Grants Commission (Terms and Conditions of service of employees) Rules, 1958, the University Grants Commission, with the approval of the Central Government, hereby makes the following regulations namely:

**PART - I : GENERAL**

**1. Short title and commencement**

- (i) These regulations may be called the University Grants Commission Employees (Classification, Control and Appeal) Regulations, 1967.
- (ii) They shall come into force on the 1st April, 1967.

**2. Interpretation**

In these regulations unless the context otherwise requires :

- (a) "Appointing Authority" in relation to an employee of the University Grants Commission means- The authority empowered to make appointment to the cadre of which the employee is for the time being a member or to the grade in which the employee for the time being is included.
- (b) "Commission" means the University Grants Commission established under section 4 of the University Grants Commission Act 1956.
- (c) "Disciplinary Authority" – In relation to the imposition of a penalty on an employee means the authority competent under these regulations to impose on him any of the penalties specified in regulation 10.
- (d) "Employee" means any person in the service of the University Grants Commission who is a member of a cadre or grade of posts created under the



Commission and includes any such person on foreign service or whose services are temporarily placed at the disposal of a University/College or any other authority by the Commission and also any person in the service of a State Government or Central Government or a local or other authority, University or College or any other autonomous body whose services are temporarily placed at the disposal of the commission

(e) "Schedule" means schedule to these regulations.

**3. ....**

(i) These regulations shall apply to all the employees except-

- (a) A person on daily wages; and
- (b) A person in casual employment.

(ii) If any doubt arises - (a) whether these regulations or any of them apply to any person or (b) whether any person to whom the regulations apply belongs to a particular cadre, the matter shall be referred to the Commission which shall decide the same.

**4. Protection of rights and privileges conferred by agreement**

Nothing in these regulations shall operate to deprive any employee of any right or privilege to which he is entitled by the term of any agreement subsisting between any such person and the Commission on the commencement of these regulations.

**PART - II : CLASSIFICATION**

**5. Classification of posts**

The posts in the University Grants Commission shall be classified as follows:

- (i) Class I
- (ii) Class II
- (iii) Class III
- (iv) Class IV

**6. Constitution of Cadre and grade**

The posts in Class I, Class II, Class III and Class IV shall consist of cadre and grades of a cadre specified in the schedule.





these regulations and the case is remitted for further enquiry or action or with any other directions, the order of his suspension shall be deemed to have continued in force on and from the date of the original order of dismissal, removal or compulsory retirement and shall remain in force until further orders.

(4) Where a penalty of dismissal, removal or compulsory retirement from service imposed upon an employee is set aside or declared or rendered void in consequence of or by a decision of a Court of Law and the disciplinary authority, on a consideration or circumstances of the case, decides to hold further enquiry against him on the allegations on which the penalty of dismissal, removal, compulsory retirement was originally imposed, the employee shall be deemed to have been placed under suspension by the appointing authority from the date of the original order of the dismissal, removal or compulsory retirement and shall continue to remain under suspension until further orders.

- (5) (a) An order of suspension made or deemed to have been made under this regulation shall continue to remain in force until it is modified or revoked by the authority competent to do so.
- (b) where an employee is suspended or is deemed to have been suspended, (whether in connection with any disciplinary proceeding or otherwise), and any other disciplinary proceeding is commenced against him during the continuance of that suspension, the authority competent to place him under suspension may, for reasons to be recorded by him in writing, direct that the employee shall continue to be under suspension until the termination of all or any of such proceedings.
- (c) An order of suspension made or deemed to have been made under this regulation may at any time be modified or revoked by the authority which made or is deemed to have made the order or by any authority to which that authority is subordinate.

#### **PART-V : PENALTIES AND DISCIPLINARY AUTHORITIES**

##### **Penalties**

10. The following penalties may, for good and sufficient reasons and as hereinafter provided, be imposed on an employee namely:

##### **Minor Penalties**

- (i) Censure;
- (ii) Withholding of promotion
- (iii) Recovery from the pay of the whole or part of any pecuniary loss caused by him to the Commission by negligence or breach of orders;
- (iv) Withholding of increments of pay.



### Major Penalties

- (v) Reduction to a lower stage in the time scale of pay for a specified period, with further directions as to whether or not the employee will earn increments of pay during the period of such reduction and whether on the expiry of such period, the reduction will or will not have the effect of postponing the future increments of his pay;
- (vi) reduction to a lower time-scale of pay, grade or post which shall ordinarily be a bar to the promotion of the employee to the time-scale of pay, grade or post further directions regarding conditions of restoration to the grade or post from which the employee was reduced, with or without further directions regarding conditions of restoration to the grade or post from which employee was reduced and the seniority and pay on such restoration to that grade or post;
- (vii) compulsory retirement;
- (viii) removal from service which shall not be a disqualification for future employment under the Commission;
- (ix) dismissal from service which shall ordinarily be a disqualification for future employment under the Commission.

### Explanation

The following shall not amount to a penalty within the meaning of this regulation, namely:

- (i) withholding of increment of pay of an employee for his failure to pass any departmental examination in accordance with the regulations or orders government the grade or post to which he belongs or the post which he holds or the terms of his appointment;
- (ii) stoppage of an employee at the efficiency bar in the time-scale of pay on the ground of his unfitness to cross the bar;
- (iii) non-promotion of an employee, whether in a substantive or officiating capacity, after consideration of his case for promotion to a grade or post to which the employee is eligible;
- (iv) reversion of an employee officiating in a higher grade, or post to a lower grade or post, on the ground that the employee is considered to be unsuitable for such higher grade or post or on any administrative ground unconnected with the conduct;
- (v) reversion of an employee, appointed on probation to any other grade or post, to his permanent grade or post during or at the end of the period of probation in accordance with the terms of his appointment or the regulations and orders governing such probation;



- (vi) replacement of the services of an employee, whose services had been borrowed from a State Government or an authority under the control of a State Government, at the disposal of the State Government or the authority from which the services of such employee and had been borrowed;
- (vii) compulsory retirement of an employee in accordance with the provisions relating to his superannation or retirement;
- (viii) termination of the services:
  - (a) of an employee appointed-on-probation during or at the end of the period of his probation, in accordance with the terms of his appointment or the rules and orders governing such probation; or
  - (b) of a temporary employee in accordance with the rules made in that behalf by the Commission; or
  - (c) of an employee employed under an agreement in accordance with the terms of such agreement.

#### 11. Disciplinary Authorities

(1) The Commission may impose any of the penalties specified in Regulation 10 on any employee;

(2) Without prejudice to the provisions of sub-regulation, any of the penalties specified in Regulation 10 may be imposed by the appointing authority or the authority specified in the schedule in this behalf or by any other authority empowered in this behalf by a general or special order of the Commission.

#### 12. Authority to institute proceedings

(1) The Commission or any other authority empowered by it by general or special order may—

- (a) institute disciplinary proceedings against any employee;
- (b) direct a disciplinary authority to institute disciplinary proceedings against any employee on whom that disciplinary authority is competent to impose under these regulations any of the penalties specified in Regulations 10.

(2) A disciplinary authority competent under these regulations to impose any of the penalties specified in clauses (i) to (iv) of regulation 10 may institute disciplinary proceedings against any employee for the imposition of any of the penalties specified in clauses (v) to (ix) of regulation 10 notwithstanding that such disciplinary authority is not competent under these regulations to impose any of the latter penalties.



### 13. PART VI : PROCEDURE FOR IMPOSING PENALTIES

#### Procedure for Imposing Major Penalties

(1) No order imposing any of the penalties specified in clauses (v) to (ix) of regulation 10 shall be made except after an enquiry held is far as may be, in the manner provided in this regulation and regulation 14.

(2) Whenever the disciplinary authority is of the opinion that there are grounds for inquiring into the truth of any imputation of misconduct or misbehaviour against an employee, it may itself enquire into, or appoint under this regulation or under the provision of the Public Servants (Inquiries) Act, 1850, as the case may be, an authority to inquire into the truth thereof.

**Explanation:** Where the disciplinary authority itself holds the inquiry and reference in sub-regulation 7 to sub-regulation 20 and in sub-regulation 22 to the inquiring authority shall be construed as a reference to the disciplinary authority.

(3) Where it is proposed to hold an inquiry against an employee under this regulation and regulation 14, the disciplinary authority shall draw up or cause to be drawn up.

- (i) the substance of the imputations of misconduct or misbehaviour into definite and distinct articles of charge;
- (ii) a statement of the imputations of misconduct or misbehaviour in support of each article charge, which shall contain-
  - (a) a statement of all relevant facts including any admission or confession made by the employee.
  - (b) a list of documents by which, and a list of witnesses by whom, the articles of charge are proposed to be sustained.

(4) The disciplinary authority shall deliver or cause to be delivered to the employee a copy of the articles of charge, the statement of the imputations of misconduct or misbehaviour and a list of documents and witnesses by which each article of charges is proposed to be sustained and shall require the employee to submit, within such time as may be specified, a written statement of his defence and to state whether he desires to be heard in person.

- (5)(a) On receipt of the written statement of defence, the disciplinary authority may itself inquire into such of the articles of charge as are not admitted, or, if it considers it necessary to do, appoint, under sub-regulation 2, an inquiring authority for the purpose, and where all the articles of charge have been admitted by the employee in his written statement of defence, the disciplinary authority shall record its finding on each charge after taking such evidence as it may think fit and shall act in the manner laid down in regulation 14.



- (b) If no written statement of defence is submitted by the employee, the disciplinary authority may itself inquire into the articles of charge or may, if it considers it necessary to do so, appoint, under sub-regulation 2 an inquiring authority for the purpose.
- (c) Where the disciplinary authority itself inquires into any article of charge or appoints an inquiring authority for holding an inquiry into such charge, it may, by an order, appoint an employee or a legal practitioner to be known as the "Presenting Officer" to present on its behalf the case in support of the articles of charge.
- (6) The disciplinary authority shall, where it is not the inquiring authority, forward-to-the inquiring authority-
- (i) a copy of the articles of charge and the statement of the imputations of misconduct or misbehaviour;
  - (ii) a copy of the written statement of defence, if any, submitted by the employee.
  - (iii) a copy of the statements of witnesses, if any, referred to in sub-regulations;
  - (iv) evidence proving the delivery of the documents referred to in sub-regulation 3 to the employee; and
  - (v) a copy of the order appointing the "Presenting Officer".
- (7) The employee shall appear in person before the inquiring authority on such day and such time within ten working days from the date of receipt by him of the articles of charge and the statement of the imputations of misconduct or misbehaviour as the inquiring authority by a notice in writing specify in this behalf, or within such further time not exceeding ten days, as the inquiring authority may allow.
- (8) The employee may take the assistance of any other employee to present the case on his behalf, but may not engage a legal practitioner for the purpose unless the Presenting Officer appointed by the disciplinary authority is a legal practitioner, or, the disciplinary authority, having regard to the circumstances of the case, so permits.
- (9) If the employee who has not submitted any of the articles of charge in his written statement of defence or has not submitted any written statement of defence, appears before the inquiring authority-, such authority shall ask him whether he is guilty or has any defence to make and If he pleads guilty to any of the articles of charge, the inquiring authority shall record the plea, sign the record and obtain the signature of the employee thereon.
- (10) The inquiring authority shall return a finding of guilt in respect of those articles of charge to which the employees pleads guilty.
- (11) The inquiring authority shall, if the employee fails to appear within the specified time or refuses or omits to plead, require the Presenting Officer to produce the evidence by



which he proposes to prove the articles of charge, and shall adjourn the case to a later date not exceeding thirty days, after recording an order that the employee may, for the purpose of preparing his defence,

- (i) inspect within five days of the order or within such further time not exceeding five days as the inquiring authority may allow, specified in the list referred to in sub-regulation 3.
- (ii) Submit a list of witnesses to be examined on his behalf.

**Note:** If the employee applies orally or in writing for the supply of copies of the statement of witnesses mentioned in the list referred to in sub-regulation 3, the inquiring authority shall furnish to the employee with such copies as early as possible and in any case not later than three days before the commencement of the examination of the witnesses on behalf of the disciplinary authority.

- (iii) give a notice within ten days of the order or within such further time not exceeding ten days as the inquiring authority may allow for the discovery or production of any documents which are in the possession of the Commission but not mentioned in the list referred to in sub-regulation 3.

**Note:** The employee shall indicate the relevance of the documents required by him to be discovered or produced by the Commission.

(12) The inquiring authority shall, on receipt of the notice for the discovery or production of documents forward the same or copies thereof to the authority in whose custody or possession the documents are kept, with a requisition for the production of the documents by such date as may be specified in such requisition.

Provided that the inquiring authority may, for reasons to be recorded by it in writing, refuse to requisition such of the documents as are, in its opinion not relevant to the case.

(13) On receipt of the requisition referred to in sub-regulation (12) every authority having the custody or possession of the requisitioned documents shall produce the same before the inquiring authority:

Provided that if the authority having the custody or possession of the requisitioned documents is satisfied for reasons to be recorded by it in writing that the production of all or any of such documents would be against the public interest, it shall inform the inquiring authority accordingly and the inquiring authority shall, on being so informed, communicate the information to the employee and withdraw the requisition made by it for the production or discovery of such documents.

(14) On the date fixed for the inquiry, the oral and documentary evidence by which the articles of charge are proposed to be proved shall be produced by or on behalf of the disciplinary authority. The witnesses shall be examined by or on behalf of the Presenting Officer and may be cross-examined by or on behalf of the employee. The Presenting



Officer shall be entitled to re-examine the witnesses on any points on which they have been cross examined, but not on any new matter, without the leave of the inquiring authority. The Inquiring authority may also put such questions to the witnesses as it things fit.

(15) If it shall appear necessary before the close of the case on behalf of the disciplinary authority, the inquiring authority may, in its discretion, allow the Presenting Officer to produce evidence not included in the list given to the employee or may itself call for new evidence or recall and re-examine any witness and in such case the employee shall be entitled to have, if he demands it, a copy of the list of further evidence proposed to be produced and an adjournment of inquiry for three clear days before the production of such new evidence, exclusive of the day of adjournment and the day to which the inquiry is adjourned. The inquiring authority shall give the employee an opportunity of inspecting such documents before they are taken on the record. The inquiring authority may also allow the employee to produce new evidence, if it is of the opinion that the production of such evidence is necessary in the interest of justice.

**Note :** New evidence shall not be permitted or called for or any witness shall not be recalled to fill up any gap in the evidence. Such evidence may be called for only when there is an inherent lacuna or defect in the evidence which has been produced originally.

(16) When the case for the disciplinary authority is closed, the employee shall be required to state his defence, orally or in writing as he may prefer. If the defence is made orally, it shall be recorded and the employee shall be required to sign the record. In either case, a "copy of the statement of defence, shall be given to the Presenting Officer, if any, appointed.

(17) The evidence on behalf of the employee shall then be produced. The employee may examine himself in his own behalf if he so prefers. The witnesses produced by the employee shall then be examined and shall be liable to cross-examination, re-examination and examination by the Inquiring authority according to the provisions applicable to the witnesses for the disciplinary authority.

(18) The inquiring authority may, after the employee closes his case and shall, if the employee has not examined himself, generally question hi on the circumstances appearing against the employee in the evidence for the purpose of enabling the employee to explain any circumstances appearing in the evidence against him.

(19) The inquiring authority may, after the completion of the production of evidence, hear the Presenting Officer, if any, appointed, and the employee, or permit them to file written briefs of their respective case, if they so desire.

(20) If the employee to whom a copy of the articles of charge has been delivered, does not submit the written statement of defence on or before the date specified for the purpose or does not appear in person before the inquiring authority or otherwise fails or refuses to comply with the provisions of this regulation, the inquiring authority may hold the inquiry ex-parte.



- (21)(a) Where a disciplinary authority competent to impose, any of the penalties specified in Clauses (i) to (iv) of regulation 10 (but not competent to impose any of the penalties specified in clauses (v) to (ix) of regulation 10) has itself inquired into or caused to be inquired into the articles of any charge and that authority, having regard to its own findings or having regard to its decision on any of the findings of any inquiring authority appointed by it is of the opinion that the penalties specified in clauses (v) to (ix) of regulation 10 should be imposed on the employee that authority shall forward the records of the Inquiry to such disciplinary authority as is competent to impose the last mentioned penalties.
- (b) The disciplinary authority to which the records are so forwarded may not on the evidence on the record or may, if it is of the opinion that further examination of any of the witnesses is necessary the interests of Justice recall the witness and examine, cross-examine and re-examine the witness and may impose on the employee such as it may deem in accordance with these regulations.

(22) Whenever any inquiring authority, after having heard and recorded the whole or any part of the evidence in an inquiry cases to exercise jurisdiction therein, and is succeeded by another inquiring authority which has, and which exercise, such jurisdiction, the inquiring authority so succeeding may act on the evidence so recorded by its predecessor, or partly recorded by its predecessor and partly recorded by itself.

Provided that if the succeeding inquiring authority is of the opinion that further examination on of any of the witnesses whose evidence has already been recorded is necessary in the interest of justice, it may recall, examine, cross-examine and re-examine any such witnesses as hereinbefore provided.

- (23) (i) After the conclusion of the inquiry a report shall be prepared and it shall contain:
- (a) the articles of charge and the statement of the imputations of misconduct or misbehaviour;
  - (b) the defence of the employee in respect of each article of charge;
  - (c) an assessment of the evidence in respect of each article of charges;
  - (d) the findings on each article of charge and the reasons therefor.

**Explanation:**

If in the opinion the inquiring authority the proceedings of the inquiry establish any article of charge different from the original articles of the charge, it may record its findings on such article of charge;

Provided that the findings on such article of charge shall not be recorded unless the employee has either admitted the facts on which such article of charge is based or has had a reasonable opportunity of defending himself against such article of charge.





- (ii) The inquiring authority, where it is not itself the disciplinary authority, shall forward to the disciplinary authority the records of inquiry which shall includes:-
- (a) the report prepared by it under clause (j);
  - (b) the written statement of defence, if any, submitted by the employee;
  - (c) the oral and documentary evidence produced in the course of the inquiry;
  - (d) written briefs, if any, filed by the Presenting Officer or the employee or both during the course of the inquiry; and
  - (e) the orders, if any, made by the disciplinary authority and the inquiring authority in regard to the inquiry.

#### 14. Action on the inquiry report

(1) The disciplinary authority, if it is not itself the inquiring authority may, for reasons to be recorded by it in writing, remit the case to the inquiring authority for further inquiry and report and the inquiring authority shall thereupon proceed to hold the further inquiry according to the provisions of regulation 13 as far as may be.

(2) The disciplinary authority shall, if it disagrees with the findings of the inquiring authority on any article of charge, record its reasons for such disagreement and record its own findings on such charge, if the evidence on record is sufficient for the purpose.

(3) If the disciplinary authority having regard to its findings on all of any the articles of charge is of the opinion that any or the penalties specified in clauses (i) to (iv) of regulation 10 should be imposed on the employee, it shall notwithstanding anything contained in regulation 15 make an order imposing such penalty;

(4)(i) if the disciplinary authority having regard to its findings on all or any or the articles of charge, is of the opinion that any of the penalties specified in clauses (v) to (ix) of regulation 10 should be imposed on the employees, it shall-

- (a) furnish to the employee a copy of the report of the inquiry held by it and its findings on each article of charge, or, where the inquiry has been held by an inquiring authority, appointed by it, a copy of the report of such authority and a statement of its findings on each article of charge together with brief reasons for its disagreement, if any, with the finding of the inquiring authority;
- (b) give the employee a notice stating the penalty proposed to be imposed on him and calling upon him to submit within fifteen days of receipt of the notice or such further time not exceeding fifteen days, as may be allowed, such representatin as may be allowed with to make on the proposed penalty on the basis of the evidence adduced during the inquiry held under regulation 13.



- (ii) the disciplinary authority shall consider the representation, if any, made by the employee in pursuance of the notice given to him under clause (i) and determine what penalty, if any, should be imposed on him and make such order as it may deem fit.

#### 15. Procedure for imposing minor penalties

(1) Subject to the provisions of sub-regulation (3) of regulation 14, no order imposing on an employee any of the penalties specified in clauses (i) to (iv) of regulation (10) shall be made except after—

- (a) informing the employee in writing of the proposal to take action against him and of the imputations of misconduct or misbehaviour on which it is proposed to be taken, and giving him a reasonable opportunity of making such representation as he may wish to make against the proposal;
- (b) holding an inquiry in the manner laid down in sub regulation(3) to (23) of regulation 13 in every case in which the disciplinary authority is of the opinion that such inquiry is necessary;
- (c) taking the representation, if any, submitted by the employee under clause(a) and the record of enquiry, if any, held under clause (b) into consideration; and
- (d) recording a finding on each imputation of misconduct or misbehaviour.

(2) The record of the proceedings in such cases shall include –

- (i) a copy of the intimation to the employee of the proposal to take action against him;
- (ii) a copy of the statement of imputations of misconduct or misbehaviour delivered to him;
- (iii) his representation, if any;
- (iv) the evidence produced during the inquiry;
- (v) the findings on each imputation of misconduct or misbehaviour, and
- (vi) the orders on the case together with the reasons therefor.

#### 16. Communication of Orders

Orders made by the disciplinary authority shall be communicated to the employee who shall also be supplied with a copy of the report of the inquiry, if any, held by the disciplinary authority and a copy of its findings on each article of charge, or, where the disciplinary authority is not the inquiring authority a copy of the report of the inquiring authority and a statement of the findings of the disciplinary authority together with brief reasons for



its disagreement, if any, with the findings of the inquiring authority (unless they have already been supplied to him).

### 17. Common Proceedings

(1) Where two or more employees are concerned in any case, the Commission or any other authority competent to impose the penalty of dismissal from service on all such employees may make an order directing that disciplinary action against all of them may be taken in a common proceeding.

**Note :** If the authorities competent to impose the penalty of dismissal on such employees are different, an order for taking disciplinary action in a common proceeding may be made by the highest of such authorities with the consent of the others.

(2) Subject to the provisions of sub-regulation 4 of regulation II, any such order shall specify –

(i) the authority which may function as the disciplinary authority for the purpose of such common proceeding;

(ii) the penalties specified in regulation 10 which such disciplinary authority shall be competent to impose;

(iii) Whether the procedure laid down in regulation 14 and regulation 15 or regulation 16 shall be followed in the proceeding.

### 18. Special procedure in certain cases

Notwithstanding anything contained in regulation 13 to regulation 17.

(i) where any penalty is imposed on an employees on the ground of conduct which has led to his conviction on a criminal charge, or

(ii) where the disciplinary authority is satisfied for reasons to be recorded by it in writing that it is not reasonably practicable to hold an inquiry in the manner provided in these regulations, the disciplinary authority may consider the circumstances of the case and make such orders thereon as it deems fit.

### 19. Provisions regulating officers sent to state Government etc.

(1) Where the services of an employee are lent to a Central or State Government or an authority subordinate thereto or to a local or other authority (hereinafter in this regulation referred to as the (borrowing authority), the borrowing authority shall have the powers of the appointing authority for the purpose of placing such employee under suspension and of the disciplinary authority for the purpose of conducting a disciplinary proceeding against him;



Provided that the borrowing authority shall forthwith inform the authority which lent the services of the employees (hereafter in this regulation referred to as the "lending authority") of the circumstances leading to the order of suspension of such employee or the commencement of the disciplinary proceeding, as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the employee.

- (i) if the borrowing authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of regulation 10 should be imposed on the employee, it may, after consultation with the lending authority, make such orders on the case as it deems necessary;

Provided that in the event of a difference of opinion between the borrowing authority and the lending authority, the services of the employee shall be replaced at the disposal of the lending authority.

- (ii) if the borrowing authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of regulation 10 should be imposed on the employee, it shall replace his services at the disposal of the lending authority and transmit to it the proceedings of the inquiry and thereupon the lending authority may, if it is the disciplinary authority, pass such orders thereon as it may deem necessary, or, if it is look disciplinary authority which shall pass such orders on the case as it may deem necessary;

Provided that before passing, any such order the disciplinary authority shall comply with the provisions of sub-regulations 3 and 4 of regulation 14.

**Explanation:** The disciplinary authority may make an order under this clause on the record of the inquiry transmitted to it by the borrowing authority, or after holding such further inquiry as it may deem necessary, as far as may be in accordance with regulations 13.

#### 20. Provision regarding officers borrowed from State Government etc.

(1) Where an order of suspension is made or a disciplinary proceedings is conducted against an employee whose services have been borrowed from the Central or State Government or an authority subordinate thereto or a local or other authority, the authority lending her services (hereinafter in the regulation referred to as the lending authority) shall forthwith be informed of the circumstances leading to the order or the suspension of the employee or of the commencement of the disciplinary proceeding as the case may be.

(2) In the light of the findings in the disciplinary proceeding conducted against the employee if the disciplinary authority is of the opinion that any of the penalties specified in clauses (i) to (iv) of regulation 10 should be imposed on him, it may, subject to the provisions of sub-regulation 3 of regulation 14, after consultation with the lending authority, pass such orders on the case as it may deem necessary.



- (i) provided that in the event of a difference of opinion between the borrowing authority and the lending authority the services of the employee shall be replaced at the disposal of the lending authority;
- (ii) If the disciplinary authority is of the opinion that any of the penalties specified in clauses (v) to (ix) of regulation 10 should be imposed on the employee, it shall replace the services of such employee at the disposal of the lending authority and transmit to it the proceedings of the inquiry for such action as it may deem necessary.

#### PART-VII : APPEALS

**21. Orders against which an appeal lies:** Notwithstanding anything contained in this part, no appeal shall lie against:

- (i) any order made by the Commission;
- (ii) any order of an interlocutory nature or of the nature of a step-in-aid or the final disposal of a disciplinary proceeding, other than an order of suspension;
- (iii) any order passed by an inquiring authority in the course of an inquiry under regulation 13.

**22. Order against which appeal lies:** Subject to the provisions of regulation 21, an employee may prefer an appeal against all or any of the following orders, namely:

- (i) an order of suspension made or deemed to have been made under regulation 9.
- (ii) an order imposing any of the penalties specified in regulation 10 whether made by the disciplinary authority or by any appellate or reviewing authority;
- (iii) an order enhancing any penalty, imposed under regulation 10.
- (iv) an order which
  - (a) denies or varies to his disadvantage his pay, allowances, pension or other conditions of services as regulated by regulation or by agreement; or
  - (b) interprets to his disadvantage the provisions of any such regulation or agreement;
- (v) an order—
  - (a) stopping him at the efficiency bar in the time scale of pay on the ground of this unfitness to cross the bar;
  - (b) reverting him while officiating in a higher grade or post to a lower grade or post, otherwise than as a penalty;



- (c) reducing or withholding the pension or denying the maximum pension admissible to him under the regulations;
- (d) determining the substance and other allowances to be paid to his for the period of suspension or for the period during which he is deemed to be under suspension or for any portion thereof;
- (e) determining his pay and allowance, or
  - (i) for the period of suspension, or
  - (ii) for the period from the date of his dismissal, removal, or compulsory retirement from service, or from the date of his reduction to a lower grade, post, time-scale or stage in a time scale of pay, to the date of his reinstatement to his grade or post, or
- (f) determining whether or not the period from the date of his suspension or from the date of his dismissal, removal, compulsory retirement or reduction to a lower grade, post, time scale of pay or stage in a time of pay to the date of his reinstatement or restoration to his grade or post shall be treated as a period spent or duty for any purpose.

**Explanation:** In this regulation—

- (i) the expression "employee" includes a person who has ceased to be in the service of the Commission;
- (ii) the expression 'pension' includes gratuity, and any other retirement benefit.

**23. Appellate Authorities:** (1) An employee including a person who has ceased to be in the service of the Commission, may prefer an appeal against all or any of the orders specified in regulation 22 to the authority specified in this behalf either in the schedule or by a general or special order of the Commission or where no such authority is specified:

- (a) to the appointing authority, where the order appealed against is made by an authority subordinate to it; or
  - (b) to the Commission, where such order is made by any other authority.
- (2) Notwithstanding anything contained in sub-regulation 1,
- (i) An appeal against an order in a common proceeding held under regulation 17 shall lie to the authority to which the authority functioning as the disciplinary authority for the purpose of that proceeding is immediately subordinate;
  - (ii) where the person who made the order appealed against becomes, by virtue of his subsequent appointment or otherwise, the appellate authority in respect of such order, an appeal against such order shall lie the authority to which such person is immediately subordinate.



**24. Period of limitation for appeals:** No appeal preferred under this Part shall be entertained unless such appeal is preferred within a period of forty-five days from the date on which a copy of the order appealed against is delivered to the appellant;

Provided that the appellate authority may entertain the appeal after the expiry of the said period, if it is satisfied that the appellant had sufficient cause for not preferring the appeal in time.

**25. Form and contents of appeal:** (1) Every person preferring an appeal shall do so separately and in his own name.

(2) The appeal shall be presented to the authority to whom the appeal lies, a copy being forwarded by the appellant to the authority which made the order appealed against. It shall contain all the material statements and arguments on which the appellant relied, shall not contain any disrespectful or improper language and shall be complete in itself.

(3) The authority which made the order appealed against shall on receipt of a copy of the appeal, forward the same with its comments thereon together with the relevant records to the appellate authority without any avoidable delay, and without waiting for any direction from the appellate authority.

**26. Consideration of appeal:** (1) In the case of an appeal against an order or suspension, the appellate authority shall consider whether in the light of the provisions of regulation 9 and having regard to the circumstances of the case, the order of suspension is justified or not and confirm or revoke the order accordingly.

(2) In the case of an appeal against an order imposing any of the penalties specified in regulation 10 or any penalty imposed under the said regulation, the appellate authority shall consider

(a) whether the procedure laid down in these regulations has been complied with, and if not, whether such non-compliance has resulted in the violation of any provisions of the constitution of India or in the failure of justice;

(b) whether the findings of the disciplinary authority are warranted by the evidence on the record; and

(c) whether the penalty or the enhanced, penalty imposed is adequate, inadequate or severe;

and pass orders—

(i) Confirming, enhancing, reducing, or setting aside the penalty, or

(ii) remitting the case to the authority which imposed or enhanced the penalty or to any other authority with such direction as it may deem fit in the circumstances of the case;



provided that—

- (i) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clause (v) to (ix) of regulation 10 and an inquiry under regulation 13 has not already been held in the case, the appellate authority shall, subject to the provisions of regulation 18, itself hold such inquiry or direct that such inquiry be held in accordance with the provisions of regulation 13 and thereafter, on a consideration of the proceedings of such inquiry and after giving the appellant a reasonable opportunity, as far as may be in accordance with the provisions of sub-regulation 4 of regulation 14 of making a representation against the penalty proposed on the basis of the evidence adduced during such inquiry, make such orders as it may deem fit;
- (ii) if the enhanced penalty which the appellate authority proposes to impose is one of the penalties specified in clause (v) to (ix) of regulations 10 and on inquiry under regulation 18 has already been held in the case, the appellate authority shall, after giving the appellant a reasonable opportunity, as far as may be in accordance with the provisions of sub-regulation 4 of regulation 14 of making a representation against the penalty proposed on the basis of the evidence adduced during the inquiry, make such orders as it may deem fit; and
- (iii) no order imposing an enhanced penalty shall be made in any other case unless the appellant has been given a reasonable opportunity, as far as may be in accordance with the provisions of regulation 14, of making a representation against such enhanced penalty.

(3) In an appeal against any other order specified in regulation 22 the appellate authority shall consider all the circumstances of the case and make such orders as it may deem just and equitable.

27. Implementation of orders in Appeal: The authority which made the order appealed against shall give effect to the orders passed by the appellate authority.

#### PART-VIII: REVIEW

28. (1) Notwithstanding anything contained in these regulations,

(i) The Commission, or

(ii) the appellate authority, within, six months of the date of the order proposed to be reviewed,—

may at any time, either on its own motion or otherwise call for the records of any inquiry and review any order made under those regulations or under the regulations in force immediately before the commencement of these regulation from which an appeal is allowed but from which no appeal has been preferred/ or from which no appeal is allowed, and may—





- (a) confirm, modify or set aside the order; or
- (b) confirm, reduce, enhance or set aside the penalty imposed by the order, or impose any penalty where no penalty has been imposed; or
- (c) remit the case to the authority which made the order or to any other authority directing such authority: to make such further inquiry as it may consider proper in the circumstances of the case; or
- (d) pass such other orders as it may deem fit;

Provided that no order imposing or enhancing any penalty shall be made by any reviewing authority unless the employee concerned has been given a reasonable opportunity of making a representation against the penalty proposed and where it is proposed to impose any of the penalties specified in those clauses, no such penalty shall be imposed except after an enquiry in the manner laid down in regulation 13 and if the cause against the penalty proposed on the evidence adduced during the inquiry.

(2) An application for review shall be dealt with in the same manner as if it were an appeal under these regulations.

#### **PART-IX: MISCELLANIOUS**

##### **29. Service of Orders, notices etc.,**

Every order, notice and other process made or issued under these regulations shall be served in person on the employee concerned or communicated to him by registered post.

##### **30. Power to relax time-limit and to condono delay**

Save as otherwise expressly provided in these regulations, the authority competent under these regulations to make any order may, for good and sufficient reasons or if sufficient cause is shown, extend the time specified in these regulations for anything required to be done under these regulations or condone any delay.

##### **31. Repeal and Saving**

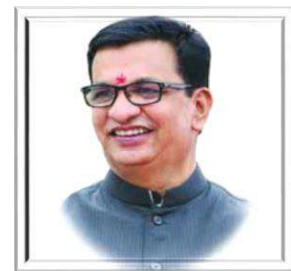
(1) An appeal pending at the commencement of these regulations against an order made before such commencement shall be considered and orders thereon shall be made, in accordance with these regulations, as if such order were made and the appeal were preferred under these regulations.

(2) As from the commencement of these regulations any appeal or application for review against any orders made before such commencement shall be preferred or made under these regulations, as if such orders were made under these regulations.





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## Policy for Physically Disabled

### Scope

This is a documented strategy of the organization in terms of its actions relating to persons with physical disability. We are committed to provide a conducive atmosphere and make a positive impact in their lives.

### Objectives

- To provide necessary infrastructure for persons with Physical disability.
- To make access to higher education at institution inclusive for students with Physical disability.
- To provide barrier free access for carrying out activities without any hindrance.

### Academics

1. The students should be given a conducive environment for learning-comfortable seating in the class and laboratory.
2. Utilization of accessible resources- e-books, high resolution study material, zoomed /maximized e-content should be done.
3. Book bank facility may be provided on case to case basis.

### Examination

1. The student should be given assistance for undertaking the examination as per the directions of competent authority.
2. Additional time to be given to the student as per regulatory guidelines
3. Arrangement of scribe should be done on case to case basis. 4. Separate evaluation and special provisions should be given on case to case basis.

## Others regulations

1. Human assistance may be provided for day to day activities.
2. Provision of barrier free washrooms, ramp access, lift, should be there.
3. Screen reader software should be available on website and other resources.

The Policy Document is effective from 1st September 2017 and is subject to review after 5 years or as and when required.



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## **Grievance Redressal Mechanism**

A grievance is a formal complaint that is raised by any stake holder towards any other individual or group or committee or administration within the institute.

Grievance Redressal will primarily cover the receipt and processing of complaints from students, parents and staff, a wider definition includes actions taken on any issue raised by them to avail services more effectively at the institute.

Anyone who belongs or related to organization can file a grievance including staff, students and parents. The acceptance of the grievance is subject to verification of association of the candidate to the institute and relevance of the grievance to above-mentioned heads. Once the grievance is verified, it will be forwarded to concern office. The identity of the complainant will be kept anonymous if required.

Grievance Redressal typically covers the following areas:

- Grievance related to Ragging
- Grievance related to caste discrimination
- Grievance related to sexual harassment



## IT Policy

### • Introduction

IT Policy in Education is much more than the mere collection and distribution of knowledge. It offers intellectual hospitality, opportunities for innovation, creativity; power of thought and imagination. It envisages development of character and inculcation of a firmness of mind and zeal to offer one's best to the world. Education is the means of unfolding moral and spiritual potentialities of men.

### • Scope of IT policy

› Rules for access to administrative data, including definitions explaining what it is and the rules for using it. Employees who access administrative data must use it according to the rules or risk disciplinary consequences.

› States the codes of practice with which the organization aligns its information technology security program to safeguard the institution's computing assets in the face of growing security threats. This significant challenge requires a strong, persistent and coordinated program that leverages widely accepted, effective security practices appropriate for the higher education environment.

› Strictly limits the circumstances under which highly sensitive data may be stored on individual-use devices and media. It further mandates that strict security requirements

be met when highly sensitive data must unavoidably be stored on individual- use electronic devices or electronic media.

› The Organizational Web pages must not be used for commercial purposes. › Explains the conditions under which third parties (e.g., auditors, consultants) are allowed direct access to the network.

› Explains all users' responsibilities for maintaining the security of their devices on the organizations network.

› Explains rules for maintaining privacy, confidentiality, and integrity of the computing environment while using resources appropriately Defines ban (and

exemptions) on employee access to obscene materials & sexually explicit material via state equipment. Rules for using shared computing resources such as public labs.

- Aims of IT Policy

DPU Information Security Policies are necessary to ensure that important data, Institution plans and other confidential information are protected from theft or unauthorized disclosure. If employees of any organization are not aware of these policies, they will not know what is expected of them when they handle such confidential information.

- › Empowering citizens, managers and other stakeholders by enabling online teamwork for increased participation, collaboration and information sharing through the use of email, the Web and other remote collaboration tools.

- › Enabling the rapid creation and inexpensive distribution of educational information and knowledge.

- › Encouraging professional development, in service training, remote support and mentoring for lifelong learning for teachers, managers and other citizens.

- › Facilitating fast and easy access to information and expertise around the world.

- › Allowing each student to learn at his/her level and speed thereby giving pupil's greater control over their own learning. › Enhancing the development of the abilities of mentally and physically challenged students.

- › Promoting active rather than passive learning.

- › Engaging students in research, data analysis and problem solving, thereby facilitating higher-order thinking processes such as synthesizing, interpreting and hypothesizing.

- › Increasing motivation through the use of multimedia (sound, video, graphics, animation and text.)

- Policy Statement

"It shall be the responsibility of the I.T. Department to provide adequate protection and confidentiality of all corporate data and proprietary software systems, whether held centrally, on local storage media, or remotely, to ensure the continued availability of data and programs to all authorized members of staff, and to ensure the integrity of all data and configuration controls."

- Benefits of Information Technology

› Information Technology can affect in the spread of education and to enable greater access to it. IT increases flexibility so that students can access educational resources regardless of time and geographical barriers. They can affect the way that students are given instruction and how they learn. They enable collaborative development of skills and abilities to create knowledge. This as a result will bring a better preparation for students, lifelong learning and the opportunity to join industry.

› Increase access, Flexibility of content and distribution Combination of education and work the methods are focused on the student. › High quality, cost-effective professional development in place of labor. Improve the skills of employees, increase of productivity. Developing a new culture of learning. Sharing of costs and timing of training among employees.

› Increased capacity and cost effectiveness of the system education. Achievement of target groups that have limited access to traditional education. Support and improve the quality and relevance of existing structures of education. Provide links to education institutions and curricula with the networks.

› IT can also help improve the performance of knowledge workers and enhance organizational learning. Externally, it can improve the performance of knowledge workers in customer, supplier and partner organizations; add information value to existing products and services; create new information-based products and services.

› In terms of Functionality and Flexibility, internally IT can help improve infrastructure performance thus increasing functionality and the range of options that can be pursued. Externally, it can help create an efficient, flexible online/offline platform for doing coordination with educational Organizations.

#### • Limitations of IT use in Education

› IT as a modern technology that simplifies and facilitates human activities is not only Advantageous in many respects, but also has many limitations. Many people from inside and outside the education system, think of IT as “Panacea” or the most important solution to institution problems and improvements. However, many conditions can be considered as limitations of IT use in education.

The limitations can be categorized as teacher related, student related, and technology related. All of them potentially limit the benefits of IT to education.

› The other limitation of IT use in education is technology related. The high cost of the technology and maintenance of the facilities, high cost of spare parts, virus attack of software and the computer, interruptions of internet connections, and

poor supply of electric power are among the technology related limitations of IT use in education.

- Summary of Main Security Policies

- › Confidentiality of all data is to be maintained through discretionary and mandatory access controls, and wherever possible these access controls should meet with security functionality.

- › Internet and other external service access are restricted to authorized personnel only.

- › Access to data on all laptop computers is to be secured through encryption or other means, to provide confidentiality of data in the event of loss or theft of equipment.

- › Only authorized and licensed software may be installed, and installation may only be performed by I.T. Department staff.

- › The use of unauthorized software is prohibited. In the event of unauthorized software being discovered it will be removed from the workstation immediately.

- › Data may only be transferred for the purposes determined in the Organizations“ dataprotection policy.

- › All diskette drives and removable media from external sources must be virus checked before they are used within the Organization.

- › Passwords must consist of a mixture of at least 4 alphanumeric characters, and must be changed every 30 days and must be unique. › Workstation configurations may only be changed by I.T. Department staff.

- › The physical security of computer equipment will conform to recognized loss prevention guidelines.

- › To prevent the loss of availability of I.T. resources measures must be taken to backup data, applications and the configurations of all workstations.

- Virus Protection

- › The I.T. Department will have available up to date virus scanning software for the scanning and removal of suspected viruses. › Corporate file-servers will be protected with virus scanning software.

- › Workstations will be protected by virus scanning software.

- › All workstation and server anti-virus software will be regularly updated with the latest anti-virus patches by the I.T. Department.



› No disk that is brought in from outside the Organization is to be used until it has been scanned.

› All systems will be built from original, clean master copies whose write protection has always been in place. Only original master copies will be used until virus scanning has taken place.

› All removable media containing executable software (software with .EXE and .COM extensions) will be write protected wherever possible.

› All demonstrations by vendors will be run on their machines and not the Organizations'. › Shareware is not to be used, as shareware is one of the most common infection sources. If it is absolutely necessary to use shareware it must be thoroughly scanned before use.

› New commercial software will be scanned before it is installed as it occasionally contains viruses.

› All removable media brought in to the Organization by field engineers or support personnel will be scanned by the IT Department before they are used on site.

› To enable data to be recovered in the event of virus outbreak regular backups will be taken by the I.T. Department.

› Management strongly endorses the Organizations' anti-virus policies and will make the necessary resources available to implement them.

› Users will be kept informed of current procedures and policies.

› Users will be notified of virus incidents.

› Employees will be accountable for any breaches of the Organizations' anti-virus policies.

› Anti-virus policies and procedures will be reviewed regularly.

› In the event of a possible virus infection the user must inform the I.T. Department immediately. The I.T. Department will then scan the infected machine and any removable media or other workstations to which the virus may have spread and eradicate it.

- Access Control

› Users will only be given sufficient rights to all systems to enable them to perform their job function. User rights will be kept to a minimum at all times.

- › Users requiring access to systems must make a written application on the forms provided by the I.T Department.
- › Where possible no one person will have full rights to any system. The I.T. Department will control network/server passwords and system passwords will be assigned by the system administrator in the end-user department.
- › The system administrator will be responsible for the maintaining the data integrity of the end-user department's data and for determining end-user access rights.
- › Access to the network/servers and systems will be by individual username and password, or by smartcard and PIN number/biometric.
- › Usernames and passwords must not be shared by users.
  - › Usernames and passwords should not be written down.
  - › Usernames will consist of initials and surname.
- › All users will have an alphanumeric password of at least 4 characters.
- › Passwords will expire every 30 days and must be unique.
- › Intruder detection will be implemented where possible. The user account will be locked after 5 incorrect attempts.
- › The I.T. Department will be notified of all employees leaving the Organizations' employment. The I.T. Department will then remove the employee's rights to all systems.
- › Network/server supervisor passwords and system supervisor passwords will be stored in a secure location in case of an emergency or disaster, for example a fire safe in the I.T. Department.
  - › Auditing will be implemented on all systems to record login attempts/failures, successful logins and changes made to all systems.
- › I.T. Department staff will not login as root on to UNIX, Linux systems, but will use the SU command to obtain root privileges.
- › Use of the admin username on Novell systems and the Administrator username on Windows is to be kept to a minimum.
- › Default passwords on systems such as Oracle and SQL Server will be changed after installation.

› On UNIX and Linux systems, rights to RLOGIN, FTP, TELNET, SSH will be restricted to I.T. Department staff only.

› Where possible users will not be given access to the UNIX, or Linux shell prompt.

› Access to the network/servers will be restricted to normal working hours. Users requiring access outside normal working hours must request such access in writing on the forms provided by the I.T. Department.

› File systems will have the maximum security implemented that is possible. Where possible users will only be given Read and Files scan rights to directories, files will be flagged as read only to prevent accidental deletion.



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## Staff Service Conditions

### 1. Definitions

### 2. Employee Classification Temporary Trainee Ad-hoc Probationer Permanent Contractual

### 3. Recruitment and Employment Policy Employee designations Recruitment & Selection Process Probation & Confirmation

### 4. Grade and Pay Structure

### 5. General Working Conditions

- Duty hours Attendance
- Late reporting for work Outdoor duty
- Weekly off
- Paid holidays
- Vacation
- Leave facilities
- General
- Casual Leave
- Earned Leave
- Sick Leave
- Maternity Leave
- Leave Sanctioning Authority
- Leave Salary
- Employee Leave Card

### 6. Sponsorship for Higher Studies

### 7. Training, Workshops & Seminars, STTPs, etc.

8. Miscellaneous Wearing of Identity Badges Remuneration for Examinership Service Book Seniority of Teachers Release from Service Handing over charge Superannuation/Retirement Age Contributory Provident Fund Group Gratuity-cum-Life Insurance Scheme Non-liability Certificate

9. Duties of Teachers

10. Code of Conduct

11. Misconduct

12. Disciplinary Actions

13. General

14. Amendments

1. Definition –

The Institute” means “Dr. D. Y. Patil Institute of Pharmaceutical Sciences and Research”, for short (DPU Pharmacy) “The Governing Body” is the Board of Trustees i.e. “Dr. D. Y. Patil Unitech Society” who is the ultimate authority on all matters of the Institute. “Principal” is the person appointed by the Management i.e. the Principal, to look after the day to day operation of the Institute, and the academic processes and their improvement. “The College Development Committee” means the body which actually conducts, the affairs of the institute, which has been appointed by the Governing Body and is an authority of the institute. It decides policy matters of the Institute keeping in view, the overall objectives of the Institute in consultation with the Principal of the Institute and guides the Principal in management of the Institute. “University” means the Savitribai Phule Pune University. Appointing Authority means the authority competent to make appointments to any post / position / job in the Institute. The appointing authority i.e. the Management/Principal, is also the competent authority to initiate disciplinary actions against the employees, including termination of service. Competent Authority” means the authority competent to exercise the different powers and functions in the Institute i.e. the Principal. (The heading i.e Competent Authority is confusing here. Can we remove this part? ) “Employee” means a person appointed to serve the Institute for a remuneration including those appointed on probation, ad-hoc and contractual basis, but specifically excludes visiting and part time faculty. Continuous Appointment” means a appointment held by an employee without any break. “Probation” means an appointment made on specified conditions for a stipulated period to a post for determining one’s fitness for eventual confirmation in the post. “Contract” means a agreement entered into in writing

between the “Competent Authority” and an employee of the Institute. “Contract Post” means a post which an employee may not hold for more than a limited period without re-appointment. “Holiday” means a Sunday or any other day declared as a holiday by the Competent Authority. “Lien” means the title of an employee to hold the post in which he/she is confirmed either immediately or on the termination of a period or periods of absence. “Temporary Appointment” means an appointment made on a purely temporary basis either in a permanent post or a tenure post against a temporary position/vacancy. “Time-Scale of Pay” means the scale in which the pay rises, subject to the terms and conditions prescribed from a minimum to a maximum. “Faculty” means the teaching staff of the Institute and includes the Principal. “Staff” mean both teaching and non-teaching (administrative and technical) employees.

2. Employee Classification The employee is classified as follows:

“Temporary employee” is one who is appointed for a limited period which is essentially of transitory nature. “Trainee” is one who is a fresher without any previous experience of the job, and is appointed for on-the-job training for a prescribed period with/without stipend. After successful completion of training, the trainee may be considered for an adhoc appointment or probation against a permanent post/vacancy at the sole discretion of the Management of the institute. “Ad-hoc employee” is one who is appointed on an ad-hoc basis for a limited period as may be prescribed and is essentially temporary in nature. An employee appointed on ad-hoc basis may be considered for probation against permanent post/vacancy provided his/her performance has been found acceptable to the Management or his/her services may be extended/terminated as per the terms of appointment. “Probationer” is one who is provisionally appointed on specified conditions for a stipulated period to a post for determining one’s fitness/suitability for eventual confirmation in the post after performance assessment. Probation period may be extended if required or shortened as the case may be at the sole discretion of the management. “Permanent employee” is one who is confirmed in the service of the Institute after satisfactory completion of the probation period. “Contractual employee” is one who is appointed on a contract on such terms and conditions for a specific period which may be renewed at the sole discretion of the Management.

3. Recruitment and Employment Policy Recruitment for various posts in the institute will be from persons with requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the position. The institute generally follows the qualifications, pay scales and other guidelines issued by the University, the All India Council for Technical

Education (AICTE), Pharmacy Council of India and Government of Maharashtra Resolutions, from time to time in this regard. Employee Designations Employees shall be designated as per the University/AICTE/PCI/Govt. guidelines as far as possible. However, the Management reserves the right to have separate designations wherever applicable. Recruitment & Selection Process Advertisement All vacant posts which need to be filled in will be generally advertised in well known Newspapers and on the Institute websites and recruitment is done as per the guidelines of affiliating university. Selection Process/Selection Committee Eligible candidates will be interviewed and recommended for selection by the Selection Committee appointed for the purpose by the Management/ Affiliating University. Based on the report of the Selection Committee candidates selected will be appointed by the Competent Authority in an appropriate salary structure applicable for the relevant post, subject to medical fitness certified by a Registered Medical Practitioner from the panel appointed by the Competent Authority. Candidate who is issued an appointment letter will have to complete joining formalities as may be prescribed including medical examination within the stipulated time period. The Management may also do reference check of the candidate recruited.

Probation and Confirmation An employee shall subject to the procedure prescribed for selection and appointment, be appointed on probation for a period of 24 months from the date on which he/she joins duties and after the satisfactory completion of the probation period he/she may be confirmed and informed accordingly or his/her services shall be terminated provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's pay is paid to him/her in lieu of the notice period. It shall not be necessary to assign any reason for terminating the services of an employee on probation if it is held that he/she has not completed his/her probation satisfactorily. The Principal of the institute shall maintain an assessment report of a faculty on probation and the management shall decide, if a faculty is to be confirmed or not at the end of the probationary period. Retrenchment on account of abolition of post or reduction in workload In the event of abolition of a post or reduction in work load, a teacher/employee may be retrenched/terminated by giving him/her one months' notice or one month's pay.

Three months' notice or three months' pay in lieu thereof, if the appointment of teacher/employee is in case, the workload is reduced to half or less than half, the teacher/faculty concerned, if he/she so wishes, shall be continued as part-time teacher and shall be paid as per the scale of the part-time teacher.

4. Grade & Pay Structure - The grade and pay structure including normal increments in salary to the employees shall be as per State Government, AICTE, PCI & Affiliating University norms. 5. General Working Conditions - Working Days: All employees shall observe the duty hours as applicable to their respective category in the Institute and as may be informed from time to time. Teaching Staff: 6-day week (Mon.-Sat.) Non-teaching (Technical & Office) Staff: 6 day week (Mon.-Sat.) The above working days are subject to change as may be decided by the Management/Principal at any time by issuing a communication and without paying any additional remuneration.

**Attendance Recording of Attendance** All employees are required to record their daily attendance (both "IN" and "OUT" time) by signing on the attendance muster / ERP biometric as the case may be. In case an employee has forgotten to record his/her attendance, he/she is required to regularize the same by either on the same day or latest by the following working day by giving a letter duly authorized by the Management/Principal to the Office/HR section. Late reporting for duties All employees are required to be at their workplace in time at the start of their respective working shift. Any employee reporting late for duties by more than 15 minutes of the start of the shift on more than 3 occasions in a month will lose One day's casual leave which will increase in the same proportion for every subsequent 3 occasions. An employee reporting late for work beyond one hour (60 minutes) will lose half day's casual leave for each such occasion. Habitual late reporting for duties will amount to misconduct liable for disciplinary action Notwithstanding the above, the Management/Principal may condone late coming for genuine reasons, viz. disruption/delay of public transport system, heavy rains, bandh or such other reasons. An employee may also seek prior sanction from the Competent Authority to report late to work or to leave early for genuine reasons. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the attendance section.

**Outdoor duty** An employee on outdoor duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by enter in the register outdoor duty form and submit the same to the attendance section duly sanctioned by the Competent Authority, along with proofs of the outdoor duty. Failure to regularize the absence while on outdoor duty will result in marking the same as leave without pay. **Weekly Off** The weekly off at the Institute at present are Sunday. However the Management reserves the right to change the weekly off depending on need, at any time in future by issuing a suitable communication. Notwithstanding the above, the Management at any time, may introduce staggered weekly-off system for a section of employees or an individual employee, depending on nature of work. An employee will not be



entitled to any additional compensation for working on staggered weekly off basis. Paid Holidays Presently the Institute grants paid public holidays which include also the national holidays, as declared by the University and Govt. of Maharashtra. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the institute. Vacation Vacation is applicable only to the teaching staff who are confirmed and those who have completed two year of probation /4 semesters of teaching. The calendar for an academic year including vacation shall be as fixed by the Institute/ University from time to time. A faculty including Principal is entitled to 30 days EL or vacation as per the guidelines of SPPU during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the Institute during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Principal. The Principal may reject the vacation/part of the vacation to a teacher if his/her services are required in the Institute. If a teacher is unable to go for vacation due to his/her responsibilities in the Institute, then the unconsumed vacation due to a teacher will be converted into equal to one of half of such unutilized vacation. (Half of unutilized vacation will be converted into Earned Leave.)

## Leave Facilities

### General

All leaves are calculated on the basis of calendar year from 1st January to 31st December every year in case of non-teaching staff and academic year from 01st June to 31st May for teaching staff. No leave can be claimed as matter of right. All leaves require specific sanction from the Principal as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

**Kinds of Leave** The following kinds of leave would be admissible to employees:  
**Casual Leave** Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 08 (eight) days casual leave in a calendar year. Employees joining in-between the calendar year will be granted casual leave on pro-rata basis. Casual leave cannot be combined with any other kind of leave except half day casual leave (post noon) preceding earned leave. Casual leave cannot be taken for more than four days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period of absence including holidays/closed days and weekly off doesn't exceed four days at one time. Casual leave can be granted for half day Casual leave can neither accumulated nor encashed. Casual leave shall be applied for in advance in writing. However in

exceptional circumstances where leave cannot be applied in advance before the leave begins. The employee may apply for the sanction ex-post facto. In exceptional circumstances leave sanctioning authority may grant ex-post facto sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed without prior permission may be treated as leave without pay or unauthorized absence. Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly. Leave sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason is not genuine. If no casual leave is balance in the account of an employee, the Principal may at his sole discretion grant leave without pay.

#### Earned Leave

- (A) For Confirmed / Permanent / Adhoc Teaching Staff The Principal being an administrative, academic head of the Institute shall be treated as a non-vacation teacher and shall not be entitled to vacations to which others are ordinarily entitled. He / She shall, however, be entitled 30 days of earned leave and subject to a maximum accumulation of 120 days. Confirmed/Permanent/Adhoc Teaching Staff shall be entitled to vacations, 30 days of earned leave and subject to a maximum accumulation of 120 days. If a teacher is unable to utilize vacation due to his/her responsibilities in the Institute, then the unutilized vacation due to the teacher will be converted into Earned Leave equal to one of half of such unutilized vacation as per clause no. 5.7.5 above, provided however, such leave cannot be accumulated for more than 120 days which is the accumulation limit for earned leave.
- (B) For Confirmed/Permanent Non-Teaching Staff All the confirmed permanent non-teaching staff are entitled to 30 days of Earned leave in a year worked out on the basis of 1/11th of the working period, excluding leave period. (C) General Unutilized earned leave at the end of the year shall be carried forward to the following year. Earned leave can be accumulated upto 120 days. Leave in excess of 120 days shall automatically lapse. Application for earned leave shall be submitted to the sanctioning Authority i.e. Principal at least 15 days in advance. The maximum earned leave that may be sanctioned at a time, shall be not exceed 30 days in one academic year. Earned leave shall not be sanctioned for less than 3 days at a time and not more than 3 occasions in a year. Sick Leave All permanent employees (teaching & non-teaching) are entitled to 10 days of sick leave with full pay on medical grounds. If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave

application which may be sent through a messenger/courier or by registered post. The Institute shall have at all times a right to verify the medical certificate produced by the employee. If such verification does not satisfy the Institute authorities that the sick leave applied for is not on proper grounds, the Institute may refuse to grant such sick leave. At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner. Unutilized sick leave shall be carried forward to the following year subject to a maximum accumulation limit of 20 days. Any sick leave beyond the accumulation limit shall automatically lapse.

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

- (C) Any increment/salary increase which may fall due to a lady employee during the maternity leave period shall be effective prospectively without any arrears, only after resumption of duties. Maternity leave may be combined with Earned leave or Sick leave subject to a maximum of 60 days, excluding maternity leave. A lady employee who has not been confirmed shall also be eligible for maternity leave. subject to the provision of this clause, as under:
- (i) A lady employee who has completed two years of continuous service and is appointed on probation shall get maternity leave on half pay. In the case of miscarriage or abortion, including abortion, included under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible in the production of a medical certificate. In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the vacation. The above leave provisions are not applicable to employees on ad-hoc appointments.
- Leave Sanctioning Authority** The sanctioning authority for different kinds of leave for all employees other than administrative staff shall be as under: All kinds of leave to the Principal – Chairman /Secretary All types of leave to the Teaching and Non-Teaching Staff – Principal
- Leave Salary** Leave Salary shall be the monthly basic pay and allowances to which an employee is entitled, immediately before the commencement of leave.
- Employee Leave Card** Employee Leave Card is maintained Calendar year/ Academic year wise.
- (D) 6. Sponsorship for Higher Studies & Study Leave 6.1.1 Study Leave with full pay – applicable only for permanent staff/who have completed 05 years

of service at the institute. 6.1.2 General Rules Any eligible staff member (6.3.1) seeking higher educational qualification shall make an application in writing to the Principal and seek his sanction in writing before applying to any Institute/Institute to seek admission for higher studies. The application should clearly mention the course, field of specialization and the name of Institute/University in which the staff member would like to be enrolled for higher studies. The staff member, who has obtained the sanction from the Management/Principal as above, shall subsequently inform in writing the type of sponsorship he/she would like to avail and the period of study leave with dates which should be also separately applied in the Leave Card as per leave procedure. The concerned staff member before proceeding on study leave, shall execute an Agreement-cum-Service Bond engrossed on non-judicial stamp paper, assuring an undertaking to the Institute that after the successful completion of the higher course and rejoining, he/she will serve the Institute for a minimum prescribed period failing which he/she shall be liable to pay liquidated damages to the Institute, as stipulated in the bond.

Sponsorship Norms for Higher Studies The salient features of sponsorship norms for higher studies are as given below: He/She should be a Permanent employee or should have completed 05 years of service at the institute. Preference shall be given to the candidate selected for Ph. D. program in National and International institute of repute a time max of two faculty from each will be sponsored for Ph. D. Programme based on seniority of staff. One day study leave in a week shall be granted upto one year for PG candidates and upto 4 years for Ph.D. candidates. All kinds of support like academic, library and laboratories facilities shall be provided. No financial support shall be provided.

6.4.4 Discretion to grant, refuse the sponsorship for higher studies lies with the competent authority. Note: Norms for study leave with or without pay for less than 2 years will be decided on case to case basis broadly applying the above guidelines. However, the bond period in any case will not be less than 2 years.

7. Workshop, Seminars, STTPs The management express that all its staff members continuously upgrade their knowledge and skill levels with the latest developments in the field of Pharmaceutical Sciences. It is therefore expected that teachers not only participate in workshops, seminars and faculty development programme conducted outside, but they themselves organize and conduct such workshops, seminars and for our teaching and non-teaching staff in the Institute as well as for outside participants. Whenever staff members are deputed for Workshops, Seminars, FDP's, etc. besides granting full attendance on such days as outdoor duty, 100% of registration fee, reimbursed by the Institute on production valid documents.

The faculty who are in continuous service shall be sponsored for FDP's, Conferences and Workshops etc. For National conference, workshop of STTP programs, maximum sponsorship will be Rs.10000/- which include conference fees, TA, DA and other expenses. The faculty shall be granted on duty leave during of Programme. Discretion to grant / refuse the sponsorship lies with the competent authority

#### 8. Miscellaneous

**Wearing of Identity Badges** All employees who have been issued Identity Badges are required to wear and display them on their person at all times while they are in the institute premises without fail.

**Remuneration for Examinership** The teachers shall be entitled to remuneration only in respect of examinations conducted by the University or by the Institute on behalf of the University. For Internal assessment/home examinations/unit tests being conducted by the Institute at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final results of the student.

**Service Book** A service book shall be maintained in respect of each staff member in the prescribed format a copy of which will be given to the staff member with permission of Management/Principal only for justifiable reason.

**Seniority of Teachers**

Seniority of teacher in Institute shall be determined as under:

- (i) A full-time teacher is senior to a part-time teacher.
- (ii) Seniority of teachers in the Institute shall be determined on the basis of cadre viz. a Professor is senior to an Associate Professor and an Associate Professor is senior to a Asst. Professor.
- (a) Seniority of teachers in the Institute in a cadre and in a subject in which their appointments shall be determined on the basis of the date of joining the Institute.
- (b) Seniority of teachers in the Institute shall be determined on the basis of the date of joining and length of continuous service in the same Institute.
- (c) Selected
- (d) Merit one
- (iii) The Principal of the Institute shall be considered senior to all other teachers only for the period during which he/she holds the said post.
- (iv) Between a confirmed teacher and a teacher on probation a confirmed teacher shall be considered senior. Between a teacher on probation and a temporary teacher, teacher on probation shall be considered senior irrespective of the length of service.
- (v) If more than one staff selected on the same post, the seniority shall be considered on merit only.
- (vi) (a) A teacher appointed on probation in a permanent vacancy shall be treateds senior to one appointed on a temporary basis.
- (b) Seniority amongst temporary teachers shall be determined on the

basis of their dates of joining duties and length of service. In respect of teachers whose continuous length of service is the same, a teacher senior in age shall be treated as senior. Release from Service: An employee may be released from the service of the Institute as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed and made applicable to the employees. Handing over Charge An employee before leaving the service shall hand over charge of his/her post department to a duly authorized person and shall return to the Institute/Library/Department all books, furniture, materials, equipment's, identity card, etc. issued to him/her and shall pay up in full all charges due. If he/she fails to do so, the Institute shall recover the amount due from such teacher on account of the above items from hi/her final dues. The last salary/dues if any shall not be paid to the teacher concerned until a clearance certificate in the prescribed format duly filled and signed by all concerned is submitted to the Accounts Section. Superannuation / Retirement Age The age of superannuation/retirement for a teacher and all other employees as per present rules are 60 years and for the Principal 65 years. Provident Fund (PF) All permanent eligible employees as well as those on probation shall be covered under the provisions the Employees Provident Fund and Miscellaneous Provisions Act 1952. Group Gratuity cum Life Insurance Scheme (GG-cum-LIC) All permanent employees shall be covered under the Group Medicalim policy. However, the Management reserves the right to switch over to any other scheme which may be more beneficial to the employees, in future. Benefits of the above scheme and the obligations arising thereof, shall be separately communicated to the employees. Non-Liability Certificate All service benefits will be granted to the employees only after a non-liability certificate has been issued by the Management / Principal. 9. Duties of Teachers A teacher shall comply with the provisions of the Act, Statutes, ordinances, Regulations, Rules and other directions or orders issued there under from time to time from the Management /Principal/ University/AICTE/PCI, and the central and State Government. A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission of grant of leave. A teacher shall help the Principal to enforce and maintain discipline amongst the students. A teacher shall perform any other co-curricular and extra-curricular work related to the Institute as may be assigned to him/her from time to time by the Principal of the Institute without any extra remuneration. In addition to the above work, the teacher shall spend the

remaining time on guiding the students, preparation of technical research and/or investigation, extracurricular activities of students and assisting the administration of the Department in the maintenance of equipment, laboratories, developing and updating, the work in respect of discipline, to keep in tune with technical advancements, Library work, visiting outside organizations and institutions required and assisting Central Administration, whenever required in the interest of the students of the institution and in the building up of high standard of academic and administrative set up.

10 Code of Conduct a) All employees shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time. b) In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out. c) Every member of the staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior. d) Every member of the staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general e) Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behavior by giving a personal example. f) All members of the staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work. g) An employee who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action. h) All the members of the staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority. i) The members of the staff shall not carry out of the Institute documents, tools, equipments and materials belonging to the Institute, or should handover to the students or any unauthorized persons without prior permission of the Management/Principal. j) The behavior of an employee with male and female students and with coemployees shall be modest. k) An employee shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal in writing. l) An employee shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty. m) An employee shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Competent

Authority/Management and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department. n) Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct. o) An employee shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or coemployees. p) Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct. q) Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct. r) Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct. s) When an employee is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must be willing to oblige the Principal. t) In addition to ordinary Institute work, staff will be required to participate in cocurricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give. u) An employee shall report for duty when leave has been refused or when leave has been cancelled. v) The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being. w) An employee shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hared to promote the interest of the institute. x) The employee, except in accordance with any general or special orders of the



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Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof. y) The employee shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal. z) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal to be prejudicial to the academic and administrative interests of the Institute. aa) The employee without the express sanction of the Management/Principal, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise. bb) An employee shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute. cc) An employee shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute. dd) The employee shall not, by writing, speech or deed or otherwise indulge in any activity which is likely to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds. ee) A teacher shall perform his/her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University. ff) A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the Institute. gg) A teacher shall have freedom of thought and expression.. He/She shall not misuse the

facilities or forum of the Institute while exercising the freedom of academic thought or work. hh) A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal/Governing Body/Management. ii) A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes. jj) A teacher shall not be partial in assessment of a student or deliberately

## **INSTITUTIONAL POLICY DOCUMENT**

overmark, undermark or victimize students on any grounds. kk) A teacher shall not conduct/participate in private coaching classes directly or indirectly. He/She shall also not accept private tuitions. ll) A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration. mm) A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion. Failure to conform to the above mentioned norms shall be construed as misconduct. 11. Misconducts The following acts and omissions, on the part of an employee shall amount to misconduct. a. Any action by the employee contrary to the provisions prescribed in the foregoing Rules/Code of Conduct. b. Going on illegal strike, abetting including instigation or action in furtherance thereof. c. Theft, fraud or dishonesty. d. Habitual break of any standing orders, rules. e. Willful or negligent damage to the Institute property. f. Refusal to accept notices, circulars, charge-sheet, order or other communications served according to the rules. g. Conviction in a court of law, involving moral turpitude. h. Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute. i. Neglect of work or negligence in discharging any duty or any loss or damage caused to the Institute due to negligence in duty or failure to give the day's turnout. j. Violence or inciting violence. k. Stopping work weather singly or with other employees or insisting anyone else not to work. l. Allowing anyone within the prohibited premises of the Institute or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority. m. Falsification or tempering any paper or record of the Institute. n. Obtaining employment in the Institute by misrepresentation of facts. o. Making any false or exaggerated allegation against any employee r superior authority. p. Committing nuisance during

the working hours by being found intoxicated or otherwise. q. Misappropriation of any amount or movable property of the Institute.

## **INSTITUTIONAL POLICY DOCUMENT**

r. Committing any act involving moral turpitude. s. Commission of any act subversive of discipline and good behaviour on the premises of the establishment.

### **12. Disciplinary Actions/Punishments**

A) Suspension, Compulsory Retirement, Termination or Removal / Dismissal from Service:- A teacher / employee who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismitted from service or his services are liable to be terminated on one or more of the following grounds: a) Misconduct b) Moral turpitude c) Willful and persistent negligence of duty d) Permanent Physical or Mental unfitness, and e) Incompetence Explanations

a) Misconduct”: shall include the following- (i) Breach of the terms and conditions of service laid down by these directions; (ii) Violation of the Code of Conduct b) “Moral turpitude” shall include the followingAny misbehavior derogatory to the status and dignity of a teacher / employee c) “Willful and persistent negligence of duty” shall among other things include the following:- (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus; (ii) Persistent and habitual absence from duty without prior permission; (iii) Failure to discharge any of the duties laid down by these directions or assigned by the Competent Authority. d) “Permanent physical or mental unfitness” shall require the following:- Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Management. e) “Incompetence” shall include the following:- i) Failure to keep up academic progress and to keep his knowledge upto-date inspite of repeated instructions in that behalf and provision of facilities; ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his/her control.

# INSTITUTIONAL POLICY DOCUMENT

B) Penalties Notwithstanding anything mentioned in clause A) above and without prejudice to the provisions of these rules/law/act, any teacher/employee guilty of misconduct, moral turpitude, delay in disposal of assignments, willful and persistent neglect of duty, incompetence and any other such or similar acts, shall be liable for any of the following penalties namely:- a) Warning, Reprimand or Censure b) Fine, c) Withholding of Increments or promotion including increment at the assessment stage, d) Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of order. e) Reduction to a post in the lower pay-scale to a lower stage of increment in his own pay-scale. f) Compulsory retirement. g) Termination of service. h) Removal/dismissal from the services of the Institute. i) Disciplinary action will be taken against an employee only after giving sufficient opportunity to present his/her own reasons against the action proposed to be taken.

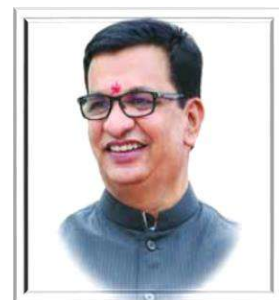
C) Authority competent to impose penalties: The power to impose penalties on teachers/employees shall vest with the Management/Principal of the Institute.

D) Applicability of this Code of Conduct: The code of conduct enshrined in these rules is applicable to all employees of the Institute, including ad-hoc and contractual employees. 13. General: For matters not specifically provided for in these terms and conditions of service or in case of any difference or dispute in the interpretation, construction or import of any word, term, clause or sentences the decision of the Governing Body/Management of the Institute shall be final and binding on all concerned. 14. Amendments: The Governing Body/Management of DPU Pharmacy may from time to time, add, alter or otherwise amend these terms and conditions of service.



Sahyadri Bahujan Vidya Prasarak Samaj  
**LOKNETE BALASAHEB THORAT**  
**ARTS, COMMERCE & SCIENCE COLLEGE,**  
(Affiliated to Savitribai Phule Pune University, Pune ID - PU/AN/ACS  
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## EXAMINATION POLICIES AND PROCEDURES (2018-19)

### • Role of Examination Section -

- › The role of the examination section committee in examination process is to provide the healthy environment for examination with prevention of malpractices during examination.
- › The examination team coordinates all examination activities and organizes the examination schedules with care and vigilance.
- › In addition, care is taken in the recording & handling of examination stationary both prior and subsequent to the examination itself.

### • Scheme for Continuous Internal Evaluation ( CIE ) for UG Courses -

- › The institution is affiliated to Savitribai Phule Pune University and hence follows the evaluation process as defined by the University.
  - › Continuous internal evaluation shall be continuous procedure and the teacher
- ### • Scheme for Continuous Internal Evaluation ( CIE ) for UG Courses –
- › The institution is affiliated to Savitribai Phule Pune University and hence follows the evaluation process as defined by the University.
  - › Continuous internal evaluation shall be continuous procedure and the teacher shall select a variety of procedures for examination such as: a) Written test b)

Term paper c) Seminar presentation d) Short Quizzes e) Assignments f) Extension work g) An open book test or h) Mini research project by individual learner or group of learners.

› Continuous assessment for Theory shall be inclusive of attendance (40% weightage) and 60% for assessments (three tests ) based on quiz, assignment, open book test, field work, group discussion and seminar while continuous evaluation in practical"s is based on practical skill, record writing and viva voce

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› Provision of continuous evaluation booklet for every subject shall be done by the institute that should be maintained by students and shall be submitted at the end semester.

› Assessments shall be taken every week for every subject. Students are supposed to write assessments in continuous evaluation booklet provided to them.

› The subject teachers shall frame sessional question paper based on Blooms taxonomy and the questions shall be mapped for attainment of course outcome and program outcomes.

› It is mandatory for students to take the course and examination for Physical education in F. Y. B. Pharm

› A course on Environmental Science shall be conducted and evaluated based on Field Visit Report and written examination in S. Y. B. Pharm Sem III.

• Scheme for Continuous Internal Evaluation ( CIE ) for Pharm. D -

› The Pharm. D course 2013 pattern is affiliated to Savitribai Phule Pune University and evaluation shall be based on annual pattern. The internal examination has 30 % weightage.

› Practical sessional examination of 30 marks are divided into two components wherein 10 marks are allotted for internal evaluation of Experimental work, viva, synopsis and laboratory record while the sessional examination is conducted for 20 marks with the following scheme.

- Scheme for Continuous Internal Evaluation (CIE) for M. Pharm ( 2018 Pattern )

-

› Students shall appear for two sessional examinations shall be conducted per term for maximum 30 marks which will be computed to 15 marks as theory sessional component.

› For the practical also two sessional examinations shall be conducted per term for maximum 30 marks as practical sessional component. Continuous assessment for theory is inclusive of student's interaction and attendance.

› Student performance in practical and attendance shall be considered for marks out of total 20.

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### **• Standards of Passing: }**

The students of B. Pharm/ M. Pharm /Pharm .D are considered as passed the semester only when he/she shall pass in the entire subject heads and obtains overall a minimum CGPA of 5. }

Degree will be awarded to the students who will pass all the eight semesters. Final grade will be awarded on the basis of combined CGPA at the Semester-I to Semester VIII for a four year course.

### **• Carry forward Rules }**

Students will be allowed to improve his/her class at Final Y degree level by reappearing for the subjects (minimum 3 theory subjects of that examination) as per prevalent policy of University. }

The rules of allowed to keep terms (ATKT) and progression to next class are as per the Rules and regulations implemented by the University.

### **• Mechanism to deal with internal examination related grievances }**

The students who remain absent for continuous assessment and sessional examination on medical grounds, with prior permission from HOD and College examination officer will be permitted to appear for the re-examination conducted before the End Term Examination. The student shall submit his/her

application and avail permission from the concern authority with required documents. }

For the students who score less than 50% aggregate in university examination or want to improve their CLASS/GRADE shall be allowed to appear for Theory subjects of the said Semester/Class. The student's applications are called in the defined time line and conduct of improvement sessional examination is planned. The examination is conducted for the said students as per the prescribed pattern.

## **Mechanism to deal with external examination related grievances**

For the examination applications, students shall register on the university web portal with unique mail ID and mobile number. Same is required as University communicates the examination details via email and SMS alerts.

Students shall get in contact with Class teacher/Examination team regarding any examination related issues, issues related to error in names (spelling mistake,

## **INSTITUTIONAL POLICY DOCUMENT**

change in name) etc. The grievances related to application form for examination are sorted by the examination team. College examination officer shall communicate grievances of students through mail/letters. }

During the university examination, any issues regarding ongoing examination shall be brought to notice of examination team and the same shall be communicated to university for corrective action. }

A student who faces any accidental mishap/physically challenged candidate shall be permitted to avail the facility of taking scribe facility. Separate sitting



arrangements and additional 20 min/per hour time allotment shall be done for the said student. ]

After the declaration of the university result, students who are not satisfied with their performance shall apply for the photocopy for Verification and proceed for reevaluation process as per university procedure.

- **Guidelines for Code of conduct during Examination:**

Examinations are one of the most commonly used methods for accessing the student knowledge related to the subject in their curriculum. It is essential that examination results should reflect the knowledge and abilities of each individual student. To achieve this, student should follow the academic standards and code of conduct during examination.

- **Preventive Actions to be followed by students during Examination:**

The following preventive actions are intended to secure an honest academic environment & can be implemented prior to the start of the examination.

1. Rules of examination behavior - The internal vigilance team should inform students that the consequences of inappropriate examination behavior will lead to failure of student.
2. Disciplinary action in case of use of unfair means which include unfair means materials whatsoever, related to the subject of the examination, printed, typed, written or otherwise on the person of the examinee or on, wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall

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3. Students are responsible for picking up any litter or objects in the vicinity of their seats before the examination begins. Any notes or suspicious material of any kind within the student's vicinity should be considered a violation.
4. Students should ensure that their answer book is not exposed to others.
5. Students should concentrate on their own exam rather than nodding here and there.

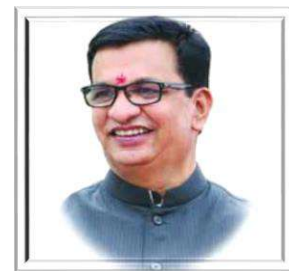
6. Student - student interaction during an examination is a breach of proper examination behavior. Students should not talk to invigilator also except for any need or an emergency.

7. Exchange of particulars during examination should be prohibited.

8. If a student completes an examination within 15 minutes of the end of the period, the student should remain seated until the period is over. At the end of the examination period, all examination materials should be collected by the invigilators.



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## Policy for Physically Disabled

### Scope

This is a documented strategy of the organization in terms of its actions relating to persons with physical disability. We are committed to provide a conducive atmosphere and make a positive impact in their lives.

### Objectives

- To provide necessary infrastructure for persons with Physical disability.
- To make access to higher education at institution inclusive for students with Physical disability.
- To provide barrier free access for carrying out activities without any hindrance.

### Academics

1. The students should be given a conducive environment for learning-comfortable seating in the class and laboratory.
2. Utilization of accessible resources- e-books, high resolution study material, zoomed /maximized e-content should be done.
3. Book bank facility may be provided on case to case basis.

### Examination

1. The student should be given assistance for undertaking the examination as per the directions of competent authority.
2. Additional time to be given to the student as per regulatory guidelines
3. Arrangement of scribe should be done on case to case basis. 4. Separate evaluation and special provisions should be given on case to case basis.

## Others regulations

1. Human assistance may be provided for day to day activities.
2. Provision of barrier free washrooms, ramp access, lift, should be there.
3. Screen reader software should be available on website and other resources.

The Policy Document is effective from 1st September 2017 and is subject to review after 5 years or as and when required.





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## Grievance Redressal Mechanism

A grievance is a formal complaint that is raised by any stake holder towards any other individual or group or committee or administration within the institute.

Grievance Redressal will primarily cover the receipt and processing of complaints from students, parents and staff, a wider definition includes actions taken on any issue raised by them to avail services more effectively at the institute.

Anyone who belongs or related to organization can file a grievance including staff, students and parents. The acceptance of the grievance is subject to verification of association of the candidate to the institute and relevance of the grievance to above-mentioned heads. Once the grievance is verified, it will be forwarded to concern office. The identity of the complainant will be kept anonymous if required.

Grievance Redressal typically covers the following areas:

- Grievance related to Ragging
- Grievance related to caste discrimination
- Grievance related to sexual harassment





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## IT Policy

### • Introduction

IT Policy in Education is much more than the mere collection and distribution of knowledge. It offers intellectual hospitality, opportunities for innovation, creativity; power of thought and imagination. It envisages development of character and inculcation of a firmness of mind and zeal to offer one's best to the world. Education is the means of unfolding moral and spiritual potentialities of men.

### • Scope of IT policy

› Rules for access to administrative data, including definitions explaining what it is and the rules for using it. Employees who access administrative data must use it according to the rules or risk disciplinary consequences.

› States the codes of practice with which the organization aligns its information technology security program to safeguard the institution's computing assets in the face of growing security threats. This significant challenge requires a strong, persistent and coordinated program that leverages widely accepted, effective security practices appropriate for the higher education environment.

› Strictly limits the circumstances under which highly sensitive data may be stored on individual-use devices and media. It further mandates that strict security requirements

be met when highly sensitive data must unavoidably be stored on individual- use electronic devices or electronic media.

› The Organizational Web pages must not be used for commercial purposes. › Explains the conditions under which third parties (e.g., auditors, consultants) are allowed direct access to the network.

› Explains all users' responsibilities for maintaining the security of their devices on the organizations network.

› Explains rules for maintaining privacy, confidentiality, and integrity of the computing environment while using resources appropriately Defines ban (and exemptions) on employee access to obscene materials & sexually explicit material via state equipment. Rules for using shared computing resources such as public labs.

- Aims of IT Policy

DPU Information Security Policies are necessary to ensure that important data, Institution plans and other confidential information are protected from theft or unauthorized disclosure. If employees of any organization are not aware of these policies, they will not know what is expected of them when they handle such confidential information.

› Empowering citizens, managers and other stakeholders by enabling online teamwork for increased participation, collaboration and information sharing through the use of email, the Web and other remote collaboration tools.

› Enabling the rapid creation and inexpensive distribution of educational information and knowledge.

› Encouraging professional development, in service training, remote support and mentoring for lifelong learning for teachers, managers and other citizens.

› Facilitating fast and easy access to information and expertise around the world.

› Allowing each student to learn at his/her level and speed thereby giving pupil's greater control over their own learning. › Enhancing the development of the abilities of mentally and physically challenged students.

› Promoting active rather than passive learning.

› Engaging students in research, data analysis and problem solving, thereby facilitating higher-order thinking processes such as synthesizing, interpreting and hypothesizing.

› Increasing motivation through the use of multimedia (sound, video, graphics, animation and text.)

- Policy Statement

"It shall be the responsibility of the I.T. Department to provide adequate protection and confidentiality of all corporate data and proprietary software systems, whether held centrally, on local storage media, or remotely, to ensure the continued availability of data and programs to all authorized members of staff, and to ensure the integrity of all data and configuration controls."

- Benefits of Information Technology

- › Information Technology can affect in the spread of education and to enable greater access to it. IT increases flexibility so that students can access educational resources regardless of time and geographical barriers. They can affect the way that students are given instruction and how they learn. They enable collaborative development of skills and abilities to create knowledge. This as a result will bring a better preparation for students, lifelong learning and the opportunity to join industry.

- › Increase access, Flexibility of content and distribution Combination of education and work the methods are focused on the student. › High quality, cost-effective professional development in place of labor. Improve the skills of employees, increase of productivity. Developing a new culture of learning. Sharing of costs and timing of training among employees.

- › Increased capacity and cost effectiveness of the system education. Achievement of target groups that have limited access to traditional education. Support and improve the quality and relevance of existing structures of education. Provide links to education institutions and curricula with the networks.

- › IT can also help improve the performance of knowledge workers and enhance organizational learning. Externally, it can improve the performance of knowledge workers in customer, supplier and partner organizations; add information value to existing products and services; create new information-based products and services.

- › In terms of Functionality and Flexibility, internally IT can help improve infrastructure performance thus increasing functionality and the range of options that can be pursued. Externally, it can help create an efficient, flexible online/offline platform for doing coordination with educational Organizations.

- Limitations of IT use in Education

- › IT as a modern technology that simplifies and facilitates human activities is not only Advantageous in many respects, but also has many limitations. Many people from inside and outside the education system, think of IT as “Panacea” or the most important solution to institution problems and improvements. However, many conditions can be considered as limitations of IT use in education.

The limitations can be categorized as teacher related, student related, and technology related. All of them potentially limit the benefits of IT to education.



› The other limitation of IT use in education is technology related. The high cost of the technology and maintenance of the facilities, high cost of spare parts, virus attack of software and the computer, interruptions of internet connections, and poor supply of electric power are among the technology related limitations of IT use in education.

- Summary of Main Security Policies

- › Confidentiality of all data is to be maintained through discretionary and mandatory access controls, and wherever possible these access controls should meet with security functionality.

- › Internet and other external service access are restricted to authorized personnel only.

- › Access to data on all laptop computers is to be secured through encryption or other means, to provide confidentiality of data in the event of loss or theft of equipment.

- › Only authorized and licensed software may be installed, and installation may only be performed by I.T. Department staff.

- › The use of unauthorized software is prohibited. In the event of unauthorized software being discovered it will be removed from the workstation immediately.

- › Data may only be transferred for the purposes determined in the Organizations' dataprotection policy.

- › All diskette drives and removable media from external sources must be virus checked before they are used within the Organization.

- › Passwords must consist of a mixture of at least 4 alphanumeric characters, and must be changed every 30 days and must be unique. › Workstation configurations may only be changed by I.T. Department staff.

- › The physical security of computer equipment will conform to recognized loss prevention guidelines.

- › To prevent the loss of availability of I.T. resources measures must be taken to backup data, applications and the configurations of all workstations.

- Virus Protection

- › The I.T. Department will have available up to date virus scanning software for the scanning and removal of suspected viruses. › Corporate file-servers will be protected with virus scanning software.

- › Workstations will be protected by virus scanning software.
- › All workstation and server anti-virus software will be regularly updated with the latest anti-virus patches by the I.T. Department.
  - › No disk that is brought in from outside the Organization is to be used until it has been scanned.
  - › All systems will be built from original, clean master copies whose write protection has always been in place. Only original master copies will be used until virus scanning has taken place.
- › All removable media containing executable software (software with .EXE and .COM extensions) will be write protected wherever possible.
- › All demonstrations by vendors will be run on their machines and not the Organizations". › Shareware is not to be used, as shareware is one of the most common infection sources. If it is absolutely necessary to use shareware it must be thoroughly scanned before use.
  - › New commercial software will be scanned before it is installed as it occasionally contains viruses.
- › All removable media brought in to the Organization by field engineers or support personnel will be scanned by the IT Department before they are used on site.
- › To enable data to be recovered in the event of virus outbreak regular backups will be taken by the I.T. Department.
  - › Management strongly endorses the Organizations" anti-virus policies and will make the necessary resources available to implement them.
  - › Users will be kept informed of current procedures and policies.
  - › Users will be notified of virus incidents.
  - › Employees will be accountable for any breaches of the Organizations" anti-virus policies.
- › Anti-virus policies and procedures will be reviewed regularly.
  - › In the event of a possible virus infection the user must inform the I.T. Department immediately. The I.T. Department will then scan the infected machine and any removable media or other workstations to which the virus may have spread and eradicate it.

- Access Control

- › Users will only be given sufficient rights to all systems to enable them to perform their job function. User rights will be kept to a minimum at all times.
- › Users requiring access to systems must make a written application on the forms provided by the I.T Department.
- › Where possible no one person will have full rights to any system. The I.T. Department will control network/server passwords and system passwords will be assigned by the system administrator in the end-user department.
- › The system administrator will be responsible for the maintaining the data integrity of the end-user department's data and for determining end-user access rights.
- › Access to the network/servers and systems will be by individual username and password, or by smartcard and PIN number/biometric.
- › Usernames and passwords must not be shared by users.
- › Usernames and passwords should not be written down.
- › Usernames will consist of initials and surname.
- › All users will have an alphanumeric password of at least 4 characters.
- › Passwords will expire every 30 days and must be unique.
- › Intruder detection will be implemented where possible. The user account will be locked after 5 incorrect attempts.
- › The I.T. Department will be notified of all employees leaving the Organizations' employment. The I.T. Department will then remove the employee's rights to all systems.
- › Network/server supervisor passwords and system supervisor passwords will be stored in a secure location in case of an emergency or disaster, for example a fire safe in the I.T. Department.
- › Auditing will be implemented on all systems to record login attempts/failures, successful logins and changes made to all systems.
- › I.T. Department staff will not login as root on to UNIX, Linux systems, but will use the SU command to obtain root privileges.
- › Use of the admin username on Novell systems and the Administrator username on Windows is to be kept to a minimum.

- › Default passwords on systems such as Oracle and SQL Server will be changed after installation.
- › On UNIX and Linux systems, rights to RLOGIN, FTP, TELNET, SSH will be restricted to I.T. Department staff only.
- › Where possible users will not be given access to the UNIX, or Linux shell prompt.
- › Access to the network/servers will be restricted to normal working hours. Users requiring access outside normal working hours must request such access in writing on the forms provided by the I.T. Department.
- › File systems will have the maximum security implemented that is possible. Where possible users will only be given Read and Files scan rights to directories, files will be flagged as read only to prevent accidental deletion.





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## Staff Service Conditions

### 1. Definitions

### 2. Employee Classification Temporary Trainee Ad-hoc Probationer Permanent Contractual

### 3. Recruitment and Employment Policy Employee designations Recruitment & Selection Process Probation & Confirmation

### 4. Grade and Pay Structure

### 5. General Working Conditions

- Duty hours Attendance
- Late reporting for work Outdoor duty
- Weekly off
- Paid holidays
- Vacation
- Leave facilities
- General
- Casual Leave
- Earned Leave
- Sick Leave
- Maternity Leave
- Leave Sanctioning Authority
- Leave Salary
- Employee Leave Card

### 6. Sponsorship for Higher Studies

7. Training, Workshops & Seminars, STTPs, etc.

8. Miscellaneous Wearing of Identity Badges Remuneration for Examinership Service Book Seniority of Teachers Release from Service Handing over charge Superannuation/Retirement Age Contributory Provident Fund Group Gratuity-cum-Life Insurance Scheme Non-liability Certificate

9. Duties of Teachers

10. Code of Conduct

11. Misconduct

12. Disciplinary Actions

13. General

14. Amendments

1. Definition –

The Institute” means “Dr. D. Y. Patil Institute of Pharmaceutical Sciences and Research”, for short (DPU Pharmacy) “The Governing Body” is the Board of Trustees i.e. “Dr. D. Y. Patil Unitech Society” who is the ultimate authority on all matters of the Institute. “Principal” is the person appointed by the Management i.e. the Principal, to look after the day to day operation of the Institute, and the academic processes and their improvement. “The College Development Committee” means the body which actually conducts, the affairs of the institute, which has been appointed by the Governing Body and is an authority of the institute. It decides policy matters of the Institute keeping in view, the overall objectives of the Institute in consultation with the Principal of the Institute and guides the Principal in management of the Institute. “University” means the Savitribai Phule Pune University. Appointing Authority means the authority competent to make appointments to any post / position / job in the Institute. The appointing authority i.e. the Management/Principal, is also the competent authority to initiate disciplinary actions against the employees, including termination of service. Competent Authority” means the authority competent to exercise the different powers and functions in the Institute i.e. the Principal. (The heading i.e Competent Authority is confusing here. Can we remove this part? ) “Employee” means a person appointed to serve the Institute for a remuneration including those appointed on probation, ad-hoc and contractual basis, but specifically excludes visiting and part time faculty. Continuous Appointment” means a appointment held by an employee without any break. “Probation” means an appointment made on specified conditions for a stipulated period to a post for

determining one's fitness for eventual confirmation in the post. "Contract" means a agreement entered into in writing

between the "Competent Authority" and an employee of the Institute. "Contract Post" means a post which an employee may not hold for more than a limited period without re-appointment. "Holiday" means a Sunday or any other day declared as a holiday by the Competent Authority. "Lien" means the title of an employee to hold the post in which he/she is confirmed either immediately or on the termination of a period or periods of absence. "Temporary Appointment" means an appointment made on a purely temporary basis either in a permanent post or a tenure post against a temporary position/vacancy. "Time-Scale of Pay" means the scale in which the pay rises, subject to the terms and conditions prescribed from a minimum to a maximum. "Faculty" means the teaching staff of the Institute and includes the Principal. "Staff" mean both teaching and non-teaching (administrative and technical) employees.

2. Employee Classification The employee is classified as follows:

"Temporary employee" is one who is appointed for a limited period which is essentially of transitory nature. "Trainee" is one who is a fresher without any previous experience of the job, and is appointed for on-the-job training for a prescribed period with/without stipend. After successful completion of training, the trainee may be considered for an adhoc appointment or probation against a permanent post/vacancy at the sole discretion of the Management of the institute. "Ad-hoc employee" is one who is appointed on an ad-hoc basis for a limited period as may be prescribed and is essentially temporary in nature. An employee appointed on ad-hoc basis may be considered for probation against permanent post/vacancy provided his/her performance has been found acceptable to the Management or his/her services may be extended/terminated as per the terms of appointed. "Probationer" is one who is provisionally appointed on specified conditions for a stipulated period to a post for determining one's fitness/suitability for eventual confirmation in the post after performance assessment. Probation period may be extended if required or shortened as the case may be at the sole discretion of the management. "Permanent employee" is one who is confirmed in the service of the Institute after satisfactory completion of the probation period. "Contractual employee" is one who is appointed on a contract on such terms and conditions for a specific period which may be renewed at the sole discretion of the Management.

3. Recruitment and Employment Policy Recruitment for various posts in the institute will be from persons with requisite qualifications, knowledge, skill, experience and aptitude as may be prescribed by the Competent Authority for the

position. The institute generally follows the qualifications, pay scales and other guidelines issued by the University, the All India Council for Technical Education (AICTE), Pharmacy Council of India and Government of Maharashtra Resolutions, from time to time in this regard. Employee Designations Employees shall be designated as per the University/AICTE/PCI/Govt. guidelines as far as possible. However, the Management reserves the right to have separate designations wherever applicable. Recruitment & Selection Process Advertisement All vacant posts which need to be filled in will be generally advertised in well known Newspapers and on the Institute websites and recruitment is done as per the guidelines of affiliating university. Selection Process/Selection Committee Eligible candidates will be interviewed and recommended for selection by the Selection Committee appointed for the purpose by the Management/ Affiliating University. Based on the report of the Selection Committee candidates selected will be appointed by the Competent Authority in an appropriate salary structure applicable for the relevant post, subject to medical fitness certified by a Registered Medical Practitioner from the panel appointed by the Competent Authority. Candidate who is issued an appointment letter will have to complete joining formalities as may be prescribed including medical examination within the stipulated time period. The Management may also do reference check of the candidate recruited.

Probation and Confirmation An employee shall subject to the procedure prescribed for selection and appointment, be appointed on probation for a period of 24 months from the date on which he/she joins duties and after the satisfactory completion of the probation period he/she may be confirmed and informed accordingly or his/her services shall be terminated provided that at least one month's notice is served on him/her prior to the expiry of the period of probation or one month's pay is paid to him/her in lieu of the notice period. It shall not be necessary to assign any reason for terminating the services of an employee on probation if it is held that he/she has not completed his/her probation satisfactorily. The Principal of the institute shall maintain an assessment report of a faculty on probation and the management shall decide, if a faculty is to be confirmed or not at the end of the probationary period. Retrenchment on account of abolition of post or reduction in workload In the event of abolition of a post or reduction in work load, a teacher/employee may be retrenched/terminated by giving him/her one months' notice or one month's pay.

Three months' notice or three months' pay in lieu thereof, if the appointment of teacher/employee is in case, the workload is reduced to half or less than half, the teacher/faculty concerned, if he/she so wishes, shall be continued as part-time teacher and shall be paid as per the scale of the part-time teacher.



4. Grade & Pay Structure - The grade and pay structure including normal increments in salary to the employees shall be as per State Government, AICTE, PCI & Affiliating University norms. 5. General Working Conditions - Working Days: All employees shall observe the duty hours as applicable to their respective category in the Institute and as may be informed from time to time. Teaching Staff: 6-day week (Mon.-Sat.) Non-teaching (Technical & Office) Staff: 6 day week (Mon.-Sat.) The above working days are subject to change as may be decided by the Management/Principal at any time by issuing a communication and without paying any additional remuneration.

**Attendance Recording of Attendance** All employees are required to record their daily attendance (both "IN" and "OUT" time) by signing on the attendance muster / ERP biometric as the case may be. In case an employee has forgotten to record his/her attendance, he/she is required to regularize the same by either on the same day or latest by the following working day by giving a letter duly authorized by the Management/Principal to the Office/HR section. Late reporting for duties All employees are required to be at their workplace in time at the start of their respective working shift. Any employee reporting late for duties by more than 15 minutes of the start of the shift on more than 3 occasions in a month will lose One day's casual leave which will increase in the same proportion for every subsequent 3 occasions. An employee reporting late for work beyond one hour (60 minutes) will lose half day's casual leave for each such occasion. Habitual late reporting for duties will amount to misconduct liable for disciplinary action Notwithstanding the above, the Management/Principal may condone late coming for genuine reasons, viz. disruption/delay of public transport system, heavy rains, bandh or such other reasons. An employee may also seek prior sanction from the Competent Authority to report late to work or to leave early for genuine reasons. Such late coming must be subsequently regularized by a written note duly sanctioned and submitted to the attendance section.

**Outdoor duty** An employee on outdoor duty either directly from home or after recording attendance must regularize his/her absence either for the full day or part of the day by enter in the register outdoor duty form and submit the same to the attendance section duly sanctioned by the Competent Authority, along with proofs of the outdoor duty. Failure to regularize the absence while on outdoor duty will result in marking the same as leave without pay. **Weekly Off** The weekly off at the Institute at present are Sunday. However the Management reserves the right to change the weekly off depending on need, at any time in future by issuing a suitable communication. Notwithstanding the above, the Management at any time, may introduce staggered weekly-off system for a section of employees or an individual employee, depending on nature of work. An employee will not be

entitled to any additional compensation for working on staggered weekly off basis. Paid Holidays Presently the Institute grants paid public holidays which include also the national holidays, as declared by the University and Govt. of Maharashtra. However, the Management reserves the right to make changes either in the number of holidays or cancel/substitute a holiday as the case may be depending on specific needs of the institute. Vacation Vacation is applicable only to the teaching staff who are confirmed and those who have completed two year of probation /4 semesters of teaching. The calendar for an academic year including vacation shall be as fixed by the Institute/ University from time to time. A faculty including Principal is entitled to 30 days EL or vacation as per the guidelines of SPPU during the period of 12 months commencing from the beginning of the academic year. Every teacher shall be expected to undertake such work in the Institute during the vacation relevant to his/her duties as a teacher as may be assigned to him/her by the Principal. The Principal may reject the vacation/part of the vacation to a teacher if his/her services are required in the Institute. If a teacher is unable to go for vacation due to his/her responsibilities in the Institute, then the unconsumed vacation due to a teacher will be converted into equal to one of half of such unutilized vacation. (Half of unutilized vacation will be converted into Earned Leave.)

## Leave Facilities

### General

All leaves are calculated on the basis of calendar year from 1st January to 31st December every year in case of non-teaching staff and academic year from 01st June to 31st May for teaching staff. No leave can be claimed as matter of right. All leaves require specific sanction from the Principal as per leave sanctioning procedure. Discretion to grant, refuse, revoke or cancel leave already granted depending on exigencies, lies with the sanctioning authority.

**Kinds of Leave** The following kinds of leave would be admissible to employees:

**Casual Leave** Every employee (permanent, probationer and ad-hoc) other than contractual is entitled to get maximum 08 (eight) days casual leave in a calendar year. Employees joining in-between the calendar year will be granted casual leave on pro-rata basis. Casual leave cannot be combined with any other kind of leave except half day casual leave (post noon) preceding earned leave. Casual leave cannot be taken for more than four days at a time. It may be either prefixed or suffixed with holidays or Sundays provided the total period of absence including holidays/closed days and weekly off doesn't exceed four days at one time. Casual leave can be granted for half day Casual leave can neither accumulated nor encashed. Casual leave shall be applied for in advance in writing. However in

exceptional circumstances where leave cannot be applied in advance before the leave begins. The employee may apply for the sanction ex-post facto. In exceptional circumstances leave sanctioning authority may grant ex-post facto sanction of casual leave. If the leave sanctioning authority is not satisfied about the exceptional circumstances, the casual leave availed without prior permission may be treated as leave without pay or unauthorized absence. Mass casual leave shall not be treated as casual leave but misconduct and will be dealt with accordingly. Leave sanctioning Authority may refuse to grant casual leave depending on the exigencies of work or if the reason is not genuine. If no casual leave is balance in the account of an employee, the Principal may at his sole discretion grant leave without pay.

### Earned Leave

- (A) For Confirmed / Permanent / Adhoc Teaching Staff The Principal being an administrative, academic head of the Institute shall be treated as a non-vacation teacher and shall not be entitled to vacations to which others are ordinarily entitled. He / She shall, however, be entitled 30 days of earned leave and subject to a maximum accumulation of 120 days. Confirmed/Permanent/Adhoc Teaching Staff shall be entitled to vacations, 30 days of earned leave and subject to a maximum accumulation of 120 days. If a teacher is unable to utilize vacation due to his/her responsibilities in the Institute, then the unutilized vacation due to the teacher will be converted into Earned Leave equal to one of half of such unutilized vacation as per clause no. 5.7.5 above, provided however, such leave cannot be accumulated for more than 120 days which is the accumulation limit for earned leave.
- (B) For Confirmed/Permanent Non-Teaching Staff All the confirmed permanent non-teaching staff are entitled to 30 days of Earned leave in a year worked out on the basis of 1/11th of the working period, excluding leave period. (C) General Unutilized earned leave at the end of the year shall be carried forward to the following year. Earned leave can be accumulated upto 120 days. Leave in excess of 120 days shall automatically lapse. Application for earned leave shall be submitted to the sanctioning Authority i.e. Principal at least 15 days in advance. The maximum earned leave that may be sanctioned at a time, shall be not exceed 30 days in one academic year. Earned leave shall not be sanctioned for less than 3 days at a time and not more than 3 occasions in a year. Sick Leave All permanent employees (teaching & non-teaching) are entitled to 10 days of sick leave with full pay on medical grounds. If an employee reports sick for more than three days at a time, he/she shall be required to produce a medical certificate from a Government Medical Officer or a Registered Medical Practitioner, along with the leave

application which may be sent through a messenger/courier or by registered post. The Institute shall have at all times a right to verify the medical certificate produced by the employee. If such verification does not satisfy the Institute authorities that the sick leave applied for is not on proper grounds, the Institute may refuse to grant such sick leave. At the time of rejoining duty after sick leave, the employee shall produce a certificate of fitness obtained from the Government Medical Officer or from a Registered Medical Practitioner. Unutilized sick leave shall be carried forward to the following year subject to a maximum accumulation limit of 20 days. Any sick leave beyond the accumulation limit shall automatically lapse.

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

- (C) Any increment/salary increase which may fall due to a lady employee during the maternity leave period shall be effective prospectively without any arrears, only after resumption of duties. Maternity leave may be combined with Earned leave or Sick leave subject to a maximum of 60 days, excluding maternity leave. A lady employee who has not been confirmed shall also be eligible for maternity leave. subject to the provision of this clause, as under:
- (i) A lady employee who has completed two years of continuous service and is appointed on probation shall get maternity leave on half pay. In the case of miscarriage or abortion, including abortion, included under the Medical Termination of Pregnancy Act, 1971, maternity leave not exceeding six weeks shall be admissible in the production of a medical certificate. In the case of a lady teacher entitled to vacation, if the delivery takes place during the vacation, maternity leave shall not run concurrently with the vacation. The above leave provisions are not applicable to employees on ad-hoc appointments.
- Leave Sanctioning Authority** The sanctioning authority for different kinds of leave for all employees other than administrative staff shall be as under: All kinds of leave to the Principal – Chairman /Secretary All types of leave to the Teaching and Non-Teaching Staff – Principal
- Leave Salary** Leave Salary shall be the monthly basic pay and allowances to which an employee is entitled, immediately before the commencement of leave.
- Employee Leave Card** Employee Leave Card is maintained Calendar year/ Academic year wise.
- (D) 6. Sponsorship for Higher Studies & Study Leave 6.1.1 Study Leave with full pay – applicable only for permanent staff/who have completed 05 years

of service at the institute. 6.1.2 General Rules Any eligible staff member (6.3.1) seeking higher educational qualification shall make an application in writing to the Principal and seek his sanction in writing before applying to any Institute/Institute to seek admission for higher studies. The application should clearly mention the course, field of specialization and the name of Institute/University in which the staff member would like to be enrolled for higher studies. The staff member, who has obtained the sanction from the Management/Principal as above, shall subsequently inform in writing the type of sponsorship he/she would like to avail and the period of study leave with dates which should be also separately applied in the Leave Card as per leave procedure. The concerned staff member before proceeding on study leave, shall execute an Agreement-cum-Service Bond engrossed on non-judicial stamp paper, assuring an undertaking to the Institute that after the successful completion of the higher course and rejoining, he/she will serve the Institute for a minimum prescribed period failing which he/she shall be liable to pay liquidated damages to the Institute, as stipulated in the bond.

Sponsorship Norms for Higher Studies The salient features of sponsorship norms for higher studies are as given below: He/She should be a Permanent employee or should have completed 05 years of service at the institute. Preference shall be given to the candidate selected for Ph. D. program in National and International institute of repute a time max of two faculty from each will be sponsored for Ph. D. Programme based on seniority of staff. One day study leave in a week shall be granted upto one year for PG candidates and upto 4 years for Ph.D. candidates. All kinds of support like academic, library and laboratories facilities shall be provided. No financial support shall be provided.

6.4.4 Discretion to grant, refuse the sponsorship for higher studies lies with the competent authority. Note: Norms for study leave with or without pay for less than 2 years will be decided on case to case basis broadly applying the above guidelines. However, the bond period in any case will not be less than 2 years.

7. Workshop, Seminars, STTPs The management express that all its staff members continuously upgrade their knowledge and skill levels with the latest developments in the field of Pharmaceutical Sciences. It is therefore expected that teachers not only participate in workshops, seminars and faculty development programme conducted outside, but they themselves organize and conduct such workshops, seminars and for our teaching and non-teaching staff in the Institute as well as for outside participants. Whenever staff members are deputed for Workshops, Seminars, FDP's, etc. besides granting full attendance on such days as outdoor duty, 100% of registration fee, reimbursed by the Institute on production valid documents.

The faculty who are in continuous service shall be sponsored for FDP's, Conferences and Workshops etc. For National conference, workshop of STTP programs, maximum sponsorship will be Rs.10000/- which include conference fees, TA, DA and other expenses. The faculty shall be granted on duty leave during of Programme. Discretion to grant / refuse the sponsorship lies with the competent authority

#### 8. Miscellaneous

**Wearing of Identity Badges** All employees who have been issued Identity Badges are required to wear and display them on their person at all times while they are in the institute premises without fail.

**Remuneration for Examinership** The teachers shall be entitled to remuneration only in respect of examinations conducted by the University or by the Institute on behalf of the University. For Internal assessment/home examinations/unit tests being conducted by the Institute at present or which may be introduced as a measure of examination reforms (including the semester system), no remuneration shall be payable to the teachers irrespective of the fact whether the marks obtained by a student in such internal assessment/home examinations/unit tests are decided to be taken into account while declaring the final results of the student.

**Service Book** A service book shall be maintained in respect of each staff member in the prescribed format a copy of which will be given to the staff member with permission of Management/Principal only for justifiable reason.

**Seniority of Teachers**

Seniority of teacher in Institute shall be determined as under:

- (i) A full-time teacher is senior to a part-time teacher.
- (ii) Seniority of teachers in the Institute shall be determined on the basis of cadre viz. a Professor is senior to an Associate Professor and an Associate Professor is senior to a Asst. Professor.
- (a) Seniority of teachers in the Institute in a cadre and in a subject in which their appointments shall be determined on the basis of the date of joining the Institute.
- (b) Seniority of teachers in the Institute shall be determined on the basis of the date of joining and length of continuous service in the same Institute.
- (c) Selected
- (d) Merit one
- (iii) The Principal of the Institute shall be considered senior to all other teachers only for the period during which he/she holds the said post.
- (iv) Between a confirmed teacher and a teacher on probation a confirmed teacher shall be considered senior. Between a teacher on probation and a temporary teacher, teacher on probation shall be considered senior irrespective of the length of service.
- (v) If more than one staff selected on the same post, the seniority shall be considered on merit only.
- (vi) (a) A teacher appointed on probation in a permanent vacancy shall be treateds senior to one appointed on a temporary basis.
- (b) Seniority amongst temporary teachers shall be determined on the

basis of their dates of joining duties and length of service. In respect of teachers whose continuous length of service is the same, a teacher senior in age shall be treated as senior. Release from Service: An employee may be released from the service of the Institute as per the terms and conditions stipulated in the letter of appointment or such other rules subsequently framed and made applicable to the employees. Handing over Charge An employee before leaving the service shall hand over charge of his/her post department to a duly authorized person and shall return to the Institute/Library/Department all books, furniture, materials, equipment's, identity card, etc. issued to him/her and shall pay up in full all charges due. If he/she fails to do so, the Institute shall recover the amount due from such teacher on account of the above items from hi/her final dues. The last salary/dues if any shall not be paid to the teacher concerned until a clearance certificate in the prescribed format duly filled and signed by all concerned is submitted to the Accounts Section. Superannuation / Retirement Age The age of superannuation/retirement for a teacher and all other employees as per present rules are 60 years and for the Principal 65 years. Provident Fund (PF) All permanent eligible employees as well as those on probation shall be covered under the provisions the Employees Provident Fund and Miscellaneous Provisions Act 1952. Group Gratuity cum Life Insurance Scheme (GG-cum-LIC) All permanent employees shall be covered under the Group Medicalim policy. However, the Management reserves the right to switch over to any other scheme which may be more beneficial to the employees, in future. Benefits of the above scheme and the obligations arising thereof, shall be separately communicated to the employees. Non-Liability Certificate All service benefits will be granted to the employees only after a non-liability certificate has been issued by the Management / Principal. 9. Duties of Teachers A teacher shall comply with the provisions of the Act, Statutes, ordinances, Regulations, Rules and other directions or orders issued there under from time to time from the Management /Principal/ University/AICTE/PCI, and the central and State Government. A teacher shall engage classes regularly and punctually and impart such lessons and instruction, do such internal assessment/examination evaluation as the head of the Department/Principal shall allot to him/her from time to time and shall not ordinarily remain absent from work without prior permission of grant of leave. A teacher shall help the Principal to enforce and maintain discipline amongst the students. A teacher shall perform any other co-curricular and extra-curricular work related to the Institute as may be assigned to him/her from time to time by the Principal of the Institute without any extra remuneration. In addition to the above work, the teacher shall spend the

remaining time on guiding the students, preparation of technical research and/or investigation, extracurricular activities of students and assisting the administration of the Department in the maintenance of equipment, laboratories, developing and updating, the work in respect of discipline, to keep in tune with technical advancements, Library work, visiting outside organizations and institutions required and assisting Central Administration, whenever required in the interest of the students of the institution and in the building up of high standard of academic and administrative set up.

10 Code of Conduct a) All employees shall be subjected to the code of conduct as laid down by the Institute as given below and as it may be modified from time to time. b) In all matters concerning the entire administration and general running of the Institute, the decisions of the Management/Principal of the Institute should be respected and loyally carried out. c) Every member of the staff being an educator is bound to give good example to the students in and outside the Institute. He / She must be clean and tidy, modest and sincere and above all patient and polite in speech and behavior. d) Every member of the staff should be keenly interested in the all-round development of the students, without undue interference, and shall foster in them a spirit of respect, docility and gratitude towards authority, as well as love and respect for each other and the Institute in general e) Every member of the staff shall maintain a high standard of discipline and train the students in honesty, good manners, polite speech and behavior by giving a personal example. f) All members of the staff shall be punctual for his/her duties and they shall sign the attendance register before starting their work. g) An employee who remains habitually absent or is unpunctual in attending the duties shall be liable for disciplinary action. h) All the members of the staff shall be present in their respective place of work at exact time and shall not leave the premises during duty hours without the prior permission of the Competent Authority. i) The members of the staff shall not carry out of the Institute documents, tools, equipments and materials belonging to the Institute, or should handover to the students or any unauthorized persons without prior permission of the Management/Principal. j) The behavior of an employee with male and female students and with coemployees shall be modest. k) An employee shall communicate change in address if any during vacation, leave period or shifting of residence to the Principal in writing. l) An employee shall not use any harmful drugs/intoxicating drinks within the institute premises or be under the influence of any intoxicating drinks or drugs during the course of his/her duty. m) An employee shall not refuse to accept, receive or take delivery of notice, or letters or any communication from the Competent



Authority/Management and shall not refuse an order of transfer from on job to another, or from one department of the Institute to another department. n) Discussing irrelevant topics with the students or criticizing any decision of the Principal or any other authority in front of the students, either inside or outside the classroom or in any way instigating the students will be treated as breach of code of conduct. o) An employee shall not use any indecent language or make false allegations against said authorities or speak in an abusive manner to students or coemployees. p) Possessing firearms, other weapons or any other articles causing danger or threat in the premises detrimental to the security of the institution or persons, and intimidating other employees by threat, pressures or other means with a view to preventing them from attending their duties and obstructing the movement of goods, persons or vehicles pertaining to the activities of the institution will be treated as breach of code of conduct. q) Insubordination or disobedience, whether alone or in combination with others of any order of a superior authority or instigating others to insubordination or disobedience will be treated as breach of code of conduct. r) Tampering with the records of the Institute, falsification, defacement or destruction of any records of the Institute including those pertaining to the students or employees or attempt to do so will be treated as breach of code of conduct. s) When an employee is called upon by the Principal to take allied subjects or any other subject pertained to the course to another batch of students or whenever his/her help is required in absence of another staff he/she must be willing to oblige the Principal. t) In addition to ordinary Institute work, staff will be required to participate in cocurricular activities and to be cheerfully available to help everyone and to take extra assignments that the head of the institution find it necessary to give. u) An employee shall report for duty when leave has been refused or when leave has been cancelled. v) The employee shall at all time maintain absolute integrity, and show devotion to duty, and shall not do anything which is unbecoming of an employee of the Institute. He / She shall ensure the integrity and devotion to duty of all employees under his/her control and authority for the time being. w) An employee shall extend utmost courtesy and attention to all persons/students with whom he/she has to deal in the sphere of his/her duties. He / She shall strive hared to promote the interest of the institute. x) The employee, except in accordance with any general or special orders of the

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Competent Authority or in performance of his/her duties and in good faith, shall not communicate or cause to communicate directly or indirectly any official document or any part thereof or information to any person, within the Institute or outsider, to whom he/she is not authorized to communicate such document or information, or to make any use thereof. y) The employee shall not contribute to the Press any matter connected with the Institute without obtaining the prior sanction of the Management/Principal or without such sanction make use of any document, paper or information, which may have come in his/her possession in his/her official capacity. He/She shall also not try to obtain unauthorized any information, document, paper which may not come in his/her official capacity, in order to make any use thereof. No employee shall act as the spokesperson of the Institute without prior sanction from the Management/Principal. z) The employee shall not directly or indirectly take part in any activity or demonstration or movement which is considered by the Management/Principal to be prejudicial to the academic and administrative interests of the Institute. aa) The employee without the express sanction of the Management/Principal, shall not ask for or accept contribution, or otherwise associate himself with the raising of funds or other collection in cash or kind for his own benefit or otherwise. bb) An employee shall not accept or permit any member of his/her family or any person action on his/her behalf to accept any gift in cash or kind for his/her own benefits from any person including another employee or student or parent for a work to be done in connection with the business of the Institute. cc) An employee shall avoid accepting lavish hospitality or frequent hospitality from any student/parent/supplier of the Institute. dd) The employee shall not, by writing, speech or deed or otherwise indulge in any activity which is likely to incite or create a feeling of hatred or ill-will between different communities on religious, social, regional, communal or other grounds. ee) A teacher shall perform his/her academic duties and work related to examinations as assigned. No extra remuneration shall be payable to the teachers for internal assessment/home examinations conducted by the Institute other than that is prescribed by the University. ff) A teacher shall not discriminate against a student on political grounds for reasons of race, caste, language or sex or for other reason of an arbitrary or personal nature and shall not incite students/teachers against other students or other teachers, colleagues or administration/Governing Body of the Institute. gg) A teacher shall have freedom of thought and expression.. He/She shall not misuse the

facilities or forum of the Institute while exercising the freedom of academic thought or work. hh) A teacher shall not refuse to carry out the academic and administrative decisions taken by the Principal/Governing Body/Management. ii) A teacher shall not make use of the resources and/or facilities of the Department/Institute/Governing Body for personal, commercial, political or religious purposes. jj) A teacher shall not be partial in assessment of a student or deliberately

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overmark, undermark or victimize students on any grounds. kk) A teacher shall not conduct/participate in private coaching classes directly or indirectly. He/She shall also not accept private tuitions. ll) A teacher shall not indulge in or resort to, directly or indirectly, any malpractice or unfair means in teaching/examination/administration. mm) A teacher shall not furnish incorrect information regarding his/her qualifications, experience, age, etc. In respect of his/her appointment/promotion. Failure to conform to the above mentioned norms shall be construed as misconduct. 11. Misconducts The following acts and omissions, on the part of an employee shall amount to misconduct. a. Any action by the employee contrary to the provisions prescribed in the foregoing Rules/Code of Conduct. b. Going on illegal strike, abetting including instigation or action in furtherance thereof. c. Theft, fraud or dishonesty. d. Habitual break of any standing orders, rules. e. Willful or negligent damage to the Institute property. f. Refusal to accept notices, circulars, charge-sheet, order or other communications served according to the rules. g. Conviction in a court of law, involving moral turpitude. h. Riotous or disorderly behaviour, threatening, intimidating or coercing in connection with or relating to any duties or working of the Institute. i. Neglect of work or negligence in discharging any duty or any loss or damage caused to the Institute due to negligence in duty or failure to give the day's turnout. j. Violence or inciting violence. k. Stopping work weather singly or with other employees or insisting anyone else not to work. l. Allowing anyone within the prohibited premises of the Institute or allowing any person or persons whose entry is prohibited without the permission of the Competent Authority. m. Falsification or tempering any paper or record of the Institute. n. Obtaining employment in the Institute by misrepresentation of facts. o. Making any false or exaggerated allegation against any employee r superior authority. p. Committing nuisance during

the working hours by being found intoxicated or otherwise. q. Misappropriation of any amount or movable property of the Institute.

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r. Committing any act involving moral turpitude. s. Commission of any act subversive of discipline and good behaviour on the premises of the establishment.

### **12. Disciplinary Actions/Punishments**

A) Suspension, Compulsory Retirement, Termination or Removal / Dismissal from Service:- A teacher / employee who is confirmed in service is liable to be suspended or compulsorily retired or removed/dismitted from service or his services are liable to be terminated on one or more of the following grounds: a) Misconduct b) Moral turpitude c) Willful and persistent negligence of duty d) Permanent Physical or Mental unfitness, and e) Incompetence Explanations

a) Misconduct”: shall include the following- (i) Breach of the terms and conditions of service laid down by these directions; (ii) Violation of the Code of Conduct b) “Moral turpitude” shall include the followingAny misbehavior derogatory to the status and dignity of a teacher / employee c) “Willful and persistent negligence of duty” shall among other things include the following:- (i) Dereliction of duties like not engaging the allotted classes or not completing the prescribed syllabus; (ii) Persistent and habitual absence from duty without prior permission; (iii) Failure to discharge any of the duties laid down by these directions or assigned by the Competent Authority. d) “Permanent physical or mental unfitness” shall require the following:- Any permanent physical or mental unfitness as certified by a medical board consisting of not less than three medical specialists appointed by the Management. e) “Incompetence” shall include the following:- i) Failure to keep up academic progress and to keep his knowledge upto-date inspite of repeated instructions in that behalf and provision of facilities; ii) Failure to complete the teaching of the prescribed syllabi within the prescribed period, for reasons not beyond his/her control.

# INSTITUTIONAL POLICY DOCUMENT

B) Penalties Notwithstanding anything mentioned in clause A) above and without prejudice to the provisions of these rules/law/act, any teacher/employee guilty of misconduct, moral turpitude, delay in disposal of assignments, willful and persistent neglect of duty, incompetence and any other such or similar acts, shall be liable for any of the following penalties namely:- a) Warning, Reprimand or Censure b) Fine, c) Withholding of Increments or promotion including increment at the assessment stage, d) Recovery from pay or such other amount as may be due to him/her of the whole or part of any pecuniary loss caused to the Institute by negligence or breach of order. e) Reduction to a post in the lower pay-scale to a lower stage of increment in his own pay-scale. f) Compulsory retirement. g) Termination of service. h) Removal/dismissal from the services of the Institute. i) Disciplinary action will be taken against an employee only after giving sufficient opportunity to present his/her own reasons against the action proposed to be taken.

C) Authority competent to impose penalties: The power to impose penalties on teachers/employees shall vest with the Management/Principal of the Institute.

D) Applicability of this Code of Conduct: The code of conduct enshrined in these rules is applicable to all employees of the Institute, including ad-hoc and contractual employees. 13. General: For matters not specifically provided for in these terms and conditions of service or in case of any difference or dispute in the interpretation, construction or import of any word, term, clause or sentences the decision of the Governing Body/Management of the Institute shall be final and binding on all concerned. 14. Amendments: The Governing Body/Management of DPU Pharmacy may from time to time, add, alter or otherwise amend these terms and conditions of service.





Sahyadri Bahujan Vidya Prasarak Samaj  
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## EXAMINATION POLICIES AND PROCEDURES (2018-19)

### • Role of Examination Section -

- › The role of the examination section committee in examination process is to provide the healthy environment for examination with prevention of malpractices during examination.
- › The examination team coordinates all examination activities and organizes the examination schedules with care and vigilance.
- › In addition, care is taken in the recording & handling of examination stationary both prior and subsequent to the examination itself.

### • Scheme for Continuous Internal Evaluation ( CIE ) for UG Courses -

- › The institution is affiliated to Savitribai Phule Pune University and hence follows the evaluation process as defined by the University.
  - › Continuous internal evaluation shall be continuous procedure and the teacher
- Scheme for Continuous Internal Evaluation ( CIE ) for UG Courses –
- › The institution is affiliated to Savitribai Phule Pune University and hence follows the evaluation process as defined by the University.
  - › Continuous internal evaluation shall be continuous procedure and the teacher shall select a variety of procedures for examination such as: a) Written test b) Term paper c) Seminar presentation d) Short Quizzes e) Assignments f)

Extension work g) An open book test or h) Mini research project by individual learner or group of learners.

› Continuous assessment for Theory shall be inclusive of attendance (40% weightage) and 60% for assessments (three tests ) based on quiz, assignment, open book test, field work, group discussion and seminar while continuous evaluation in practical"s is based on practical skill, record writing and viva voce

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› Provision of continuous evaluation booklet for every subject shall be done by the institute that should be maintained by students and shall be submitted at the end semester.

› Assessments shall be taken every week for every subject. Students are supposed to write assessments in continuous evaluation booklet provided to them.

› The subject teachers shall frame sessional question paper based on Blooms taxonomy and the questions shall be mapped for attainment of course outcome and program outcomes.

› It is mandatory for students to take the course and examination for Physical education in F. Y. B. Pharm

› A course on Environmental Science shall be conducted and evaluated based on Field Visit Report and written examination in S. Y. B. Pharm Sem III.

- Scheme for Continuous Internal Evaluation ( CIE ) for Pharm. D -

› The Pharm. D course 2013 pattern is affiliated to Savitribai Phule Pune University and evaluation shall be based on annual pattern. The internal examination has 30 % weightage.

› Practical sessional examination of 30 marks are divided into two components wherein 10 marks are allotted for internal evaluation of Experimental work, viva, synopsis and laboratory record while the sessional examination is conducted for 20 marks with the following scheme.

- Scheme for Continuous Internal Evaluation (CIE) for M. Pharm ( 2018 Pattern )

-

› Students shall appear for two sessional examinations shall be conducted per term for maximum 30 marks which will be computed to 15 marks as theory sessional component.

› For the practical also two sessional examinations shall be conducted per term for maximum 30 marks as practical sessional component. Continuous assessment for theory is inclusive of student's interaction and attendance.

› Student performance in practical and attendance shall be considered for marks out of total 20.

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### **• Standards of Passing: }**

The students of B. Pharm/ M. Pharm /Pharm .D are considered as passed the semester only when he/she shall pass in the entire subject heads and obtains overall a minimum CGPA of 5. }

Degree will be awarded to the students who will pass all the eight semesters. Final grade will be awarded on the basis of combined CGPA at the Semester-I to Semester VIII for a four year course.

### **• Carry forward Rules }**

Students will be allowed to improve his/her class at Final Y degree level by reappearing for the subjects (minimum 3 theory subjects of that examination) as per prevalent policy of University. }

The rules of allowed to keep terms (ATKT) and progression to next class are as per the Rules and regulations implemented by the University.

### **• Mechanism to deal with internal examination related grievances }**

The students who remain absent for continuous assessment and sessional examination on medical grounds, with prior permission from HOD and College examination officer will be permitted to appear for the re-examination conducted before the End Term Examination. The student shall submit his/her application and avail permission from the concern authority with required documents. }



For the students who score less than 50% aggregate in university examination or want to improve their CLASS/GRADE shall be allowed to appear for Theory subjects of the said Semester/Class. The student's applications are called in the defined time line and conduct of improvement sessional examination is planned. The examination is conducted for the said students as per the prescribed pattern.

## **Mechanism to deal with external examination related grievances**

For the examination applications, students shall register on the university web portal with unique mail ID and mobile number. Same is required as University communicates the examination details via email and SMS alerts.

Students shall get in contact with Class teacher/Examination team regarding any examination related issues, issues related to error in names (spelling mistake,

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change in name) etc. The grievances related to application form for examination are sorted by the examination team. College examination officer shall communicate grievances of students through mail/letters. )

During the university examination, any issues regarding ongoing examination shall be brought to notice of examination team and the same shall be communicated to university for corrective action. )

A student who faces any accidental mishap/physically challenged candidate shall be permitted to avail the facility of taking scribe facility. Separate sitting arrangements and additional 20 min/per hour time allotment shall be done for the said student. )

After the declaration of the university result, students who are not satisfied with their performance shall apply for the photocopy for Verification and proceed for reevaluation process as per university procedure.

● **Guidelines for Code of conduct during Examination:**

Examinations are one of the most commonly used methods for accessing the student knowledge related to the subject in their curriculum. It is essential that examination results should reflect the knowledge and abilities of each individual student. To achieve this, student should follow the academic standards and code of conduct during examination.

● **Preventive Actions to be followed by students during Examination:**

The following preventive actions are intended to secure an honest academic environment & can be implemented prior to the start of the examination.

1. Rules of examination behavior - The internal vigilance team should inform students that the consequences of inappropriate examination behavior will lead to failure of student.
2. Disciplinary action in case of use of unfair means which include unfair means materials whatsoever, related to the subject of the examination, printed, typed, written or otherwise on the person of the examinee or on, wood or other material, in any manner or in the form of a chart, diagram, map or drawing or electronic aid etc. which is not allowed in the examination hall

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3. Students are responsible for picking up any litter or objects in the vicinity of their seats before the examination begins. Any notes or suspicious material of any kind within the student's vicinity should be considered a violation.

4. Students should ensure that their answer book is not exposed to others.

5. Students should concentrate on their own exam rather than nodding here and there.

6. Student - student interaction during an examination is a breach of proper examination behavior. Students should not talk to invigilator also except for any need or an emergency.

7. Exchange of particulars during examination should be prohibited.

8. If a student completes an examination within 15 minutes of the end of the period, the student should remain seated until the period is over. At the end of the examination period, all examination materials should be collected by the invigilators.

